Nursing Student Handbook

2016-2017

Piedmont Technical College

Revised 01/2017
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**Student Signature Sheet**  

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WELCOME

The Nursing Faculty is pleased that you are pursuing your nursing education at Piedmont Technical College (PTC). We compliment you on your career choice of nursing and your commitment to grow intellectually and professionally.

Nursing education involves a process of interaction between the educator and the learner. The instructor’s role is to facilitate your learning by assisting you in identifying your learning needs and guiding you in the learning process. The student’s role is to assume responsibility to use all resources available and engage in all learning activities. We wish you every success in your endeavor. Because we truly care, our doors are always open to assist you in achieving your goal.

This handbook is to be utilized in conjunction with the PTC Catalog, PTC Student Calendar and Handbook and PTC nursing website. Please refer to them for additional information.

We reserve the right to revise and update this handbook as necessary. All updates will be presented in writing.

**Nursing Department Staff**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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</tr>
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<td>Mary Ann Vaughn</td>
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</tr>
</tbody>
</table>
The ADN program is accredited by the following agency:

The Accreditation Commission for Education in Nursing
3343 Peachtree Road NE
Suite 850
Atlanta, GA 30326
404-975-5000
866-747-9965
Fax 404-975-5020
Website: http://www.acenursing.org

The ADN and PN programs are approved by the following agency:

South Carolina Department of Labor, Licensing and Regulation
Board of Nursing
Synergy Business Park, Kingstree Building
110 Centerview Drive
P. O. Box 12367
Columbia, SC 29211-2367
(803) 896-4550
Fax (803) 896-4525
Website: www.llr.state.sc.us
SECTION I:

Philosophy
Nursing Mission Goals Statement

The purpose of the nursing division at Piedmont Technical College is to meet the unique learning needs of students by providing a quality education. This education prepares graduate nurses to be caring, professional, and self-motivated critical thinkers, who will provide safe, quality care. Upon completion of the designated program, the student will be ready to respond to the changing healthcare demands in a diverse society within the respective scopes of practice.

The Philosophy

The nursing division supports the mission, goals, and general competencies of Piedmont Technical College. The faculty believes they have a responsibility to provide a nursing education that will prepare competent graduates who will provide safe, quality care by:

- Recognizing and meeting the unique learning needs of each student.
- Providing a safe and caring learning environment for students to acquire knowledge and skills to care for all individuals and families across the lifespan.
- Building on a foundation of the sciences and humanities.
- Developing knowledge of the core concepts: patient centered care, teamwork/collaboration, evidenced based practice, quality improvement, safety, and informatics.
- Teaching and facilitating learning of knowledge and skills in caring, critical thinking, communication, cultural diversity, clinical decision-making, professional behaviors and teaching-learning.
- Implementing a curriculum designed so that each level of practice builds on previous knowledge to facilitate nursing education and career opportunities.

The South Carolina Board of Nursing defines the practice of practical nursing as the performance of health care acts that require knowledge, judgment, and skill and must be performed under the supervision of the registered nurse or other health care practitioners authorized by law to supervise licensed practical nurse (LPN) practice. The practice of practical nursing includes, but is not limited to:

(a) Collecting health care data to assist in planning care of persons;
(b) Administering and delivering medications and treatments as prescribed by an authorized licensed provider;
(c) Implementing nursing interventions and tasks;
(d) Providing basic teaching for health promotion and maintenance;
(e) Assisting in the evaluation of responses to interventions;
(f) Providing for the maintenance of safe and effective nursing care rendered directly or indirectly;
(g) Participating with other health care providers in the planning and delivering of health care;
(h) Delegating nursing tasks to qualified others;
(i) Performing additional acts that require special education and training and that are approved by the board including, but not limited to, intravenous therapy and other specific nursing acts and functioning as a charge nurse.

The associate degree registered nurse is prepared to provide nursing care within the scope of practice defined by the South Carolina Board of Nursing. The role of the Associate Degree Registered Nurse (ADN) involves the health care acts in the nursing process including assessment, analysis, intervention and evaluation. This practice requires specialized, independent judgment and skill and is based on knowledge and application of the principles of biophysical and social sciences. The practice of registered nursing includes, but is not limited to:
(a) Assessing the health status of persons and groups;
(b) Analyzing the health status of persons and groups;
(c) Establishing outcomes to meet identified health care needs of persons and groups;
(d) Prescribing nursing interventions to achieve outcomes;
(e) Implementing nursing interventions to achieve outcomes;
(f) Administering and delivering medications and treatments prescribed by an authorized licensed provider;
(g) Delegating nursing interventions to qualified others;
(h) Providing for the maintenance of safe and effective nursing care rendered directly or indirectly;
(i) Providing counseling and teaching for the promotion and maintenance of health;
(j) Evaluating and revising responses to interventions, as appropriate;
(k) Teaching and evaluating the practice of nursing;
(l) Managing and supervising the practice of nursing;
(m) Collaborating with other health care professionals in the management of health care;
(n) Participating in or conducting research, or both, to enhance the body of nursing knowledge;
(o) Consulting to improve the practice of nursing; and
(p) Performing additional acts that require special education and training and that are approved by the board.
Organizing Framework
The Piedmont Technical College Nursing Division’s organizing framework was developed from the college crest emphasizing the commitment and alignment with the college’s educational mission, goals, and general competencies. The organizing framework is composed of the six Quality and Safety Education for Nurses (QSEN) major concepts. The curricula reflect the relationship among and between these concepts.

Concepts
Nursing educators have always valued quality and safety, yet changes in nursing practice are requiring new approaches for preparing students to provide safe, quality care. Recognizing that the organizing framework is the foundation in which the curriculum is built, the faculty developed the curriculum model based upon the six QSEN (Quality and Safety Education for Nurses, 2013) concepts which progress across the nursing curricula.

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

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

- **Evidenced Based Practice**
  - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

- **Quality Improvement**
  - Use data to monitor the outcomes of care processes and use improvement methods to design and test/exam changes to continuously improve the quality and safety of health care systems.

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

- **Informatics**
  - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
Piedmont Technical College Institutional Mission

Piedmont Technical College transforms lives and strengthens communities by providing opportunities for intellectual and economic growth.

Practical Nursing Program Student Learning Outcomes:
- Patient centered care
  - Collaborate with others by incorporating sensitivity and respect in demonstrating concepts of patient centered care within culturally diverse populations among individuals, families and communities. (Mission Goal 2)
- Teamwork and collaboration
  - Communicate professionally and function effectively under supervision within nursing and other health care disciplines to achieve quality patient care in response to the needs of individuals and families across the lifespan and the health illness continuum. (Mission Goal 4)
- Evidence based practice
  - Provide interventions based on evidence based practices to improve patient outcomes across all healthcare populations. (Mission Goal 3)
- Quality improvement
  - Collect data and assist in implementing quality improvement measures with ongoing evaluation to ensure patient safety across the healthcare continuum. (Mission Goal 3)
- Safety
  - Assist in creating a safe environment that enhances quality of care for individuals and families within culturally diverse populations. (Mission Goal 2)
- Informatics
  - Use basic technology skills for shared decision making and resolving problems in the delivery of care for individuals and families across the lifespan. (Mission Goal 1 and 5)

Associate Degree Program Student Learning Outcomes:
- Patient centered care
  - Incorporate sensitivity and respect in demonstrating concepts of patient centered care within culturally diverse populations among individuals, families and communities. (Mission Goal 2)
- Teamwork and collaboration
  - Communicate professionally and function effectively within nursing and other health care disciplines to achieve quality patient care in response to the
needs of individuals and families across the lifespan and the health illness continuum. (Mission Goal 4)

- Evidence based practice
  - Integrate evidence based practices to improve patient outcomes across all healthcare populations. (Mission Goal 3)

- Quality improvement
  - Analyze data and implement quality improvement measures with ongoing evaluation to ensure patient safety across the healthcare continuum. (Mission Goal 3)

- Safety
  - Create a safe environment that enhances quality of care for individuals and families within culturally diverse populations. (Mission Goal 2)

- Informatics
  - Integrate appropriate technology for shared decision making and resolving problems in the delivery of care for individuals and families across the lifespan. (Mission Goal 1 and 5)
Nursing students will adhere to PTC’s General Core Competencies.

