



Practical Nursing Education Student Handbook

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INTRODUCTION

This handbook provides information about major policies, procedures, and guidelines for the Practical Nursing Education program. Please become very familiar with the handbook. You will be required to sign a statement of understanding and an agreement to abide by the policies about the information in the handbook.

WELCOME

Welcome to the Northeast Mississippi Community College Practical Nursing Education Program. You are becoming a part of a school of nursing that is over 50 years strong. Northeast Mississippi Community College nurses have a long and respected history of excellence in clinical practice, scholarship, and leadership in the profession of nursing.

At Northeast, you will gain knowledge and experience in the art and science of nursing. Your clinical experiences will occur across a variety of healthcare settings. The preparation and education that you will receive at Northeast will assist you to become a member of the nursing profession. Completion of the nursing courses and general education degree requirements provides eligibility for students to apply for licensure as licensed practical nurses. Licensing requirements are the exclusive responsibility of the State Boards of Nursing. The faculty and staff are eager and ready to work with you to encourage your personal and professional growth.

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 a 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. The 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 a demonstration of the supervised practice of the fundamental skills related to practical nursing.

(14 sch: 6 hrs lecture, 12 hrs lab, 6 hrs clinical)

(Total instructional hours for the course: 90 hrs lecture, 180 hrs lab, 90 hrs 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 by 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 hrs lecture, 2 hrs lab).

(Total instructional hours for the course: 40 hrs lecture, 35 hrs lab=75 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. Also, 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 minimum competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.

(12 sch: 8 hrs lecture, 12hrs clinic).

(Total instructional hours for the course: 120 hrs, 180hrs clinical=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 hrs lecture, 2 hrs clinical)

(Total instructional hours for the course: 110 hrs lecture, 30 clinical=140 hours)

PNV 1914-Nursing Transitions

This course discusses the legal aspects of nursing, employment opportunities, responsibilities, and preparation of the student for role transition. Also, this course further develops decision-making skills, promotes an interest in continued professional development, and aids in preparing the student to take the National Council Licensure Examination (NCLEX-PN).

(4 sch: 3 hrs lecture, 3 hrs clinical).

(Total instructional hours for the course: 45 hrs lecture, 45 hrs clinical=90 hours)

NEEDS OF THE 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 introduced into physicians' offices will also lead to greater employment opportunities in these facilities. According to the U.S. Department of Labor and Statistics, "employment of licensed practical and licensed vocational nurses is projected to grow 9 percent from 2019-2029, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs and LVNs will be needed in residential care facilities and in home health environments to care for older patients." (U.S. Bureau of Labor Statistics, 2019)

MISSION

The purpose of the Northeast Mississippi Community College Practical Nursing Education Program is to prepare a safe, competent, caring professional who can attain licensure as a Licensed Practical Nurse and care for diverse populations.

PROGRAM PHILOSOPY

The Program purpose is congruent with the institutional purpose and is supported by the philosophy of the Practical Nursing Education Program. The Philosophy of the faculty is congruent with the theories and concepts around which the curriculum is designed and provides the foundation for the achievement of course, educational, and program outcomes and is the impetus for instruction.

The faculty believes that humans are unique creations of the Supreme Being capable of achieving homeostasis through meeting basic needs, developmental tasks, and common goals across the lifespan. We understand family, society, and culture influence behavior. Ethnicity, religion, and social order contribute to the individual's perspective of life. Humans, as social beings, exhibit integrity and innate worth and are thinking members of society. Health, a dynamic state of optimal physical, spiritual, emotional, and social well-being, is a total life process. Health is influenced by one's perception of the ability to cope with stress in meeting needs and achieving tasks and goals. Illness occurs when humans, at any time within the lifespan, are unable to respond to their needs or perceive a threat to their ability to meet needs.

The faculty concurs with the Southern Council on Collegiate Education for Nursing Task Force which defines nursing as "a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements." Nursing involves caring and, as a process, assists humans to meet their needs. Nursing is practiced in collaboration with other health care providers in diverse settings with clients/patients at various stages of their lifespan. The Nursing Process (assessment, diagnosis, outcome identification, planning, implementation, and evaluation) and knowledge derived from the biophysical and psychosocial sciences provide a framework for the application of critical thinking in nursing.

The practical nurse uses the nursing process to provide competency-based care, thereby promoting and maintaining healthy outcomes for individuals, families, and groups. The practical nurse, in Mississippi, should acquire the knowledge, attitude, and skills to meet the core competencies of Patient Centered Care; Professionalism; Leadership; Systems-Based

Practice; Informatics and Technology; Communication; Teamwork and Collaboration; Safety; Quality Improvement; and Mississippi Curriculum Framework 2018.

A goal of the program is to provide a seamless transition into and beyond the PNE program. The practical nurse, a graduate of an approved vocational-technical program of study, functions at the direction of the registered nurse. The faculty believes that the practical nurse possesses the potential for advanced placement into an Associate Degree Nursing Program because of his/her basic nursing education. The practical nurse provides the first level of professional nursing care, and, as an accountable member of the healthcare team, practices with nurses having a variety of educational backgrounds. A broader and more liberal educational base is referenced in the practice of the baccalaureate prepared nurse. The nurse who is prepared at the master's and doctoral level possesses a broad range of theoretical concepts and clinical skills that are necessary for functioning in advanced practice roles.

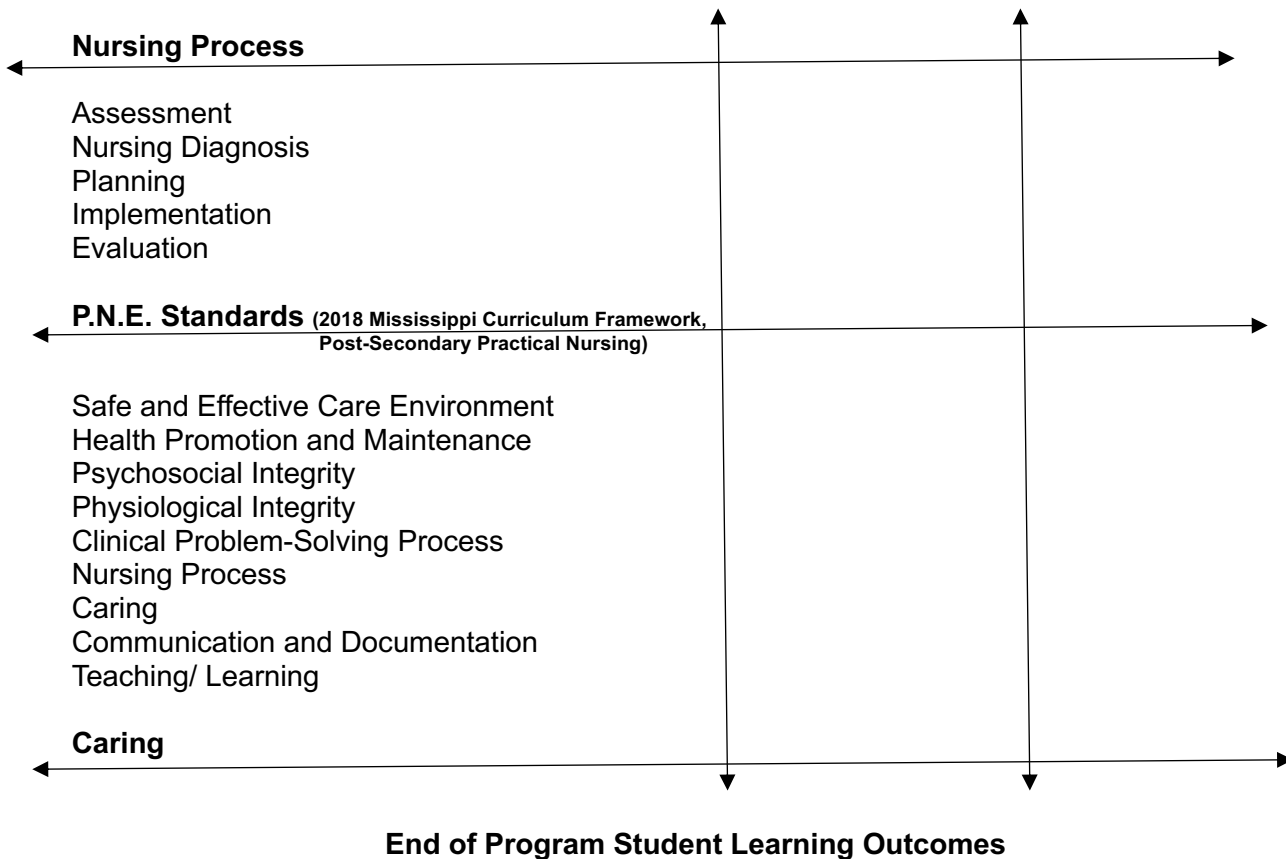
The institution of higher education, which encompasses biological and social science, is the ideal setting for optimal learning and the achievement of the social and intellectual progress of the nursing student. Such an environment is conducive to the maximum use of human and material resources in achieving such objectives.

