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Practical Nursing Education Student Handbook 2021-2022



101 CUNNINGHAM BLVD. BOONEVILLE, MISSISSIPPI 38829 | TELEPHONE: 662-720-7567 OR 800-555-2154

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Practical Nursing Education Student Handbook 2021-2022

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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 and subsequent posting of the certification 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.

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)

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 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 hr. lecture, 12 hr. lab, 6 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 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 hr. lecture, 2 hr. lab). (75hours)

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 hr. lecture, 12hr. 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, 2 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. 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 hr. lecture, 3 hr. clinical). (90 hours)

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.

Program Philosophy

MISSION STATEMENT: 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 PHILOSOPHY: 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 masters 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.

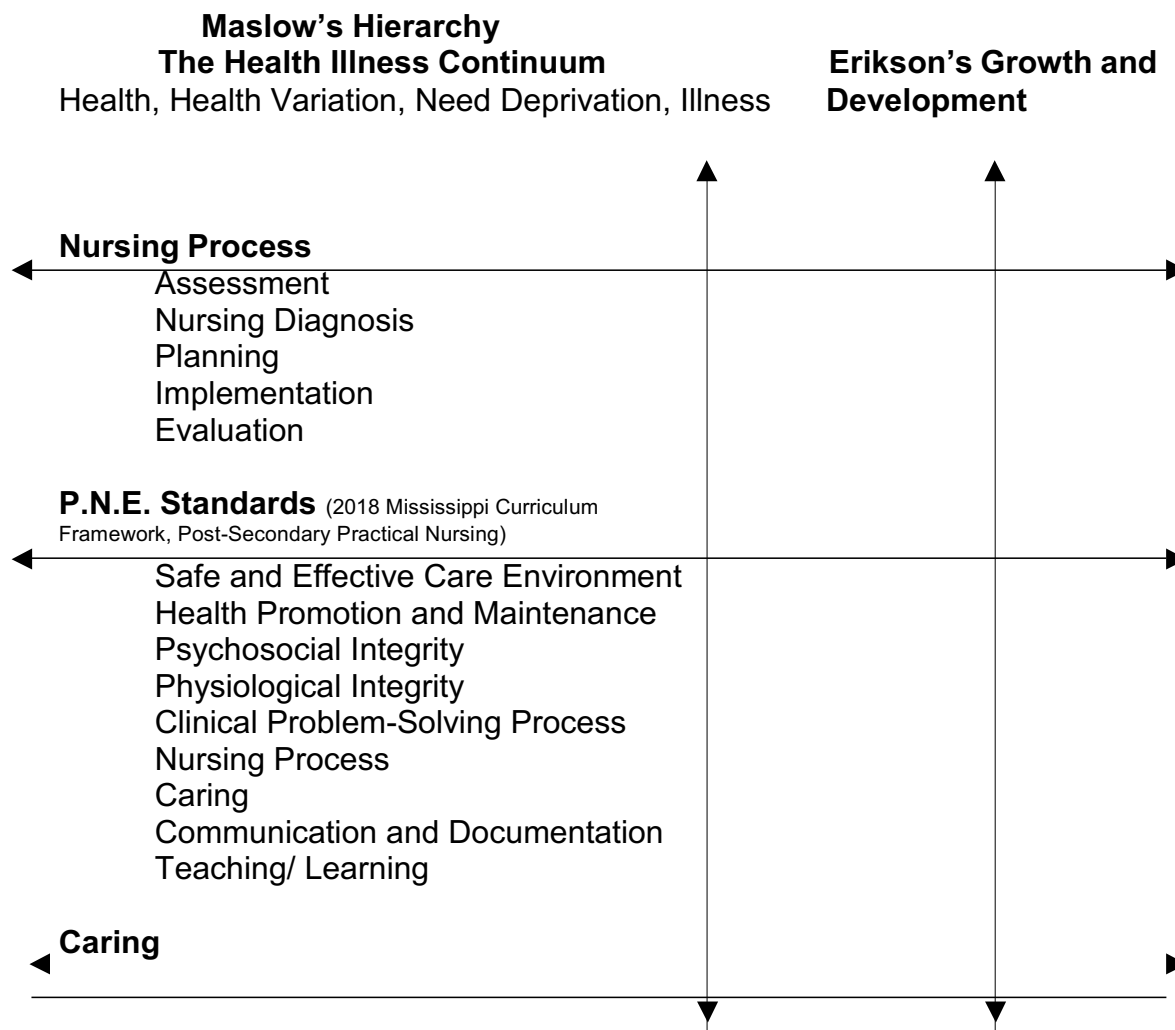
The teaching-learning process, like the nursing process, is purposeful, planned, implemented, and evaluated. Basic ideas, concepts, technology, and skills are introduced using sequential steps. Knowledge of scientific principles and human behavior is gained through the integration of core ideas into 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 the 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.

