



Practical Nursing Program Student Handbook

WELCOME

Dear Healthcare Students,

On behalf of the faculty and staff, we would like to extend a warm welcome and a sincere desire for your success. We are pleased that you have chosen the health care profession as a technical career. We look forward to working with you in your efforts to prepare yourself to function in the future as a member of a health care team. We hope you will find satisfaction in working toward your goal during this time of study and preparation. The purpose of this handbook is to acquaint you with the policies that have been set to guide you successfully throughout the program and to answer many of the questions you may have concerning the nursing program's policies and procedures as well as the college. Changes in processes and procedure will be issued to you as they occur. While every effort is made to ensure the accuracy of the materials stated herein, we reserve the right to change information listed in this handbook, including, but not limited to, academic requirements for graduation and various fees and changes. Every effort will be made to keep students advised of such changes. Let us know how we can best serve you.

Best Wishes!

PN Nursing Faculty

Organizational Chart

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Philosophy

The Practical Nursing Program, under the direction of the State Technical College System of Georgia and Georgia Board of Nursing, confirms the dignity and worth of the individual within the framework of a democratic society. The program fosters an environment which encourages the individual to benefit and contribute as a partner in Georgia's economic progress, development and stability.

Education is a lifelong, dynamic learning process resulting in changes in knowledge and behavior that enable the individual to develop his/her potential in becoming a productive, responsible member of our existing and changing society. Education allows for upward and/or horizontal mobility according to the individual's capabilities. The instructor is a manager of a variety of selected instructional resources. The instructor organizes instruction using meaningful educational objectives, progressing from simple to complex, using learning activities to meet the needs of individual students. The student assumes responsibility for learning by actively participating in the learning process.

Nursing education builds on a foundation of basic education, within the concept that nursing, and health care occupations are an art coupled with an expanding science. This science is concerned with the basic therapeutic, rehabilitative, and preventative health care for people of all ages and cultural diversities in various stages of development. The quality of nursing and health occupations are influenced by the physical, intellectual, emotional, and ethical characteristics of the practitioner.

Each health occupation is a segment of the health team making an important contribution in meeting the total needs of clients. Nursing and other health science education prepares students to function cohesively with all members of the health care team. The Practical Nurse and other members of the health care team should have an understanding of the physical and psychosocial needs of individuals.

This is a dynamic field which requires that curriculum should be technologically current, enabling the student to understand the relationship between knowledge, skill and ethics. The program of study should prepare the student to make safe judgments as a practitioner of nursing and other health care team members.

Mission Statement

The purpose of the Practical Nursing Program at Southern Crescent Technical College is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills and attitudes necessary to succeed in the field of practical nursing.

Vision Statement

The vision of Southern Crescent Technical College Practical Nursing (PN) Program is to become a passionately engaged community of highly qualified students, educators and scholars which:

- Prepares professional nurses who personify a culture of care
- Creates a learning environment where knowledge is created and shared
- Serves the rapidly changing health care needs of individuals, families, communities and society-at-large, and
- Provides leadership in the advancement of the profession

As set forth in full in its Course Catalog/Student Handbook, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status or citizenship status (except those in special circumstances permitted of mandated by law).

The Practical Nursing Program is intended to produce graduates who are prepared for employment as Practical Nurses. These individuals will be prepared for licensure as set forth by the Georgia Board of Examiners. Program graduates are to be competent in the occupational areas: anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, client care in a variety of fields and settings, client wellness and prevention of illness.

The program prepares students to give competent nursing care in a variety of clinical environments. Nursing theory and practice are integrated under the guidance of the nursing educator.

Statement of Equal Opportunity

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

- Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center and the Jasper County Center) Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 502 Varsity Road, Griffin, GA 30223, (770)228-7382
- ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center and the Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Griffin, GA 30223, (770)228-7258
- Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, (706)646-6224
- Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon K. Hill, Director of Human Resources, sharon.hill@sctech.edu, 501 Varsity Road, Human Resources, Griffin, GA 30223, (770)229-3454
- Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, xenia.johns@sctech.edu, 501 Varsity Road, Room 700, Griffin, GA 30223, (770)228-7348

Southern Crescent Technical College adheres fully to the requirements of Title IX in both policies and procedures.

It is the policy of Southern Crescent Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal.

All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner. SCTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Therefore, Southern Crescent Technical College will not tolerate sexual harassment by anyone, in any form, at any time or location, served by or used by members of the college community. If any member of the SCTC community believes they have been subjected to sexual harassment, they should immediately make that fact known by the most expeditious means to the appropriate school official.

In the case of employees, that person is Title IX/Equity and ADA/Section 504 Sharon K. Hill, Director of Human Resources, sharon.hill@sctech.edu, 501 Varsity Road, Human Resources, Griffin, GA 30223, (770)229-3454

In the case of students, that person is Title IX/Equity Coordinator Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 502 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, (770)228-7382

For students in clinical placements at hospitals and clinics or other locations around the state, it is essential that you report incidents of sexual harassment to the College, directly to the coordinator listed above, as well as to the designated official at your place of assignment.

For supervisors of students in clinical placements especially, but for every supervisor at every level in the organization, it is your duty to be certain that allegations of sexual harassment that come to your attention be reported immediately.

If the student or employee being harassed does not report it, you are required to do so.

Student Learning Outcomes

Upon completion of the Southern Crescent Practical Nursing Program, the graduate will:

1. Calculate and administer medications accurately
2. Communicate effectively using correct medical terminology
3. Identify structure and function of the human body
4. Utilize use the nursing process
5. Utilize compassionate, patient centered care to clients and families of all ages

Program Outcomes

The objectives of the Practical Nursing program are to:

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities, which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction, which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills, which foster work attitudes and work habits that will enable graduates of the program to perform as competently as Practical Nurses.
5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere, which promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits.
8. Provide admission, educational, and placement services without regard to race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communication with business, industry, and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.
12. Provide the student with opportunities to demonstrate competencies in nursing skills to include, but not limited to, documentation, medication administration, IV therapy, bath with AM care, communications skills, catheter insertion and care, nasogastric insertion and care, oxygen care, and assistance with activities of daily living.
13. Provide the student with opportunities to demonstrate competencies in the area of health occupations of their choice.

Program Goals

The goals of the Practical Nursing program are to:

1. Provide education which acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. Provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development and stability of Georgia.

3. Provide education which develops the potential of each student to become a productive, responsible and upwardly mobile member of society.
4. Provide quality practical nursing education in an atmosphere that fosters interest in and enthusiasm for learning.
5. Prepare graduates to function as accountable and responsible members within their field of endeavor.
6. Prepare graduates to function as safe and competent practitioners in the practical nursing field.
7. Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.
8. Foster employment participation, understanding and confidence in the instructional process and competence of Practical Nursing program graduates.
9. Prepare students to function as accountable and responsible members of a health care team concerned with basic therapeutic, rehabilitative, and preventative care for people of all ages and cultural diversities in various stages of dependencies.
10. 11. Allow students to utilize the nursing process to meet the physical and psychosocial needs to adhere to the legal and ethical guidelines of the nursing profession.
11. 12. Prepare graduates to function within the definition and framework of their role specified by the Nurse Practice Act.
12. 13. Prepare graduates to function as safe, competent practitioners in various health care settings, and possess necessary knowledge to pass the State Board Examination successfully.
13. 14. Educate students to maintain their own physical and emotional health.

Curriculum Outline

The Practical Nursing Program is a five-term program including general education courses planned to prepare the graduate nurse to function as a professional nurse in hospitals and other health care facilities. After successful completion of the Practical Nursing Program, the student will be eligible to apply to test for the state licensing National Council Licensure Examination (NCLEX-PN) in order to practice as a licensed professional nurse (LPN).

