

Washington School of Practical Nursing

**Student Orientation Packet
2024-2025**



August						
SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	TWD 5	TWD 6	1st day 7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14

September						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	Labor day 2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	TWD 26	27	28
29	30					

15

October						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	TWD 24	25	26
27	28	29	30	31		

18

November						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	TWD 14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

13

December						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15

January						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	MLK 20	21	22	23	24	25
26	27	28	29	30	31	

February						
SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	TWD 13	14	15
16	PRES 17	18	19	20	21	22
23	24	25	26	27	28	

14

March						
SUN	MON	TUES	WED	THURS	FRI	SAT
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13

April						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	TWD 17	18	19
E 20	21	22	23	24	25	26
27	28	29	30			

16

May						
SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	TWD 22	23	24
25	26	27	28	29	30	31

15

June						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	TWD 19	20	21
22	23	24	25	26	27	28
29	30					

16

July						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	ATI 7	ATI 8	ATI 9	GRAD 10	TWD 11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

ACCREDITATION STATUS

The Washington School of Practical Nursing is fully approved by the Missouri State Board of Nursing and accredited by the Commission of the Council on Occupational Education effective June 10, 2016.

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for admission and/or employment, and all unions or professional organizations holding collective bargaining or professional agreements with School District of Washington are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Four Rivers Career Center compliance with regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), or Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Assistant Superintendent of Human Resources, 220 Locust, Washington, MO 63090 (636-231-2020). The Assistant Superintendent of Human Resources has been designated by the School District of Washington to coordinate the Title VI, Title IX, Section 504 and ADA.

Students requiring accommodations can find the policy and procedure on the WSPN home page of our website.

ADMINISTRATION AND FACULTY

Dr. Jennifer Kephart
Superintendent of Schools

Chris Redd, RN, MSN
Practical Nursing Administrator
Western Governors University

Mr. Philip King
FRCC Director

Dina Vitale, RN, MSN
Practical Nursing Instructor
Chamberlain University

Ann Murphy
Financial Aid Coordinator

Kari Huff, RN, MSN
Practical Nursing Instructor
Western Governors University

Heather Foster, RN, MSN
Central Methodist University
Practical Nursing Instructor
Retention Specialist

ADVANCED PLACEMENT POLICIES

The Washington School of Practical Nursing has no advanced placement policy.

LICENSURE

All students must comply with the Missouri Nurse Practice Act section 335.066 Decision **to accept or deny the application rests with the Missouri State Board of Nursing and graduation from this program does not guarantee eligibility to write the NCLEX-PN Board Exam.**

[Missouri Statute 335.066](#)

ADMISSIONS POLICY AND PROCEDURE

Admission policies and procedures will reflect consideration of the potential for the applicant to complete the program successfully.

Students eligible for admission to the program must meet the following criteria:

ADMISSION POLICY AND PROCEDURE:

- Applicants must have high school diploma or GED certificate
- Submit **completed** application with \$5 application fee
- Submit **completed** TEAS test registration form with \$70 testing fee
 - Register with ATI to obtain TEAS test login and password
- Complete one of the following:
 - ATI TEAS test with a 58% or higher cumulative score
 - ATI TEAS test section score: (all on one test)
 - Reading 47.6% or greater
 - Math 46.7% or greater
 - Science 33.3% or greater
 - English and Language Usage 40.0% or greater
 - HESI exam administered by East Central College and meet the requirements for entrance into their ADN program
- Submit "Why I Want to be a LPN" essay
- WSPN will complete reference checks on previous employment and personal references
- Submit high school and college transcripts
- Attend applicant interview scheduled by WSPN Administrator in May
- Applicants will be notified regarding class selection by June 1
- Complete FASFA prior to orientation night
- Pay \$100 Non-Refundable Deposit no later than New Student Orientation in early June
- Attend New Student Orientation in early June
- Pay tuition and/or make all financial aid arrangements with the Financial Aid Office by July 9
- Obtain clean background check and urine drug screen by the first day of class in August
- Obtain a current physical and all updated immunizations as outlined in student handbook by the first day of class in August
- Obtain BLS/CPR certification by the first day of class in August
- No student is admitted later than 5 days than the established entrance date of the program.