Philosophy updated by the PNE faculty: June, 2021

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 state curriculum.



End of Program Student Learning Outcomes

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 (2012 Mississippi Curriculum Framework, Post-Secondary Practical Nursing)
4. Practice in a caring manner.

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 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 of study within three years. The Board of Nursing may refuse the application for licensure of any applicant who has been convicted of a felony or misdemeanor or has charges pending on such issues.

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

Students are admitted in August. The following is a schedule of course placement. A grade of 80 or above must be maintained in each course before advancement to the following semester.

Prerequisites for Admission*

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

AUGUST ADMISSION

First Semester			Semester Hours
PNV	1444	Nursing Fundamentals and Clinical.....	14
Total Hours			14

Second Semester			Semester Hours
PNV	1524	IV Therapy Concepts	4
PNV	1682	Adult Health Nursing Concepts and Clinical	12
Total Hours			16

Third Semester			Semester Hours
PNV	1728	Specialty Areas in Nursing	8
PNV	1914	Nursing Transition.....	4
Total Hours			12

Completion Award: Certificate 50 hours

(From the NEMCC Student Catalog)

Program Estimated Expenses

NEMCC Schedule for Tuition, Room and Board applies but is not included on this list.

Student ID – Free unless replacement needed. It is required for college also used as a Hospital ID; Parking Permit - \$50.00/year.

Books, uniforms, and supplies purchased are all used until graduation. Expenses updated May 2021. ***All fees are subject to change without notification.**

Fall Semester (PNV 1444)

Available in Bookstore

- Lab Kit w/Clinical Simulation Kit- \$191.17
- Stethoscope, bandage scissors, safety goggles, penlight (est. \$40.00)

Other Expenses (estimated)

- iPad 3 or later version (*some mini versions have testing difficulties at times*)
- Malpractice Insurance - \$15/year -and- Elsevier Adaptive Testing/HESI PN Program - \$190.00/semester
Required E-Books -\$305.00 (*NEMCC policy payable in Business Office*)
- CPR card - \$10.00
- Black Pants - \$13.00-19.00; White lab coat - \$26.00-31.00; Uniform Top — \$31.00-44.00 (Scrubs Elite);
- White shoes for clinic, white/skin-color hose or white socks, & Watch with second hand - Choice
- Physical exam, immunizations, lab work, TB skin test, drug screening. (Choice of provider will determine cost; approximately \$250.00)
- Competitive tuition fee for Health Sciences- \$450.00 per semester



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Spring Semester – Second Year (PNV 1682/1524)	Summer Semester – (PNV 1728/1914)
<u>Available in Bookstore</u> - Elsevier Adaptive Testing/HESI PN Program - \$190/per semester (NEMCC policy payable in Business Office) <u>Other</u> - Malpractice Insurance - \$15/year - Nursing School Pin pre-order for May graduation– \$40.00 - \$60.00	<u>Available in Bookstore</u> <u>Other</u> - Elsevier Adaptive Testing/HESI PN Program - \$190.00/semester (<i>NEMCC policy payable in Business Office</i>) - BON Fingerprinting - \$75.00 - Transcript fee - \$5.00 (Payable to NEMCC) - MS State Board of Nursing Application for Licensure \$60.00 - NCLEX-PN® Examination Fee - \$200.00

Program Enrollment Requirements

In order to safeguard the health of students and clients/patients, the following mandatory requirements have been established for the Practical Nursing Education students.

