

Practical Nursing Student Handbook

TABLE OF CONTENTS

Purpose of Practical Nursing Student Handbook	3
Statement of Compliance	3
Mission Statement	3
Overview of the Somerset Community College Practical Nursing Program	4
Philosophy of the Practical Nursing Program	5
Organizing Framework of the Practical Nursing Program	6
Operational Definitions of the Practical Nursing Program	7
Program Objectives	8
Entrance Requirements	8-9
Technical Standards	9
Skills Testing upon Admission	10
Transfer/Readmission Procedures for Practical Nursing Program	10-11
Student Responsibility	12
Confidentiality	12
Progress Evaluations and Student Feedback	12
Academic Procedures	13-14
Academic Evaluation/Attendance Policy/Exams and Exam Results	
ATI Exams	14
Academic Offenses	15
Statement of Understanding	15
Clinical and Laboratory Procedures	15-19
Clinical and Laboratory Evaluation	
Clinical Conferences	
Clinical Probation/Program Termination	
Attendance Policy	
Practical Nursing Laboratory Experience	19-20
Lab Prescriptions	20
Injuries	20
Clinical Observations	21
Dress Code Policies	21-22
Personal Conduct	22
Items Needed During Clinical	22
Hospital Visits	22
Assignments	23
Cell Phones	23
Resources	23
Suspected Chemical Impairment Policy	24
Faculty Information	25
Program Completion	26
Costs of Practical Nursing Program	27
Conclusion	27
Appendix A Chain of Command	28
Appendix B Lab Prescription	29
Appendix C Career Pathways PN Program Curriculum	30
Appendix D Practical Nursing Program Plan	31-32
Appendix E Criminal Background Check/Drug Screen Policy	33
Handbook Signature Page	34

PURPOSE OF PRACTICAL NURSING STUDENT HANDBOOK

The purpose of this handbook is to orient the Practical Nursing Student to the policies and procedures of the Practical Nursing Program. The student is urged to keep this document as a reference throughout the entire program and to refer to it frequently. Any changes to this document will be communicated to the student in writing. By signing the last page of this document, the student acknowledges to have completely read the material and agrees to abide by the rules and regulations of the handbook contained therein.

STATEMENT OF COMPLIANCE

The SCC Practical Nursing Program recognizes and complies with all KCTCS and SCC policies. Students shall be subject to all regulations as set forth in the KCTCS Code of Student Conduct, as well as policies set forth by the Kentucky Board of Nursing in KRS 314. The Somerset Community College Practical Nursing Program is approved by the Kentucky Board of Nursing.

MISSION STATEMENT

The mission of the KCTCS is "to improve the quality of life and employability of the citizens of the Commonwealth". The mission of Somerset Community College supports this effort as it works "to provide quality, affordable, and accessible educational and training opportunities that address the needs of its district". These guiding statements drive the Practical Nursing Program mission, which is "to work to meet training and employment needs for the individual and the community." To meet this mission the program aims to provide training for job entry skills in the health care field, and to develop employability skills that will allow the individual to be successful and productive in the workforce.

OVERVIEW OF THE SOMERSET COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM

The Somerset Community College (SCC) Practical Nursing Program has been in existence since 1979. The first two classes were an extension of the Danville School of Practical Nursing. In 1981, the school was granted a license from the Kentucky State Board of Nursing to become an approved Practical Nursing Program. Currently, SCC hosts three sister sites for the Practical Nursing Program, one at the Somerset North Campus, one at the Laurel South Campus and the other at the Clinton Campus. There are also selected courses available at the McCreary County Centers.

The Practical Nursing Program prepares individuals to practice within the legal scope of practical nursing under the supervision of a registered nurse, physician, or dentist. Use of the nursing process at the practical nursing level toward the maintenance of health and prevention of illness, the observation and nursing care of persons experiencing changes in their health processes, and the evaluation of health practices of patients are emphasized.

The curriculum extends over a three- semester period, including classroom instruction correlated with guided clinical practice at affiliated health care agencies. This three-semester period begins after the completion of the required pre-requisites (Medicaid Nurse Aide course, current Health Care Provider CPR, and required developmental courses). Classroom instruction in theory and basic nursing skills is provided on campus. Under the guidance of program faculty, students gain valuable experience in the care of clients of all ages in a variety of health care settings. Transportation to these agencies is the responsibility of the student.

Acceptance into the Practical Nursing Program is contingent based upon the applicant meeting the basic requirements for college and program admission (see pages 8-9 for entrance requirements). In order to be considered for the program, a letter of intent must be submitted to the Program Coordinator by April 1st for Fall admission and November 1st for Spring admission. A selective admissions process is used to determine the applicant's eligibility for enrollment.

In order to progress through the Practical Nursing Program, the student must maintain a grade point average (GPA) of 2.0 or higher on a 4.0 scale and successfully complete each course with a "C" or better. Current CPR and immunization requirements must also be maintained throughout the program.

Upon successful completion of the program, graduates will receive either a diploma or a GOTS (General Occupational and Technical Studies) degree from SCC, depending on which education route was chosen. The graduate is then eligible to write the National Council Licensure Exam (NCLEX) to take the state Practical Nursing board exam. The Kentucky Board of Nursing (KBN) may deny a nursing graduate admission to the NLEX-PN Exam if an individual has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice nursing. Following initial licensure by examination, the practical nurse is eligible to practice practical nursing by endorsement in Kentucky and other states under the conditions stipulated by those states. The Kentucky Board of Nursing defines the "Licensed Practical Nurse" as one who is licensed under the provisions of KRS 314 to engage in licensed practical nursing. "Licensed Practical Nursing" is defined as the performance of acts requiring knowledge and skills such as are taught or acquired in schools for practical nursing.

PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM

Practical nurses are integral members of the health care system, prepared to provide nursing care and health promotion to individuals across the life span in various health care settings under the direction of a registered nurse, licensed physician, and/or dentist.

The statement of philosophy and the objectives of the program are consistent with the philosophy and mission statement of the Kentucky Community and Technical College System and are supported by the work of Marjory Gordon, Abraham Maslow, and Erik Erikson.

The faculty believe:

<u>Nursing</u> is an art and a science that assists individuals across the life span with health promotion activities. Inherent to nursing are continued practice, education, and growth.

Practical nursing is administered by the Kentucky Community and Technical College System (KCTCS), with joint emphasis on didactic and clinical instruction. The practical nurse is prepared to assist with health promotion and to provide nursing care to individuals across the life span utilizing interpersonal communication skills and the nursing process. <u>Practical Nursing Education</u> emphasizes the need for ongoing development of nursing knowledge and skills.

<u>Learning</u> is a life long process that produces changes in behavior. This process enables the individual to become a productive, responsible member of an ever-changing society. We believe that learning proceeds from simple to complex and is enhanced through critical thinking and stimulation of the senses.

The <u>individual</u> is a unique, holistic being worthy of dignity with right to self-determination. The individual has functional health patterns, based on basic human needs across the life span, with rights and responsibilities in relation to self, family, and social groups.

<u>Health</u> is a fundamental right that allows individuals, families or communities to develop their potential to the fullest.

<u>Environment</u> encompasses the interaction of biological, socio-cultural, and physical components which influence health.

References:

Gordon, M. (1995). Nursing diagnosis: Process and application (3rd ed.). St. Louis: Mosby.