COURSE NUMBER	COURSE NAME	CREDIT HOURS
GENERAL EDUCATION COURSES		
First Term		
ENGL 1010	Fundamentals of English 1 OR ENGL 1101	3
MATH 1012	Foundations of Mathematics OR MATH 1111	3
PSYC 1010	Basic Psychology OR PSYC 1101	3
ALHS 1101	Structure & Function of the Human Body OR BIOL 2213/2113L	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
Semester Total		16
Second Term		
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
Semester Total		4
Total Hours		20
NURSING COURSES		
FALL PROGRAM ENTRANCE		
Third Term		
PNSG 2010	Intro to Pharmacology & Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2310	Medical-Surgical Nursing I Clinical	2
Semester Total		16
SPRING		
Fourth Term		
PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2320	Medical-Surgical Nursing II Clinical	2
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2330	Medical-Surgical Nursing III Clinical	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2
Semester Total		15

COURSE NUMBER	COURSE NAME	CREDIT HOURS
SUMMER	Fifth Term	
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2340	Medical-Surgical Nursing IV Clinical	2
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
	Semester Total	10
	Total Hours	41
	SPRING PROGRAM ENTRANCE	
	Third Term	
PNSG 2010	Intro to Pharmacology & Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2310	Medical-Surgical Nursing I Clinical	2
	Semester Total	16
SUMMER	Fourth Term	
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2340	Medical-Surgical Nursing IV Clinical	2
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
	Semester Total	10
FALL	Fifth Term	
PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2320	Medical-Surgical Nursing II Clinical	2
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2330	Medical-Surgical Nursing III Clinical	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2
	Semester Total	15
	Total Hours	41

57 credit hours are required for graduation. A minimum grade of a "C" is required for all courses in the Practical Nursing Program.

Program Admission Requirements

Applicants must meet general admission requirements as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

1. Successfully complete (or transfer in) prior to the application period:
 - a. ENGL 1010 or ENGL 1101; with a "C" or better
 - b. PSYC 1010 or PSYC 1101; with a "C" or better
 - c. ALHS 1090; with a "C" or better
 - d. MATH 1012 or MATH 1111; with a "B" or better
 - e. ALHS 1011 or BIOL 2113/BIOL 2113L AND BIOL 2114/BIOL 2114L; with a "B" or better
2. Maintain a cumulative GPA of 3.0 for core classes.
3. A minimum of 25 percent of the program must be completed on the campus intended for graduation.
4. Have completed the nationalized admissions testing for nursing and achieved a minimum score as designated by the program faculty. The test score cannot be older than one year at the time of program application.
5. Have completed Asset, Compass, ACT, Accuplacer or SAT testing.

Candidate Selection

Selection of candidates for each practical nursing class will be based on a competitive admissions process. The following criteria will be used:

- Overall GPA for core classes
- PSB (Psychological Services Bureau) Test; A minimum score of 100 is required. Score cannot be older than one year at the time of program application.
- Program Application Date: Application must be received to the selected program during the program application period.

Once accepted into the Practical Nursing program, the student must complete all health requirements as described by participating clinical sites, including, but not limited to, a criminal background check, drug screening, and health screening.

There is no waiting list for the program. Applicants who are not selected must notify the Practical Nursing program staff by submitting another notification card if they wish to compete for admission into the next cohort class. Grading standards for practical nursing courses are very stringent. Students must maintain a minimum grade of C for progression to the next course of study.

Progression in the PN Program

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

- Students must achieve a minimum theory grade of 70 and a satisfactory grade in the skills lab and clinical setting in each nursing course in order to continue in the PN Program. Students must successfully complete the skills lab/clinical component of the course in order to pass the nursing course. Students who are unsuccessful in a course must complete the Request for Readmission application and follow required procedures.
- A 2.0 overall Grade Point Average (GPA) must be maintained in all courses required in the nursing curriculum.
- All core classes taken in sequence with the nursing curriculum require a grade of “C” or better as a prerequisite or co-requisite class.
- Nursing courses must be taken in the designated course sequence.
- Nursing courses may only be repeated one time. If a student has two course failures in any two courses, he/she are ineligible to continue in the nursing curriculum and will not be eligible for re-admission. The student will be withdrawn from the program with a program failure.
- Course withdrawals require completion of the entire course and clinical component upon re-entry.
- All nursing courses must be completed within three years of the date of entry into the program.
- All required drug calculation exams and skills competencies must be successfully passed in each course to continue in the program.
- Students enrolled in the Nursing Program will be entering into a profession with a stated code of ethics and rules of conduct. As a SCTC nursing student, you will demonstrate respect for your instructors, peers, and patients. Equally, you will be expected to demonstrate responsibility for your actions. Academic misconduct, as defined in this Nursing Handbook, the course syllabus, policies and procedures of the clinical facility, and SCTC Student Code of Conduct Policy will be addressed.

Readmission Procedure

Readmission into the Practical Nursing Program following withdrawal or first-time failure will be based on the following:

- Proof of previous program course completion of less than six months.
- Submission of a letter for consideration. The letter must state why you were not successful on your first attempt, what has changed and how you plan to be successful if accepted back into the program.
- Successfully complete written comprehensive examinations for each previously completed nursing course with a minimum of 80 percent.
- Successfully complete a drug calculations examination with a minimum competency of 90 percent.
- Successfully complete lab skill check offs and/or a head to toe assessment.
- Deficiencies will result in the student repeating the appropriate course/courses. Readmission will be based on available space within the classrooms and clinical sites. Students who do not successfully complete the Practical Nursing program after two attempts, whether at this college or another college, will not be readmitted into the program.
- A student must complete another background check, drug screen and health screen as designated by participating clinical sites.
- The required nationalized test score cannot be greater than one year at the time of application for readmission.
- A student must complete the program sequentially to be eligible to take the National Council Licensure Examination (NCLEX-PN).
- There will be no greater than 10 percent of the newly accepted cohort of students comprised of repeat applicants.

Transfer Policy

Transferring practical nursing students from other technical colleges must file an application at the Griffin campus and submit all official transcripts. Each practical nursing course listed on the transferring student's official transcript is considered for transfer credit after the prospective student has demonstrated proficiency by examination with a score of 80 percent.

Criminal Background Check and Drug Screen Procedure

Criminal background checks and drug screening are a mandatory requirement for every student who enters the PN program at Southern Crescent Technical College. Students with a criminal background and/or positive drug screen may not be eligible to participate in clinical rotations. Each hospital or clinical facility has the right to refuse student clinical privileges.

When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This

is to prevent the student from being added back into the course/program without prior advisement/approval.

Clinical rotations are a required component of nursing classes. If a student is unable to attend clinical rotations, they are unable to meet the objectives of that course; therefore, they will not be eligible to continue the program. If clinical placement is denied, the student will be withdrawn from the Practical Nursing Program.

For students who are accepted into a rotation with a criminal background, completion of the Nursing Program does not guarantee the student will be eligible to test for the National Council Licensure Examination or receive a nursing license.

If a student receives a violation of criminal activity during the program, the faculty has the right to request an updated background check. Each clinical facility has the right to suspend privileges at any time during the duration of the program.

The Clinical Coordinator receives criminal background checks and drug screens. This information is kept confidential and will not be shared with other students, staff or faculty members.

The facilities associated with our clinical education program require criminal background checks and drug screenings on all students to ensure the safety of patients treated by students in the clinical rotation. Students are required to order a criminal background check and drug screen prior to the beginning of the program. This allows sufficient time for review prior to starting clinical rotations. Each clinical facility will determine if a student is eligible or ineligible to attend clinical at each respective facility.

Background checks are conducted by Advantage Student, a firm specialized in background checks for healthcare workers. Students may place their order online. The student is responsible for the fee associated with the background check. Clinical documents are submitted through ACEMAPP, a firm specialized in integration of background check, drug screen and clinical documents. Students may manage their accounts online prior to each clinical rotation.

If a student is allowed to complete a clinical rotation, the State Board of Nursing will review each individual application for licensure as a Licensed Practical Nurse.

Additional Costs

Approximate additional costs other than tuition, fees and textbooks:

- Equipment/supplies-----\$300.00
- Uniforms-----\$175.00
- Licensing Exam-----\$300.00
- Liability insurance-----\$60.00
- Medical Fees/Immunizations-----\$350.00
- ACEMAPP Clinical Fee-----\$50.00/year
- ATI-----\$550/semester
- CPR-----\$5.50 - \$45.00
- Nursing Tote-----\$100.00
- Pinning Ceremony-----\$75.00
- Darkness to Light Certification-----\$15.00
- Textbooks-----\$900.00

Health and Safety

All illnesses or infections as well as communicable diseases must be reported to the instructor. Failure to do so will result in the reassessment of the student's academic / clinical day, the illness should be reported to the instructor immediately. All doctor and dental appointments are to be made after class and / or clinical hours.