Physical Examination and Vaccinations

To be allowed to participate in the clinical experience, proof of current health status **MUST** be submitted to the Practical Nursing Education assistant, office number 202 in Wright Hall. These records are due by August 31. **Failure to comply with the deadline will result in points being deducted from the students first clinical day. Inability to comply with completion of any of these requirements will result in a zero** for the clinical day, as the student will not be allowed to attend clinical because they are noncompliant with the clinical facilities requirements. A zero will be assigned until the student is compliant. Attendance policy applies.

- Physical examination (on the form provided by the Division of Health Sciences web page
• <http://www.nemcc.edu/academics/health-sciences/student-forms/>)
- Submit 9 screen drug panel test results.
- TB Skin Test or chest x-ray (skin test sufficient for those who are pregnant). *Students who have never been tested for TB will be required to have a “two-step” TB test completed by August 31.* Students with positive TB tests must be further evaluated and follow the recommendations of the Public Health Department.
- Rubella Titer showing immunity or proof of two measles immunizations (pregnant women should not receive the Rubella immunization).
- COVID-19 and FLU immunization information will be provided at the appropriate time.
- 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. (Discuss your health status with your physician or health care provider before receiving any vaccine.)
- One Adult Pertussis Vaccine (TdaP).
- Tetanus (which is in TdaP, but expires every five years and must last through projected graduation date).
- Each student in the program is required to submit the yearly result of TB skin test or chest x-ray proving the absence of active disease. The test should be in effect from August to August.
- All students readmitted to the program must submit new medical exams.
- **Significant changes in health status or medication regimens affecting performance 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.
- 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.***
- 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.
- Any student who is hospitalized has received a recent small pox vaccine, has surgery, gives birth, fractures a bone, has a communicable disease, etc., 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), in the opinion of the faculty, impairs the delivery of nursing care, may be required to submit proof of medical/ mental assessment by an appropriate physician and agency and interventions to the PNE faculty advisor. Should the student be unable to meet program standards after recommended intervention, the student shall 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 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 accident or injury sustained by a student while in route to and 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 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.

Liability Insurance

For the protection of the student, malpractice insurance must be obtained. The insurance is obtained through the school's group policy at \$15.00 per year.

CPR Certification

Each student must receive an American Heart Association Health Care Provider CPR (BLS) card. The card must cover the student through graduation.

Healthcare 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 45323(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 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 current Student Catalog).
- A Board of Nursing, 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 current Student Catalog).

Program Policies and Procedures

Academic Dismissal Procedure – NEMCC Procedures Manual

ACADEMIC DISMISSAL PROCEDURES

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 program director, in which 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 time and place where the offense occurred. These charges will be presented to the Vice President of Instruction immediately. 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 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 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.

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 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.

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 and / or clinical/laboratory experiences will be reported to the Record's Office for excessive absence and will be "cut-out" from class/clinical. (See the NEMCC current Student Catalog)
- Tardiness - Being on time for class is a behavior that is important to the student, the teacher, other students, and any employer. Students are expected to be on time for class. If the lecture door is closed, students will not be allowed to enter class until a break. ***If a third tardy occurs, this will result in an absence record 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.
- A student who is absent from classroom, laboratory, group work meeting and / or clinical experiences (including lab) is responsible for obtaining the missed work i.e., notes from fellow students, handouts, audio-visual materials, and announcements from the faculty.
- **Should a student miss a unit exam, the student must notify the instructor for the course univia CANVAS inbox prior to the exam. Make-up examinations will be essay questions. *If this policy is not followed, the student will receive a grade of zero for the examination.*** The faculty will set the date for the make-up exams.
- Should a student miss the final exam, a grade of "I" will be recorded until the exam is completed. The student should make arrangements with the faculty advisor regarding the exam. The student will be given a comparable multiple choice examination.
- Students **must complete the scheduled** hospital 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 is in compliance, 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 previous to 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 will be made up with virtual clinical experiences and/or an assigned make-up clinical experience(s) when due to an official college closing. **If there is an official college closing, there will be NO CLINICAL.*
Absence from group dynamics and/or failure to complete a group dynamics assignment will result in penalty on the appropriate clinical evaluation grading form. Students must complete assigned group projects in order 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 diagnostic testing exams/programs each semester. A grade of "incomplete" will be given to any student who does not complete the standardized diagnostic testing exams/programs.