ORGANIZING FRAMEWORK OF THE PRATICAL NURSING PROGRAM

The organizational framework implements the philosophy by providing substance and structure to identified concepts.

Basic human needs represent a major concept on which the practical nursing curriculum is developed. The nursing process is the vehicle through which the nurse enhances the health of the individual within one's environment. The nurse incorporates cognitive and psychomotor skills, scientific and social foundations, communication skills, and health promotion concepts in providing safe nursing care through the life span.

The client's functional health patterns are: health perception/health management, nutrition/metabolic, elimination, activity/exercise, sleep-rest, cognitive-perceptual, self-perception/self-concept, role/relationship, sexuality/reproductive, coping/stress tolerance and value/belief. These patterns are influenced by the client's culture, age/development, state of health/illness and serve as a unifying structure for the organization of the curriculum.

Because the nursing faculty believe learning is a lifelong, dynamic process, the curriculum emphasizes the need for continued growth in one's nursing practice.

OPERATIONAL DEFINITIONS OF THE PRACTICAL NURSING PROGRAM

Basic Human Needs

Components of living required by human beings in order to maintain physiologic and psychosocial balance. These needs are interrelated and must be met in a hierarchical order.

Critical Thinking

A process that involves the use of the mind in forming conclusions, making decisions, drawing inferences, and reflecting (Gordon, 1995).

Functional Health Patterns

These patterns are ways of living that include a configuration of behaviors that occur across time. These patterns are interrelated, interactive, and independent. Functional and dysfunctional patterns determine client strengths and/or nursing diagnoses. There are eleven (11) functional health patterns that include: health perception/health management, nutrition/metabolic, elimination, activity/exercise, sleep-rest, cognitive-perceptual, self perception/self-concept, role/relationships, sexuality/reproductive, coping/stress tolerance and value/belief.

Health

A state of physical, cognitive, emotional, spiritual, and socio-cultural well being.

Health Promotion

A process that involves activities, which encourage individual self-determination in achievement of physical, cognitive, spiritual, and socio-cultural well-being.

Holistic Being

An individual whose physical, cognitive, emotional, socio-cultural, and spiritual aspects are interrelated and affect the person as a whole.

Individual

A human being with needs that have meaning and value unique to each person.

Life Span

The period from conception through death which encompasses patterns of growth and development unique to each individual.

Nursing Practice

The application of knowledge and the performance of psychomotor skills that assist in improving/maintaining health.

Nursing Process

A systematic problem-solving method used by the practical nurse, in collaboration with the registered nurse, in assessing, diagnosing, planning, implementing, and evaluating patient care.

Role and Responsibility

Nursing care that can be performed safely by the practical nurse based on the knowledge and skills obtained in an approved practical nursing program.

References: Gordon, M. (1995). *Nursing diagnosis: Process and application* (3rd ed.). St. Louis: Mosby.

PROGRAM OBJECTIVES

The student will receive a course syllabus for each course that will describe the level competencies and course objectives for that course. Following the completion of the Practical Nursing Program each graduate will be able to:

- 1. Assume the role of a competent, caring practical nurse in a variety of health care settings under the direct supervision of a registered nurse, licensed physician, or dentist.
- 2. Use the human caring phenomena and the nursing process in providing nursing care.
- 3. Demonstrate self-direction and responsibility for maintaining nursing competence by pursuing personal and professional development.
- 4. Communicate effectively with all members of the health care team.
- 5. Demonstrate accountability of practice with adherence to ethical and legal standards of the profession.

ENTRANCE REQUIREMENTS

Before enrollment in the SCC Practical Nursing Program individuals must meet the following entrance requirements:

- 1. Applicants must be at least eighteen years of age at time of making application to the NCLEX-PN. Age verification by birth certificate is mandatory for persons under the age of 25.
- 2. The student must show verification of high school graduation or the equivalent by high school transcript (showing date of graduation) or by test scores from the GED.
- 3. To pursue a diploma or the General Occupational Technical Studies Degree in Practical Nursing, the student must obtain scores of 36 in the Algebra portion, 85 in the reading portion, and 74 in the writing portion of the Compass exam, or scores of 18 in writing, 20 in reading, and 19 in math portions of the ACT exam.
- 4. Applicants must meet all requirements for immunizations and/or lab exams specified below:

Tuberculosis Skin Test (PPD) or Chest x-ray if previous positive skin testing Hepatitis B series or "Hepatitis B Waiver" Measles, Mumps, and Rubella (MMR) Tetanus

- Drug Screen/Criminal Background Check
- 5. Documentation of active status on the Medicaid Nurse Aide Registry or successful completion of an equivalent nursing course is required prior to enrolling in the first nursing course.
- 6. American Heart Association Health Care Provider CPR (including infant, child, adult, one and two man, and use of AED device) is required prior to entering NPN Level I. CPR re-certification is required as indicated on certification card and kept current throughout the experience as a student.
- 7. Documented attendance at a pre-admission conference for the Practical Nursing Program.

8. Prior to start of NPN Level I clinicals, the following documentation must be submitted:

Autobiography (Handwritten) Hepatitis B documentation or waiver Photo Tuberculosis Skin Test (PPD) - yearly Tetanus (within 10 years) Measles, Mumps, and Rubella (MMR)

American Heart Association CPR (Infant, Child, and Adult with AED for Healthcare Providers) Criminal Background Check/Drug Screen through Verified Credentials, Inc.

Students must maintain immunization and CPR (American Heart Healthcare Provider) status throughout the program in order to provide protection to the individual student and the environment of care. Most agencies used by the college require documentation of the following immunizations: MMR, yearly TB Skin Testing (PPD), and the Hep B series. Students will be notified one month in advance of expiration date for PPD & CPR by the department secretary and/or instructors. It is the student's responsibility to have current documentation submitted to the nursing office prior to expiration. Failure to submit current documentation will result in exclusion from clinicals and an unexcused absence for that clinical day. Criminal Background Checks and Drug Screenings are required by the SCC Health Division and must be obtained yearly. The student will be responsible for the expense. See Appendix E-Criminal Background Check/Drug Screen Policy. Random drug screens may be required by certain facilities. Failure to comply with this policy will be subject to dismissal from the program.

Failure to submit this documentation prior to 1st clinical day of each semester will result in exclusion from clinicals with an unexcused absence.

9. All applicants accepted for admission into the Practical Nursing Program must purchase professional liability insurance yearly through SCC prior to clinical attendance.

TECHNICAL STANDARDS

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. All students should possess:

- 1. Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care;
- 2. Sufficient auditory perception to receive verbal communication from patients and members of health team and to assess health needs to people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Doptones, fire alarms, etc.;
- 3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health needs;
- 4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest; and
- 5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

SKILLS TESTING UPON ADMISSION

Once admitted to the PN Program, the student will attend a mandatory orientation and skills testing day. The day is scheduled for orientation of the student to PN program *curriculum*, *syllabi*, *policies and procedures*, and for testing of the student for competency with basic nursing skills learned in *Medicaid Nurse Aide* and CPR courses. During this orientation and testing day, a student will be granted the opportunity to successfully demonstrate competency with PN program required skills using a skills checkoff list developed by the Kentucky Medicaid Nurse Aide curriculum committee (testing procedure manual) and the American Heart Association (CPR). These will be used with each student to ensure consistency/fairness with the testing process. If the student is unsuccessful in completing one or more of the skills during the orientation day he/she will be given a second opportunity to demonstrate competency following skill(s) remediation, at a future day and time scheduled for skills retesting. After two unsuccessful attempts to demonstrate competency with a required skill(s), a third testing opportunity will be supervised by the PN Program Coordinator/or designee. Failure on a third attempt to demonstrate competency with one or more required skills will result in inability to progress through the program and mandatory withdrawal from the PN program.

