

NURSING STUDENT HANDBOOK 2011-2012

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Department Head for Nursing

Reviewed/Revised 6/2011

Welcome to the Department of Nursing at Tri-County Technical College. You have chosen a school committed to offering students opportunities for growth, and a nursing program that is known for its educational strength.

The nursing faculty will be your guide throughout the educational process to prepare you to meet the challenges of a nursing career. You are encouraged to work closely with faculty as instructors and advisors to help you achieve course expectations and program goals.

The purpose of this handbook is to assist you as a nursing student at Tri-County Technical College. You are urged to review the information it contains, and to utilize it for reference regarding Department of Nursing policies and procedures.

Best wishes for a successful academic year.

Janet Fuller,
Nursing Department Head
Associate Degree and Practical Nursing Faculty

Handbook is updated yearly and students are required to follow the handbook for the current academic year.

The Associate Degree Nursing and Practical Nursing Programs are accredited by the National League for Nursing Accreditation Commission. The NLNAC is a resource for information regarding fees and length of program. They can be reached at the National League for Nursing Accreditation Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. P. 404.975.5000 F. 404.975.5020
www.nlnac.org

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PHILOSOPHY

Associate Degree and Practical Nursing Program

MISSION

The Mission of the Nursing Program is to prepare caring, competent, beginning practitioners who function within the role of the Associate Degree Nurse or Practical Nurse.

VISION

The Associate Degree Nursing or Practical Nursing Programs will be recognized by the community as an accountable, responsive, and quality provider of nursing education. The program will enhance the transference of knowledge, skills, and caring from competent and effective faculty who model nursing professionalism to students by focusing on the holistic learning needs of students. In order to support the goal of meeting the nursing work force needs in the community, the Associate Degree and Practical Nursing Programs will promote faculty development and collaboration to expand its resources for student learning.

Associate Degree Nursing Program

PHILOSOPHY

In keeping with the admissions policy of the institution, the program serves a student population that is diverse in gender, age, race, culture, ethnicity and educational background.

The Nursing Faculty believes that nursing practice provides holistic health care to clients across the life span in diverse settings, taking into consideration the uniqueness and dignity of each individual and his/her special needs. Practice is guided by the ethical and legal framework of nursing which requires each nurse to be accountable for his or her own actions.

ORGANIZATIONAL FRAMEWORK

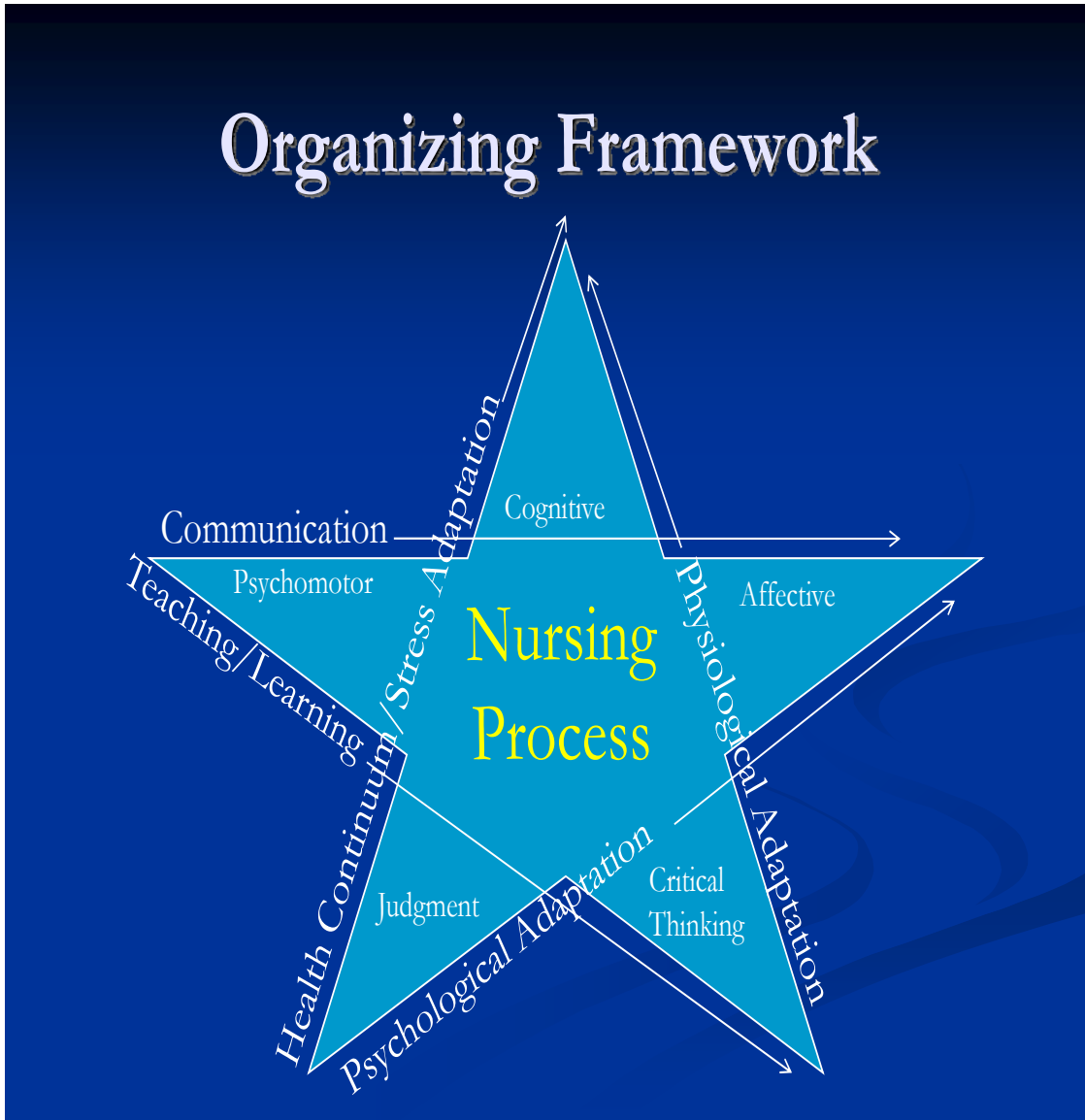
The educational program is organized using the Nursing Process with the emphasis on critical thinking to encompass the following major threads:

- Communication
- Health Continuum and Stress-Adaptation
- Psychological and Physiological Needs
- Teaching/Learning

The principles of the Nursing Process form the basis for the development of cognitive, psychomotor, and affective abilities. These include, but are not limited to, intellectual curiosity, critical thinking, judgment, and psychomotor skills as a foundation for life-long learning.

ASSOCIATE DEGREE NURSING PROGRAM OUTCOMES

- a. Graduates will meet or exceed the national passing levels on the NCLEX-RN examination on the first attempt.
- b. Graduation Rates: 75% of the students that start the first nursing course will complete the program in three years.
- c. Within one year of graduation ninety percent of the graduates will be employed or be seeking advanced education.
- d. Ninety percent of nursing graduates will indicate satisfaction with the nursing program.
- e. Ninety percent of employers will indicate satisfaction with the knowledge and abilities of the graduate nurse.



PRACTICAL NURSING PROGRAM

PHILOSOPHY

The faculty of the Practical Nursing Program supports the philosophy, purpose, and objectives of the College. In addition, the Practical Nursing Program revolves around five important concepts:

- professionalism,
- the nursing process,
- safety,
- communication,
- and education.

Professionalism should be role modeled by faculty as they serve as student advocates in the educational process. Faculty believe that all people should be treated with respect and dignity regardless of age, gender, race, culture, or individual differences.

The nursing process is a problem-solving approach that is utilized throughout any nursing experience and later serves as a blueprint for the NCLEX-PN exam. Competent nurses use this process and document each phase carefully.

Communication, safety, and education are other threads that are woven throughout the program.

PRACTICAL NURSING PROGRAM OUTCOMES:

1. Graduation Rates: 60% of the students that start the first nursing course will complete the program in two years.
2. Graduates will meet or exceed the national passing levels on the NCLEX-PN examination on the first attempt.
3. Within one year of graduation ninety percent of the graduates will be employed or be seeking advanced education.
4. Ninety percent of nursing graduates will indicate satisfaction with the nursing program.
5. Ninety percent of employers will indicate satisfaction with the knowledge and abilities of the graduate nurse.

STUDENT RIGHTS WITH ACCOMPANYING RESPONSIBILITIES

Nursing Students at TCTC have the following rights:

1. To be treated with respect, civility, and dignity, to include receiving answers to questions
 - a. To treat the instructor and other students in the class with respect, civility, and dignity
 - b. To ask questions in good faith and in as clear a manner as possible
2. To enjoy an orderly and non-distracting classroom environment
 - a. Not to distract others in class (“Golden Rule”)
 - b. To try sincerely to become interested and engaged in the course material and classroom activities
3. To be treated fairly and equitably as other students
 - a. Not to request preferential treatment
 - b. To follow course policies
 - c. To know and understand the contents of the syllabus and nursing student handbook
4. To receive clear learning objectives
 - a. To ask for explanation of any unclear learning objectives
5. To receive appropriate and effective instruction that makes good use of in- and out-of-class time
 - a. To come to class on time and prepared, with any homework that is due
6. To receive thorough and prompt feedback on work
 - a. To turn in assignments on time
 - b. To receive the feedback and follow it
7. To receive accommodations to a learning disability
 - a. To bring honest documentation of the disability to the instructor and the university appropriate office
 - b. To explain before classes begin what accommodations are needed
8. To have grades and other personal information kept private, as specified in FERPA
 - a. Not to gossip about grades

ADMISSION

ADMISSION:

1. Admission to the Nursing Department starts with admission to the college. After acceptance to the College the student will be given an advisor in the nursing department. It is in the student's best interest to work with an advisor on course selection and continuation in the program.