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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 iPads are charged prior to coming to class.**
- **Electronic communication devices will be silenced in class.**
- iPad technology may be utilized in various clinical lab areas as directed by your clinical instructor. **No electronic communication devices will be on the student's person during clinical (including Clinical Simulation Lab).**
- Students using electronic communication devices 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.
- ***No electronic devices (except iPads) are allowed in the testing area or while exam rationales are being viewed.*** See Computer Based Testing Policy.
- The classroom 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 the clinical areas.

Canvas and NEMCC E-Mail

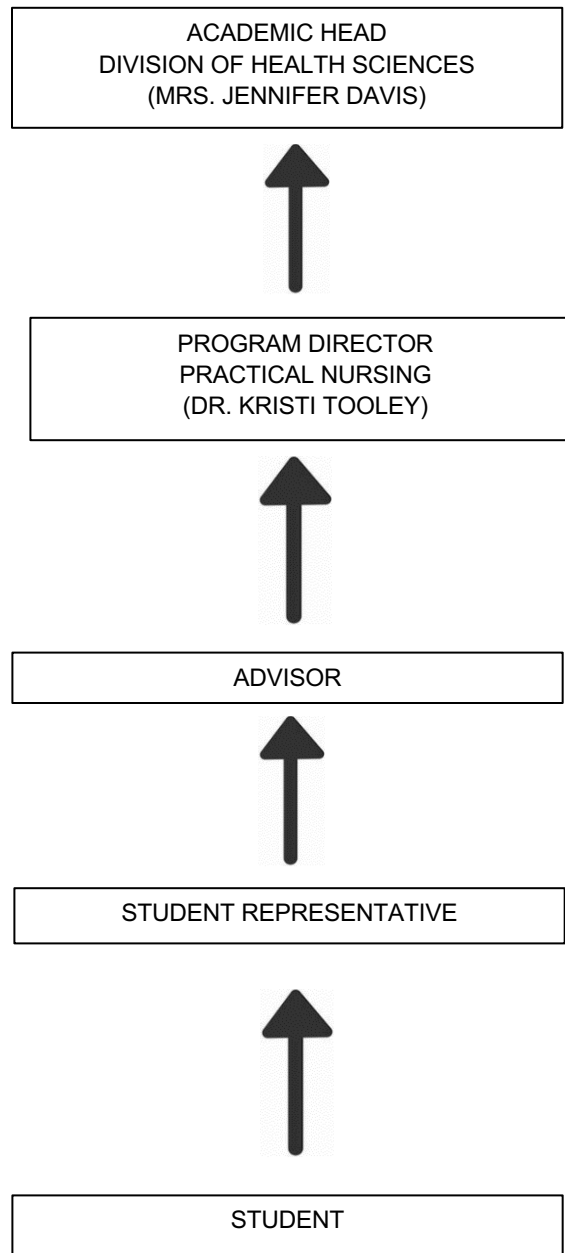
- Northeast Mississippi Community College and the Practical Nursing Education program utilize **Canvas and the student's Northeast e-mail account** as a means to disseminate information and communicate with students. Students will be required to utilize Canvas to obtain class lecture outlines, clinical assignments and announcements. ***The student should access Canvas and their Northeast e-mail account on a daily basis.***
- Unit objectives and materials, quizzes, exams, and grades will be accessible on the Canvas.
- Clinical grades may be posted on Canvas.
- Clinical assignments may 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.

