

NEMCC
PRACTICAL NURSING
EDUCATION
STUDENT HANDBOOK
2015-2016

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- **Needs of the Future Workforce**

The employment outlook for this profession is on the rise. This is due partly in fact to the growing number of elderly individuals who need care and the increased life-expectancy rate. New technology being introduced into physicians’ offices will also lead to greater employment opportunities in these facilities. According to the U.S. Department of Labor and Statistics, the “employment of LPNs is expected to grow by 21 percent between 2008 and 2018, much faster than the average for all occupations” (U.S. Bureau of Labor Statistics, 2009).

Welcome to Practical Nursing Education. You have chosen a field of study that will offer you the opportunity to learn new and exciting facts. Industry advisory team members from colleges throughout the state were asked to give input related to changes to be made to the curriculum framework. Specific comments related to soft skills needed in this program included positive attitude, motivation, compassion, punctuality, ethics, and communication. Occupation-specific skills stated included nursing, computer use, IV certification, and calculating dosages. Safety practices emphasized included standard precautions, client safety, medication safety, HIPAA, and ergonomics.

This course of study is both difficult and rewarding. The following is a list and description of the courses you will be studying.

◇ **PNV 1444-NURSING FUNDAMENTALS AND CLINICAL**

- This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. Study includes beginning use of the nursing process; causes and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, medical terms, preparation to assist the patient in meeting basic living needs, and provides demonstration of the supervised practice of the fundamental skills related to practical nursing.
(14 sch: 6 hr. lecture, 6 hr. lab, 2 hr. clinical) (Total instructional hours for the course: 90 hr. lecture, 180 hr. lab, 90 hr. clinical). (360 hours.)

◇ **PNV 1524 – IV THERAPY AND PHARMACOLOGY**

- This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is certified in the expanded role of IV Therapy in accordance with the Mississippi Nursing Practice Law and Administrative Code. Additionally, this course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, drug calculations, regulatory requirements, and basic principles of drug administration. In addition, tuberculosis surveillance and testing certification will be provided in association with the American Lung Association of Mississippi and the Mississippi Department of Health. This course meets the requirements of the Mississippi Board of Nursing for IV certification.
(4 sch: 3 hr. lecture, 2 hr. lab). (105 hours)

◇ **PNV 1682-ADULT HEALTH NURSING CONCEPTS AND CLINICAL**

- This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy for various disorders is included. In addition, this course includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life-threatening physical

conditions in all body systems. Successful completion of PNV 1682 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.
(12 sch: 8 hr. lecture, 4 hr. lab/clinic). (300 hours)

◇ **PNV 1728-SPECIALTY AREAS IN NURSING**

- This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration.
(8 sch: 7.33 hr. lecture, 0.67 hr. clinical)(Total instructional hours for the course: 110 hr. lecture, 30 clinical). (140 hours)

◇ **PNV 1914-NURSING TRANSITION**

- This course discusses the legal aspects of nursing, employment opportunities, responsibilities, and preparation of the student for role transition. In addition this course further develops decision making skills, promotes an interest in continued professional development, and aides in preparing the student to take the National Council Licensure Examination (NCLEX-PN).
(4 sch: 3 hr. lecture, 1 hr. clinical). (90 hours)

❖ **In order to ensure that learning is progressive a student who is not successful in a semester must repeat that semester before advancing to a different semester.**

PHILOSOPHY

We believe that each person is an individual with worth, dignity and importance. Each individual has the right to search out their place in life. We feel each person should be viewed as an individual without regard to race, sex or religious belief.

We feel that before entering our program that the prospective student should be aware of their aptitudes and abilities, as well as, factors that would impair their abilities to function as a practical nurse. Basic education skills should be sufficient to allow the student to function within our program. The faculty believes education should be continuous and enjoyable.

We feel that learning is a personal matter. Learning is a process that occurs in a specific orderly manner. In a well planned program, learning should progress from less complex to more complex. Accumulated knowledge should allow the student to function effectively within the progressive framework of the curriculum.

Within our program students should gain information to allow them to function within stated roles and responsibilities in a specified length of time. Learning should change behavior, thus improving the ability of the student to function during the course and upon graduation from the course.

We believe that the student should accept responsibilities that are a part of this course of study. Attendance, punctuality, preparation for class and professional conduct are but a few of these responsibilities. Decision making must be learned and/or improved.

We believe that instructors should possess qualities of leadership. The instructional program should be well planned. The instructor should motivate the student to desire learning. We feel the instructor is the director of learning and should increase his/her knowledge, as well as, direct the student in learning.

We feel Practical Nursing Education should define the roles and responsibilities of the practical nurse. The student will be given opportunities to function within these roles and responsibilities. Practical Nursing Education should provide the student with information and skills needed to succeed in this field of study. Practical Nursing Education should include the highest standards possible concerning honesty, reliability and understanding of the person. The program of study should emphasize the need for caring and concern in meeting daily living needs for individuals. The program should prepare a graduate who can work in various health care settings. The goal of graduates from this program should be the provision of excellent nursing care.

The Practical Nursing program should serve the purpose of preparing efficient, caring members of the health team. These members administer the highest quality of nursing within their roles and responsibilities. The need for practical nurses continues. Economically the practical nurse fills a job that serves health agencies in many areas. New areas of work are constantly being opened to the practical nurse. Without the practical nurse to give tender loving care the quality of patient care would decline.

The goal of primary nursing education should provide students with the opportunity to develop cognitive, affective and psychomotor skills sufficient to provide optimum care during health and illness. The program should emphasize the nursing process as a means whereby client needs are identified; care is planned, implemented and evaluated. Education within the health field should be continuous. We live in a rapidly changing world. Changes in health care are no exception. Nurses should seek to continue their development of cognitive, affective, and psychomotor skills to meet the new demands in nursing. All nurses, nursing educators, hospital administrators and others associated with health care should be aware of the functions of the various levels of nursing. All health care workers should have a threefold goal, knowing, caring and doing.