The teaching-learning process, like the nursing process, is purposeful, planned, implemented, and evaluated. Basic ideas, concepts, technology, and skills are introduced using sequential steps. Knowledge of scientific principles and human behavior is gained through the integration of core ideas into more complex learning. Such factors influence implementation of this process as learner readiness, teacher and learner perception, and availability of resources and time.

Active involvement of teacher and learner is necessary for optimal learning and achievement of objectives. Learner feedback is encouraged and validated through verbal exchange, psychomotor behavior, and written cognitive expressions. Learning is reinforced through the successful application and transfer of knowledge. Problem-solving in related areas is made possible through guided clinical experiences in which the learner uses sensory, cognitive, affective, and psychomotor skills. The teacher sets the stage for the emergence of desirable learning outcomes through planned course content and laboratory experiences. The teacher guides and directs the learner in planned activities to achieve objectives and serves as a resource person. Evaluation of the teaching-learning process is ongoing, mutual, and based on stated objectives and criteria for performance. Shared evaluation of the learner by the teaching team increases objectivity. The learner actively participates and is accountable for the achievement of program goals and objectives and possesses unique capabilities and characteristics that influence individual learning outcomes.

PROGRAM CURRICULUM CONCEPTS

To unify nursing education, the Practical Nursing Education Program has developed a curriculum design which incorporated concepts/theories selected by the faculty. These are Nursing Process, the P.N.E. Roles, and Competencies, Maslow's Hierarchy of Needs, Erickson's Theory of Psychosocial Development, and the state curriculum.



Upon completion of the NEMCC Practical Nursing Education Program, the graduate will:

1. Apply the nursing process to assist culturally diverse clients/patients in varied settings to meet multidimensional health care needs throughout the lifespan.
2. Use knowledge derived from the biophysical, psychosocial sciences, and evidence-based practice in the application of critical thinking in the provision of client/patient care throughout the lifespan.
3. Demonstrate the knowledge, attitude, and skills to meet the core competencies.
4. Practice in a caring manner.

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 Course Requirements
Northeast Mississippi Community College
Practical Nursing Education – Curriculum Requirements**

GENERIC OPTION

This is a 12-month program consisting of classroom work and clinical experience in practical nursing education. Students must complete this course within three years. The Board of Nursing may refuse the application of licensure of any applicant who had been convicted of a felony or misdemeanor or has changes pending on such issues.

Graduates of this program meet the education requirements to sit for the Licensed Practical Nurse Licensure examination.

The following is a schedule of course placement. A grade of 80 or above must be maintained in each course before advancing to the following semester.

Prerequisites for Admission

BIO 2514 Anatomy & Physiology I.....4
BIO 2524 Anatomy & Physiology II.....4

AUGUST ADMISSION

First Semester

PNV 1444 Nursing Fundamentals and Clinical... .14

Total Hours: 14

Second Semester

PNV 1524 IV Therapy and Pharmacology.....4
PNV 1682 Adult Health Nursing Concepts and
Clinical.....12

Total Hours: 16

Third Semester

PNV 1728 Specialty Areas in Nursing8
PNV 1914 Nursing Transition.....4

Total Hours: 12

Total sch: 50 hours

JANUARY ADMISSION

First Semester

PNV 1444 Nursing Fundamentals and Clinical.....14

Total Hours: 14

Second Semester

PNV 1524 IV Therapy and Pharmacology.....4
PNV 1728 Specialty Areas in Nursing8

Total Hours: 12

Third Semester

PNV 1914 Nursing Transition.....4
PNV 1682 Adult Health Nursing Concepts and
Clinical.....12

Total Hours: 16

Total sch: 50 hours

LLS 1151 College Life must be completed prior to graduation.

PROGRAM ENROLLMENT REQUIREMENTS

To safeguard the health of students and clients, the following mandatory requirements have been established for the Practical Nursing Education students:

To be allowed to participate in the clinical experience, proof of current health status **MUST** be submitted to the Practical Nursing Education assistant. These records are due at your fingerprinting appointment. Ten (10) professionalism points will be deducted from the first clinical day if not turned in by the deadline. If a student fails to turn in health forms by the day before the first clinical at 1200 PM, then the student will not be able to attend clinical and will receive a zero. If a student was admitted as an alternate placement, please see the Clinical Director.

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.

Physical Examination and Vaccinations

- **Physical examination** (form provided by the Division of Health Sciences web page)
- **9-panel drug screen**
- **TB Skin Test or chest x-ray**—Students who have never been tested for TB will be required to have a “two-step” TB test completed by August 31 for Fall admission and January 31 for Spring admission. Students with positive TB tests must be further evaluated and follow the recommendations of the Public Health Department. *Students must maintain annually.
- **Rubella Titer** showing immunity or proof of two measles immunizations (pregnant women should not receive the Rubella immunization).
- **COVID-19 immunization** or exemption per clinical facility policy.
- **Flu immunization** will be provided by October 1st for Fall admission and January 31st for Spring admission.
- **Varicella vaccination** or Varicella Titer showing immunity.
- **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.
- **One Adult Pertussis and Tetanus vaccine** (which is in TdaP but expires every five years and must last through projected graduation date).
- All students readmitted to the program must submit a new physical examination.
- **All changes in health status or medication regimens that occur or develop during enrollment in the program** must be reported by the student to the PNE faculty advisor and an updated health form completed and turned into the health science office assistant.
- Students are responsible for retaining copies of their medical form, lab values, proof of immunizations, etc. for their files and use. No copies will be made after the records are submitted to the PNE office assistant.
- **Any student who is hospitalized, has an accident, or is under any medical treatment** must submit a release form from the physician to the faculty advisor before attending class or clinical experiences.
- Any student whose health status (physical or mental) impairs the delivery of nursing care, the student may be subject to have an immediate drug test and submit proof of

medical/mental assessment by an appropriate health care provider to the PNE faculty advisor. Refusal to do so may result in dismissal from the program. Should the student be unable to meet program standards after recommended interventions, the student may be dismissed from the program.

- If a student is prohibited from attending clinical at any of the scheduled community health care institutions, public or private, the student must notify their faculty advisor immediately. The student's ability to progress in their program of study will be evaluated on an individual basis. If a duplicate/equivalent site is available, the student may be allowed to complete the clinical experience. A duplicate/equivalent site is not guaranteed, and being unable to attend clinical at some of the clinical facilities may result in a student's failure to progress in their program of study.
- Students are responsible for informing the clinical instructor before the clinical experience of health conditions that increase personal risk, i.e., pregnancy, drug or latex allergies, and immune diseases.

Northeast Mississippi Community College PNE Program is not responsible for any accidents or injury sustained by a student while in route to and from any assigned classroom or clinical experience. Students may purchase a general insurance policy from the business office.

Personal Assumptions of Responsibility for Disease or Accident

Students are responsible for the provision of their 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 appropriate interventions. Northeast Mississippi Community College, the NEMCC Practical Nursing Education Program, and the NEMCC PNE Faculty are not liable for student health. Should a needlestick or other injury occur, the student will follow the facility's protocol, and the student will be responsible for any cost associated with the treatment.

Liability Insurance

For the protection of the student, malpractice insurance must be obtained. The insurance is obtained through the school's group policy.

CPR Certification

Each student must have an American Heart Association Health Care Provider CPR (BLS) card. The card must not expire prior to the student graduating.

