PAUL M. WILES SCHOOL OF NURSING
PRACTICAL NURSING PROGRAM

POLICY AND INFORMATION BOOK
FALL 2021-SUMMER 2022

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WELCOME

Congratulations on your acceptance into the Paul M. Wiles School of Nursing Practical Nursing Program. The Practical Nursing faculty welcomes you as you begin your journey toward a career in Nursing. Nursing plays a significant role in health promotion and health maintenance in our society.

The journey towards this career requires you to be an active participant in your education. The Practical Nursing faculty is available to support and guide you in your educational process. We hope, by working together, that you will acquire the knowledge and skills necessary to become a Licensed Practical Nurse. This is the initial step in your nursing career as nursing requires life-long learning.

Again, the Practical Nursing faculty welcomes you and wishes you success in meeting your career goals.

Sincerely,
Practical Nursing Faculty

Reviewed 1/2020

FOREWORD

The policies in this book are effective for all Practical Nursing students. A lack of knowledge will not be an acceptable excuse should any student fail to abide by the policies. For this reason, each student should read the policies carefully. The student should talk with their Advisor, Lead Instructor, or Department Chair if he/she does not understand any of the policies. The student is also expected to follow the policies in the Forsyth Technical Community College Catalog and Student Handbook.

The Practical Nursing faculty reserves the right to make changes in the regulations, course, fees, procedures, and other matters of policy and procedure as deemed necessary. Every effort will be made to minimize the inconvenience these changes might create for students.

Reviewed 1/2020

MISSION

The Practical Nursing program supports the mission of the North Carolina Community College System and the mission of Forsyth Technical Community College. The faculty is committed to providing accessible high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified graduates prepared for the professional role of the Licensed Practical Nurse (LPN) at the entry level. Graduates of this program meet the education requirements to take the National Council Licensure Examination (NCLEX-PN). The philosophy of the Practical Nursing Program is derived from statements about the health, quality of life, achievement of potential, the individual, environment, health, nursing, the practice, and education of the practical nurse.

Within this mission, the goal of nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life and achievement of potential for the individual.

PRACTICAL NURSING EDUCATION

Nursing education at the practical nursing level, in the North Carolina Community College System, is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the entry level role of the LPN. The curriculum is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, and problem- and activity-centered learning. (Rachel, 2002)

It incorporates evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to learning. The conceptual design defines the essential elements as the environment, quality of life, achievement of potential, and health. The organizing framework contains content related to the individual, the health care system and nursing.

The Practical Nursing program at Forsyth Technical Community College provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. Through these educational experiences, students will have the opportunity to develop critical thinking and problem-solving skills.

Learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between teacher and learner. The responsibility of the faculty of Forsyth Technical Community College Practical Nursing Program is to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and the development of knowledge, skills, and attitudes necessary to provide quality individual centered nursing care.

THE PRACTICAL NURSE

The graduate of the Practical Nursing program at Forsyth Technical Community College is prepared to practice as an entry level nurse. The practice of practical nursing is directed toward meeting the health care needs of individuals throughout their lifespan. The LPN role is characterized by evidence-based clinical practice with the provision of care for individuals and groups of individuals in structured settings. The role of the LPN is a dependent role under the supervision of the registered nurse (RN) and other health care providers approved by North Carolina law. In accordance with the North Carolina Board of Nursing Administrative Code, 21NCAC 36.0225, Components of Nursing Practice for the Licensed Practical Nurse (LPN), the LPN accepts assignments that can be safely performed and participates in assessing, planning, implementing and evaluating the client's response to health care interventions. The Practical Nurse graduate demonstrates the competencies identified by the National League of Nursing (2010) and the Institute of Medicine (2003) to provide nursing care. The practical nurse graduate is prepared to be a responsible life-long learner.

CONCEPTUAL FRAMEWORK

The conceptual model provides a framework to prepare learners for new instruction and motivates by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework; the individual, the healthcare system and nursing in order to understand the complete curriculum. (Knowles, 2005). The domains of the individual, the healthcare system, and nursing provide the conceptual framework guiding the practical nursing curriculum. Concepts are organized within each of these domains and learning occurs from simple to complex.

Definitions:
Individual
The faculty of Forsyth Technical Community College believe that each individual is a complex, multidimensional, unique, and significant being possessing inherent value and worth, and a member of a family, community, and culturally diverse society. All individuals have dynamic bio-physical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right to healthcare and to information that will assist him or her to participate actively in his or her health care in order to achieve the highest level of wellness possible. All individuals should be cared for, respected, nurtured, understood, and assisted. In order to provide care, nurses must view the individual at the center of any nursing activity.

Healthcare System
According to von Bertalanaffy (1968) a system consists of the coming together of parts, the power comes from the energy of the interconnection and the way the parts come together. The community healthcare system is a macrosystem and consists of a variety of parts or microsystems. Clinics, hospitals, pharmacies, laboratories, long term care and Internet sites are microsystems that are connected by patients and information to improve health. (IOM, 2001)

Nursing
Nursing is a science and the art of integrating and assimilating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally competent, holistic care. Through caring, empathy, ethics, and the development of a therapeutic relationship with the individual and significant support person(s), the nurse integrates the art of nursing with the scientific foundation for nursing practice that utilizes the nursing process. Incorporating documented best practice, the LPN functions dependently under the supervision of the registered nurse and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential through assurance of quality client outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death. Emphasis is also placed on cost-effective care to facilitate the achievement of positive individual and organizational outcomes.

Environment
The individual is in constant interaction with a changing environment that consists of both internal and external forces that varies throughout the lifespan and has the potential to cause stress in the individual. The nurse can assist the individual to alter aspects of the environment and to utilize his/her innate and learned coping mechanisms to adapt to these stressors.

Health
Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness and ending in death. The individual's needs for healthcare are determined by his/her position on the continuum. Each individual's health is based on his/her cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

Quality of Life
Quality of life involves five domains including physical, functional, psychological, social, and spiritual well-being. The individual's perception of and satisfaction with activities of daily living contributes to their worth, meaning, or satisfaction. This empowers the individual to cope successfully with the full range of challenges encountered in the real world. (Ignatavicius & Workman (2006).

Achievement of Potential
Achievement of potential is the individual's growth toward attaining one's utmost ability and quality of life. It is based on the individual's choices, perceptions, personal goals, life experiences, and holistic health.

NLN Core Competencies for Practical Nursing
Core competencies are the discrete and measurable skills, essential for the practice of nursing (NLN, 2010)

- Human Flourishing: Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team
- Nursing Judgment: Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context
- Professional Identity: Assess how one's personal strengths and values affect one's personal identity as a nurse and one's contributions as a member of the health care team
- Spirit of Inquiry: Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences

Institute of Medicine Competencies
The five core competencies identified by the IOM for healthcare providers are; patient centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics. (IOM, 2003)

References
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Revised 6/2015
Reviewed 1/2020

EDUCATIONAL OUTCOMES

Upon completion of the Practical Nursing Program, the graduate will upon licensure:

1. Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life, and the achievement of potential.
2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
4. Reinforce and /or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally competent, client-centered nursing care to diverse clients across the lifespan.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the RN, changes to improve the client care process.
8. Utilize informatics to access, manage, and communicate client information.
9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost-effective manner.

