

# **Piedmont Technical College**

## *Nursing Student Handbook*



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Section 1:  
*Philosophy*

## **Nursing Mission Goals Statement**

The purpose of the nursing program 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 believe 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, 2022) concepts which progress across the nursing curricula.

#### **Patient Centered Care**

- o 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**

- o 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**

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

#### **Quality Improvement**

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

#### **Safety**

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

#### **Informatics**

- o 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

- o 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 4)

#### Teamwork and collaboration

- o 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 2)

#### Evidence based practice

- o Provide interventions based on evidence-based practices to improve patient outcomes across all healthcare populations. (Mission Goal 1)

#### Quality improvement

- o Collect data and assist in implementing quality improvement measures with ongoing evaluation to ensure patient safety across the healthcare continuum.

(Mission Goal 3 / 5 )

#### Safety

- o Assist in creating a safe environment that enhances quality of care for individuals and families within culturally diverse populations.

(Mission Goal 3)

#### Informatics

- o 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 3)

## **Associate Degree Program Student Learning Outcomes:**

### Patient centered care

- o Incorporate sensitivity and respect in demonstrating concepts of patient centered care within culturally diverse populations among individuals, families and communities. (Mission Goal 4)

### Teamwork and collaboration

- o 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 2)

### Evidence based practice

- o Integrate evidence-based practices to improve patient outcomes across all healthcare populations. (Mission Goal 1)

### Quality improvement

- o Analyze data and implement quality improvement measures with ongoing evaluation to ensure patient safety across the healthcare continuum. (Mission Goal 3 / 5 )

### Safety

- o Create a safe environment that enhances quality of care for individuals and families within culturally diverse populations. (Mission Goal 3)

### Informatics

- o Integrate appropriate technology for shared decision making and resolving problems in the delivery of care for individuals and families across the lifespan. (Mission Goal 3)



## **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: 80% 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.
  - a. Criteria: 50% of students will complete the Associate Degree Nursing program on time (4 semesters).
  
  - b. Criteria: 50% of the students will complete the Transitional Associate Degree Nursing program on time (3 semesters).
  
  - c. Criteria: 50% of students will complete the Practical Nursing Diploma Program on time (3 semesters).
  
3. Prepare students to work in acute/long-term care facilities, clinics, physician offices and community-based facilities.  
  
Criteria: 85% of job-communication attempts will demonstrate employment as a licensed nurse or a continuation of education within 6 months to a year of graduation.
  
4. Meet students' expectations for the Associate Degree in Nursing or Practical Nurse Program.  
  
CRITERIA: 85% of students responding to the end of semester course survey 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; acts 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:

1. Maintain the highest standard of personal and professional conduct.
2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
3. Uphold and respect all Bylaws, policies, and responsibilities relating to, the student nurses' association at all levels of membership, reserving the right to propose changes, and to critique rules and laws.
4. Strive for excellence in all aspects of communication, collaboration, decision-making, leadership, and management at all levels of the student nurses' association.
5. Use only legal, ethical and human rights standards in all association decisions and activities in accordance with NSNA's Core Values.
6. Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA's Bylaws, policies, and state/federal law.
7. Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual and/or organization while serving as members of student nurses' associations.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses' association.
9. Affirm and support diversity and inclusion while refusing to engage in, or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
10. Uphold integrity, impersonal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.
11. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is evidence-based data and objective information used by the student nurses' association.
12. Cooperate in every reasonable and proper way with association volunteers and staff, by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing.
13. Use every opportunity to improve faculty and student understanding of the role of the student nurses' association.
14. Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state, and national chapter level as defined in bylaws and policies.
15. Use NSNA opportunities to form your professional identity in nursing.

Adopted by the 1999 House of Delegates, Pittsburgh, PA at the 47<sup>th</sup> Annual NSNA Convention.

Reference: American Society of Association Executives and the National Society for Fundraising Executives.

## **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.

American Hospital Association. (1992). A patient's bill of rights.

Section II:  
*General Information*  
*for*  
*Nursing 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 4 semesters.

1. Books and supplies - \$3500.00.
2. Lab and Supply Fee - \$600
3. Uniforms - \$300.00
4. ATI - \$2650.00
5. Graduation Uniform - \$60
6. State Board and Pearson Vue - \$297.00
7. Nursing Pin - \$10.00
8. Student Nurse Association \$120
9. Castlebranch Document Manager, Drug Test/exam, and Background Record Check System, Care Learning - about \$160
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, 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 **approximate costs**. Please plan your finances accordingly.