The instructor should provide opportunities for students to develop or improve self confidence. By choosing appropriate learning situations, the instructor should provide students with the opportunity to perform skills related to decision making and provision of nursing care.

The faculty feels that the curriculum within the program should be continuously evaluated. This continuous evaluation is necessary to provide current information concerning the nursing process and the care of persons during health and illness. Curriculum should provide for continuous and orderly learning. The curriculum should be designed to provide students with cognitive, affective and psychomotor skills that will enable them to function as a practical nurse.

We feel vocational education is important in providing knowledge and skills needed to perform specific vocations. Vocational education provides persons with limited time and finances the opportunity to learn a job or skill and thus become a useful, employed member of society. Vocational education should prepare the student to perform with high standards, thus, providing the general public with quality service.

We believe the practical nurse should be an active member of organizations which promote practical nursing. The practical nurse should be aware of civic responsibilities. The practical nurse should be willing to participate in patient care within their roles and responsibilities.

PURPOSE OF PRACTICAL NURSING EDUCATION

The purpose of Practical Nursing Education at Northeast Mississippi Community College is to provide a program of instruction which will prepare qualified graduates. These graduates will be able to provide quality care, become licensed and become active in civic and community affairs. By producing such graduates, this program will serve the purpose of providing the community college district with needed practical nursing services.

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
PRACTICAL NURSING EDUCATION
PROGRAM OBJECTIVES

1. Provide a curriculum which will present to the student a scientific foundation for practical nursing, whereby, the student will acquire sufficient knowledge and skills to meet the objectives of each course.
2. Provide the student with opportunities to progress from basic to more complex learning.
3. Provide the student with opportunities for improvement of self awareness.
4. Guide the student in developing and/or improving interpersonal relationship skills.
5. Provide the student with understanding of the roles and responsibilities of the practical nurse
6. Provide the student with knowledge related to legalities of medicine and nursing.
7. Provide opportunities for developing and/or improving problem solving skills.
8. Provide situations of learning and the use of skills related to practical nursing.
9. Encourage self improvement and continuation of education following graduation from the program.
10. Provide a program that will prepare the student to function as efficient members of health care teams.
11. Prepare the student to become a functioning licensed practical nurse who provides quality care.
12. Encourage students to become active members of their organizations.

PROGRAM REQUIREMENTS

THE FOLLOWING REQUIREMENTS MUST BE MET WITHIN TWO WEEKS AFTER CLASSES BEGIN OR AS SPECIFIED IN STATE LAW IN ORDER FOR THE STUDENT TO REMAIN IN CLASS.

- The student must submit validation of health status. (see section -Health Status on page 14 of the PNE handbook for further details)
- The student must submit proof of training in CPR, for the health care provider from the American Heart Association that will be valid through the ending date of the program entered.
- The student must submit a signed handbook policy statement (pages 30 and 31).
- The student must submit proof of purchase of malpractice insurance which is available through the northeast business office and required to be renewed annually August to August.
- The NEMCC Practical Nursing Program and the State of Mississippi requires that all students validate no history of:
“conviction of or pled guilty to or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 453323(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and /or battery of a vulnerable adult or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.”(Mississippi Code of 1972, Section 431113)
- Admission to the NEMCC Practical Nursing program is incomplete until the criminal background check (fingerprinting) required is satisfactorily completed. The cost of this process will be borne by the student. The result of the background check is valid for a period of two years after which it must be repeated (see the NEMCC 2014-2015 Student Catalog, page 27).
- In the event of a student returning to a Health Science program after a break in enrollment (returning in Summer to complete semester) fingerprinting must be repeated. This is in compliance with the health care facilities policies that allow clinical experience for the Health Science students.

- A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues (see the NEMCC 2014-2015 Student Catalog, page 166).
- ❖ **Alternate Placement students must present proof of payment for Z score credit before completion of program will be granted.**

Prior to completion of the program

The student will be required to complete a comprehensive review course for NCLEX. Failure to meet this requirement will result in failure to complete the program. This NCLEX review assignment will be provided by your instructor. The HESI PN Curriculum Testing and Remediation package is a required component of your textbook purchase each semester and is a Board preparatory program. The Practical Nursing Faculty recommends that graduates take a NCLEX Review Workshop of their choice near or after graduation, but, it is not mandatory for completion. Completion of an NCLEX Review is required as part of the curriculum in PNV 1914 Transition.

Complete application for graduation, pay mandatory applicable fees, as well as purchase the PNE pin and lamp package for required participation in the PNE graduation ceremony.

- ❖ **According to Mississippi code 1972, section 45-33-23g a felony offense may result in exclusion from admission. A felony offense may require the student to exit the program.**

PRACTICAL NURSING EDUCATION-HANDBOOK HEALTH STATUS

In order to safeguard the health of students and clients, the following mandatory requirements have been established for the Practical Nursing students. The student must submit validation of health status. This should include physical examination form, lab value requirements and proof of immunizations and vaccines. These requirements must be met in order to be in compliance with our clinical affiliates

To be allowed to participate in the clinical experience, proof of current health status **MUST** be submitted to your instructor. The records are due within two weeks of the first day of class.