Revised 6/2015
Reviewed 1/2020

ESTIMATED COST FOR THE PRACTICAL NURSING PROGRAM

FIRST (1ST) SEMESTER

Books and Modules...$850.00
Supplies 600.00
Tuition (In State) 936.00
Criminal Background Check 134.50
Student Activity Fee 35.00
Liability Insurance 18.00
Student Parking...25.00
Lab fees 199.00
Total $2797.50

SECOND (2ND) SEMESTER

Books and Modules...$50.00
Tuition (In State) 860.00
Student Activity Fee 35.00
Lab Fee 199.00
Total $1144.00

THIRD (3RD) SEMESTER

Modules $20.00
Tuition (In State) 784.00
School Pin..40.00
NCLEX Fee 200.00
Criminal Background Check 38.00
NCBON Application for Licensure 95.00
Lab Fee 199.00
Total $1376.00

ESTIMATED TOTAL
$5317.50*

*cost varies depending on a number of variables

Revised 1/2021

RESOURCE PERSONNEL

Health Technologies		
Dean, Health Tech	Linda Latham	757-3288
Associate Dean	Sharon Moore	734-7569
Department Chair	Angie Lundgren	734-7157
Staff Assistant, Nursing	Bailey Roberts	734-7411
Retention Manager, Health Tech		
Student Success		
Counseling/Retention Services		734-7239
Student Success Center		734-7156
Director, Accessibility/Disability Services	Dr. Sarah Hawks	734-7155
Admissions Counselors		
Director, Admissions	Heather Azu	734-7331
Admissions Counselor, PN	Nick Foley	734-7258
Financial Aid		
Director, Student Financial Services	Adina Long	734-7272

Reviewed 3/2021

FACULTY

Associate Dean
Sharon Moore
Office: BGH 200
Phone: 734-7569
Email: smoore@forsythtech.edu

PN Department Chair
Dr. Angie Lundgren
Office: 202
Phone: 734-7157
Email: alundgren@forsythtech.edu

<u>**Lead Instructors**</u>
1st Semester – Dr. Kristy Rowley
2nd Semester –Dr. Tracy Campbell
3rd Semester – Dr. Kristy Rowley

Instructor	Office	Phone	Email
Tracy Campbell	BGH 222	757-3472	tcampbell@forsythtech.edu
Laura Galloway	BGH W209	734-7361	lgalloway@forsythtech.edu
Tonya Jennings	BGH 281	757-3296	tjennings@forsythtech.edu
Kristy Rowley	BGH 219	757-3249	krowley@forsythtech.edu
Pam Wright	BGH 218	757-3339	pmwright@forsythtech.edu
Stephanie Martin	BGH 224	734-7179	Scmartin@forsythtech.edu

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ADVISOR AND ADVISEE PROGRAM

Faculty in the Practical Nursing Program maintains communication with students through the Forsyth Tech Advisement Program. Students are assigned to faculty advisors when admitted to the Practical Nursing Program. The advisor remains the same throughout the program. Advisors offer the student academic guidance in efforts to successfully complete the Practical Nursing Program. Advisors can make referrals to students for services available on campus.

Faculty are available for advisement at scheduled office hours or by appointment. Each student should request a conference with their advisor during the first two weeks of each semester. Students and advisors should have advisement conferences regularly and as requested by the advisor.

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

The Practical Nursing Program adheres to the guidelines and policies established by Forsyth Tech. Upon enrolling in Forsyth Tech, the student acknowledges acceptance of the policies/rules of Forsyth Tech. Simultaneously, the student is guaranteed rights as a citizen and student.

The Forsyth Tech catalog explicitly states the Student Code of Conduct and Responsibilities. Important information discussed within this topic include student rights, general campus policies/rules, violations of code of conduct, disciplinary procedures, and student appeals committee. Practical Nursing students are responsible for abiding by the Code of Conduct and Responsibilities established by Forsyth Tech.

Reviewed 1/2020

ASSIGNED CAMPUS POLICY

After admission into the practical nursing program, there will be no changes in class/campus site assigned by the admissions office of Forsyth Technical Community College. You will remain at the designated class/campus site that was indicated on your program application until the end of the program. Any request for changes in class/campus site must be presented to the department chair with evidence of the need, this need must be of extenuating circumstances to be considered by the department chair.

When clinical assignments have been completed, any request to change clinical sites must be requested through the lead instructor. If a student is requesting a clinical site change, it is the student's responsibility to find another student to change clinical sites with. The need for requesting a clinical site change must be of extenuating circumstances. The student that has agreed to change clinical sites must meet the criteria to change sites and must not have been assigned the clinical instructor or clinical site in a previous semester. The final decision to change the student's clinical site will be the made by the lead instructor and the department chair.

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PROFESSIONALISM IN THE PRACTICAL NURSING PROGRAM

The nursing profession demands that individual be responsible, accountable, self-directed and professional in behavior. The process of becoming a professional person begins upon entering a professional education program.

Students demonstrate professionalism by:
- attending classes and clinical experiences
- exhibiting courteous behavior to faculty and fellow classmates
- being prepared for class/lab/clinical assignments
- being punctual for class/lab/clinical
- professional dress in class/lab/clinical
- abiding by the policies of the college and program

The policies found in this book are reflective of the professional behaviors expected in the nursing program. Policy violations are cumulative throughout the entire program; a student may be dismissed from the program based on the number or severity of the violations. **Students are allowed no more than 3 policy violations in the same area and no more than 5 total during the program. Students will be dismissed from the program if either of these occur.**

Reviewed 1/2021

ACCOMMODATIONS FOR A DISABILITY

The Accessibility Services Office is dedicated to meeting the needs of the increasing number of college students with disabilities. Our mission is to ensure that students with disabilities have equal access to educational opportunities at Forsyth Tech. The Accessibility Services Office provides assistance and encouragement to meet the challenges of college life.

Believing that students with disabilities can better advocate for their needs with greater success, we at Forsyth Tech strive to empower students in every way possible. We believe that empowering students to maximize their abilities build the foundation for college success. In strict compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, no otherwise qualified individual with a disability shall solely by reason of his or her disability be excluded from the participation in, denied benefits of, or be subjected to discrimination under any program or any activity of this institution.

If you have a disability and would like to request services and accommodations, you must register with the Accessibility Services Office, located in the Strickland Center Suite 2414.   You will be required to provide current, official documentation of your disability.

Please contact Accessibility Services Office / ADA, at (336) 734-7156. The Accessibility Services Counselors will work with you to determine appropriate services and accommodations. Registering with the Disability Services Office early is important as certain services and accommodations take time to arrange.

FORSYTH TECH – PAUL M. WILES SCHOOL OF NURSING

TECHNICAL STANDARDS

(Functional Abilities Essential for Nursing Practice)

The purpose of the School of Nursing is to educate students to meet the program outcomes and to ensure that no graduate will pose a danger to the patient. Nursing students will receive both classroom and clinical instruction in multiple nursing specialty areas (Medical/Surgical, Maternal/Child, Pediatric, Mental Health, etc.) and will be required to demonstrate competency in each area.

In order to provide safe and effective patient care in the Paul M. Wiles School of Nursing, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements.

Students admitted to the Paul M. Wiles School of Nursing gain experience in many settings that can be physically demanding, e.g., hospitals, long term care facilities, public health and community agencies, school settings and clinics. During each clinical experience, the nursing student is assigned clinical care which may include medication administration and direct patient care. Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which safeguards patient confidentiality.

Transportation to and from health care facilities is the responsibility of the student.

Please carefully read the Paul M. Wiles School of Nursing Technical Standards:

Functional Ability	Standard	Examples of Required Activities
Observation		
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	- See objects up to 20 feet away - Read and interpret the electronic medical record and/or associated paper medical records - Visual acuity to read calibrations on 1 ml syringe - Assess skin color (cyanosis, pallor)

Functional Ability	Standard	Examples of Required Activities
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs	• Hear normal speaking level sounds • Hear auscultatory sounds • Hear auditory alarms (monitors, fire alarms, call bells) • Hear cries for help
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	• Detect odors from patient (foul smelling drainage, alcohol breath) • Detect smoke
Tactile	Tactile ability sufficient for physical monitoring and assessment of patient health care needs	• Feel vibrations (pulses) • Detect temperature changes • Palpate veins for cannulation
Communication		
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families, and other members of the health care team, including non-verbal communication such as interpretation of facial expressions, affect, and body language	• Give verbal direction to or follow verbal directions from other members of the health care team and participate in health care team discussions of patient care • Elicit and record information about health history, current health state, and responses to treatment from patients or family members • Convey information to patients and others as necessary to teach, direct, and counsel individuals in an accurate, effective, and timely manner

Functional Ability	Standard	Examples of Required Activities
Motor Function		
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care activities	• Move within confined spaces, such as treatment room or operating suite • Assist with turning and lifting patients • Administer CPR and maintain current certification
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	• Pick up and grasp small objects with fingers, such as insulin syringe, pills • Perform tracheotomy, suctioning, inserting urinary catheter
Behavioral and Social		
Emotional/Behavioral Professional Attitudes and Interpersonal Skills	Emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, and co-workers to achieve a positive and safe work environment. Follow instructions and safety protocols. Honesty and integrity beyond reproach	• Establish rapport with patients, instructors, and colleagues • Respect and care for persons whose appearance, condition, beliefs, and values may be in conflict with their own • Deliver nursing care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis • Conduct themselves in a composed, respectful manner in all situations and with all persons • Work with teams and workgroups • Establish and maintain therapeutic boundaries • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt and safe completion of all patient care responsibilities