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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.

STUDENT CHAIN OF COMMUNICATION WITHIN THE PRACTICAL NURSING PROGRAM



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Changes in the Course of Study

The NEMCC Practical Nursing Education Program reserves the right to make changes in course materials, schedules, assignments, etc. as needed. Students will be notified regarding any changes in a timely fashion via a variety of methods including but not limited to: Canvas, Email, Lecture Announcements, website information, Tiger-Alerts.

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.***



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Clinical Preparations and Requirements

Students must comply with 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 documentation of Health Status including lab results and immunization records by August 31.
- Submit proof of American Heart Association – Health Care Provider CPR (BLS) certification valid through graduation on the first day of class. *Courses 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 screen drug panel results.
- Purchase malpractice insurance (renewed annually at the approximate cost of \$15.00; available through NEMCC Business Office in Ramsey Hall).
- Submit signed course policy and handbook policy statements of understanding to the practical nursing office assistant and CANVAS course.
- Attend **hospital orientation** when designated for each assigned clinical facility. Failure to attend on the **scheduled day** will result in a **zero under “Professionalism” and “Preparation”** on the Clinical Evaluation Tool on the first day student attends clinical.
- Complete **hospital computer training** and obtain appropriate computer codes for indicated clinical facilities. A grade of **zero will be awarded under “Professionalism”** on the Clinical Evaluation Tool for failure to bring the clinical agency’s computer codes on the said clinical day. Failure to attend computer orientation for each facility **as scheduled** will result in a **zero under “Professionalism” and “Preparation” on the Clinical Evaluation Tool on the first day student attends.**
- **Failure to Comply**

The following is due by August 31 for PNE students:

- Complete documentation of health status including lab results and immunization records. **Failure to comply by August 31 may result in points being deducted from the students first clinical day.**

A date will be announced for the following:

- Proof of CPR (BLS) through graduation
- Submission of signed forms to the practical nursing office assistant and CANVAS course, indicating understanding of the honor code and course policies, Student Handbook and Computer- Based Testing Policy.
- Computer training for each facility
- Hospital orientation for each facility

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- **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 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:
 - *Skills equipment kits (identified per course, purchase in NEMCC Bookstore)
 - *Watch with a second hand
 - *Permanent black ink pen, Note pad / clip board
 - *Bandage scissors (except on psychiatric rotations)

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

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- **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.
- **Skills Laboratory:** Students should practice in the nursing laboratory and the computer lab. 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.
- **Skills Proficiency:** An evaluation of skill competency conducted in the college lab known as "SKILLS PROFICIENCY" may be recorded on the clinical evaluation form and be graded as a formative clinical day or calculated as part of a formative day grade.
- **Skills Check-Off:** 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 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 in order 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.
- **Math Competency:** Students must pass the Math Competency component. Each student will have 2 opportunities at specified dates to pass the Math calculation skill. Competency will follow the skills check-off requirements as listed in the previous bullet.

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College Grade Appeal Procedure – NEMCC Current Student Catalog

Access to the records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. After examination of the records, it is possible for the student to challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade (grades earned by taking the final examination), but instead does allow for the examination of the correctness of the recording of the grade which has been given by an instructor. If the College does not amend a record as requested, the student will be notified and informed of the right to a hearing. Results of hearings will be given in writing to eligible students according to procedures that shall include:

1. Hearings will be conducted within a reasonable time frame;
2. Parents and/or eligible students will be given notice of date, place, and time of hearing;
3. The hearing will be conducted by an official of the institution, named by the President of the College, who does not have a direct interest in the outcome of the hearing;
4. Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and
5. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

The College must keep a log of all parties, other than College employees, who have requested or obtained access to a student's records. This log will contain the reason why access was requested. The log will not be made available to anyone other than the student and the College employees.

When information concerning a student is requested by a third party, they must be notified that the Family Educational Rights and Privacy Act of 1974 prohibits the college from sharing information with any outside party without written permission from the student.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Records Office.