Students who experience a change in health status (hospitalization for self or immediate family), accident, or communicable disease should notify the instructor immediately. If the student cannot attend class / clinical due to jury duty or the death of an immediate family member (parent, spouse, child, sibling) the instructor should be notified. Documentation is required to justify an absence. Please refer to the attendance procedure regarding acceptable number of absences.

All students will purchase liability insurance each semester. Information regarding the insurance is provided by the college. The purchase of insurance is completed at the time of registration each semester. All students are encouraged, but are not mandated, to have HIV testing, which can be done confidentially through the Health Department or private physician.

Health Requirements

Prior to placement at a hosting clinical affiliate, students must complete a health history form (including an up-to-date record of immunizations) and obtain a physical exam (including an appropriate tuberculin test, Hepatitis B, Influenza, MMR and other lab test) as specified by the college and clinical affiliate. Acceptable times from the time of examination to the commencement of the clinical are established by the clinical site but generally range from six months to one year.

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of the exam and immunizations that indicate the student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. All results are confidential and secured in the Program Director's office. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of the health history form and physical examination form; a copy will be kept in the educational program offices. Faculty will provide the clinical site with copies of their immunizations and health screening results. **NOTE: UNFORTUNATELY, STUDENTS MAY NOT EXEMPT IMMUNIZATIONS except for HEPATITIS B, FOR RELIGIOUS OR PHILOSOPHICAL BELIEFS. MEDICAL EXEMPTIONS SHOULD BE DOCUMENTED AND WILL BE REVIEWED BY THE CLINICAL SITE.**

The estimated costs for lab work and physical examination are based on the fees of the service provider. Students are at liberty to seek the services indicated at his/her own private physician if so desired.

Health Information

Physical Examination: Must have been completed within the last three months prior to start of clinical rotation. Physical Exam performed by a healthcare provider (Physician, NP, PA).

PPD (two-step): Must have been completed in the last three months. Positive results require a chest x-ray and follow up with clearance from a physician. The test must be updated annually. You must submit results of the skin test with the signed results to your clinical coordinator.

MMR: Measles, Mumps, and Rubella Vaccination-You must submit proof of vaccination. You should have received two doses at least one month apart or laboratory evidence of immunity/titers.

Seasonal Flu Vaccine: Annual Influenza vaccine

Hepatitis B Vaccination and Titer: This vaccination is administered in three doses. You must submit proof of completion of this vaccination or submit the declination statement. If you have started the vaccination series, please list dates of injections received.

Varicella (Chicken Pox): You must receive the vaccination or titer. If the blood test indicates no antibodies, you must be immunized for Varicella. You must submit proof of immunization/immunity.

Liability Insurance

Health science students are required to purchase liability insurance. Students will be charged for liability insurance when the student begins clinical courses. All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

Completion of Basic Life Support/CPR Course

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification.

Only American Heart Association training will be accepted. Proof of Health Care Provider CPR certification including adult, child and infant with AED is required for the entire duration of completing clinical. CPR certification will need to be renewed every two years.

Academic Policies

Grading standards for Practical Nursing (PN) courses are very stringent. Students must maintain a minimum grade of “C” for progression to the next course of study. Students will only be permitted two attempts to be successful in the Practical Nursing (PN) Program. This includes previous attempts at other nursing schools.

Any problems, disagreements, or concerns with an instructor must first be addressed with that instructor during a scheduled private appointment. If a resolution cannot be reached by either one or both parties, the instructor and the student will seek a resolution through the next level in the proper chain of command.

Academic Dishonesty

Southern Crescent Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. Any infraction of this policy is detrimental to the students' education and the integrity of the college. Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Submitting another student's work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device.
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Unless otherwise stated in the course syllabus and/or program handbook, students caught in actions of academic misconduct will have a Code of Conduct form completed and will be subjected to the results of the decisions made by the Code of Conduct Committee.

Student Evaluations

Student progress will be evaluated using both written and performance tests. Students will not be allowed to review course exams but may request an appointment with the lecture instructor to review the content covered on that exam.

Any student who receives an incomplete (I) in a course will not be eligible to proceed to the next clinical/class. If the incomplete is not removed by the designated time, the "I" grade will convert to an "F". However, a student who relinquished their slot in the next scheduled class, due to an incomplete grade, must compete with the entering Practical Nursing (PN) students for a slot and wait until that course is offered to that group of students unless a slot is open in the desired class. If not removed by this time, the incomplete grade will become a grade of "F".

Students will be given academic and/or performance evaluations at midterm and as needed for each course. Clinical instructors will give performance evaluations at the midterm and as needed

for each clinical course. Students may request a conference at any time and the instructor will make arrangements for the earliest possible date.

Proper and professional conduct, attitude, cooperation and appearance are essential for successful practitioners. These factors will be included in evaluation of student's status in the program. The Work Ethics performance criteria and specific clinical performance criteria will be used to evaluate these areas.

Work Ethics Evaluation

Each student will be expected to demonstrate work ethic traits while participating in each course. Work ethics will be taught in each course. A work ethics grading rubric will be utilized in each nursing course. The rubric will be held by the Lead Instructor for the course and points will be deducted and documented accordingly. The student reserves the right to appeal any work ethics deductions with the Program Coordinator.

The work ethics that are monitored are as follows: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect.

Any student found to have committed misconduct is subject to disciplinary sanctions as outlined in the Student Disciplinary Process and Procedures published in the *Southern Crescent Technical College Handbook*.

*See student college handbook for further information regarding work ethic evaluations.

Student Code of Conduct

Southern Crescent Technical College Practical Nursing Programs goal is to educate the student and prepare the student to enter the workforce. The College has established rules and regulations to govern the conduct of students. Students are subject to all established behavior standards. Students are expected to exercise mature and responsible self-discipline and to behave with integrity and to maintain appropriate standards. Any student who acts individually or with others in violation of the student conduct code shall be subject to disciplinary action, which may include suspension or dismissal from the Practical Nursing Program. Please reference SCTC Handbook.

Library

Use of the library for assignments is encouraged. It is the student's responsibility to become familiar with library hours each semester. Nursing students have access to the following resources:

- Library Resources
 - Library Liaison
 - Books
 - DVDs
 - Libguides
 - Database Subscriptions
- GALILEO Resources
 - Journal Articles
 - eBooks
 - Films on Demand
 - Learning Express Library

Interlibrary Loan

Student Activities

Students are encouraged to participate in scheduled student activities. They are not only enjoyable but provide a means of communication and support throughout your educational experience.

Attendance Procedure

General Attendance:

Due to reporting requirements of the Georgia Board of Nursing, the nursing procedure is as stated. If one misses class time/clinical time and is unable to meet the hourly requirements as outlined by the regulating board the student will receive an "Incomplete" in the course.

It is essential for nursing that all standards and requirements be met. It is important for:

1. Successful employment
2. Assurance that the student has every opportunity for learning the required skills for nursing
3. Meeting the state requirements for the program
4. Meeting Licensed Practical Nursing licensure requirements

In addition, extra efforts are required to assign clients that will provide the maximum learning opportunities. Our clinical facilities work very closely with us to adjust their units to accommodate our needs. It is, therefore, necessary for every nursing student to be present and on time every day for all classes, clinical, and labs.

The student is responsible for obtaining class time per State Standards. If any of the hours are missed, you will not be eligible to sit for the State Licensing Exam. Southern Crescent Technical College's primary purpose is to provide training that will assist the student with the ability to attain a position in the workplace in his/her chosen program area. ***Aspects of workplace rules, ethics, and regulations are emphasized in the program.*** One workplace requirement is the need to accept personal responsibility to be at the workplace during scheduled work time. Scheduled class time provides an opportunity to demonstrate this responsibility; therefore, instructors maintain attendance and tardy records for each course.

Tardiness:

Lecture begins promptly at the scheduled time. Any time missed **MUST** be called in to your instructor. Tardiness must also be called in to your instructor before the time class starts. Messages **may be** left on the instructor's voice mail.