Students must meet the following criteria for the Associate Degree Nursing Program:

- a. Participate in an online Updates to Nursing Session
- b. Have a minimum cumulative GPA of 2.5
- c. Have a high school diploma or GED
- d. Have minimum TEAS scores
- e. Submit a Nursing Clinical Entry Application by the posted deadline

Students must meet the following criteria for the LPN to RN Transition Nursing Program:

Apply to the complete list. This is done by submitting the **Notice of Completion (NOC)** to Fulp 421A. The NOC is available on the Academic Web. It requires:

- a. Anatomy & Physiology I - BIO 210
- b. English Composition I - ENG 101
- c. Probability & Statistics - MAT 120 or Quantitative Reasoning - MAT 103
- d. Published minimum score on the ATI Fundamentals Test
- e. Participate in an online Updates to Nursing Session
- f. Have proof of a current, unencumbered SC LPN License
- g. Have a 2.5 minimum cumulative GPA
- h. Have proof of current background check through Precheck
- i. Have a high school diploma or GED

Students must meet the following criteria for the Practical Nursing Program

- a. Participate in an online Updates to Nursing Session
 - b. Have a minimum cumulative GPA of 2.0
 - c. Have a high school diploma or GED
 - d. Have minimum TEAS scores
 - e. Submit a Nursing Clinical Entry Application by the posted deadline
2. Students will be notified by e-mail (TCTC e-mail only) of their placement into the program.
 - a. Students will pay the non-refundable \$100 deposit by the required date
 - b. Students will attend the mandatory orientation prior to the entry level nursing course

COMPETITIVE CLINICAL ENTRY

INSTRUCTIONS TO STUDENTS: ASSOCIATE DEGREE AND PRACTICAL NURSING

1. Application for Competitive Clinical Entry

Study the guidelines and download the Nursing Clinical Entry Application.

- a) Point values have been assigned to selected requirements. Each student is allowed to retake a course or test to improve point totals.
- b) Submit the application and documentation of background check to the Nursing Office, Fulp Hall 401 (Health Science Building).
- c) Students desiring a clinical seat must submit a Nursing Clinical Entry Application for **that semester** by the deadline date. The deadline date will be posted on eTC and Academic Web.
- d) The email address listed on eTC is the address that will be used to contact the student for clinical entry.
- e) If the contact information changes, it is the student's responsibility to make the change to the eTC account **and** notify the Nursing Office, Fulp Hall, 401.

2. Questions

Kay Rhodes at krhodes2@tctc.edu (Fulp 401) Office phone: 646-1620.

Alternate contact: Laura Thompson (Fulp 421A) at lthomps@tctc.edu or 646-1479

GUIDELINES FOR COMPETITIVE CLINICAL ENTRY - ASSOCIATE DEGREE NURSING

1. Students must have completed a minimum of 12 credit hours with a cumulative GPA of 2.5 or above to apply.
2. Students must have successfully completed the TEAS test with the following minimum scores: Reading-80% English-80% Math-60% Science-60%
3. Transfer courses must have been evaluated by TCTC Student Records.
4. Students desiring a clinical seat must submit a Nursing Clinical Entry Application by the deadline date. This includes the Nursing Clinical Entry Application (found at eTC → Get Set Tab) plus any attachments. The deadline date will be posted on the worksheet and Criteria and Instructions on Academic Web (Learn Tab). Applications will not be accepted after the posted deadline.
5. The student is responsible for the accuracy of the information found on the Nursing Clinical Entry Application as it relates to points earned. For errors or incomplete information about **transfer credits or grades**, a request must be submitted for review or change, to Student Records one week prior to the application deadline. If the

question is about **degrees from other colleges not showing**, contact Admissions. **There are no exceptions to this one week requirement.**

6. Incomplete Competitive Clinical Entry applications will not be considered.
7. Applicants with the highest point totals will be offered the majority of seats in the NUR 101 class. If two or more students have the same total points, rank will be based on:
 - a. 1) the student's successful TEAS date
 - b. 2) overall GPA
 - c. 3) the date the Nursing major was declared.
8. The applicants offered competitive entry seats will be removed from the completed TEAS list. Remaining seats in the NUR 101 class will be filled based on the student's complete TEAS date.
9. To enroll in NUR 101, students must have successfully completed AHS 117, or received a waiver from Lynn Lollis in Fulp 420. Email contact llollis1@tctc.edu
10. To get points for an Associate Degree, the transcript must show an awarded degree.
11. To get points for a Pre-Nursing Certificate (PNC), the certificate application must have been submitted and approved by the Nursing Department.
 - a. We will track the completion of the certificate with non-graduate letters sent by Student Records. If students have used the PNC to gain entry into the ADN or PN program, and failed to complete the committed courses, the Nursing Department will evaluate whether the five points caused the offer of a seat.
 - i. For instance-if a student gained entry with 50 points which included the PNC, and the cut off total is 48, nursing will decide if a student's seat will be revoked. This could happen if the student's points for PNC caused their point total to qualify for entry, but actually withdrew from or failed the class (es) that completed the PNC.
 - ii. A student who is submitting the graduation application for PNC, will sign a copy of this policy. The signature denotes understanding of and agreement to comply with the policy stated here: "I understand that failure to complete the Pre-Nursing Certificate could result in forfeiture of my clinical seat."
12. If a student successfully challenges a course or gets CLEP credit for a course, they will be awarded the point value of a C in that course.
13. Students with AP credit for an applicable course will receive a point equivalent of 3 for a C, 4 for a B or 5 for an A. If a score report is not available, the default will be a C.
14. Students who do not apply for competitive clinical entry for two consecutive semesters (excluding summer) will be removed from eligibility.

It is the intent of the Competitive Clinical Entry process that a student who accepts a seat in a program, remains in that program until the program has been completed, or they are academically withdrawn. Extenuating circumstances are rare, and must be discussed with the Department Head for Nursing.

GUIDELINES FOR COMPETITIVE CLINICAL ENTRY - PRACTICAL NURSING

1. Students must have completed a minimum of six credit hours with a cumulative GPA of 2.0 or above to apply.
2. Students must have completed the TEAS test with the following minimum score: Achieve the minimum TEAS Adjusted Individual Test Score (AITS) of 50%
3. Transfer courses must have been evaluated by TCTC Student Records.
4. Students desiring a clinical seat must submit a Nursing Clinical Entry Application by the deadline date. This includes the Nursing Clinical Entry Application (found at eTC → Get Set Tab) plus any attachments. The deadline date will be posted on the worksheet and Criteria and Instructions on Academic Web (Learn Tab). Applications will not be accepted after the posted deadline.
5. The student is responsible for the accuracy of the information found on the Nursing Clinical Entry Application as it relates to points earned. For errors or incomplete information about **transfer credits or grades**, a request must be submitted for review or change, to Student Records one week prior to the application deadline. If the question is about **degrees from other colleges not showing**, contact Admissions. **There are no exceptions to this one week requirement.**
6. Incomplete Competitive Clinical Entry applications will not be considered.
7. Applicants with the highest point totals will be offered the majority of seats in the PNR 110 class. If two or more students have the same total points, rank will be based on:
 - a. 1) the student's successful TEAS date
 - b. 2) overall GPA
 - c. 3) the date the Practical Nursing major was declared.
8. The applicants offered competitive entry seats will be removed from the completed TEAS list. Remaining seats in the PNR 110 class will be filled based on the student's complete TEAS date.
9. To enroll in PNR 110, students must have successfully completed AHS 117, or received a waiver from Lynn Lollis in Fulp 420. Email contact llollis1@tctc.edu
10. To get points for an Associate Degree, the transcript must show an awarded degree.
11. To get points for a Pre-Nursing Certificate, the certificate application must have been submitted and approved by the Nursing Department.
 - a. We will track the completion of the certificate with non-graduate letters sent by Student Records. If students have used the PNC to gain entry into the ADN or PN program, and failed to complete the committed courses, nursing will evaluate whether the five points caused the offer of a seat.
 - i. For instance-if a student gained entry with 50 points which included the PNC, and the cut off total is 48, nursing will decide if a student's seat

will be revoked. This could happen if the student's points for PNC caused their point total to qualify for entry, but actually withdrew from or failed the class (es) that completed the PNC.

- ii. A student who is submitting the graduation application for PNC, will sign a copy of this policy. The signature denotes understanding of and agreement to comply with the policy stated here: "I understand that failure to complete the Pre-Nursing Certificate could result in forfeiture of my clinical seat."

12. If a student successfully challenges a course or gets CLEP credit for a course, they will be awarded the point value of a C in that course.
13. Students with AP credit for an applicable course will receive a point equivalent of 3 for a C, 4 for a B or 5 for an A. If a score report is not available, the default will be a C.
14. Students who do not apply for competitive clinical entry for two consecutive semesters (excluding summer) will be removed from eligibility.

It is the intent of the Competitive Clinical Entry process that a student who accepts a seat in a program, remains in that program until the program has been completed, or they are academically withdrawn. Extenuating circumstances are rare, and must be discussed with the Department Head for Nursing.

For more information and to see associated handouts, please refer to www.tctc.edu Click Academics and Prepare for a Career.

AHS 117 REQUIREMENT

Medical Assistant, Surgical Tech, EMT/EMS, Paramedic, Respiratory Care:

If a student **has a credential, degree, license** (Medical Assistant, Surgical Tech, EMT/EMS, Paramedic, Respiratory Care) they will see Lynn Lollis for skills check-off. If they successfully demonstrate skills necessary, Ms. Lollis will enter a waiver in the system. A background check receipt is required before eligibility for a waiver.