Functional Ability	Standard	Examples of Required Activities
		• Adapt rapidly to changing environment/stress • Exhibit ethical behaviors and exercise good judgement
Intellectual, Conceptual, and Quantitative Abilities		
Cognitive/Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and to solve problems involving measurement, calculation, reasoning, analysis, and synthesis	• Calculate appropriate medication dosage given specific patient parameters • Analyze and synthesize data and develop an appropriate plan of care • Collect data, prioritize needs and anticipate reactions • Transfer knowledge from one situation to another • Accurately process information on medication containers, providers' orders, equipment calibrations, policy and procedure manuals, and medical records
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	• Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths
Clinical Reasoning	Ability to reason across time about a patient's changing condition	• Evaluate patient or instrument responses, synthesize data, draw sound conclusions
Physical Ability		
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12-hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient care activities	• Walk/stand for extended periods of time, turn, position, and transfer patients • Manually resuscitate patients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required patient care activities	• Push and pull > 100 pounds • Life/move heavy objects from 35-50 pounds

Functional Ability	Standard	Examples of Required Activities
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below the waist, and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities	• Move around in work area and treatment areas • Position oneself in the environment to render care without obstructing the position of other team members or equipment

ATTENDANCE POLICY

The faculty believes that teaching and learning are interactive processes that facilitate the achievement of objectives by the learner. Attendance in class, clinical, and lab is crucial to meet the learning objectives. Hours allotted for absences are for **emergencies only.**

I.   Classroom:
   A.   The student is expected to attend all class sessions and to be on time. The door to the classroom will be locked at the start time of class. Students who are late or those that leave the classroom before a break is given by the instructor may enter on a class break. Attendance time begins at the time the student enters the classroom. Absences will be documented by the amount of time missed each class session.

   B.   Students are responsible for any classroom work which has been missed due to absences.

   C.   After incurring the maximum number of hours allowed for classroom absences, the student will be removed from the program.

   D.   The lead instructor of the course will hold a conference with a student who is habitually tardy to class. A classroom tardy is defined as coming to the classroom after the specified time. This also includes returning late from breaks.

II. Lab:
   A.   The student is expected to attend all scheduled lab sessions and to be on time. The door to the lab will be locked at the start time of class. Students who are late will be allowed to enter the classroom on the hour. If you arrive late, but before the hour mark, please wait quietly in the hall until it is time for you to enter the classroom. Attendance time begins at the time that the student enters the classroom. Absences will be documented by the amount of time missed each lab session.

   B.   The student must sign the roll upon entering lab for the day and when leaving for the day. Failure to sign will count as an absence for that day. It is not the faculty's responsibility to ensure that each student signs the roll. <u>DO NOT</u> sign for another student or sign for a different class time as this is considered falsifying a class roll. Students will be subject to disciplinary actions.

   C.   A student who is absent from lab is responsible for all missed work and is encouraged to attend open lab hours to practice skills taught in the missed lab.

   D.   After exceeding 6.5 hours of absences in lab, the student will be removed from the program.

III. Clinical:
   A.   The student who is absent from clinical is required to notify the clinical instructor prior to the beginning of the clinical day. Clinical instructors will provide the student with a contact

number/email on the first day of the clinical experience. Failure to follow the clinical attendance policy related to notifying the instructor will result in the following actions:

- First infraction – Policy violation and documented on clinical evaluation form
- Second infraction – anecdotal report to permanent record and possible dismissal from the Practical Nursing program

B. Allowed hours of absence from clinical:

Hours of Clinical Absences by Course

NUR 101	7 hours
NUR 102	11 hours
NUR 103	12 hours

After incurring more than the allowed hours of absences, the student will be withdrawn from the program with a grade of F for the class.

B. Students are expected to arrive to the clinical unit or out rotation unit 10 minutes prior to the start of the clinical day/evening. If the clinical or out rotation is scheduled to start at *6:30 am, the student is expected to arrive on the clinical unit or the designated area by the clinical instructor at *6:20 am. If the student arrives to the clinical or out rotation unit late, up to *6:40 am, the student will be given a policy violation (see below). If the student arrives to the clinical unit or out rotation after *6:40 am, the student will be asked to leave the clinical area and will receive a clinical absence for that day.
   1. First infraction – Policy violation and documented on clinical evaluation form.
   2. Second infraction – anecdotal report to permanent record and possible dismissal from the Practical Nursing program

- *Policies are subject to change; addendums will be provided when changes occur. **
- *Clinical and out rotation start times vary; this policy applies to all start times.

Revised 3/2021

CLASSROOM ETIQUETTE/RESPONSIBILITIES

The student is expected to participate in classroom discussion and to ask questions. The student should not hesitate to ask questions and clarify information that is not understood. The student is responsible for his/her learning and needs prior to each class, lab or clinical.

CELL PHONES AND ELECTRONIC DEVICES

Classroom and Lab
The use of electronic devices (cell phones, laptops, netbooks, tablets, wearable and recordable devices, etc.) for learning purposes is permitted provided they do not disrupt the learning environment or violate academic integrity as defined by the student Code of Conduct. Students who do not comply will be considered in violation of the Student Code of Conduct and appropriate disciplinary action will be taken. (*Student Code of Conduct)*

While in a nursing class or lab, all devices will be placed in a silent or mute mode. Students who disrupt class with electronic devices will be dismissed from class.

Clinical Area
Cell phones or electronic devices will not be allowed in the clinical/patient areas at any time. Students are not to receive or make telephone calls in the clinical area except in extreme emergency. Students are not to make personal calls from the clinical area. Students are allowed to access their electronic devices in designated non-patient care areas, for completing clinical assignments only, this area may be designated by the instructor.

Internet access is limited to school related websites and content while in the clinical area and/or clinical site.

Students are responsible for all items brought into the class, lab and/or clinical environment.

VOICE/PICTURE RECORDINGS

Voice/picture recording in class may be done with the permission of the faculty. There will be no voice/picture recording in the clinical settings. Any electronic devices used in clinical for written assignments are not allowed to be used to take pictures of the patients, equipment, staff, clinical instructors, clinical groups or any other clinical or work-related items on any assigned clinical site property. Photographs of any kind are not allowed in clinical settings. Violation of this policy may result in immediate dismissal from the Practical Nursing program.

Reviewed 1/2020

PN PROGRAM GRADING SCALE

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

CALCULATION OF GRADES

There will be no rounding at any time in the calculation and recording of grades. Grades are carried out to the hundredths place.   (Example: grade 69.9 will be recorded as 69.9 which is a D)

PROGRESSION POLICY

A grade of at least a B must be maintained in all NUR courses in order to progress and graduate in the Practical Nursing Program.

A grade of C or better must be maintained in all required/related courses and program specific courses or their equivalents and is mandatory for admission and progression in the program (BIO 163, PSY 150, ENG 111). If a student receives a grade that is less than C for one of these courses, then the student will be dropped from the program.

TESTING POLICY

All students in the Practical Nursing Program are to review and abide by the following testing expectations. This policy applies to tests given in the classroom and skills lab portions of the course.

Students will take tests on the day and time scheduled.
- If a student arrives to class or lab late on the day of the tests, he/she will remain outside of the class and may not enter the classroom during the testing period.
- If the student attends any portion of the class or lab on the day of a test, the student will be required to take the test that day, immediately after class is over. The make-up test will not be the same test given in class.
- If the student is absent on the day of a scheduled test, he/she must contact the lead instructor by email or telephone by the end of the class on test day. If the student is unable to speak with the instructor, the student should leave a message on voicemail. Failure to contact the instructor will result in a loss of 10 points on the make-up test.
- If absent, the student must contact the lead instructor to make arrangements for the make-up test. The make-up test will be taken on the first day the student returns to class/clinical/lab or at the discretion of the lead instructor of the course.   Failure to take the make-up test on the designated day will result in a grade of zero. The make-up test must be completed outside regularly scheduled class, clinical, or lab time.
- A student is allowed two unit make up tests in Nur 101 and 102, and 1 make up test for Nur 103. A grade of zero will be recorded for any subsequent missed unit tests.