Absence:

Any time missed will count as a tardy; **three tardies** will equal one absence. This includes time missed by leaving class early. Any class time missed will be made up with hand-written notes/reports (including tardy from breaks):

Missed class time is made up in the form of lecture notes according to the rubric below:

05 minutes to 19 minutes after the hour	= 1 page
20 minutes to 29 minutes after the hour	= 1 ½ pages
30 minutes to 39 minutes after the hour	= 2 pages
40 minutes to 49 minutes after the hour	= 2 ½ pages
50 minutes to 60 minutes after the hour	= 3 pages
61 minutes to 69 minutes/1hr	= 3 ½ pages
Entire class day	= 21 pages

Total number of handwritten pages will be determined by the amount of time missed (i.e. 6 hr. class = 18 handwritten pages; 3 hr. class = 9 handwritten pages)

Topics will be given by the instructor. The assignment is due prior to the next scheduled examination or per the discretion of the instructor. ***Late assignments will not be accepted.*** Failure to submit the assignment or presenting a late assignment will earn the student a drop in next scheduled exam score grade by 15%.

All attendance policies and requirements are subject to change. The Program Director has the right of approval for each incident.

Students will also have points deducted from their Work Ethics Rubric for each absence/tardy to lecture. Student are required to make up any missed time in clinical for each absence/tardy.

Clinical Attendance:

The student is responsible for obtaining the clinical hours as per state standards. If any of the clinical hours are missed, you will not be eligible to sit for the state board examination. All missed clinical time must be made up. Any time missed must be called in to the instructor 30 minutes **prior** to the shift. Voicemails and text messages will not be sufficient; you **MUST** speak directly to the clinical instructor. You will also be required to immediately email the Clinical Coordinator for a make-up day. The student must report to clinical during the first three days in the semester or he/she will not be accepted into the course.

Clinical Absences:

For each clinical absence, ALL clinical time must be made up per the Board regulations. Students who arrive more than 15 minutes late to their clinical site will be counted absent for the day. Missed clinical time will be reflected in a deduction of points as outlined on the clinical grading rubric. It is the responsibility of the student to make the Clinical Coordinator aware of needed make-up days, in a timely manner. If a student is unable to meet clinical hour requirements as outlined by the Georgia Board of Nursing, an “Incomplete” will be recorded and the student may not progress in the program.

For clinical groups partaking in 12-hour shifts, two missed days, or 24 hours of absences, will result in being dropped from clinical and receiving an “F” for the course.

Absences Not Called:

Absences not called in to your clinical instructor will automatically receive a ten-point (10 point) deduction from the course grade average. Not calling an absence in to your clinical instructor will also result in:

- An additional drop in work ethic grade
- A counseling meeting with the instructor/Program Coordinator

The instructor may not be responsible for helping students make up work they have missed. **NO clinical hours will be carried over to the next clinical rotation per Georgia Board of Nursing requirements.**

Tardiness:

Tardy is one minute after the scheduled time. A clinical tardy resulting in arrival of 15 minutes after scheduled start time is considered a clinical absence, and the appropriate point deductions will be taken. Leaving a clinical site early is considered a clinical tardy. If a student is late (15 minutes or more), they will be sent home for that day and must make up the clinical time according to the attendance procedure. All attendance policies and requirements are subject to change. The program director has the right of approval for each incident.

**However, there will be no penalty for absences due to cancelled classes caused by inclement weather as designated by the President of the college. Time missed for this reason will be made up in accordance with state standards.*

Off-Site Attendance Time Assessment:

Upon arrival and at the end of each clinical day, the Clinical Hours Log must be initialed by the preceptor at the time of departure time. No writing / tracing over the original entry on the sheet will be accepted. *Incomplete* original forms will result in deductions from the clinical grade. *Original forms* will be submitted to the clinical instructor for a grade.

Clinical Make-Up Time:

- All clinical make-up time must be made up and have instructor approval.
- If the student misses an entire clinical day or one half of a clinical day, the time must be made up in a minimum of four-hour blocks.
- If a student misses less than one half of a clinical day, the clinical instructor will make the decision of how best the missed clinical time will be made up.
- All make up time must be completed by the end of the mini-mester or the student will receive an “Incomplete” as a final grade.
- There will be a clinical instructor on call when a student is in a clinical setting that is supervised by a preceptor. It is the student’s responsibility to notify the instructor if there are any issues.
- Make-up time that is scheduled is considered a set clinical day. If the student misses the make-up day, it will be treated as a clinical absence, including point deductions.

Inclement Weather/Emergency School Closing

If SCTC Campuses has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered later. Students are highly encouraged to sign up for SchoolCast and receive notifications to their primary contact number.

If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

Cell Phone Procedure

Students are allowed to have cell phones in the classroom environment as long as cell phones are not causing a disruption in the learning process. Students may keep phones on silent or off mode during class. If you need your cell phone on vibrate for any reason, the instructor needs to be notified prior to class. No texting or social media is allowed during class at any time. If any student abuses the cell phone privilege, the student will be asked to leave the classroom and receive an absence for the day’s attendance.

Classroom Preparation

Students are expected to be prepared for class. Power-points and handouts may be available on the online course website. It is the student's responsibility to print power-points and handouts prior to class and bring to class. Students are encouraged to have the PN Student Handbook available during class. Students are not allowed to bring children into the classroom, computer labs or skills labs.

Communication

A student may communicate with his/her instructor through SCTC email or Blackboard Learn. Students may not request personal cell phone numbers from the instructor.

Computer Use Procedure

Students are expected to maintain professionalism during use of the internet access. Federal law prohibits misuse of computer resources. The student handbook describes the crimes which are prohibited by state law in Georgia and the penalties associated with computer crimes.

Recording of Lectures

Due to the sensitive nature of nursing and patient confidentiality issues, recordings during lectures, laboratory experiences, and post-conferences are not permissible.

Uniform and Dress Code Procedure

Professionalism as well as environmental considerations requires that we follow certain guidelines while performing nursing functions. Guidelines are based on accepted principles of safety and appropriateness. Students must be dressed in the school uniform from the accepted vendor. Uniforms from any other vendor will result in noncompliance with the uniform procedure.

Shoes:

Clean, white, leather, polished shoes. Clogs or athletic shoes with stripes, colors, labels, and logos are not acceptable. Shoelaces should be white and clean. No socks: nylon knee-highs, stockings, or uniform socks only. Male students may wear uniform socks and a white undershirt. **SHOES MUST BE ALL LEATHER.** No cloth shoes will be permitted.

Hair:

(Clinical) Hair must be combed and pulled back away from the face; off and above the collar; no more than 1 ½ inches above the scalp. No loose hanging ponytails: hair should

be pulled up in a controlled fashion. No colored hair adornments or scarves (unless culturally appropriate). A non-athletic headband may be worn (must be same color as hair). Male students must keep facial hair neatly trimmed/groomed. Facial hair may not be worn if it interferes with adherence to respiratory isolation masks in the clinical setting. (Lecture) Hair may be left down. Hair adornments, scarves, hats, head coverings of any kind (unless culturally appropriate) are not permitted as part of the PN student uniform.

Jewelry:

A dial/analog watch that is conservative in nature must be worn. Smart/digital watches are not permitted. Small stud earrings in the earlobe are permitted, no hoop earrings are allowed. Only one earring may be worn per earlobe, no earrings in the upper or inner portions of the ear are allowed while in uniform or when representing the PN Program/college. A wedding band may be worn (no raised stones are allowed in rings). No other body piercings or body jewelry will be allowed. (Ex: tongue and/or facial and extremity piercing, and no gauges in earlobes). Male students may not wear any type of earrings or piercings while in SCTC uniform. ***Apple Watches, or any other wearable technology is strictly prohibited in both class and clinical.***

Tattoos:

No visible tattoos. Any visible tattoos must always be covered. Students are responsible for their own tattoo coverage and are not allowed to use facility supplies.

Cosmetics:

No acrylic, gel, SNS nails or any form of artificial nails can be worn. Only natural nails may be worn. Clear nail polish only. No nails longer than the fingertips. False eyelashes or eyelash extensions of any kind are permitted. No detectable make-up. No detectable cologne, perfume, powder, deodorant, body wash, aftershave, lotion with fragrance, or any other substance that has a discernable fragrance.

Community Clinicals:

No blue jeans, sundresses, tee shirts, leotards, shorts, or any other casual attire. Adhere to the dress code policy of the clinical facility to which you are attending.