Criminal Background Check (Fingerprinting)

Each student is required to be fingerprinted at NEMCC as scheduled. The NEMCC Practical Nursing Education (PNE) 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 PNE program is incomplete until the criminal background check (fingerprinting) required is satisfactorily completed. The cost of this process will be the

responsibility of 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 current Student Catalog).

- A Board of Nursing, at its discretion, may 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 current Student Catalog).

POLICIES AND PROCEDURES

ACADEMIC DISMISSAL PROCEDURES—NEMCC Procedure Manual

The procedures outlined below will be followed in the process of a dismissal hearing for a student due to an act committed which is of an academic nature or while in a clinical or training setting that is not in compliance with the standards taught or not within the role of the student.

The instructor of the student and the division head of the division in which the student is enrolled will serve as a screening committee to determine if a dismissal hearing is appropriate. This committee will submit written charges against the student to include the time and place where the offense occurred. The student may be suspended from class(es) until a hearing is held.

The Vice President of Instruction will then assemble the Academic Disciplinary Committee to review the charges brought against the student. The Vice President of Instruction 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 the time and place of said offense and time and place of a formal hearing before the Academic 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 working days in advance of the hearing.

The student will be informed that witnesses may appear on 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.

A recommendation for dismissal will require 2/3 of the Academic Disciplinary Committee membership voting against the student. A record of the vote will become a part of the record of the hearing.

The Vice President of Instruction will notify the student in writing within three (3) working days from the date of the hearing of the committee's findings and of the action to be taken. By means of this letter, the student will be informed that he/she may appeal to the Appellant Review Committee provided the appeal is in writing and presented to the Executive Vice President 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 Appellant Review Committee will determine if due process was afforded the student and if the outlined appeal procedure was followed. The committee will select those individuals (including the student) who will be called to testify. The student will be notified within three (3) working days regarding the decision of the Appellant Review Committee. No additional appeals are provided.

If this issue is a "critical incident," the student may not attend clinical until the situation has been resolved.

The record of the hearing will be kept on file in the Offices of the Executive Vice President, Vice President of Instruction, and the Division Head in the division in which the student is enrolled.

APPEAL PROCESS FOR STUDENTS- Academic Matters

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the

instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

The Appeal Procedure

- If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Vice President of Instruction.
- If the student is not satisfied with the decision of the Vice President of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Appeal Committee.

Grievance Committee for Academic Matters – Students

- A. The Student Appeal Committee is composed of the Vice President of Student Services or Vice President of Instruction (Co-Chair), two faculty members (one male, one female), two staff members (one male, one female), one academic division head, and one student services director.
- B. The appeal must be written and must be submitted to the chair of the Student Appeal Committee.
- C. The Vice-President chairing the committee will notify the student of the time, date, and location of the Student Appeal Committee hearing.
- D. The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- E. The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or harassment occurred.

The Student Appeal Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: in the event a grievance is filed against both Vice President co-chairs, the President of the College will name a replacement/chairman.)

- A. If the student remains unsatisfied, he/she may appeal through a signed, written statement to the President of the College. The decision of the President will be final.

ATTENDANCE

Practical nursing students are expected to attend all classroom, laboratory, group activities and clinical experiences.

- **Students who are absent for more than 14%** of class, clinical, or laboratory experiences will be reported to the Record's Office for excessive absence and will be dismissed from the program. It is the student's responsibility to keep a record of hours missed. (See the NEMCC current Student Catalog.)
- **Tardiness - Being on time for class is important to the student, teacher, other students, and any employer.** Students are expected to be on time for class. Lecture doors will close at 8:00 AM and at the end of each break. If the lecture door is closed, students will not be allowed to enter class until a break. If a student leaves during class for the bathroom, emergent phone call, or any reason, they must wait for break to enter. **If a third tardy occurs, this will result in an absence recorded for the day.** (See the NEMCC current

Student Catalog) If a student is more than 10 minutes late for clinical, they will be sent home, counted absent, and given a zero for the day.

- Students should come to class with their iPad fully charged, updated, and prepared for the day.
- The student must make appointments for required makeup work and other matters. However, instructors are not expected to give individual attention or makeup tests that have resulted from the student's being absent without justifiable reason. The student can normally expect an "F" for the test or quiz missed due to the absence under this condition. Arrangements for completing approved make-up work must be made with the instructor within a two-week period. *Students can expect a zero in the gradebook until makeup work is completed.
- Should a student miss a unit exam, the student must notify the instructor for the course via Canvas inbox prior to the exam. If the student fails to notify the instructor, make-up exams will not be given. Make-up unit exams 1-6 will be given on a set Friday of the semester which is set by the course coordinator. Additionally, make-up exams 7-13 will be given on a separate set Friday of the semester which is set by the course coordinator. If a student misses more than one exam, the student will be required to take all make-up exams on the set day.
- Should a student miss the final exam, a grade of "I" will be recorded until the exam is completed. The student should arrange with the faculty advisor about the exam. The student will be given a comparable multiple-choice examination.
- Students must complete the scheduled clinical facility orientation and computer training prior to clinical. Failure to comply will result in a grade of zero for each clinical day missed until the student complies, as the student will not be allowed to attend clinical.
- If a student must miss a clinical (hospital or health agency) day, she/he should personally notify the clinical instructor via Canvas inbox at least one hour prior to scheduled clinical time. If the student knows there will be an absence, it is permissible to report it the day before the clinical experience. Send a message via Canvas inbox.
- Absence from a clinical day will result in a grade of zero being assigned for each day missed. Exception: Clinical time missed due to an official college closing will be made up with virtual clinical experiences *If there is an official college closing, there will be NO ON-SITE CLINICAL.
- Absence from group dynamics and/or failure to complete a group project or assignment will result in a penalty on the appropriate grading form/rubric. Students must complete assigned group projects to complete the course and progress to the next course.
- Absence from scheduled clinical experiences such as Clinical Simulation Lab, preceptor and/or observational experiences or failure to complete any assignment for such scheduled experiences will result in a zero on the appropriate clinical evaluation grading form.
- Students must complete the standardized testing exams/programs each semester. A grade of "incomplete" will be given to any student who does not complete the standardized testing exams/programs.

CALCULATORS AND ELECTRONIC DEVICES

- Students must use a standard, nonprogrammable, non-scientific calculator to compute dosages in the classroom and clinical area. This calculator may be used for classroom quizzes and exams. No electronic communication devices with calculator capacities or programmable calculators may be used. Computer testing will include calculator access.
- iPad technology may be utilized during class, as directed by the instructor, for review of e-books or classroom activities. Due to demographics of classrooms and limited outlet access, students should assure iPad are charged prior to coming to class.
- Electronic communication devices will be silenced in class.
- iPad technology may be utilized in various skills lab areas as directed by your lab instructor.
- No electronic communication devices will be on the student's person during clinical. Devices may be utilized in clinical simulation at the instructor's discretion.
- Students using electronic communication devices during class may be dismissed from the class. Students who have an electronic device at clinical will be sent home and a grade of "zero" for the clinical day.
- No electronic devices (except iPad) are allowed in the testing area or while exam rationales are being viewed. (See Computer Based Testing Policy.)
- The instructor must approve any emergency need of communications.
- The student should give family members the number to the clinical facility where they are scheduled in case an emergency arises. Electronic communication devices are not allowed in clinical areas.