TRANSFER/READMISSION PROCEDURE FOR NPN LEVELS I, II, & III

Recommendation for transfer/readmission to the Practical Nursing Program is the responsibility of the Nursing Admissions Committee. All students who apply to the committee for transfer/readmission will be considered, but transfer/readmission is not guaranteed.

Transfer

- 1. Applicants who have attended another nursing program, or wish to transfer from another KCTCS Practical Nursing Program must:
 - a. meet all admission requirements of the receiving institution;
 - b. notify the Coordinator of the Practical Nursing Program in writing, requesting entry to our course(s) and detailing the student's reason for transfer; and
 - c. have a faculty member from the program previously attended submit a letter of recommendation to the SCC PN Program Coordinator.
- If more than three years have elapsed since initial enrollment in the first nursing course in any practical nursing program, an applicant must repeat all nursing courses in the SCC Practical Nurse Program Curriculum.

Testing for Transfer Students

Students transferring to SCC from another PN Program will be required to demonstrate competency through written and skills testing. This provides the student the opportunity to demonstrate knowledge, and competency/safe performance of required program skills. Using PN Program skills performance evaluation sheets, the student will be tested for competency with skills learned in courses completed prior to seeking admission to the SCC PN Program. The student must complete the written exam with a minimum score of 75%. Basic steps of each individual skill tested must be completed with a score of 75%, however, 100% competency with identification and/performance of critical/safety elements marked on a skill evaluation

sheet with an asterisk is required. The student will be supplied a copy of the skills performance evaluation sheets prior to the testing date.

Following written and skills testing, both students who have proven competencies and those who have failed to demonstrate competencies will be reviewed by the PN Program Selective Admissions Committee for a decision regarding admission. Based on recommendation from the Committee, a letter will be sent from the PN Program Coordinator notifying the student of their admission status.

Following notification of admission status, program faculty will assist students with appropriate drop/add procedures needed to be officially enrolled in SCC PN program courses.

Transfer from a program outside of Somerset Community College to Level III of an SCC PN program courses will not be permitted.

Readmission to Level II and III.

To be considered for readmission by the Practical Nursing Admissions Committee, the applicant must complete written and skills testing and submit a written request to the Nursing Coordinator including evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion, and meet current admission guidelines.

- 1. A student may be considered for **one** readmission to a SCC Practical Nursing Program if he/she has furnished sufficient evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion. Recommendation for a second readmission may be considered at the discretion of the PN Selective Admissions Committee.
- 2. Readmission testing will be required for all students re-enrolling for Level II and III. This provides the student opportunity to demonstrate knowledge, and competency/safe performance of required program skills. Using PN Program skills performance evaluation sheets, the student will be tested for competency with skills learned in courses completed prior to seeking readmission to the PN Program. The student must complete the written exam with a minimum score of 75%. Basic steps of each individual skill tested must be completed with a score of 75%, however, 100% competency with identification and/performance of critical/safety elements marked on a skill evaluation sheet with an asterisk is required. The student will be supplied a copy of the skills performance evaluation sheets prior to the testing date.

Following written and skills testing, both students who have proven competencies and those who have failed to demonstrate competencies will be reviewed by the PN Program Selective Admissions Committee for a decision regarding admission. Based on recommendation from the Committee, a letter will be sent from the PN Program Coordinator notifying the student of their admission status.

3. If more than three years have elapsed since initial enrollment in the first nursing course of any practical nursing program, an applicant must repeat all courses in the SCC Practical Nurse Program curriculum.

PROGRAM COMPONENTS

The Practical Nursing Program learning components are classroom instruction, laboratory demonstrations and practice, and clinical experience. The following pages (11-19) will describe the academic and clinical/laboratory policies and procedures that will be used for each component throughout the Practical Nursing Program.

Student Responsibility

The primary responsibility of a student of this program is to learn to be a dependable and skilled practical nurse to ensure that patients receive safe, effective and skillful care. Faithful attendance, preparation for lecture, lab, clinical, and testing, and practice for skill demonstration and application can fulfill this responsibility.

Confidentiality

Providing nursing care to individuals carries a responsibility of confidentiality to protect the privacy of the individual and his/her family. Patient matters should never be discussed outside of the clinical site or classroom setting and only with those people directly concerned with the care of the patient or the nursing instructor. A student's breech of confidentiality may subject them to expulsion.

Progress Evaluations and Student Feedback

Scheduled conferences to regularly evaluate individual student progress, both academically and clinically will be conducted by program instructors. At these conferences the instructor and student may discuss, but not be limited to, the following topics:

Student Strengths
Student Weaknesses
Professionalism
Problem Solving/Critical Thinking
Accountability
Student Concerns/Issues

ACADEMIC PROCEDURES

Academic Evaluation (Lecture Component)

Following is the grading scale for academic classes in the Practical Nursing Program:

$$100 - 92\% = A$$
 $74 - 66\% = D$ $91 - 84\% = B$ $65 - below = F$ $83 - 75\% = C$

A "C" average (75%) must be maintained in each subject area during each semester of the Practical Nursing Program. Failure in any subject area (below a 75% average) means a student will be unable to enroll in the next level of training. A student may seek Readmission to the program one time, but will have to follow the re-admission requirements. There is no guarantee of Readmission. If readmission is granted, the student would follow the current curriculum being used at the time of Readmission.

NOTE: Nursing involves the provision of direct care to individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. A student whose unit exam average is 70% or less at midterm or thereafter will be deemed to have an insufficient knowledge base to safely implement patient care and will not be allowed to participate in the clinical component of the program. The student will be recommended to withdraw from the course and will receive a grade of "W". If this course has shared lab/clinical competencies with other courses in the level/semester, such as in Level II (NPN 130 (Pharmacology), NPN 135 (Introduction to Health Deviations), NPN 201 Child Bearing Family, and NPN 125 Mental Health), the student will be recommended to withdraw from all courses and will receive a "W".

E. g. Students must be passing NPN 130 Pharmacology in order to administer medications in clinical for any course. The student may attend the lecture component, but will not be permitted to attend clinical. Clinical must be attended and satisfactorily completed in order to "pass" a course with a clinical component. If the student chooses to stay in lecture, a grade of "E" will be given due to inability to meet clinical objectives.

Note: In the event a student's unit exam average is 70% or less in NPN 201 Childbearing Family and/or NPN 125 Mental Health at midterm or thereafter, regardless of whether the clinical component has been completed, the student will be recommended to withdraw from the course and will receive a grade of "W".

Level III Clinical Practicum

As per policy of the KCTCS Curriculum Committee, NPN 210 Clinical Practicum must be within the last 7 weeks of the student's academic career. For example, if general education courses are still needed for a degree after NPN courses are complete, the student must ensure that the Clinical Practicum experience resides within the last 7 weeks.

