

## **PREFACE**

The faculty and staff involved in the Practical Nursing program welcome you to Tri-County Technical College. We anticipate a very rewarding and fulfilling year for you as a Student Practical Nurse. You will need to be knowledgeable about all the content and will be asked to sign a statement indicating that you have read and understand your obligations. Please be sure to read the current College Student Handbook as well.

## **INTRODUCTION**

### **GENERAL PROVISIONS**

The Practical Nursing Student is a member of Tri-County Technical College in all respects. He or she is a member of the academic community at large. The student is entitled to all rights and privileges as a college student as defined in the Student Handbook, and is responsible for abiding by all College and Program policies.

Nursing is a profession, which requires considerable devotion and expertise. It is a precise discipline and demands that the student practical nurse learns many skills to become competent, self-disciplined and effective in nursing practice.

The intent of this Handbook is to make you aware of the additional rights and obligations as a student in the Practical Nursing Program.

### **ACCEPTANCE OF RESPONSIBILITY TO ABIDE BY SCHOOL POLICIES**

Each student will sign a statement indicating that he/she has read the Student Handbook for Practical Nursing and understands the policies.

## **PRACTICAL NURSING PROGRAM**

### PHILOSOPHY

The faculty of the Practical Nursing Program supports the philosophy, purpose, and objectives of the parent institution. The faculty believes that education is a life-long learning process. In addition, the faculty believes the following about the nature of man, society, health, nursing, and nursing education.

#### MAN:

Man is a bio-psycho-social-spiritual being with decision-making abilities who possesses the potential for optimal health. Man is viewed as an individual, as a member of a family, and as a member of society. Man functions as a dynamic, integrated whole that is influenced by his internal and external environments.

A hierarchy of needs occurring throughout the life cycle is continually influencing man's adaptive behaviors.

#### SOCIETY:

Society is a complex, changing structure through which man, individually and collectively, strives to meet his needs. Because the nature of society both influences and is influenced by its institutions, its cultures, and its members, man must continually adapt his behavior.

#### HEALTH:

Health is viewed as a dynamic state, which occurs along a continuum throughout the life cycle of man. Man's movement on the continuum is dependent upon how well his needs are resolved at any given time. Man's inability to meet his needs along the health continuum moves him from a state of wellness toward an alteration of needs resulting in illness.

Each individual has the right to achieve an optimal state of health and with that right has the responsibility for participating in his health maintenance based on his own ability.

## NURSING:

Nursing is acting and interacting through the nursing process to assist the individual in meeting his basic human needs while striving to maintain his optimum level of health.

This assistance includes support; communication, administration, and instruction until the patient is able to adapt his behaviors in order to meet his own basic human needs. The nurse intervenes by contributing to the patient's health recovery from illness or by supporting the patient toward a dignified death.

Nursing is concerned with promoting, maintaining, and restoring health by assisting the patient to meet his/her basic human needs throughout the life cycle. Nursing as a vital component of the health care system must anticipate and respond to man's needs within the society.

Nursing care can be effectively delivered to individuals through the utilization of a variety of personnel prepared to function at different levels.

## THE NURSING PROCESS:

The nursing process (assessment, planning, implementing, evaluating) is the mechanism by which the nurse is able to assist the patient in maintaining his optimal level of health. The nurse functions as an accountable member of the health care team in an independent, interdependent, or dependent role.

## NURSING EDUCATION:

Nursing education is a planned, goal-oriented process through which individuals are able to acquire particular knowledge and skills and to internalize attitudes and values needed for the fulfillment of specific roles. Synthesis of the humanities and biophysical, psychosocial, and nursing sciences is needed for individuals to perform social, professional, and personal roles.

Each student should be assisted to achieve his/her full potential as a student in nursing and should be able to move from one level of education to another with minimal repetition and loss of time.

To facilitate the students' educational development, the curriculum reflects these beliefs about educational preparation and the teaching-learning process.