- The only item the student is to bring into the classroom is their pencil, highlighter, calculator and car keys, which are to be placed under their chair. Books, book bags, and purses are not allowed in the classroom during a test.
- Cell phones, smart watches or other electronic devices are not allowed in the testing area.
- Food and drink are prohibited in the classroom during a test.
- No hats or hoods are to be on your head during a test.
- The student is to sit at the seats designated by faculty and are not to move a test booklet location.
- The honor code statement must be signed on the student's test booklet.
- The student is to place their name on the test booklet and scantron
- Complete the student ID section of the scantron by bubbling in your 7-digit assigned number.
- During the test if the student has a question, they are to raise your hand and the faculty will come to them. Faculty cannot explain a question or define any terms during a test. Do not leave your seat.
- When finished with the test, the student will turn the test booklet and scantron over and remain in their seat. The faculty proctors will pick up your test and any other testing items at the end of the testing period. Students are to remain quietly in their seat until the test time expires.
- In the event of a personal emergency during a test, the student should raise their hand to alert the faculty proctor.

Revised 3/2021

TEST REVIEWS

The faculty will review all unit tests, the review will be announced via Blackboard, email or in class. Reviews may be held outside of the regularly scheduled class hours. Students must take the time during the test review to look at the questions and their answers, students **will not** be allowed to view the test again after the review has ended. Students that score an 80 or below are expected to stay for all unit test reviews.

During test reviews the student is expected to abide by the following guidelines:
- No books, paper, writing implement or recording or electronic devices will be used during the review (no items allowed on the desk during a review).
- There will be no arguing with faculty about test questions during the review. Students will be dismissed and given a policy violation for incivility at that time.
- If you disagree with the answer to a question, you are to write a rationale for your answer and submit in writing to the instructor who developed the test within 7 days of the review. The final decision regarding the question, is determined by the faculty that developed the test and the department chair.
- Any unit exam issues must be resolved prior to the next exam.
- Remediation activities or assignments may be assigned by the lead instructor.
- The test booklet is to be turned in to the instructor before leaving the classroom.
- If you are unable to attend the scheduled review, you have 7 days from the review day to schedule an appointment with the instructor who developed the test to review your individual test. Students are **given one opportunity to review the written test**, in test review as a group or by scheduling an appointment with faculty within 7 days of the class test review.
- Scantron sheets will never be returned to a student once submitted for grading.
- There will not be a scheduled review of final examinations.

GRADED ASSIGNMENTS

COMPUTER ASSIGNMENTS

The grade achieved on the computer-based assignment will be the grade recorded.

QUIZZES- GIVEN IN CLASS

Quizzes may be announced or unannounced by the instructor. There will be no opportunity to make-up missed quizzes due to absences; if absent for a quiz no grade will be given.

GRADED LEARNING ACTIVITIES (GLA)- OUTSIDE OF CLASS ASSIGNMENTS

Graded learning activities include worksheets, papers, or other assignments given by the instructor. A zero will be given if the assigned work is not turned in or completed on the specified day and time. If a student is absent on the specified day that assignments are due, the student must submit the GLA the first day he/she returns to class/lab/clinical.

LAB TESTS

In NUR 101 Lab the student will be given written and skills tests during the semester. The average for the grades must be 80 or higher in order to receive a passing grade in lab. The student must receive a passing grade in the NUR 101 lab in order to successfully complete the NUR 101 course.

PHARMACOLOGY CALCULATION TESTS

Each semester the student must receive a grade of 80 or higher on a pharmacology calculation test in order to pass the nursing course (NUR 101, NUR 102, and NUR 103).   Each student is given three opportunities to achieve this grade. The first pharmacology test will be scheduled during class time. If needed, subsequent tests will be scheduled outside of class time with the lead instructor of the course. Students will be provided a calculator to use during the pharmacology calculation test. Failure to make a grade of 80 or higher on the 3rd attempt will result in immediate dismissal from the program.

STANDARDIZED TESTS

Throughout the Practical Nursing Program, you will be asked to take standardized tests offered by Health Education Systems, Inc. (HESI). These assessments provide you with information related to your comprehension of nursing content and are an opportunity to practice NCLEX formatted questions. The data that these assessments provide correlates to success on the NCLEX examination. The student will be expected to take the examination when they are scheduled.
Students are required to stay the entire time scheduled for the exam. Students completing the exam prior to the allotted time may only utilize the functions of the HESI while waiting for the end of the testing period. There will be no make-up of standardized tests. Remediation will be required of all students not meeting the specified benchmark for the exam.

CLINICAL

Evaluation of clinical performance is described in the clinical evaluation tool. The student must receive a passing grade in clinical to successfully complete the course. Failure of the clinical component results in failure of the course.

RECOMMENDED INTERVENTIONS FOR STUDENT SUCCESS

The Practical Nursing faculty is committed to guiding the student through successful completion of the Practical Nursing Program. The following interventions will help to identify students who are having difficulty in test taking.

- If a student has scored a grade of 80 or below on the unit tests, the student **must** arrange a conference with their assigned PN advisor. It is recommended that this conference be held prior to the next scheduled unit test.

- If a student receives below an 80 on three-unit tests, the student **must** arrange a conference with the lead instructor of the course. The lead instructor conference is recommended prior to the next scheduled unit test.

- Students who score below the stated benchmark on any tests from Elsevier/HESI testing program **must** complete the on-line remediation recommended by the testing program.

- Students who demonstrate difficulty with theory, lab or clinical should attend open lab.

- Students are encouraged to use campus resources to assist them in test taking and study skills.

- Resources include; the Student Success Center, Learning Resource Center tutoring

PROGRAM REQUIREMENTS

HEALTH REQUIREMENTS

In order to protect both students and patients, certain health requirements of clinical agencies must be met. Therefore, all medical screening must be kept updated throughout the entire program. It is the responsibility of the student to maintain current health requirements. Documentation of updated test results must be submitted to the American Data Bank website prior to the expiration date. No student will be allowed in the clinical setting unless updates have been submitted. Time missed will be recorded as an absence and the Attendance Policy will be followed.

MALPRACTICE INSURANCE

Students will receive their clinical nursing experience at several facilities in the community. The clinical agencies require that health care students purchase malpractice insurance prior to their clinical experience. Students in the Practical Nursing Program are required to purchase malpractice insurance from the college at the beginning of the fall semester or prior to the semester in which the student enters or re-enters the program. The malpractice insurance provides coverage for one calendar year.

The student must upload the payment receipt for malpractice insurance to the American Data Bank site before the beginning of the semester of entry.

CPR

Students are required to obtain and maintain a valid American Heart Association Health Care Provider CPR Certification. The program cannot accept any other type of certification in lieu of American Heart Association Health Care Provider certification. If the certification expires during enrollment in the Practical Nursing Program, the student will submit a copy of the updated CPR card to the American Data Bank website. No student will be allowed in the clinical setting unless CPR updates have been submitted. Please refer to Attendance Policy.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

Clinical facilities require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards may prohibit eligibility for registry or licensure based on criminal background records.

After the student completes the requirements for the background check/drug screen, the clinical agency will notify the college if a student will not be allowed at the site due to a finding on the criminal background check or drug screen (specific information will NOT be disclosed to the college).

If a student is denied access to a clinical facility based on criminal background checks and/or a drug screen, the student will NOT receive a secondary placement in another facility. The student will not be able to progress in the program due to the inability to meet the clinical objectives.

Students who are former employees of healthcare facilities used by the nursing program as clinical sites, must be eligible for rehire by the facility in order to participate in clinical education.

NURSE AIDE II CERTIFICATION

Nurse Aid II Certification for currently enrolled students may be obtained by:
1. Successful completion of first semester NUR 101 and completion of the NUR 102 Skills Lab
2. Current CPR certification.
3. Current CNA I certification.
4. Completion of application for CNA II found on the NC Board of Nursing website. Applications must be completed within 30 days following completion of Nur 102 lab, which is held in January, in order for the nursing program to verify completion of the education requirements.

CONTACT INFORMATION

While in the Practical Nursing Program it is important that the student keep the faculty informed of changes in their e-mail address and/or address or telephone numbers so that faculty can communicate with the student in an effective manner. If changes do occur while in the program, the student needs to inform the advisor of the changes in writing and make the change in the Records Department in the Allman Building.