Students who work in health care but have no credential:

If a student works in a health care setting, but **has no credential**, they may challenge the course or take the AHS 117 Patient Care course. This applies to CNAs who had a credential in the past, but have an expired certification. (CNA credential is three or more years expired) This challenge requires a background check receipt, and is also available through Ms. Lollis.

Current CNAs and students who have completed CNA training; PCT:

A student who **has a current CNA certification, or a student who has successfully completed the training**, (for example, through Corporate and Community Education) can receive a waiver by providing the credential (or transcript) and background check receipt. If the CNA certification has expired within the last three years, they may still receive the waiver. If a student has completed PCT classes at Greenville Technical College, for instance, they may receive credit for the course if an official transcript has been submitted to Student Records.

+ In this instance, students are not required to sit for the licensing exam, but must provide the training certificate.

Contact information for Ms. Lollis: (864) 646-1399 llollis1@tctc.edu Fulp Hall 420 Lab
Fee for a course waiver \$75.00*

Fee for a Background check \$49.50*

*Subject to change

**Effective date

ACADEMIC ADVISEMENT

Each student will be assigned a nursing faculty advisor to assist in advisement and scheduling of courses. The **student is responsible** for scheduling an appointment to be seen by his/her advisor during the early advisement period. Appointments for advisement during this period should be scheduled with one of the Division's administrative specialists. Students are required to meet with the assigned faculty member prior to each registration period. Every attempt will be made to schedule the student an appointment with his or her own advisor. If unavailable, the student may be scheduled with another advisor in the department. **NO** telephone or email advising will take place. This includes faculty assignment of the RAN to allow the student to self-register.

BACKGROUND CHECKS

All clinical agencies require background checks. The results of the background check may determine if a student is eligible to enter clinical agencies.

1. A student must be able to enter and/or remain in all clinical agencies to progress within a program. Inability to progress within a major for this reason will result in administrative withdrawal from the program.
2. Students are responsible for paying for, and signing any release forms at the start of the initial semester in any clinical course to obtain the background checks.
3. Currently the program uses PreCheck.com. Failure to complete a background check may result in administrative withdrawal from the program. The student needs to go on line to complete this procedure. The check must be done prior to the start of the semester that the student enrolls in a clinical course in the Health Science Division. There are directions for this on-line service in the "Plan My Schedule" section of the "Get Set" tab on eTC.

DRUG SCREENS

All of the hospital clinical agencies that are used by the program require that the students be drug screened.

1. Drug screen is a fee attached to the entry level course for both the RN and LPN programs. If a student becomes out of sequence for any reason they will be notified by the Health Education Division Office about paying separately for the drug screen
2. All students will be drug screened at least annually while they are in the program.
3. The time and date of the drug screening will be sent in an email to the students' college account from the Health Education Division Office.
4. A positive drug screen will result in removal from the program.
5. Failure to complete the drug screen will be seen as a positive result with subsequent removal from the program.
6. A student must be able to enter and/or remain in all clinical agencies to progress within the program. Inability to progress within a major for this reason will result in administrative withdrawal from the program.

TECHNICAL STANDARDS

All students will fill out a Technical Standards form at the beginning of the program. This form outlines the standards that need to be able to be performed in the Health Education Division. If YES is answered to any statement the student will be referred to Student Disability Services for the appropriate accommodations. See Appendix G

PROGRESSION

PROGRESSION CRITERIA

In order to progress in the nursing program the student must follow the item listed below.

- a. A final course grade of “C” or higher is required in all required general education courses.
- b. Each sequenced nursing course must be completed with a grade of “C” or higher.
- c. Nursing courses build on one another and must be taken in a prescribed sequence. A student who needs to retake a nursing course will have to wait until that course is offered again and space is available within the course (see program curriculum for course sequence).
- d. Students must follow the sequence of course as outlined in the curriculum plan. A student may take a general education course prior to the session listed.
- e. A student may only enroll in each nursing course a maximum of twice. If the student is not successful after the second time the student is withdrawn from the program.
- f. After a failure in or withdrawal from two different nursing courses, the student is withdrawn from the program.
- g. If an Associate Degree Nursing student must repeat an entry level course, the admission to the program starts with the date of the successful course completion. If a student enrolls in an entry level course twice and is not successful then (e) applies. Entry level is defined as NUR 101 and NUR 201. If a Practical Nursing student must repeat PNR 110, then (e) always applies.
- h. The student must maintain a cumulative GPA of 2.00 or higher.
- i. If a student is administratively withdrawn from a program, then the student must wait two years and reapply through the Competitive Entry process for a seat in the program.
- j. Completion of required Associate Degree Nursing courses within three years of entry into the first nursing course or competency must be demonstrated. Practical Nursing courses must be completed within two years of entry into the first nursing course or competency must be demonstration.
- k. The student must have the ability to attend all clinical agencies.
- l. The student must take all required standardized testing.
- m. The student must validate and maintain CPR and other immunizations as required..

CURRICULUM PLAN - RN

Generic Track FIRST YEAR

<u>1st Term</u>		C	L	Credit Hours
NUR 101	Fundamentals of Nursing	4	6	6
NUR 106	Basic Pharmacology	2	0	2
BIO 210	Anatomy & Physiology I	3	3	4
ENG 101	English Composition I	3	0	<u>3</u>
				15hrs.
 <u>2nd Term</u>				
NUR 111	Common Health Problems	3	9	6
BIO 211	Anatomy and Physiology II	3	3	4
MAT 120	Probability & Statistics OR			
MAT 103	Quantitative Reasoning	3	0	3
PSY 201	General Psychology	3	0	<u>3</u>
				16 hrs.
 <u>SUMMER TERM</u>				
NUR 210	Complex Health Problems	2	9	5
BIO 225	Microbiology	3	3	<u>4</u>
And/or				9 hrs.
NUR Elective*		3	0	3 (12)

SECOND YEAR

<u>3rd Term</u>		C	L	Credit Hours
NUR 220	Family Centered Nursing	4	6	7
SPC 205	Public Speaking	3	0	3
CPT 170	Microcomputer Applications	3	0	<u>3</u>
And/or				13 hrs.
NUR Elective*		3	0	3 (16)
 <u>4th Term</u>				
NUR 214	Mental Health Nursing***	2	6	4
NUR 221	Advanced Nursing Concepts***	2	9	5
XXX XXX	Humanities Requirements**	3	0	<u>3</u>
And/or				12
NUR Elective				3 (15)

Total Program Hours: 68

All courses scheduled in the curriculum plan must be taken prior to or concurrent with the nursing course scheduled for that term.

No concurrent course may be delayed. Any alterations or substitutions to the curriculum plan must be approved by the Department Head and/or Nursing Faculty.

*Nursing Electives may be taken summer, fall (3rd semester) or spring (4th semester)

**Humanities electives include University Transfer courses in literature, art, music, philosophy, history, foreign language or HSS 205.

***NUR 214 and NUR 221 are 7 week courses

C – class hours per week **L** – lab hours per week

Revised – 06/2005, 8/2009, 7/2010

CURRICULUM PLAN

LPN Transition to RN Track

FIRST YEAR

<u>1st Term</u>	C	L	Credit Hours
NUR 201 Transition Nursing	2	3	3
BIO 211 Anatomy & Physiology II	3	3	4
PSY 201 General Psychology	3	4	<u>3</u>
			10 hrs.

SUMMER TERM

NUR 210 Complex Health Problems	2	9	5
BIO 225 Microbiology	3	3	<u>4</u>
And/or			9 hrs.
XXX XXX Nursing Elective*			3 (12)

SECOND YEAR

2nd Term

NUR 220 Family Centered Nursing	4	9	7
SPC 205 Public Speaking	3	0	3
CPT 170 Microcomputer Applications	3	0	<u>3</u>
And/or			13 hrs
XXX XXX Nursing Elective*			3 (16)

3rd Term

NUR 214 Mental Health Nursing***	2	6	4
NUR 221 Advanced Nursing Concepts***	2	9	5
XXX XXX Humanities Requirement**	3	0	<u>3</u>
And/or			12
XXX XXX Nursing Elective*			3 (15)

Total Program Hours: 47

LPN articulation agreement allows for 14 hours credit to be awarded after successful completion of NUR 201 for a total of **68** credit hours total in the curriculum.

NOTE: ENG 101, BIO 210, and MAT 120 or MAT 103 are general education courses that must be successfully completed prior to starting the transition program (NUR 201). All courses scheduled in the curriculum plan must be taken prior to or concurrent with the nursing courses scheduled for that term. No concurrent course may be delayed. Any alteration or substitutions to the curriculum plan must be approved by the Department Head and/or the Nursing Faculty.

*Nursing electives may be taken in summer, fall (3rd semester), or spring (4th semester)

**Humanities requirements include University Transfer courses in literature, art, music, philosophy, history, foreign language or HSS 205.