Students who successfully complete the nursing program should be able to draw on knowledge from a broad range of disciplines to make decisions and perform tasks while working independently as individually or as a part of a team, in selected academic or career pursuits, using the following skills:

1. Communicate effectively.
   a. Read with comprehension
   b. Write with standard English
2. Apply mathematical skills appropriate to an occupation
   a. Apply mathematical skills to solve problems
   b. Perform computational skills
   c. Read and interpret tables and graphs
3. Employ effective processes for resolving problems and making decisions
   a. Integrate information to solve problems
   b. Summarize information and draw conclusions
4. Demonstrate the basic computer skills necessary to function in a technological world.
   a. Locate and retrieve information in digital environments
   b. Adapt, apply, construct information in electronic environments (Word, Excel, PowerPoint, etc.)

To validate proficiency in the general competencies, senior students will be tested using the ATI Comprehensive Predictor. In addition, the ATI Critical Thinking proctored assessment will be administered upon entry into the ADN and PN program and in the senior semester to evaluate growth in critical thinking skills.
Nursing Program Outcome Criteria

Piedmont Technical College Nursing programs use the following goals and outcome criteria to measure the quality of its programs.

1. Prepare students to be eligible to apply for the National Certification Licensure Examination.
   CRITERIA: 70% of students will successfully complete each course to progress to subsequent courses.
   CRITERIA: 85% of those students who successfully complete the program and meet the requirements for writing the NCLEX will pass the exam on the first attempt.

2. Establish recommendations that will assist students in successfully completing the Nursing Program.
   CRITERIA: 50% of the students will successfully complete the nursing program within 36 months for associate degree and 24 months for practical nursing program.

3. Prepare students to work in acute/long term care facilities, clinics, physician offices and community based facilities.
   CRITERIA: 85% of the graduates who seek employment will be employed within six months to one year of graduation or actively pursuing higher education courses.

4. Meet students’ expectations for the Associate Degree in Nursing or Practical Nurse Program.
   CRITERIA: 85% of graduates responding to the faculty course evaluation form will rate the course met their expectations.
Nursing students at Piedmont Technical College will abide and follow the American Nurses’ Association code of Ethics for Nurses, the National Student Nurses Association Code of Professional Conduct, and The Patient’s Bill of Rights.

**American Nurses’ Association Code of Ethics for Nurses**

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5: The nurse owes the same duties to self as others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue professional growth.

Provision 6: the nurse, through individual and collective effort, establishes, maintains, and improves ethical environment of work settings and conditions of employment that are conducive to safe, quality healthcare.

Provision 7: The nurse in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: the profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Revised ANA, 2015
National Student Nurses Association, Inc. Code of Professional Conduct

As a member of the National Student Nurses’ Association, I pledge myself to:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses’ association.
- Uphold all Bylaws and regulations relating to the student nurses’ association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision-making and management at all levels of the student nurses’ association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses’ association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses’ association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses’ association’s mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses’ association upon licensure as registered nurses.

Adopted by the 1999 House of Delegates, Pittsburgh, PA at the 47th Annual NSNA Convention.
A Patient’s Bill of Rights

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.
3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
4. The patient has the right to have an advance directive (such as living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
5. The patient has the right to every consideration of privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases which as suspected abuse and public health hazards when reporting is permitted or required by law.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity, and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services.
9. The patient has the right to ask and be informed to the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient’s treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities.

SECTION II:

GENERAL INFORMATION FOR ADN AND PN STUDENTS
Approximate Cost of ADN Program

Please note these are approximate costs. Please plan your finances accordingly.

Tuition – Cost is according to county of residence for 5 semesters.

1. Books and supplies - $3500.00.
2. Clinical Fee - $25-50 per each semester
3. Malpractice insurance - $10/per semester
4. Uniforms - $300.00
5. ATI - $500.00
6. Graduation Uniform - $60
7. State Board and Pearson Vue - $297.00
8. Nursing Pin - $10.00
9. Student Nurse Association $50.00/year x 2
10. CastleBranch Document Manager, Drug Test/exam, and Background Record Check System - $120
11. Physical examination and immunizations - approximately $400.00 but will vary depending on immunizations needed.
12. Workshops - $100.00
13. CPR - $100.00

In addition to fees above, you are responsible for having:

A watch capable of reading seconds, stethoscope, pen light, blood pressure cuff, current CPR, reliable transportation and travel expenses (including meals) to each clinical site.
Approximate Cost of PN Program

Please note these are the appropriate costs. Please plan your finances accordingly.

Tuition – Cost is according to county of residence for 3 semesters.

1. Books and supplies - $3400.00.
2. Clinical Fee - $25- 50 per semester
3. Malpractice insurance - $10/per semester
4. Uniforms - $300.00
5. ATI - $500.00
6. Graduation Uniform - $60
7. State Board and Pearson Vue - $297.00
8. Nursing Pin - $10.00
9. CastleBranch Document Manager, Drug Test/exam, and Background Record Check System - $120
10. Physical examination and immunizations - approximately $400.00 but will vary depending on immunizations needed.
11. Workshops - $100.00
12. CPR - $100.00

In addition to fees above, you are responsible for having:

A watch capable of reading seconds, stethoscope, blood pressure cuff, pen light, current CPR, reliable transportation and travel expenses (including meals) to each clinical site.
General Information

Admission into Nursing Programs

Applicants who wish to qualify for admission into the nursing programs must meet PTC general college requirements and the specific admission requirements for the nursing programs as stated in the PTC catalog. These requirements are needed in order to ensure that students have a background in science and mathematics which will enable them to meet the competency demanded by the workplace. The complexity of health care today requires that students attain a level of competency which is greater than that required of students in general.

Academic Advising

The purposes of advising are to:

1. Increase communication between students and faculty;
2. Provide the student access to a faculty member so that important issues can be discussed or explored;
3. Explore alternatives which may be necessary for the student to meet objectives of the program;
4. Determine graduation eligibility;

The advisor will meet with the advisee as needed. It is the student’s responsibility to request a conference when assistance is needed. In addition, the student has the responsibility of meeting with the advisor when the advisor requests a conference.

Because faculty and staff are often participating in off-campus activities, the student should schedule appointments in advance to ensure the advisor will be available. Appointments may be scheduled by phoning, emailing or by referring to advisors posted office hours. Advisors may also schedule group advising session to accommodate advisee needs. Students are required to self-register for classes, but are encouraged to see their advisors regularly to track their progress.

Requirements to Progress in the Program

The requirements for progression in the programs are:

1. A grade of "C" or better in all nursing courses and biophysical science courses. This is necessary to provide minimally safe nursing practitioners;
2. A student may only repeat one nursing class for a passing grade to be eligible to progress in the program;
3. Attempts at another college will be considered;
4. A GPA of 2.0 is required to progress through the nursing program;
5. Up-to-date medical records;
6. Current BLS Provider CPR completion card with annual update;
7. Documentation of yearly Hospital Orientation;
8. Successful grade of passing the math competency exam in the designated semesters of the ADN and PN program.

Student Conduct Regulations and Disciplinary Procedures

The nursing department will follow all the policies and procedures in the Student Nursing Handbook and all policies and procedures as outlined in the Piedmont Technical College Student Calendar and Handbook

Readmission Policy

Students enrolled in any nursing program who do not progress in the curriculum sequence for any reason (academic or personal), must seek readmission in order to repeat a course or progress to another clinical course. Eligibility for readmission is based on meeting the criteria below, and course and space availability.
A student must:
1. Complete and submit the Nursing Readmission Application available online within the established timeframe;
2. Have a minimum PTC GPA of 2.0;
3. Have no more than one unsuccessful attempt in a nursing class. An unsuccessful attempt is defined as receiving a D, F, U or W in a nursing course;
4. Be able to complete the ADN program within 36 months or the PN or Transition program within 24 months of the initial admission date to the program. Students who are eligible for readmission but cannot complete the specific program within the time limits allowed for the program must re-enter at the beginning of the program. Re-entry at the beginning of a nursing program does not negate previous attempts in a nursing program;
5. Meet the following additional conditions of eligibility:
   a. Update health requirements according to current criteria, proof of current CPR certification and hospital orientation;
   b. Maintain professional malpractice insurance issued through the College;
   c. Submit to a new background check and drug screening if the student has been out for one entire semester or longer. A newly completed information form and fee are required.