The baccalaureate degree nurse in addition to possessing the central body of knowledge and skills, is prepared to give nursing care, within structured and unstructured settings, to individuals and families who have increasingly complex health problems caused by alterations in basic human needs. The BSN demonstrates a high level of proficiency in the nursing process and in most situations uses a multi-disciplinary practice.

The associate degree nurse in addition to possessing the central body of knowledge and skills, is prepared to give care to individuals in structured settings, primarily institutional, with particular competence in meeting the needs of patients with common health problems which result in predictable outcomes. The graduate works primarily with the individual and small groups of patients under the supervision of a professional nurse. The associate degree nurse utilizes the nursing process to function within established protocols.

The practical nurse possesses a limited amount of the central body of knowledge and skills and is prepared to give standardized care to patients with commonly recurring health problems, which result in predictable outcomes. The graduate works under the supervision of a professional nurse or a physician within a highly structured setting.

#### TEACHING-LEARNING IS...

1. based on three domains: cognitive, psychomotor, and affective. Learning is more effective when there is an integration of all three domains.
2. based on the individual's own goals, needs, motivations, and previous experiences.
3. facilitated by active participation, which encourages progression from the simple to the complex.
4. meaningful when related to real life situations.
5. enhanced by feelings of satisfaction and accomplishment.
6. occurring at different rates and in different ways among students.

7. enhanced by multisensory stimulation.
8. influenced by role models.
9. facilitated by self-motivation.

### **PURPOSE OF THE PRACTICAL NURSING PROGRAM**

The purpose of the program is to provide comprehensive practical nursing education to students, which will qualify them to take the NCLEX-PN and be licensed as practical nurses through the State Board of Nursing for South Carolina.

In keeping with the description of the practice of practical nursing as defined in the statutes governing nursing in this state, the faculty assumes the responsibility for preparing competent and caring nurses capable of functioning as responsible members of the health care team. The educational process prepares the student to give direct patient care to persons of different ages, culture and dependencies; to observe, record and report appropriate data; to give certain medications and perform certain treatments; to participate in the planning, implementation and evaluation of care and to assist in preventive and rehabilitative care under the direction and supervision of the professional nurse or physician.

### **PROGRAM OBJECTIVES**

During the educational process, the student will:

1. Develop understanding of the scientific principles involved in giving care to patients.
2. Demonstrate appropriate communication skills in interacting with health team members, patients and their families.
3. Show evidence of maintaining his/her physical and psychological health.
4. Demonstrate an ability to integrate basic scientific principles in performance of nursing treatments or procedures.
5. Attain a degree of skill to safely administer certain medications.

6. Demonstrate appropriate kindness, concern and empathy when interacting with the patient and family.
7. Demonstrate observation skill in recognition of deviations from normal when caring for persons of any age.
8. Attain appropriate skills and understanding to give safe care to mothers and children.
9. Exercise appropriate judgment in reporting and recording mental and physical status of all patients within his/her area of responsibility.
10. Participate with effectiveness in the nursing process.
11. Demonstrate appropriate professional or ethical behavior.
12. Have basic knowledge and skills in rehabilitative measures.
13. Demonstrate understanding of the prevention of certain health problems affecting society.
14. Demonstrate effectiveness in beginning role of the practical nurse as a health team member.
15. Be aware of his/her own potential and career goals.
16. Develop an appreciation of his/her need for continuing education.

In addition, the Practical Nursing Philosophy is in agreement with the mission of the College. Tri-County Technical College pursues its mission based upon these fundamental values:

**LEARNING:** The College is committed to addressing the diverse learning needs of the community.

**EXCELLENCE:** The College is dedicated to excellence in instruction, support services, and management of human and physical resources.

**ACCESSIBILITY:** The College seeks to provide equal access to higher education to all individuals who desire to learn and is committed to responding to the needs of a diverse student body and community.

COMMUNICATION: The College supports the importance of teamwork communication, and the free exchange of ideas, both internally and externally.