****NUR 214 and NUR 221 are 7 week courses.

C – class hours per week

L – lab hours per week

Revised - 06/2005 8/2009

CURRICULUM PLAN

LPN August Admission

FALL SEMESTER		C	L	Credit Hours
BIO 100	General Anatomy & Physiology	3	0	3
MAT 155	Contemporary Mathematics	3	0	3
PNR 110	Fundamentals of Nursing	3	6	5
PNR 120	Medical-Surgical Nursing 1	3	6	<u>5</u>
				16
SPRING SEMESTER				
PNR 122	Pharmacology	3	0	3
PNR 130	Medical-Surgical II	3	6	5
PNR 140	Medical-Surgical III	3	6	5
PSY 103	Human Relations	3	0	<u>3</u>
				16
SUMMER TERM				
ENG 155	Communications	3	0	3
PNR 165	Nursing Care of Family	4	6	6
PNR 182	Special Topics	2	0	<u>2</u>
				11
Total Program Hours: 43				

LPN Curriculum plan Spring Entry

SPRING SEMESTER		C	L	Credit Hours
BIO 100	General Anatomy & Physiology	3	0	3
MAT 155	Contemporary Mathematics	3	0	3
PNR 110	Fundamentals of Nursing	3	6	5
PNR 120	Medical-Surgical Nursing 1	3	6	<u>5</u>
				16
SUMMER TERM				
PNR 130	Medical-Surgical II	3	6	5
PSY 103	Human Relations	3	0	<u>3</u>
PNR 122	Pharmacology	3	0	3
				11
FALL SEMESTER				
ENG 155	Communications	3	0	3
Pnr 140	Medical-Surgical III	3	6	5
PNR 165	Nursing Care of Family	4	6	6
PNR 182	Special Topics	2	0	<u>2</u>
				16
Total Program Hours: 43				

Revised 8/2008 reviewed 8/2009

NURSING COURSES

ATTENDANCE POLICY

Attendance and promptness are expected professional behaviors of all nursing students. Attendance is required in accordance with the Tri-County Technical College policy (see Tri-County Technical College Catalog).

Attendance for all clinicals, including skills lab is expected. All clinical absences must be reported to the clinical instructor and/or facility as soon as possible before the beginning of the clinical experience. Any missed clinical will result in an “Unsatisfactory” for that clinical experience.

Clinical Make-Up

Make-up of clinical or skills lab absences will be at the discretion of the clinical instructor and in consultation with the course coordinator. The clinical make-up may entail alternate times and sites. The ability to make-up clinical cannot be guaranteed.

Exam Make-Up

Absence from an examination is a special circumstance that must be managed according to the following policy.

1. All exams will be made up and may be given in an alternate manner.
2. The student must contact the course coordinator upon returning to school to set up a date for taking the missed exam.
3. Missing a second exam that term will result in administrative withdrawal or a WF for the course.

GRADING SYSTEM

The Associate Degree Nursing Program adheres to the following grading system policy.

The grading scale used by **The Associate Degree Nursing** program to compute grades is as follows:

- A 90 - 100
- B 80 - 89
- C 78 - 79
- D 66 - 77
- F < 66

Clinical = Satisfactory/Unsatisfactory

The grading scale used by **The Practical Nursing** program to compute grades is as follows:

- A 90 - 100
- B 80 - 89
- C 75 - 79
- D 70 - 74
- F < 70

Clinical = Satisfactory/Unsatisfactory

All written assignments are due on the date and time stipulated. Assignments

submitted after the due date and time will have 5 points deducted for each day late.

WITHDRAW/RE-ENTRY FOR ENTRY LEVEL COURSES (PNR 110, NUR 101, or NUR 201)

Any student who desires to re-enroll in either PNR 110, NUR 101, or NUR 201 must:

1. Notify the Department Head in writing and have a minimum GPA of 2.5 for NUR 101 and NUR 201 or 2.0 for PNR 110.
2. The generic RN or Practical Nursing student must then apply for CCE. Points will be given for NUR 106 for the generic RN students, and PNR 122 for PN students. Transition students will be offered a place in the next available class.

PROCEDURE FOR WITHDRAWAL FROM A NURSING COURSE OTHER THAN ENTRY-LEVEL COURSES

Student Responsibility:

1. Discuss with the nursing course coordinator and/or faculty advisor the intent to withdraw.
2. Utilize the withdrawal procedure that is available through the student's eTC account.
3. It is the student's responsibility to complete this procedure; Failure to do so may result in a grade of "F" assigned for the course.

PROBATION

Probation will be managed by the following process:

- A student who does not have a "C" average in each nursing course at mid-semester will be counseled by a course instructor. It will be documented in his/her record. See appendix C
- A student who is not performing satisfactorily in the clinical area at mid-semester will have a note placed in the clinical evaluation tool. An unsatisfactory on any of the clinical outcomes at the end of the course will result in a failure of the course.
- All students should refer to the College Catalog Prescribed Conduct and those behaviors which may subject one to disciplinary action.

EVALUATION

1. Theory Component
 - A. Complete scheduled unit exams with a C or higher.
 - B. Complete any assigned standardized testing.
2. Clinical Component
 - A. Satisfactory on all Clinical Outcomes
3. Course Grade
 - A. To receive a passing grade the student must have both:
 1. An overall theory grade of C or higher.
 2. A satisfactory on all clinical outcomes.
 - B. A student receiving an unsatisfactory in clinical will be unable to complete the course requirements.

4. Exam Grades

- A. Unit exam grades will not be given to the students until the next class meeting. At that class period the students will only be given the grade report sheet to sign and examine. Students have 5 days from the time they receive their grade to question the grade with the teaching faculty by appointment. At that point the grade will be recorded, and will not be subject to challenge.
- B. Exam reviews will be conducted at the discretion of the teaching faculty. The students will not have access to the exam booklet except in the faculty office.
- C. Final exam grades will not be posted or given to the students until the final grade for the course is posted in the computer system. Students can expect that final course grades will be posted in WebCT within 48 hours of taking the final exam.
- D. The dosage calculation exam is a percentage of the overall course grade. The exam is given only once. If a student earns 90% or greater then they receive all the points if the student earns less than 90% then no points are awarded.

SUPPORT COURSE FAILURE

A course grade of "D" or "F" in a general education course that is required for the curriculum will require retaking the course during the next semester the course is available. All co-requisite courses must be completed by the time indicated on the curriculum plan.

CONFIDENTIALITY

All nursing students may be required to sign a confidentiality statement related to clinical agencies. The student is expected to comply with the terms of the statement throughout the nursing program. (Failure to comply provides grounds for the inability to progress in the nursing course in which the incident occurs.) All students are expected to comply with HIPAA guidelines as stipulated by clinical agencies.

IMMUNIZATIONS AND CPR

All students entering the nursing sequence are required to submit a complete and accurate immunization form. (see appendix B). Students must update the information as needed.

This information should be submitted at the beginning of the first term. Entry into the clinical areas WILL NOT be allowed until this requirement is met. Students absent from clinical for this reason will receive an unsatisfactory grade in clinical for each day absent. Clinical make-up cannot be guaranteed.

All students entering the nursing sequence must provide documentation of certification in cardiopulmonary resuscitation for the adult, infant, and child, and include AED and choking. CPR certification must remain current throughout the entire proceeding semester. Online CPR certification is prohibited, unless the course includes a demonstration of skills competencies.

CHANGE IN HEALTH STATUS

Documentation of emotional and physical ability to carry out the normal activities of nursing care may be required for continuation in the program if the health status of a student changes following admission to the program. Students are to notify faculty

immediately if they have an infectious disease.

POLICY OF TRANSMITTED DISEASES

Nursing students and faculty should be particularly aware of the potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure. Since faculty cannot reliably identify all patients with a transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all patients at all times as if they were a potential source of infection. This approach includes precautions for contact with patient's blood and body fluids. This is referred to by CDC (Center for Disease Control) as "precautions". Practice of these precautions will ensure protection against HIV (Human Immunodeficiency Virus), the cause of AIDS; HBV (Hepatitis B Virus), the primary cause of viral hepatitis; and all other blood borne infectious agents. Rigorous adherence to these guidelines will be required of all students and faculty.

All nursing students are required to complete Health Stream modules annually.

STANDARDIZED TESTING

Standardized examinations will be scheduled. A fee is required by the testing agency and is attached to the students tuition as a course-fee. The fee is subject to change. It is the student's responsibility to complete the tests as scheduled. Refer to the course calendar for the testing schedule.

WITHDRAWAL FROM THE PROGRAM

The course sequencing requirements of a Nursing Program are such that withdrawal of the student from courses required in the curriculum will result in a delay in completing the program. **Until the required courses are completed, two withdrawals/failures will result in permanent termination from the program.** (See Curriculum Plan) All subjects scheduled in the curriculum must be taken prior to or concurrent with the nursing course scheduled in the term in which the student is enrolled. No co-requisite course may be delayed without special permission from the Nursing Department Head.

RE-ADMISSION POLICY

Procedure:

Any student desiring re-admission to the program must re-apply and meet all current entry requirements.

CLINICAL

CLINICAL OUTCOMES:

Clinical outcomes are derived from the stated course objectives. Students are expected to meet each clinical outcome with a satisfactory performance by the end of the course. Selected behaviors are identified for each of the five outcomes. Satisfactory performance on each behavior is expected and will determine satisfactory completion of the outcome.

Rating scale is as follows:

Satisfactory: Efficient, coordinated, and confident; usually independent or needs occasional supportive cues; accurate each time; safe

Progressing: Skillful in parts of behavior and/or procedure/interventions related to clinical objective; lacks efficiency and coordination; needs occasional verbal and/or physical cues in addition to supportive ones; requests supervision appropriately; safe

Unsatisfactory: Unable to demonstrate behavior and/or procedure/interventions related to the clinical objectives; lacks confidence, coordination and efficiency; needs frequent verbal and physical cues; unprepared; unsafe

N/A: Does not apply

STUDENT RESPONSIBILITIES:

- Each week the student is expected to evaluate his/her own performance on each behavior for each of the clinical outcomes. Record date in appropriate section and evaluate self using S, P, or U.
- Evaluation tool is completed and returned to faculty member at the end of each clinical week (last clinical day for the week).
- Incorporate prior learning into planning and administering care.
- Comply with the remediation plan when such is required.
- Under no circumstances are students to leave the clinical facility during their clinical experience. Doing so will be viewed as patient abandonment and result in failure of the course.