Change of Name/Address/Phone Number

If a nursing student changes his/her name, address, or phone number the student must submit a Student Information Change form to the Student Records Department.
Course Grades
The nursing faculty will adhere to the Piedmont Technical College grading scale (see catalog):

<table>
<thead>
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<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>B</td>
<td>85 - 93</td>
</tr>
<tr>
<td>C</td>
<td>75 - 84</td>
</tr>
<tr>
<td>D</td>
<td>70 - 74</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
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</table>

In order to provide minimal, safe health care to individuals, the lowest acceptable grade for all nursing courses is C (75%). Final course grades will be computed out one decimal place. Then the final grade will be determined **without rounding so that 75.0 and above is passing but 74.9 and below is not.**

For completion of any nursing course, a minimum final theory grade of 75% and a satisfactory clinical evaluation are necessary. Those students who receive a theory grade “C” or above, but have an unsatisfactory clinical evaluation, will be required to withdraw from the course (if prior to the withdrawal period) or receive an “F” for the course and will not continue in the nursing sequence.

Those students enrolled in a course that requires a drug calculation test must achieve a 95% on this test within three attempts. If the score is not achieved within three attempts, the student will be required to withdraw from the course (if prior to the withdrawal period) or receive an “F” for the course and will not continue in the nursing sequence.

Faculty members will **NOT** issue grades or progress reports to parents or anyone other than the student. Faculty members will **NOT** give grades over the phone to anyone.

Classroom Attendance Policy
Refer to Piedmont Technical College Academic Catalog for complete details.

Absence Related to Jury Duty, Mandatory Court Appearances or Military Duty

Students who are required to attend jury duty, appear in court, or participate in required military duty, must notify the instructor in writing at **least 3 days** prior to the appearance. Students must submit official court documentation within the timeframe to be eligible to make-up missed course work. It is the student’s responsibility to obtain assignments and make up any work/clinical missed. Refer to the test policy regarding making up tests/exams.
Absences Related to Student Nursing Association

Students may attend local, state, or national Student Nurses Association activities or other professional activities approved by faculty in lieu of lecture and/or clinical in nursing classes. Students must:

1. Notify course and clinical instructors in writing (or by e-mail) at least three weeks prior to the activity.
2. Attend the entire activity in order to receive credit for lecture and/or clinical. Verification of attendance of the entire activity will be required. For example, the SNA-SC convention, a very popular student activity, begins on Thursday afternoon with the keynote address and ends Saturday night following the banquet. Students opting to receive lecture and/or clinical credit for attending the convention must be present from Thursday afternoon through Saturday night. Activities that require attendance include the keynote address, breakout sessions, House of Delegates meetings, PTC’s caucus, Jeopardy, the Spirit luncheon (Friday) and the banquet (Saturday night). Students not attending convention for lecture and/or clinical credit are encouraged to attend any portion of the convention. For example, vendors are generally available on Saturday. This is an excellent opportunity for students to explore career opportunities.

**NOTE:** This policy only applies to nursing courses. Attendance and course absences in other general education courses will need to be approved by that individual instructor.

Students who become sick or injured must notify the PTC faculty representative present at the activity. Students not attending activities to receive credit for lecture and/or clinical are not required to attend the entire activity or present verification of attendance.

**Lines of Communication**

In the Nursing Department, students should utilize this line of communication when attempting to make complaints, solve problems, offer suggestions, get questions answered, etc. This line of communication must begin with the student’s clinical instructor or course instructor and only then proceeds as follows:

Clinical Instructor ↓
Course Instructor ↓
Dean of Nursing Education ↓
Vice President for Academic Affairs
Instructional Complaint or Appeal Process

Students or faculty wishing to initiate a complaint about instruction, instructor, or grades should follow the Instructional Complaint/Appeal process as stated in the Piedmont Technical College Student Calendar and Handbook. The Instructional Complaint or Appeal Form may be obtained at www.ptc.edu/complaint.

Class Representative

In an effort to facilitate communication between faculty and students, class representatives will be selected. These students will be responsible for planning class meetings and attending meetings with the dean and/or faculty. These meetings occur in March, July, October, and as needed.

The students elected as representatives will:

1. Act as liaison between nursing students and faculty:
   a. bring information from students to faculty
   b. collect data from students as requested by faculty
   c. attend designated faculty meetings;
2. Serve as a role model for students in:
   a. attitude and decorum
   b. problem-solving skills
   c. support of PTC and the nursing programs;
3. Assist with designated divisional functions such as pinning or advisory committees or other requested functions;
4. Meet with the Dean of Nursing at least once per term and give a report from this meeting to their peers at the first available opportunity.

Students who have concerns that class representatives are not fulfilling their responsibilities may submit their concerns in writing to the Dean of Nursing.

Piedmont Technical College Student Services

Financial Aid

Refer to Piedmont Technical College Academic Catalog for complete details.

Scholarships

Refer to Piedmont Technical College Student Calendar and Handbook for complete details.

Services for Students with Disabilities

Refer to Piedmont Technical College Student Calendar and Handbook for complete details.
SECTION III:

GENERAL NURSING PROGRAM INFORMATION
College Code of Conduct

Refer to Piedmont Technical College Student Calendar and Handbook for complete details.

Personal Electronic Devices

Refer to the Piedmont Technical College Student Calendar and Handbook for Use of Cell Phones and Other Electronic Device policy. Electronic devices must be off in all educational locations. Students are only allowed to use electronic devices for educational purposes as directed by the instructor. Recording of any or all lectures/labs is strictly prohibited due to the sensitive nature of the material presented. Violation of this policy in class will result in disciplinary action as covered under the college academic misconduct policy. Violation of this policy in the clinical or in the laboratory setting will result in an Evaluation for Unsatisfactory Clinical Performance. While on campus, students should provide the number for Public Safety (941-8000) to significant others in case that emergent contact should need to be made.

Social Media/Networking Policy

Piedmont Technical College Nursing students, faculty, and staff should exercise caution, sound judgment, common sense, and professionalism when using social media sites. Improper use including unprofessional or unethical conduct and breach in confidentiality may violate state and federal laws and could result in disciplinary action by the school and the South Carolina State Board of Nursing.

These Guidelines cover all social media platforms including but not limited to:

- Social Networking Sites (Facebook, Myspace, foursquare, LinkedIn);
- Micro-blogging sites (Twitter);
- Blogs (including company and personal blogs as well as comments);
- Video and Photo Sharing Websites (flickr, YouTube);
- Forums and Discussion Boards (Google Groups, Yahoo Groups);
- Online Encyclopedias (Wikipedia, Sidewiki).

Test/Exam Security Policy

The purpose of this policy is to ensure that test/exam items on nursing tests/exams remain secure. Violation of this policy is academic misconduct and will result in disciplinary action.