COMMUNITY: The College believes in working with other educational systems, businesses, and industries to enhance economic growth and the quality of life for the people of Anderson, Oconee, and Pickens counties.

\* Please see the College Handbook for general information.

## COMPETENCIES

Using the format of the nursing process because of its relevance to contemporary nursing, minimal expectations are stated as below. These expectations reflect the statements of expected behavioral changes as defined in the program objectives and are consistent with the definition of competencies published by the Division of Practical Nursing Programs by the National League for Nursing.

The practical nurse gives care under the direction and supervision of the professional nurse, the physician, or dentist and is expected to demonstrate responsibility and accountability in the nursing process.

### In ASSESSING: The Practical Nurse

1. Assists in identifying basic physical, cultural and emotional needs of selected patients.
2. Interviews selected patients to obtain specified information.
3. Identifies basic communication techniques in certain situations.
4. Makes appropriate observations of the patient and the family and communicates these to the nursing care team.
5. Identifies overt learning need of patients.
6. Identifies certain resources for satisfying patient needs within the health care delivery system.

In PLANNING: The Practical Nurse

1. Assists in the development of basic nursing care plans in hospitals and nursing homes or other employing institutions.
2. Contributes, with assistance, to the development of health care plans for patients and families.

In IMPLEMENTING: The Practical Nurse

1. Uses basic communication skills in structured settings.
2. Conducts incidental teaching in routine care situations.
3. Respects the rights and dignity of the patients and others.
4. Performs, with a certain level of competency, basic therapeutic, preventive and rehabilitative procedures with appropriate incorporation of required biological and psychological principles when giving care to assigned patients.
5. Shares responsibility and accountability for health care delivery in appropriate circumstances.

In EVALUATING: The Practical Nurse

1. Assumes responsibility for seeking direction in the evaluation of care given to selected patients.
2. Seeks direction in making appropriate adjustments to the care plan when and as needed.
3. Assumes responsibility for knowing his or her own strengths and weaknesses for improvements in performance.

## **POLICIES ON ACADEMIC PROGRESSION, READMISSION AND GRADUATION**

### ACADEMIC PROGRESSION IN THE PRACTICAL NURSING PROGRAM

Progression in the program is based on the following criteria:

- A. "C" grade or better in nursing courses; a numerical grade of 75 being defined as the bottom of the range for an alpha grade of "C".
- B. "C" grades or better in related courses (English, psychology and mathematics).
- C. Satisfactory clinical performance in each Practical Nursing course; unsatisfactory performance is determined by the faculty with input from the clinical agency when appropriate.
- D. Satisfactory attendance in class and clinical sessions as directed in each course syllabus and by individual instructors.

\*\* A course grade of "D" or "F" (no credit) in a Practical Nursing course, a grade of "W" in a Practical Nursing course, or unsatisfactory performance in the clinical experience will result in the student's dismissal from the program.

\*\* A course grade of "D", "F" (no credit), or "W" in a related course will result in the student's retaking the course for the required grade of "C" or better.

**STUDENT WITHDRAWAL  
POLICY AND PROCEDURE  
HEALTH EDUCATION DIVISION**

Program requirements of the Health Education Division dictate that student withdrawal from individual courses will result in student withdrawal from the program. In addition, the inability of a student to attend all clinical sites will result in withdrawal from the program.

All clinical courses must be taken in the sequence defined by the program and must be taken semester by semester in proper sequence. NO COREQUISITE COURSE MAY BE DELAYED.

**PROCEDURE FOR WITHDRAWAL FROM HEALTH EDUCATION DIVISION PROGRAMS:**

**1. Student Responsibility**

- A. Request an exit interview with the assigned advisor.
- B. File a Course Withdrawal Form(s) with Student Records.
- C. Submit Course Withdrawal Form(s) to instructor(s).
- D. Notify Financial Aid.