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

1. Books and supplies - \$3400.00.
2. Lab and Supply Fee - \$500
3. Uniforms - \$300.00
4. ATI - \$1850.00
5. Graduation Uniform - \$60
6. State Board and Pearson Vue - \$297.00
7. Nursing Pin - \$10.00
8. Castlebranch Document Manager, Drug Test/exam, and Background Record Check System, Care Learning - about \$160
9. Physical examination and immunizations - approximately \$400.00 but will vary depending on immunizations needed.
10. Workshops - \$100.00
11. 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.

## 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: \$120

### 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.

### **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 2.5 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: \$55.00

### **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 for NALPN Membership

Section III:  
*General Nursing Program  
Information*

## **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 and website. These requirements are needed to ensure that students have a background in science and mathematics which will enable them to meet the competency demanded of 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. It should be noted PTC's Nursing Program is committed to furthering diversity, inclusion, and equity and shall not discriminate against students for any reason including but not limited to gender, race, religion, cultural background, or sexual orientation.

### **Requirements to Progress in the Program**

Students in any program must meet the following requirements to progress in their program ultimately leading to graduation from the college. The requirements for progression in the programs, included by are not limited to:

1. A grade of "B" or better in all required courses. This is necessary to provide minimally safe practitioners;
2. Attempts at another college will be considered;
3. A GPA of 2.0;
4. Updated Castlebranch health requirements according to current criteria
5. Current American Heart Association BLS Provider CPR;
6. Documentation of facility specific orientation requirements;
7. Clear background check and drug screening
8. Students must be able to demonstrate mastery of competencies (or a basic skill set) necessary for clinical /fieldwork placement) as evidenced by skills-check-off's and/or the Satisfactory Progress on the Clinical Performance Evaluation Tool.

### **Course Grades**

All Health Care Programs will use the Piedmont Technical College grading scale.

A:	90 - 100
B:	80 - 89
C:	70 - 79
D:	60 - 69
F:	59 and below

## **Readmission Policy in the Generic ADN/PN Program**

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.

1. Student must complete and submit the Nursing Readmission Application available online <https://www.ptc.edu/health-care-readmission>
2. Student must have a minimum PTC GPA of 2.0;
3. Readmission is limited to **ONLY 2** unsuccessful attempts in the Health Care Division. An unsuccessful attempt is defined as receiving a C, D, F, U, or W in the Health Care Division in a semester. If the student receives one of those grades, he or she will not progress to the next semester.
4. If progression does not occur **twice** during the program, no further attempts at program courses will be allowed. Students may **not** apply to a different nursing program (ADN or LPN) after being unsuccessful in two nursing courses.
5. Any student who has used the maximum (2) allowable attempts may be granted **one** additional Health Care program attempt if one of the two following conditions are met:
  - a. The student has had a five year break from the last semester in a healthcare program.
  - b. Successfully completed another healthcare program
6. Students must be able to complete the ADN program within 6 semesters or the PN program within 5 semesters of the initial admission date to the program. Students who are eligible for readmission but cannot complete the specific program within the allowed timeframe, must reapply for admission at the beginning of the program. Re-entry at the beginning of a nursing program does not negate previous attempts in a nursing program.
7. Students must meet the following additional conditions of eligibility: Maintain updated Castlebranch health requirements according to current criteria, maintain current BLS Provider CPR through American Heart Association, maintain documentation of facility specific orientation requirements; Submit to a new background check and drug screening if the student has been out for one entire semester or longer (An additional fee will be required.) If the student has an established Castlebranch account prior to a new healthcare admission, it is their responsibility to call Castlebranch and have pertinent requirements updated for new document submission per the PTC Health and Nursing health requirements policies.

### **ADN Transition Program**

The ADN transition program is an accelerated route and is a **one** attempt program. Students who have been unsuccessful in this route may reapply for **1** additional attempt in the generic ADN program. All generic ADN admission criteria must be met for the 1 additional attempt. Students must be able to complete the transition program within 5 semesters of the initial admission date to the program.

## **Transfer Policy**

Transfer students should have no more than 1 unsuccessful attempt in a previous nursing program (with comparable coursework) and be in good academic standing with the previous college (overall GPA at least 2.0). Students who are transferring in the middle of the program will be required to complete PTC's nursing program within the defined number of semesters per above (5 for PN & Transition; 6 for ADN) from the start of the prior institution's program. If this is not possible, they will need to apply for the beginning of the program.