Test/Exam Procedure

It is strongly recommended that all personal items be left in the student’s personal vehicle. PTC is not liable for any items left outside of the classroom.
While taking all tests/exams students **MUST:**

- Only bring the following items for tests/exams: pencil, earplugs (if desired) and car keys. At the time a student is found with any other items not allowed during tests/exams, the student will be required to immediately submit their test/exam and logout of the test/exam environment. Only the completed questions when submitted from the computer will be graded and any unanswered questions will be counted as incorrect;
- Cell phones/electronic devices are not allowed in the classroom when students are taking tests/exams. At the time a student is found with a cell phone/electronic device during tests/exams, the student will be required to immediately submit their test/exam and logout of the test/exam environment. Only the completed questions when submitted from the computer will be graded and any unanswered questions will be counted as incorrect.
- Only those students who are in their seats at the beginning of the test/exam will be allowed to take the test/exam as scheduled. Those students testing in the TLC must adhere to the start time as specified by the instructor or they will not be allowed to test that day. Students must arrive at the TLC at least 15 minutes before the scheduled test start time;
- Any students arriving late will be required to make up the test/exam. Make-up tests/exams will be given at the end of the semester. Make-up tests/exams may not be the same test/exam, format, or number of questions as test/exam given in class. It is the responsibility of the student to remember test/exam dates and take all test/exams as scheduled;
- Once the test/exam has been started, students will not be allowed to leave or enter the room for any reason;
- For students in the classroom or the TLC, follow the instructor’s directions for starting and stopping the test/exam or any special directions for alternate format questions;
- Scratch paper will be given out by the instructor;
- Write name on the scratch paper;
- Keep answers covered at all times;
- Raise hands to be acknowledged by the instructor if they have a question;
- Keep eyes on your own test/exam;
- Refrain from talking to peers and remain quiet throughout the examination period;
- Return the scratch paper to the instructor before leaving the room. Failure to return the scratch paper will result in disciplinary action covered under the college academic misconduct policy;
- All unanswered questions will be counted as incorrect.
Quiz Policy

- A scheduled or unscheduled quiz may be given on any class day and may cover previous lecture material or may be on the topic of the day.
- Only students in their seats at the time of the quiz will be allowed to take the quiz.
- If student is unable to take a quiz for any reason, a “0” will be given. Missed quizzes will not be made up and a grade of “0” will be recorded.

Test/Quiz Review Policy

- Students have 5 instructional days to make an appointment with the instructor to review the test/exam/quiz. After 5 instructional days have passed, the test/exam/quiz will not be available for review.
- Student may only bring car keys to test/exam/quiz review. The student is in violation of this policy if found with any items not allowed during test/exam/quiz review. This constitutes academic misconduct and will result in disciplinary action.

Assignment Policy

- Assignments are due on the instructors desk by the start of the class on the due date;
- Late assignments will not be accepted and a grade of “0” will be recorded;
- Missed assignments due to absences will not be accepted and a grade of “0” will be recorded.

Professional Confidentiality

All information regarding clients must remain strictly confidential. Failure to adhere to this policy will result in termination from the program. Special confidentiality forms may be required from selected clinical facilities.

Information about a patient will not be shared or discussed with any person other than those directly involved with the aspect of care that requires such knowledge. Case discussion, patient consultation, examination and treatment are confidential and will be conducted discreetly. All institutions have policies and guidelines concerning patient confidentiality and HIPAA laws (Health Insurance Portability and Accountability Act).

Students MUST maintain confidentiality related to any patient care and/or assignments. Discussion of patients must be limited to clinical, pre- and post-conferences, and nursing classes. At no time should patients be discussed on breaks, elevators or other settings aside from the above stated learning experiences. Only patient initials may be used for written assignments. Students are only allowed to obtain information on those patients assigned to their care for the clinical day. At no time should a student use his or her
position in the nursing program to seek information about a patient other than the patient to which he or she has been assigned. **Copying and/or removing any portion of the medical record or printed patient information from any Clinical or Simulation experience is strictly prohibited. In order to maintain patient confidentiality at all levels – no photo copying any patient data will be allowed.**

**Students not adhering to this policy will be subject to disciplinary action and will be dismissed from the program. Students who are dismissed will not be eligible to be readmitted to either nursing program at Piedmont Technical College**

**Student References**

Faculty will only provide references for students once a FERPA release form as been signed and a copy filed in the student's nursing file. Students are requested to provide the name and address of the person to whom they wish the reference to be sent. Neither student nor graduate references will be faxed or via telephone. When signing the release form, the student is giving permission for official representatives of the program to communicate, either written or electronically with potential employers in order to provide employment references.

**Field Trips/Workshops**

The nursing department endorses a variety of educational experiences related to your curriculum. Any student who participates in these extra curriculum experiences becomes a representative of this college and nursing program and must be dressed per instructor specifications.

**Time Frame for Student Requests from the Divisional Office**

**Students making requests to the Nursing Department office must allow at least one week turnaround time for letters from the dean/faculty, endorsements, and student/graduate references.**

**Student Mailboxes**

Nursing students will be assigned an individual mailbox. Assignments, class material, homework, etc. will be returned to students using these boxes. It is imperative that students check their boxes each day while on campus. Material in a student’s personal box is considered confidential and should not be tampered with or read by another student. Any misuse or violation of this policy will result in disciplinary action.
Communication

Communication between nursing department faculty, staff, and students is facilitated through Brightspace Desire 2 Learn course management system (D2L). It is the student’s responsibility to check their D2L accounts daily for important information and updates about the nursing program. Students are responsible to check Pathway and D2L for important dates of upcoming events.

Student Files and Records

Castle Branch, Inc. is used to keep students confidential records (health form, CPR, criminal background and drug screening reports, etc.) secure. If a student desires to have copies of his/her personal health records, he/she must sign in to his/her personal Castle Branch account by going to www.castlebranch.com.

Health Assessment Form

The health status and an immunization record is required by each student prior to admission to any nursing curriculum. The Health Assessment form must be completed by a physician or nurse practitioner by the assigned due date. Failure to turn in completed health records by this date will make the student ineligible for enrollment in the nursing program. The evaluation and immunization requirements will be at the students’ expense and must be kept current.

Students are required to have an intradermal two-step TB skin test/exam prior to admission into the nursing program. It is the student’s responsibility to obtain an annual intradermal TB skin test/exam and upload the results to their Castle Branch account. A student having a positive TB skin test/exam will be required to show proof of a negative chest x-ray taken after the positive status and then will be required to complete an annual TB questionnaire instead of the intradermal TB skin test/exam. If the annual questionnaire is positive for symptoms of TB, the student must submit a current negative chest x-ray and a physician’s statement clearing student for clinical. If a student receives treatment, documented dates are required.

It is the student’s responsibility to keep these requirements current and documentation of completion must be provided prior to the beginning of the semester of the expiration. Students who are not current with these requirements will not be allowed to attend clinical experiences under any circumstances. Students missing any clinical experiences due to expired requirements will receive an Evaluation for Unsatisfactory Clinical Performance and will accrue clinical absence(s) which may prevent successful course completion.

Health status changes including pregnancies, hospitalization, or Emergency Room visits must be reported to The Dean of Nursing and to the primary instructor. A documented Physician release MUST be submitted to return to clinical/laboratory.
Medications: It is your responsibility with assistance from your physician or pharmacist to determine if the medicine you are taking will impair your ability to function safely and accurately in class and clinical. Legally, you should not be taking any medication that would impair your judgment when caring for patients. Random drug screenings may be done at student’s expense.
Piedmont Technical College
Nursing Division

Authorization for Release of Health Records

Student Name______________________  P #________________________

INFORMATION TO BE RELEASED :( Check applicable categories)

___TB SKIN TEST/EXAMING

___MMR (2) immunizations/titer

___ varicella (2) immunizations/titer

___tetanus (within 10 years)

___hepatitis (3) immunizations/titer

___physiological (completed within 1 yr of entering nursing program.

___x-ray results

___lab results

PURPOSE OR NEED FOR RELEASE: (Check applicable categories)

___ academics

___ employment

I authorize Piedmont Technical College Nursing Division to release a copy of my protected health information.

Signature of Student____________________ _______Date__________

Completed by____________________ ____________________ Date__________
CPR Certification

Students entering the nursing program must obtain current CPR certification upon admission to the nursing program. The CPR certification must be obtained through the American Heart Association – A BLS provider card is required. Students may contact the American Heart Association to inquire when and where CPR courses are being offered. Please make sure the course is geared toward Healthcare Providers so you don’t take the wrong course. Please contact Piedmont Technical College’s Continuing Education to help clarify if you aren’t sure. Current certification through the American Heart Association as a Basic Cardiac Life Support (CPR) Instructor would also fulfill this requirement. AHS 106 is offered for CPR certification prior to each semester at PTC or students may take CPR as a continuing education course. It is also the student’s responsibility to maintain current certification and provide documentation of such throughout the curriculum.