- Physical examination (on the form provided by the Practical Nursing program found on the PNE website under PNE forms)
- T.B Skin Test or chest x-ray (skin test okay for those pregnant). Students with positive TB tests must be further evaluated and follow the recommendations of the Public Health department. The two-step screening is required for those not tested within 12 months of their last skin test.
- Each student in the program is required to submit **yearly** result of TB skin test or chest x-ray proving absence of active disease. **The test should be in effect through the end of the school year. Failure to remain current with scheduled Hepatitis B vaccinations or TB skin testing will result in restriction from clinical rotations and a “O” grade for days missed.**
- Rubella Titer showing immunity or proof of two measles immunizations (pregnant women should not receive the Rubella immunization).
- Hepatitis B Vaccine - Must have completed the series or be in the process of having all three (3) required injections at the recommended time intervals. (Discuss your health status with your physician or health care provider before receiving any vaccine.)
- **All students readmitted to the program must submit new medical exams.**
- Significant changes in health status that occur or develop during enrollment in the program must be reported by the student to the PNE instructor.
- Students are responsible for retaining copies of their medical form, lab values, proof of immunizations, etc. for their own files and use. ***No copies will be made after the records are submitted your instructor.***
- The medical requirements are those of our clinical agencies and the PNE Program may not waive them. It is up to the clinical agency to determine which requirements must be met and how the policies are applied in atypical situations. All healthcare facilities require current Influenza vaccinations. You will be required to submit proof of vaccinations as soon as vaccines are available each Fall. Vaccinations are valid for twelve months.
- Any student for example that has but not limited to hospitalized, vaccinated, had surgery, given birth, fractured a bone, had a communicable disease, etc., must submit a release form from the physician to the PNE clinical instructor prior to attending class or clinical experiences.
- Any student whose health status (physical or mental), in the opinion of the faculty, impairs the delivery of nursing care, may be required to submit proof of medical/ mental assessment by appropriate physician and/or agency and/or interventions to the Health Sciences Division Head. Should the student be unable to meet program standards after recommended intervention, the student shall be dismissed from the program.

- Students are responsible for informing the clinical instructor prior to the clinical experience of health conditions that increase personal risk such as but not limited to: pregnancy, drug or latex allergies, infections, and/or immune diseases.
- Northeast Mississippi Community College Practical Nursing program is not responsible for any accident or injury sustained by a student while in route to and/or from any assigned classroom or clinical experience. However, students may purchase a general insurance policy from the business office.
- **PERSONAL ASSUMPTION OF RESPONSIBILITY FOR DISEASE OR INJURY:**
Students are responsible for provision of their own health care. Should a student contract a communicable disease or become injured in a clinical facility through no fault of the facility, the student must assume the cost and responsibility for diagnosis, treatments, and/or appropriate interventions. Northeast Mississippi Community College, the NEMCC Practical Nursing Program, and the NEMCC PNE Faculty are not liable for student health.

CLASSROOM POLICIES

- Northeast Mississippi Community College and the Practical Nursing program utilize **Canvas and the student's Northeast e-mail account** as a means to disseminate information and communicate with students. Students will be required to utilize canvas to obtain class lecture outlines, clinical assignments and announcements. **The student should access canvas and their Northeast e-mail account on a daily basis.**
- Each student will be required to review on canvas the course outline for specific courses of study. These outlines will serve as a guide to study and discussion. Required assignments and the date due will be posted or announced.
- In the event a student misses a required assignment, it is the student's responsibility to contact the instructor within 3 working days to make arrangements for make-up. Make-up work as well as schedule for make-up work will be at the discretion of the instructor.
- In the event that a student misses an exam, the instructor must be notified of the reason the day the student returns to class. A date will be established and scheduled for the make up exam between the student and the instructor giving the exam.
- Make up exams will be different from the original exam format. A variety of short answer, discussion, and fill in the blank may be used.
- A letter grade will be dropped from the grade for each day an assignment is late. After **five** days the student will be given a grade of **zero**, unless prior arrangements have been made and approved by the instructor.
- In order to successfully complete a course, students must have a final average of 80 or above

- Unit Exam grades may be posted on canvas.
- Clinical grades may be posted on canvas.
- Course outlines/objectives may be posted on canvas.
- Clinical assignments may be posted on canvas.
- A test analysis and review will be conducted for any unit or final exam given throughout the PNE program by the PNE instructor or faculty administering the exam.
- All test items will be reviewed that 50 percent or more of the class miss. The items will be reviewed by two or more PNE faculty for analysis and validity of the question. If the item is found to be valid the question will stand. In the event that a test item is invalid, the item will be dismissed from the exam and the grade will be based on the remaining number of test items.
- **A student has 24 hours from the issuing of a grade to challenge any test content after that the grade will stand as per the decision of the PNE faculty.**
- If there is an error in posting of an exam grade or clinical grade, the student will receive the grade he/she earned.
- Dishonesty, in any form by any student, violates both the ethics of nursing and the policy of the Northeast Mississippi Community College (see NEMCC catalog). Due to the critical nature of Nursing and its consequences to human clients, cheating in any form is a direct violation of professional nursing ethics. Decisions made without adequate knowledge can result in patient injury or loss of life. Cheating, including plagiarism, will not be tolerated. As a consequence of “cheating”, the student may be dismissed from the Practical Nursing program and will be given the grade of "0" on the work involved. A student may appeal the dismissal by instituting the Academic Dismissal Procedure of the college.
- Recreating of test questions or exams after being given is not allowed. The test questions and exams are property of NEMCC Practical Nursing Program. Recreating of a test question or exam to be distributed will result in *dismissal* from the program.
- Acquisition of computer generated test banks is considered cheating. Evidence of all students involve will warrant investigation and possible dismissal from the program.
- A student may not sell to other individuals or groups any notes, references, examinations, completed assignments, etc., obtained from an instructor without the instructor's written and expressed consent. In the event that this does occur, the student will be subject to disciplinary action by the College Discipline Committee. Students who purchase such material are also subject to disciplinary action and possible dismissal from the program.

Electronic Devices

- Students may use a standard, nonprogrammable calculator to compute dosages in the classroom, clinical area, and on Diagnostic Testing. This calculator may be used for classroom quizzes and exams. No cell phones with calculator capacities or programmable calculators may be used.
- **Cell phones and pagers will be turned off in class.**
- Students **using** cell phones or pagers **during class** or in **client care areas** may be dismissed from the class/clinical learning experience and a grade of **zero** recorded for the clinical day.
- Any emergency need of a phone or pager must be approved by the classroom instructor. The student should give family members the number to the clinical facility where they are scheduled in case an emergency arises. Cell phones are not allowed in the clinical areas.