**2. Faculty Responsibility**

- A. Request a conference with any student or advisee who is in academic jeopardy or who has not met the requirements of the program to discuss the possibility of withdrawal.
- B. Complete Withdrawal/Re-entry Forms for College and Division. The Division form should outline measures to be undertaken by the student in order should the student to be eligible for re-entry. Assign appropriate grade of W or WF.
- C. Place a copy of the written recommendation(s) and supportive documentation for the recommendation(s) in student's file in the department office. Follow distribution instructions on College form(s).

3. **Department Head Responsibility**

- A. Schedule an exit interview with the student to discuss the recommendation(s) of the faculty advisor.
- B. Give the student a copy of the recommendation(s) regarding re-entry.

**RE-ENTRY POLICY/PROCEDURE**

**Procedure**

1. The student shall make an appointment with the Department Head at least one semester prior to the date of desired re-entry. The Department Head should validate progress made toward meeting any faculty recommendation(s) stipulated at the exit interview.
2. The student must have an academic standing in the College of a grade point average of 2.0 based on a 4 point scale on prior courses excluding the failed curriculum course for which re-entry is desired.
3. If more than a year has elapsed since the last documented physical examination, the student shall have a satisfactory health status as certified by a physician using the appropriate program health form and complete a criminal background check as required.
4. Priority for re-entry will be given to the student who had demonstrated a satisfactory performance in theory and clinical practice at the time of exit from the program.
5. Re-entry to the program will be determined by availability of clinical space at the time of desired re-entry and by completion of the recommendation(s) at the time of the exit interview.
6. Re-entry requests will be considered as a unique situation and decisions will be based upon its individual merits.
7. All curriculum requirements must be completed within a prescribed period of time. Associate Degrees must be completed within three years of the time the student begins the first curriculum course. Diplomas must be completed within two years of the time the student begins the first curriculum course.

8. The student approved for re-entry must contact the counselor for the program in Student Services to re-activate the student's file and update transcripts.
9. The student should receive a letter stating the final decision regarding re-entry after the conference with the Department Head.

### READMISSION TO THE PRACTICAL NURSING PROGRAM

Students who have voluntarily withdrawn from the program, or who have been dismissed from the program, may apply for readmission following the criteria listed below.

- A. Recommendation of the Department Head for readmission will be made to the student, and in writing, at the time of the student's withdrawal from the program, if it is determined to be acceptable or in the interest of the program.
- B. Requests by students seeking readmission will be submitted to the Department of Practical Nursing.
- C. Practical Nursing faculty will evaluate each student's request for readmission on an individual basis and will make a determination based on availability of clinical space, student's skill levels at the time of application for readmission (students may be required to repeat a course, audit a course, or take an exemption examination, as determined by the Practical Nursing Department Head) and recommendation made at the time of the student's withdrawal from the program.
- D. The student applying for readmission will be placed on a waiting list and meet all established admission requirements, including current documentation of immunization status.
- E. Students who have failed all nursing courses and did not comply with criteria for progression through any course are not considered for readmission.

## REQUIREMENTS FOR GRADUATION FROM THE PRACTICAL NURSING PROGRAM

Students in the Practical Nursing Program will be eligible for graduation when they have:

1. satisfactory completed all required courses and have maintained an overall grade point average of 2.0 on a 4.0 scale.
2. paid all required fees and financial obligations owed to the College.
3. submitted an "Application for Graduation" form to the Office of Registrar and paid the required graduation fee.

Rationale for the admission, readmission, and progression criteria that differ from the parent institution:

Admission standards for the Practical Nursing Program differ from those of the College in order to ensure that students have a background in science and possess reading and math skills sufficient to understand the textbooks and accurately compute medication dosages. The complexity of the textbooks and the required accuracy of computation stand out as requiring levels of competency, thus necessitating that entering students already possess these skills upon entry into the program. Because nursing courses build on each other and must be taken in a certain order, the readmission and progression criteria are different in Practical Nursing than for the College.