Commencement

Commencement ceremonies are traditionally held in May. The ceremonies are held at Bonner Arnold Gymnasium. May Practical Nursing students will receive their nursing pin prior to the commencement ceremonies in a separate ceremony. Traditional Practical Nursing Education graduates will also be pinned as they receive their diploma in late July. Students are required to attend both commencement and pinning ceremonies, with the exception of the December AP graduates.

Computer Use

- Students have access to the Wright Hall computer lab unless there is a scheduled proctored assessment or testing.
- Students **should not** bring any food or drinks into the computer lab.
- The computer lab is provided as a benefit for students. Please do not remove security screens or perform any act to deface the equipment. Students who damage the computer equipment may be required to pay the cost of repairs and/or dismissed from the program.
- Students may utilize iPad technology in the classroom/clinical setting as directed by the Instructor.

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 user name 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 pencil and paper with name. Paper must be turned in after the test is complete.
3. Only approved 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/rationale room and a "0" for the exam grade.**
5. Students must be on time in testing areas.
6. Once entering 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. Computer-based exams are timed. Usually there is 1 minute allotted per question.
9. 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 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.
10. Grades will not be finalized until after faculty complete the Exam Review. Any changes in grades will be posted in the online gradebook.
11. 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.
12. 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.**
13. 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.**

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Conduct/Civility

- Students are expected to be **active learners** and are encouraged to seek help from their advisors. Faculty members teach multiple class sections and participate on a variety of division and college committees, however, every feasible effort will be made to meet student conferences. **PLEASE MAKE APPOINTMENTS!**
- Cursing and/or foul language is not allowed. Please refrain from unnecessary talking during lecture.
- Dishonesty, in any form by any student, violates both the ethics of nursing and the policy of the Northeast Mississippi Community College (see NEMCC current Student Catalog). Due to the critical nature of Nursing and its consequences to human clients/patients, 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 Education 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.
- **Recreating of test questions or exams after being given is not allowed.** The test questions and exams are property of NEMCC Practical Nursing Education Program. Recreating of a test question or exam will result in **dismissal** from the program.
- In most cases no duplicated or downloaded copies of assignments will be accepted. Assignments are to be written in black ink. Due to the increased use of technology and implementation of iPads into the curriculum, some classroom assignments may be assigned to be completed electronically. Students will be given instructions on format when assignments are made.
- 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.
- Students are to take their own notes.
- Videotaping / Audiotaping is prohibited.
- Should a student demonstrate inappropriate behavior as defined in the NEMCC student handbook, she/he will be dismissed from the office, classroom, building, laboratory, group dynamics session, and/or clinical experiences.
- Students should exhibit “professional demeanor” in the clinical facility as well as the classroom. For example: no sitting on desks, no loud talk at the desk, sharing space and resources appropriately with the staff.
- NEMCC is a “**smoke free**” institution including vaping, ecigs, etc.... In addition, smoking is **not allowed** while at the clinical facilities.
- No eating or drinking is allowed in any classroom or laboratory on the NEMCC campus.
- **Children at school** - children or other family members are NOT allowed to attend classroom, clinical, or laboratory sessions.

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/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, Snapchat, Instagram, etc.) related to clinical facilities, the clinical day, faculty or clients/patients.
- Students have authorized access to client/patient information (i.e., charts, computer printouts, medication administration records) during clinical hours only within the facility on assigned clients/patients. Other access is deemed a breach of confidentiality with 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 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 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 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 FOR EXAMPLE, not clearing air from central line, administering medications incorrectly, inappropriate communication, etc.
- Critical Incident Procedure
 - "Critical Incident" will be documented on the Student Conference 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.

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Dress Code

- The dress for classroom and laboratory experiences should conform to the dress code found in the NEMCC catalog as well as the one in this handbook.
- 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.
- Student Uniform: The uniform and lab coat **must be** purchased from Scrubs Elite. The uniforms are white tops with NEMCC logo 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. Underclothing should be white. Any student needing to wear a black skirt should see the faculty advisor. 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, AND NO MESH SHOES are allowed. White socks are acceptable with trousers for men and pants for 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.
- Student should at all times enhance a 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.
- All visible tattoos/body art must be covered for skills lab and pre- and post-clinical or during clinical rotations.