Communication

- The student should communicate within the classroom environment in a professional manner with respect to other classmates at all times. Cursing and/or foul language is not allowed in the classroom or clinical environment and may be subject to class dismissal.
- The student should always be willing to accept constructive feedback, work through any interpersonal conflict in order to maintain a working relationship, and responsibly file complaints in a professional manner using the appropriate chain of command. Complaints from the student will **only** be considered when the student has followed the proper procedure.

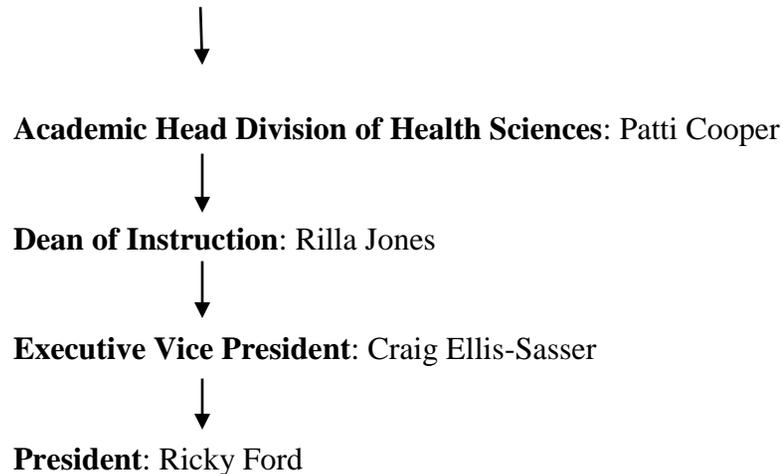
In the event a student has a complaint, the student must submit the complaint in writing to the instructor involved. A conference time and place will be set by the instructor and the student to address the complaint in a private conference. In the event the student feels the complaint has not been addressed satisfactorily the student may then take the written complaint and a written description of the discussion to the next person in the chain of command in The Practical Nursing Education Department.

The following is the proper chain of command for The Practical Nursing Education Department. In the event you have a complaint, you must address it according to the chain of command.

Practical Nursing Education Instructors: Mary Sue Perrigo, Paula Stennett, Brad Sloan and Felicia Crump



Practical Nursing Education Program Director: Mary Sue Perrigo



DRESS CODE

Dress for classroom and laboratory experience should comply with the dress code of NEMCC. This code may be found in the NEMCC student handbook. The dress for lab/clinical days will require the PNE uniform unless otherwise instructed by the instructor.

The uniform for the clinical area should be as follows:

1. For PNV 1444 students: **FEMALE UNIFORM:** PNE program in contract with Scrubs & More (Tupelo & Corinth) has chosen a uniform consisting of white top and black pants and white scrub jacket with the NE Practical Nursing patch on the left arm of both the top and the jacket is required.
2. All students are required to purchase the same style and brand provided. Exceptions will only accommodate for pregnancy, availability of size or substitution of black skirt instead of pants.
3. **MALE UNIFORM:** Uniforms of same brand (Landau) and scrub jacket (Fundamental) purchased through Scrubs & More with required NE Practical Nursing patch on left arm of both top and jacket are required.
4. Uniform skirts should not exceed two inches above the knee and pant legs should never touch the floor.

5. Shoes should be white clinic shoes or white leather tennis shoes with white laces (no cloth). Shoes should be closed toe and heel. (No Crocks)
6. White hose or white socks should be worn with the uniform.
7. NEMCC student photo I.D badge is to be worn and visible at all times while on campus as well as in clinic, lab and classroom settings.
8. No jewelry except for wedding band, one set of post earrings per each ear and a wrist watch. Watches should be modest with one band. No bracelets or necklaces permitted.
9. No tongue rings or facial jewelry may be visible at any time.
10. No visible tattoos. A white fitted long sleeved undershirt may be worn under the uniform top or a scrub jacket to cover tattoos.
11. No perfume, cologne or strong after shave should be worn.
12. No smoking is permitted during clinical. Those who smoke must make sure that the uniform does not smell of smoke when presenting to clinical.
13. The uniform should be clean and wrinkle free at all times.
14. No body piercing rings shall be visible at any time
15. Nails should be short (no longer than ¼ inch according to the Centers for Disease Control guidelines) and carefully manicured. **NO ARTIFICIAL NAILS/TIPS ARE PERMITTED** as per policies of the clinical agencies as an infection control measure. Agency policies will be adhered to regarding nail polish.
16. Hair should be kept neat and secured away from the face and not come in contact with the working field or the patient at any time during care.
17. Beards, mustaches, and/or sideburns should be well groomed and short.
18. **Hair must be a “natural color” as required by the clinical agencies. This means no blue or pink, streaks or vivid artificial coloration, etc.** Individuals may dye or tint the hair blonde, auburn, brown, black, gray, etc. No hair feathers, hair jewelry etc... other than those used to secure hair from face may be utilized in the clinical setting.

CONDUCT

The following rules of conduct are designed to insure that you will conduct yourself professionally both in the classroom and in the clinical area.

You are a part of Northeast Mississippi Community College, Practical Nursing Education and nursing in general. The image you present has a bearing on both you and those entities mentioned.

The student must adhere to the NEMCC student handbook as to the student code of conduct that is listed. The handbook is on line at the northeast website under publications. The practical nursing program will honor this code. In addition persons enrolled in Practical Nursing Education will be expected to comply with the following.

The standards of conduct listed below are guidelines or examples, and thus are not meant to cover every possible situation. Any action which violates the standards of reasonable conduct in the opinion of the Practical Nursing Faculty is considered serious, and may result in disciplinary action up to and including dismissal. Students enrolled in PNE must assume responsibility for their behavior in both classroom and clinical areas.

Responsibility for learning (Classroom and clinical areas)

- Is prepared for and participates in appropriate discussion
- If absent or late to class and or clinical must give explanation to the instructor.
- Hands in written assignments on time.
- Completes assigned tasks competently and on time.
- Evaluates learning needs and clinical experiences and informs instructor of these needs.
- Attends advisor conferences as scheduled and arranges additional conferences with instructor as needed.
- Practices skills at assigned time and completes skills check-off within assigned time frame.
- Attendance, conduct, dress and performance in the Skills Lab will be reflected in student's clinical evaluation.