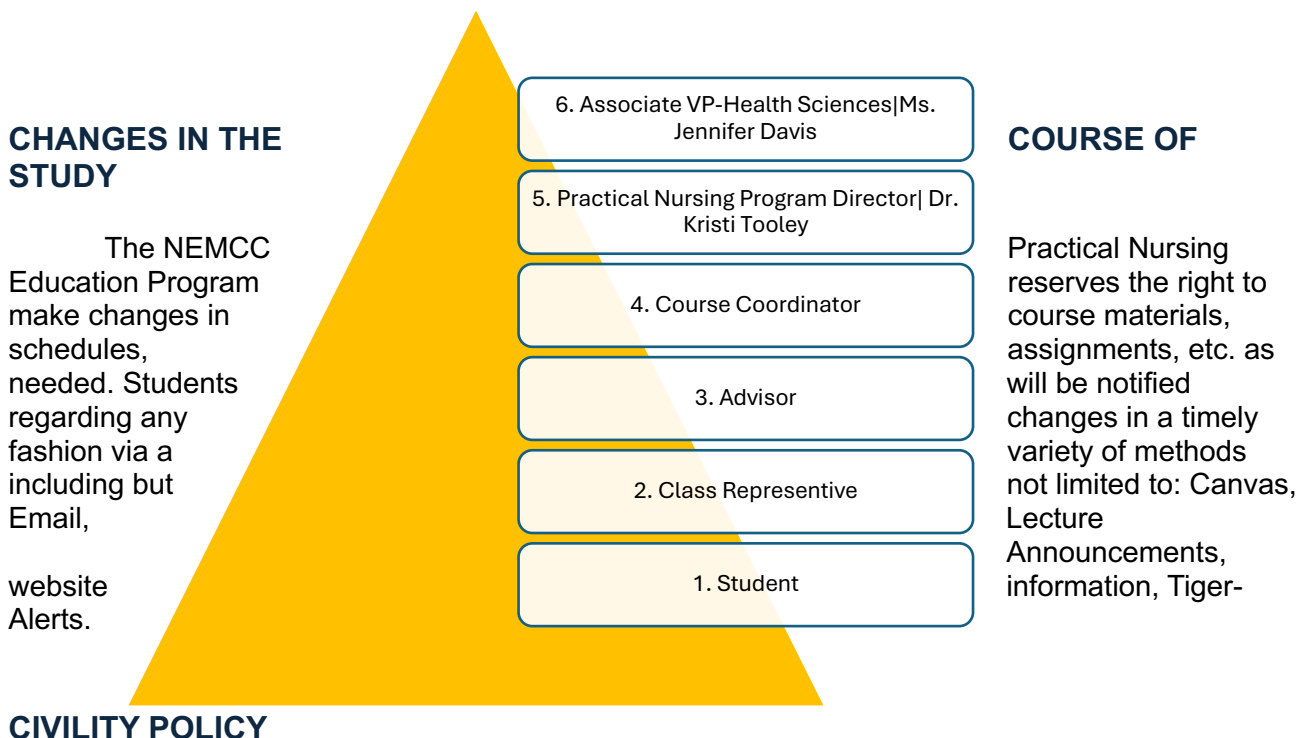
CANVAS AND NEMCC E-MAIL

Northeast Mississippi Community College and the Practical Nursing Education program utilize Canvas and the student's Northeast e-mail account 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 their Canvas and Northeast e-mail account daily.

- Unit objectives and materials, quizzes, exams, and grades will be accessible on the Canvas.
- Clinical grades will be posted on Canvas.
- Clinical assignments will be posted on Canvas.
- If there is an error in posting of an exam grade or clinical grade, the student will receive the grade he/she earned.

CHAIN OF COMMUNICATION

The chain of communication flow chart for use within the Practical Nursing Education program is as follows: Start at the bottom with the “student” and report up the chain. Never start at the top of the chain with the division head.



The purpose of the Criteria for the Civility Policy is to provide guidelines for the expected behavior of students enrolled in nursing programs at Northeast Mississippi Community College (NEMCC). NEMCC nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom.

The American Nurses Association's Code of Ethics (2001) states that a nurse “practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual.” Nurses are also expected to collaborate and communicate with peers and patients effectively (ANA, 2010). The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment (2012). Therefore, our nursing students are held to the same standard of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/clinical activities. This type of behavior makes teaching and learning difficult for others.

Such behavior can result in disciplinary warning, being removed from class and counted absent, being removed from the classroom/building by the NEMCC campus police, dismissal from

the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. Absences that exceed 14% of the class/clinical time may result in dismissal from the program. The instructor has the authority to determine which behaviors are disruptive to the learning environment.

Types of disruptive behavior in the learning environment may include, but are not limited to, the following, and may be face-to-face, phone calls, email, other electronic dialogue:

- B. Making distracting noises; Persistent speaking without being recognized; Repeated interruption.
- C. Personal insults; Physical threats; Sarcasm; Rudeness; Taunting; Arguing
- D. Profane, disrespectful, or threatening language
- E. Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs)
- F. Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual)
- G. Outbursts of anger, yelling, bullying; Throwing objects; Refusal to answer questions.
- H. Leaving class early without justification
- I. Leaving and re-entering the classroom once class has begun.
- J. Studying or working on an assignment for another class during class time
- K. Sleeping in class; Passing notes; Inattention; Apathy; Talking while others are talking.
- L. Use of cell phones or other electronic devices not approved for use during class time.
- M. Refusal to comply with faculty or staff direction.
- N. Persistent and unreasonable demands for time and attention both in and out of class
- O. Unwillingness to cooperate when a solution is being sought.
- P. Use of laptop computer during class for reasons other than classroom related activities (Facebook, e-mail, surfing the Internet, etc.)
- Q. Inappropriate/unprofessional dress (tight or revealing clothing, etc.)
- R. No-show for scheduled appointment and failure to notify instructor.
- S. Coming to class under the influence of alcohol or illicit substances
- T. Refusal to participate in class activities (group work, games, clicker use, etc.)
- U. Challenging faculty knowledge and/or credibility

In order to be effective, safe practitioners, the student nurses must assume responsibility for their behavior. The student in the practical nursing program is expected to use the information included in the college catalog and the NEMCC PN Program Handbook as guidelines for acceptable behavior. In addition, the student nurse has certain other responsibilities, which include:

I. Responsibility for self-learning

1. Prepares for and participates in discussion in both the classroom and clinical areas.
2. Completes assignments as scheduled.
3. Submits required written material on time.
4. Evaluates learning experiences and informs instructor of needs.
5. Is prepared to perform nursing skills safely.
6. Acts to correct weaknesses identified by instructor or self.
7. Utilizes audio-visual materials and/or computer-assisted instructional materials as recommended.
8. Performs ongoing, continuous review of NCLEX style questions.

II. Responsibility for own health

1. Organizes sleep, nutrition, exercise, job and family responsibilities and personal health needs so that physical health can be maintained.
2. Manages stressors and anxiety at a level at which emotional health is maintained.

3. Informs faculty advisers of special health problems, medications and health needs to ensure the safety of the student and clients.

III. Responsibility in the clinical area

1. Exhibits a caring attitude toward others.
2. Comes to the clinical area prepared to give safe care following requirements specific to each nursing course.
3. Brings required materials for clinical experiences. No cell phones allowed!
4. Abides by clinical agency regulations and course-specific instructions.
5. Reports to the clinical area on time or notifies the instructor prior to scheduled time, if unable to attend the clinical experience.
6. Abides by the NEMCC Student Nurse Uniform Regulations.
7. Reports, as appropriate, to charge nurse, team leader or instructor about client/clients before leaving the unit.
8. Recognizes own limitations and seeks assistance from the appropriate person.
9. Submits timely and maintains proof of CPR certification; TB skin test results; Hepatitis B, MMR, and tetanus immunity/immunization; and other specified requirements as requested.
10. Obtains the expressed consent from the clinical instructor prior to administering any medication or performing any invasive procedure.

IV. Responsibility for working with others.

1. Accepts constructive criticism.
2. Demonstrates consideration for the feelings of others.
3. Recognizes effects of behavior on others.
4. Admits mistakes and takes steps to correct the mistake(s).
5. Maintains a professional working relationship with other students, instructors, agency personnel and clients.

V. Responsibility in the nursing skills lab

1. Utilizes practice time as needed.
2. Arranges assistance with individual instructor by appointments.
3. Follows through with practice as directed.
4. Follows established lab guidelines.
5. Follows established guidelines for simulation lab.

VI. Responsibility for attendance

1. Must meet program guidelines for attendance.

VII. Responsibility for legal and ethical standards

2. Performs within the legal framework of the nursing student.
3. Conducts self in a professional manner.
4. Displays honesty in conduct.
5. Maintains confidentiality in accordance with Health Insurance Portability Accountability Act of 1996 regulations.
6. Adheres to the NEMCC Practical Nursing and College grievance policy.
7. Does not use mind-altering substances that interfere with the ability to perform in class or clinical.
8. Submits own work and does not plagiarize.
9. Adheres to the NEMCC Academic Honesty Policy.