Level III Contract

In semester three (3) of the Practical Nursing Program, NPN 200 is a pre-requisite to NPN 205 and NPN 205 is a pre-requisite to NPN 210. In the event you are not successful in NPN 200, you will not be eligible to continue in the program and will be dropped from NPN 205 and NPN 210. If not successful in NPN 205, you will not be eligible to continue in the program and will be dropped from NPN 210. If it is necessary that you be dropped from either/or both of these classes, you may be required to repay a portion

of any financial aide received for that semester. Please contact your financial aide advisor with any questions.

Lecture Attendance Policy

The content of each course is fast paced; therefore, attendance is critical to the success of the student through the Practical Nursing Program. The student is responsible for obtaining any announcements, handouts, assignments, etc. from a peer when an absence has occurred. The following attendance policy relates to class (lecture) hours only. See attendance policy under Clinical and Laboratory Procedures for clinical and laboratory attendance.

The student is allowed to miss 3 absences per class, per semester. An absence being defined as missing greater than 1 hour per class.

After 3 absences –1st written warning After 4 absences –2nd written warning After 5 absences –termination

This can only be waived due to extreme circumstances as decided by nursing faculty.

Exams

Exams will be scheduled per individual instructor. Once exams begin, students will not be permitted to enter the classroom. The door to the exam room will have a testing sign posted to indicate entrance is not possible. Students late or absent for the scheduled exam will be required to take a make-up exam as rescheduled per instructor. Make up exams will be in the format of an essay-type test.

The student must make a 75% or higher on all exams or will be required to review as scheduled per instructor.

Your name should be written at the top of every exam. This ensures that all exams are returned to the appropriate instructor. All exams and answer keys must be returned to the instructor at the end of testing or test review period.

In order to prepare the student for the NCLEX-PN Exam, exams may be timed and the student must complete the exam in the amount of time designated by the instructor. Faculty will also provide a variety of questions that are NCLEX style questions in order to prepare the student for boards.

Exam Results

The grading of exams is a very time consuming process. The usual routine of the instructor with exam grading involves checking for eraser marks, miss-keyed answers, and doing an item analysis. Because of the quality of time the instructor needs in order to grade the exam, the student should expect to receive his/her results no earlier than the next class day. To obtain exam results, the student must e-mail the appropriate instructor requesting a grade for a particular exam. Once graded, the instructor will reply back to the student his/her grade for that exam. KCTCS e-mail must be utilized to ensure security.

ATI Exams

ATI (Assessment Technologies Institute) is a computerized nationally standardized assessment review program that is utilized throughout the Practical Nursing Program. This resource helps the student not only to assess knowledge of the course content, but also to prepare for the final exam of each course and build a successful NCLEX score. As per SCC Bookstore the total cost of this program is approximately \$500.00 - \$550.00 (dispersed over the three semester period), which includes review books, DVD's, and testing

materials, and is the responsibility of the student. (Cost subject to change.) An ATI representative will visit to orient the students and faculty to the program, at the beginning of each new admitting class. This course review material is required, and the student will be asked to submit a receipt of purchase before being allowed to participate in the computerized final exam.

There are 8 content Mastery Series in the ATI package. This includes 2 Practice exams and 2 Proctored exams for each content area. Student will participate in the practice exams on their own around midterm. Faculty will periodically assess the student's progress on the students individual ATI transcript. Near the end of each course, the student will participate in a Proctored exam related to that course content. The student is to achieve at least a level II score on each of the content mastery series. If a level II score is not obtained a mandatory remediation plan will be constructed, and the student will be re-tested in that content area using an alternate exam available through ATI. The level scoring will be explained during ATI orientation. At the end of the third semester, a comprehensive ATI will be given that will test the student's predictability to passing NCLEX. This exam is worth 60% of the grade for NPN 210. Details of this exam will be given on the level III Syllabi.

As part of Perkins Grants, programs are required to demonstrate evidence of critical thinking components as part of the program curriculum. A pre and post ATI Critical Thinking test will be administered at the beginning and at the end of the PN student's career. This exam assesses basic critical thinking skills only at those two points of the curriculum and will in no way affect the student's grade or success in the program. The dates will be announced at a later date.

Academic Offenses (Plagiarism, Cheating, Falsification or Misuse of Academic Records)

Please refer to article 14 of the "Code of Student Conduct" for sanctions of students determined guilty of any academic violation. Any act involving an academic offense will result in termination from the program.

Plagiarism is defined as: "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." (Robert S. Nelson (2007). *Library plagiarism policies*. Assoc of College & Resrch Libraries.)

Statement of Understanding

Upon admission into the Practical Nursing Program, each student will receive a copy of the "Statement of Understanding" to read and sign. The document acknowledges the Rules and Regulations of the college and Practical Nursing program. This signed copy is placed in the students file.

Chain of Command

Please refer to appendix A for classroom and clinical chain of command.

CLINICAL AND LABORATORY PROCEDURES

Violation of <u>any</u> of the following rules for clinicals can result in exclusion from the clinical site and an unexcused absence.

Hours for clinical experience will be arranged according to availability of clinical sites and ability to meet specified learning objectives. If clinical experience is unobtainable during the regular day or evening schedule, the student will be expected to obtain the experience whenever and wherever it is made available.

The student will be notified in advance of special circumstances regarding clinicals so that personal arrangements can be made.

Clinical and Laboratory Evaluation

The student will have the opportunity to work in the Practical Nursing lab learning new skills, and then advancing into the clinical area. The student will receive a clinical schedule at the beginning of each course showing the student's specific assignment(s). The student must make a satisfactory rating in the lab/clinical experience in order to pass the course. Regardless of the theory grade, the student must satisfactorily complete the lab/clinical portion in order to advance to the next level in the Practical Nursing Program. Unsatisfactory lab/clinical performance earns a grade of "E" (non-passing), regardless of the theory grade. A clinical evaluation tool is used daily to "grade" the student's activities in the lab and clinical area. Evaluation of the lab and clinical experience is determined by the student's performance, by the preparation of the student, and the student's completion of each lab/clinical objective. The evaluation process is completed daily and is based upon direct observation by the instructor(s) and other members of the health care team as well as any written lab/clinical assignment. Each clinical objective is evaluated and a point value (0-4) is assigned according to the level of performance. The points received for all objectives will be added together for a total clinical grade. The points will NOT be added to the theory grade and are used for lab/clinical evaluation purposes only. The student will receive the clinical evaluation tool at the beginning of each course. The following describes the four areas of point distribution found on the clinical evaluation tool:

I = **Independent** (4 **points**)

Student is safe and accurate each time a standard procedure is implemented. Quality of performance is proficient, coordinated and confident. Completes assignments within the expected time period. Able to identify situations that require supervision.

S = Supervised (3 points)

Student is safe and accurate each time a standard procedure is implemented. Quality of performance is satisfactory and coordinated, but lacks confidence. Completes assignments within the expected time period. Able to identify situations that require supervision. Requires occasional assistance as demonstrated by cues. **Students in Level II and III are expected to perform minimally at this level.**

M = Marginal (2 points)

Student is safe but unable to function independently. Performs at risk and not always accurate. Demonstrates skillful behaviors, but lack coordination and efficiency. Assignments completed in untimely manner. Delays noted in daily tasks. Frequently requires both verbal and physical cues from instructor. Students in Level I are expected to perform minimally at this level.