Health responsibilities

- Physical health should be maintained by proper organization of sleep, diet, exercise, personal and work schedules.
- Present to clinical and skills lab with clean, neat and organized appearance.
- Stress and anxiety should be maintained at a level conducive to emotional health.
- Will abide by policies and procedures of affiliating agency as to personal appearance, parking, and confidentiality.

- Will notify instructor if unable to attend clinical or if student is going to be late **at least 1 hour before assigned time**. Failure to notify the instructor according to protocol will result in your final grade dropping by a letter grade. The nature of this incident will be reviewed by the PNE faculty and data provided by the student regarding the failure to notify will also be reviewed.
- Must report to instructor upon **arrival and before leaving** clinical area.
- Must report to staff nurse responsible for the clients (to whom the student is assigned) for a report from the staff nurse prior to beginning care and give a client report to the staff nurse before leaving the clinical area.
- The student must actively participate in pre and post conference.

Professional Behavior

The student **MUST** exhibit behavior that is reflective of a professional by complying with NEMCC policies and including but not limited to the following:

- **No eating or drinking in the work area, classroom, skills lab, or computer lab.**
- Be responsible for your belongings and your desk area. Never leave trash, unused paper or wrappers of any kind in the floor.
- Do not chew gum while providing care or conversing with client.
- Smokers can only smoke in designated areas and at designated times according to facility policy and approved by faculty. Students must observe and comply with smoking policies of clinical affiliates. Most clinical affiliates do not allow smoking on their grounds. NEMCC is a “**smoke free**” campus.
- Avoid talking loudly or excessively in the classroom, lab, or clinical area that may hinder other individuals learning opportunities.
- **Children at school** - children or other family members are **NOT** allowed to attend classroom, clinical, or laboratory sessions
- No discussing client information when nonprofessional personnel or visitors may overhear.
- Adhere to the regulations of client confidentiality
- Does not utilize the nurse’s station desk when needed by agency staff or sit in the floor at the clinical site.
- Never congregate at the nurse’s station or in the hall with classmates.
- Be respectful of the agency staff and remain constantly aware of space needed by agency staff.
- No referring to clients, visitors, facility staff, fellow students, or instructors in derogatory or casual manner such as hey you, dude, Homie, etc...Address professionals and clients with appropriate titles ex: Dr. Mr. Ms. Individual name.

- Responds and communicates with instructors and facility staff with respect.
- Aware of clinical schedule and attends facility as a PNE student **only** during this scheduled time.
- Will not visit socially with clients while in uniform or visit with client after clinical assignment is completed unless approval is given by instructor.
- Does not participate in clinical experience involving client care without a nursing instructor present or approved preceptor by your instructor.
- The practical nursing student will at **NO** time: Give medication that has not been checked by the clinical instructor, be in possession of keys to narcotic drug cabinets or perform a skill that has not been taught or authorized by the instructor.
- Empty pockets before leaving the clinical agency and return unused supplies to the proper location.
- The student **MUST** notify the instructor when taking any prescription drugs that may affect behavior.

Confidentiality

Failure to abide by confidentiality guidelines may result in the student's failure to progress in the program due to the critical nature and legality of issues involved.

- Patient confidentiality must be maintained at **ALL TIMES** i.e., on hand-in work, in social conversations, etc.
- **Social Networking Sites:** At no time should any information be posted on social net-working sites (facebook, twitter, myspace, etc) related to clinical facilities, the clinical day or clients.
- Students have authorized access to client information (i.e., charts, computer printouts, medication administration records) during clinical hours only within the facility on assigned patients. Other access is deemed a breach of confidentiality with possibility of personal liability and academic dismissal.
- Student written clinical assignments should not contain any part of a client's name nor the names of other individuals or any specific information which could lead to identification of an individual.
- Students will turn in all clinical work in a sealed manila envelope marked confidential.
- Students will write "CONFIDENTIAL" on the manila envelope that is used to turn in Pre and Post clinical work.
- Pre and Post clinical work not turned in inside a manila envelope marked "CONFIDENTIAL", will result in the student receiving a **zero** in the "**professionalism**" category on the clinical evaluation form.
- Faculty will return paperwork at their discretion. Any written assignments that contain any client identifying information will be retained and not returned to the students.
- All confidential material used during clinical will be **shredded** prior to leaving the clinical facility.

- **COMPUTER CODES - Computer codes must be kept confidential** between the student and the issuing hospital. No one should allow another access to his/her computer code. The legalities of charting and liability issues make compliance with this rule critical. Behavior of this nature will be penalized and may result in the hospital agency refusing the student access to clinical experiences. Students cannot chart in clinical without the computer code. Instructors do not have access to the hospital computer codes. Students who are unable to chart (or no computer code) will be penalized. The student will receive a **zero** under “Professionalism” on the Clinical Evaluation Tool.

“CRITICAL INCIDENTS”

“Critical Incidents” are defined by the Practical Nursing Education Faculty based on their expertise, knowledge of the standards of nursing practice, the client’s history, the nature of the incident, and the potential liability incurred by all parties.

Examples of “Critical Incident” behavior(s) include, but are not limited to, the following:

1. Functioning outside the roles of the student practical nurse, for example, giving medications or performing skills not included in the scope of practice.
2. Omitting safe, essential care to the client, for example, failure to assess or reassess vital signs, surgical dressings, safety needs, and failure to document.
3. Failure to observe nursing ethics and legalities, for example, chemical impairment, breach of confidentiality, falsifying information, etc.
4. Commission of acts that harm or threaten the client physically or psychologically, for example, not checking doctor’s orders prior to a procedure, administering medications incorrectly, inappropriate communication, etc.
5. Inadequate preparation for clinical assignments.
6. Side rails down on non-ambulatory or sedated or otherwise “at risk” clients.
7. Not providing means of communication for a client.
8. Neglecting to wash hands before a nursing procedure.
9. Sharing personal items between clients.
10. Demonstrating lack of progress in clinical performance.
11. Breach of confidentiality
12. No provision of privacy
13. Failure to check identification before any procedure or treatment.