Alternate Uniform:

The alternate uniform consisting of the navy blue SCTC nursing t-shirt along with scrub pants may be worn at the discretion of the nursing faculty.

Misc:

No gum chewing. Eating and drinking in designated areas only with instructor approval. No undershirt should be seen outside the uniform sleeves or neckline. No print from undershirt should be seen through the uniform top. No colored underclothes should be seen. Thongs should not be worn. (No visible undergarments.)

Equipment for clinical:

Name tags, stethoscope, bandage scissors, penlight, 2 black non-erasable ink pen, flat notebook or clip boards with a lid, pharmacology reference book or cards are required. Students are not permitted to clinical without their name tag/student ID badge. A clinical ID badge is a safety and security standard at clinical facilities. Students without their ID badge will be sent home and will receive a clinical absence, the appropriate clinical point deduction and will be required to make up the clinical day.

Special Considerations:

Spiritual beliefs or other instances that interfere with our uniform policy will be evaluated by the Program Director on an individual basis. It is up to the student to inform the clinical staff and the Program Director before the start of clinical.

Smoke Free Campus

Most clinical affiliates are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property, then the policy extends to your vehicle as well. Smoking in school uniform is prohibited as well. Students who arrive at clinical with evidence of having smoked in their uniform (via odor or other evidence) will be sent home and have appropriate points deducted for being out of uniform and attendance. The student will then be responsible for making up the clinical absence.

Grading Scale

Successful completion of nursing courses results in the student receiving a "C" (70 percent) or better in all courses. Students will receive an academic grade based on numerical averages. The numerical grade is converted to a letter grade according to the scale outlined below.

Students will receive a clinical performance evaluation tool with the syllabus prior to the beginning of each course when a clinical component is required.

The final course grade will be computed with 0.5 and above rounded to the next highest grade and 0.4 and below rounded to the lower grade. For example:

69.8 = 70

69.4 = 69

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

I incomplete
W withdrawal
WF withdrawal after deadline

Note: Students earning less than 70 percent (C) in any course will not be allowed to progress in the Practical Nursing Program. Students scoring less than 70 percent on any course exam may be required to meet with the instructor prior to the next exam. All students earning a score less than 70 percent on any course exam will receive a remediation assignment that will be due prior to the following exam. The purpose of this remediation assignment is to clarify any missed content in an attempt to improve the student's understanding.

Grading Expectations and Deductions

Proofreading and spell checking must be completed prior to submitting work for grading. For each error on assignments, ten (10) points will be automatically deducted from the assignment grade.

Late assignments will receive a deduction of 10% per day for a maximum of three days. After that time, the grade will be recorded as a zero. Assignments cannot be resubmitted for a higher grade.

Exams are administered using Blackboard and ATI, written and skills check off/assessments. If you fail to take a test during the scheduled timeframe availability, you will receive a grade of zero (0). ***Make up exams will be at the discretion of the Program Director.*** The highest score possible on any makeup exam, quiz or assignment will be a 70%. If a makeup exam is permitted, it must be completed on the next available class day.

If Blackboard or ATI is down or you experience issues with online assignments, contact the course Instructor via your student SCTC email. If you contact the Instructor over the weekend, you will receive a response on Monday morning.

Nursing students must prove competency in each area according to the State Board of Nursing. Students must prove competency by ***scoring a 70% or greater overall in the nursing course.***

Fundamentals of Nursing:

Fundamentals of Nursing students must score a competency level of 70% or greater on the Head to Toe Physical Assessment. Students will be given two attempts to successfully complete the Head to Toe Physical Assessment. *All students are given twenty minutes (20 minutes) for successful completion of this assessment.* Failure to make a 70% or greater on this assessment will result as an unsuccessful attempt and the student will not be able to proceed in the PN program. The highest possible grade on the student's second attempt at the Head to Toe Physical Assessment will be 70%.

Each student will have three attempts to check off on a lab skill. Satisfactory (S) grade in the skills laboratory is achieved by satisfactory demonstration of each nursing skill. If a student is

unsuccessful on the first check off attempt, that student will be required to attempt a second check off (for that particular skill – after the student has practiced the skill and feels prepared) with a different instructor on another day. If the student is unsuccessful on the second check off attempt, the student will have *one final attempt* to check off on the skill. If the student is unsuccessful after the final attempt, the student will have been unsuccessful in the course, and will **NOT** be permitted to progress in the PN program.

Students must be prepared to check off on skills upon arrival to check off. If a student reports for a skills check-off and the practice kit has not previously been opened, *the student will receive an “unsatisfactory” for this check off attempt.*

If unsuccessful in any nursing course, the student may not take another exam or go to clinical and cannot progress in the PN program. The student will need to reapply for admission to the nursing program.

If the student’s health packet is incomplete (including the Background Check/Drug Screen from Advantage Student), the student will not be permitted to attend clinical. If the student does not attend clinical, that student will receive a “F” for the course.

Examination Procedure

- All examinations will be timed. The instructor will notify the students of the time limit allowed.
- All exams will be taken in the computer lab.
- Any student sitting for an exam will earn a grade and that is the grade of record.
- Grades will be posted on Blackboard Learn within 24-48 hours after student’s testing unless there are extenuating circumstances.
- Punctuality and attendance are competencies of the Associate of Science in Nursing program. It is suggested students plan to arrive at school early on testing days thereby allotting enough time to navigate unexpected obstacles such as malfunctioning vehicles and traffic accidents. In the event of severe weather, the instructor may elect to allow sufficient time to ensure safe driving.
- Students who are absent will take a make-up exam at the end at the discretion of the Program Coordinator. The maximum grade on any make-up exams is 70%.
- All book bags, purses, cell phones, etc. are placed in a central location during exams. No cell phones, Smart/iWatches or electronic devices of any kind are allowed in the testing environment.
- No student discussion during exams.
- Exam proctors will be utilized during exams.
- Students may have assigned seating during exams.
- When a student has completed the exam, he/she must not congregate in the hallway outside of the testing environment. Students testing can hear eager students outside the classroom discussing answers and this serves as a distraction to the testing student.

- Only one student at a time can go to the restroom during testing. Every effort should be made to go to the restroom prior to the exam.
- The instructor may elect to separate students or place students in groups or classrooms.

Exam Reviews

Exams are reviewed by faculty using a statistical analysis. Missed items on the exams may be reviewed by the student through the ATI: Topics to Review Report. This will allow the student to view areas of deficiency. Students may schedule an appointment with faculty to discuss missed content, this can offer the student an opportunity to seek clarification in an area where study is needed. This is not an opportunity to review the exam or questions on the exam.

ATI Procedure

The purpose of the Southern Crescent Technical College ATI Procedure is to ensure the systematic use and integration of ATI products within the Nursing Program. These products include but are not limited to skill modules, practice assessments, proctored assessments, content mastery series books, Nurse Logic, Achieve, Capstone Nursing course, Virtual ATI and the mandatory NCLEX Live Review. The integration of these products into the curriculum helps to prepare the student to successfully pass the NCLEX and enter the workforce as an entry level Nurse.

ATI products will be integrated into each course according to the ATI Curriculum Matrix. Students are expected to complete each ATI assignment within the appropriate time, on time and with an achievement of the set benchmarks according to the ATI matrix. The use of these products allows for formative and summative evaluations and assists the faculty in making necessary changes to the curriculum.

Payment:

ATI payment (\$550/semester) will be added to student fees to be assessed on the first day of each semester. This is a requirement for all Nursing Program students.

ATI Plan-Student Orientation:

Students will complete the ATI Plan-Student Orientation the first week of class as outlined on the syllabi. This orientation is found under tutorials.

PROCTORED ASSESSMENTS <i>test: proctored</i>	PRACTICE ASSESSMENTS <i>test: practice</i>	TUTORIALS, SIMULATIONS, AND QUIZ BANKS <i>learn & apply</i>
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ATI Plan - Student Orientation *NEW*

Expectations:

The assigned ATI products are designed to assist the student in understanding his/her knowledge level and allows the student to focus and remediate on topics for further practice as the student moves through the curriculum. Students are expected to use ATI as outlined and work diligently during completion of the assignments.