Student must possess a current card. If student has lost their documentation card, it is the student’s responsibility to obtain proof by notifying the Regional Community Training Center and purchasing another card. Address of PTC’s Regional Training Center is:

Piedmont Technical College
Deborah Hoffman
Community Training Center
PO Box 1467
Greenwood, SC 29648-1467
864-941-8246
Email: Hoffman.d@ptc.edu

Annual CPR video update is required and is available as a video to be viewed at the PTC library.

It is the student’s responsibility to keep these requirements current and documentation of completion must be provided prior to the beginning of the semester of the expiration. Students who are not current with these requirements will not be allowed to attend clinical experiences under any circumstances. Students missing any clinical experiences due to expired requirements will receive an Evaluation for Unsatisfactory Clinical Performance and will accrue clinical absence(s) which may prevent successful course completion.

Criminal Record Checks/ Drug Testing for Nursing Students

Once students have paid and created a Castle Branch account, Castle Branch will run a Criminal Records Check (CRC). Pending criminal charges or conviction of any of the following crimes may make the student ineligible for enrollment or participation in clinical/laboratory courses:

- Crimes of violence (murder, manslaughter, criminal sexual assault, crimes involving use of deadly force, simple assault, assault and battery of high and aggravated
nature, assault and battery with intent to kill, criminal domestic violence;

- Crimes occurring within 7 years of the application date involving the distribution of illegal drugs;
- Crimes occurring within 7 years of the application date that involve moral turpitude, including but not limited to breach of trust, fraud, identity theft (excluding fraudulent checks, shoplifting, petit larceny and other crimes not deemed to raise a substantial question as to the qualification and fitness of the applicant);
- The student is responsible for all costs involved.
- An acceptable criminal record is required for clinical experiences and taking NCLEX. Students must be able to attend clinical experiences in all agencies used by the college or they will be ineligible for enrollment or participation in clinical/lab courses.
- Due to requirements of affiliating clinical facilities, nursing students are required to submit to a drug screen test/exam. These screenings will be unannounced and at random throughout the curriculum.
- It is the student’s responsibility to inform the college and Dean of Nursing any changes or additions on the Criminal Record Check (CRC). Failure to report new violations may result in removal from the nursing program.
- Healthcare agencies may require updated CRC or drug test prior to any clinical experience. This will be done at the student’s expense.
- All clinical sites used by the college have their own particular Human Resource policies, and have the right to determine if a student with any convictions on their CRC will be allowed to come to their facility for clinical study.
- If a student has been out for a semester, the CRC and drug test must be repeated. A newly completed information form and fee are required.

**Infectious Disease Policy and Procedures**

Students need to be aware that, in the nursing curriculum, they may be exposed to various diseases and blood. Students will be instructed in the use of medical aseptic techniques and necessary precautions required when giving patient care as directed by the Center for Disease Control. If a student acquires or is notified that there was exposure to an infectious disease during a clinical rotation, they will follow the Accidental Injury/Exposure Protocol.

**Exposure to Infectious Disease**

The following are excerpts from PTC institutional directives.

It is the policy of PTC to ensure the safety of all students, faculty, staff and patients from contracting and/or spreading infectious diseases.

Infectious diseases for the purpose of this directive are defined as those diseases, which are considered transmittable in a clinical or education environment. Such diseases shall include, but not be limited to:

1. Chicken Pox
2. Measles
3. German Measles
4. Hepatitis (all types)
5. Impetigo
6. Mumps
7. Pertussis
8. Ringworm, Scabies
9. Tuberculosis
10. Influenza
11. Meningococcal Disease
12. Drug Resistant Staph
13. Cytomegalovirus
14. AIDS

1. Any student with known exposure to an infectious disease should report it to their Instructor, Department Head, Dean, and Vice President of Student Development.

2. Students with an infectious disease should not report to class/lab/clinical until deemed non-contagious by their physician and must submit a Physician Release Form.

3. Any exposure that occurs in the clinical setting will be referred to the facilities' exposure Resources, and Public Safety at PTC.

**Accident Policy**

If an accident or incident occurs at PTC or a clinical facility, students should immediately contact their instructor and Piedmont Technical College Public Safety. Students will follow the Accidental Injury/Exposure Protocol.
ACCIDENTAL INJURY/EXPOSURE PROTOCOL FOR STUDENTS

I. PURPOSE

To provide detailed information on how to obtain appropriate treatment for a student who has been involved with an accidental injury in the clinical agency.

II. PROCEDURE FOR ACCIDENTAL INJURY/EXPOSURE

If a student is accidentally injured in a clinical setting, including college labs, the following protocol will be enforced:

1. Immediately inform the instructor of the incident and the supervisory personnel in the clinical agency;

2. Complete the Incident Report for the agency and/or an Accidental Injury/Exposure Report for the college. On campus exposure must be reported to Public Safety to complete and file the report for the college;

3. If an agency has an Employee Health Office, refer student to that office for assessment. If no Employee Health Office or the equivalent is available refer the student to the Emergency Room;

4. A student who is exposed in clinical/externships must submit all bills to the Human Resource Officer of the college, to initiate payment. A student who is exposed in the laboratories on campus must take all bills to the Business Office at Piedmont Technical College. Failure to do so may make the student ultimately responsible for all costs incurred.
ACCIDENTAL INJURY/EXPOSURE REPORT

Student name: __________________________ P# ________________

Date of incident: _________________ Clinical location: _________________

Nature of incident: accidental injury ________ exposure ________________

<table>
<thead>
<tr>
<th>Accidental Injury/Exposure</th>
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</table>

Description of the incident: ____________________________________________

_______________________________________________________________________

Was the student taken to the Health Care Services or ECC? Yes ________________

No, student declined ______

Describe the treatment/counseling received by the student.

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Name of the care giver: __________ Follow-up treatment required? __________

Did the student receive counsel regarding the implications of the exposure? ______

Is the source patient known? ________________________________

Was permission received from the source for appropriate test/examing? Yes __________

No, source declined __________

What follow-up is recommended for the student?

_______________________________________________________________________
Nursing Organizations

All nursing students are encouraged to participate in their respective student associations. Students may also be elected or appointed to nursing, college-wide, or state committees. Students so designated are encouraged to accept and fulfill the responsibilities of committee participation.

Student Nurses’ Association

Purpose:

A. To assume responsibility for contributing to the nursing profession in order to provide for the highest quality health care;
B. To provide programs representative of fundamental and current professional interest and concerns;
C. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Dues: $50.00 per year

Nursing Honor Society - Lambda Chi Nu - Beta Chapter

Purpose:

1. Recognize superior academic accomplishments within the Associate Degree Nursing (ADN).
2. Recognize the development of superior clinical nursing qualities.
3. Strengthen commitment to the ideals and purposes of the nursing profession.

Membership:
A member is defined as a student entering the second semester of ADN nursing courses. Prospective members shall have a grade average of greater than or equal to 2.45 on a four-point scale in the Associate Degree Nursing Core Curricula. Members must also demonstrate and maintain outstanding academic achievement, professionalism, and clinical nursing excellence.

Induction and lifetime member dues: $50.00

PN Care Club

The PN Care Club is open to all students enrolled in the practical nursing program. The club unites students to support and promote the profession, encourages community service involvement, and provides networking opportunities among state and national organizations.

The PN Care Club has also collaborated with the National Association of Licensed Practical Nurses, Inc. (NALPN) to recognize nursing students who have demonstrated exemplary academic achievement in the practical nursing program. Students who achieve a GPA of 3.0
or higher in their practical nursing coursework will be eligible to receive the NALPN Student Honor Society Achievement Award.