FACULTY RESPONSIBILITIES:

- Determine accurateness of student's self-evaluation and place an S, P, or U in appropriate space for each clinical behavior if a difference occurs. Any difference between the student and teacher rating will be discussed in the comment section (Part 2 of the form)
- Evaluate the student's weekly performance as satisfactory or unsatisfactory
- Discuss rating with student and offer remediation as needed
- Sign and date signature sheet
- Weekly comments may be made by the faculty
- Conferences with students are scheduled as required - mid-semester evaluation conference will be scheduled for each student (for students enrolled in full semester courses) as deemed necessary by the clinical instructor. Evaluation will address progression toward meeting the clinical outcomes.
- Student will have a conference at the end of the course in which they will receive a clinical grade of satisfactory or unsatisfactory

OUTCOMES OF UNSATISFACTORY PERFORMANCE:

1. Students who receive an “unsatisfactory” or “progressing” on any behavior are expected to show improvement the following clinical.
2. Students with “unsatisfactory” for a given behavior(s) may require remediation. The faculty member and student will discuss the options and write a plan of action. Both will sign the remediation plan.
3. If remediation is required, the student will not be allowed to return to the clinical area until the remediation is complete.
4. Continued “unsatisfactory” on weekly evaluations may result in clinical failure for the course.

Other considerations: Any student exhibiting unprofessional/unsafe behavior may be dismissed from clinical immediately and fail the clinical portion of the course. These include but are not limited to:

- **Unsafe acts**
- **Repeated medication errors**
- **Violating confidentiality**
- **Being unprepared for clinical**
- **Not completing or turning in clinical paperwork on time**
- **Failure to demonstrate progression in clinical performance**
- **Failure to report significant changes in client status**
- **Unprofessional behaviors**
- **Clinical absence and tardiness, especially without notification**

STUDENT FAILS TO PROGRESS IN THE CLINICAL SETTING

It is the goal of the Nursing Program and each clinical instructor to give the nursing student varied and valuable experiences in patient care. An equally important requirement is to provide safe nursing practice for each patient. This requirement is one that both contractual clinical agencies and the College view as priority for patient care.

If a student cannot demonstrate the skills and competencies required for safe practice to pass the clinical component of a nursing course, the Department Head for Nursing will make the final decision as to whether or not the severity of the clinical deficiencies warrant withdrawal from the program or if remediation is an option. In addition, it will be at the discretion of the Department Head for Nursing to determine if the student may be re-admitted to the Nursing Program. If a student is deemed unsafe or the level of any one patient safety issue is one is deemed egregious by the clinical agency or nursing clinical faculty member/chief agency nursing officer s/he will not be allowed to return to the nursing program of Tri-County Technical College. As stated in the College catalog (p. 72), a student must be able to enter and/or remain in all clinical agencies to progress within a program.

GUIDELINES FOR COLLEGE LABORATORY

- Laboratory practice sessions are scheduled during open - laboratory time and/or by appointment. Student partners should assist and check each other during non-scheduled practice sessions. Faculty will facilitate learning during the

scheduled practice sessions.

- Students are expected to return practice and check-off equipment to appropriate storage areas and to leave units in readiness for the next session. Linen soiled during these times will be laundered by students per faculty instructions.
- Audio-visual materials and equipment are to be used according to instructions, and with care.
- During scheduled check-off sessions, students are expected to perform the psychomotor skill according to the identified criteria **WITHOUT** faculty assistance. Check-off sessions are evaluation, not practice sessions.
- If a student is unsuccessful on the first attempt at demonstrating competency of a skill, a practice session is to be scheduled with assigned faculty. Following faculty guidance and critique during the practice session, the student will schedule a second session for demonstrating competency. No repeat check-offs are allowed until required practice sessions have been completed. Students will get an “unsatisfactory” on clinical evaluations for each nursing skill they have not successfully completed in check-offs.

TRANSPORTATION

Students are expected to provide their own transportation to and from the clinical agencies. A student having difficulty making these arrangements should contact his/her clinical instructor in advance during the instructor's scheduled office hours. Car pooling is encouraged.

PROFESSIONAL DRESS STANDARDS

Purpose: The purpose of outlining professional dress parameters is to assist the beginning student in establishing a professional appearance. Projecting a professional image of the Tri-County Technical College nursing student to nurse colleagues and the profession is the responsibility of each student at all times. Those not meeting the dress criteria will be asked to leave the clinical area to make necessary changes. Time missed will be counted as absences. Specific questions or concerns about professional dress should be addressed to the current course faculty member.

Uniform Standards:

The Female Uniform will be:

- Steel Gray pants (no scrub pant cuffs) or white skirt.
- Steel Gray uniform shirt (short sleeves). Tri-County Nursing will be embroidered over the left breast in red thread.
- White hose, or non-patterned white socks (appropriate to uniform chosen)
- Black or White leather duty shoes (must be leather with backs on heels and tops on toes). Tie shoes with solid laces are preferred.
- Black warm-up jacket with college patch for both programs.
- Required undergarments include:
 - Bra
 - Underpants
 - Undergarments should not be visible
- Skirt Length: The hemline for a skirt uniform should extend to a level

below the knees (to the bottom of the patella) and be no longer than midcalf.

The Male Uniform will be:

- Steel Gray uniform pants (no scrub pant cuffs)
- Steel Gray uniform shirt, (short sleeves). Tri-County will be embroidered above the left breast in red thread.
- White socks, non-patterned
- Black or White leather duty shoes (all leather, with back on heels). Tie shoes with solid laces are preferred.
- Black warm-up jacket with college patch for both programs.
- Required undergarments includes:
 - Boxer or jockey shorts
 - Undergarments must not be visible
- Pants: The waistband must fasten at the natural waistline.

Notice for Males and Females:

- Photo name badges plus hospital supplied ID badges as necessary are to be worn close to the face.
- The black warm-up jacket shall have the college patch neatly sewn on the left breast.
- Uniforms will be clean and neatly pressed.
- Uniforms are to be worn by students when providing nursing care or in campus labs. The uniform is to be worn only in the clinical setting (including simulation lab) and to classes that occur immediately before clinical. At all times students are to wear name tags when in uniform or functioning as a clinical student.
- Warm-up: The black warm-up is to be worn over the uniform or over conventional street clothes when in the clinical facility other than when in uniform.

Accessories:

Uniform accessories are a part of each uniform and include the following:

- Watch with sweep second hand
- Photo name badge
- Black pen
- Pocket-size note pad
- Nursing equipment as required by the specific courses, e.g., stethoscope

Jewelry:

Only the following jewelry may be worn while in uniform:

- Wedding band - **NO** engagement ring or rings with stones are allowed because of possible patient injury or contamination from bacteria.
- One pair of small stud-style earrings – silver, gold, white, or navy may be worn. **NO** dangle or loop earrings or those with stones are allowed.
- No necklaces or bracelets are to be worn.

- No other visible piercings, or “gauging” are permissible.

Other Apparel: Outer apparel appropriate to weather conditions should be worn over the uniform to and from the clinical facility. Sweaters are not allowed during clinical practice. Students may wear a grey or white undershirt or turtle neck under the scrub top.

Clinical Agencies: Students are expected to follow the dress policy modifications specific to the clinical area, e.g., labor and delivery, nursery, critical care, mental health areas.

NOTE: The uniform dress policy guidelines apply as related to dress length; jewelry etc. even when uniform is modified for the agency.

PERSONAL HYGIENE STANDARD CLEANLINESS:

Hair: Hair must be neat at all times. Hair should be neatly pinned up to keep it off the uniform collar. **NO** un-natural hair color is allowed. Ornamental clips, banana clips, or ribbons are not permitted. Beards and mustaches are to be kept trimmed and neat.

Fingernails: Nails should be kept clean and short enough to avoid scratching the patient. They should be no longer than even with fingertips. Only clear or neutral polish may be worn. No artificial nails will be worn.

Fragrances: Scented lotions and perfume are not recommended in the clinical area. The instructor may mandate the total absence of fragrances in the clinical area. Many individuals are highly sensitive to odors. Additionally, some people are allergic to certain perfumes.

PROFESSIONAL BEHAVIOR STANDARD:

Gum Chewing: Gum chewing will not be permitted in the clinical facility.

Smoking and Tobacco Use : Smoking is not recommended at any time, and will not be permitted prior to or during the clinical day. The odor of cigarettes is offensive to many sick individuals. Additionally, some people are allergic to cigarettes. Smoke smell on the student’s clothing, hair, or body may be cause to be dismissed from clinical and get an “unsatisfactory” for the day. Additionally, the use of other tobacco products will not be permitted in the clinical facility.

Drugs: Students will NOT attend clinical if taking medication that impairs their abilities and decision-making skills. This includes alcohol and prescription drugs.

Cell Phones: Cell Phones are not permitted in clinical area or used in class.

Tattoos: Tattoos that are offensive must be covered. If tattoos cannot be covered the student will need to see the Nursing Department Head before attending clinicals. Certain agencies prohibit offensive tattoos and can determine the ability of the student to attend that agency and progress within the major.

STUDENT INJURY

1. If a student is injured while in the clinical facility, the injury MAY be covered by Worker's Compensation.
2. Follow the direction on APPENDIX E. This form is also found with the clinical evaluation tool.
3. Procedure for Reporting Potential Exposure: Any incident of potential contamination, including needle sticks, must be reported to and fully documented by the immediate supervisor, college or clinical faculty, and the appropriate college department head and Division Chair
4. Students who are pregnant or who have immunosuppression validated by a physician must advise the course instructor of their status for safety in clinical assignments (avoiding unnecessary communicable disease exposure).