Course Integration:

The course syllabi will outline the ATI requirements for each course. The specifics for each assignment, benchmark and remediation will be included. All ATI assignments are required, not optional. ATI assignments must be completed with the appropriate score, date, and time. Assignments are to be printed out or placed in the designated Blackboard DropBox and turned in to the instructor prior to unit exam, lab, or proctored exam. The instructor will provide clear instructions regarding which step to use. Some courses will require ATI transcripts to be turned in prior to participation.

Proctored Assessments:

Chapter/System Proctored Assessments will be scheduled throughout the nursing program. Students who score less than 70% will be assigned remediation. The student is expected to make an appointment with the instructor that provided instruction for the corresponding examination to receive the remediation assignment. Students are expected to complete the remediation as outlined by the instructor. The remediation should be submitted prior to the next assessment. If a student fails to complete the remediation assignment a 15% deduction will result in that assessment score.

Content Mastery Assessments:

Content Mastery Proctored Assessments will be scheduled throughout different courses and given once 75% of the specific content is covered. The corresponding Practice Assessments A & B may be completed prior to each proctored assessment. Remediation for proctored assessments is outlined below. All remediation must be hand-written and is due prior to the Comprehensive Final Exam for that course. Once the student has completed the remediation assignment, it must be submitted to the instructor. If a student fails to complete the remediation assignment a 15% deduction will result in that assessment score.

Level 3	Level 2	Level 1	Below Level 1
1-hour Focused Review	2 hours Focused Review Two critical points to remember for each review topic	3 hours Focused Review Three critical points to remember for each review topic and conclude with a one (1) paragraph summary of steps to improve study habits.	4 hours Focused Review Write for each topic to review four critical points to remember and conclude with a paragraph detailing steps to improve study habits.

Capstone Nursing Course:

The ATI capstone course, an overall review of all subject material will begin in the senior semester. The student will receive a calendar from the Virtual ATI Educator and must complete assignments by the due date given. If the student fails to complete the required components of the capstone course, the student will be unable to take the comprehensive predictor and the attempt will be forfeited. If the student fails to complete the required assignments prior to the comprehensive predictor, the student will be unable to take the comprehensive predictor and the attempt will be forfeited.

Virtual ATI Course:

The Virtual ATI course, an overall review of all subject material begins 4 weeks prior to graduation. The student will receive a calendar from the Virtual ATI Educator and must complete 25% of the course by the due date given. If the student fails to complete the required components of the Virtual ATI course, the student will receive an “Incomplete” for the course grade.

ATI Live Review:

Each student is required to attend the three-day ATI live review. If the student is unable to attend due to extenuating circumstances, he/she will be required to attend another ATI live review to make up the missed time at their own expense. The student will be responsible for scheduling this and proof must be submitted to the Program Coordinator prior to taking the comprehensive predictor in order to satisfy graduation requirements.

Comprehensive Predictor:

During the senior semester, students will take the Comprehensive Predictor. The student will have three attempts to successfully complete the predictor with a 90th percentile of

passing the NCLEX on the first attempt. If the student is unsuccessful on the first and/or second attempt, then the student will complete the remediation plan as outlined below. Unsuccessful completion of the predictor on the third attempt will result in a grade of “Incomplete” for the course, the student is unable to complete the program and the student may apply for readmission into the program if desired.

- **Unsuccessful First Attempt:** The student will complete a focused review for areas of the comprehensive predictor that were missed. The student will also complete hand-written active learning templates for each concept missed. The student will complete a focused review for areas where questions were missed. The student will print out his/her score sheet and submit it along with the completed active learning templates to the course faculty member. The student will not be permitted to take the second attempt until the remediation is completed.
- **Unsuccessful Second Attempt:** The student will complete 4 hours of focused review, then take complete 3 critical points for each topic to review. The student will be permitted to take the third attempt once these items are submitted to the course instructor. Failure to complete these requirements will forfeit the student’s opportunity for a third attempt. The student will also complete additional remediation as deemed necessary by nursing faculty.
- **Unsuccessful Third Attempt:** Course grade “Incomplete” for the Capstone Nursing and the student is unable to complete the program.

Academic/Grade Appeals

If a student receives a course grade which he or she believes is incorrect, the first step is for the student to discuss the disagreement with the instructor. If an agreement cannot be reached, the student then addresses an appeal to the Program Director. If the student still feels the grade is incorrect, the student will need to address the Department Chair who will conduct an investigation and notify the student of the results within five (5) working days.

If the student is not satisfied with the decision of the Department Chair, he or she may direct a written appeal to the appropriate Academic Affairs director who will convene an appeals committee for resolution: a resolution will be rendered within ten (10) working days. The decision of the committee is final. Appeals must be made prior to the end of the semester after the grades were posted.

Procedure for Grade and Other Academic Appeals

If the student is appealing a final course grade, it is recommended that a student initially discuss their final course grade with the instructor who assigned the grade. If no solution to the concern is reached, a student has the right to file a written request for review in accordance with the policy outlined below.

1. Appeals should be addressed in writing, using the *Request for Appeal Form*, available online or through any campus Academic Affairs Office. The appeal will be forwarded to the appropriate Academic Affairs Dean or other administrator who has the authority to resolve the matter. The appropriate administrator will resolve the complaint within twenty (20) business days, notify the student of the decision in writing, and provide a copy of the record to the appropriate Academic Affairs Office.
2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the Assistant Vice President for Academic Affairs. The appeal must be in writing and be filed within ten (10) business days from the time the student has been notified of the earlier appeal decision. The written statement should clearly outline the student's concerns with the appeal decision and make a supported case for the requested resolution. The Assistant Vice President for Academic Affairs will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter.
3. The final level of appeal is through the Vice President for Academic Affairs following the same procedure outlined in #2 above. The decision of the Vice President for Academic Affairs shall be final.

NOTE: Communication of the results of the appeal will be provided to the student through their SCTC assigned and provided email address. Date requirements as outlined in this policy will be based on the date the written appeal is submitted by the student and the emailed decision is sent to the student by the appeal reviewing administrator.

Students in programs or courses directed by prerequisite courses may continue the next course in the sequence at their own risk. If a failing grade is not changed, the student must retake the class, if needed for completion of their program of study and must withdraw from the course requiring the pre-requisite. Tuition and/or fee refunds will be given only within the guidelines governing refunds.

Grievance Procedure

It is the desire of the administration that any complaint a student might have about a given situation or procedure of the college be resolved in an informal manner. This includes discussing the problem or complaint with the immediate instructor. However, in a situation where a solution cannot be reached in this informal manner, the student should follow the appeal procedures outlined in the college's student catalog.

Clinical Schedules

Students will receive a written copy of the clinical schedule. Remember, although clinical assignments are part of the learning experience, the student is interviewing for future employment and for a recommendation for employment. Therefore, performances will be critically evaluated not only by the clinical instructor, but also by the professionals within the clinical facility. Failure to progress successfully in clinical competencies will be reason for dismissal.

Students are eligible for clinical placement within 50 miles (one way) driving distance from their home campus. Simulation laboratory will be utilized to enhance clinical learning outcomes.

Clinical and Skills Laboratory Grading

Skills and /or clinical laboratory activities are required for successful completion of each nursing course. Students who do not successfully complete the skills and/or clinical laboratory requirements for any nursing course will receive a grade of “F” in the course(s) regardless of their earned theory grade. Students not completing skills and/or clinical requirements due to extenuating circumstances may receive an incomplete (I) in the course(s) if the earned theory grade is 70% or better.

Clinical grades will be derived from a point system based on the Clinical Grading Rubric. Each student will start with 100%. Each infraction of clinical guidelines will cause a deduction of points based on the Clinical Grading Rubric. Students with less than a 70% will be dismissed from clinical and receive an “F” for the clinical grade. The student will then be unable to move forward in the PN Program.

Students will receive a Satisfactory (S) or Unsatisfactory (U) grade for performance in the nursing skills and clinical laboratories. No numerical points toward the course grade can be achieved for nursing skills laboratory and clinical laboratory performance.

Nursing Skills Laboratory Procedure

Students are expected to attend all laboratory assignments. Laboratory experiences are a required portion of a course as well as the clinical portion. All attendance, tardiness, and PN policies apply to laboratory assignments. Lab kits/totes are required. Students must purchase lab kits/tote through the bookstore. The student must bring his/her laboratory kit/tote to every laboratory experience.