## ACADEMIC AND RELATED INFORMATION

The student has been accepted on the basis of having met criteria for admission into the college and completing additional requirements for the nursing program. It is expected that the student will be successful in the completion of the program. It is the student's responsibility to maintain acceptable status.

The student must maintain passing grades. If the student drops to a failing level, the faculty will make an effort to assist the student in identifying the reason and refer the student to appropriate resources of help. If the student cannot then maintain passing grades the student will need to drop from the program.

The student must pass a course of study before proceeding to the next. Courses are not repeated during a school year. A grade of "C" or 75% is required. "Retakes" of a test or any examination are not given. Students are encouraged to achieve as good a grade average as is possible and to maintain a grade above 75%.

## STUDENT ASSIGNMENTS

Each instructor will make assignments in his/her course. The student is responsible to that instructor for adequate completion of the course and lab requirements.

## CLASSROOM CONDUCT

The student is expected to be in class, seated and ready to start class at the scheduled time each day.

A student who sleeps in class, is disruptive, inattentive or in any way distracts other students may be asked to leave the classroom.

Student is expected to be alert and prepared to participate on a daily basis.

Student is permitted to use any of the charts, models, books, skeleton, and other aids in the classroom. It is the responsibility of the student to leave these items in good condition after each usage. They must not be removed from the classroom.

Break-time in classes over 2 hours is scheduled at the discretion of the instructor.

## MAKE UP OF CLASSROOM AND CLINICAL ABSENCE

All hours missed from clinical assignments must be made up at the discretion of the instructor and before a grade is given in the subject area.

Theory content must be made up as it is missed and as each instructor designates.

## STUDENT LOAD

Student is expected to spend the scheduled number of hours in class each day and is expected to spend an appropriate number of hours in homework assignments. These hours and requirements will vary from semester to semester.

## CLINICAL ASSIGNMENTS

Clinical assignments are made at least one day in advance. The student is expected to have researched and reviewed the diagnosis, the nursing care, and the general treatment related to that diagnosis. The instructor is available to the student for consultation.

While giving patient care in the clinical area, practical nursing students are directly responsible to their instructor. They are indirectly responsible to all other persons who administer care to the patient, including charge nurses, doctors, etc. FINAL DECISIONS REGARDING STUDENT RESPONSIBILITIES IN GIVING PATIENT CARE MUST BE MADE BY THE INSTRUCTOR. THE INSTRUCTOR MUST BE INFORMED WHEN ANY PORTION OF THE STUDENT'S ASSIGNMENT IS NOT COMPLETED.

A 30-minute lunch break will be given during clinical hours. The instructor may assign a specific time for the student to take his/her lunch break.

## **CONFIDENTIALITY**

YOU MUST BE WILLING TO KEEP CONFIDENTIAL ANY INFORMATION LEARNED THROUGH YOUR CARE OF THE PATIENT. SOME FACTS ARE PRIVATE AND PERSONAL TO THE PATIENT AND ARE NOT TO BE DISCUSSED LIGHTLY WITH COMPANIONS, THE PATIENTS FAMILY, YOUR FAMILY, OR OUTSIDERS. DISCLOSING CERTAIN INFORMATION COULD PERMANENTLY DAMAGE THE PATIENT'S REPUTATION AND FUTURE. YOUR INTEREST IN HIS/HER PERSONAL OR PAST LIFE IS NOT TO PROVIDE YOU WITH INFORMATION ABOUT WHICH TO GOSSIP. YOUR REPUTATION OR THE PATIENT'S REPUTATION MAY BE AT STAKE. THE PATIENT SEEKS YOUR ASSISTANCE TO AID HIM/HER IN RECOVERING PHYSICALLY, MENTALLY, AND EMOTIONALLY. ANY ACT THAT DETRACTS FROM THIS GOAL IS UNETHICAL AND A VIOLATION OF THE PATIENT'S RIGHTS AND POTENTIALLY, HIPAA FEDERAL LAW (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT) PUNISHABLE BY FINES AND/OR JAIL TIME.