Dues: $25.00 per year

**Drug Calculation Test Policy**

The nursing faculty at Piedmont Technical College recognizes that medication administration is an integral part of the professional duties of a nurse.

Basic dosage calculations will be taught in NUR 139 and PNR 122 and will include solid and liquid oral dosages, nonparenteral injectable medications, and reconstitution of powders and liquids. At the end of each course, a Drug Calculation Competency test consisting of 20 questions will be given. A minimum score of 95% must be achieved on this test within 3 attempts. If unsuccessful, the student will be required to withdraw from the course (if prior to the withdrawal period) or receive an “F” for the course which will count as an attempt in the nursing program.

For the ADN students, more advanced concepts including all intravenous medication calculations, titrations, blood administration, and parenteral nutrition will be taught in NUR 180 and NUR 201. At the end of these courses, a Drug Calculation Competency test consisting of 20 questions will be given and will encompass basic dosage calculations in addition to the drug calculations taught in the course. A minimum score of 95% must be achieved on this test within three attempts. If unsuccessful, the student will be required to withdraw from the course (if prior to the withdrawal period) or receive an “F” for the course which will count as an attempt in the nursing program.

Pediatric safe dosages and other course specific drug calculations will be taught and tested on in the specialty courses throughout the nursing programs.

In order to maintain the safety and integrity of our clients, dosage calculation concepts will be integrated into all course and clinical instruction to allow faculty to reinforce concepts and monitor students’ progress and retention of information.
Piedmont Technical College
ATI Test Policy

This is a guide to Piedmont Technical College Nursing Division ATI test policy. Please carefully read the guidelines. The student is expected to comply with guidelines accordingly.

Revised 8/1016
Piedmont Technical College
Nursing Program
ATI Test Policy

Purpose:
1. To facilitate continuous evaluation of effectiveness of teaching and learning in order to strengthen curriculum
2. To identify students deficient in the essential academic skills and basic nursing knowledge
3. To assist in designing individualized remediation programs for students at risk and/or failing the program
4. To evaluate student readiness for taking the NCLEX exam

Resources:
Piedmont Technical College nursing program utilizes Assessment Technologies Institute, LLC (ATI) as the resource for standardized online test and services. As students progress through the program they will take the assessments from ATIs Content Mastery Series and during their last semester they will take an assessment called the Comprehensive Predictor.

The Content Mastery Series includes:

<table>
<thead>
<tr>
<th>RN Assessments</th>
<th>Course</th>
<th>Time Allotted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals</td>
<td>NUR 101</td>
<td>65 minutes</td>
</tr>
<tr>
<td>Critical Thinking Entrance</td>
<td>NUR 101, NUR 201</td>
<td>40</td>
</tr>
<tr>
<td>Customized Pharmacology</td>
<td>NUR 139</td>
<td>65</td>
</tr>
<tr>
<td>Customized Med-Surg</td>
<td>NUR 165</td>
<td>75</td>
</tr>
<tr>
<td>Customized Med-Surg</td>
<td>NUR 265</td>
<td>75</td>
</tr>
<tr>
<td>Mental Health</td>
<td>NUR 214</td>
<td>65</td>
</tr>
<tr>
<td>Maternal Newborn</td>
<td>NUR 211</td>
<td>65</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>NUR 212</td>
<td>65</td>
</tr>
<tr>
<td>Medical Surgical</td>
<td>NUR 210</td>
<td>95</td>
</tr>
<tr>
<td>Leadership</td>
<td>NUR 219</td>
<td>65</td>
</tr>
<tr>
<td>Comprehensive Predictor</td>
<td>NUR 216</td>
<td>180</td>
</tr>
<tr>
<td>Critical Thinking Exit</td>
<td>NUR 216</td>
<td>40</td>
</tr>
</tbody>
</table>
The nursing faculty continues to collect and analyze data generated from student performance on the Content Mastery Assessment and it has been shown that past student performance on ATI proctored assessments correspond closely with student performance in the didactic portion of the courses.

Pre-test Guidelines:

A. Each semester students will be given ATI books and online practice test ID CODES AND PASSWORDS for preparation for proctored test.

1. ALL students must register as a student with www.atittest/examing.com. Must be completed the 1st week of school.

2. ALL students will be given a schedule of ATI test dates at the beginning of each semester.

Test Guidelines

1. All students are to report to the specified computer lab for test and log-in 5 minutes before specified time. If the student arrives after test has begun, the student will not be able to test.

2. Students are to bring pen or pencil for ATI test. All students will be given paper upon request. No other personal items are allowed at the computer (i.e., electronic devices, drink bottles, purse, jacket, books, back pack, keys). If students are found with the above items at their desk (in pocket, clipped to
side, etc.) they will be prohibited from continuing the test.

3. NO talking during test. If any student is found talking, they will be prohibited from continuing the test. If any student needs help during test, raise your hand a proctor will come to you.

4. All students will be required to login with their ID and passwords. If any student does not know their password and ID, they will be asked to leave and not be able to take the test.

5. Once the test is completed, all students need to leave the test area immediately and quietly. DO NOT PRINT YOUR REPORT in the test area.

**ATI Content Specific Test:**

- All Content Specific tests will be given at the end of the semester for each course as listed.
- All students will be given one attempt to test. No make-up test will be given.
- Any student scoring a Level 3 will receive 3 points on their lowest unit test score.
- Any student scoring a Level 2 will receive 2 points on their lowest unit test score.
- Any student scoring Level 1 or below a Level 1 will receive 0 points.
- All Students scoring below a Level 2 will be required to complete the ATI Student Remediation Form. The remediation work must be completed prior to the end of the semester and returned to the course faculty.
- For combined classes (PNR 154 only), 2 ATI tests will be given and the student will receive points for each content specific test.

**ATI Customized Test:** (NUR 139, 165, 265, 201 and PNR 122, 128 only)

- Any student who scores between 74-80% will receive 1 point on their lowest unit test score.
- Any student who scores between 81-89% will receive 2 points on their lowest unit test score.
- Any student who scores greater than 90% will receive 3 points on their lowest unit test score.
- All students scoring below a 74% will be required to follow the ATI Student
Remediation Form. The remediation work must be completed prior to the end of the semester and returned to the course faculty.

***Critical Thinking Entrance/Exit exams are for data collection only; students will not be awarded points and do not remediate.

**ATI PN and RN Comprehensive Predictor Test:**

All students will be given 2 attempts to reach 94%. **After the first unsuccessful attempt, the student will be required to follow remediation guidelines (See page 6 for remediation guidelines).**

In NUR 216 and PNR 183, the Comprehensive Predictor (proctored assessment) is worth 10-20 points and is 5% of overall grade for the class. Students who receive 94% on their 1st attempt will receive 20 points (maximum points). Students who receive 94% on their 2nd attempt will receive 10 points.

**If a 94% is not achieved after the second attempt:**

Exiting ADN’s (NUR 216) and PN’s (NUR 183) will not receive any points in their respective class and are STRONGLY ADVISED to take a NCLEX REVIEW COURSE prior to taking the NCLEX.

**ATI Assessment/Remediation Guidelines**

- Students scoring **below a Level 2 on the Content Specific test or below 74% on customized test** will be **required** to complete and submit the ATI Student REMEDIATION FORM.

- Students scoring **below a 94% on the RN and PN Comprehensive** after the 1st attempt will be **required** to complete and submit the PREDICTOR STUDY TOOL.

  *The remediation forms and/or predictor study tool will be placed in the students’ file.*

For questions or assistance please contact: Tara Harris, Dean of Nursing, [harris.t@ptc.edu](mailto:harris.t@ptc.edu) or 941-8525 Office 149-H
**ATI Student Remediation Form**

**Purpose:** To improve mastery of the test/exam content and prepare the student for NCLEX.

**Requirements for students scoring below level 2 on content specific test or less than 74% on customized test**

- Print and attach test summary report and “topics to review”.
- Utilize ATI Book and other class resources to remediate on areas of weakness.

I will commit to remediating on the identified “topics to review” and take responsibility and accountability for my success.