14. Demonstrating incompetence or lack of preparation in client's presence.
15. Failure to meet professional dress code standards and conduct resulting in dismissal from clinical site.
16. Failure to notify instructor when leaving the patient care unit for any reason.
17. Failure to follow the schedule provided by your instructor; ex. Showing up at the incorrect facility.
18. Failure to utilize the five rights when administering medications.
19. Failure to recognize, report and take appropriate actions regarding actual or potential hazards to the client (i.e. intake and output, reactions to medications, level of consciousness etc.)
20. Perform procedures incorrectly according to criteria defined in adopted textbooks or policy and procedure manual at facility.
19. It is the student's responsibility to maintain updated physical health status. Attending clinical with expired CPR certification, overdue TB skin testing or vaccinations will result in a critical incident occurrence.

PROCEDURE FOR "CRITICAL INCIDENT"

1. The "Critical Incident" will be documented on the student evaluation form. This form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified.
2. Once the behavior has been documented a student/instructor conference will be held. The behavior will be reviewed, recommendations will be made and the student's comments and signature will be obtained.
3. The instructor will then meet with the program director, the other faculty members and the Director of Health Sciences. From this meeting a decision of action to be taken will be reached.
4. Copies of the "Critical Incident" will be given to the student, the instructor, and the director of the program.
5. While the critical incident is in review, the student cannot continue the clinical experience until the above process has been completed.
6. If deemed appropriate, the academic dismissal procedure of the college will be followed.

DISMISSAL PROCEDURE

The procedures outlined below will be followed in the process of a dismissal hearing for a student due to an act committed in classroom, laboratory or clinical setting that is not in compliance with the standards taught or not within the role of the student practical nurse. The procedures outlined are in compliance with the dismissal procedure of The Northeast Mississippi Community College.

1. The instructor of the student, program instructors and the director of the program will initially serve as a screening committee to determine if a dismissal hearing is appropriate. If it is felt a hearing is appropriate this committee will confer with the Dean of Instruction and if the dean concurs written charges will be submitted. These charges will include time and place where the offense occurred. These charges will be presented to the Dean of the College immediately.
2. The Dean of the College will then assemble the Disciplinary Committee to review the charges brought against the student. The Dean of the college will notify the student in writing of specific charges brought against him/her within three (3) working days of notification from the Screening Committee. The letter will include time and place of said offense and time and place of a formal hearing before the Disciplinary Committee. The letter will also notify the student that he/she may be accompanied by a legal advisor at his/her own expense. The student will receive notification three (3) working days in advance of the hearing. The student will be informed that witnesses may appear in his/her behalf. The student charged may confront and question witnesses testifying against him/her at the hearing. The chairman of the committee will take necessary action to maintain an orderly hearing.
3. A recommendation for dismissal will require two-thirds (2/3) of the Disciplinary Committee membership voting against the student a record of the vote will become a part of the record of the hearing.
4. The Dean of the College will notify the student in writing within three (3) working days from the date of the hearing of the committee's findings and the action to be taken. By means of this letter, the student will be informed that he/she may appeal to the Grievance Committee provided the appeal is in writing and presented to the Dean of the College no later than three (3) working days of receipt of the letter. A copy of this letter will be placed in the student's permanent record in the College's records office. The same appeal procedure will be followed as indicated with the Disciplinary Committee. The Grievance Committee will hear the final appeal.
5. The student may not attend class or clinical until the situation has been resolved.
6. The record of the hearing will be kept on file in the Office of the Dean of the College with a copy in the Office of the Dean of Instruction and Division Head in the division in which the student is enrolled.

POLICY FOR READMISSION OF STUDENTS

1. Submit an application to the college and to the Practical Nursing Program prior to May 1 or November 1 for alternate placement or returning students for the Adult Health Nursing Concepts and Clinical semester, students turning in application after the deadline will only be considered if space available.

2. To be considered for re-admission to the Practical Nursing Program, the applicant must make application to the program again and follow the guidelines set forth in the Practical Nursing Handbook regarding health requirements and policies. All applicants applying for re-admission will be **re-ranked** with all first time qualified applicants. Re-admission will be contingent upon the rating score. Readmission to the program will result in a new advisor and class location from previous admission. **Example:** If Booneville campus was first admission then New Albany will be used for readmission.
If New Albany campus was first admission then Booneville will be used for readmission.
3. A letter of acceptance or non acceptance will be mailed.
4. Students that wish to be considered for Alternate Placement will need to make application by filling out the Alternate Placement application. Admission will be contingent upon space availability as well as rating score of the applicant.
5. All alternate placement applications must be **complete** in order to be considered for admission into the Practical Nursing Program.

- ❖ **Failure to complete any two semesters due to failure or withdrawal will result in denial of readmission for five years.**
- ❖ **Failure to complete any one semester by a student granted admission as an alternate placement due to failure or withdrawal will result in denial of readmission for five years.**
- ❖ **A student who successfully or unsuccessfully completes a semester and fails to apply for readmission for more than 15 months must repeat the entire program.**

Each case will be considered as a unique situation, examined on its individual circumstances and merits, no precedent will be set by the decision of the committee. Readmission may be denied, based on relevant data regarding the individual application. Students enrolled in Practical Nursing Education are responsible for their learning. Students are encouraged to seek help from advisors.

SUBSTANCE USE AND ABUSE

- Substance use and abuse is inconsistent with the ethics of nursing, the practical nursing education program and the Northeast Mississippi Community College.