CLASS REPRESENTATIVE

During the first 3 weeks of the fundamental semester, a class representative will be elected. This person will be the class's primary designated spokesperson. This person will be the class's primary designated spokesperson. Class representatives will be responsible for communicating all issues, concerns, and/or questions to the nurse faculty during designated faculty meetings.

This person will be the class's primary designated spokesperson. Class representatives will be responsible for communicating all issues, concerns, and/or questions to the nurse faculty during designated faculty meetings.

The faculty will address all concerns and present resolutions to the class representatives as long as the guidelines are followed:

- Concerns must be presented and approved at least 2 days before the next scheduled faculty meeting.
- Student issues/concerns/ questions must be presented in a structured and respectful manner as outlined in the civility policy.

Student representatives will be excluded from portions of the meeting in which matters presented might present the risk of a breach of confidentiality, in accordance with college and/or Family Educational Rights and Privacy Act (FERPA) standards

The class representatives will be responsible for communicating with their classmates regarding the status of items presented. The class representatives may be asked to assist faculty with recruiting events, PNEA or collegewide events.

CLINICAL EXCELLENCE AWARD

This award is given to a Practical Nursing Student who exemplifies clinical excellence. Clinical excellence includes proficiency in clinical skills, critical thinking, professionalism, communication skills, client centered care and client advocacy.

The practical nursing faculty will choose one graduate to bestow the Clinical Excellence Award based upon the following criteria:

- Successful completion of Practical Nursing curriculum.
- Excellent attendance, punctuality, and attentiveness in the clinical setting.
- Competent in performing essential nursing skills such as medication administration, wound care, and client assessment.
- Able to analyze complex clinical situations, prioritize patient care needs, and make sound nursing judgments.
- Demonstrates professionalism in interactions with patients, families, colleagues, and other members of the healthcare team.
- Uses effective communication with patients, families, and interdisciplinary team members. This includes both verbal and nonverbal communication skills, as well as the ability to document patient care accurately and comprehensively.
- Provides compassionate, holistic care that respects the individual needs, preferences, and cultural backgrounds of patients and their families.

- Able to recognize changes in patient status, anticipate potential complications, and intervene appropriately to promote positive patient outcomes.
- Able to work collaboratively with other healthcare professionals as well as fellow students to achieve common goals and provide seamless patient care.
- Displays leadership skills, such as taking initiative, assuming responsibility, and serving as a role model for peers in the clinical setting.
- Advocates on behalf of patients and their families, including ensuring their rights are respected, their voices are heard, and their needs are addressed.

CLINICAL OBSERVATION

- The student will complete the assigned observation hours set by the course coordinator.
- The student must follow all policies and procedures in the PNE Student Handbook including the civility and cell phone policy.
- The student will not perform any invasive procedures while at observation.
- The student may provide non-invasive assistance/interaction that is appropriate and/or requested by the facility staff.
- The student will complete the following:
 - Document all treatments or diagnostic testing carried out for each client observed. Include age and gender only. (30% of grade)
 - Submit a one-to-two-page summary of your experience including things the student learned and how this experience impacted the student and future practice. (30% of grade)
 - Submit Observation Clinical sheet with arrival time and departure time and sign by the observed staff member. (40% of grade) If the student fails to turn in the signed Observation Clinical Guideline document, then a grade of zero will be awarded.
 - All components of the assignments must be turned in.
 - If a student is absent a zero will be awarded and the student will lose those clinical hours.
 - If a student is more than 10 minutes late for an observation or leaves early, they will be sent home, counted absent, and given a zero for the day.

CLINICAL PRECEPTORSHIP

- The student will complete a minimum of 45 hours with a preceptor.
 - For shifts that are longer than 6 hours, a 30-minute lunch must be taken and subtracted from the total hours.
- The preceptor must meet minimum requirements and standards for clinical practice set by the Mississippi State Board of Nursing and The Mississippi Community College Board/Mississippi Department of Education, Division of Vocational Education.
 - The preceptor is an R.N. or L.P.N. with current licensure
 - The preceptor must have a minimum of one year's clinical experience.
- The student must follow all policies and procedures set forth by NEMCC and PNE Student Handbook including the civility and cell phone policy at all times. If a student fails to follow the policies set forth or is dismissed by a preceptor or facility the student will be counted

absent. Also, failure to follow policy or being dismissed will result in the loss of professionalism points and can result in the dismissal from the PNE program.

- Dates set for preceptorship cannot be changed once approved by the facility- unless requested by the facility/preceptor.
- Late arrival or early departure is not allowed. The student should not attend the shift if they are unable to arrive on time and stay for the entire shift and refer to the absentee policy.
- If the student is absent
 - The shift will be marked as incomplete.
 - A make-up shift will be required at a time/location available.
 - The student must notify the instructor via canvas email and the facility/preceptor.
 - Each make-up shift will have a deduction penalty of 20% from total grade.

Example Preceptor Grade:

Absent from 1 scheduled shift with make-up shift completed and objective assignments completed-----

Preceptor Grade-----100

20% deduction for absent shift

Final Preceptor Grade---80

Absent from 2 scheduled shift with make-up shifts completed and objective assignments completed-----

Preceptor Grade-----100

20% deduction for each absent shift

Final Preceptor Grade---60

- The student will complete all the following:
 - Sign-in sheet signed by preceptor at the end of each shift and a completed sign in sheet when the hours are complete. If the sign-in sheet is not submitted, then the student will be counted absent. (40% of grade)
 - Objective assignment and skills check list at the end of the 45 hours. (60% of grade)
 - Signed preceptor agreement for each preceptor.
 -

CLINICAL PREPARATIONS AND REQUIREMENTS

Students must comply with the requirements of the clinical agencies. Students will not be allowed to attend clinical learning experiences until each of these requirements are met.

Before the clinical experience, the student must:

- Submit complete clinical documents including lab results and immunization records by the deadline found in Program Enrollment Requirements.
- Submit proof of American Heart Association – Health Care Provider CPR-BLS certification valid through graduation on the first day of class. As of August 2017, an electronic verification will be available in lieu of a card verification. A printable version is required as proof of verification.
- Submit 9-panel drug screen.
- Malpractice insurance

- Attend healthcare facility orientation when designated for each assigned clinical facility. Failure to attend on the scheduled day will result in a zero in the first clinical day and each subsequent clinical day until clinical orientation has been completed.
- Complete healthcare facility computer training and obtain appropriate computer codes for indicated clinical facilities. Failure to attend computer orientation for each facility as scheduled will result in a grade of zero on the first clinical day and each subsequent clinical day until computer training has been completed. *Students that present to clinical sites without their computer code and/or facility badge will be sent home and result in a zero for that clinical day.

A date will be announced for the following:

- Computer training for each facility
- Healthcare facility orientation for each facility

Students must be adequately prepared for each clinical experience.

To be prepared requires the following:

- All work must be in handwritten in English and in permanent black ink.
- All work must reflect student's individual effort (students should not "work together" on post clinical assignments). Plagiarism is not acceptable, and the college policies will apply.
- Post-clinical work must be turned in electronically through Canvas unless otherwise specified. The submission must be turned in as one PDF document.
- Post-clinical work if not turned in electronically must be in a sealed manila envelope. Students will write "CONFIDENTIAL" on the manila envelope that is used to turn in post-clinical work. Post-clinical work not turned in inside an 8 ½"x 11" manila envelope will receive a zero in the professionalism category of the clinical evaluation tool. Must be submitted in individual envelopes.
- Familiarity with assigned skills through reading, studying, and lab practice.
- Knowledge of all skills taught in previous courses.
- Observation of the dress code (including name tag).
- Have the official hospital computer code(s).
- Possession of ALL equipment necessary for the clinical experience:
 - Watch with a second hand
 - Permanent black ink pen
 - Note pad / clipboard
 - Bandage scissors (except on psychiatric rotations)
 - Penlight
 - Stethoscope

Note: The clinical instructor will provide additional information prior to the clinical experience.