GRADUATION REQUIREMENTS

NCLEX-RN REVIEW COURSE for ADN Students

Students are required to take an NCLEX-RN review course at the end of the final course in the nursing sequence. The cost is covered through course fees in the program, and will be offered on a Tri-County Technical College Campus. Failure to take the review course will result in a delay in submission of the Letter of Endorsement to the South Carolina Board of Nursing.

GRADUATION REQUIREMENTS

The following criteria must be met for a student to graduate from the **ADN program**:

- Satisfactorily complete all nursing curriculum courses, or show competency at 78%, within three years from the date of admission to the Associate Degree Nursing Program.
- Satisfactorily complete the required number of hours specified in the curriculum and have an overall GPA of 2.0 on 4.0 scale.
- Pay all required fees and financial obligations owed to the College.
- Take all required standardized achievement tests as scheduled throughout the curriculum.
- Complete an approved NCLEX review course.
- Submit an “Application for Graduation” form to the Office of the Registrar, pay the required fee and submit by the deadline.

The following criteria must be met for a student to graduate from the **Practical Nursing Program**:

- Satisfactorily complete all required courses and have maintained an overall grade point average of 2.0 on a 4.0 scale.
- Pay all required fees and financial obligations owed to the College.
- Take all standardized achievement tests as scheduled throughout the curriculum.
- Submit an “Application for Graduation” form to the Office of the Registrar, pay the required fee and submit by the deadline.

ELIGIBILITY FOR LICENSURE

Upon successful completion of the program, graduates are eligible to take the licensure examination administered by the State Board of Nursing for South Carolina, and upon satisfactory completion, they will be designated as a Registered Nurse (RN) or Licensed Practical Nurse (LPN). Candidates who have criminal records may be required to appear before the State Board of Nursing which will determine eligibility to write the licensing examination.

Note: Background checks are required at the student’s expense. While in the program, if a student has any criminal conviction more serious than a minor traffic violation, he or she **MUST** notify the Department Head and State Board of Nursing for South Carolina no later than 90 days prior to the date of program completion (803-896-4550, Columbia, SC). Failure to do so may hold up the permit to test.

PROFESSIONAL

BEHAVIOR

PROFESSIONAL BEHAVIOR

Nursing students are required to adhere to the standards of conduct expressed in the American Nurses' Association Code for Nurses.

CODE FOR NURSES

Preamble: The code for nurses is based on belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality of nursing care.

- The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
- The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
- The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- The nurse assumes responsibility and accountability for individual nursing judgments and actions.
- The nurse maintains competence in nursing.
- The nurse exercises informed judgment and uses individual competencies and qualifications as criteria in seeking consultations, accepting responsibilities, and delegating nursing activities to others.
- The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
- The nurse participates in the profession's efforts to implement and improve standards of nursing.
- The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
- The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

American Nurses' Association. Code for Nurses. Kansas City, 1985.

ACADEMIC HONESTY

Students are expected to complete their own work in class and outside of class. Students suspected of cheating on any assignments, class exams, or quizzes will be approached by a faculty member. Students should not loan class written assignments to classmates prior to submitting the work for grading. Plagiarism is a serious form of cheating. Refer to "Academic Integrity," [Tri-County Technical College Catalog](#)

CLASSROOM BEHAVIOR

Guidelines for student behavior when attending class have been established in order to provide an optimal learning environment.

Students are expected to exhibit professional behavior in class and in the laboratory. Respect is to be shown to the instructor, visitors, and fellow members of the class. Disruptive or disrespectful behavior may result in dismissal from the class and count as an unexcused absence.

It is the policy of Tri-County Technical College to provide a healthy, comfortable and productive work environment for students, faculty and staff and to fully comply with the laws governing smoking. Based on this policy and in recognition of the health hazards to non-smokers by involuntary exposure to secondary smoke, smoking is prohibited throughout the college facilities except in designated areas.

Students should not bring children or animals to class. This can create problems for instructors and fellow students. The college does not accept responsibility for minors on campus.

HEALTH EDUCATION DIVISION POLICY ON DISRUPTIVE BEHAVIOR

Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Health Education Division at Tri-County Technical College. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

Behavior which health education personnel may declare disruptive includes, but is not limited, to the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility

- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

Procedure:

Disruptive behavior occurring within and outside the academic setting will be reported to the Dean of Health Education, the appropriate Department Head, and the Dean of Student Development (if deemed serious or repetitive by the Division Dean). Disruptive behavior will be handled according to the Student Code of Conduct as outlined in the College catalog.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Public Safety to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips the instructor may dismiss the student from participation in that activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity.

Instructors should call Public Safety and the Division Dean immediately if any of the following situations occur.

- A student threatens or intimidates faculty, staff or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting

The instructor of record will retain documentation of disruptive academic behavior in the student's file and will meet with the student within 5 business days after the incident. If the disruption is deemed repetitive and/or serious by the Division Dean, the Dean of Student Development will be immediately involved in final disposition and handling of the matter.

The South Carolina Technical College System Policy on alcohol and other drug use has been adopted by Tri-County Technical College in an effort to maintain a drug-free environment. It is of utmost importance that students familiarize themselves with this policy. Specifics regarding the effects of various drugs, the laws which govern their use and penalties for violating these laws are included in the policy.

HEALTH EDUCATION DIVISION POLICY OF SOCIAL AND ELECTRONIC MEDIA

PURPOSE: To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR) support area

clinical agencies, physician offices, and the division in terms of knowing boundaries of appropriate communication with social media (HIPAA, FERPA)

Students are prohibited from posting any comment that is personal health information including patient images on any social media site. Posting of veterinary-related images must be approved by the Veterinary Technology Department Head in advance.

The use of social media provides the ability for students to communicate with their peers in an expedient and even real-time basis. However, students should understand that publishing information on a social media site may be public, can be shared by others and is searchable in order to trace activity back to them as individuals for long periods of time. If a student provides identification that he/she is a Tri-County Technical College student, public perception expands beyond the individual student to the program, division and the College. Examples of social media include, but are not limited to,

- YouTube
- Facebook
- iTunes
- LinkedIn
- Twitter
- Blogs (except for course or College approved platforms such as Blackboard with faculty oversight)

Students in all areas of Health Education are preparing for professions which provide services to the public who expect high standards of care and in the handling of confidential information. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

PDA USE

PDA's can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, PDA use must be appropriate and within established guidelines by an instructor/clinical agency. HIPAA/FERPA guidelines still apply. During clinical and class time, it is expected that any PDA be utilized only when expressly authorized by TCTC faculty. If the PDA is combined with a cell phone, the cell phone should be silenced. No personal conversation or texting is allowed at any time in a patient/animal care area. Please remember that in patient areas, PDA's may act as a reservoir for microorganisms and have the potential to deleteriously affect immunocompromised patients. Misuse of electronic devices can be interpreted as a classroom or clinical disruption and students may be dismissed by the instructor (See TCTC Student Code of Conduct).

eTC Accounts

Tri-County Technical College (TCTC) uses email as one of several means of

communication with HE students. An official eTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official eTC email address does not absolve the student from knowing and complying with the content of those communications.

Each HE student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their eTC account email to another email address risk not receiving important official emails from the College. The HE Division will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

RESPONSIBLE USE OF COMPUTER TECHNOLOGY AND SOCIAL MEDIA IN HEALTH EDUCATION

All forms of communication and behavior that are conducted in an electronic environment (TCTC procedure titled "External Communications" 1-2-1024.1) demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their "electronic" behavior (social media) with the same care and self-control they exhibit face-to-face with patients, peers, instructors, and clinical employees.

FACULTY/STAFF OFFICES

A faculty/staff office should never be entered if the faculty or staff member is not present unless a student has been specifically instructed to do so. For convenience, faculty doors are often left unlocked. However, an unlocked door without a faculty occupant should never be interpreted as a "welcome sign." Students should leave any papers, notebooks etc. in folders outside the faculty doors. All appointments with faculty should be made through the department secretary.

MISCELLANEOUS

SCANTRON USE

Nullification of Test Questions

When grading tests, the following procedure is used by the Tri-County Technical College Nursing Faculty:

1. A SCANTRON key for the test is scanned and programmed into the computer.
2. Each individual student's SCANTRON sheet is scanned into the computer using the key for that particular test. The computer scores each test individually.
3. After ALL student SCANTRON sheets have been run, the computer is asked to perform an item analysis for each question. Each question is reviewed using standardized statistical procedures generated by the computer program.
4. If a question is nullified (declared null and void) by the faculty based on the outcome of the test item analysis, the question is no longer considered a part of the test. All students receive the full value of the question to benefit the student.

Example: If 2 (two) questions on a 50 question test were nullified, the student would receive 4 (four) points for the nullified questions. If 2 (two) questions on a 50 question test were thrown out, the test would then be graded as a 48 question test, making each question worth 2.1 points each.

5. After the test, students will receive individual sheets with their score. The students will be asked to sign the score sheet and will have 5 (five) instructional days to discuss a disputed test grade with the course coordinator. After that time the grade is recorded.

Note: Appointments must be made with the course coordinator to discuss the test grade.

6. If the test has questions that contain math, free writing, or extra credit, those points are added to the grade by hand, and will be written on the student's score sheet. The students will be asked to sign the score sheet and will have 5 (five) instructional days to discuss a disputed test grade with the course coordinator. After that time the grade is recorded.

Note: Appointments must be made with the course coordinator to discuss the test grade.