SOCIAL NETWORKING POLICY

The nursing faculty expects students to practice professional behaviors of confidentiality as well as to follow legal and ethical standards of nursing care. Students who use any web-based services that allow individuals to construct a public or semi-public profile and form relationships with other users of the same site who access their profile must abide by this policy. Students will be expected to maintain confidentiality policies (HIPPA) at all times. No reference will be made about clinical sites, patients, staff or Forsyth Tech employees at any time; this includes photographs of clinical packets and any notes taken from the clinical sites. Failure to abide by this policy will result in disciplinary action which may include dismissal from the nursing program.

PATIENT CONFIDENTIALITY POLICY

Students in healthcare settings are expected to abide by the Health Insurance Portability and Accountability (HIPAA) policies. Students are not permitted to print, photograph or copy any items that have patient information documented on it; students are not permitted to remove any documents with identifiable patient information from the clinical site. Students are not permitted to discuss any patient information in clinical during breaks, on elevators or in any public places where any patient information may be overheard. Violations of patient privacy policies may result in dismissal from the program as determined by the Department Chair.

LINES OF COMMUNICATION

There are lines of communication which are to be followed when a student has concerns regarding any aspect of a course and/or the nursing curriculum. The student must first approach the instructor to discuss the issue. If a satisfactory solution is not agreed upon by both parties at this level, the student must discuss the concern with the appropriate Lead Instructor.

If the issue is not solved at this second level, the student must approach the Department Chair and then the Associate Dean of Nursing. If the concern remains unsolved, it may then be taken to the Dean of Health Technologies.

If there are any changes in class days or times, the lead instructor will notify the students with further instructions. Students should not contact other college departments to receive directions for class schedules related to the PN program. This policy includes any alterations in the class, lab or clinical schedule related to inclement weather during the semester. College closures will be announced on Techlink and with Tech Alerts as well as local television stations; the notification of a closure will be followed up by the lead instructor with further instructions.

Revised 4/2019

Clinical/Lab Information

All students are required to purchase a lab kit which will be used throughout the PN program. Students must bring the lab kit to each lab session.
*Returning students must ensure that lab bags are complete prior to the start of lab.

DRESS CODE WHILE IN THE LAB OR CLINICAL SETTING

The following requirements have been developed for students to maintain a neat, clean, and professional appearance while in uniform. The purpose of the dress code is to provide safety for the client and the student nurse, and to aid the hospital staff in identifying a Forsyth Tech Practical Nursing Student. Students must follow the dress code policy when in any clinical related agency.

While wearing the Forsyth Tech student uniform the student is representing the nursing profession and the school, therefore he/she is expected to behave in a professional manner at all times. The student is to refrain from wearing the school uniform in any setting other than for the program's clinical experiences. If a situation arises and the student must wear the uniform to a non-clinical site, they are to remove all school/program identification (name tag and lab jacket).

ADHERENCE TO THE DRESS CODE

The uniform consists of the Practical Nursing royal blue pants or skirt option for women, royal blue scrub top with Forsyth Tech Practical Nursing logo and white lab jacket with logo. Solid black socks are to be worn with the uniform. White stockings must be worn with a skirt, socks are not to be worn with skirt. Shoes must be black leather with black soles, low cut and with closed solid toes (no decorations with colored lettering or symbols.)
 ***Lab uniforms consist of the same student clinical uniform or other appropriate nursing scrubs and shoes. Nursing scrub attire is required in the lab setting.

Uniform:
- The uniform must fit neatly and should be clean and pressed each day. Shoes and laces should be clean.
- Sweaters must not be worn while giving patient care. The program's white lab jackets may be worn with the Practical Nursing uniform.
- A solid white short sleeved t-shirt may be worn underneath the blue shirt, but must not be visible, except at the neckline.
- Undergarments must not be visible.

Hair:
- Hair should be clean, well groomed, and styled in a manner to keep it from falling forward.
- No ornaments or ribbons may be worn.
- Hair that is shoulder length or longer must be secured above the shoulder with a non-decorative clasp which is the same color as the hair or royal blue (uniform color)
- Hairstyle must be maintained while in the clinical setting. This includes while on break or in conference room areas.
- Extremes in hairstyles or unnatural colors are not acceptable.

- Male students should be clean shaven unless they have an established beard or mustache which must be kept clean, trimmed, and neat.

Fingernails:
- Hands and fingernails must be clean and manicured.
- The free edge of the fingernails should be less than ¼ inch in length.
- Artificial fingernails or extenders may not be worn.
- Only clear nail polish may be worn but should not be chipped or cracked.

Jewelry:
- One small, flat band may be worn. Students may be asked to a remove ring if in the instructor's judgment the ring would pose a hazard to the patient or resident.
- No more than 2 small, flat earrings (no hoops) per lobe may be worn.
- Holes from ear lobe stretching will need to be concealed with a flesh colored plug
- No other body piercings are to be visible and must be removed accordingly.
- No other jewelry is to be worn except for a medical alert bracelet.
- Watches should be small in size with a simple, basic band.

Make-Up and Perfume:
- No scented fragrances are to be worn due to potential allergy sensitivity of others.
- Only light, conservative make-up may be worn.

Other:
- Body ornamentation must not be visible and must be covered by the uniform or alternative means at all times including tattoos of any nature.
- Chewing gum is prohibited in the clinical setting.
- While in uniform or on the clinical site, smoking or use of tobacco products is prohibited including the use of electronic cigarettes. Violation will result in dismissal from the clinical site resulting in a clinical absence.
- Consumption of alcohol while in the school uniform is prohibited.
- **The student's picture ID from Forsyth Tech must be easily visible and worn above the waist at all times. Failure to wear the student ID when in the lab or clinical setting will result in Policy Violations and possible dismissal from the program.**

The following supplies must be purchased by the student and brought to clinical each day:
- Stethoscope
- Watch with second hand or digital watch that measures seconds.
- Penlight
- Scissors
- Pen with black ink

Failure to have required supplies may result in dismissal from clinical and a clinical absence.

SPECIAL CLINICAL OBSERVATION:

Modifications of the dress code may be made in special observational sites. Instructions related to these changes will be noted in the clinical module.

Failure to meet the designated dress code requirements will result in possible removal from clinical for the day (counted as an absence) in addition to the following:

- 1st infraction – Policy violation
- 2nd infraction – Policy violation
- 3rd infraction – Anecdotal report for permanent record and possible dismissal from the program

Revised 2/2021

CLINICAL CONFERENCES

The student is responsible for attending conferences held by the clinical instructors prior to each clinical experience. The clinical instructor will advise students as to when conferences will be held. The purpose of the conference is to review performance in the clinical area as well as review written work submitted for grading. It is imperative for the student to attend the conferences so that they can discuss their progress in meeting the objectives for the nursing course as well as strategies for improving performances.

CLINICAL ASSIGNMENTS

Clinical assignments are to be turned in as directed. Turning the assignment in after the due date and time will result in a progressive discipline process as stated below. Late assignments must be received by the clinical instructor within 7 calendar days in order for the assignment to be graded. Clinical assignments not submitted by the deadline date will result in unsatisfactory clinical evaluations on all grading criteria associated with the assignment. This may exceed the number of unsatisfactory marks allowed and result in dismissal from the program.

- First incident in which assignment(s) is turned in late will result in a policy violation. **An assignment(s) not turned in,** will result in unsatisfactory grades in all areas of the student evaluation form that apply to the clinical assignment. This may exceed allowable unsatisfactory grades in the program and result in dismissal from the program.
- Second incident in which assignment(s) is not turned in or turned in late will result in documented conference with the lead instructor and a second policy violation.
- Third incident in which assignment(s) is not turned in or turned in late will result in dismissal from the program.

Reviewed 2/2021

SAFE MEDICATION ADMINISTRATION POLICY

The Practical Nursing faculty are committed to safe medication administration and reduction of medication errors among its nursing students. Appropriate faculty supervision is needed to oversee student medication administration; therefore, a student shall not administer any medication to a patient without the instructor's approval and presence.   Failure to follow this policy may result in student removal from the program.