The student nurse will at NO time:

- Administer medication that has not been checked and authorized by the instructor.
- Possess keys to drug cabinets.
- Perform a skill that hasn't been taught or authorized by the instructor.
- Carry any supplies home from the clinical agencies. Students should empty their pockets before leaving the clinical agency and return any supplies.
- Compromise patient confidentiality by leaving clinical facilities with patient specific information.

CLINICAL SIMULATION LABORATORY

The clinical simulation laboratory will employ activities that replicate those encountered in the clinical environment. Each simulation experience is designed to demonstrate patient-centered care, safe practice, procedures, decision-making, and critical thinking. The simulation experience may utilize role-playing, computer-based education, group assignments, and interactive scenarios.

- Clinical simulation may be integrated into each clinical course.
- All students are required to participate in the scheduled simulation activities.
- The dress code for clinical simulation experiences will be the same as other clinical rotations.
- Clinical simulation experiences utilize audio-visual equipment. Recordings are maintained throughout the semester and are subject to review by the Practical Nursing Education faculty. In addition, previous recordings may be utilized for marketing or to introduce future students to clinical simulation scenarios.
- Simulation experiences are considered part of the required clinical hours. The student should observe the same standards that are required of other clinical rotations.

COMMENCEMENT

Commencement ceremonies are held in May and December for each respective set of students. The ceremonies are held at Bonner Arnold Gymnasium or specified location. A separate pinning ceremony is also held for each respective set of students in July and December after completion of all course requirements. Students are required to attend both commencement and pinning ceremonies.

COMPUTER BASED TESTING POLICY

Northeast Mississippi Community College Practical Nursing Education Program has adopted a computer-based on-line testing system. The program provides computerized testing much like the NCLEX-PN. The computer-based testing program requires student information such as student name, student ID, and student email addresses which will be submitted by the PNE faculty.

1. Students are required to memorize their username and password.
2. The student may not bring anything into the testing room except their testing device and a basic stylus. A pencil and paper may be used. There should be nothing on the desktop in the testing room except approved pencils and paper with names. Paper must be turned in after the test is complete.
3. Only approved iPad/computers will be used for proctored computer-based testing.
4. Only approved electronic devices are allowed in the testing area. Failure to comply will result in dismissal from the testing/rational room and a "0" for the exam grade.
5. Students must be on time in testing areas. If a student arrives at the testing area late, they may enter and complete the test with the remaining time left. However, if any student has completed the test, then the student will not be allowed in the testing area.

6. Once entering the testing area, students are to sit facing forward and remain so during the duration of the testing time. There will be no talking or any form of communication among students during testing times. Refer to the PNE Student Handbook for the policy related to cheating.
7. Should technical difficulties arise, students may raise their hands to receive assistance from faculty.
8. Should the student's iPad lose power during the test for failure to charge fully, their grade will be based on the questions they were able to answer before the device failed.
9. Computer-based exams are timed. Usually there is 1 minute allotted per question.
10. Unit Exam rationales will be presented to the class after item analysis by faculty. This class review of the exam will last for no longer than 10 minutes. A student can make an appointment with faculty member via Canvas email to further discuss questions they may have. This must be done within the first 24 hours following the date and time the exam was reviewed in class.
11. Grades will not be finalized until after faculty complete the Exam Review. Any changes in grades will be posted in the online gradebook.
12. All test questions will be reviewed by the faculty, prior to the exam being administered and after it is given. If 50% or more of the total class was unsuccessful answering the question correctly, the question will be reviewed by two or more of the PNE faculty for analysis and validity of the question. If the question is determined to be valid the question will stand. In the event the test question is invalid, the question may be dismissed from the exam and the grade may be based on the remaining number of test questions.
13. Once the exam is completed and uploaded, the student should turn off the testing device. The student should not access any other website during testing time. Failure to comply may result in a "0" for the exam grade.
14. Students are not allowed to recreate any questions for any reason: personal or to share with fellow students. Exams and exam questions are the property of Northeast Mississippi Community College Practical Nursing Education Program. If a student recreates any exam question(s), he/she will be dismissed from the program.

CONFIDENTIALITY

Due to the critical nature and legal implications, failure to abide by confidentiality guidelines may result in the student's inability to progress in the program.

- Client 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, Snapchat, Instagram, etc.) related to clinical facilities, the clinical day, faculty, 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 clients. Other access is deemed a breach of confidentiality with the possibility of personal liability and academic dismissal.

Confidentiality and Student Clinical Assignments

- Student written clinical assignments should not contain any part of a client's/patient'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 post clinical work electronically. If specified to submit handwritten clinical paperwork, it must be in a sealed 8 ½" x 11" manila envelope.

- Students will write "CONFIDENTIAL" on the manila envelope that is used to turn in post clinical work.
- 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/patient 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 healthcare facility. 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 because of no computer code will be penalized. The student will receive a zero under "Professionalism" on the Clinical Evaluation Tool, may be sent home, and receive a zero for the clinical day.

COURSE GRADE APPEAL

After receiving notification by the faculty advisor of the final course grade, the student has 24 hours to request an appeal with the Program Director.

CRITICAL INCIDENT

A student must not threaten the physical and/or psychological well-being of a client/patient by her/his performance in the clinical area. Students are held accountable for any real and or potential threat to the client/patient. If an instructor prevents an error, the student is still in error. Should the instructor, Program Director, and the faculty team deem an incident serious enough, it will be defined as a "Critical Incident."

"CRITICAL INCIDENTS" are defined by the nursing faculty based on their expertise, knowledge of the Standards of Nursing Practice, the client's/patient'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:

- Functioning outside the Student Nurse role (i.e., giving medications or performing invasive skills without instructor supervision)
- Omitting safe, essential care to client/patient (i.e., failure to assess/reassess temperature, pulse, respiration, blood pressure, post-op dressing, safety, documentation, failure to observe the 5 Rights of Medication Administration, etc.)
- Failure to observe nursing ethics and legalities (i.e., chemical impairment, breach of confidentiality, falsifying information, etc.)
- Committing acts that harm or threaten the client/patient physically or psychologically (i.e., not clearing air from IV tubing, administering medications incorrectly, inappropriate communication, etc.)

Critical Incident Procedure

- "Critical Incident" will be documented on the Classroom and Clinical Management Incident Report Form. The form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified.
- If the instructor is in doubt regarding the criticality of an incident, the instructor will meet with the faculty team and a decision will be rendered.
- A student/instructor conference will be held after the "Critical Incident" behavior has been documented in order to review the behavior, make recommendations, and obtain the student's comments and signature.
- Copies of the "Critical Incident" will be given to the student, instructor, and the Program Director.
- When a "Critical Incident" has been documented, the Academic Dismissal Procedure will be instituted if deemed appropriate.

DIAGNOSTIC ASSESSMENT PROGRAM

The Practical Nursing Education program utilizes Health Education Systems, Inc. (HESI) to provide nursing students with a comprehensive assessment and review package that enhances the nursing program. The complete package of assessments and review material provides students with a variety of assessment opportunities and written resources. The review modules help review of course content. Directions for logging on to and utilizing the HESI website are provided upon entry into the program and at the beginning of each course.

- Students will be assigned on-line assessments, remediation, and proctored assessments each semester. The goal is for all students to achieve a score of 900 or higher on each proctored assessment.
- Students whose scores fall below this proficiency level are required to participate in remedial efforts. Therefore, if your score is 899 or lower, you must complete the required remediation prior to taking the Version 2 exam. Completion of the required remediation allows you to earn 10 daily points.
- Depending on your Version 2 score, you may earn up to an additional 10 points (see chart below). If you score 900 or higher on the Version 1 exam, you automatically earn 20 points toward your daily points total. The goal is for all students to achieve a score of 900 or higher on each proctored assessment.
 - HESI Score—Version 2
 - 1000 or > = 10 points
 - 900 to 999 = 9 points
 - 800 to 899 = 8 points
 - 700 to 799 = 7 points
 - 600 to 699 = 6 points
 - 500 to 599 = 5 points
 - 400 to 499 = 4 points
 - 300 to 399 = 3 points
 - 200 to 299 = 2 points
 - 100 to 199 = 1 point
 - 0 to 99 = 0 points
- Students must spend appropriate time on the practice and proctored assessments assigned for each class. The appropriate time will be decided by the faculty for the individual practice

and proctored assessments. Failure to do so will result in the student retaking the assessment.