7. If a multiple answer question (example: select all that apply) is on the test, the student must select all of the correct responses to get credit for the question.

PERMISSION TO COPY STUDENT WORK

The faculty may copy work submitted by students. Copies are made when deemed necessary to maintain permanent records of papers upon which course grades and/or clinical evaluations are based and/or papers which demonstrate a high level of originality and preparation.

MALPRACTICE INSURANCE

All Nursing students are required to purchase, through the college, malpractice insurance each year as part of their student fees. However, proof of personal malpractice policies in effect will suffice. The minimum amount of coverage required is \$1,000,000 per incident with an aggregate of \$3,000,000. The approximate cost of this coverage is \$5.00/clinical course. This amount is subject to change without notice.

FIRE EMERGENCIES

A Tri-County Technical College Procedure has been developed to guide students and faculty in the appropriate and safe way to respond to fire emergencies. The procedure can be found in the college handbook. Please read this policy.

DECISION MAKING AND PARTICIPATION

As a student in the Associate Degree Nursing Program at Tri-County Technical College, the student will be provided with numerous opportunities both in and out of the classroom to develop professional attitudes and skills necessary to be a leader. Participation in Department of Nursing committees, class and campus activities, and Tri-County Technical College Student Nurses Association (SNA) gives the student a voice in the decision making of issues involving students. Students are strongly encouraged and welcomed to take an active role in the activities of the Department, as well as local, state and national SNA.

NURSING DEPARTMENT COMMITTEES

Curriculum Committee (ADN):

Purpose: The purpose of this committee shall be to coordinate, research, develop, and implement the curriculum.

Membership: Membership shall consist of at least three faculty members and two students (1 freshman; 1 senior).

Ex-officio: Department Head of Associate Degree Nursing.

Program Evaluation Committee:

Purpose: To evaluate all aspects of the program for reflection of the Mission and Philosophy of the College and the ADN Department.

Membership: Membership shall consist of at least two faculty members and two students - 1 freshman, 1 senior

Advisory Board:

Purpose: To provide input from the community to the nursing programs.

Membership: Department Head, Program Coordinators, 1 ADN student, 1 PN student. Community members invited to serve.

CAMPUS ACTIVITIES

All students have the opportunity and are encouraged to participate in student organizations and associations. In addition, special meetings and events of interest to students may be scheduled during the scheduled college activity hours. (E.g. guest speakers, entertainment groups, and student talent shows)

STUDENT NURSES ASSOCIATION

Students are strongly encouraged to join the Student Nurses Association (SNA) at the local, state and national levels. SNA is a pre-professional organization, and the only one that is run by nursing students.

Eligibility:

- Any student enrolled in a state approved program preparing for registered nurse licensure
- A pre-nursing student (also LPN) is eligible for membership
- RN faculty teaching in a program preparing students for registered nurse licensure

Dues: Currently the membership dues are approximately \$40.00 1st year or \$70 for two years at National, State, and Local levels.

Benefits:

- Free subscription to Imprint published by NSNA
- NSNA Foundation Scholarship Program
- Career Planning Guide
- Reduced rate/discounts on textbooks, magazines, uniforms, etc
- Half price discount for NSNA Survival Guide
- A voice in Washington, DC on legislation which affects the future of nursing and education for nursing
- Eligibility to attend State Fall Workshop and State Conventions, and the NSNA Convention annually

FINANCIAL RESOURCES

All financial support is handled through the Financial Aid Office. However, students who are experiencing acute unforeseen financial difficulties should IMMEDIATELY consult your advisor or the the Student Life and Counseling Office located in Miller Hall.

STUDENT EMPLOYMENT

The need for students to work in order to help finance their education is recognized. However, students are strongly discouraged from working 11 p.m. - 7 a.m. when they have classes or clinical labs the next day. Being over tired is a safety issue in the clinical area. It is recommended that students limit work to 20 hours per week or less. Education must take priority in the students' energies and loyalties to ensure both the safety of assigned patients and adequate preparation/participation

in class. Due to safety concerns in providing nursing care, students who work a night-shift prior to their clinical day **will be dismissed** from clinical to prevent harm or injury to the patients.

COUNSELING

Students are encouraged to seek counseling when problems arise. The student may see the Department Head or any member of the faculty or go directly to Student Life and Counseling office for counseling. Further resources may be recommended.

Any student whose health and/or personal problems interfere with satisfactory attendance, progress, and performance may expect counseling by a faculty member. Every effort will be made to help the student resolve the problem. In the event that this is unsuccessful, the student may be advised to withdraw until the problem is under control or ceases to exist.

Any student in need of accommodations will need to bring the original letter EACH semester for the Director of Student Disabilities. No accommodations will be granted without this letter.

INSURANCE

Students are covered by Tri-County Tech Worker Compensation for work related injuries. Individual Health insurance is strongly advised; the College disclaims any medical coverage except that which is covered under Worker Compensation.

FACULTY DATA (FULL-TIME)

NAME	OFFICE	PHONE #	TITLE AND MAJOR AREA OF TEACHING	DEGREES OBTAINED
BEARD, Julie	EC 213	220-8011	PN Instructor	BSN – Clemson University MSN – Clemson University
BURGIN, Shelley	HS 404	646-1345	ADN Instructor Mental Health Pediatrics	BSN - University of Florida MSN - University of Florida
BURRISS, Pattie	HS 406	646-1342	ADN Instructor Med/Surg	BSN – Clemson University MSN – Clemson University
CURTIS, Susan	HS 405	646-1480	ADN Instructor	BSN MSN – Clemson University
DENZ, Joanne	HS 407	646-1339	ADN Instructor Pediatrics	BSN – Villa Maria College MSN – University of Buffalo Pediatric Nurse Practitioner
DERMER, Peggy	HS 414	646-1337	ADN Instructor Maternal/Child Obstetrics	ADN - Tri-County Technical College BSN - Clemson University MSN - Clemson University In-patient OB Certification NCC Certification
FORD Cathy	HS 408	646-1335	ADN Instructor Med/Surg Pediatrics Physical Assessment	ADN - Greenville Tech BSN - Univ. of South Carolina MSN - Clemson University FNP Certification CNE Certified Nurse Educator
FULLER, Janet	HS 401A	646-1343	ADN Department Head Med/Surg Pharmacology	Diploma - Marion County General Hospital BSN - Univ. of North Carolina, Charlotte MSN - Univ. of North Carolina, Charlotte CNE Certified Nurse Educator
HARPER, Sharon	HS 412	646-1340	ADN Instructor Med/Surg Geriatrics Neuro Science	BSN - Emory Univ. - Atlanta MN – Emory Univ. - Atlanta CNS Certification PhD - Capella University
HARRIS, Rhonda	HS 409	646-1618	ADN & PN Instructor Med-Surg	BSN - Clemson University MSN – University of Phoenix
HENRY, Carol	HCC	886-4425	PN Instructor	BSN – USC-Upstate MSN – Clemson University
JOHNSON, Shannon	HS 403	646-1537	ADN Instructor	BSN – Clemson University MSN – Clemson University DNP – MUSC
LOLLIS, Lynn	HS 420	646-1399	PN Instructor	BSN – Clemson University
RUTLEDGE, Jacqueline	HS-402	646-1338	ADN Instructor Med/Surg	BSN – University of South Caroline MSN – Clemson University
SCHULTZ, Beth	HS 416	646-1473	ADN Instructor	ADN – Gulf Coast Community College BSN – University of North Florida MSN – Jacksonville University
VERNON, Julie	EC 212	220-8010	PN Program Coordinator	BSN – Clemson University MSN – Clemson University
WINBURN, Blythe	HS 411	646-1336	ADN Instructor Maternal Child Med/Surg	BSN – Medical University of SC MSN – Medical University of SC CNM Certification
YORK, Buffy	HS 409	646- 1540	ADN Instructor Med/Surg	BSN – Lander University MSN – Clemson University

APPENDIX A

**TRI-COUNTY TECHNICAL COLLEGE
HEALTH EDUCATION DIVISION
BLOOD BORNE SAFETY
AND
HIPAA PRIVACY FORM**

Tri-County Technical College Health Education Division has made the student aware of the following Blood borne Safety and HIPAA:

1. Blood borne Infection
2. Transmission of Blood borne Infection
3. Exposure Control
4. Using Personal Protective Equipment
5. Work Practice Controls
6. HIPAA Privacy: A Compliance Overview

PRINTED NAME OF STUDENT

T NUMBER

CURRICULUM ENROLLED IN

SIGNATURE OF STUDENT

DATE

APPENDIX B

TRI-COUNTY TECHNICAL COLLEGE – HEALTH EDUCATION DIVISION IMMUNIZATION RECORD

Circle the initials of the program that you are entering.

AHS 117

ADN

EDDA

MED

MLT

PNR

SUR

Name: _____

Date of Birth: _____

T#: _____

IMMUNIZATION HISTORY: PLEASE GIVE DATES (MONTH AND YEAR) OF IMMUNIZATIONS.