Reviewed 2/2020

UNSAFE CLINICAL PRACTICE POLICY

The student has a responsibility to assure that all assigned clients are kept free from threat, danger, harm or loss. To ensure the well-being of the client, the student must practice within the guidelines of the Nurse Practice Act, clinical agency policies, and Practical Nursing Program policies. A student that places the client in actual harm or potential harm by deviating from the above guidelines will be deemed unsafe by the instructor.

It is the instructor's responsibility to determine the ability of the students to provide safe nursing care. If an instructor identifies unsafe behavior, the following actions will be taken:

1. The student will be removed immediately from the instructional setting. The Lead Instructor and Department Chair will be notified immediately by the clinical instructor.

2. The student will be removed from the Practical Nursing Program and will receive a grade of "F".

Revised 2/2020

PHYSICAL AND EMOTIONAL/BEHAVIORAL HEALTH POLICY

The faculty has the responsibility to assure that all students are capable of and are providing safe nursing care. According to the Approval of Nursing Programs: Process and Standards, written policies are required that "include assessment, as an admission requirement, of physical and emotional health that is indicative of the applicant's ability to provide safe nursing care to the public" and "provide for the identification and dismissal of students who present physical, emotional, or behavioral problems which conflict with safety essential to nursing practice and do not respond to appropriate treatment or counseling within a reasonable period of time".

Students applying to the nursing program will be screened for physical and/or emotional status through information gleaned from the Student Medical Form. Applicants presenting problems which interfere with the safe practice of nursing will not be considered for admission at this time, rather, the student will be asked to seek proper assistance. The applicant may reapply after the problem has been resolved and evidence submitted to the Director of Nursing.

If faculty identifies a student with physical, emotional or behavioral health problems, that in their opinion, puts the patient, student, faculty or others at actual or potential risk, the following actions will be taken:

1. The student will be immediately removed from the instructional setting. The Lead Instructor and Department Chair will be notified.
2. Documentation of the behavior or occurrence will be submitted by the faculty member observing the student. If the determination is made that the behavior or occurrence conflicted with safety essential to nursing practice, the student will be referred to their healthcare provider. A disposition of the student's problem will be made by the healthcare provider with a recommendation to the Department Chair.
3. The student will not be able to return to the instructional setting until after the Department Chair has received the recommendation from the healthcare provider.
4. The Department Chair will decide as to the student's status in the program. If the student is allowed to continue class, lab or clinical while being treated, evidence of the response to treatment must be submitted by the student to the Department Chair. The Department Chair will decide a reasonable period of time that the student will be given to resolve the problem. If after the designated period of time, the student does not show significant improvement or response to treatment, as judged by the Department Chair, the student will be dismissed from the program.
5. If the student does not concur with the recommendation regarding enrollment status, the student may follow the Forsyth Tech Appeals Process.

Revised 4/2018

STUDENT ACCIDENT OR EXPOSURE INCIDENTS WHILE IN A CLINICAL SETTING OR AT FORSYTH TECH

If a student sustains an injury or an inadvertent blood/body fluid exposure they are to adhere to the following steps:
- If exposure occurs, the affected area should be washed with soap and water immediately.

- Notify the clinical instructor of the incident immediately following cleansing of the area.
- The clinical instructor will notify the facility unit leader, lead instructor and the hospital Exposure Incident Form will be completed.
- The injured student is to report/be taken to the Emergency Department for true emergencies, otherwise, they should see their primary care provider or Urgent Care on Hanes Mall Blvd. as soon as possible to start recommended treatment.
- Accidents, injuries or medical emergencies which occur at a clinical facility will be reported immediately to the Department Chair.
- Communication and documentation of the incident will be shared with Forsyth Tech Public Safety Department by the Department Chair or student.
- The student and clinical instructor will complete the Forsyth Tech Exposure Report and forward to the Practical Nursing Department Chair.

The School's and Student's Responsibility:
The student is responsible for the reasonable cost of first aid, medical care or emergency care provided by the facility for injuries, illness or accidents. The facility shall provide the student with access to initial counseling and treatment following an inadvertent blood borne exposure in accordance with the facility's policies and procedures for exposure to non-employee healthcare workers.

All accidents, injuries or medical emergencies are to be reported to the Public Safety Office. Incidents occurring at Forsyth Technical Community College will be reported immediately to the Public Safety Office. Public Safety will be responsible for completion and appropriate distribution of the accident/injury report. If hospital services are required, the Public Safety officer will determine the best available means of transporting the victim. The student should inform the hospital or care facility that they are a student at Forsyth Tech and inform them to mail a copy of the bill to the Forsyth Tech Business Office. Student insurance will cover a portion of the bill, but the student will be responsible for the remainder.

Revised 2/2019

FORSYTH TECH - HEALTH TECHNOLOGIES DIVISION INFORMATION AND POLICIES

STUDENT ACADEMIC APPEALS

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third-class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.
2. Prefix and number of course grade being appealed.
3. Instructor's name issuing the grade.
4. Letter of three pages or less containing factual and valid reasons why the student thinks the grade is incorrect. The chair may return the letter to the student to clarify, to add factual information or to state reasons for the appeal. The revised letter must be returned to the department chair within two working days. The committee may reject the appeal if policies and procedures have not been followed by the student.
5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

Approved by Cabinet on 3/9/2015

ACADEMIC APPEAL: CLINICAL EXPERIENCE

If a student appeals the clinical portion of a nursing course grade, the dean will appoint a committee of five members from the department involved to hear the appeal. The decision of the committee is final. The time limitations, conduct of the appeal and implementation of the decision will follow guidelines of the regular academic appeal policy (adopted 10-6-00).

ACADEMIC APPEAL: DUE PROCESS

Student's questioning of academic grades will be handled through the due process procedures outlined in this document. Three ways for students to resolve questions concerning course grades are defined as:
- Instructor-Student Conferencing.
- Department Chair Conferencing.
- Divisional Academic Appeals Committee.

A. **Instructor – Student Conferencing**
   Application:
   All academic matters affecting the student's course grade should begin at this level.
   Process:
   1. If the instructor is not available, the student will contact the appropriate department chair. If the department chair is not available, the student will contact the division dean.
   2. A scheduled conference will be held involving instructor(s)/designee, student, and other faculty as needed by the first day of a new semester.
   3. The method for grade determination in question will be explained thoroughly. A conference sheet or summary may be maintained of the session. Results of the conference will be clearly outlined in terms of course grade.
   4. Conferencing will be done in a private manner and as timely as possible.
   5. Program faculty, the department chair, and the divisional dean should be kept updated as appropriate.

B. **Department Chair/Divisional Dean Conferencing**
   Application:
   All academic matters involving course grades where student's questions are not resolved at the instructor-student conference will be referred to the department chair.
   Process:
   1. The student will schedule a conference with the department chair and will provide the department chair a written letter of appeal by the third day of the new semester in order for the appeal to be heard. A conference between the department chair and the student will not occur when the grade in question was issued by the department chair. In this case, the student should be referred directly to the dean for conferencing.
   2. After conferencing with the student, if the issue is not resolved, the student will notify the dean in writing (within 2 workdays) of the need for a divisional academic appeals committee. The dean will convene a divisional committee within (within 3 workdays) to hear the appeal. The committee will hear the appeal and make a final decision within 3 workdays.
   3. The department chair has the responsibility of outlining the student's right to appeal to the dean's level and should inform the student of the method to follow.

C. **Divisional Academic Appeals Committee**
   Application:
   An appeal by the student concerning a course grade that has been unresolved for the student at the conferencing level. The dean will call for the recommendation of this committee after receiving the student's letter of appeal from the department chair and all other appropriate mechanisms have been exhausted. If classes are in session when the appeal is made, the student should continue to attend class until the appeal committee renders a decision. The exception to this occurs if the appeal is in regard to the student's clinical experience and the student has been deemed to be unsafe in the clinical setting. In this case the student will not be permitted to attend the clinical portion of the course until the appeal process is complete and a decision regarding the appeal is made.

   If the appeals committee rules in the student's favor, the department will provide an opportunity for the student to make up the missed clinical time without cost and in a timely manner so the student may progress or graduate.