Students who have had a 5 year break or completed another Health care diploma or Associate's program after an unsuccessful attempt at another institution will be granted one attempt at any one of PTC's nursing programs. This will only occur once and no further attempts in the Healthcare division will be allowed.

## **Classroom Attendance Policy**

All PTC Nursing Programs will follow the Healthcare Division's Classroom Attendance Policy. See Healthcare Handbook for more information.

## **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 reviewed in NUR 203. These calculations will include solid and liquid oral dosages, injectable medications, reconstitution of powders and liquids, and intravenous flow rate and drop rate. In each of the above courses, 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 may withdraw from the course (if prior to the withdrawal period) or choose to remain in the course and receive an "F" for the course which will both 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.

### **Skills Checkoff Policy**

Skills are verified through timed skills checkoffs in NUR 101, NUR 139, NUR 157, NUR 203, PNR 110, and PNR 122, PNR 128. Skill checkoff sheets will be used to assess student's performance on various skills necessary to provide safe patient care.

#### Policy Regarding Lab Skills Checkoffs

In NUR 101, NUR 139, PNR 110, AND PNR 122, students may have no more than 2 unsuccessful (achieving less than a 80% on the evaluation) attempts on a skills check-off.

In NUR 203, NUR 157, and PNR 128, students may have no more than 1 unsuccessful (achieving less than a 80% on the evaluation).

Unsuccessful skills attempts will require remediation and demonstration of successful skill completion either at the instructor's discretion or at the end of the semester. If a student cannot demonstrate successful completion of a skill on the second attempt of that skill, the student will not be successful in the course. The student may choose to withdraw from the course (if prior to the withdrawal period) or remain in the course and receive an "F" for the course which will both count as an attempt in the nursing program.

Any missed checkoffs (due to a tardy or absence or late video submissions) on the originally scheduled date will result in a 0 for that skill. There will be no make-ups for that skill with exceptions of a medical excuse or jury duty in which documentation must be supplied to the instructor within 2 instructional days and the student should follow the "call-in" procedure for clinical/lab.

Skills check off sheets are used as a study tool for students as they practice. However, to demonstrate competency during the graded check off, these sheets should not be used by the student. Students may complete live skills check off or be required to make a video submission of their demonstration (only per instructor's direction). During the skills check off the student should not have the skills check off sheet in view and should only have approved/needed supplies for skill. If a skills checkoff sheet is visible during a graded checkoff an unsuccessful will be recorded and this will result in a 0 for that skill. There will be no make-ups for that skill.

\*See individual course information sheet and clinical handbook for specific skills check off, and clinical requirements.

### **Test/Exam Policy**

All testing in both nursing programs will take place on campus unless expressed permission is received to test off campus. 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: writing utensil (if applicable), 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. Only the completed questions when submitted will be graded and any unanswered questions will be counted as incorrect. **During virtual testing student should only have pencil (if applicable), blank sheet of paper (if applicable), and earplugs (if desired) in the testing area.**
- 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. Only the completed questions when submitted will be graded and any unanswered questions will be counted as incorrect. **During virtual testing student should not have any cell phones/electronic devices in or around their testing area. Electronic devices should be outside of the room when testing.**
- All students will be given a pair of corded ear buds to be utilized during the test for D2L test reader. These are the **ONLY** allowable ear buds during testing and are only to be used for D2L test reader.
- Only those students who are in their seats (and logged into D2L if applicable) at the scheduled test/exam time will be allowed to take the test/exam that day. Any students arriving late will be required to take a make up test/exam at the end of the semester or at the instructor's discretion. **Students should be logged in at the assigned testing time (during assigned class time) and should start promptly at scheduled start time. (In the event of technology issues, the student should immediately email the instructor via D2L or as advised by your instructor). Students will NOT be permitted to test if not logged in at the assigned testing time. Ex: if your class is Tuesday at 0830 your test will be assigned Tuesday at 0830 and student should be logged in and ready to test.**
- Once the test/exam has been started, students will not be allowed to leave or enter the room for any reason; **During virtual testing student should refrain from leaving the testing area, and there should be no other people in the testing area.**
- Only 1 make-up test is allowed per course per semester and will be given at the end of the semester or at the instructor's discretion. Students should email their instructor within 2 instructional days to confirm the missed test and to discuss the make-up arrangements. Any additional missed tests will result in a zero for those

tests.