In addition to the HESI Assessments, PNE students will participate in the end-of-program:

- Students will take the PN Exit Assessment at the end of the third semester and must achieve a score of 900 or higher on the PN Exit Assessment.
- Students not achieving a score of 900 or higher on the 2nd attempt for the PN Exit Assessment will be required to do remedial work as assigned. Failure to do so will result in a grade of "Incomplete" until remediation is completed.

DRESS CODE

- The dress for classroom, laboratory, and clinical experiences is the clinical student uniform. Students who do not wear clinical student uniform to class, laboratory, or clinical will be sent home for the day.
- The student uniform dress code is based on that of the clinical affiliates and is designed to conform to such.
- Students are responsible for purchasing all parts of the required nursing uniform. Students who have been previously enrolled in other programs must purchase the Practical Nursing uniform.
- Student Uniform: The uniform and lab coat must be purchased from Scrubs Elite. The uniforms are black tops with NEMCC logo embroidered and black pants. Pants must not drag the floor. All parts of the uniform should be clean, neat, and in good condition at ALL times. A white lab coat (3/4-style) is required for wear during some clinical experiences and observational experiences as directed by the instructor. Uniforms should fit, allowing for freedom of movement. Uniform skirts should not exceed two inches above the knee.
- The uniform should be worn ONLY for functions designated by the faculty.
- Footwear: White, clean clinic shoes and shoelaces or white leather tennis shoes and laces may be worn. NO CLOTH TENNIS SHOES, NO CLOGS, NO OPENED HEAL SHOES OR OPEN-TOE SHOES OR NO MESH SHOES are allowed. White socks are acceptable with pants for men and women.
- The NEMCC student picture ID (or ID designated by the clinical facility) should be worn for the clinical experience.
- No jewelry may be allowed except a watch with a second hand at any time during any clinical experience.
- Students should at all times enhance their professional image through the practice of good body and oral hygiene. Make-up and hairstyle should be conservative. Hair should be neatly arranged so that it is prevented from falling forward. Beards, mustaches, and/or sideburns should be well groomed and short. Hair must be a "natural color" as required by the clinical agencies. This means no blue or pink, streaks or coloration, etc. Individuals may dye or tint the hair blonde, auburn, brown, black, gray, etc.
- No cologne or perfume should be worn in the clinical area.
- 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. No nail polish of any kind is permitted.
- Students will not chew gum while in clinical areas.

- Tattoos do not have to be covered unless they are vulgar or contain obscenities. If you have a tattoo in question, please see the director of Practical Nursing Education Program.
- Headbands are only allowed if the headband is solid black in color.
- Black long sleeve shirts are permitted under the uniform top.

FACILITIES

The PNE program is in Wright Hall on the Booneville, NEMCC campus. Wright Hall includes classrooms, skills lab, and restrooms for student use.

GRADING IN CLINICAL COURSES

To pass, the student must pass both the theory and clinical component with 80% or higher.

- CLASSROOM = 50%
 - UNIT EXAMS 60%
 - FINAL EXAM 40%

AN AVERAGE OF 80% MUST BE ACHIEVED IN THE THEORY PORTION OF THIS COURSE

- CLINICAL/PRECEPTORSHIP = 50%
 - EACH CLINICAL ROTATION IS AVERAGED TOGETHER= 100%

AN AVERAGE OF 80% MUST BE ACHIEVED IN THE CLINICAL PORTION OF THIS COURSE

For the clinical average to be calculated in the total final grade, a theory average must be at or above the minimum 80%.

To pass the student MUST:

- Not have threatened the health and/or well-being of a client/patient.
- Not have committed a "CRITICAL INCIDENT" during the semester (see "Critical Incident" page 23).
- Check-off on ALL specified skills by the designated time (see course policies).
- Passed math competency (dosage calculation) with an 80 or higher.
- Achieve an 80% average for the classroom (theory) grade.
- Achieve an 80% average for the clinical/preceptorship grade.

Grading and Exams:

- Most items on unit exams are multiple-choice format but any type of item format may be used (fill-in blanks, listing, marking a diagram, calculation, drag and drop, case studies etc.). Unit exams usually have 50 questions. Make-up exams will be essay (discussion) or short answer type questions.
- iPads MUST be present, updated, and fully charged before entering the testing area. If the students' iPad loses power during testing due to not being fully charged, their grade will be based on the questions they were able to answer before the device failure.

- Unit exams will have 50-70 minutes for completion depending upon the type of question and the nursing course.
- Math problems may be included in any examination.
- Tested material may include:
 - Textbooks
 - Information presented by guest speakers
 - Faculty lectures
 - Videos
 - Information from webpages or handouts
 - Student presentations
 - Information from Canvas
 - Standardized exams/ Computer software assignments
- Final exams will be given at the end of each semester. Final exams have the same type of questions as the unit examinations and are 100 question comprehensive exams.
- Unit exams will comprise 60% of the course grade in each course.
- The final exam score will comprise 40% of the course grade in each clinical course.
- Averages are computed to the third place past the decimal. Scores are then added. Only the final course grade is "rounded." Grades will be rounded in the following fashion: 0.50 or greater will be rounded up; 0.499 or less will be rounded down i.e., 74.5 = 75 or a grade of "C"; 74.499 = 74 or a grade of "D".

EXAMPLE:

Exam 1	80
Exam 2	80
Exam 3	85
Exam 4	78

 $323.000 / 4 = 80.750$ (average of unit exams)

Unit Exams 60% or $0.60 \times 80.750 = 48.45$

+

Final Exam grade = 81%

Final Exam 40% or $0.40 \times 81.000 = 32.40$

 THEORY AVERAGE = 80.85 or 81% = grade of "C"

- It is the student's responsibility to seek information regarding grades by making an appointment with the student's advisor concerning the theory grade; (b) the clinical instructor concerning the clinical grade.
- At no time will unit exams be re-graded at the end of the semester. The final examination will not be re-graded after 24 hours.
- Clinical Performance Grades: The clinical evaluation will be recorded on the clinical grading tools for each course or in the Canvas rubric.
- A scheduled "Skills Proficiency" experience may occur in any course. On this lab day, the student will be expected to perform previously taught skills, in a satisfactory manner.
- Clinical Paperwork: Hand-in work varies according to the requirements of each course (see course policies). No duplicated copies will be acceptable. The work must reflect the

student's own effort. The work must be handwritten in black ink. Clinical forms and resources are found in Modules on Canvas.

Please Note: The clinical instructor will provide additional information prior to the clinical experience.

- Hand-in work usually includes:
 - Clinical Data Sheet
 - Narrative/ Head-to-Toe Assessment note
 - Current Medication List
 - Nursing Care Plan
 - Labs Data Sheet
 - Nursing Notes
 - Any specific study guides or specialized assessment forms as designated per course requirements.
- Written post-clinical assignments are due on the assigned date before 8:00 AM in the classroom and given to the instructor that is lecturing that day. No late paperwork will be accepted. If a student is absent on the day when a post-clinical assignment is due, screenshots of paperwork must be emailed to clinical instructor before 8:00 AM. No late screenshots of paperwork will be accepted. Hard copies of original paperwork must be turned in on the first day that the student returns to class. Otherwise, it will not be accepted.
- Electronic post-clinical assignments are due by online submission by 8:00 AM the next class day. If online submissions are submitted late, they will not be accepted and a grade of zero will be given.
- Clinical Performance will be evaluated as satisfactory, needs improvement, or unsatisfactory on the clinical evaluation tool which is found in Canvas. Written and electronic clinical assignments will be evaluated in a similar manner. A numerical clinical daily grade will be computed as identified on the clinical performance report based on scores assigned by category for "S," "NI," and "U" marks. These marks are defined on the Clinical Evaluation Form.
- Grade penalties for tardiness to clinic are identified on the Clinical Evaluation Tool used in each course.

GRADING IN NON-CLINICAL COURSES

Grading in non-clinical nursing courses will be as delineated in the course syllabus for the specific course.