D = **Dependent** (1 point)

Student is unsafe. Quality of performance is unacceptable in most circumstances. Lacks confidence, coordination, and efficiency. Does not complete assignments within expected period of time. Requires assistance in order to complete assignments. Needs continual and constant supervision.

A point of **0** is given when the student did not meet the objective. The assignment or task was not completed.

The points the student has earned for each objective are added together for a final score. For Level I, a score of 50-67 is Satisfactory; 68-84 is Good; 85 or > is Excellent; For Level II and Level III, a score of 75-81 is Satisfactory; 82-90 is Good; 91-100 is Excellent. In the event a student scores less than a Satisfactory score on any given day, the student and instructor(s) will devise a plan for improvement. If the student continues to function clinically below the satisfactory level, termination from the program may be warranted.

Daily Satisfactory Lab/Clinical Performance

The student will earn a satisfactory clinical score for the day when the following occurs:

- 1. A score of **50 points or above for Level I or 75 points or above for Levels II and III** is earned on the clinical day;
- 2. The student functions safely and demonstrates the ability to meet the clinical competencies for that specific nursing course as described on the clinical evaluation tool; and
- 3. Satisfactory performance (3 points or above) on each critical objective marked by an asterisk (*) on the clinical evaluation tool.

Satisfactory Lab/Clinical Performance for the Course

The student will earn a satisfactory clinical grade for the course when the student:

- 1. Scores satisfactory scoring
- 2. Consistently demonstrates safe and accurate performance as well as growth in the clinical area;
- 3. Provides quality work as demonstrated by the care of assigned clients as well as written assignments;
- 4. Consistently scores 3 points or above on each critical objective marked by an asterisk (*) on the clinical evaluation tool; and
- 5. Completes clinical conferences as scheduled with the faculty.

Daily Unsatisfactory Lab/Clinical Performance

The student will earn an unsatisfactory clinical score for the day when the following occurs:

- 1. A score of less than 50 points for Level I or a score of less than 75 points for Levels II and III is earned for the clinical day; and/or
- 2. The student earns 2 points or below on any one critical objective marked with an asterisk (*) on the clinical evaluation tool; and/or

After the **first** day of receiving an unsatisfactory rating, the student will be placed on clinical probation as well as meet with the faculty to discuss a plan for performance improvement. A contract will be developed between the student and faculty to determine steps for improvement, and prevention of future unsatisfactory ratings. If the student fails to show progress toward improvement as specified on the clinical contract by the specified date, the student will receive a failing grade for the course.

Unsatisfactory Lab/Clinical Performance for the Course

The student earns an unsatisfactory clinical grade for the course when the student:

- 1. Scores less than satisfactory scoring on more than one clinical day; and/or
- 2. Earns 2 points or less on one (1) or more critical objectives, which are denoted with an asterisk (*) on the clinical evaluation tool on more than one clinical day. Upon the first unsatisfactory clinical day, the student will be placed on clinical probation and a remediation

plan will be developed. Upon a second day of receiving unsatisfactory scores in the clinical area, the student will be terminated.

Clinical Conferences

Once lab and clinical begins, clinical conferences will be scheduled weekly, and as needed, with the faculty to discuss lab and clinical progress. At this time, written and verbal feedback is given to the student regarding performance in the lab and clinical area. The student is also asked to provide feedback as well.

Clinical Probation

The student will be placed on clinical probation for the following:

- Failure to notify the appropriate instructor of an absence (no call, no show)
- Obtaining greater than one (1) of absences from lab and/or clinical, regardless of the reason
- Receiving an Unsatisfactory Lab/Clinical Performance rating

Program Termination

Termination from the Practical Nursing Program may occur if the following occurs:

- Total absences from lab/clinical exceeding (1) hour of **unexcused** absences
- Second occurrence of failing to notify the appropriate instructor of an absence
- Receiving a second Unsatisfactory Lab/Clinical Performance rating with no progress toward improvement
- Unsuccessful academic progression through the course(s)

Lab/Clinical Attendance

The lab and clinical experience provides opportunity for students to experience and practice first hand information and skills for the practical nursing profession. Any absence in lab or clinical could be detrimental to the student's success. Therefore, students are expected to arrive promptly and stay until the day ends. Arriving late or leaving early are both considered tardies. It is recommended that students plan to arrive a few minutes early so that tardies do not occur. Lab and clinical time is counted together.

Tardy

Anytime a student is as much as five minutes late, the student will be considered tardy. Three tardies, regardless of excuse, will be equal to one (1) hour of lab or lecture time and will be considered one (1) absence.

Lab Attendance

Students should not be absent from labs because of the limited time available to make up lab time missed prior to clinicals. Missed lab material is to be made up prior to the first day of clinicals. Since it is impossible to make up a great deal of time, the student will be checked off on missed material prior to clinicals, and will make up the rest of the remaining time on make-up days. In the event the student does not successfully complete skills check-offs prior to the first day of clinicals, he/she will not be allowed to attend clinicals, resulting in an unexcused absence. All missed and unsuccessful lab days and skills check-offs MUST be rescheduled with the appropriate instructor. Remember it will be YOUR responsibility to make arrangements to reschedule. Rescheduling must be done on the first day the student returns to class. Rescheduled labs will NOT be done during regular classroom hours. Skills not completed safely and competently in the lab WILL NOT be performed in the clinical setting. Lab prescriptions will be given to those

students needing further practice for any skill unsuccessfully completed. Be reminded that Lab and Clinical time are counted together.

Excused/Unexcused Absences

Attendance is critical for successfully completing the clinical learning component. Absences should not occur unless extreme situations exist; for example, serious personal illness or injury, death of immediate family member (spouse, mother, father, child, brother, sister, or grandparent), or serious personal emergencies. Any lab/clinical time missed is to be made up at the discretion of the instructor(s). An absence for lab and/or clinical is defined as missing one (1) hour/60 minutes or more of lab and/or clinical time. A student is allowed ONE (1) absence per published and/or amended clinical/lab calendar per semester.

On a second occurrence, the student must meet with the PN absences committee before continuing in the PN Program. Supporting documentation for absences must be presented to the committee at the appointed time. In the event the committee finds the absences are inexcusable, the student will be terminated from the program.

Notification of Absence

In the event of an impending absence, notify the appropriate instructor **PRIOR** to the absences. Messages left with the clinical facility's staff or untimely messages by fellow students or family members are **NOT** acceptable. Failure to notify the appropriate instructor will result in automatic clinical probation. If the instructor cannot be reached the student should notify the nursing coordinator. If the student will be absent from a clinical observation site it is the student's responsibility to notify either an instructor or the program's Administrative Assistant and the clinical site they were to attend of the absence. Being a "no call-no show" will result in the student being placed on clinical probation. A second occurrence of not notifying the appropriate instructor of an absence will result in program termination.