- Substance use/abuse adversely affects cognitive, sensory, affective and psychomotor behaviors.
- Students may be asked by the practical nursing program, the college or the clinical agency to submit to individual, group and/or random drug screening at any time. The college reserves the right to determine the agency to conduct the drug screening.
- Students may be asked to submit to drug screening as a component of the admission or readmission procedure.
- Random and group drug screening cost will be paid by the college. Drug screening costs for individual screening, initial admission, or readmission will be the responsibility of the student.
- Refusal to comply with requested screening within the time frame directed will result in recommended dismissal from the practical nursing program.

STUDENT EVALUATION

Classroom knowledge will be evaluated with written tests following the completion of each unit. A comprehensive final examination will be given. Daily tests, homework, written and oral assignments may be given.

Daily grades will be based on a point system that totals 110 points. The final points earned will be recorded as a unit exam grade. Points and number of daily grades may vary each day or with each instructor ranging from 10-20 points at one time but will result in a possible maximum of 110 points. In the event that a student is absent the day a daily grade is given, the points assigned for that day's grade will be deducted from the total points. There will be no make-ups for daily grades.

Clinical and laboratory performance is evaluated using specific evaluation tools that will be explained.

An average of 80 or above must be obtained in each course in order for the student to advance to the next semester. In a course that includes both class and lab clinical components an average of 80 must be maintained in each component.

- **Any semester started by the student must be completed before advancement to a different semester is possible.**

EVALUATION

You will be given an outline for each theory unit in each course. The number of class hours will be indicated on the outline. Once the material has been covered, you will be given an examination on the unit content. The test will be graded and a review will be conducted by the instructor over the content.

You will be able to access outlines for laboratory procedures taught in each course on canvas. The material will be presented and you will be assigned laboratory time to practice. A time will be assigned for procedure check-offs. The student must have a satisfactory check off within two attempts. Should the first attempt be unsatisfactory, the instructor will assign time for the second (final) check off. In the event of an unsatisfactory performance at any time after two attempts, the student will be dismissed from the program.

Skill Competency checks may be performed at anytime after initial check-offs are completed on a particular skill in any semester to assess for skill competency. An announcement will be given prior to a skill competency check. In the event that an unsatisfactory performance is demonstrated, one additional attempt will be given. If the second attempt is unsatisfactory, it will result in dismissal from the program.

After receiving notification by the instructor of any theory and/or clinical grade, the student:

1. Has 24 hours to request an appeal with the instructor issuing the grade.
2. Must make an appointment for the appeal with the instructor issuing the grade and another practical nursing instructor. The instructor issuing the grade will not discuss grades or consider an appeal unless another practical nursing instructor is present.

AVERAGING GRADES: THE FOLLOWING VALUES WILL BE GIVEN TO THE AREAS LISTED:

CLASSROOM-ALL COURSES THEORY PORTION

- UNIT EXAMS, DAILY GRADES, AND MID-TERM EXAMS -----60%
- FINAL TEST-----40%

CLINICAL

- CLINICAL PERFORMANCE-APPROVED CLINICAL EVALUATION TOOL WILL BE USED TO ASSIGN GRADES. (Evaluation form will be located under syllabus for each course that has a clinical component).
- **Theory average and clinical/lab average must be 80 before combining for final grade in order to complete the course successfully.**

CLASSROOM, LABORATORY/CLINICAL EVALUATION-

- CLASSROOM AVERAGE-----1/2 (See above)
- CLINICAL AVERAGE -----1/2
- Failure to notify the instructor according to protocol will result in your final grade dropping by a letter grade.

GRADING SCALE FOR PRACTICAL NURSING

100-95.....	A
94- 85.....	B
84- 80.....	C
79- 70.....	D
69 – BELOW.....	F

ATTENDANCE

Students are strongly advised to attend all scheduled classroom, laboratory, and clinical hours in order to meet the minimum number of hours in the MCCB approved curriculum required to receive a certificate in Practical Nursing Education. Failure to meet the objectives of the course due to absences can result in failure of the course.

A student absent from any scheduled classroom, laboratory or clinical hours will be counted absent and the **student** will be responsible for obtaining the missed work such as notes, handouts, announcements etc.

In order to write state board, each student must attend a minimum number of hours set by the Mississippi Community College Board (MCCB) in the model curriculum for Practical Nursing Education. The attendance policy for Practical Nursing Education at Northeast Mississippi Community College is as follows:

- There are no allowed absences.
- Absences must be emergency only.
- Students must be in the classroom at the scheduled time for the class to begin.
- If a student is not in the classroom at the beginning time, the student will not be allowed to enter the classroom until first break. The student will be counted absent for the entire first hour.
- In order to receive credit for a course, students must be present 86 % of the hours assigned to a course.
- Students must not be absent more that the following number of hours in each course listed. Any further absences will result in dismissal from the course.
- For those courses with both a clinical and theory final average, excessive absences in either component will result in a cut-out from the course, i.e. PNV 1682 maximal hours are 16.8 lecture and 25.2 clinical to total 42.0. Absences on assigned Skills Lab days will be calculated and considered a Clinical Absence.
- PNV 1728 Specialty Area in Nursing is divided into three areas: Mental Health Concepts, Maternal Newborn and Nursing Care of Children with theory and clinical hours for each.

COURSE NUMBER	COURSE NAME	HOURS
PNV 1444	NURSING FUNDAMENTALS AND CLINICAL	50.4 HOURS
PNV 1682	ADULT HEALTH NURSING CONCEPTS AND CLINICAL	42.0 HOURS
PNV 1524	IV THERAPY AND PHARMACOLOGY	14.7 HOURS
PNV 1728	SPECIALTY AREAS IN NURSING	19.6 HOURS
PNV 1914	NURSING TRANSITIONS	12.6 HOURS

PRACTICAL NURSING EDUCATION ASSOCIATION (PNEA)

All Practical Nursing are given the opportunity to join the student organization (PNEA) at the beginning of the Fall semester. State and national dues are \$25.00. Participation in the organization will provide opportunities for involvement in activities of:

- Leadership Development
- Community Service
- Social and Recreational activities
- Professional Development

Students may participate actively through attendance at local chapter meetings and State MLPN convention held in April of each year in Biloxi, MS. Opportunities for fund-raising will be provided for registration fee (\$75) for convention. In the event that a student has registered and fails to attend, the organization must be refunded the \$75 fee by the student. Attendees are responsible for transportation, hotel accommodations and other expenses incurred.