## LIBRARY PRIVILEGES AT THE AGENCIES

In addition to use of the College library, the student may use the agencies library as a need may arise. The student is expected to abide by the rules set up by the librarian. The student replaces any book lost. Also, any book signed out to a student must be returned to the library before a diploma is awarded.

## ABSENCES AND TARDINESS

Absenteeism increases the chance that the nursing student may not successfully complete the program.

Attendance of all scheduled classes and labs is required.

All tardy and absent time is counted. Three tardies in any class represent an absence in that class. Students missing more time than a class meets in one week are considered dropped.

The individual instructors take absences due to unavoidable illness into consideration WHEN a physician's statement is presented. Action after such consideration is completely at the discretion of the instructor.

Student is responsible for all content of lectures, assignments and projects when absent.

Tardiness for clinical lab is counted. Policies relating to these are found in the course syllabi and may vary from course to course.

## HONOR

Policies of the College relating to academic dishonesty are enforced.

Student is expected to be loyal and supportive to the College and the program; the hospital and hospital staff; and other affiliating agencies.

## SCHOOL UNIFORM

Student is required to wear the program uniform. Hose, undergarments, and closed-toe, professional white shoes should be clean and in good repair (canvas, track shoes, "sneakers," clogs, or sandals are not permitted at anytime).

Total appearance of the student in uniform is expected to reflect good daily hygienic habits. The student who does not present a clean and neat appearance will be asked to leave the classroom or clinical area to make proper adjustments with this time to be made up.

Jewelry is limited to a watch, with a second hand, wedding ring, and one stud type earring per ear.

No visible body or tongue piercing is allowed.

Excessive make-up is not considered professional. Long or artificial nails are not recommended in the clinical area. Clear nail polish is acceptable.

Hair styling is expected to be neat, clean, off the collar and off the face.

Lab coats are worn over uniforms and street clothes for some clinical assignments.

Smoking is not recommended at any time, and will not be permitted prior to or during the clinical day. The odor of cigarettes is offensive to many sick individuals. Additionally, some people are allergic to cigarettes. Smoke smell on the student's clothing, hair or body may be cause to be asked to leave clinicals and get a "zero" for the day.

### IDENTIFICATION PINS

The identification pin will be worn at all times while in the clinical agency.

The identification must **NOT** be used for any reason other than in the capacity of a student in the nursing program.

Wearing an identification pin, which belongs to someone else, is not permitted.

### STUDENT ORGANIZATIONS

Student is encouraged to participate in activities on the College campus.

The student group may desire to elect a class president and other officers for the purpose of carrying out any class activity or business not related to academics.

### DISMISSAL FROM THE NURSING PROGRAM

Policies regarding dismissal are stated in the College Student Handbook.

In addition, the student may be dismissed from the program for any of the following reasons:

1. Abusive or inconsiderate and unsafe treatment of a patient.
2. Failure of a nursing course.

3. Repeated failure to abide by Program, College or affiliating agency policy.
4. Possession of or coming to school or clinical lab under the influence of alcohol or illegal drugs.
5. Disclosure of confidential information regarding any patient, classmate, or staff person.
6. Any kind of dishonesty as described in the College Catalog or course syllabi.
7. Behavior of a personal or professional nature which is considered to be offensive to others or is an invasion of another's privacy.
8. REPEATED NEGLIGENCE OF A CLINICAL ASSIGNMENT OR ANY PATIENT.

#### STATE BOARD LICENSING EXAMINATION

Following graduation, the student will be eligible to take the NCLEX-PN.

**Tri-County Technical College  
Health Education Division  
Criminal Record Check  
Release Form**

Program (circle appropriate program major):

EDDA      MED      MLT      NUR      PNR      RES      SUR

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

Date \_\_\_\_\_

Clinical Agencies require criminal record checks for students as a matter of contract with Tri-County Technical College. I hereby authorize the Health Education Division Chair to release my criminal record check with requesting agencies so that I am able to attend all clinical facilities.

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