The College Laboratory Experience

The Practical Nursing student has access to a wonderful nursing lab. With the privilege of using the lab also comes the responsibility to help care for this beautiful setting. The student is asked to take care of the laboratory environment and to make the area safe and neat. Any equipment used must be used with care and returned to its proper storage area. The student is also asked to bring his or her own personal laboratory kits to each lab opportunity. These kits are purchased in the first level of the Practical Nursing Program from the college bookstore. Following are the rules the student must follow while using the Practical Nursing Program College Laboratory:

- 1. Do not use betadine, ink, or magic marker anywhere around the mannequins (patients).
- 2. Treat all equipment with care and respect.
- 3. Always be prepared for lab. Be productive, take good notes, maintain good attendance, and above all practice, practice!
- 4. Any skill or check-off missed in lab related to an absence will not be made up during regular class or lab hours. The student must schedule an appointment with the appropriate instructor to re-schedule this missed experience.
- 5. Maintain a neat and orderly work environment. Leave the lab neat and clean each day.
- 6. Eating or drinking is prohibited in the laboratory setting.
- 7. Care for each supply that is used. Properly repackage and return it as you found it.
- 8. "Live" models may NOT wear shoes while in the beds.

Laboratory Practice and Check-offs

The lab component of each level consists of several days of introducing and practicing new skills as well as refreshing the skills the student has learned in previous courses. The student is asked to be present, come prepared and ready to learn at each laboratory experience. As skills are taught, the student is to be productive and practice the skill learned until proficiency is met. No student will be permitted to check-off on a skill the same day it was implemented. Practice time is a must! Once the student has been noted to have sufficient practice time, the student may check-off the skill with an instructor. Skills not completed safely and competently in the lab will NOT be performed in the clinical setting. **Lab prescriptions** will be given to those students needing further practice on any skill unsuccessfully completed. A student is granted two (2) opportunities to successfully check-off on a skill. If a third time is warranted, it will be in the presence of the program coordinator or designee. If after the third attempt, the student does not demonstrate safety and competency of a skill, termination from the program will result. A list of experiments and activities will accompany each course syllabus that the nursing student will receive.

ATI Skills modules will be utilized throughout the PN Program. These skills modules are available on the ATI website and provide pre and post tests as well as step-by-step instructions and evidence-based research for common nursing skills. Students will be assigned to complete ATI skills modules as they pertain to the lab material. Once assigned, the student must submit a <u>certificate of completion prior to be permitted to check-off on a skill</u>. This certificate will serve as a "ticket for admittance" to be able to check-off on a skill.

Laboratory Prescriptions

Lab prescriptions are given to those students who need further practice on a particular skill. The student may receive a lab prescription notice during lab as well as clinical at any level of the program. The lab prescription will tell the student what skill to practice as well as a due date to re-check the skill with an instructor. It is the student's responsibility to make an appointment with the appropriate instructor to fulfill the requirements of the lab prescription. See appendix B for a copy of the lab prescription form.

Injuries Due to Sharps

In the event a student is injured due to a sharp (syringe) during lab or clinical time, the student must immediately notify the instructor. While in the lab, the sharp must be disposed of properly to avoid further injury. If the injury occurred during clinical time where the student may have been exposed to another person's blood and/or body fluids, immediate notification of the instructor is also required. Delaying the reporting of this type of incident, be it a stick with a sharp or splash of fluid to the mucous membranes, would not be in the best interest of the student. The student would need to immediately seek medical attention. The medical expenses incurred from an illness or injury is the responsibility of the student; therefore, it is recommended that the student obtain medical insurance.

Clinical Observations

When a student is assigned to a clinical observation that is one not directly supervised by an instructor, students can only perform technical skills that are non-invasive (B/P, TPR, Height & Weight). Written assignments will accompany the clinical observation experience and must be submitted to the appropriate instructor on the next class day following the clinical observation experience. The student must also submit an evaluation of the clinical observation experience that was completed by the designated preceptor/supervisor for that day.

Personal Hygiene/Dress

Uniforms

Students are required to be in the designated uniform to participate in clinical experiences. The uniform consists of:

White uniform with college apron

Low- top, solid white tennis shoes

White socks or white hose (White hose are required with dress or skirt attire.)

Name Pin

Only a white lab coat or white sweater may be worn with the uniform

Uniforms are expected to be spotlessly clean. Wear it with pride. It is a symbol of the profession and of the college. The uniform may be worn to and from home but should be covered by the lab coat when feasible.

Shoes must be clean and free of dirt or other debris.

Lab Coats are only to be worn to and from clinical sites, not during patient care. White turtlenecks may be worn.

Absolutely no blue jeans, shorts, jogging suits, or skirts above the knee will be tolerated for clinicals, observation sites, or any event that students will be participating in as a representative of the college.

Hair:

Hair must be worn above the collar while in uniform. Long hair must be put up so that it is not dangling below the collar. Only hair accessories that lay flat to the head and are hair color or white may be worn. Hair color should conform to business and professional standards.

Nails:

Nails must be kept end-of-finger length worn free of nail polish, and clean.

No artificial fingernails may be worn to clinicals. Bacteria can harbor under these nails and cause fungus to grow that lead to major infections.

Bathing/Cosmetics:

Daily bathing and use of deodorants are required. Wearing perfume is not permitted because patients may be sensitive to perfume and strong odors. Make-up should be worn

in moderation.

Jewelry:

Only plain wedding bands and one pair of small studs (post) earrings in the earlobe (no hoops or dangling) may be worn while in uniform. Earrings other than those worn in the earlobe, bracelets and necklaces of any style are not permitted.

Tattoos:

Tattoos should not be visible, and should be covered at all times.

Food:

Chewing gum is never permitted in the clinical area. Eating and drinking are only permitted in designated break areas. Individuals may not eat or drink at the nurses' station.

According to the Federal Work Act, we must provide each student with at least a thirty (30) minute lunch break.

Personal Conduct:

You are entering a caring profession where individuals should be given your respect, concern, and energy. Please practice these skills at every level of your training, including the classroom and laboratory setting, and all clinical sites. Rude behavior that disrespects, vulgar language, and lack of courtesy are not appropriate behaviors for nurses in training. Please be advised that there is a grievance policy that allows for individuals to make complaints to the appropriate authorities on campus, which could result in procedures of discipline. The student is expected to abide by the rule of the college as stated in the Student Code of Conduct. The Somerset College Student Code of Conduct is located in the course syllabus.

Items to Carry When In Uniform

Students must always have the following on their person when working at clinical sites:

Watch with a second hand Note pad Pen light Bandage Scissors Black ink pen Stethoscope

Hospital Visits

Permission from the nursing instructor must be given in order to make personal visits to patients in the hospital during clinical hours. Psychiatric patients can only be visited during days the student is specifically assigned to the psychiatric area in accordance with hospital policy and procedures. While in the OR and/or Maternal-Child units, the student is NOT permitted to visit other floors or units due to infection control.

Breaks

During classroom, lecture, and lab instruction, the student will be granted sufficient breaks throughout the day. During clinical, students will receive two fifteen-minute breaks, one mid morning, one mid afternoon. A thirty- minute break for lunch will be given; clinical instructors will schedule breaks. The lunch break does not count in the total time schedule for clinicals. All breaks will be given at designated times.

Clinical contact time includes ONLY direct patient contact and does not include lunch time or report time.

Assignments

Assignments must be turned in on schedule unless a student missed because of an excused absence. It is the student's responsibility on the <u>first</u> day back to school to contact the instructor and make arrangements for make-up work for excused absences. Should the student not follow the plan as agreed upon, a grade of "0" will be given for the assignment. If an assignment worth points is turned in late, there will be a deduction of 2 points per day past due.

Cell phones

Cell phones and beepers must be turned off during class, lab and clinical hours. These items should not accompany the student to clinical. Emergency calls can come through the school or clinical facility switchboards. Make certain that your family is aware of where they can reach you.