- Make-up tests/exams may not be the same test/exam or format 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.
- If a student fails to report to a scheduled make-up test/exam, a zero will be recorded for that test/exam and no further make-up will be scheduled.
- All tests are progressive and must be taken in the order that they are listed in the course syllabus.
- **Any student found to be in violation of any of the above listed testing policies will be reported as Academic Misconduct as outlined in the PTC Student Handbook.**
- Those students testing in the testing center 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 testing center, with student ID badge, 10 minutes before the scheduled test start time.
- For students in the classroom or the testing center, 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 at the start of the test;
  - **For virtual testing, student will show blank sheet of scratch paper during "check in"**
- Write name on the scratch paper and keep paper covered at all times. No additional writing should be on the scratch paper until after the student has logged into the test.
- 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.
- All unanswered questions will be counted as incorrect.



- Students are not allowed to access the test outside of the testing facility and taking screenshots of the test questions is strictly prohibited.

### **Virtual Testing**

Healthcare courses may require the use of HonorLock, LockDown Browser, and/or other proctoring services for online exams.

When taking an online exam, follow the guidelines below. Failure to do so will be viewed as an act of academic misconduct and may result in disciplinary action.

- Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device is likely to move.
- Take the exam in a well-lit room and avoid backlighting such as sitting with your back to a window.
- Ensure you're in a location where you won't be interrupted.
- No other people are allowed in the testing room.
- No communicating with anyone, this includes electronic communication. The only exception is if needing to contact a faculty member or support in the event of technical difficulties.
- Turn off all other devices (e.g. tablets, phones, watches, second computers) and place them outside of your reach.
- Clear your desk of all external materials not permitted by the instructor – books, notes, other devices, food
- Students must do a room scan using the Webcam prior to starting the exam utilizing these guidelines.
- Room must be shown at workstation. Move the camera slowly and thoroughly enough to provide a clear view of the test environment.
- Test takers should show the area on the desk and a 360 degree view of the entire room.
- An incomplete or poor room scan may result in a lower grade or suspicion of academic misconduct.
- If scratch paper is allowed, the student must show the blank paper (front and back) at the beginning of the test. This paper must be destroyed and no notes from the exam are allowed to be kept. Strict test integrity guidelines must be followed.
- Avoid tilting the screen after the webcam setup is complete.
- Webcam must be focused on test taker at all times. Student's entire face must be showing during testing so adjust camera to ensure that faculty can see your face during testing.
- Nothing can cover the lens of the camera at any time during the test.

- Avoid wearing baseball caps or hats with brims, or any head covering that covers ears.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Remain at your computer for the duration of the test. No leaving the exam for any reason until the exam is completed and submitted.
- Remember that Honorlock and LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

### **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. Quizzes may be assigned to complete at home or given in class.
- Only students in their seats at the announcement of an in-class quiz will be allowed to take the quiz. Students that are not in their seats at the announcement of the in-class quiz will receive a "0".
- Make-Up Quizzes: Missed in-class quizzes due to unexcused absences will not be accepted, students with excused absences will follow the guidelines below.
  - Students have two instructional days from the date of the quiz to submit the above documentation and request make-up. Failure to provide documentation per the above policy will result in forfeit of the make-up opportunity and a "0" will be recorded.
  - Make-up Quizzes not completed by the due date will result in a grade of "0."
- Quizzes open for a span of time (greater than 1 day) per the course's assignment schedule will not be reopened and if not completed on time will result in a grade of "0."

### **Test/Quiz Review Policy**

- Students have 5 instructional days from the date the grade was posted 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.

### **Assignment Policy**

- In-class assignments are due per the instructor's direction. Scheduled assignments are due by the designated due date.

- Assignments missed due to absence will follow the Make-Up Assignments Policy.
  - Make-Up Assignments: Missed in-class assignments due to unexcused absences will not be accepted, students with excused absences will follow the guidelines below.
    - Students have two instructional days from the date of the assignment to submit the above documentation and request make-up. Failure to provide documentation per the above policy will result in forfeit of the make-up opportunity and a “0” will be recorded.
    - Make-up Assignments not completed by the due date will result in a grade of “0.”
- Assignments open for a span of time (greater than 1 day) per the course’s assignment schedule will not be reopened and if not completed on time will result in a grade of “0.”
- If instructor is unavailable when a scheduled assignment is due, the student must have the assignment dated, timed, and initialed by an available faculty or staff member prior to submission.

### **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 Department Head of Nursing will complete endorsements after satisfactory program completion and attendance of the mandatory 3-day ATI live review. The Department Head

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.