1. **TUBERCULIN SKIN TEST (PPD)**

First Step Date _____ Results POS NEG (circle one)
Read By (Print signature) _____
Second Step Date _____ Results POS NEG (circle one)
Read By (Printed signature) _____
If positive: Chest X-ray Date _____ Results _____

2. **HEPATITIS B VACCINE OR SCREEN**

Vaccine Series: Date of First Administration _____
Date of Second Administration _____
Date of Third Administration _____
Screen (Some hospitals require) _____ Results _____

4. **MMR (Measles, Mumps, & Rubella):** (Date of Vaccination, OR Date of Titer with results)

Do not receive if pregnant or plan to become pregnant within three months.
Dates of MMR Vaccination #1 _____ #2 _____
Date of Titer _____ Results _____

5. **CHICKEN POX (Varicella):** (Date of Vaccination, OR Date of Titer with results)

Date of Vaccination #1 _____ #2 _____
Date of Titer _____ Results _____

6. **TETANUS:**

Date of Vaccination _____

7. **FLU:**

Date of Vaccination _____
(If Required by Program)

8. **CPR Expiration Date** _____

(If Required by Program)

9. Do you know of any communicable medical disease that could prevent entry into your chosen field?

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. I UNDERSTAND THAT FALSE INFORMATION WILL BE SUFFICIENT CAUSE FOR THE COLLEGE TO CANCEL MY ENROLLMENT AND REQUIRE WITHDRAWAL. I WILL REPORT ANY CHANGES IN MY HEALTH STATUS TO MY DEPARTMENT HEAD/PROGRAM DIRECTOR. I UNDERSTAND THAT THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE USED AS A SCREENING PROCEDURE IN THE ADMISSIONS PROCESS. I FURTHER UNDERSTAND THAT THIS INFORMATION IS REQUESTED BY AREA CLINICAL AGENCIES PRIOR TO ANY CLINICAL EDUCATION ASSIGNMENT REQUIRED IN MY PROGRAM OF STUDY, AND I HEREBY GIVE MY PERMISSION TO ALLOW THE COLLEGE TO SHARE THIS RECORD WITH APPROPRIATE AGENCY OFFICIALS.

Student's Signature

Date

Instructions for Immunization Record Form

A minimum of a month and year is required for each item listed in the Immunization History.

TB Skin Test

A two-step TB Skin Tests (PPD) is required for all Health Education students. If a positive skin test occurs, the student will need to have a chest x-ray completed showing that the student has no evidence of TB. Chest x-rays must be repeated every five years.

Hepatitis B Vaccinations

Either the series of three vaccinations must be completed or a blood screen must be performed showing immunity. The normal course of administration is one month between the first and second administrations, with the third administration following five months after the second.

MMR (Measles, Mumps, Rubella)

Proof of Immunity must be determined either with proof of immunization, or titer (blood test) showing positive immunity. If born prior to 1957, documentation of one MMR, or live virus vaccine must be provided. If born on or after January 1, 1957, documentation of receipt of two doses MMR must be provided.

Chickenpox (Varicella)

Proof of Immunity must be determined either with proof of immunization (2 administrations), or titer (blood test) showing positive immunity. History of disease is not sufficient.

Tetanus

Tetanus vaccination is required and must be renewed every ten years. No titer can be used for this vaccination.

Flu

A Flu vaccination is required annually each fall. No titer can be used for this vaccination.

CPR

Healthcare provider CPR is required, which includes adult, infant, and children CPR with AED and choking. Online CPR Certification or recertification is not acceptable.

APPENDIX C

Academic Progression

Student Name _____ Date _____

Course _____

Grades for the course at present:

I understand that I currently have the following grade at mid course: _____

Options:

I have met with the faculty for the course and understand what I need to do to help in my success. These may include but are not limited to:

1. Look at the number of hours that I work.
2. Evaluate the way that I study.
3. Look at who I study with.
4. Look at what has made me successful in the past and is it working now?

I understand that I am required to meet with the Nursing Tutor.

I acknowledge that I have seen and understand my present mid-term grade; options and suggestions have been discussed with me.

Student's Name – Print

Student's Signature

Faculty Signature

APPENDIX D

TRI-COUNTY TECHNICAL COLLEGE NURSING PROGRAM

All aspects of the course _____, including course and clinical objectives, course policies (including attendance) and evaluation criteria have been explained and/or clarified to my satisfaction.

I am aware of and understand the consequences should I not meet the course requirements, including immunization requirements and deadlines, or abide by course policies as outlined in the syllabus or referenced in the Nursing Student Handbook.

I am aware that the Nursing Student Handbook is available on the academic web and understand the following policies:

- Progression Criteria
- Withdrawal/Re-entry
- Scantron Use
- Withdrawal from a class

I also understand the course is managed at the discretion of the nursing instructors.

Student Name (**Please Print**)

Student Signature

Date

APPENDIX E

**Tri-County Technical College
Worker's Compensation
Injury Protocol**

- As soon as the injury occurs, call CompEndium at 1-877-709-2667
- Give your name and company name (Tri-County Technical College) and tell the operator that you have an injury to report.
- A medical manager nurse consultant will take your call and ask the name of the injured worker and specific questions about the accident.
- CompEndium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker to the emergency room (ER).
- CompEndium will notify the physician or the ER of the injury and the arrival of the injured worker.
- The physician or the ER will call CompEndium before the injured worker leaves the facility to receive authorization for treatment.
- Immediately following, the medical manager nurse consultant will call with a report on the status of the employee's condition and work status.
- The physician's report/case notes will be faxed within 24 hours of receipt of treatment.
- CompEndium Nurses are available 24 hours a day – 7 days a week at 1-877-709-2667, Fax 1-877-710-2667.

I, the undersigned, acknowledge that I have received the above notice of the Worker's Compensation Injury Protocol for Tri-County Technical College and am aware of what steps I should take in the event of an injury.

Student Signature

Date

Student Name (Printed)

White copy – Student File

Yellow Copy – Student

APPENDIX F

Tri-County Technical College
Nursing Program

Remediation

Student Name _____ Date _____

Course _____

I have met with the faculty for the course and understand what I need to do to help in my success.

Remediation for: _____

Remediation will be initiated by _____

I understand that I am required to meet with the Nursing Instructor recommending the remediation after working with the lab coordinator.

I acknowledge that I understand my present situation; options, remediation and consequences of unsuccessful remediation have been discussed with me.

Student's Name – Print

Student's Signature

Faculty Signature

Appendix G

**TRI-COUNTY TECHNICAL COLLEGE
HEALTH EDUCATION DIVISION
TECHNICAL STANDARDS**

Required of all Health Education Division Students for Admission and Progression in a Health Sciences Program

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices and be able to demonstrate ability to become proficient in these essential functions.

Essential Function	Technical Standard	Some Examples Of Necessary Activities (not all inclusive)	YES	NO
Critical Thinking	Critical thinking and problem solving ability sufficient for appropriate clinical judgment.	Identify cause-effect relationships in clinical situations, use problem solving methods to assess, plan, carry out, and evaluate nursing or allied health care. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.		
Interpersonal Skills	Sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain effective working relationship with patients, peers, the public and clinical and college personnel.		
Communication Ability	Sufficient for interaction with others in verbal and written form. Read, write and speak with sufficient skill to communicate. Computer literacy desirable.	Communicate, in fluent English, both verbally and in writing with the patient, family, college, and hospital personnel, to transmit and receive information. Hear verbal responses from the patient, and hospital personnel while performing appropriate procedures.		
Physical/ Psychological Ability	Remain continuously on task for several hours while standing, sitting, walking, lifting, bending and/or transporting patients/clients.	Very mobile and able to tolerate long periods of standing, sitting, and heavy work load. Lift and/or move patients and equipment. Withstand the stress and demands of an active position. Refrain from nourishment or restroom breaks for periods up to 6 hours.		
Skin Condition	Skin must be in good condition. Lesions on the face, hands, or forearms, will prevent student from attending clinical (examples include but are not limited to: psoriasis, eczema, etc.)	Perform hand washing and/or surgical scrub and wear appropriate gloves. (A written excuse from a physician is mandatory for students who are latex sensitive.)		
Adequate Height	Ability to reach and operate overhead equipment.	Reach, manipulate, and operate all equipment.		
Mobility	Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.	May be exposed to kicking, biting or scratching injuries. May be exposed to equipment-related hazards. Withstand long hours of standing, walking, stooping, bending, and sitting.		
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care of clients and operate equipment. Ability to reach and operate overhead equipment.	Demonstrate manual dexterity and good eye-hand coordination in daily work. Be able to lift independently up to 50 pounds. May be required to lift greater weights on demand. Reach above head at least 18 inches.		
Hearing Ability	Auditory ability sufficient to access non-direct essential information.	Must be able to hear and understand verbal instructions. Must be able to hear soft whispers of clients, equipment alarms, equipment malfunctioning sounds and emergency signals within normal hearing range. Must be able to tolerate loud, sustained, high pitched noises. If corrective hearing devices are required, must be worn while on duty.		
Visual Ability	Normal or corrected visual ability sufficient for observing, assessment and/or treatment of patient/client; ability to discriminate between subtle changes in density (black to gray) of a color in low light/ability to discern color variations.	Read procedure manuals, standard operating procedures, patient identification bracelets, and other pertinent materials for patient care and professional practice. Vision must be able to be corrected to no less than 20/40. If corrective lens devices are required, must be worn while on duty.		

Tactile Ability	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination, functions related to a care giver: perception relating to touch, textures, temperatures, weight, pressure, and one's own body position, presence or movements.		
Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental safety, and patient/client's needs.	Must be able to distinguish odors. Must be able to distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety(fire).Has a significant tolerance to foul smells which may be part of the routine job.		
Professional Presentation	Ability to present professional appearance and attitude; implement measures to maintain own physical and mental health and emotional stability.	Demonstrate emotional stability and psychological health in the day-to-day interaction with clients, peers, and healthcare personnel related to work environment. Work under stressful conditions and irregular hours. Show concern for others.		
Exceptions	NONE			

Have you ever been dismissed from any clinical facility? Yes No

I understand that in addition to this form a criminal background check, a drug screen and health/immunization form are required for clinical/lab placement.

Student Name (Please Print)

Program Enrolled

Student Signature

Date

Advisor Signature

Date

Revised 2/2011