Snow Policy

Occasionally class and clinical are cancelled due to inclement whether. Clinicals will be cancelled if notification of college closing is given the night before clinicals. If there has been no official notification of college closing the morning of clinicals, each individual instructor will make the decision regarding clinical, which will be based on current weather and road conditions, travel distance, etc. If the announcement of college closing is given after clinicals begin, the instructor will be notified by the appropriate designee. Any clinical time missed due to inclement whether must be made up.

Campus Resources

Somerset Community College offers a variety of services and resources to the student body. These services are provided to support and ensure the student's academic success. Examples of services that are available to the student are listed below. The student is encouraged to speak with their instructor/advisor regarding the location and accessibility of these services.

College Bookstore
Counseling/Advising
Placement and Testing
Disability Services
Information Technology
Learning Laboratories (STAR Center)
College Library
Student Organizations
Financial Aid
Cafeteria/Food Services

SOMERSET COMMUNITY COLLEGE

Practical Nursing Program Policies and Procedures

Suspected Chemical Impairment

When a nursing student reports for a clinical experience and is determined by the clinical instructor to be unsafe to perform care for clients to whom they have been assigned, the following protocol should be followed:

At the Time of the Occurrence

- 1. The faculty member will make a written notation of the behavior and the physical and mental status of the student. If available, a faculty colleague should be called to the unit to corroborate the assessment. This assessment should include notations related to:
 - A. physical appearance, such as flushed face, red or bleary eyes, unsteady gait, slurred speech, diaphoresis, tremors, and excessive restlessness;
 - B. behavioral changes such as extreme and rapid mood swings, increased irritability with peers and others, loud, inappropriate talk, laughter or gestures, and dramatic change in personal grooming; and
 - C. performance changes such as sleeping on the unit, inability to focus on the topic at hand, lack of preparation for clinical assignment.
- 2. The faculty member should report the incident to the Nursing Coordinator (or Division Chair in the Coordinator's absence). The Nursing Coordinator will report the incident to the Division Chair and/or the Academic Dean.
- 3. If the nursing instructor determines that the student is unsafe to provide client care, the faculty member should:
 - A. terminate the student's clinical assignment
 - B. inform the student that their inability to provide safe client care will result in an "Unsatisfactory" evaluation for that clinical day, as stated in PN Handbook.
 - C. make arrangements for the student to taken home by family or friends; note name of person designated to drive student home.

Follow-up

On return to campus, the clinical faculty member involved will:

- 1. Complete an occurrence form of the incident in detail. Discuss with the Nursing Coordinator. All parties must maintain strict confidentiality.
- 2. Schedule a conference including the student, clinical instructor, and the course leader.
- 3. Confront the student with the factual account of the incident. Share inference that the question of chemical abuse is suspected.
- 4. Allow student to express his/her account of the incident on the written occurrence form.
- 5. Inform student of faculty's desire to assist with the suspected chemical abuse problem and refer the student to the Counseling Center.
- 6. Inform student that further instances of being unsafe to provide client care will be documented and may result in the student being unsuccessful in accordance with the PN Program Handbook and the course syllabi in which he/she is enrolled.
- 7. Remind the student that KCTCS and Somerset Community College identify on-campus alcohol and drug use as punishable offenses as well. Review the Student Code of Conduct with the student. Provide copy of it to student if needed.

FACULTY INFORMATION

NAME	OFFICE LOCATION	OFFICE EXTENSION	E-MAIL
Ruth Martin PN Coordinator	A-T Building 301A Laurel North 214P Clinton 229B	606-451-6813 606-387-3752	ruth.martin@kctcs.edu
CLINTON Billie Shelton Asst. Program Admin.	Clinton Center 229D	606-387-3710	billie.shelton@kctcs.edu
Laura Roberts	Clinton Center 229E	606-387-3707	laura.roberts@kctcs.edu
LAUREL Billie Duvall Asst. Program Admin.	Laurel North 214 T	606-878-4856	billie.duvall@kctcs.edu
Jeff Clark	Laurel North 214 Q	606-878-4759	jeff.clark@kctcs.edu
SOMERSET			
Jennifer Wilson Asst. Program Admin.	A-T Building 308	606-451-6884	jenniferk.wilson@kctcs.edu
Lenora DeBord	A-T Building 311	606-451-6773	lenoraf.debord@kctcs.edu
Lorna Huffaker	A-T Building 310	606-451-6801	lorna.huffaker@kctcs.edu
Gloria Vito	A-T Building 309	606-451-6873	gloria.vito@kctcs.edu
CAREER PATHWAYS			
Carol Price	A-T Building 204	606-451-6833	carol.price@kctcs.edu
Deborah O'Neill	A-T Building 203	606-451-6880	deb.oneill@kctcs.edu

Each faculty member posts office hours on his or her office doors. See individual faculty members to schedule an appointment. Please respect the faculty office areas as they are shared with many faculty from other programs/departments. Keep noise levels to a minimum and do not congregate in groups waiting to see a faculty member.

PROGRAM COMPLETION

Requirements

To successfully complete the program a student must pass <u>all</u> courses, with at least a grade of "C" and pass all lab and clinical components with a "Satisfactory" grade. Successfully completing all levels of the program makes students eligible to take the Kentucky State Board Exam for licensure. Assistance will be provided to the student during NPN 215 on applying to take the NCLEX-PN State Board Exam.

Graduation

Students will graduate at the college's designated graduation dates and be awarded either a diploma or a (GOTS) General Occupational and Technical Studies degree, from the program. A transcript will accompany this diploma/degree to demonstrate the course work of the student.

Transfer of Credits – Articulation

Credits earned from the Practical Nursing Program may be transferred to a community college (Associate Degree of Nursing Program) to pursue an associate degree in nursing. The student services offices of the college and advisors accepting transfer credits can provide information for procedures of transfer.

Withdrawal Policy

A student may freely drop any class up through the first week of class. After the first week of class a "W" will be given if the student withdraws. See Somerset Community College Student Handbook for further information regarding withdrawing and financial aide.

Issuance of Incomplete Grades

A grade of "I" shall be given if part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an "I" grade when the reason for incompleteness in unsatisfactory. If an "I" grade is given, the student has (1) year to complete the course work.

Practical Nursing Curriculum

Refer to the Practical Nursing Program Plan located in appendix C for the curriculum used in the Somerset Community College Practical Nursing Program

<u>Costs of Practical Nursing Program</u>
The following is an approximation of the costs associated with the Practical Nursing Program and **is** subject to change.

Medicaid Nurse Aide Class	\$ 550.00
Tuition and Fees	\$ 130.00 per credit hour
Books	\$ 700.00
Lab Kit	\$ 50.00
ATI Review Materials	\$ 500.00 - 550.00
Hepatitis B Injections (3)	\$ 75.00 per injection
TB (PPD) Skin Test	\$ 12.00
Liability Insurance (renewed yearly)	\$ 20.00
Uniforms (2 recommended)	\$ 60.00 (depending on place of purchase)
Long Lab Coat	\$ 30.00
Shoes	\$ 75.00
Apron	\$ 50.00
Sprague Kit	\$ 20.00
(Includes stethoscope, bandage scissors, per	nlight, pocket caddy)
Watch with second hand	\$ 20.00
Name Pin	\$ 6.00
Criminal Background Check/Drug Screen (renewed yearly)	\$80.00
NCLEX Fees	\$ 200.00
Kentucky Board of Nursing Licensure Fees	\$ 110.00
Criminal Check for KBN	\$ 15.00
Fingerprinting Criminal Background Check	\$ 19.25

CONCLUSION

The standards of the PN Program are high and require students to work hard for earning a diploma or GOTS degree. It is necessary to maintain these standards because the college carries an obligation to the general public to graduate only those students who have proven capable of meeting the responsibilities for providing quality care.