Students will complete skills competencies every semester. Competency skills include but are not limited to obtaining vital signs, performing a sterile dressing change, Foley catheter insertion, IV insertion, and medication administration.

Competency skills will be assigned by the faculty. Check-off times may be required for certain skills. This means the student will come with name badge, stethoscope, watch, BP cuff, pen light, hemostats and scissors.

Students are expected to be prepared to perform the assigned skill. Skill videos will be available, and faculty will demonstrate the skill in the skills lab in advance. The student can sign up for time to practice skills in the skills lab. It is recommended students practice skills in the skills lab prior to checkoffs. Alternate instruction methods available include computerized instruction, independent viewing of DVDs/videos, and supervised practice and instruction.

Students are responsible for his/her own professional behavior during lab, and leaving the skills lab in a neat, clean and orderly condition for the next group of students.

No food or beverages are allowed in the skills labs.

Laboratory Skills Check Offs

Checkoffs are a psychomotor skills component of the nursing program that the student must complete. Competency of these skills must be validated and is kept in the student's file. Students will receive a list of laboratory skills to be validated by an instructor. Any student who signs up for a testing (check-off) time with an instructor and fails to arrive and does not notify that instructor prior to his/her assigned time will receive a U (unsatisfactory). Three (3) Us (unsatisfactory) earned, for any reason, in the skills lab portion of any nursing course will result in an F (failure) for the course, regardless of the earned theory grade. Satisfactory checkoffs of each skill must be completed with the student's lab instructor by the designated date previously assigned unless there are extenuating circumstances approved by the Program Coordinator.

Skills Remediation for Unsatisfactory Checkoffs

Mandatory skills remediation will be utilized for skills that require an assigned check-off time. The remediation will be assigned as follows:

If unsuccessful 1st attempt:

- Student must complete mandatory remediation in skills lab for a minimum of 30-60 minutes. Student must sign in with skills lab instructor and sign out after completion of the remediation. A second attempt cannot be completed on the same day as the first unsuccessful attempt.

If unsuccessful 2nd attempt:

- Student must complete mandatory remediation in skills lab for a minimum of one hour. Student must sign in with skills lab instructor and sign out after completion of the 1-hour remediation. A third attempt cannot be completed on the same day as the second unsuccessful attempt.

Clinical Evaluation Procedures

A Satisfactory (S) grade in the clinical laboratory is achieved by:

- Attendance in all lab sessions.
- Achievement of the stated criteria on the Clinical Evaluation Tool for each nursing course.
- Adherence to the Policy and Procedure Manual for Nursing Students.
- Adherence to clinical agency policies.

An unsatisfactory clinical performance is one in which the student fails to meet an essential outcome identified in the individual clinical evaluation for each nursing course. If the student receives two Unsatisfactory (U) grades in any outcome, area on the clinical evaluation tool the student will receive a final course grade of F.

When performance in the nursing skills and clinical laboratories is satisfactory, the course grade is derived from the theory grade. If the student receives an over-all grade of Unsatisfactory (U) in the nursing skills or clinical laboratory, he/she will receive a final course grade of F.

General Responsibilities of Students

- Students are expected to provide their own transportation to class and clinical sites. It is against policy and unethical for students to share transportation with instructors.
- It is professionally unethical for students to phone/contact instructors outside of appointed business hours unnecessarily.

Personal Cleanliness and Neat Appearance

- Good personal hygiene and neatness should be observed at all times.
- Odors - Student should be alert to his / her changing needs at all times.
- Alcohol, drugs, or any impairment will result in the student being sent home, student will receive an unsatisfactory for the missed classroom day and will be required to make up the clinical time.
- If the safety of an individual is in question in the classroom or clinical setting, the:
 - Instructor can request a student be sent home.
 - Classroom assignment and points will be taken for missed clinical time.
 - A drug screen test will be required.

Classroom, Laboratory and Clinical Sites

- Gum chewing is not allowed in the classroom, laboratory or clinical areas.
 - Students must complete a health packet prior to acceptance to a clinical site. The clinical sites review the health packet information and make the final determination of a student attending that site. The student may be denied acceptance to a clinical site for the any of the following reasons, but not limited to:
 - Incomplete packet
 - Positive drug screen
 - Any felony on background check. Certain misdemeanors or multiple misdemeanors. (Items in a student's criminal background check could prohibit the student from completing the nursing program. If the student completes the program, they may not be able to sit for the State Board examination).
 - Items in health packet that are out of date.
 - If a student is not accepted at a clinical site, the Practical Nursing (PN) clinical coordinator will appeal to one other site on behalf of the student. If still denied, the student will not be able to complete the course and will not be successful in the program.
 - Students are not allowed to be in the clinical area unless assigned.
 - Students are not allowed to perform procedures in the college laboratories without the instructor's permission.
 - Students must report all accidents in the clinical area to the clinical facility and to their respective college campus. All incident forms must be signed and completed at both institutions.
 - Clinical hours may vary according to availability and student schedules must be flexible.
 - Obey all parking regulations for students at the clinical facilities and on campus.
 - No smoking in uniform.
 - Clinical and classroom experiences are of the utmost importance. Make good use of the time in these areas and look for and participate in learning experiences.
- * Statement: The College will not provide replacement of CPR cards, copies of medical / health history, labs, criminal background checks, drug screens, Hepatitis B declaration or other immunization reports after they have been submitted to the college's personnel. Please make copies before submitting this information.*

Clinical Procedures

All procedures must be performed in the presence of an instructor. The student should never perform a clinical procedure or skill if unsure of the procedure. If the student is in doubt, it is permissible and encouraged to page his/her clinical instructor and defer any procedures. The student is responsible for familiarizing themselves with the hospital and colleges policies and procedures. It is imperative that the student understand the importance in knowing his/her limitations and abiding by the facility and the nursing program policies.

Unsafe Practices

Unsafe clinical practices which will result in disciplinary action. These include but are not limited to:

- Failure to provide safety for the patient
 - Physical or psychological safety
 - Failure to maintain patient physical safety
 - Failure to maintain patient confidentiality
- Failure to recognize or report a patient change in status
- Failure to recognize code or allergy status
- Failure to observe the five medication rights
- Performing an IV push without the assigned clinical instructor present
- Failure to obtain supervision from the clinical instructor
 - Performing a skill or procedure without supervision
 - Performing a skill or procedure outside the scope of practice as a student nurse
 - Unprepared to perform clinical skills
 - Administering care without an instructor on-site
- Violation of HIPAA standards
 - Copying patient records
 - Taking patient record out of the clinical facility
- Diverting/stealing medical supplies for personal use
- Diverting/stealing medications, supplies, or equipment
- Dishonesty regarding information given to patient, staff members, or instructor
- Dishonesty by altering patient records, vital signs, etc.
- Dishonesty by altering patient charting
- Abuse or neglect of patients/abandonment of patients
- Unprofessional behavior/disruptive behaviors
 - If at any point, the student's clinical behaviors threaten the patient, staff, or faculty's safety and well-being or violate professional standards, the student will be immediately dismissed from the clinical site and receive an "F" which prevents the student from continuing in the clinical course.
- Leaving the unit without permission of the clinical instructor.
- Inappropriate communication with hospital staff, visitors, or patients.
- Absence from clinical assignments without proper notice.
- Failure to participate as a team member in a clinical rotation.
- Alcohol or drug abuse/impairment.
 - If in the event, the instructor or staff at any clinical site indicates possible evidence exists related to the intake of alcohol or substances, the instructor may remove the student from the clinical area and the student may be required to submit to drug testing at the student's expense.
- Any postings or pictures regarding any clinical rotation on any social network o
- Infractions are a serious violation of patient and student privacy
- Willful commission of any act resulting in a felony or any action resulting in a misdemeanor.

- Violation of the standards of care or the nursing code of conduct.
- Use of any substance, which alters cognition or an inability to provide reasonable skill and nursing care.

Any of the above violations in patient safety may result in *dismissal* from the Practical Nursing Program.

Clinical Skills Competency Checklist

Each semester the student must be able to perform the following skills, safely and proficiently, under the clinical instructor's supervision.