GRADE SCALE

Grades are awarded based on the college scale and the numerical ranges indicated below. Note: a grade of at least "C" is required for progression to the next nursing course.

A – Superior – 93-100
B – Good – 85-92
C – Satisfactory – 80-84
D – Poor – 70-79
F – Failure below 70

HEALTH SCIENCES DRUG TESTING POLICY

- The misuse or abuse of substances is inconsistent with the ideals of health care. Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study.
- The NEMCC ideal is a drug-free educational and work environment.
- When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.
- Results of screening may result in the dismissal of a student from the program of study.
- A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.

HONOR CODE AND PLEDGE

Northeast students “are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. The student’s public and private behavior must not reflect unfavorably on the student or the College” (NEMCC Student Handbook and Planner Code of Student Conduct).

Northeast PNE students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of the honor system is self-regulation, which requires cooperation and support from each member of the college community.

Honor Code Pledge:

I pledge to pursue all academic endeavors with honor and integrity. I understand the principles of the Honor System, and I promise to uphold these standards by adhering to the Honor Code in order to preserve the integrity of Northeast PNE and its individual members.

JANE WILLIAMS EXCELLENCE IN NURSING AWARD

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:

- Successful completion of the three consecutive semesters of the Practical Nursing curriculum.
- Excellent attendance, punctuality and attentiveness in both classroom and clinical settings.
- 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.
- Exemplary personal appearance as a representative of the Practical Nursing Program and the nursing profession.
- Always demonstrate ethical conduct.
- 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.

- 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.
- 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.
- The ability to accept constructive criticism from others and offer guidance and encouragement as a supervisor of other healthcare providers.
- The ability to hold in confidence all personal information that has been entrusted to him or her.

MATH COMPETENCY

Students must pass the math competency skills check-off component. Each student will have 3 opportunities on specified dates to pass the Math calculation skill. Competency will follow the skills check-off requirements as listed in the previous bullet.

NEXT GENERATION NCLEX (NGN) EXAMINATION

Following successful completion of the program of study, the nursing graduate may apply to take the National Council Licensure Examination (NCLEX) for licensure as a licensed practical nurse (LPN). There are specific requirements for eligibility to take the examination. Any person who applies to the Mississippi State Board of Nursing for license to practice as a licensed practical nurse must not have been convicted of a crime that has a direct bearing on the person's ability to competently practice or have committed an act that would constitute a ground for disciplinary sanction under Mississippi statutes. At the end of the last semester of the program, further detailed information about the NCLEX procedure will be given to the qualified nursing graduates.

PINNING AND LAMP LIGHTING CEREMONY

The Practical Nursing graduates are honored in a Pinning and Lamp Lighting Ceremony upon completion. Nursing faculty and staff, family members and friends are invited to celebrate with the graduates at this special event. Awards will be presented at this ceremony.

PNEA STUDENT ORGANIZATION

All Practical Nursing students are given the opportunity to join the student organization (PNEA) at the beginning of their first semester.

*There is a private membership fee associated with the PNEA Organization that varies yearly. This membership fee is separate and apart from any fees associated with Northeast Mississippi Community College.

- 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 conventions. Opportunities for fund-raising will be provided for registration fee for convention. If a student has registered and fails to attend, the organization must be refunded the convention fee by the student. Attendees are responsible for transportation, hotel accommodation and other expenses incurred.
- Students must sign a Convention Attendance Disclaimer stating understanding representation of Northeast Mississippi Community College and the Practical Nursing Program. All students that attend the 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.

READMISSION PROCEDURE

- Apply to the college and the Practical Nursing Program before the deadline.
- To be considered for re-admission to the Practical Nursing Program, the applicant must make an 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. A letter of acceptance or non-acceptance will be mailed.
- Students that wish to be considered for Alternate Placement will need to make an application by filling out the Alternate Placement application. Admission will be contingent upon space availability as well as rating score of the applicant.
- 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.

SKILLS CHECKOFFS

Students will be able to access outlines for laboratory procedures taught in each course on canvas. The material will be presented and assigned laboratory time provided for practice. The deadline for

the skills check-off will be designated in the course calendar. Students must have satisfactorily completed and provide documentation of completion of all skills and skill assignments, including dosage calculation tests, by the designated date to satisfactorily complete the course. Should the first attempt be unsatisfactory, the instructor will assign remediation and a time for the second attempt at the skills check off. In the event of an unsatisfactory performance at any time after two attempts, the student will be allowed a 3rd and FINAL attempt. If the student is unsuccessful on the 3rd and final attempt, the student will be dismissed from the program.

SKILLS LABORATORY

Students should practice in the nursing laboratory. Lab time is assigned from required clinical hours; the student is accountable for attendance, performance, and completion of assignments. Clinical Dress code applies to all assigned skills laboratory experiences. Students should also bring skills equipment kits.

USE OF PERSONAL ELECTRONIC DEVICES IN THE CLINICAL SETTING

Students may not use cell phones, recording devices, or other electronic communication devices in the clinical setting area. If a student brings a cell phone or other devices as listed above to clinical the student will be dismissed from the clinical experience for the day and a grade of zero will be issued. No exceptions.

Inappropriate use of electronic devices within the clinical setting constitutes unprofessional behavior and can result in a disciplinary action such as dismissal from the Practical Nursing Program. Inappropriate use of electronic devices that results in a violation of HIPAA (Health Insurance Portability and Accountability Act) will not be tolerated. Violations of this policy or HIPAA will result in unsuccessful completion of the clinical portion of the course.

Failure to comply with the cell phone policy will jeopardize progression in the NEMCC Practical Nursing Program

Northeast Mississippi Community College-Practical Nursing Education

Instructions: After reading the Practical Nursing Education Student Handbook and the course policies, initial each blank in the box, sign this form, and date it. Submit electronically via CANVAS and paper copies to the presenting instructor.

I have read the Practical Nursing Education Student Handbook and the course policies. I clearly understand the policies contained in each and hereby agree to abide by these policies as long as I am a student in this program. I understand the consequences if I do not abide by these policies.

<p>_____ Mission</p> <p>_____ Program Philosophy</p> <p>_____ Program Curriculum Concepts</p> <p>_____ Program Education Objectives</p> <p>_____ Program Estimated Expenses</p> <p>_____ Program Enrollment Requirements</p> <p>_____ Academic Dismissal Procedure</p> <p>_____ Appeal Process for Students- Academic Matters</p> <p>_____ Attendance</p> <p>_____ Calculators and Electronic Devices</p> <p>_____ Canvas and NEMCC Email</p> <p>_____ Chain of Communication</p> <p>_____ Changes in the Course of Study</p> <p>_____ Civility Policy</p> <p>_____ Clinical Preceptorship</p> <p>_____ Clinical Preparations and Requirements</p> <p>_____ Clinical Observation</p> <p>_____ Clinical Simulation Laboratory</p> <p>_____ Commencement</p>	<p>_____ Computer Based Testing Policy</p> <p>_____ Confidentiality</p> <p>_____ Course Grade Appeal</p> <p>_____ Critical Incident</p> <p>_____ Diagnostic Assessment Program</p> <p>_____ Dress Code</p> <p>_____ Grading in Clinical Courses</p> <p>_____ Grading in Non-Clinical Courses</p> <p>_____ Grading Scale</p> <p>_____ Health Science Drug Testing Policy</p> <p>_____ Honor Code and Pledge</p> <p>_____ Jane Williams Excellence Award</p> <p>_____ Math Competency</p> <p>_____ NGN Exam</p> <p>_____ Pinning/Lamp Lighting Ceremony</p> <p>_____ PNEA Student Organization</p> <p>_____ Readmission Procedure</p> <p>_____ Skills Checkoffs</p> <p>_____ Skills Laboratory</p> <p>_____ Use of Personal Electronic Devices</p>
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_____ Printed Name _____ Advisor's Name _____

_____ Student Signature _____ Date _____

_____ Witness _____ Date _____

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 in nursing school. I authorize the use of my name and image in simulation/clinical exercises and other promotional media. I further certify that I will not hold liable the nursing instructor, the Practical Nursing program, or the Northeast Mississippi Community College for the release of such information.

_____ Student Signature _____ Date _____

_____ Witness _____ Date _____