Process:

1. The committee will consist of five full-time faculty members from the division, and where the program is large enough, include one faculty member from the department/program involved in the appeal. The faculty member(s) involved in the appeal will not serve on the committee. Faculty members and the chair of the committee will be appointed by the dean.
2. Members who feel that they are not able to render an impartial vote or are objected to by the student will be replaced by the dean.
3. The dean will provide copies of the student letter of appeal and any supporting documentation to all committee members.
4. The dean will arrange the time and location of the appeal and notify the student, the faculty member(s) involved in the appeal, and the committee members.
5. The committee's charge is limited to consideration of the questions brought to the committee in the appeal letter.
6. The decision of the committee will be reached by simple majority vote of the five members of the committee either in favor or not in favor of the appeal. No further recommendations are requested.
7. When there are multiple appeals for a course involving the same instructor, each student's appeal will be heard and decided upon individually.
8. Confidentiality of the appeals hearing proceedings and decision is essential.
9. The chair will report the committee's decision, which will be final, to the dean in writing.
10. The dean will notify the student, instructor(s), and department chair in writing. Notification will be mailed within 24 hours of the committee's decision. The dean will take all action needed to implement the committee's decision.

D. **Divisional Academic Committee:**
   Responsibilities of the Chair
   The chair of the Divisional Academic Appeals Committee will assume the following responsibilities:
   Hearing Preparation
   1. *Appeals process*. Be knowledgeable of the appeals process. The official letter of appeal is all that should be considered by the appeals committee. The chair will ensure additional information is not introduced.
   2. *Process briefing at the beginning of hearing*. Inform the student and instructor(s) that they will both be present during all presentations to the committee. If the instructor is not able to attend, the department chair may be present to represent the instructor(s). Inform the student that they can waive the right to be present during all presentations by signing the Appeals Hearing Waiver; however, the student must present their appeal to the committee. If the student fails to attend the hearing, the appeals process will end and the current grade will become final.
   3. *Disclosure of participants*. During the briefing, the student must inform the chair if they will have a witness, attorney, or other person or persons at the hearing as a supporter. The student may have one, not more than two, witnesses available at the time of the appeal. If the student has legal representation during the appeal, the chair is to inform the attorney that the appeal hearing is not a courtroom, and they are there only to observe and advise the student as a supporter. The chair will inform all supporters that they are not permitted to cross-examine participants or committee members.

Hearing

At the time of the hearing, the chair should inform the committee members, student, supporters, and instructor(s), department chair (serving as instructor(s) designee), of the hearing process and guidelines to be followed that include:

1. The purpose of the committee (decision to dean).
2. Introduction of all present and ask concerning reasons for dismissal of any members due to a potential conflict of interest or extenuating circumstances.
3. Charge to group to keep discussions and decisions confidential.
4. Explain that the student and instructor(s) will both be present during all presentations to the committee. If the instructor(s) is not able to attend, the department chair may be present to represent the instructor(s). If the student has waived their rights to be present during all presentations by signing the Appeal Process Waiver, inform the committee.
5. Allow the student and instructor(s) time to discuss the appeal.
6. Allow for committee questioning of the student and instructor(s)/designee.
7. At the conclusion of the hearing, both parties (the student and instructor(s)/designee) will leave the hearing but need to remain available during the committee discussion in case the committee has additional questions.
8. Conduct committee discussions and vote.
9. After the vote, collect and destroy all written materials used in the appeal.
10. Submit a written report of the committee's decision to the dean that includes the names of the committee members, titles, and course(s) identification and a copy of the student appeals letter.

Hearing Conclusion

The decision of the committee is final. The committee's decision will be communicated to the student and instructor(s) in writing by the dean. The dean will maintain a confidential file that includes the original appeal letter, the report of the committee's decision, and a copy of the letter sent to the student.

E. Academic Review Committee
   Process:
   At the end of the semester, each Department Academic Review Committee meets to review students' academic standing. If a student's standing is changed in any way, other than removal from probation, the student will be notified in writing by the appropriate division dean.

   Appeal:
   If a student planning to register for the next semester wishes to appeal the decision of the Department Academic Review Committee, the student must make the appeal in writing to the appropriate division dean within 24 hours after formal notification of the committee's decision. The dean will convene the Division Academic Appeal Committee to hear the appeal and make a decision. The dean will notify the student, the department chair, and the student's advisor in writing of the decision.

Reviewed 2/2020

READMISSION GUIDELINES FOR THE PRACTICAL NURSING PROGRAM

Students applying for readmission to the Practical Nursing program for NUR 102 and NUR 103 only, must complete the following:

- Email the Associate Dean of Nursing for determination of eligibility for readmission.
- Go to the Admissions Office and complete the online Residency Determination Service (RDS) and an Application for Admission. You CANNOT use the online application. Please notify the Admissions Receptionist that you need to apply for nursing readmission. When asked for the program of study on the application, you must indicate "Readmission into the Practical Nursing Program".
- Submit a letter to the admissions office addressed to the Associate Dean of Nursing stating the reasons they desire to be readmitted and the circumstances that have changed since withdrawal that would indicate that they will successfully complete the program.
- Meet all admission requirements for the class they will be entering.
    - Upon receipt of the completed application and the letter, the following guidelines will be used to make a decision regarding the student's readmission status:
- Readmission is always conditional on the availability of clinical space.
- The student's ranking based on selective admission guidelines.
- Any student seeking readmission must meet the admissions requirements which were in effect for the class he/she will be joining.

- A grade of C or above in BIO 163, PSY 150 and ENG 111.
- A grade of B or above in NUR courses.
    - TEAS (Test of Essential Academic Skills) Requirement:
      All qualified applicants will be required to submit valid TEAS results with a passing rate of 42% or higher. For the purposes of readmission, the TEAS score will not have an expiration. If you wish to retake the TEAS test to make yourself more competitive for readmission, you must notify the Admissions Counselor at the time you are completing the application.
- A cumulative GPA of 2.0 or above (calculated only on courses required for the program of study in order to be readmitted. For calculation of this GPA, courses to be repeated for a grade by condition of re-entry will not be used in calculating the cumulative 2.0 requirement.)

- Only 1 readmission to the Practical Nursing program is permitted. Students who are unsuccessful after readmission will be referred to the counseling center for career counseling.

- If it has been over 13 months since the successful completion (Grade of B or better) of a NUR course, the student will be required to repeat all nursing courses beginning with NUR 101.

- Students will be sent a letter from the Admissions Office regarding the conditions necessary of readmission. A copy of this letter will be sent to the Associate Dean of Nursing.

Upon approval for readmission, the student is responsible for the following:

- Meeting the admission and graduation requirement for the class he/she is entering.

- Submitting a Student Medical Form.

• Providing documentation of current Health Care Provider CPR.
• Providing documentation of malpractice insurance.
• All requirements for readmission must be completed as follows:
o NUR 102 by September 17, 2021
o NUR 103 by March 18, 2022

Revised 2/2021

Transfers into the Practical Nursing Program

1. Students transferring from another program at Forsyth Tech or from another school must meet all admission requirements for the class they are requesting to be admitted. Any questions concerning readmission or transfer should be directed to the Associate Dean of Nursing.
2. Credit will be granted only for grades of C or better in any related course required for program completion and a grade of B or better for nursing courses.
3. You may be asked to submit a copy of the syllabus for courses completed to assist with determination of placement in the program.
4. If it has been over 13 months since the successful completion (Grade of B or better) of a NUR course, the student will be required to repeat all nursing courses beginning with NUR 101.

Revised 2/2019

TRANSFER STUDENT CREDIT

Applicants who have attended other accredited post-secondary institutions may transfer credits in courses comparable in content, objectives, and hour to those offered at Forsyth Technical Community College. Transfer credit for nursing courses will be determined on an individual basis by the Associate Dean of Nursing. Supporting documentation such as a course syllabus will be requested. For further information, refer to the Forsyth Tech catalog.

PINNING CEREMONY AND GRADUATION GUIDELINES

PINNING CEREMONY

The following pinning ceremony guidelines should direct the planning of the pinning ceremonies held at Forsyth Technical Community College for students completing degree requirements in Health Technologies Associate Degree and Diploma programs.

Purpose:
The purpose of the pinning ceremony is to provide faculty with opportunity to honor and recognize the achievement of a class of graduation students. The acceptance of a Forsyth Tech program pin marks the individual's move from student toward entry into a health care profession. The ceremony in no way should replace student participation in the College commencement exercises.

Planning:
The planning process should involve both faculty and student representatives along with guidance by program and division administration. The faculty role should include the preservation of tradition and assure that the ceremony will favorably represent the College. Student representatives should speak for the students in the decision-making process.