________________________________________  _______________________________________
Student Signature                           Nursing Instructor Signature

________________________________________
Current Course
Skills Checkoff Policy
Skills are verified through timed skills checkoffs in NUR 101, NUR 139, NUR 180, NUR 201, PNR 110, and PNR 122. Skill checkoff sheets will be used to grade student’s performance on various skills necessary to provide safe patient care.

- The student must successfully pass (with a 75% or greater) 60% of the total number of checkoffs in the course on the first attempt to pass the clinical component of that course.
- At the end of the semester, those students who have passed 60% of the total number of checkoffs for the course will have 1 additional attempt to achieve a passing grade (75% or greater) on any unsuccessful checkoff(s)
- In the event the student is unable to successfully complete either of these requirements, they will be withdrawn from the course (if prior to the withdrawal period) or receive an “F”.

In the event the student arrives late to the checkoff, the student will not be permitted to remain in laboratory for that day and an absence will be recorded. The student will have 5 instructional days to reschedule a makeup date with the instructor. Should the student fail to contact the instructor within the allotted time or attend the make-up session an unsuccessful checkoff grade will be given for that skill and will count as the first attempt.

In the event of an absence, the student has 5 instructional days to reschedule a makeup date with the instructor. Should the student fail to contact the instructor within the allotted time or attend the makeup session an unsuccessful checkoff grade will be given for that skill and will count as the first attempt.

Pinning Uniform Policy
Piedmont Technical College Nursing Department’s Pinning Ceremony is designed to be a reverent event. All graduates who participate will wear the graduation uniform specifically designated for the event. In addition, each participant will conform to the clinical dress policy as outlined in the Nursing Student Handbook. This includes, but is not limited to: hair up and off the collar, no jewelry of any kind except for a plain wedding band and a watch, fingernails cut to regulation length and free of nail polish, clean well-polished white shoes. See the clinical dress policy for all further restrictions. If a student is not in compliance with this pinning uniform policy they will not be permitted to participate in the ceremony. Also, students who are late or do not attend practice may not be allowed to participate.

State Board Application
The State Board examination (NCLEX) is administered to determine licensure as a registered nurse or as a licensed practical nurse.

After satisfactory completion of the associate degree in nursing program or the practical nurse program, students are eligible to apply online for the application process to take the NCLEX. The Dean of Nursing has the responsibility to authorize or withhold endorsements as deemed necessary. For current policies, regarding the licensure process, refer to South Carolina State Board of Nursing web site.
SECTION IV:

NURSING PROGRAM CLINICAL POLICIES
Clinical/Lab Attendance Policy

Because of the unique nature of the clinical experience and to prepare students for employment, the nursing faculty will adhere to the following clinical/laboratory attendance policy.

Absences from clinical/laboratory experiences are unacceptable. Punctual attendance is required at all clinical sessions. In the event a problem occurs and a student will be absent from clinical/laboratory, the student MUST call the clinical unit and call/email the primary instructor 30 minutes prior to the starting time. Failure to notify the clinical unit and the primary instructor with an explanation of the absence 30 minutes prior to the start of the clinical day constitutes unsatisfactory clinical practice. More than one clinical/laboratory absence per course, on the originally scheduled date, will result in withdrawal from the course (if prior to the withdrawal period) or an “F” in the course. Make up assignments will be at the discretion of the instructor based on time, space, and instructor availability.

Tardies and early departures are not a professional attributes. A tardy is 1 minute late according to the instructors watch. After the first tardy the student will receive a documented verbal warning. For any subsequent tardies, the student will not be permitted to remain in clinical/laboratory for that day and an absence(s) will be recorded.

Early departure is leaving prior to the end of the scheduled clinical day. No student is allowed to leave clinical/laboratory early without the instructor’s permission. After the first early departure, the student will receive a documented verbal warning. For any subsequent early departure(s), the student will not receive credit for the day and an absence(s) will be recorded. In addition, if at any time the student leaves without instructor permission an evaluation for unsatisfactory clinical performance will be given.

Failure to arrive at clinical/laboratory with appropriate ID badge(s) will result in dismissal from the clinical site that day and an absence will be recorded.

Under no circumstances will friends, family, or pets be allowed in the clinical/laboratory unless previous arrangements are made with the instructor.
Unsatisfactory Clinical Practice

Clinical practice may be considered unsatisfactory when a student fails to use the nursing process effectively by engaging in, but not limited to, one or more of the following activities. Notice of written unsatisfactory clinical practice will be issued to the student regarding the date of occurrence and a copy will be placed in the student's file. Students who receive more than 2 unsatisfactory clinical practice forms in a single course will be required to withdraw from the course (if prior to withdrawal period) or receive an “F” in the course.

1. Failure to be professional including but not limited to:
   a. Failure to abide by the clinical dress code and clinical requirements.
   b. Leaving clinical/laboratory early without prior instructor’s approval.
   c. Failure to turn in clinical assignments according to instructor’s syllabi
   d. Failure to turn in clinical assignments on-time according to instructor’s syllabi.
   e. Failure to notify the clinical unit and primary instructor with an explanation of a clinical absence at least 30 minutes prior to the start of the clinical day.
   f. Consumption of food and/or drinks during clinical/lab.

2. Failure to be prepared for clinical/laboratory practice including but not limited to:
   a. Failure to bring required clinical paperwork to clinical/laboratory.
   b. Failure to bring required clinical supplies to clinical/laboratory.

3. Failure to take nursing actions when such action is essential to the health and safety of the patient including but not limited to:
   a. Failure to look up medications prior to administration.
   b. Failure to look up associated lab values prior to medication administration.
   c. Preparation and administration of a parenteral medication or fluid (including flushing peripheral and central I.V. sites, hanging fluid bags, etc.) not under the direct observation of an RN or clinical instructor

4. Performing activities outside parameters of nursing practice as defined by the South Carolina Nurse Practice Act.

5. Attending clinical/laboratory while under the influence of drugs or alcohol.

6. Attending clinical/laboratory with active infectious disease process or when health state does not allow minimum safe practice.

7. Failure to recognize the influence of own attitude and behavior on a care of the patient.
8. Dishonesty in giving information regarding nursing i.e. lying or deliberately giving inaccurate information.
9. Performing or omission of activities which are detrimental to the health and safety of the patient.
10. Failure to assume responsibility for completing nursing actions.
11. Insubordination or not following directions of clinical instructor or designee.

An unsatisfactory clinical performance form will be completed by the instructor and placed in the student’s nursing file.
Piedmont Technical College
Nursing Department

Evaluation for Unsatisfactory Clinical Performance

Name ___________________________ Date __________

Course ___________________ Clinical Site ___________________________

Unsatisfactory Clinical Performance

1. Unsafe practice

2. Unprofessional behavior

3. Inaccurate verbal/written documentation

4. Unsafe medication practice

Recommendations:

________________________________________________________________________

Instructor/Date ____________ Student/Date ____________

Signature of the student implies that the evaluation has been read. It does not necessarily imply agreement with its comments.

Student comments:
Student’s Return to Clinical after an Absence Related to Surgery, Injury, Extended Illness, Pregnancy, or Delivery Policy

Any student who has been absent due to surgery, injury, extended physical/mental illness, pregnancy, or delivery must have a signed clinical release from his/her physician indicating that he/she may return to clinical at full capacity. A student may not return to clinical if he/she cannot perform at full capacity. Clinical agencies reserve the right to determine if a student may practice in their facility while under a physician’s care.

Patient Abandonment

Any student who leaves the clinical facility without the instructor’s permission will result in disciplinary action. Faculty will refer to the South Carolina Board of Nursing Position Statement as a guideline.

Emergency Contact of Student during Class or Clinical

While on campus, students should provide the number for Public Safety (941-8000) to significant others in case that emergent contact should need to be made. Students are responsible for notifying significant family members, baby sitters, etc., of their location during the day(s) of their clinical experience. The phone number of the nursing unit where the student can be reached should be provided to the appropriate individual(s) for contact in the case of extreme emergencies.