Facilities

The PNE program is located in Wright Hall on the Booneville, NEMCC campus. Wright Hall includes classrooms, a computer lab, skills lab, and restrooms for student use. The PNE program on the New Albany campus is located in the Mattie Thompson building. It also includes a classroom, a computer lab, skills lab, clinical simulation lab, and restrooms for student use.

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Grading In Clinical Courses: In order 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 = 50%

- CLINICAL ROTATIONS ARE AVERAGED TOGETHER= 50%
- PERFORMANCE-APPROVED CLINICAL EVALUATION TOOL WILL BE USED TO ASSIGN GRADES.
- CLINICAL ROTATIONS ARE AVERAGED TOGETHER= 50%
- PERFORMANCE-APPROVED CLINICAL EVALUATION TOOL WILL BE USED TO ASSIGN GRADES.
- CLINICAL AVERAGE MUST BE AT MINIMUM 80 %

FOR CLINICAL AVERAGE TO BE CALCULATED IN THE TOTAL FINAL GRADE, A THEORY AVERAGE MUST BE AT OR ABOVE THE MINIMUM 80 %

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 end of the designated time (see course policies). *Math (dosage calculation) is a skill and must be successfully demonstrated to meet this requirement.***
- **Achieve an 80% average for the classroom (theory) grade.**

The classroom (theory) grade will be an average of unit exams and the course final exam. The student must have a final average of 80% in theory (classroom) in order to pass each nursing course.

- The majority of 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, etc.). Unit exams usually have 50 questions. Make-up exams will be predominately essay (discussion) or short answer type questions.
- Unit exams will have 50-70 minutes for completion depending upon the type of question and the nursing course.
- Math problems may be included on any examination.
- Tested material may include:
 - Textbooks
 - Information presented by guest speakers
 - Faculty lectures
 - Videos
 - Information from web-pages, 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 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.

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- 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 (a) the nursing 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, which will be recorded on the clinical grading tools for each course,
- 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 Paper Work: 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. Work must be hand-written in black ink.** Clinical forms and study guides are found in course packets. **Please Note:** The clinical instructor will provide additional information prior to the clinical experience.
- Hand-in work usually includes:
 - Pre-clinical assignment
 - Clinical Data Sheet
 - SBAR
 - Behavioral Analysis Recording (BA)
 - Physical Assessment Form
 - Narrative/ Head-to-Toe Assessment note
 - Current Medication List
 - Nursing Care Plan (NCP)
 - Labs
 - Charting
 - Any specific study guides or specialized assessment forms as designated per course requirements
- Written post-clinical assignments are due on the assigned date in the course requirements. If a student is absent on the day when a post-clinical assignment is due, it will only be accepted on first day that the student returns to class. Otherwise, **it will not be accepted. 10 points will be deducted** if the post-clinical assignment is turned in after the class starts. Assignments will not be accepted at other times.
- CLINICAL PERFORMANCE will be evaluated as satisfactory, needs improvement, or unsatisfactory on the Clinical Evaluation Tool. Written clinical assignments will be evaluated in like 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.

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Grading In Non-Clinical Nursing 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

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. 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**. 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 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 summer 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.

NCLEX 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.

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Readmission Procedure

- Submit an application to the college and to the Practical Nursing Program prior to the deadline.
- 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. A letter of acceptance or non-acceptance will be mailed.
- 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.
- 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.

Pinning and Lamp Lighting Ceremony

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

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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.
- Demonstration of ethical conduct at all times.
- 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.

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. (\$10.00 for local dues) (for total of \$35.00)

- 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.

Substance Use and Abuse

- 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.**

Practical Nursing Education Student Handbook 2021-2022

Northeast Mississippi Community College Practical Nursing Education

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.