The planning process should occur as follows:

- A pinning ceremony planning committee should be formed to make joint decisions concerning certain aspects of the ceremony. The committee should have at least four members; with representatives from both campuses and with two faculty members. The committee will make decisions by consensus. Selection of student committee members shall be by a random selection of student volunteers from both campuses. Student committee members should survey the entire class for their recommendations on decisions to be made about the ceremony and to represent class recommendations on the joint student/faculty committee.

Location:
Scheduling of a facility for the pinning ceremony should occur early in the process. Facilities available on campus include the West Campus Auditorium (448 capacity), Ardmore Hall Auditorium (255 capacity), Rhoades Conference Center (856), Strickland Center Auditorium (173) and Bob Greene Hall Teaching Center (174 capacity).

Time and Date:
Considerations such as campus site availability and academic schedules of faculty and student should be considered when choosing a date and time for the pinning ceremony. Final approval of date and time requires administrative approval from the department chair and/or Associate Dean.

Invitations and Programs:
The committee should view standard programs and invitations. Suggestions are invited but final decisions are that of faculty and administration. Ten invitations will be provided free of charge to each student.

Selection of Speaker/Participants:

Selection of a speaker is by recommendation of the students. Faculty participation should be by joint decision of students and faculty. Final approvals are made by the Associate Dean of Nursing.

Music:
The committee will recommend any music (instrumental only) to be provided during the ceremony.

Decorations:
Decorations can be recommended by the committee, but the costs, must be considered.

Student Eligibility:
The Health Technologies Division faculty/administration will determine eligibility of students to participate. Any questions concerning students who may not be completing requirements on time will require College approval.

Ceremony Attire:
Students will be required wear their clinical uniforms and their lab coat during the pinning ceremony.

Program Pins:
Any student enrolled in the third semester of the Practical Nursing Program may order the official school pin. The student is required to pay for the pin at the time the pin is ordered. The dates for ordering will be announced. If graduation requirements are not met, the pin is retained by the school. Decisions regarding alternate pin choices will have to be approved by the Practical Nursing Department Chair.

Invitation of Special Guests:
The College will assume responsibility for mailing invitations to special guests. If students have any suggestions, these should be made through the committee planning process.

Revised 4/2019

LICENSURE INFORMATION

NATIONAL COUNCIL LICENSURE EXAMINATION FOR LICENSED PRACTICAL NURSES (NCLEX-PN)

Entry into the practice of nursing in the United States and member board jurisdictions is regulated by the licensing authorities within each jurisdiction. To ensure public protection, each jurisdiction requires candidates for licensure to meet set requirements that include passing an examination that measures the competencies needed to practice safely and effectively as a newly licensed, entry level Practical Nurse. The National Council of State Boards of Nursing Incorporated develops a licensure examination, the National Council Licensure Examination for Practical Nurses (NCLEX Examination), which is used by the state, commonwealth and territorial boards of nursing to assist in making licensure decision.

The NCLEX-PN® Test Plan provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each examination assesses the knowledge, skills and abilities that are essential for the entry-level practical nurse to use in order to meet the needs of clients requiring the promotion, maintenance or restoration of health.

NCLEX-PN Examination Percentage of Questions Effective as of March 2021	
Categories of Client Needs	**Percentage of Questions**
Safe and effective Care Environment • Coordinated Care • Safety and Infection Control	 18-24% 10-16%
Health Promotion and Maintenance	6-12%
Psychosocial Integrity	9-15%
Physiological Integrity • Basic Care and Comfort • Pharmacological Therapies • Reduction of Risk Potential • Physiological Adaptation	 7-13% 10-16% 9-15% 7-13%

The North Carolina Board of Nursing uses the NCLEX licensure examination, prepared by the National Council of State Boards of Nursing (NCSBN), to measure competence for entry-level practice for graduates of approved programs of nursing education. The NCSBN has contracted with Pearson VUE to administer NCLEX using a computerized adaptive testing. To apply for licensure in North Carolina the student needs to complete an application to the NC Board along with correct fees, as well as complete an NCLEX Registration with the testing service, Pearson VUE.

To be eligible to test, you must complete the requirements for graduation from an approved practical nurse education program. To verify completion of an approved program, your school will complete the online North Carolina Board of Nursing Verification of Credentials. Verification must be completed before the board can declare you eligible to test and the testing service can issue the authorization to test (ATT).

Revised 2/2021

PREPARING FOR THE LICENSURE EXAMINATION

Studying and understanding the material covered throughout the Practical Nursing Program is the best way to prepare for the NCLEX-PN Examination. You will take standardized tests throughout your Practical Nursing Program. The results from these tests will help you to identify areas in which you need additional study. Review books are available for purchase in the bookstore.

The NCLEX-PN examination includes test questions at the cognitive levels of knowledge, comprehension and application. Practical Nurse candidates take a minimum of 85 questions. The maximum number of questions the Practical Nursing candidate will answer is 205 during a five-hour maximum testing period.

Availability of Testing Modifications for NCLEX Candidates with Disabilities
The North Carolina Board of Nursing reviews requests from candidate seeking testing modification and the supporting documentation. Supporting documentation must include the following:

1. Letter from Candidate defining what their disability is, specific testing modifications desired, and the test center at which they want to test.

2. Letter from the Associate Dean of Nursing defining what accommodations the candidate was afforded during the educational process.

3. Letter of diagnosis from appropriate medical professional including: an identification of the specific standardized tests and assessments given to diagnose the disability, the scores resulting from testing, interpretation of the scores, and evaluations.

4. The North Carolina Board of Nursing will contact the candidate when the request has been evaluated.

Licensure Applicants with Prior Convictions and/or Disciplinary Action
As the regulatory agency, the Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national examination. Additional information may be obtained from the North Carolina Board of Nursing web site, www.NCBON.org

Reviewed 2/2020

FORSYTH TECH – HEALTH TECHNOLOGIES DIVISION PROGRAMS

STUDENT CONSENT AND RELEASE

Student's Full Name (Print): _____

General Policies
I have read and understand the policies outlined in the Practical Nursing Policy and Information Book as well as the Forsyth Tech student handbook. I agree to abide by these policies.

Student Signature:	Date:

Media Release
Pictures of students are taken for purposes of displaying on Practical Nursing bulletin boards and Policy Books. Occasionally photos are taken in lab, simulation or classroom settings for school advertising purposes. I hereby grant permission for a photograph to be taken of myself, and to be displayed on bulletin boards, Forsyth Tech website or publications, or in a slide show.

Student Signature:	Date:

Skill Assessment and Partner Care Consent
I am aware that as part of my education in the Practical Nursing Program, I may be required to serve as a patient for fellow students. Physical contact made during all class/laboratory/clinical experiences in which I participate, serving as a patient or practitioner, will be done in a professional, safe, supervised and respectful manner.

Student Signature:	Date:

Release of Information to Clinical Agencies
I am aware that as part of my education in the Practical Nursing Program, the clinical agencies may require the release of personal, medical and demographic information which will be provided by me. I authorize Forsyth Technical Community College to release the information on my behalf as requested by the individual agencies.

Student Signature:	Date:

Reference for Employment or Schools
I hereby grant permission to the Practical Nursing Program to serve as a reference for future employers and/or schools.

Student Signature:	Date:

Academic Integrity Policy

I will neither seek nor accept the help of others in completing the requirements expected of me as a student in the Practical Nursing Program (PN), other than the instructors who are teaching in the course section in which I am enrolled, nor will I share or discuss examinations with anyone other than my instructors.

While completing the program, I will abide fully by the Forsyth Tech Academic Integrity Policy (As noted in the college handbook, rule nine, on plagiarism and academic dishonesty).

By my signature below, I certify that I will uphold both the spirit and Academic Integrity Policy and refrain from collusion (collaborating with other persons without authorization when preparing any assignment including examinations, classroom assignments, homework, and papers).

I understand that it is a violation of Academic Integrity to receive unauthorized help or give unauthorized help, and I further certify that I have and will in the future, protect the confidentiality of all program assignments, examinations, and required learning activities by not discussing them with, nor revealing them to others. In upholding confidentiality and protection of examinations and examination reviews, I certify that I will not write down questions, take screenshots or pictures, voice record, or use any other method of copying the questions.

Print name_____

Signature_____

Date_____