Student Dismissal as an Employee of a Clinical Facility or Health Care System

It is the student’s responsibility to notify the Dean of Nursing in writing if he/she has been dismissed as an employee from a facility or health care system where he/she is scheduled to have a clinical experience. Failure to comply with this policy will result in disciplinary action.

Request for Clinical Group Assignment or Course Sequencing

Students will receive course/clinical assignments each semester. A great deal of planning goes into making courses/clinical assignments which ensure that students have experiences in for-profit, non-profit, and governmental agencies as well as multiple specialty units and the opportunity to benefit from having a variety of clinical instructors. Faculty make efforts to ensure as much diversity as possible in classes/clinical. For these reasons, students are expected to abide by the course/clinical assignments as posted.
Narcotic Medications and Parenteral Administration of Medications/Fluids

Due to the narcotic laws, no student shall be in possession of the narcotic keys or codes at any time. Also, no student shall retrieve any medication from the narcotic drawer or cabinet EXCEPT in the presence of a faculty member or a registered nurse. Failure to do so will result in disciplinary action.

Preparation and administration of all parenteral medication and fluids must be performed under the DIRECT supervision of a faculty member or a registered nurse (including flushing peripheral and central I.V. sites, hanging fluid bags, etc.). Failure to do so will result in receiving an unsatisfactory clinical performance.

Invasive Procedures

Students MUST be under the DIRECT supervision of a Registered Nurse when performing procedures. Students may be allowed to perform procedures independently only after obtaining permission from clinical faculty.

Observational Experiences

Students who are assigned observational experiences are NOT allowed to perform any skills or assist with patient transfer or document any information. Under no circumstances is the student allowed to give any medications during the observational experience.

Student Refusal of Clinical Assignment

Student assignments are made conscientiously and designed to meet learning needs of the student. Consideration of special needs of the student may be included when making assignments. Student safety is also considered when clinical assignments are made. Students who are concerned about an assignment must review the American Nurses Association Code of Ethics, Standard Precautions, and/or relevant hospital policies prior to discussing the assignment with the instructor. This discussion will be documented and will include the:

1. Nature of the assignment including data that indicate that the assignment is appropriate for the student based on the student's knowledge level;
2. Student's reasons for concern;
3. Final outcome/decision

Professional Incompetence

“The South Carolina Board of Nursing Position Statement, section 40-33- 20 - 32, defines (32) “Incompetence” means the failure of a nurse to demonstrate and apply the knowledge, skill and care that is ordinarily possessed and exercised by other nurses of the same licensure status and required by the generally accepted standards of the profession.
Charges of incompetence may be based upon a single act of incompetence or upon a course of conduct or series of acts or omissions that extended over a period of time and that, taken as a whole, demonstrate incompetence.

It is not necessary to show that actual harm resulted from the act or omission or series of acts or omissions if the conduct is such that harm could have resulted to the patient or to the public from the act or omission or series of acts or omissions.”

If the College determines that a student has demonstrated a single action or a series of actions that fall under the definition of incompetence, the student will be subject to disciplinary action up to and including clinical failure or dismissal from the program.

**Professional Liability Insurance**

All students are REQUIRED to carry professional liability insurance. This insurance covers the person only in the clinical area while in the student role. Liability protection is obtained through PTC and the cost will be assessed as part of tuition fees each semester.

**Clinical Availability**

Due to the increase of student enrollment and availability of clinical facilities, clinical hours will be varied. Clinical hours may include mornings, afternoons, evenings and nights. Occasional weekend shifts are possible in all clinical areas. Clinical times will be posted as soon as possible each semester to allow time to adjust family and work schedules.
Dress Code and Clinical Requirements

UNIFORM: Only school mandated tops and pants will be acceptable. Uniform is worn only in the clinical areas. Appropriate undergarments are to be worn under uniforms. Uniforms are purchased at designated vendors.

LAB COATS: Only PTC white lab coats with the official Piedmont Technical College logo may be worn over the uniform while providing patient care.

NURSE LAB KITS: Nurse Lab Kits are available for purchase from the Piedmont Technical College Bookstore. Kits are mandatory in the nursing fundamentals, pharmacology, IV therapy and transition courses. Students may not use supplies or equipment obtained elsewhere; only designated nurse lab kits will be allowed in the lab setting.

SHOES: Cleaned and polished all white shoes with clean shoelaces. No clogs, sandals, canvas, or open heels or toes.

HOSIERY/ SOCKS: Nursing students may wear white socks/stockings that extend to mid-calf or above.

WATCH: A plain watch with ability to count seconds. Only white, black, brown, gold or silver watches are accepted. (No bracelet watches or colored straps other than those listed above).

NAME/PICTURE BADGE: PTC ID and specific agency badge must be worn on uniform top. Obtain picture ID from library on Lex Walters Campus and Self Regional Healthcare. At the end of each course or upon withdrawal, the agency specific badge must be returned to the course instructor. Failure to comply will result in an incomplete in the course. A fee may be assessed for replacement badges.

JEWELRY: Only a plain wedding band is permissible. Students are not to wear earrings, necklaces, chains, or bracelets in the clinical setting. Medical alert bracelets/necklaces may be worn.

HAIR: Hair should be neat, clean and off the uniform collar in a controlled fashion. Ponytails must be controlled and not drop forward when giving patient care. Bangs must be contained and not drop forward into the face when providing care. No ribbons, bows, headbands or decorative clasps may be worn. Hair must be a natural human color.

COSMETICS: Natural looking only. No bright eye or lip color. No artificial eyelashes

NAILS: Clean, short, and without polish. Nails should not protrude over the ends of the fingers when the hand is held directly in front of the face with the palm toward the face. No artificial nails allowed.
SMOKING: Not permitted at any clinical setting, whether in uniform or street clothes. Smoke odor will be brought to the attention of the student and may result in being dismissed from the clinical site.

CHEWING GUM: Chewing gum is not allowed while in clinical.

FACIAL HAIR: Neatly trimmed facial hair is acceptable except in instances where hospital policy prohibits.

BODY PIERCING AND TATTOOS: No visible jewelry may be worn in areas where body piercing has occurred. Tattoos must not be visible while in the clinical setting. Tattoos must be covered by a neutral colored bandage (such as a Band-Aid), make-up or white long sleeve crew neck top.

PERSONAL HYGIENE: Body must be kept clean and free from odor. Use of deodorant is recommended. Perfume or aftershave is not permitted. Noticeable halitosis, body or smoke odor will be brought to the attention of the student.

APPROPRIATE DRESS: For presentations, meetings, lab demonstrations, etc., students will be asked to dress suitably for the occasion. This may include khaki pants and the designated nursing department polo. No shorts, jeans, sneakers, sweat pants, miniskirts, wind suits, T-shirts, tank tops or hats.

REQUIRED CLINICAL EQUIPMENT: Small bandage scissors, a watch capable of reading seconds, a stethoscope, sphygmomanometer, notepad, black ink pens, black sharpie marker, approved electronic device with nursing software installed, and a penlight are required.

NOTE: The student is required to adhere to the uniform policy of the clinical facility in which he/she is assigned. Any additional regulations of the clinical facility which are not covered in this handbook must be met by the student.

***Students may not wear any Piedmont Technical College student nurse identification or uniform except while they are in their role as the student nurse. Doing so will result in disciplinary action up to and including dismissal from the program.

**Electronic devices are not allowed in the clinical setting for personal use unless prior permission is given by your instructor.
I acknowledge that I have read the 2016 - 2017 Student Nurses Handbook and have had the opportunity to clarify any questions. I indicate my understanding and willingness to comply with the information contained in these materials. I understand that the materials within the Student Handbook are valid for the period beginning Fall 2016. I understand the faculty reserves the right to revise and update this handbook and that I will be made aware of any changes made in this handbook in writing.

I have read and understand the nursing policies and their consequences if not followed and agree to abide by them:

Student Name (please print) __________________________

Signature: _________________________________________

Date: _______________________________________________

*This sheet is to be returned to your instructor on the first day of class.