Piedmont Technical College

*Nursing Department*

ATI Testing & Usage Policy

### *Description:*

Piedmont Technical College nursing program utilizes Assessment Technologies Institute, LLC (hereafter referred to as “ATI”) as the resource for standardized online testing and services. ATI provides resources in traditional book format, e-books, and numerous learning modules to supplement nursing education. Also, ATI provides testing services to gauge students’ knowledge in multiple core nursing content areas. Furthermore, ATI provides seminars for the nursing graduate to prepare for his or her NCLEX.

Research has shown, students who actively engage in ATI’s learning modules have a higher statistical average of passing their NCLEX within the first attempt. Higher usage of ATI resources also closely corresponds with students’ overall performance in nursing courses.

### *Purpose:*

1. To facilitate continuous evaluation of the learning process through collection and analysis of associated assessment data.
2. To provide students with a supplemental resource for active engagement.
3. To identify students who may be deficient in the essential academic skills and basic nursing knowledge.
4. To assist in designing individualized remediation programs for at risk students.
5. To evaluate students’ readiness for NCLEX.

### *Applicable to:*

- Practical nursing students
- Associated Degree nursing students
- Transition ADN students
- Nursing Faculty

### *Procedure:*

1. ATI assignments will be integrated into and utilized in each nursing course at the instructor’s discretion. A portion of the student’s overall grade may come from ATI-related content.
2. End-of-the-semester ATI assessments will be administered following the ATI Proctor Guidelines. Assessments will either be Content-specific (covering all of the expected learning outcomes from the content area per ATI’s standards) or Customized (covering the course’s expected learning outcomes per the Nursing Department’s standards). Dates of testing will be

given by the course's instructor at the beginning of the semester.

3. In the final semester of the PN, ADN, and transition programs, students will complete the Comprehensive Predictor.

4. Should a student score below benchmarks, remediation will be necessary to move forward in the programs.

5. Bonus points will be awarded after end-of-the-semester testing based on the following tables (p.4-5). Points will be added to a Unit Test of the Instructor's choosing within the course with the exception of the Comprehensive Predictor in NUR 216 and PNR 181. The Comprehensive Predictor assessments are built into the overall grading of the course. See NUR 216 & PNR 181 course syllabi for more information regarding these assessments.

6. Students will be responsible for learning, remembering, and keeping up with their ATI login information. First semester instructors will conduct a brief tutorial at the beginning of the program.

7. All Nursing Department Testing Procedures will be followed (see Nursing Handbook). Additionally, there are no make-ups for ATI testing with the exception of students required to attend jury duty, appear in court, or participate in required military duty, or have a documented medical excuse. Students have 2 instructional days from the date of the ATI to submit the above documentation and request the make-up. Failure to provide documentation per the above policy will result in forfeit of the make-up opportunity.

8. If a student scores less than 80% on a Customized examination or less than Level 2 on a Content-Specific examination, remediation is required per the Remediation Guidelines.

9. If a student scores less than 94% probability of passing the NCLEX on the PN or ADN Comprehensive Predictor, remediation will be required per the Course Information/Syllabus.

<u>ADN Course</u>	<u>Assessment</u>	<u>Format</u>	<u>Points</u>
NUR 101	Fundamentals	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
NUR 139	Pharmacology	Customized	≥90%=3pts 80-89%=2pts <80%=0pts
NUR 157	Medical Surgical	Customized	≥90%=3pts 80-89%=2pts <80%=0pts
NUR 162	Mental Health	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
NUR 201/203 (Transition only)	Medical Surgical	Customized	≥90%=3pts 80-89%=2pts <80%=0pts
NUR 232	Medical Surgical	Customized	≥90%=3pts 80-89%=2pts <80%=0pts
NUR 211	Maternal Newborn	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts



NUR 212	Nursing Care of Children	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
NUR 227	Medical Surgical	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
NUR 219	Leadership	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
NUR 216	Comprehensive Predictor	Content-Specific (end-of-program)	N/A

<u>PN Course</u>	<u>Assessment</u>	<u>Format</u>	<u>Points</u>
PNR 110	Fundamentals	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
PNR 122	Pharmacology	Customized	≥90%=3pts 80-89%=2pts <80%=0pts
PNR 128	Medical Surgical	Customized	≥90%=3pts 80-89%=2pts