Students must sign a Convention Attendance Disclaimer stating understanding their representation of Northeast Mississippi Community College and the Practical Nursing Program. All students that attend the three day Convention must participate in a competitive event and attend all seminars for learning experiences. Any violation of the Practical Nursing Handbook policies and Northeast Mississippi Community College code of conduct may lead to dismissal from the college and the program. All Practical Nursing students may participate in Community Service projects regardless of membership.

JANE WILLIAMS EXCELLENCE IN NURSING MEMORIAL

Beginning in August 2014, the practical nursing faculty will choose one graduate to bestow the Jane Williams Excellence in Nursing Memorial based upon the following criteria:

1. Successful completion of the three consecutive semesters of the Practical Nursing curriculum.
2. Excellent attendance, punctuality and attentiveness in both classroom and clinical settings.
3. Professional respect and vocabulary in all interactions with peers, faculty and staff at Northeast, as well as the physicians, nurses and other medical personnel in the clinical rotations.
4. Exemplary personal appearance as a representative of the Practical Nursing Program and the nursing profession.
5. Demonstration of ethical conduct at all times.

6. Fully aware of the responsibility to maintain his or her own health and project a professional image to clients, their families and the general public to help others have confidence in his or her nursing abilities.
7. Worthy of the respect of others as a healthcare resource within their community by practicing the many nursing roles, such as: a care provider, a client advocate, a communicator, a team member, a teacher and a leader.
8. Dedicated to the advancement of the profession of nursing by displaying interest in the continuing trends in healthcare, mastering new skills in a fast paced environment and management of time.
9. The ability to accept constructive criticism from others and offer guidance and encouragement as a supervisor of other healthcare providers.
10. The ability to hold in confidence all personal information that has been entrusted to him or her.

**NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
PRACTICAL NURSING EDUCATION**

I have read the Practical Nursing Education Handbook, the College Handbook and the college catalogue. I do understand the policies contained in each and do agree to abide by these policies while I am a student in this program. I do understand that failure to comply with these policies may result in dismissal from the Practical Nursing Program.

PLEASE INITIAL EACH BLANK BELOW

_____ COURSE DESCRIPTIONS AND COURSE REQUIREMENTS

_____ PHILOSOPHY

_____ PURPOSE

_____ PROGRAM REQUIREMENTS, OBJECTIVES

_____ HEALTH STATUS

_____ CLASSROOM POLICIES

_____ DRESS CODE

_____ CONDUCT

_____ CRITICAL INCIDENTS

_____ DISMISSAL PROCEDURE

_____ READMISSION PROCEDURE

_____ SUBSTANCE USE AND ABUSE

_____ STUDENT EVALUATION

_____ ATTENDANCE

_____ NEMCC ACADEMIC REGULATIONS STUDENT CATALOG (online)
www.nemcc.edu – Students – Student Handbook

_____ CODE OF CONDUCT FROM STUDENT HANDBOOK (online)
www.nemcc.edu – Students – Student Handbook

STUDENT SIGNATURE

DATE

WITNESS

DATE

INSTRUCTIONS: Read the Practical Nursing Education Handbook, the College Handbook, and the College Catalogue. Once you understand the material, sign this form and hand it in to your instructor.

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize the release of information to clinical agencies, other nursing programs, and/or potential employers regarding my name, address, social security number and my performance while enrolled in the program. I further certify that I will not hold liable the Practical Nursing instructors, the Practical Nursing Education Program or Northeast Mississippi Community College.

STUDENT SIGNATURE

DATE

INSTRUCTOR SIGNATURE

DATE

RECOMMENDED/REQUIRED SUPPLY LIST FOR PRACTICAL NURSING EDUCATION

- ONE (1) OR TWO (2) UNIFORMS PER SEMESTER PER DRESS CODE
- ONE PAIR WHITE SHOES AS DESCRIBED UNDER DRESS CODE
- WHITE HOSE OR SOCKS
- NEMCC ID BADGE AS DESCRIBED UNDER DRESS CODE
- WATERPROOF WATCH WITH SECOND HAND
- ONE (1) PAIR BANDAGE SCISSORS
- ONE (1) PEN LIGHT
- ONE (1) STETHOSCOPE
- APPROPRIATE TEXTBOOKS OR ebooks and HESI Testing Package purchased each semester (Required)
- IPAD for ebook usage
- REGISTRATION FEE \$ 36.00 PER SEMESTER
- TB CERTIFICATION FEE \$30.00 (PNV 1524)
- SIX (6) BLACK INK PENS PER SEMESTER
- SIX (6) #2 PENCILS
- SIX (6) HIGHLIGHTERS PER SEMESTER
- SIX (6) NOTEBOOKS OR LOOSELEAF EQUIVALENT
- SKILLS PACKAGE FOR PNV 1444 FUNDAMENTALS
- MALPRACTICE INSURANCE FROM NEMCC BUSINESS OFFICE RENEWED ANNUALLY * (Required)
- ONE (1) CERTIFIED PRACTICAL NURSE PIN AND LAMP PACKAGE *(Required)
- STUDENT ID - \$15.00/SEMESTER REQUIRED FOR COLLEGE ALSO USED AS HOSPITAL ID
- PARKING PERMIT - \$30.00/YEAR.
- BOARD OF NURSING FINGERPRINTING - \$75.00
- TRANSCRIPT FEE - \$5.00 (PAYABLE TO NEMCC)
- MS STATE BOARD OF NURSING APPLICATION FOR LICENSURE \$80.00
- NCLEX REVIEW- \$250.00 (OPTIONAL)
 - NCLEX-PN® EXAMINATION FEE - \$200.00