Initial each blank:

Initial each blank:

☐ Program Philosophy	☐ Confidentiality
☐ Program Curriculum Concepts	☐ Course Grade Appeal
☐ Program Educational Outcomes	☐ Dress Code
☐ Program Course Requirements	☐ E-mail - NEMCC
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☐ Academic Dismissal Procedure	☐ Grade Scale
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☐ Chain of Communication	☐ Readmission Procedure
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☐ College Grade Appeal	☐ Substance Use and Abuse
☐ Commencement	
☐ Computer Based Testing Policy	
☐ Computer Use	
☐ Conduct	

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 Associate Degree Nursing program or the Northeast Mississippi Community College for the release of such information.

Student Signature

Date

Witness

Date

Instructions: After reading the Practical Nursing Education Student Handbook and the course policies, initial each blank, sign this form, date it. Submit via CANVAS and assistant.

Practical Nursing Education Student Handbook 2021-2022



Division of Health Sciences • 101 Cunningham Blvd • Booneville, Mississippi 38829
Phone (662) 720-7236/(800) 555-2154 Fax (662) 720-7215

Practical Nursing Education 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.

Student Agreement: _____ Date: _____

Faculty Witness: _____ Date: _____

Reviewed and Adopted August 2017

Practical Nursing Education Student Handbook 2021-2022

PRACTICAL NURSING PLEDGE

Before God and those assembled here, I solemnly pledge:

To adhere to the code of ethics of the nursing profession

To cooperate faithfully with the other members of the nursing team and to carry out faithfully and to the best of my abilities the instructions of the physicians or the nurse who may be assigned to supervise my work.

I will not do anything evil or malicious and I will not knowingly give any harmful drug or assist in malpractice.

And I pledge myself to do all in my power to raise the standards and the prestige of practical nursing.

May my life be devoted to service, and to the high ideals of the nursing profession.

Practical Nursing Education Student Handbook 2021-2022



NORTHEAST
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Proctored 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 user name 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 provided. There should be nothing on the desktop in the testing room except provided pencil and paper.
3. Only approved computers will be used for proctored computer based testing.
4. Only approved electronic devices are allowed in the testing area. While exam rationales are being viewed, no electronic devices will be allowed. **Failure to comply will result in dismissal from the testing/rationale room and a "0" for the exam grade.**
5. Students must be on time in testing areas.
6. Once entering 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. Computer-based exams are timed. Usually there is 1 minute allotted per question.
9. Unit Exam rationales will be conduct following the class completion of the exam. This class review of the exam will last for no longer than 10 minutes. All students must be present for the review to be available. A student can make an appointment with faculty member to further discuss questions they may have by appointment only. The student may contact the faculty member regarding missed items via email. This must be done within the first 24 hours following the date and time the exam was administered.
10. Grades will not be finalized until after faculty complete the Exam Review. Any changes in grades will be posted in the online gradebook.
11. 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 will be dismissed from the exam and the grade will be based on the remaining number of test questions.
12. 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.**
13. 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.**

I understand and will abide by the **Proctored Computer Based Testing Policy**.

Signature

Date

Witness Signature

Date

Practical Nursing Education Student Handbook 2021-2022

Civility Policy

The purpose of 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:

- Making distracting noises; Persistent speaking without being recognized; Repeated interruption
- Personal insults; Physical threats; Sarcasm; Rudeness; Taunting; Arguing
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- No-Show for scheduled appointment and failure to notify instructor
- Coming to class under the influence of alcohol or illicit substances
- Refusal to participate in class activities (group work, games, clicker use, etc.)
- Challenging faculty knowledge and/or credibility

Failure to comply with the Civility Policy will jeopardize progression in the nursing program.

I, _____ (*print name legibly*) acknowledge that **I agree to hold myself** to the above mentioned standard and may be subject to penalty if violations occur.

Student Signature: _____ Date: _____

Faculty Witness: _____ Date: _____

Practical Nursing Education Student Handbook 2021-2022

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