			<80%=0pts
PNR 154 (split)	Maternal Newborn	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
PNR 154 (split)	Nursing Care of Children	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
PNR 170	Medical Surgical	Customized	≥90%=3pts 80-89%=2pts <80%=0pts
PNR 138	Medical Surgical	Content-Specific	Level 3=3pts Level 2=2pts < Level 2=0pts
PNR 181	Comprehensive Predictor	Content-Specific (end-of-program)	N/A

## Remediation Guidelines

### *End-of-Course Assessments Checklist*

- Any student scoring less than 74% on an ATI Customized Assessment or less than a level 2 on a Content-Specific Assessment will Print a Test Summary Report. The student will then review the list of “Topics to Review” in order to identify and remediate any areas of weakness.
- Student will also complete the Self-Assessment Form
- After reviewing “Topics to Review,” and completing the Self-Assessment Form, the student will sign The ATI End-of-Course Remediation form and turn it into his or her instructor as a statement of remediation completion.

## SELF-ASSESSMENT FORM FOR REMEDIATION

1. Identify your strengths regarding test-taking strategies and study skills:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

2. Identify weaknesses regarding test-taking strategies and study skills:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

3. True/False – I think I spent an adequate amount of time preparing for this assessment.

4. True/False – I think I needed a better understanding of specific content.

5. True/False – I manage my anxiety and stress well.

6. True/False – I utilized the test-taking strategies presented to me in the first semester of the nursing program.

7. I can improve in content area by:

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8. I can improve in test-taking strategies by:

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9. I can manage my test anxiety and stress levels by:

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10. I will prepare for the day of testing by:

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ATI END-OF-SEMESTER REMEDIATION FORM

On this date, \_\_\_\_\_, 20\_\_\_\_, I have completed the End-of-Course Assessment Checklist due to scoring less than a Level 2 on a Content-Specific Assessment or less than a 80% on a Customized Assessment.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Course

\_\_\_\_\_  
Instructor

Section IV:  
*Clinical Policies*

### **Dress Code and Clinical Requirements**

**UNIFORM:** Only school mandated tops and pants will be acceptable. Undergarments should not be visible. Colors of undershirts are limited to solid options of white, navy, black, and grey.

**LAB COATS:** Only approved PTC lab coats with the official Piedmont Technical College logo may be worn over the uniform in clinical, fieldwork, or lab settings. Personal coats are not allowed in clinical facilities.

**SHOES:** Shoes must be one solid color. Extravagant designs or colors are not allowed. No clogs, sandals, canvas, or open heels or toes.

**HOSIERY/SOCKS:** Student are permitted to wear solid colored socks and/or stockings.

**WATCH:** A watch with ability to count seconds.

**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 appropriate healthcare facility. At the end of each course or upon withdrawal, the agency specific badge must be returned to the course instructor. A fee may be assessed for replacement badges.

**JEWELRY:** Only a wedding band is permissible. Facial jewelry may only be worn on the ears, limited to one small stud per ear. Nose rings, brow piercings, nose piercings, tongue piercings, and/or cheek piercings are not allowed.

**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. Hair must be a natural human color. Beards and mustaches must be neatly trimmed.

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

**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 nail treatment of any kind is allowed.

**SMOKING/VAPING:** 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.

**TATTOOS:** Tattoos considered offensive or inappropriate are not permitted and must be covered while at clinical. Tattoos and body art from the neck up are not permitted.

**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.

#### ADDITIONAL NOTES:

- 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 healthcare student identification or uniform except while they are in their role as the student. 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.
- Students are required to have a blood pressure cuff, stethoscope, bandage scissors, black pen, and permanent marker as a part of their uniform as well as any additional supplies per the instructor's direction.
- Clinical absences/tardies/early dismissals require the student request a make-up clinical experience within 2 instructional days. Make up clinical experiences are based on site and instructor availability. They may be on-site or through case studies. One student's make-up experience may vary from another student's make-up experience. Missed lab experiences may require additional skills practice on your own.
- Students attending Observational Clinical Experiences must not provide hands-on patient care. Hands-on care shall only be provided when an instructor is on-site or if assigned to a preceptor (200 level ADN courses only).



**Piedmont Technical College  
Nursing Division**

**STUDENT SIGNATURE SHEET**

**Print Name:** \_\_\_\_\_

I acknowledge that I have read the current *Nursing Student Handbook* and have had the opportunity to clarify any questions. I indicate my understanding and willingness to comply with the information contained in both the Nursing Student Handbook and the Piedmont Technical College Student Handbook. 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:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_