<p>Nursing Fundamentals</p> <ul style="list-style-type: none"> ▪ Complete / partial bed bath ▪ Assist client with toileting ▪ Bed-making (Occupied, as well as Unoccupied) ▪ Enemas ▪ Feeding client ▪ Use of restraints ▪ Glucose monitoring ▪ Vital Signs (Temperature, Pulse, Respiratory Rate, Blood Pressure, Pulse Oximetry, Pain Rating) ▪ Documentation of vital signs ▪ Head-to-toe Assessment ▪ Transfer of client with staff assistance only ▪ Knowledge of tube feedings ▪ Knowledge of NG tube insertion ▪ Knowledge of Urinary catheter insertion ▪ Knowledge of oxygen administration ▪ Knowledge of nebulizer/aerosol treatments ▪ Knowledge of Tracheostomy Suction, Naso-Gastro, as well as Oro-Gastro Suctioning Procedures ▪ Knowledge of Dressing Change Procedures 	<p>Mother/Baby</p> <p>Skills from all previous Semesters and:</p> <ul style="list-style-type: none"> ▪ Assessment of postpartum client ▪ Assessment of newborn ▪ Assessment of pediatric client ▪ Documentation ▪ Reporting ▪ Team Leader responsibility ▪ Manage the care of 2 moms/2 babies with medications on mom only. ▪ Rotate through nursery, L&D, & postpartum
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Medical Surgical

Skills from all previous semesters and:

- Complete head-to-toe assessment in 30 minutes
- Obtain report from primary nurse
- Give thorough report to instructor by designated time
- Documentation – per facility protocol
- Administration of parenteral and non-parenteral medications: providing classification of drug, use, and three side effects.
- Simple dressing change
- Receiving report and giving report
- Knowledge of IV insertion
- Management and care of two clients
- Application of TED or SCD hose
- Correlate lab/radiologic test with disease process
- Complete care plan on assigned client.
- Complete head-to-toe assessment in 15 minutes.
- Assessment of the consumer in the MH facility.
- Team Lead responsibility
- Manage the care of two clients with assigned meds on one.
- Complete care plan on assigned client.

SCTC Warranty

Our College participates in the Technical College System of Georgia Warranty Program. As a demonstration, our confidence in the quality of our Technical College programs the Technical College System of Georgia warrants every graduate of our Technical College programs offering a certificate of credit, diploma, or associate degree as follows:

- The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retained at no cost to the employer or the graduate.
- A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.
- This Warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.
- The Warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any state governed Technical College that offers the program from which the individual graduated.

Students will register for the courses in which they are deficient and receive training only for those competencies they lack.

Licensure Eligibility

After completion of the PN Program, the student will be eligible to apply for recommendation to the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a Licensed Practical Nurse in the state of Georgia. Students are required to complete a background check prior to the NCLEX-PN. The student will register with COGENT at www.ga.cogentid.com. The State Board of Nursing has the right to refuse to grant a licensed practical nurse license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

Georgia Board of Nursing: Rules and Regulations Concerning Licensed Practical Nurse License by Examination

The Georgia Board of Nursing is the agency to which all graduate nursing students must apply to be granted permission to take the NCLEX-PN. You must complete the NCLEX-PN successfully in order to become a Licensed Professional Nurse. Please read the following information carefully paying careful attention to those items which are marked (*) as these may affect your application for licensure.

The Georgia Board of Nursing is authorized to: Examine, license, and renew the licenses of duly qualified applicants for licensure to practice nursing as a registered professional nurse. Action may be taken by the board upon finding that the licensee or applicant has:

- Failed to demonstrate the qualifications or standards for a license contained in this article or the rules and regulations of the board; it shall be incumbent upon the applicant to demonstrate to the board that he meets all requirements for the issuance of a license;
- Knowingly made misleading, deceptive, untrue, or fraudulent representations in the practice of nursing or in any document connected therewith; or practiced fraud or deceit or intentionally made any false statement in obtaining a license to practice nursing; or made a false or deceptive registration with the board;
- Been convicted in any court of this state or of the United states of a felony or any other crime involving moral turpitude;
- Had his/her license to practice nursing revoked, suspended, or annulled by any lawful licensing authority; or had other disciplinary action taken against him by any lawful licensing authority; or was denied a license by any lawful licensing authority;
- Engaged in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public, likely to deceive, defraud, or harm the public. Unprofessional conduct shall also include the failure to meet the minimal standards of acceptable and prevailing nursing practice.
- *Violated or attempted to violate a statute, law, or any lawfully promulgated rule or regulation of this state, any other state, the board or United States, or any lawful authority (without regard to whether the violation is criminally punishable), which statute, law, or rule or regulation related to or in part regulated the practice of nursing when the licensee

or applicant knows or should know that such action is violate of such statute, law, or rule or regulation; or violated a lawful order of the board, previously entered by the board in a disciplinary hearing. *Been adjudged mentally incompetent by a court of competent jurisdiction within or outside of this state; any such adjudication shall automatically suspend the license of any such person, and shall prevent the reinsurance or renewal of any license so suspended for as long as the adjudication of incompetence is in effect, unless the board, upon a finding that the licensee is mentally competent, orders otherwise.

- Become unable to practice nursing with reasonable skill and safety to or any other type of material, or as a result of any mental or physical condition.

Obtained from the Georgia Board of Nursing website at <http://sos.georgia.gov/plb/pn/>

American Nursing Association Code of Ethics

- The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community or population
- The nurse promotes, advocates for and protects the rights, health and safety of the patient.
- The nurse has the authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and imposes the ethical environment of the work setting and conditions of employment that are conducive to safe, quality, care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights promote health diplomacy and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). Code of Ethics for Nurses with Interpretive Statements. American Nurses Association. Reprinted with Permission. All rights reserved.

Quality and Safety Education for Nurses

The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

Using the Institute of Medicine¹ competencies, QSEN faculty and a National Advisory Board have defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency. These definitions are shared in the six tables below as a resource to serve as guides to curricular development for formal academic programs, transition to practice and continuing education programs.

Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Teamwork and collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-based practice (EBP): Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality improvement (QI): Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

References:

Institute of Medicine. Health professions education: A bridge to quality. Washington DC: National Academies Press; 2003.

Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. Nursing Outlook, 55(3)122-131.

Handbook Acknowledgement Signature Form

I, (*print name*) _____ (*student ID*) _____
 have received and read the Practical Nursing (PN) Handbook and understand that it is my responsibility to uphold the standards of the Allied Health Sciences and PN Department.

Please initial in each box, this will indicate your clear understanding of the policies and procedures of this program. Submit this completed form to your FON instructor on the first day of the program.

- I have been informed of the **Work Ethics Policy** and understand that deductions will be made for any violation of this policy. I understand that any action deemed to be fraudulent, misrepresentation, forgery or cheating will result in immediate removal from the Practical Nursing (PN) Program.
- I have been informed of the **Drug Policy**, and I understand that if my ability to ever provide safe, competent care, is in question, that I am subject to random drug testing at any time, without warning. A positive drug test will disqualify me to continue attending clinical and subsequent removal from the Practical Nursing (PN) Program.
- I have been informed of the **Attendance Procedure** and understand the penalty for missing both classroom and clinical time.
- I have been informed of and agree to the **Grading Policies and Procedures** for the classroom, Head to Toe Assessment and all Clinical Rotations.
- I have been informed of the **Uniform Procedure** during classroom, lecture and clinical rotations.
- I understand that under no circumstances am I permitted to perform any invasive procedures or administer any medications without my clinical instructor / preceptor being present. This will result in immediate removal from the Practical Nursing (PN) Program.
- I have been informed of the **Medical requirements for clinical sites before progressing to clinical activities**. I understand that it is my sole responsibility to ensure my Health Packet is up to date and correct. This includes my immunizations and background check/drug screen.
- I understand that the **results of a criminal background check** may prevent the Board of Nursing from issuing a license in practical nursing upon my completion of the program and may prevent me from being accepted into a clinical facility.
- I agree to **abide by the rules of confidentiality for all facilities, clients, students and staff**.
- I have been informed of the **ATI Procedure** and understand that the Comprehensive Predictor must be passed with a 90th percentile or greater in order to complete the PN Program.

Student Signature: _____

Date: _____