- Non-English speaking and English as second language students will need to meet same criteria for admission as other students. They shall demonstrate a working knowledge of spoken and written English. It is the responsibility of the applicant to provide proof of proficiency in the English language. This must be documented by official results of DMI ATOEFL examination. Information can be obtained at www.toefl.org.

Student checklist to be completed **prior to first day of class:**

1. Pass a physical exam by the physician of their choice submitted on the Physical Form provided by the school.
2. Submit a negative urine drug screen (UDS) as stated in the substance abuse and drug testing policy.
3. Provide a negative T-spot within one year OR provide proof of a negative **2-step** mantoux TB test within 1 year from the start of school and updated on an annual basis. Documentation required is:
 - a. Type of test
 - b. Dates of test
 - c. Results of test
 - d. Signature of physician or nurse administering test.
 - e. The above should be recorded on official stationary, or on the physical form provided.
- If positive, a copy of current chest x-ray results and a release statement from the physician is needed.
4. MMR:
 - a. Positive titer date **or** 2 dose vaccination dates **or** healthcare provider diagnosis of disease.
5. Varicella (Chicken Pox):
 - a. Positive titer date **or** 2 dose vaccination dates **or** healthcare provider diagnosis of chickenpox or shingles.
6. Tdap vaccination dated within the last 7 years.
7. Hepatitis “B” Vaccine:
 - a. Note signed by physician stating that the individual has initiated the Hepatitis “B” vaccine series.
 - b. If the individual chooses not to receive the Hepatitis “B” vaccination, they must report to the Practical Nursing Administrator for the purpose of signing a waiver form.
8. Flu Vaccination
 - a. For current year, beginning late September/early October.
9. COVID vaccine – complete series from either Johnson and Johnson, Pfizer, or Moderna. OR submit a medical/religious exemption.

Failure to comply with the health program requirements will jeopardize admission. All immunizations must remain current with proof provided to Practical Nursing Administrator in order to remain in school.

10. Obtain a Healthcare Provider card
11. Sign permission for a *Family Care Safety Registry at a cost of \$15.00

*** Admission is contingent upon a successful Family Care Safety Registry check and negative urine drug screen (UDS).**

TUITION

The tuition for the 2024-2025 school year is \$18,000.

A \$100 non-refundable deposit is due by June 3, 2024 to officially enroll the student in the Washington School of Practical Nursing program and to secure their position in the 2024-25 class. This deposit will be applied toward the student's tuition.

Students must meet with the Financial Aid office and complete all arrangements for payment of tuition and fees prior to July 14, 2024. The Washington School of Practical Nursing program accepts many forms of financial aid. Available forms of assistance will be reviewed during your meeting with the Financial Aid Administrator.

WSPN WITHDRAWAL/DISMISSAL PROCEDURE

1. For any student withdrawal or dismissal, staff must complete a Student Withdrawal form and submit to the Administrators office.
2. WSPN program consists of (3) trimesters of study. Tuition and out-of-pocket fees for each trimester are due by the first day of each trimester. The refund policy for each trimester is outlined below:

<u>Withdrawal Date</u>	<u>Student Refund</u>
Calendar Days 1-7	100% Refund
Calendar Days 8-14	75% Refund
Calendar Days 15 - 21	50% Refund
After 21 st Calendar Day	0% Refund

3. Any refunds due to a student will be processed within 45 days.

STUDENT SERVICES

FINANCIAL AID OFFICER

The responsibilities of the financial aid officer shall include but not limited to the following:

- Assist adult students in financial aid that is available.

ADMISSIONS/PLACEMENT COORDINATOR

The responsibilities of the admissions/placement coordinator shall include but not limited to the following:

- Develop employer network for job placement

VOCATIONAL RESOURCE EDUCATOR

The responsibilities of the vocational resource educator shall include but no be limited to the following:

- Provide resource assistance to students with program course work.

ADDITIONAL APPROXIMATE OUT OF POCKET EXPENSES

Item	Cost	Approx Due Date
Watch	\$30.00	1 st Trimester
Stethoscope and BP Cuff	\$50.00	1 st Trimester
Gait Belt	\$12.00	1 st Trimester
bandage scissors	\$10.00	1 st Trimester
pen light	\$5.00	1 st Trimester
clinical uniforms	\$150.00	1 st Trimester
clinical shoes	\$65.00	1 st Trimester
Fingerprint fee	\$45.00	2 nd Trimester
graduation fees	\$100.00	3 rd Trimester
NCLEX fee	\$200.00	3 rd Trimester
Total	667.00	

The above items are available from other vendors. Therefore, the items are non-institutional costs. Please contact the Practical Nursing Administrator for further vendor information.

Note: Out-of-pocket expenses are approximate and are subject to change based on vendor pricing or program need.

Student Health Screens

Depending on public health circumstances, students may be required to complete screening questions regarding their current health status and submit to body temperature and oxygen saturation checks. This may occur daily, weekly or as needed to ensure the safety of the students, faculty and staff in the building and at clinical sites.

Students may also be asked to wear various forms of personal protection equipment (PPE) such as face masks, as directed by various governing bodies.

CURRICULUM PLAN

Course Title	Class (hrs)	Lab (hrs)	Clinical (hrs)
Orientation	6		
Anatomy & Physiology	92		
Fundamentals of Nursing	172	40	
Personal & Vocational Concepts	44		
Growth and Development Across the Lifespan	60		
Orientation to Clinical	8		
Nursing of Adults I	120		
Nursing of Adults II	124		
Administration of Medications	80	5	
Maternal & Newborn Nursing	54		
Nursing of Children	49		
Mental Health Concepts	54		
Nursing of the Elderly			
Clinical Rotations			456
<ul style="list-style-type: none"> Nursing of adults, nursing of the elderly, nursing of children, mental health, newborn nursing 			
TOTALS	863	45	456
TOTAL PROGRAM HOURS =1364			

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information — complaint procedures. — 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter* for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section [335.067](#). The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by [chapter 621](#).

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by [chapter 621](#) against any holder of any certificate of registration or authority, permit or license required by sections [335.011 to 335.096](#) or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in [chapter 195](#), by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections [335.011 to 335.096](#). A blood alcohol content of .08 shall create a presumption of impairment;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections [335.011 to 335.096](#), for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections [335.011 to 335.096](#) or in obtaining permission to take any examination given or required pursuant to sections [335.011 to 335.096](#);

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter*. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

(n) A departure from or failure to conform to nursing standards;

(o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;

(p) Violating the confidentiality or privacy rights of the patient, resident, or client;

(q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;

(r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;

(s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;

(7) Violation of, or assisting or enabling any person to violate, any provision of sections [335.011 to 335.096](#), or of any lawful rule or regulation adopted pursuant to sections [335.011 to 335.096](#);

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections [335.011 to 335.096](#) granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections [335.011 to 335.096](#) who is not registered and currently eligible to practice pursuant to sections [335.011 to 335.096](#);

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the intervention or alternative program for substance use disorder;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of [chapter 208](#) or [chapter 630](#), or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section [302.525](#);

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;

(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;

(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;

(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;

(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;

(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;

(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of [chapter 621](#). Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section [506.160](#) shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections [335.011 to 335.096](#) relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections [335.011 to 335.259](#)** and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

(1) Engaging in sexual conduct as defined in section [566.010](#), with a patient who is not the licensee's spouse, regardless of whether the patient consented;

(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;

(3) Possession of a controlled substance in violation of [chapter 195](#) or any state or federal law, rule, or regulation, excluding record-keeping violations;

(4) Use of a controlled substance without a valid prescription;

(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;

(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;

(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the

board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of [chapter 621](#) regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to [chapter 536](#).

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

School District of Washington
Washington School of Practical Nursing

SUBSTANCE ABUSE AND DRUG TESTING POLICY

The Washington School of Practical Nursing adheres to the School District of Washington policy on a drug and alcohol free environment and intends to comply with Drug and Alcohol Abuse Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The School District of Washington student alcohol and drug abuse policy JFCH states:

The use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any districted-owned vehicle or in any other district-approved vehicle used to transport students to and from or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of this policy by students will be considered violation of the Washington School of Practical Nursing code of conduct, which may result in dismissal, suspension, or imposition or a lesser sanction.

A nursing student who refuses to authorize and pay for testing or who tests positive for drugs, controlled substances and/or alcohol will not be allowed to continue in the nursing program.

A number of programs are available in the community to promote alcohol and drug awareness. In the Practical Nursing curriculum content on chemical dependency and the impaired nurse is integrated into coursework required for the program. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed, prior to attending any clinical rotations.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, nursing students will be tested:

1. As a condition of attending clinical.
2. Upon reasonable suspicion

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the nursing program.

Substance Abuse and Drug Testing Policy (cont.)

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Students in clinical agencies are subject to the policies of the Washington School of Practical Nursing and School District of Washington, and must also abide by the policies of the agency in which they are practicing as a student nurse. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the nursing program.

I understand that this drug test is used for the sole purpose of determining my ability to enter patient care areas in order to be able to complete the clinical requirements of the Washington School of Practical Nursing program and I hereby consent to this test through Washington Chiropractic Clinic - Washington, Missouri. I have read and understand the Drug and Alcohol policies of the School District of Washington and those of the Washington School of Practical Nursing as stated in this consent.

Reviewed & Revised 2/24

DRUG SCREEN PROCEDURE

To obtain your urine drug screen (UDS) you will need to call the Washington Chiropractic Clinic.

When you go to your appointment at Washington Chiropractic Clinic you will need to:

- Bring with you **\$35.00** (No checks. Cash, debit card and money orders).
- Bring your **Picture ID**
- Bring a **list of all your current medications.**

Your UDS results will be forwarded directly to us from Washington Chiropractic Clinic. The results must be in your file **prior** to the first day of school.

Address: Washington Chiropractic Clinic
819 W. Fifth Street
Washington, MO 63090
636-239-4454

Hours: Washington Chiropractic Clinic's Hours:
Monday - Friday: 8:00 a.m. to 11:00 a.m.
Monday - Friday 1:30 p.m. to 4:00 p.m.

Long Term Closure Procedure

In the event that WSPN would need to close the campus due to unforeseen circumstances, such as a natural disaster, a pandemic, or any other public emergency, WSPN would implement the following procedure:

- Students would be notified by WSPN administration and faculty of the campus closure.
- All theory classes would be conducted via online video conferencing, i.e.: zoom
- Students would be expected to be available on this format during normal school hours.
- Any assignments would be distributed and collected through the Google classroom for that course
- Clinical would be conducted through video conferencing with case studies and care plan construction.

Prospective Student Handbook Policy Statement

I, _____ the undersigned, have read the following policies and guidelines from the prospective Student Handbook:

- a. Advanced Placement Policy
- b. Articulated Credit
- c. Licensure
- d. Selection/Admission Criteria
- e. Tuition/Additional Anticipated Costs
- f. Student Health Screens
- g. Student Services
- h. Withdrawal/Dismissal Procedure
- i. Refund Policy
- j. Curriculum
- k. Nurse Practice Act
- l. Substance Abuse and Drug Testing Policy
- m. Long term closure procedure

Upon reading the handbook I have been given the opportunity to voice any questions concerning the above. My questions have been answered and my signature below signifies my understanding of the policies and guidelines listed above. I agree to follow these rules and regulations as well as the Nurse Practice Act.

Date: _____

Signature: _____

MISSOURI NURSE PRACTICE ACT

I have read the **Missouri Nurse Practice Act Eligibility to Apply for Licensure** document and understand that completion of a nursing program at Washington School of Practical Nursing does not guarantee my eligibility to write the licensure examination.

Signature: _____ Date: _____