Practical Nursing Program

Chain of Command Classroom

Student

Instructor

Program Coordinator

Health Division
Dean

Provost

President

• In the event the Program Coordinator is unavailable, the Assistant Program Administrator of each site may represent the Program Coordinator in the Chain of Command.

Clinical: In situations regarding clinical area concerns students are to address them to immediate Clinical Instructor. Instructor will then determine if further action is necessary and guide the student appropriately.

Somerset Community College Practical Nursing Lab Prescription

Student:		
Date:		
Clinical Procedure:		
Instructor:		
Lab Instructor:		

CAREER PATHWAYS Practical Nursing Program CURRICULUM

Student	GPA	ACT/COMPASS	

Remedial Course as Needed				
Course	Hours	Description	Grade	Term
RDG 010		Intro. College Reading		
RDG 020		Improved College Reading		
RDG 030		Reading for the College Classroom		
MT 055		Pre-Alg.		
MT 065		Basic Alg.		
ENC 090		Found. Writing I		
ENC 091		Found. Writing II		
Course	Hours	Description	Grade	Term
Pre-Requisites				
NAA 100	0-3	Nursing assistant		
BIO 137	4	Human Anatomy & Physiology I		
BIO 139	4	Human Anatomy & Physiology II		
COM 181 or 252 or	3	Oral communication		
ENG 101	3	Writing I		
PSY 110	3	General Psychology		
PSY 223	3	Developmental Psychology		
First Semester Nursing				
NPN 100	2	Intro to Nursing		
NPN105	6	Development of the Care Giver Role		
NPN 110	2	Pharmacology and other Therapeutic Modalities		
Second Semester Nursing				
NPN 125	3	Mental Health		
NPN 130	3	Pharmacology II		
NPN 135	6	Intro to Health Deviations		
NPN 120	3	Childbearing Family		
Third Semester Nursing				
NPN 200	5	Med-Surg I		
NPN 205	5	Med-Surg II		
NPN 215	1	Nursing Trends and Issues		
NPN 210	4	Practicum		

SOMERSET COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM PLAN

Student Nan	ne:SSN	V#		
Address:				
Phone: ()	Practical Nurs	ing		
	AAS in General	Occupational Stud	ies (Complete Rev	verse Side)
Advisor:	Projected Grade	uation Date:		
Course Requi	rements:	Credit Hours	Semester	Grade
Prerequisite	es			
	Medicaid Nurse Aide	3		
	CPR for Healthcare Professionals	1		
*Developme	ent courses to correct academic deficiencies			
*BIO 137		4		
*PY 110	General Psychology (or)	3		
NPN 100	Introduction to Nursing & Health Care System	2		
NPN 105	Development of Care Giver Role	6		
NPN 110	Pharmacology & Other Therapeutic Modalities	2		
*BIO 139	Human Anatomy & Physiology II	4		
*PSY 223	Developmental Psychology	3		
Second Sem	ester			
NPN 201	Child Bearing Family	3		
NPN 125	Mental Health	3		
NPN 130	Pharmacology II	3		
NPN 135	Introduction to Health Deviations	6		
Third Seme	ster			
NPN 200	Med Surg I	5		
NPN 205	Med Surg II	5		
NPN 210	Clinical Practicum	4		
*ENG 101	Writing I (OR)	(3)		
*COM 252	Interpersonal Communications (OR)	(3)		
*COM 181	Basic Public Speaking	(3)		
NPN 215	Nursing Trends and Issues	1		
	-		Total 57	7
*Courses ma	y be taken prior to first semester of nursing classe	s. Must show p	roof of compu	ter literacy.
* All courses program).	s must be completed with a "C" or greater (and ma	intain at least a	2.0 GPA durii	ng the
	hat before obtaining a diploma I must successfully comp	olete all courses in	n mv maior DO	Γ and meet all
	requirements. I further understand that it is my responsible			
	pletion. Any curriculum revisions after program plan is o			
Student Sign	nature Date:			
Advisor Sign	nature Date:			
Associate in	Applied Science in General Occupational/Tech	nical Studies		

31

Emphasis

Practical Nursing

Category	Course Selected	Credit Hour	Semester	Grade
Natural Science		3		
Mathematics		3		
Social/Behaviora Science	ıl	3		
Humanities/Fine Art/Foreign Lang		3		
Writing/Accessin Information	ng	3		
Oral Communications		3		
Total General Ed	lucation Credit Hours	18		
Computer Litera	су	3		

Total Hours AAS GOTS

Refer to the current KCTCS Catalog to select courses for each required category

Many clinical sites now require background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Somerset Community College has worked with Verified Credentials, Inc. to establish an acceptable screening procedure. Students who fail to submit a background check cannot complete or maintain enrollment in a Somerset Community College health program.

Please follow the directions below for submitting your application to Verified Credentials:

- Browser access must be through Internet Explorer or Foxfire
- Access website: www.myvci.com/somerset
- Click the "ORDER NOW" button
- Select your program from the drop down menu.
- Complete and sign disclosure.
- Complete information/application page.
- Print or write down your Tracking information (this allows you to edit and track the progress of your report). An email with your tracking information will also be delivered to the email address provided on your application. You may also visit the website above, select TRACK MY ORDER and enter Tracking Number and Order Information to access the status or the results of your background check.
- Review information, make payment selection and submit order.

Payment can be made by personal credit card, debit card or electronic check. Te background check is \$43, the drug test is \$37. (fees subject to change).

Additional Payment Choices

You may also use a prepaid credit card, but make sure that there is enough value on the card to cover any handling charges incurred for use of the prepaid card as well as the cost of the background check.

You may mail a money order or cashiers check to Verified Credentials but if you utilize Money Order this will delay the process; your order **will not be submitted** until payment is received and you will need to print the Mail-In Payment Form and include it with the money order.

Once payment is received and the report is in progress, you will receive 2 emails at the address submitted on your application. The first will be your Tracking Number. The second email will be generated when your LabCorp confirmation number has been issued (may take up to 24-48 hours) You will need to print and take this to the LabCorp collection site to complete the drug screen. LabCorp locations nearest your address will be included in the email with your confirmation number. You must complete the drug screen within 2 weeks of receiving your confirmation number. Failure to do so may result in additional costs for a re-test. Drinking large quantities of fluids may generate a "diluted" report that will also result in an additional payment for a re-test.

Upon completion the results of the background screening will be sent to you via email and to Somerset Community College. If any information is found that would negatively affect your eligibility for a Health Sciences program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials.

If you have any questions on the background screening process or results, please contact Verified Credentials Client Services at 800.938.6090.

It is important that you submit information in a timely fashion. Thank you for your prompt attention to this request.

I have read and understand the Practical Nursing Handbook.
Student:
Date: