



**Florence-Darlington Technical College
Department of Nursing
Practical Nursing Program
Student Handbook
2011-2012**

Disclaimer

Although every reasonable effort has been made to attain factual accuracy throughout this student handbook, no responsibility is assumed for editorial, clerical or publishing errors or errors occasioned by mistakes. In addition, this student handbook does not constitute a contract between Florence-Darlington Technical College and its students, or applicants for admission or with any other person. Florence-Darlington Technical College reserves the right to add or to drop information that has been published and to institute requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students.

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Dear Student,

Welcome to the Practical Nursing Program at Florence-Darlington Technical College. As a student practical nurse, *you* will be the key player in directing your educational outcomes. From the first day, you must understand taking responsibility is vital in obtaining success in the practical nursing program. Evaluating your weaknesses and seeking ways to improve them, along with good time management skills, will be essential for your educational growth.

To be successful you must be committed to your goal. Each day must include prioritizing your schedule to ensure the most important things are accomplished. There will be things you may have to give up, postpone, or do in moderation until your practical nursing program has been completed.

The purpose of this Student Handbook is to provide you with pertinent information, policies, and procedures for the Practical Nursing Program. Please take time to read it in its entirety and ask questions as they arise.

The Practical Nursing Program is located at the Health Science Campus of Florence-Darlington Technical College. The Health Science Campus includes classrooms, a library, computer labs, Nursing Resource Center, Simulation Labs, and demonstration rooms for nursing, respiratory therapy, and surgical technician students.

The Practical Nursing faculty will work with you in helping you achieve your goal of graduating from the Practical Nursing Program. They will expect your commitment to at least three hours of preparation study for each credit hour you spend in class. The clinical component of the Practical Nursing Program will consist of six to twelve hour shifts in a variety of clinical settings in the Pee Dee area. Advisement and tutorial times will be available for you to discuss your progress with the faculty. Please call your instructor for an appointment if you have questions or concerns about your course work.

The Practical Nursing Curriculum is approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing. The Practical Nursing curriculum offers you a guide to succeed in becoming a graduate of the program. Important knowledge and skills must be gained during each semester as you progress through the curriculum since each semester builds upon the previous semester.

The Practical Nursing Program's three semester curriculum provides the knowledge necessary for success on the Licensed Practical Nurse exam. Successful completion of the total three semesters qualifies a graduate to apply to take the NCLEX-PN. Upon successful completion of the NCLEX-PN a graduate becomes a Licensed Practical Nurse.

The Practical Nursing curriculum is one of the most challenging courses of study at Florence-Darlington Technical College. The Practical Nursing Faculty and I wish you much success in becoming a graduate of the Practical Nursing Program.

Sincerely,

Sharon McManus, MSN, RN
Interim Associate Dean for Nursing

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Practical Nursing Mission and Philosophy

The mission of the Practical Nursing Program is to prepare practical nursing students to be competent, vocational caregivers through a dynamic curriculum and clinical experiences which provide the requisite skills and knowledge for state licensure so that the basic nursing care needs are met in a structured healthcare setting.

The vision of the Department of Nursing is to become a Nursing Education “Center of Excellence” that is continuously aligned with innovative practices and technology

The Department of Nursing supports the Florence-Darlington Technical College Mission Statement, which is to provide comprehensive technical education, workforce development, and educational services to students, business & industry, and the markets it serves. Through instructional programs, business & industry partnerships, and community involvement, The College will play a major role in the economic development and quality of life of its constituents. The educational experience at Florence-Darlington Technical College will enhance the student's marketability in today's global economy.

The Philosophy of the Department of Nursing includes beliefs about nursing, man, health, environment, society, and education, and is derived from The College Mission Statement.

Nursing is an art and science which possesses a foundation of knowledge and skills that assist a person to promote, maintain, and/or restore health or to assist a person to a peaceful death. Nursing is provided to all persons, treating all members of society with respect and dignity. Practical Nursing is an entry level into nursing and a vital component of the health care team. This entry level into nursing provides for upward mobility in the various differentiated levels of nursing education (LPN, ADN, BSN, MN, DN). The Practical Nurse provides safe therapeutic care in uncomplicated, predictable nursing situations, and is supervised by the Advanced Practice Registered Nurse, Registered Nurse, Licensed Physician, Licensed Dentist, or other practitioner authorized by law to supervise LPN practice..

Education is a dynamic, life-long process, which integrates knowledge from global resources into an organized framework. Nursing education integrates a variety of culturally diverse learning experiences to promote student learning of a selected body of knowledge, which is based on previous knowledge, and progresses from simple to complex. The student assumes the role of an active participant in her/his education process, thereby sharing the responsibility and accountability for his or her own learning. Faculty develops behavioral criteria or outcomes for safe, ethical practice and continuously evaluates student achievement and progress toward graduation. The practice role of the graduate nurse is differentiated according to his/her level of educational preparation. At each level, the nurse must demonstrate vocational/professional behaviors within the scope of practice as defined by the State Nurse Practice Act and ANA Standards of Practice.

Nursing education involves the integration of general education and nursing content as well as a variety of supervised nursing clinical experiences from community settings, hospitals, and extended care services. The content of the nursing curriculum is based on current trends in health care and current practice. The faculty is responsible for developing, implementing, and evaluating a competency-based sequence of learning for the purpose of preparing graduates

who are able to pass the licensure exam and provide safe, competent nursing within the legal scope of practice in a variety of settings.

Health is viewed along the wellness-illness continuum, and is a dynamic process of man adapting to the constantly changing internal and external environment. The environment consists of circumstances, surroundings, and conditions that continuously impact man, a bio psychosocial being, who strives to adapt to changes. Society is an interacting community or group of people, whose ability to adapt is influenced by ethnic, socioeconomic and cultural diversity, morals, values, and beliefs. Nursing manipulates the environment, or assists man in society to adapt, as continuous changes occur across the life span.

DEFINITIONS

Caring Interventions – Actions and behaviors that demonstrate positive and unconditional regard for others.

Communication – Exchange of information utilizing written, verbal, and nonverbal communication techniques in 1:1 situations, in group situations, with information technologies, and/or media production.

Therapeutic Nursing Interventions - Psychomotor and psychosocial skills directed at individuals, family, groups, and community.

Reinforcing/Teaching – Learning – Teaching is imparting of knowledge and/or skills through planned activities to influence behavior. Learning is the acquisition of knowledge behaviors and/or skills.

Critical Thinking - Skills in reasoning, analysis, and decision-making relevant to the discipline of vocational Nursing.

Vocational Behaviors – Performance of basic nursing techniques in direct client care utilizing knowledge, judgment, and skills under the supervision of a Registered Nurse or other practitioner authorized by law to supervise the Licensed Practical Nurse within the State Nurse Practice Act and ANA Standards of Practice.

Program Outcomes include annual goals set according to four main areas:

1. Patterns of employment
2. Performance on NCLEX-PN
3. Program satisfaction
4. Graduation rates

Patterns of Employment - Patterns of employment of graduates by types of positions and settings and rates of employment of graduates six to nine months after graduation.

Performance on NCLEX-PN - Performance on NCLEX-PN for first time takers.

Program Satisfaction - Degree of student program satisfaction with adequacy of the curriculum, environment, learning resources, support services, and policies.

Graduation Rates - Graduation Rates of students who complete the program within a defined period of time.

PRACTICAL NURSING PROGRAM ORGANIZING FRAMEWORK

The Organizing Framework for Florence-Darlington Technical College's Practical Nursing Program can be compared to a tree. The soil that nourishes the beginning roots of nursing is the individual life experiences and high school prerequisite course work. The roots continue to grow and develop with the addition of college level general education and humanities courses. As the root system develops, it provides nourishment, which flows through the trunk (faculty beliefs about Nursing, Man, Health, Environment, Society and Education) and nourishes the development of five limbs or Concepts of the Practical Nursing Curriculum (Caring Interventions, Communication, Vocational Behaviors, Critical Thinking, and Teaching/Learning). The five limbs or Concepts (Caring Interventions, Communication, Vocational Behaviors, Critical Thinking, and Teaching/Learning) continue to grow during one year program and form strong support for life-long growth and learning and options to advance to higher competencies.

Student Learning Outcomes for Practical Nursing Program

Upon completion of three semesters of the Practical Nursing Program, the graduate, in a variety of settings, will demonstrate:

- I. Caring Interventions by:
 1. Protecting and promoting the client's dignity.
 2. Identifying, respecting, and adapting practical nursing care based on the client's philosophy, lifestyle, values, culture, spiritual beliefs, and developmental stage.
 3. Performing practical nursing care competently in non acute/acute environments to assist the client in achieving optimum comfort and functioning.
 4. Assisting the client and significant support person(s) to cope with and adapt to stressful events, changes in health status, and end-of-life decisions within the role of the practical nurse.
 5. Demonstrating positive and unconditional regard toward the

client, significant support person(s), members of the multidisciplinary team, peers and faculty in diverse settings.

II. Communication by:

1. Utilizing therapeutic communication skills when interacting with the client, significant support person(s), and multidisciplinary health care team.
2. Utilizing information technology to support and communicate while assisting in the planning and provision of practical nursing care.
3. Utilizing appropriate channels of communication to function as a member of the multidisciplinary health care team to assist in achieving positive client outcomes.

III. Critical Thinking by:

1. Using critical thinking in data collection, assist in planning, and to provide safe, cost-effective practical nursing care for one to three clients.
2. Using current information and critical thinking skills while providing practical nursing care.
3. Collaborating with the multidisciplinary health care team to assist in providing the client and significant support persons with available resources.

IV. Teaching Learning by:

1. Utilizing teaching principles while reinforcing teaching to assist clients and support persons with the information and resources needed to learn self-care to promote wellness and/or optimal health.

V. Vocational Behaviors by:

1. Practicing within the ethical, legal, and regulatory framework of the practical nurse's role and the standards of vocational practice.
2. Recognizing the impact of economic, political, social, and demographic forces on delivery of health care.
3. Demonstrating accountability for practical nursing care given by self and/or delegated to others.
4. Recognizing the role differences between the practical nurse and the registered nurse.
5. Recognizing the value of membership and active participation in practical nursing organizations.

Student Learning Outcome Goals:

Upon completion of the program the graduate will be able to:

1. Find employment as a practical nurse.
2. Pass the NCLEX-PN examination as a first-time taker.
3. Complete the program within designated time frame for program completion.
4. Express satisfaction with Practical Nursing Program.



FLORENCE-DARLINGTON TECHNICAL COLLEGE PRACTICAL NURSING PROGRAM

PNR 110, 170, 120, 130, 140, 155

CLINICAL EVALUATION TOOL

Students are expected to demonstrate nursing behaviors in the clinical setting that reflect the theory and clinical objectives identified each semester. Throughout the semester, the student will receive appropriate instruction and feedback about her/his clinical performance to help improve her/his proficiency.

If the student's performance is unsatisfactory at any point in the clinical, a detailed written evaluation will be completed and reviewed with the student. Each student will receive a detailed written evaluation utilizing this tool at the end of the semester.

S = Satisfactory. Clinical performance is safe; adequately demonstrates application of the nursing process. Makes appropriate nursing judgments and initiates appropriate nursing interventions with guidance. To receive a satisfactory clinical grade, the evaluation must reflect that 100% of the objectives have been met at a satisfactory or higher level.

N = Needs Improvement. Clinical performance that does not consistently demonstrate application of the nursing process at the level expected. Any "N" at mid-term must be improved to "Satisfactory" by end of semester to successfully complete course.

U = Unsatisfactory. Clinical performance is unsafe and/or unethical; does not adequately demonstrate application of the nursing process. Does not make appropriate nursing judgments and/or initiate appropriate nursing interventions. Failure to improve will result in recommendation for clinical failure for course.

A clinical failure will be recommended at any time during the clinical experience for gross negligence, unsafe or unethical performance, or if a pattern of unsatisfactory performance is documented.

Clinical Evaluation Tool

To demonstrate competence in CARING INTERVENTIONS, the student, with guidance, will:

PNR 110, 120, 130, 140, 155, 170	Mid-term	Final	Comments
1. Demonstrate caring behaviors toward patient and family or support person(s).			
2. Protect and promote patient dignity.			
3. Identify, respect and adapt care based on patient's philosophy, lifestyle, values, culture, spiritual beliefs, and developmental stage.			
4. Safely and efficiently administer medications for a single patient or group of patients with stable/varying states of health PNR 110 one client PNR 120/130/155 one to two clients PNR 140/170 two to three clients			
5. Perform clinical skills safely, adapting to patients and the acute situation while adhering to principles of practical nursing practice.			
6. Review psychosocial nursing diagnosis for assigned patients			
7. Function as a team player.			
8. Demonstrate caring behavior towards staff, students and faculty.			
9. Demonstrate safe care of assigned patients as described in clinical evaluation tool and skills checklist.			

To demonstrate competence in COMMUNICATION the student will:

PNR 110, 120, 130, 140, 170, 155	Mid-Term	Final	Comments
1. Identify self, credentials, and wears picture nametag			
2. Demonstrates therapeutic communication skills when interacting with patients, family, and multidisciplinary health care team with assistance. This is to include, but is not limited: <ul style="list-style-type: none"> • Listening • Clarifying • Nonverbal • Verbal • Personal space • Open ended questions 			
3. Identify barriers and begin to use appropriate alternative communication techniques with assistance.			
4. With assistance begin to provide relevant, accurate, and complete data when reporting and documenting patient status and changes in status that is: <ul style="list-style-type: none"> • Concise • Clear • Timely 			
5. Actively participates in pre- and post-clinical conferences			
6. Begin utilizing information technology			
7. Identify and begin utilizing the appropriate chain of command			
8. Protect confidential information			

To demonstrate competence in CRITICAL THINKNG, the student, with help, will:

PNR 110	Mid-term	Final	Comments
1. Collaborate with the health care team, while beginning to provide basic practical nursing care to one patient by: <ul style="list-style-type: none"> • Beginning data collection • Beginning to identify clinical manifestations in relation to disease processes • Recognizing changes in the patient’s condition • Assisting with identifying patient outcomes as a basis for monitoring care 			
PNR 120, 130, 140, 155, 170	Mid-term	Final	Comments
1. Collaborates with the health care team while providing basic practical nursing care to one to three patients by: <ul style="list-style-type: none"> • Completing data collection • Identifying and initiating appropriate interventions • Monitoring care • Demonstrating safe practical nursing practice 			
2. Monitoring record for new orders and incorporating changes to plan of care with assistance			

3. Beginning to identify available resources in the patient's plan of care with assistance from the registered nurse			
4. Beginning to identify ways to provide care in a cost effective manner with assistance			
5. Identifying and reporting changes in the patient's status immediately to the patient's nurse and instructor and follow through to ensure interventions have occurred			

To demonstrate VOCATIONAL BEHAVIORS, the student will:

PNR 110, 120, 130, 140, 155, 170	Mid-Term	Final	Comments
1. Practice within ethical, legal and regulatory guidelines for practical nursing practice.			
2. Demonstrate accountability by: <ul style="list-style-type: none"> ▪ Displaying honesty 100% of the time ▪ Preparing for clinical ▪ Informing instructor and client's nurse of unusual, abnormal or untoward events/ situations ▪ Recognizing with guidance, own limits and seeking resources appropriately ▪ Consistently provide quality care ▪ Accepting constructive comments as a basis for personal and appropriate growth ▪ Seeking learning opportunities ▪ Completing self-evaluation of clinical progress 			
3. Practice vocational behaviors within the parameters of individual knowledge and experience including: <ul style="list-style-type: none"> ▪ Performing client care with guidance ▪ Following the Patient's Bill of Rights ▪ Recognizing and reporting unsafe practice in self and others ▪ Maintaining client privacy and confidentiality ▪ Following applicable FDTC and clinical agency policies, including punctuality, absenteeism, dress code, HIPAA, and completion of assignments 			
4. Maintain appropriate boundaries in the nurse/client relationship.			

To demonstrate competence in TEACHING/LEARNING the student, with guidance will:

PNR 110, 120, 130, 140, 155, 170	Mid-term	Final	Comments
1. Reinforce teaching in a teaching plan that: <ul style="list-style-type: none"> • Is relevant to client needs • Addresses client barriers to learning • Utilizes motivational factors involved in learning • Assists to obtain desired outcomes • Is based on accepted standards of care 			
2. Provide client and significant support person(s) with the information necessary to make health care choices.			
3. Document education provided, outcomes, and modifications made in teaching plan when reinforcing client teaching.			

**Florence Darlington Technical College
Practical Nursing Program**

MIDTERM

Satisfactory _____
Unsatisfactory _____

Instructor's Comments: (Include areas of strength and areas for improvement)

Instructor's Signature _____
Date _____

Student's Comments:

I have read the above evaluation.

Student's Signature _____
Date _____

**Florence Darlington Technical College
Practical Nursing Program
FINAL**

Satisfactory_____

Unsatisfactory_____

Instructor's Comments: (Include areas of strength and areas for improvement)

Instructor's Signature_____

Date_____

Student's Comments:

I have read the above evaluation.

Student's Signature_____

Date_____



**Florence-Darlington Technical College
Practical Nursing Program**

Essential Functions and Standards For Practical Nursing Students

The following standards reflect reasonable expectations of a student in the Practical Nursing Program for the performance of common functions. In adopting these standards the Practical Nursing Program is mindful of the patient’s right to safe & quality health care by students. The nursing student must be able to apply the knowledge & skills necessary to function in a broad variety of clinical situations. These standards do not reflect what may be required for employment of the Graduate Licensed Practical Nurse. To verify the students’ ability to perform these essential functions, students may be required to demonstrate the following standards:

	Categories of Essential Functions	Definition	Example of Technical Standard
1	Critical Thinking/Problem Solving Skills	Ability to collect, interpret and integrate information and make decisions.	Read and comprehend relevant information in textbooks, medical records and professional literature. Process information, evaluate outcomes, problem-solve, prioritize patient goals and interventions, and exercise independent judgment Respond to emergencies. Know when to apply standard precautions. Use effective teaching, learning and test taking strategies.
2	Interpersonal Skills	Ability to collaboratively work with all nursing students, multidisciplinary health care team, and with program faculty in the classroom, lab and clinical setting.	Establish therapeutic interpersonal boundaries. Interact appropriately with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Employ basic conflict management skills, etc.
3	Coping Skills	Ability to respond appropriately to stressful environments or during impending deadlines.	Manage heavy academic schedules and deadlines; perform in fast paced clinical situations. Cope with psychosocial issues involving catastrophic illness, disability and death.
4	Emotional Stability	Maintain emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	Provide patients with emotional support. Adapt to changing environment and stress. Deal with the unexpected. Focus attention on task. Perform multiple tasks concurrently. Handle strong emotions.

Essential Functions and Standards

	Categories of Essential Functions	Definition	Example of Technical Standard
5	Communication Skills	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, families, and multidisciplinary team members.	Demonstrate therapeutic communication skills to include, but not limited, active listening, clarifying, responding to verbal and nonverbal behavior, respecting personal space, and using open-ended questions. Interpret and document patient responses and health status using appropriate medical terminology and correct spelling.
6	Physical Abilities	Sufficient physical abilities to move from room to room and maneuver in small spaces and maintain physical tolerance for repetitive movements and demands of the work shift.	Using proper body mechanics, move, adjust, and position patients weighing 200 pounds or more with assistance. Push, pull, lift, or support 50 pounds. Move within confined spaces, stand and maintain balance, and walk for hours at a time. Reach above shoulders and below waist. Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies. Use upper body strength. Squeeze with hands and fingers. Ability to write with pen and type on computer keyboard.
7	Sensory Abilities	Sufficient auditory, visual and tactile ability to monitor and assess health needs.	<p><u>Visual</u> – (corrected as necessary) recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, discriminate color changes and interpret and assess the environment up to 20 feet; read and understand written documents.</p> <p><u>Auditory</u> – (corrected as necessary) recognize and respond to soft voices or voices under protective garb, auditory timers, equipment/emergency alarms, and effectively use devices for the measurement of vital signs, heart, breath, and abdominal sounds.</p> <p><u>Tactile</u> – palpate a pulse and detect changes or abnormalities of surface texture, skin temperature, body segment contour, muscle tone and joint movement.</p> <p><u>Olfactory</u> – ability to detect odor changes and work in environment with foul odors.</p>
8	Behavioral Skills	Ability to demonstrate professional behaviors and a strong work ethic.	Demonstrate caring for others, initiative, flexibility, enthusiasm, honesty, cooperation and industrious behavior. Recognize personal limitations and request assistance as appropriate; demonstrate responsibility for personal development; demonstrate respect for client dignity. Perform duties efficiently, willingly and thoroughly. Manage time efficiently. Present professional appearance and maintain personal hygiene. Protect patient confidentiality.

Essential Functions and Standards

	Categories of Essential Functions	Definition	Example of Technical Standard
9	Numerical Abilities	Ability to solve math problems	Requires ability to determine time, weight, and to perform practical applications of fractions, percentages, ratio and proportion, as well as, basic addition, subtraction, multiplication and division.
10	Safety	Ability to wear Personal Protective Equipment (PPE).	Wear Personal Protective Equipment (PPE) to include gloves, face masks, protective eyewear, gown, and shoe covers.

For more information regarding essential functions or special needs for accommodation contact advisor and Director of Enrollment Management at 843-661-8029.

PRACTICAL NURSING PROGRAM

Criteria for Student Selection

RATIONALE FOR PRACTICAL NURSING ADMISSION STANDARDS:

The Practical Nursing Program prepares students for a vocation requiring intellectual, interpersonal, and psychomotor skills that are based upon biological, behavioral, and humanistic principles. Graduates of the Practical Nursing program are prepared to work in a variety of settings including hospitals, clinics, long term care facilities, and out-patient centers. Upon completion of the program, the student is eligible for a diploma in Applied Science and to apply to take the licensure boards for Licensed Practical Nursing Practice (NCLEX-PN).

Entrance REQUIREMENTS:

See website: www.fdtc.edu/academics

1. **Must be a high school graduate or equivalent.**
2. **Must have a grade of "C" or better on Algebra I, Biology (lab recommended) and Chemistry (with lab).**
3. **Must have completed an Introductory Computer Usage Course.**

Other Requirements:

1. **Submit completed medical forms (within one year) as provided.**
2. **Must have current immunizations including MMR, Chickenpox titer and/or vaccine, Hepatitis B or signed informed refusal.**
3. **Have a 2 Step PPD/ Chest X-ray and CPR Certification by American Heart Association (Health Care Provider) or American Red Cross (Professional Rescuer).**
4. **Satisfactory Background/drug screening testing.**

ACADEMIC STANDARDS:

A grade of "C" or better is required on all courses in the practical nursing curriculum. A student may repeat the same PNR course once. A withdrawal (W) in a PNR constitutes an attempt and will count as one failure/strike. Any student who makes a grade lower than "C" (or W) on two PNR courses will not be eligible to continue in the program and will not be eligible for re-entry. Students must complete all practical nursing content courses within 24 months.

Students in health care majors must meet published clinical agency requirements when participating in assigned labs. Requirements include immunizations, criminal background checks, and random drug testing. Satisfactory Background/drug screening checks will be required prior to clinical PNR courses. Successful completion of this program does not ensure nursing licensure, as prior arrest charges may preclude a student from eligibility for taking the NCLEX-PN exam. Students are not officially accepted into the PN curriculum until they begin their first PNR course.

**SEMESTER CURRICULUM FOR PRACTICAL NURSING PROGRAM
FALL ADMISSION**

A credit hour is generally equivalent to, at a minimum, one hour of classroom study and outside preparation or three hours of lab/clinical experience, or a combination of the foregoing times the number of weeks in the term. A semester credit hour is equivalent to, at a minimum, 15 hours of classroom contact plus appropriate outside preparation, 45 hours of lab/clinical experience, or a combination of the foregoing.

Florence Darlington Technical College does not discriminate in admissions or employment on the basis of age, religion, creed, ethnic origin, marital status, race, gender, disability or veteran status. 12/06

1st SEMESTER (FALL)	CLASS	LAB	CREDIT HRS.
BIO 210	Anatomy and Physiology	3	4
MAT 155	Contemporary Mathematics	3	3
PNR 110	Fundamentals of Nursing	3	5
PNR 182	Special Topics in PN: Pharmacology	2	2
			14
2nd SEMESTER (SPRING)			
BIO 211	Anatomy and Physiology II	3	4
ENG 101	English Composition I	3	3
PNR 120	Medical-Surgical Nursing I	3	5
PNR 130	Medical-Surgical Nursing II	3	5
			17
3rd SEMESTER (SUMMER)			
PNR 140	Medical-Surgical Nursing III	3	5
PNR 155	Maternal-Infant-Child Nursing	5	7
PNR 170	Nursing Care of the Older Adult	1.5	2
PSY 201	General Psychology	3	3
			17

COURSE DESCRIPTIONS FOR THE PRACTICAL NURSING PROGRAM

PNR 110 Fundamentals of Nursing 3-6-5

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the Practical Nurse are emphasized.

Prerequisite: Admission to the Practical Nursing Program

Co-requisites: BIO 210, MAT 155, PNR 182

PNR 120 Medical/Surgical Nursing I 3-6-5

This course is a beginning study utilizing the nursing process. Concepts are integrated relating to the physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite: PNR 110, BIO 210, MAT 155, PNR 182

Co-requisites: BIO 211, ENG 101, PNR 130

PNR 130 Medical/Surgical Nursing II 3-6-5

This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisites: PNR 110, BIO 210, MAT 155, PNR 182

Co-requisites: BIO 211, ENG 101, PNR 120

PNR 140 Medical/Surgical Nursing III 3-6-5

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult client. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite: PNR 110, BIO 210, MAT 155, PNR 182, PNR 120, PNR 130, BIO 211, ENG 101

Co-requisite: PNR 155, PSY 201, PNR 170

PNR 155 Maternal and Infant Nursing 5-6-7

This course is a study utilizing the nursing process, integrating obstetrical and pediatric care to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses.

Prerequisites: PNR 110, BIO 210, MAT 155, PNR 182, PNR 120, PNR 130, BIO 211, ENG 101

Co-requisites: PNR 140, PSY 201, PNR 170

PNR 170 Nursing Care of the Older Adult

1.5-1.5-2.0

This course is a study utilizing the Nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older client. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisites: PNR 110, BIO 210, PNR 182, MAT 155, PNR 120, PNR 130, ENG 101, BIO 211
Co-requisites: PNR 140, PSY 201, PNR 155

PNR 182 Special Topics in PN: Pharmacology

2-0-2

The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration, and calculation of drug dosages.

Prerequisites: Admission into the Practical Nursing Program
Co-requisites: PNR 110, BIO 210, MAT 155

**FLORENCE-DARLINGTON TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
ESTIMATED EXPENSES**

I. Malpractice Insurance (\$2/semester)	\$ 6.00
II. Testing Fee (approx. \$88/semester)*	\$264.00
III. Uniforms & Supplies:	
Watch with Second Hand	\$ 30.00
Shoes	\$ 75.00
Stethoscope (Littman)	\$ 60.00
Uniforms	\$250.00
IV. Graduation Expenses:	
Application Fee	\$ 25.00
Nursing Pins	
Sterling Silver (approx.)	\$ 90.00
Gold-filled (approx.)	\$150.00
10 K (approx.)	\$480.00
V. Licensure:	
*NCLEX-PN Registration (approx.)	\$200.00
*SC Practical Nurse Licensure Application	\$100.00
Passport and Graduation Photo	\$ 35.00
Background check and fingerprinting	\$ 60.00
VI. Background/Drug screening (approx.)	\$ 90.00
VII. Books and Tuition vary semester by semester; loans and scholarships may assist with these fees, but usually do not cover above categories of expenses.	

Note: These fees are estimates and are subject to change without notice.

Financial Information

There are several federally funded programs that are available to students at Florence-Darlington Technical College. Descriptions of each program are included in the current college catalog.

There are several scholarships available to students, regardless of their major at Florence-Darlington Technical College. For additional information, contact the FDTC Financial Aid Office at 843-661-8085.

Hospital Scholarships

Area hospitals and health care agencies have information regarding scholarships available to practical nursing students. Check with the agency's Human Resources if interested in making application.

Malpractice Insurance

Students enrolled in practical nursing courses are required to pay a malpractice insurance fee at FDTC each semester. This fee will be paid to the Business Office at the time semester tuition is paid.

Graduation Application

Students are responsible for filing a nonrefundable Application for Graduation with the Registrar's Office and paying the required fees (\$25) for the Diploma in Applied Science.

Pre-registration and Clinical Schedules for PNR Courses

Students are pre-registered for PNR courses prior to the beginning of each semester. **Students must have a current PPD and CPR through the end of the semester applying to be able to register for the semester PNR courses.**

******Clinical times and days of the week may vary each semester. Students must be prepared to drive to Hartsville, Marion, Florence or Dillon for clinical assignments on weekdays, weeknights, and weekends as assigned. Clinical assignments are determined by faculty and are not subject to student preferences.***

*****Note:** The clinical schedule is subject to change at the discretion of faculty or program needs.

THELMA LAIRD MEMORIAL AWARD

The Thelma Laird Memorial Award is given to a graduating student from the Practical Nursing Program, who represents the best nursing role model, and who is most admired by their classmates. The recipient of the Thelma Laird Memorial Award is determined by secret ballot vote by graduating senior students.

CLINICAL NURSING AWARD

The Clinical Nursing Award is given to the outstanding bedside nurse from each graduating class of the Florence-Darlington Technical College Practical Nursing Program. The purpose of this award is to recognize excellence in clinical practical nursing and compassion for the patient. The Clinical Nursing Award was established through a generous gift to the Department of Nursing from Dr. Sompong Kraikit, a local physician. The recipient of the Clinical Nursing Award is determined by FDTC Nursing faculty vote.

STUDENT NURSES' ASSOCIATION

The purposes of the Student Nurses' Association are to contribute to nursing education at Florence-Darlington Technical College through input to faculty, to provide programs of

professional interest to students, and to aid in student development as a person and professional. See Student Nurses' Association website at www.fdtcsna.com.

FUND RAISING

Any organization that plans to hold a fundraising event must first complete a "Request for Fundraising Project" form that can be obtained from the Student Activities Office. After permission is cleared, the fundraiser can be planned and activated.

ACCREDITATION

The Practical Nursing Program is approved by the SC License and Labor Regulatory agency, State Board of Nursing.

South Carolina Board of Nursing
110 Centerview Drive
Columbia, SC 29211-2367
Telephone: 803-896-4550
Fax: 803-896-4525
www.llr.state.sc.us.

Practical Nursing Program

Admission Standards for Fall 2011

Students who meet published admission standards are accepted into the practical nursing program without regard to sex, religion, race, or qualified handicaps, based on weighted admission criteria. A student is classified as in curriculum – practical nursing after he/she meets program admission standards, and is ready to begin the first PNR course.

Academic Progression

1. A grade of “C” or better is required on all courses in the practical nursing curriculum. The student must have a GPA of at least a minimum of a 2.0 to be admitted/progress in the practical nursing curriculum.
2. A student may repeat the same PNR course once. A withdrawal (W) in a PNR constitutes an attempt and will count as one failure/strike. Any student who makes a grade lower than “C” (or W) on two PNR courses will not be eligible to continue in the program and will not be eligible for re-entry.
3. Drug Dosage Calculation competency policy will be adhered to by practical nursing student while in the nursing program. See Drug Dosage Calculation Policy.
4. To progress in the curriculum, all PNR courses in each of the previous semesters of the curriculum must be completed with a grade of “C” or better.
5. PNR courses have both a clinical and classroom component. For a student to successfully complete a PNR course, the student must pass both the theory and clinical components.
6. A student who grossly and/or continuously conducts herself/himself in the clinical setting in an unsafe and/or unethical manner, as evaluated by the Faculty, may obtain a clinical failure and be dismissed from the practical nursing program.
7. If a student’s health status changes (including pregnancy) following admission to the program, written documentation of emotional and/or physical ability to carry out expected activities of practical nursing care will be required for continuation in the program.
8. The student must be able to perform clinical duties without physical, mental, or emotional restrictions. If a student’s health status changes and the student is unable to perform expected clinical duties, the student will not be eligible to continue in the practical nursing course.

Transfer Credit for Practical Nursing Courses

The following will apply to any student who is seeking transfer credit for PNR courses successfully completed in another Practical Nursing program (external transfer credit) or any student who has withdrawn for non-academic reasons from FDTC’s Practical Nursing program after successful completion of PNR courses:

Student applying for admission to the Practical Nursing program at FDTC and requesting transfer of credits from a previous school of nursing must submit letter(s) of recommendation from the Dean or Director of the former nursing program (s) which addresses student’s standing in terms of clinical and theory. **The student must be eligible for readmission to the previous nursing program.**

A student who has not been enrolled in a PNR clinical course for **2 years or greater** must complete all of the following in the sequence listed:

1. Meet all current entrance requirements for the College and the PN Program.
2. Provide official copies of college transcript(s) for all transferable credit.
3. Provide a copy of detailed course syllabi for PNR courses successfully completed, if seeking transfer credit from another college.
4. Take the final examination in each PNR course for which the student is requesting credit beginning with PNR 110/182, achieving a grade of 76 or better. The student may take the test only one time.
5. Achieve competency in drug dosage calculation at the level of entry seeking into the program, achieving a grade of 90 or better. The student may take the test only one time.
6. Take a skills validation test achieving a grade of 76 or better. The student may take the test only one time.
7. Student will be admitted based on space availability.
8. If the student is unsuccessful in completing any of the above requirements, she/he will have to take the course to receive credit for PNR courses.

Re-entry for Practical Nursing Students

A student who has been out of PNR clinical courses for **one year or less (and is academically qualified with a 2.0 or greater GPA and no more than 1 failure/strike in the practical nursing program)** must complete the following:

1. Meet all current entrance requirements for the College and the PN Program.
2. Student must be able to complete the PN program within the 24 month time frame from student's entry into the program (PNR 110).
3. Student is admitted based on space availability.

Time Limit to Complete the Program

A student must complete all PNR courses within **24 months**. When a student is aware that her/his time limit for program completion will elapse, it is the **student's responsibility** to submit a written request to the Department of Nursing (Associate Dean of Nursing). This request must include the specific extension of time necessary for program completion, and an explanation of the reason(s) necessitating the additional time. A student whose time limit has expired prior to program completion cannot be endorsed for graduation and NCLEX testing until the Department of Nursing has granted a time extension.



Florence-Darlington Technical College
Department of Nursing
Practical Nursing Program

Time Extension to Complete Program

Name _____

Date _____

Specific Extension of Time Necessary to Complete Program:

Explanation of reason(s) necessitating the additional time:

Approved: _____
Associate Dean of Nursing Date

Repeating a PNR Course

Student who is eligible to repeat a PNR course after dropping or failing the course is responsible for completing the Department of Nursing form "Request to Repeat PNR Course" after grades have been posted for the current semester. **The student may repeat a PNR course only once and must be eligible (have less than 2 strikes). Eligible students will be allowed to repeat PNR courses on a space available basis with students currently in curriculum having first priority.**



**Florence-Darlington Technical College
Department of Nursing
Practical Nursing Program**

Request to Repeat a Practical Nursing Course

I, _____, request permission to delay/repeat PNR _____ until _____ Semester, 20____. I understand that I will be allowed to delay/repeat the course on a space available and "first come, first serve" basis with students currently enrolled having first priority for seats.

Student Signature

Date

Witness Signature

Date

Health Information Portability and Accountability Act (HIPAA) Procedures

Prior to clinical rotation each student must complete the following HIPAA requirements:

- 1. Read the HIPPA information on the Department of Nursing's electronic system.**
- 2. Seek answers to questions regarding HIPPA information**
- 3. Complete the Semester test to demonstrate HIPPA understanding and knowledge**
- 4. The student will not be allowed into the clinical setting without completing the above requirements.**

Students will follow applicable FDTC and clinical agency policies to include HIPAA standards.

During clinical rotations each student will:

1. Adhere to HIPAA standards while in the clinical setting
2. Students are not allowed to print or photocopy any part of the client's medical record.
3. Students are not allowed to take any part of the patient's confidential information out of the agency setting.
4. Patient's confidential information is not to be included in the student's clinical paperwork.
- 5. Failure to adhere to HIPAA standards will result in a clinical failure for the PNR course.**

Student Responsibilities regarding HIPAA and Confidentiality

Students are to keep confidential all medical and health information pertaining to clients in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security standards. Minimum protected health information (PHI) will be disclosed only to perform functions necessary to the assigned clinical rotation. The facility computer system access granted to students is solely for the purposes of the assigned clinical rotation. The information access via the computer is the property of the facility and may not be transmitted or reused in any manner.

Students are to appropriately safeguard the protected health information of patients in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and may use and disclose the protected health information solely for education as students in the clinical role by providing patient care services as students.

Students are to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the facility. The student will not use such information except as required to provide patient care in the clinical rotations.

Pre Clinical Requirements

The course Semester Test is available on the nursing course management system and is to be completed prior to going to clinical setting. The course Semester Test must be completed with a passing grade of 80% or better.

Semester Test includes:

HIPAA, Tuberculosis (TB), Bloodborne Pathogens, Bioterrorism, Fire Safety, First Aid, and Precautions.

Drug Calculation Competency

PNR 110

1. The student will have 90 minutes to complete the Drug Dosage Calculation Test
2. The student in PNR 110 must earn an 80% or higher on the Drug Dosage Calculation test within three attempts, if not, the student will receive an “F” for the course grade. The student may retake the course the next time it is offered, if eligible, but may only attempt to retake any PNR course once.
3. The student must earn 90% or higher within three attempts in subsequent PNR courses (PNR 120, 130, 140, 155, 170).
4. The Drug Dosage Calculation Test and retests will be given to students in all courses except PNR 110, the first week of the semester.
5. The student has only three attempts to demonstrate drug dosage computation competency.
6. If the student fails the third attempt at Drug Dosage Calculation Test, the student must drop all clinical PNR course(s).
7. A student enrolled in two PNR courses must pass one Drug Dosage Calculation Test with a 90% or higher.
8. If the student fails to take the Drug Dosage Calculation Test, or fails to take advantage of all three attempts, during the first week of the semester, the student will be dropped from all PNR clinical courses.
9. The student will not be allowed to remain in the nursing curriculum, if the student fails to achieve and maintain drug dosage calculation competency in two separate semesters, and must meet with the Associate Dean of Nursing to discuss options.
10. Any student, who is unsuccessful at drug dosage calculation, fails to demonstrate competency, is unable to meet course requirements and cannot progress in the nursing curriculum.

PNR Course	Competency Required (Number Correct)	1 st Attempt: Failure	2 nd Attempt: Failure	3 rd Attempt: Failure
110	(80%) 2 of 10 items	Recommend Student prior to 2 nd test: <ul style="list-style-type: none"> • Review practice problems • Seek assistance 	Recommend student prior to 3 rd test: <ul style="list-style-type: none"> • Review practice problems • Seek Assistance 	Receives a grade of “F” in PNR 110 The student cannot progress in the nursing curriculum. If eligible, the student may take the course next time it is offered. Student may only reattempt any PNR course once.
PNR	(90%) 9 of	Recommend	Recommend	1. The

120/130/140/155/170	10 items	student prior to 2 nd test: <ul style="list-style-type: none"> • Review practice problems available on D2L nursing HOM site. • Seek assistance 	student prior to 3 rd test: <ul style="list-style-type: none"> • Review practice problems available on D2L nursing HOM site. • Seek assistance 	student cannot progress in the Practical Nursing Curriculum <ol style="list-style-type: none"> 2. The student will be dropped from all clinical PNR courses. 3. The student should meet with course faculty to determine eligibility to reattempt in future semesters Note: All students must demonstrate competency with drug dosage calculations during the first week of the semester. Students may only reattempt any PNR course once.
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Drug Dosage Calculation Objectives:

The Drug computation examination for each semester will consist of 10 questions weighted at 10 points per question. A passing score for semester 1 is 80%. Passing score for semesters 2 through 3 is 90%. Please see the drug calculation competency policy in your student handbook.

Semester 1: Through attainment of a score of 80% or above on the Drug Computation Competency Exam the first semester student will:

1. Demonstrate ability to convert medication dosages from grams to milligrams and/or micrograms, milligrams to milliliters or teaspoons to milliliters (2 questions)
2. Display the ability to calculate amount of medication to be administered per day in grams, milligrams, milliliters, teaspoons or tablets. (3 questions)

3. Validate the ability to calculate the amount of medication to be administered per dose in grams, milligrams, milliliters, teaspoons or tablets. (2 questions)
4. Demonstrate the ability to calculate calories per day, milliliters per feeding or milliliters per day for tube feedings. (1 question)
5. Calculate medication dosages from lbs to kg; reconstitute a powder vial; mixing multiple medications; and/or units of insulin per dose. (2 questions)

Semester 2: Through attainment of a score of 90% or above on the Drug Computation Competency Exam the second semester student will:

1. Demonstrate ability to convert medication dosages from grams to milligrams and/or micrograms, milligrams to milliliters or teaspoons to milliliters (2 questions)
2. Display the ability to calculate amount of medication to be administered per day in grams, milligrams, milliliters, teaspoons or tablets. (3 questions)
3. Validate the ability to calculate the amount of medication to be administered per dose in grams, milligrams, milliliters, teaspoons or tablets. (2 questions)
4. Demonstrate the ability to calculate calories per day, milliliters per feeding or milliliters per day for tube feedings. (1 question)
5. Calculate medication dosages from lbs to kg; reconstitute a powder vial; mixing multiple medications; and/or units of insulin per dose. (2 questions)

Semester 3: Through attainment of a score of 90% or above on the Drug Computation Competency Exam the third semester student will:

1. Demonstrate ability to convert medication dosages from grams to milligrams and/or micrograms, milligrams to milliliters or teaspoons to milliliters (1 question)
2. Display the ability to calculate amount of medication to be administered per day in grams, milligrams, milliliters, teaspoons or tablets. (3 questions)
3. Validate the ability to calculate the amount of medication to be administered per dose in grams, milligrams, milliliters, teaspoons or tablets. (2 questions)
4. Demonstrate the ability to calculate calories per day, milliliters per feeding or milliliters per day for tube feedings. (2 questions)
5. Calculate medication dosages from lbs to kg; reconstitute a powder vial; mixing multiple medications; and/or units of insulin per dose. (2 questions)

Dismissal

Any breach in confidentiality, inappropriate behavior, misrepresentation of information or violation of the policies and regulations of The College or contractual agencies constitutes grounds for discipline and/or dismissal from the PN program.

Withdrawal

Students who do not complete course requirements must **withdraw prior to the withdrawal deadline**, or they will receive a "W/F" for the PN course.

Client Assessment

All client data collection, admission, transfer and/or discharge procedures completed by a practical nursing student must be reviewed and co-signed at the time of completion by the licensed staff nurse responsible for that client.

Controlled Medications

A student is **not** to be given narcotic keys or access codes by any person in any clinical agency. A FDTC instructor (full-time/part-time) will pull the controlled substance, allow the student to administer the medication in the presence of the instructor, and ensure the student signs the medication record (the instructor will make an entry in the nursing notes to state the witnessing of the controlled substance administration. If hard copy medication record is utilized by the agency, the instructor will co-sign on the medication record with the student.

Termination from the Practical Nursing Program

A student who violates the practical nursing program progression policies will not be allowed to continue in the practical nursing program. The student will be referred to College Counseling Services. The counselor(s) will work with the student to determine whether the student should change to another curriculum or withdraw from the college.

Unsafe/Unethical Student Practice in the Clinical Setting

Definition: Unethical practical nursing practice consists of those behaviors that fail to conform to vocational standards of conduct. Unsafe practical nursing practice describes those behaviors that threaten or endanger the well being of the patient. **For example repeated medication errors are unsafe and failure to notify faculty prior to clinical absence is unethical performance. These actions may result in clinical failure for the practical nursing course/s.** Student with unsafe clinical skills must meet with the Faculty Review Committee to review clinical performance.

Guidelines for Evaluating Unsafe/Unethical Practice

The student will practice within the:

1. Provisions of the South Carolina Nurse Practice Act
2. American Nurses' Association Code for Nurses
3. Policies and Objectives of the Department of Nursing
4. Policies and Objectives of the Health Care Agency
5. Policies and Objectives of each Practical Nursing Course (classroom and clinical)

Policy: A student whose nursing practice/behavior is considered unsafe/unethical by her/his instructor may be required to leave the clinical setting and may be terminated from the clinical/lab practicum pending review by a Faculty Review Committee, usually within one week of the occurrence but no longer than two weeks. The student is not permitted to return to the clinical setting until the clinical issue is resolved. A clinical instructor who believes a student has demonstrated unsafe/unethical nursing practice/behavior serious enough to recommend clinical failure will present supporting evidence to the Faculty Review Committee. The committee will review and make recommendation(s) regarding remediation, clinical failure, and dismissal from the practical nursing program and/or further action. A Faculty Review may occur with one or more clinical incident reports if deemed necessary by clinical faculty. If recommendations are given, the student must satisfactorily complete all recommendations prior to returning to the clinical setting. A student who fails to satisfactorily complete the Faculty Review Committee's

recommendations prior to withdrawal/dismissal from the course/program must do so prior to re-entering the practical nursing course/curriculum.

Violation/Suspected Violations of Alcohol/Drug Policies

No student under the influence of alcohol or impaired in any way will be allowed to attend class, clinical, lab or to remain on campus. Violations/suspected violations will be reported to the Registrar and to the proper law enforcement officials. The practical nursing program will adhere to the College Policy on Alcohol and Drug Use in the College Handbook.

The practical nursing program policies require testing for any substance if there is reasonable evidence to suspect that a student in a clinical setting is impaired. Reasons to suspect violations of the Alcohol/Drug policy include but are not limited to:

1. Noticeable change in behavior and/or
2. Slurred speech and/or
3. Smell of ethanol on breath
4. Possession or observance of drug or alcohol use

Violations/suspected violations will be handled according to the clinical agency's and/or the school's practical nursing program policies and procedures. In the absence of an appropriate clinical agency policy requiring a blood test for suspected violations of the Alcohol/Drug Policy, a clinical instructor who has reasonable evidence to suspect a policy violation will request that the student submit to the appropriate test. The student will be responsible for any expenses incurred in complying with agency/school requirements. Refusal to comply with or evidence of violation of the clinical agency's and/or the school's practical nursing policies and procedures will result in the student being required to leave clinical and may result in disciplinary action including, but not limited to, failure of the course and termination from the practical nursing curriculum.

Student Drug/Background Screening Policy

Initial Drug Screening

In order to provide competent health care workers and be in compliance with clinical agency contracts, students will be required to submit to drug/background screening prior taking Practical Nursing (PN) clinical courses. A variety of specimen collection methods for drug screening may be utilized some of which may include but are not limited to: blood, urine, hair, saliva and breath. Students are responsible for the costs involved with drug/background screening.

Procedure for Testing

The student will enter the data into the agency approved background screening company's computer data base and pay the fee. The student will then bring the receipt to the Administrative Assistant in the Department of Nursing to receive the information for obtaining the drug screen. The Department of Nursing authorized personnel will pull the student's data from the background screening company's data base. Information is kept confidential. Any student who does not submit the drug screen within the allotted time frame will not be allowed to enter into clinical courses for that semester. Any transfer student or a student out of nursing clinical courses for 6 months or more will be required to have drug/background screening prior to entering PN clinical courses. Only drug/background screenings conducted through the college approved agency will be accepted.

Positive Background Screening Findings

Students who have positive findings on their background checks will be notified in writing by the Associate Dean of Nursing. The student is encouraged to meet with the Associate Dean of Nursing. The background information (without student names) will be sent to the agencies, who decide if the student is allowed to conduct clinical rotations at the facility. If one agency denies clinical to a student, it is considered as a denial from all other clinical agencies. In order to be eligible for graduation, the student must be able to complete all clinical rotations. The student will be notified of the agency's denial in writing by the Associate Dean of Nursing.

Positive Drug Screening Findings

It is unacceptable for students to have detectable levels of illegal drugs in their system, to be under the influence of alcohol, to have detectable levels of legal drugs which are not disclosed and/or for which no prescription can be produced. Positive findings on a drug screen or refusal of drug screen will result in administrative withdrawal from the PN program. Any student with a positive drug screen who desires to have the sample retested and confirmed must do so at their own expense.

Random Drug Screening

Random drug screening may be required of a student at any time throughout the course of clinical study.

Report of Arrests and/or Criminal Charges or Convictions

Students must report to the Associate Dean of Nursing any arrests and/or criminal charges or convictions filed subsequent to the completion of the Background Screening. Failure to report may result in dismissal from the clinical rotation program.

Reapplication after Removal from Program of Study

Students removed from the PN program for drug related issues may not reapply to any FDTN Nursing Program for 12 months and must provide documentation of substance abuse rehabilitation. The clinical agency will review all adverse findings and determine whether or not the findings disqualify the student from clinical practice. Should a student be disqualified from clinical practice in a clinical agency, the student must meet with the Associate Dean of Nursing to review potential options. If one agency denies clinical to a student, it is considered as a denial from all other clinical agencies. In order to be eligible for graduation, the student must be able to complete all clinical rotations.

Legal Limits for the Practice of Practical Nursing by Student Nurses

The South Carolina Nurse Practice Act authorizes the student nurse officially enrolled in an approved school of practical nursing to practice those practical nursing competencies identified and gained in each practical nursing content course under the direct supervision of the assigned clinical instructor. Practicing these practical nursing competencies while employed in other settings is a violation of the South Carolina Nurse Practice Act Laws Governing Nursing in South Carolina and is subject to provisions of that act.

Any student who uses the abbreviation of “SPN” student on any card, sign or device to indicate that she/he is a practical nurse in a clinical setting other than practical nursing course assignments at FDTC, will be subject to the Practical Nursing Program’s Unsafe/Unethical Practice Policy.

Gifts

State Ethics Laws prohibit State Employees from accepting anything of monetary value from anyone who might benefit from their services.

Student with Disability

It is the student’s responsibility to make any disability known to the Program Access Committee located in the Career Services and Counseling Office, Room 111.

Student with Disciplined Physical, Psychiatric or Substance Abuse

Any student with a physical, psychiatric or substance abuse disorder that has resulted in disciplinary action by an employer or school must report the disorder on the Health and Sciences Division admission physical and on the application to the SC LLR - Board of Nursing for practical and registered nurse licensure.

Background Reports and Prior Convictions

Prior to beginning clinical in PNR 110, the Department of Nursing will request a Background report on each student. A student convicted of any crime (except minor traffic violation) may **not** be authorized to apply to take the NCLEX-PN Exam by the SCLLR - Board of Nursing, even if she/he successfully completes the Practical Nursing curriculum. Background reports are kept in the Department of Nursing. Students who have “arrest” or “convicted” documented on the Background report will meet with the Associate Dean of Nursing to discuss application for licensure prior to second semester. If student’s Background record shows convictions, the student may have to drop the PNR course whenever the clinical agency will not allow student to do client care.

NCLEX Preparation/ Standardized tests

During the curriculum, students are given comprehensive standardized tests. Standardized tests may be given to assist in both the evaluation of individual student progress and overall program effectiveness and to support student success. The course instructor(s) will designate testing dates and arrange for availability of testing materials.

ATI Testing Policy:

ATI testing, both practice and proctored will occur consistently throughout the Associate Degree Nursing (ADN) Program and Practical Nursing (PN) Program.

Procedure:

1. The practice ATI testing will be available in every course. Completion of practice testing with written proof of 76% or greater will be handed in to the course instructor before the end of the semester. If practice testing is not completed before the end of the semester, the student will receive a grade of incomplete for the course.
2. The proctored ATI testing is required in specified courses in both the ADN and PN Programs.
 - a. The student is required to achieve a Level 2 on each proctored ATI test.
 - b. If a student does not make a Level 2 on the proctored ATI test, the student is to review the missed content from the test and write a summary of the content for each question missed. This is to be handed in to the instructor by the final exam, if the written review of the test questions missed on the proctored ATI test is not received by the final exam, the student will receive an Incomplete for the course. The proctored ATI test must be repeated by the student if Level 2 is not achieved on the first attempt. The student is expected to review the ATI individual performance profile from the proctored and the non-proctored test and take an alternate test in an effort to make the score of Level 2.
 - c. On the comprehensive predictor exams the student must achieve a national mean score instead of Level 2.
 - d. Students achieving a Level 2 on proctored tests or national mean on the comprehensive predictor exam on **the first attempt** will receive 2 additional points added to the lowest unit test grade for that course. If the student is taking two or more proctored tests per course, only one 2 additional points can be added to the lowest unit test grade for that course.
 - e. Students will be given one minute per test item plus an additional 15 minutes to complete the proctored test.

NOTE: ATI testing Table:

ADN Program	Type of testing	PN Program	Type of Testing
NUR 160	Practice/Proctored	PNR 110	Practice/Proctored
PHM 115	Practice/Proctored	PNR 182	Practice/Proctored
NUR 201 Fund & Pharm.	Practice/Proctored	PNR 140	Practice/Proctored
NUR 264	Practice/Proctored	PNR 155	Practice/Proctored
NUR 265	Practice/Proctored	PNR 170	Practice/Proctored
NUR 266	Practice/Proctored	PNR 120	Practice
NUR 162	Practice/Proctored	PNR 130	Practice
NUR 267	Practice/Proctored		
NUR 163	Practice		
NUR 170	Practice		
NUR 165	Practice		
NUR 263	Practice		

Attendance Policy

Then Department of Nursing will adhere to the attendance policy as stated in the College Catalog. Exceptions to the policy can be made only by the associate Vice President for Health and Sciences Division.

Attendance Policy

Then Department of Nursing will adhere to the attendance policy as stated in the College Catalog.

1. **Classroom** - Student is expected to attend **100%** of classroom hours. In the event of illness, death of a family member, or an unpreventable circumstance, **10%** of the classroom hours will be recognized as legitimate absence. If additional absences occur, the student will be subject to a failing grade or withdrawal from the course for excessive absenteeism. **A student who misses thirty (30) minutes or more of class will be counted absent for that class session. Students are to notify the course instructor prior to class if unable to attend a scheduled class.** Three (3) tardies will equal one (1) absence for the course.
2. **Clinical** – Student is **required** to attend **100%** of stated clinical hours in each Nursing course. The student will make up missed clinical hours as scheduled by course faculty. **If the student misses more than 10% of the required clinical rotation hours, the student will receive a clinical failure for the course.** A student will be considered tardy if he/she arrives after the designated clinical starting time and will be required to make up this time. If a student is 15 minutes or more tardy, the student may be sent home. Three (3) tardies will equal one (1) absence for the course. Make-up clinical must be completed before entry into the next Practical Nursing course. Students must notify the instructor prior to clinical absences. **Failure to communicate directly with the instructor prior to clinical absence will be considered unethical performance and will result in clinical failure.**

Agency clinical name badges are to be returned to the designated agency person on the student's last clinical day by the student.

*****Students are not to leave the agency until the clinical day is completed. Students are to bring their lunch if the agency does not provide meals for purchase.

3. **Clinical Makeup** - The opportunity for a one time clinical make-up is for the student who has followed policy. This student is expected to make up the missed clinical day as scheduled by the course faculty. A student who does not complete make-up clinical as scheduled will receive a clinical failure.
4. **Testing Attendance** – One (1) make-up unit test is allowed and scheduled per course calendar. If the make-up test is not taken per policy a grade of zero will be posted. Only one (1) test per course can be made up each semester. If a student misses more than one unit test a grade of zero (0) will be posted for the second missed test. **A student who missed clinical on the day of a scheduled unit test will not be allowed to take the unit test. The student will have to take a make-up test; if this is the second missed test a grade of zero will be posted.**
5. **Recuperation Period Following Illness, Injury, Medical Treatment** A practical nursing student undergoing any treatment/procedure requiring a recuperation period must bring a

written release from his/her health care provider stating the date they may safely resume both classroom and clinical activities and satisfy course objectives.

6. **Pregnant Practical Nursing Students** - A pregnant student must bring a written statement from her Obstetrician/Primary Health Care Provider before registration or upon confirmation of pregnancy each semester stating, "The practical nursing student has no restrictions regarding the ability to perform clinical responsibilities." Also, the pregnant student must meet the affiliating clinical agencies' job performance standards for a practical nurse. It is the student's responsibility to ensure her safety and the safety of her unborn child. In order to resume her clinical activities before the usual six (6) weeks after delivery, the student must bring a written release without restrictions from her Obstetrician/Primary Health Care Provider.

Class/Clinical Assignments

All due dates (includes time and place) for written and oral assignments will be given to student in writing. If these assignments are not turned in to the faculty member or her/his designee by the stated date, time and place, the student will receive an Incomplete.

Posting of Grades

Posting of grades is determined by faculty members in each Practical Nursing class. Please do not call faculty members or the Departmental Administrative Assistant, and please do not wait outside the Department of Nursing for test or course grades. Check on electronic course system for grades.

Rounding of Grades

Final grades for all Practical Nursing courses will require 76 for a passing grade. There will be no rounding of any practical nursing test grade.

Testing Procedure:

1. Students may attend a pre-exam review scheduled by the faculty member.
2. Students are to arrive on exam day 15 (fifteen minutes) early and are to wait outside of the classroom. Lockers on second floor are available for students to place their belongings during an exam. No personal items can be taken to computerized testing areas.
3. Students will enter the classroom upon faculty member's direction. The student will be seated as directed by the faculty.
4. Once the student enters the exam area, no talking is allowed.
5. No electronic devices are allowed during the exam. The student may have pencils, pens, or markers only. No hats are to be worn during the exam.
6. No student will be allowed to enter the exam area once the exam process has begun.
7. Time limit for exams are as follows: Fifty (50) item test – One (1) hour; One hundred (100) item test- two (2) hours.
8. The student will exit via the designated exam exit door quietly. (Hold the door so that it closes quietly)
9. No student will be allowed to reenter the exam area once exited.
10. Students are to leave the hallway around the exam area and return to the classroom at the designated time. Students must not block the hallway.
11. The faculty member will direct students when to return to the classroom.
12. Students with testing accommodations will test in the Nursing Resource Center or designated room using the same process as outlined above.
13. Students may send faculty any documented alternative answers from assigned texts for the course on electronic course system within two (2) business days from the exam date with the exception of the final exam. Students need to send their concerns the day of the final exam. Faculty will respond to the concerns via electronic course system regarding the receipt of the concern. No other discussion of test items will be posted in electronic course system or discussed.

14. Grades will be posted only on electronic course system within five (5) business days. Final exam grades are posted by college policy.
15. During the next scheduled class meeting, approximately ten (10) minutes of class time will be spent clarifying or reinforcing tested concepts with low statistics.
16. Students who fail the exam are encouraged to seek an individual test review with the faculty member to include discussion of concepts missed only without reading the questions verbatim. Once the next exam is given, no further review of previous test is allowed.

Paper and Pencil Testing

1. The above testing policies apply to students who are taking a paper and pencil test.
2. The exam booklet is to remain face down on the desk until the faculty member directs the student to turn it over.
3. The faculty member will ask the students to turn over their exam booklet and complete the scantron information only. If there is data related to the test items, the faculty member will communicate it at this time.
4. The exam booklet will contain: an exam, a scantron sheet, an item Feedback/Answer Sheet, and a cover sheet.
5. The yellow cover sheet is to be used by all students to cover their answers during the exam.
6. The green item feedback/answer sheet can be used by students to record their answers and questions for their individual exam review. It can also be used for students to provide feedback on items perceived to be problematic.
7. All student answers are to be placed on the scantron. The student is to monitor the time during the exam to ensure completion of the exam and the scantron is completed prior to exam end time being called. **Only the scantron will be graded.**
8. Upon completion of the exam, the student will place the scantron and cover sheet in the exam and turn it face down on the desk. The student will raise their hand to signal the faculty member of the completion of the exam.
9. When the faculty member gives the direction the student will be allowed to come to a test review station or an individual test review.
10. The student will move to the designated test review station and will have three minutes/unit test or six minutes/final to review a test keyed with the right answers. The student will need to bring to the test review area the Item Feedback/Answer Sheet. No talking is allowed during this process.
11. Once time is completed, the student gives the Item Feedback/Answer Sheet to the faculty member and exits the room.

Nursing Course Grade Calculations

Course Grading

Unit Test I	15%	
Unit Test II	15%	
Unit Test III	15%	
Unit Test IV	15%	
Final Exam	30%	
Quizzes		<u>10%</u>
Total	100%	

Quizzes: Quizzes account for 10% of the total course grade. Quiz dates are identified in the weekly schedule and are developed from specified readings from the indicated textbook or other designated assignments. The lowest quiz grade will be dropped at the end of the semester and the remaining quiz grades will be averaged for this component of the course grade.

Scheduled quizzes may be administered at any point during the class. Students may not enter the classroom once the quiz has started. **Students not present when the quiz is given, will receive a zero for that quiz.** There are **no make-ups** for course quizzes.

Grading Scale

92 - 100	<u>A</u>	84 – 91	<u>B</u>	
76 - 83	<u>C</u>	67 – 75	<u>D</u>	66 - below <u>F</u>

To achieve the letter grade indicated, the student must **achieve the numerical score without rounding.** There will be **no rounding** of grades to include the final course grade.

Course Management System

Desire2Learn (D2L) is the course management system for the Department of Nursing.

Resources

Books, audio-visual, and on-line resources are available in the Nursing Resource Center, Simulation Lab, Nursing electronic system, and Library in the Health Science Building. Computers are located in the nursing computer lab and computer labs throughout the Health Science Building, and on the main campus in Room 7111.

Student Internet usage

FDTC Procedure- 54-05 Acceptable Use of Computer Resources

(The following is a partial extraction of the above FDTC policy.)

Unauthorized Access- (1) any attempt to gain access to another user's password (2) any attempt to gain access to another user's programs, account, personal information without the user's permission, unless access is needed for authorized college business purposes.

Philosophy- First and foremost, the Internet for FDTC is a business tool, provided to you at significant cost. That means we expect you to use your Internet access only for business-related purposes.

Responsibility- The use of FDTC computer resources by students is a privilege. It is the responsibility of each student to comply with this procedure. Failure to follow this procedure will result in appropriate disciplinary

action and may lead to limited or total restriction of the use of computer resources. Users are responsible for safeguarding assigned passwords and for using them only for their intended purposes. Users are responsible to not share their passwords with any other individual. The only exception is when a member of IRM needs a user's password to work on his or her account. The user must immediately change his or her password as soon as the work has been completed.

Appropriate Use- Computer resources are provided for the use of the College's students. Appropriate use by student includes instruction, study.

Downloads- Students may not load any software on FDTC computers.

Electronic Email- Electronic email is not to be used for personal use or gain.

Game playing- Unauthorized playing or downloading of games on FDTC computer resources is prohibited.

Pornography- The display of any kind of sexually explicit image or document on any FDTC computer is a violation of our policy on sexual harassment.

Professional Dress Code

Professional dress refers to the wearing of any part of the uniform, full uniform or lab coat.

Student Dress for Clinical

1. Student must wear the approved Florence-Darlington Technical College Student Uniform.
2. Female student(s) must wear the dress or pants uniform whenever functioning in the student role. The hem of the uniform dress should be no higher than the top of the knee. Standard white hose are to be worn with the dress. White knee high stockings or plain white socks are to be worn with the pants uniform. Footies or ankle socks are not allowed.
3. Approved FDTC blue scrubs must be worn in specialty courses; Pediatrics or OB where faculty designate as course requirement. White lab coat is to be worn over scrubs.
4. Undergarments (color or design) should NOT be visible.
5. Nursing caps are optional.
6. On the day of care, the student can wear a plain white scrub jacket with a FDTC logo tag for warmth.
7. Lab coat or scrub jacket is to be worn to clinical when required by clinical agency.
8. Solid white Nursing leather shoes or Nursing leather athletic shoes must be in good repair and kept clean and polished at all times. All shoes must have no higher than a 1" heel and enclosed heel and toe.
9. A female student may wear one pair of small, ball-shaped pierced earrings in the lowest part of the ear lobe (one per ear) if they are pearl, silver or gold colored. A plain wedding band may be worn. No other visible adornment is allowed. A male student may wear a plain wedding band no other body adornments are allowed including ear or body piercings or tattoos.
10. On the day of nursing care, the hair must be well-groomed and secured off of the collar. Male students must be clean shaven. No ornate hairstyle allowed. No unusual hair colors (green, pink, blue, red, etc...) are permitted.
11. Female students may wear only white, metal, or tortoise-shell colored clips to secure the hair neatly off the collar. No additional hair ornaments are allowed.
12. A non-decorative watch with a second hand is required.
13. Fingernails must NOT extend beyond fingertips. Acrylic nails or nail polish are NOT allowed.

14. Neck and ankle jewelry are NOT allowed.
15. Suitable dress with a lab coat (NOT a short scrub jacket) is required to be worn in psychiatric and in alternative clinical settings. Denim, sweatshirts, shorts of any kind, revealing blouses/clothing, sandals or other open-toed shoes, or other inappropriate dress is NOT allowed when functioning in the student role.
16. NO visible tattoos or body piercing jewelry.
17. Student is NOT allowed to have electronic paging devices and/or cell phones in lab/clinical settings.
18. Students who do not adhere to these policies will be sent home from clinical and will be considered absent for that clinical day.
19. Student should adhere to the dress code at all times when in clinical areas for student rotations, medical record assignments or workshops.
20. Student should wear apparel labeled specific to FDTC Nursing only when functioning in the student role.
21. Student is required to abide by the Department of Nursing and the Facility policies and procedures, including but not limited to wearing the appropriate name tags in accordance with the "Lewis Blackmon Patient Safety Act of 2005".
22. Professional dress includes a nice dress or skirt (knee level) or pants or slacks. Denim, sweatshirts, shorts of any kind, revealing blouses/clothing, sandals or other open-toed shoes, or other inappropriate dress is NOT professional dress. Modest jewelry and make-up are allowed.

Nursing Resource Center Statement
Revised 7/30/08

The Nursing Resource Center Mission:

To reduce the attrition rate of nursing students and increase the passing rate of NCLEX applicants by providing an improvement program as needed by students and providing support for those students who need to focus on a specific area of concern.

Nursing Resource Center:

Located in the Health Science Campus building, room 161, the Nursing Resource Center combines computer assisted instruction with test taking for all practical nursing students. A student will follow a schedule of requirements and work individually on a computer. Each student will be able to review course content on CD-ROMs or DVDs; practice NCLEX-style questions; watch clinical scenarios on CD-ROMs, DVDs; work math problems; and make-up tests all on the computer.

HOURS OF OPERATION:

Normal	Monday - Friday: 8:00 AM - 4:30 PM
Summer	Monday - Thursday 8:00 AM - 5:30 PM
	Friday 8:00 AM - 11:30 AM
	Closed daily: 1:00 PM- 2:00 PM

(Changes in the regular schedule will be posted)

Nursing Resource Center Test Taking:

A). Test

1. Student should make a test appointment.
2. If the student chooses not to take a specific test, the student forfeits the right to take that test.
3. **It is strongly encouraged that students use the resources of the Nursing Resource Center.**

B). Make-up Test

1. Only one unit make-up test per course per semester.
2. Any make-up test will be as designated by course faculty.

Appointment and Testing Procedure:

1. Students must show a photo ID (FDTC ID or driver's license) to make a test appointment.
2. Students must show a photo ID (FDTC ID or driver's license) and have the appointment slip to take a test.
3. Student may not use his/her own scratch paper for tests taken in the Nursing Resource Center. Test paper will be provided by the Nursing Resource Center faculty/staff. Scratch paper must be returned to the faculty/staff at the end of the test.
4. No assistance is to be given during tests.
5. **No cell phones or other electronic devices are allowed during testing. Hats are to be removed for testing.**
6. Students are not allowed to leave the room during a test.

Conduct in the Nursing Resource Center:

1. Students must bring a photo ID (FDTC ID or driver's license) in order to attend the Nursing Resource Center at any time.
2. Anyone caught using another student's ID will be charged with academic misconduct.
3. Students must practice "volume control" while in the Nursing Resource Center.
4. Head phones are available for listening to programs on the computer.
5. The Nursing Resource staff will call security if necessary in order to deal with unsuitable behavior.

USE OF CD-ROMs and DVDs:

1. CD-ROMs and DVDs can only be used in the Nursing Resource Center and may not be taken or checked out of the Nursing Resource Center.
2. Headphones are to be used when listening to programs.

Nursing Mentor

The Nursing Mentor is an RN who has successfully completed the ADN program at FDTC. The nurse mentor is a resource for beginning practical nursing students, but can offer assistance to any student in the practical nursing program. As an alumnus of the program the mentor has insights on the challenges practical nursing students face.

The mission of the successful nursing mentor is to support the needs and aspirations of the practical nursing students and to encourage them to accept and overcome the challenges and difficulties they face while successfully completing the practical nursing program.

The nursing mentor functions in the following roles:

Guide: As a guide, the mentor assists the students with study skills and academic preparation to help them to remain in good standing academically.

Advisor: As an advisor the mentor provides a trusting, respectful environment to allow the student to voice concerns and assists them appropriately.

Motivator: As a motivator, the mentor encourages a positive attitude in the student body. Pursuing a nursing degree is an ambitious goal. The mentor provides encouragement, support, and a positive feedback to help keep students focused.

Role model: As a role model, the mentor is an example of the values, ethics, and professionalism that students should begin to display while in the program to prepare them to perform in the role of the Licensed Practical Nurse and the Registered Nurse.

Facilitator: As a facilitator, the mentor assists the student in communications with faculty, financial aid, and community resource programs which may offer services that benefit the student while in the program. Student concerns and suggestions are communicated to faculty to assist the program to provide and progressive learning environment.

Nursing Simulation Lab

The case simulation mission statement:

To provide realistic patient care scenarios for practical nursing students at all phases of the curriculum which encourage the development of caring, communication, teaching/learning, vocational behavior and critical thinking skills while increasing clinical competency in a wide variety of patient care situations.

Simulation Lab:

Located on the second floor of the Health Sciences building, the Simulation Lab provides a variety of life-like models for all practical nursing students. Each student will be assigned simulation exercise(s) in each clinical practical nursing course. Students will also have the opportunity to reinforce previously learned clinical skills and increase clinical competency in areas identified by the clinical Instructor.

Simulation Lab policies:

1. The student will be assigned scenario(s) in each clinical Practical Nursing course.
2. Participation in the assigned scenario(s) is a course requirement. The student who fails to participate in the scenario(s) will receive a grade of incomplete for the course.
3. The student will sign up for a time to participate in the assigned scenario(s) per course instructor instructions.
4. The student will participate in assigned scenario(s) under direct supervision of a faculty member or assigned personnel.
5. The student will notify course instructor prior to an absence.
6. If the student misses a scheduled appointment a make-up time may be scheduled at the discretion of the course instructor.

Simulation Lab rules:

1. No food or drink is allowed in the Simulation Lab.
2. No ink pens or pencils are allowed in the Simulation Lab.
3. Backpacks, totes, purses, etc are not allowed in the Simulation Lab.
4. Cameras, cell phones or any other electronic device are not allowed in the Simulation Lab.
5. The student will wear gloves when performing patient care.
6. Use of the simulation lab is by appointment only.
7. The student will be under the supervision of the instructor or assigned personnel at all times.
8. The student will conduct themselves in a professional manner (i.e. no horseplay, children, friends, spouses, or profanity is allowed in the lab).
9. The student will wear his/her student ID while in the Simulation Lab.
10. The student will sign in when arriving to the simulation lab and out when leaving.
11. The student will clean up and put away supplies etc.
12. Nothing is to be removed from the Simulation Lab room.

Simulation Lab procedure for assigned scenario(s)

1. The instructor for each clinical course decide:
 - a. the choice of scenario(s).
 - b. the schedule for running of the scenarios with students.
 - c. necessary supplies for the scenarios.
2. The students will sign up for a time to participate in the assigned scenario on a form provided.
3. The Instructor will provide the assigned personnel with a copy of the schedule and scenario data if available to assist.
4. The course instructor will set up for the scenario (assigned personnel if available).
5. The instructor will run the desired scenario with the student.
6. Upon completion of the scenario, the student(s) will clean up the lab, put away supplies, etc.
7. When the instructor has finished running the simulations for the day, the instructor will make sure that the lab room is neat, clean, and the door locked.

Student Responsibilities

Student Address/Telephone Number Changes

Student is responsible for notifying the Department of Nursing Administrative Assistant of address and telephone number changes.

Phone Calls, Cell Phones, Beepers

Student must use discretion in making and receiving phone calls in clinical. Making and/or receiving non-emergency phone calls during clinical is considered unethical practice. Phone calls from family or friends are not allowed when classes are in session. **No cell phones, beepers, or other electronic devices** are allowed in class or clinical. Emergency calls to a student on campus must be directed to the Registrar's Office.

Policy on Bad Weather

If FDTC is closed, clinical is automatically cancelled. If FDTC is open but county schools are closed where the student resides, the student may be excused from clinical, but the instructor must be notified. The student will need to make-up the missed clinical time.

Smoking in Clinical Area

Smoking during clinical experience will be in accordance with the agency's policy.

Gum, Tobacco (Chewing, Smokeless, Snuff)

Chewing gum is not allowed in the clinical area. Tobacco (chewing, smokeless, snuff) is not allowed in the classroom and/or clinical area.

Eating/Drinking in the Classroom

The Department of Nursing adheres to the FDTC policy that states that with the exception of bottled water, eating and drinking is not allowed in any classroom on campus.

Children on Campus

Florence-Darlington Technical College operates a day care center for children of its employees or students. Otherwise, children below the age of 12 are not allowed on campus, unless they are taking non-curricula courses designed specifically for them, or to use the library.

Recommendations/References

Recommendations/References to potential employers from faculty to potential student/graduate employers will not be given unless a signed Student Recommendation/Permission Form is in the student's file

Disruption of the Class Room Learning Environment

Students are given sufficient breaks during the class session to allow for students' needs to be met. Students are to remain in their seats during the entire class session. The disruption of students entering and exiting the classroom during the classroom session hinders the classroom learning environment. Students who disrupt the class room learning environment will be disciplined by course faculty and/or Registrar.

Academic Dishonesty

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will be subject to disciplinary action.

Cheating is defined to include, but not limited to, the following:

1. Copying another student's work or test
2. Using unauthorized materials during a test
3. Collaborating with another during a test or on assignments
4. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part contents of a test or other work
5. Bribing another person to obtain tests or information about tests
6. Substituting for another student, or permitting another to substitute for oneself

Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

1. Forgery, alteration, or misuse of college documents, records, or identification
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or panel.

Falsification of information is defined to include, but not limited to the following:

Any proven case of academic dishonesty will result in an "F" for the assigned work or test and may result in administrative withdrawal from the course, with a grade of "F" assigned after an administrative hearing. Additional sanctions, including administrative probation or suspension, appropriate to the incidents may be imposed pursuant to the Student Code and Grievance Procedures.

Student Concerns

Student concerns within the course must first be addressed with the instructor(s). If no resolution is reached, the following procedure should be implemented:

1. Fill out the Student Concern Sheet (available in Nursing Office).
2. An appointment should be scheduled with the Associate Dean of Nursing and bring the completed Student Concern Sheet to the meeting.

STUDENT CONCERN

BRIEFING SHEET

1. Student Name: _____
2. Current Academic Status: (How long at FDTC, GPA, Current Standing)
3. Concern:

4. Departmental and or FDTC Policy:

5. Faculty/Department Head's Recommendation:

6. Associate Vice President's Recommendation:

PPD/X-RAY and CPR Certification

Throughout the Practical Nursing curriculum the following are required to be on file in the Department of Nursing Office:

1. Current PPD (yearly)
2. Chest x-ray - if PPD positive
3. Yearly completion of Tuberculosis Symptoms Checklist - if PPD positive and asymptomatic.
4. Chest x-ray must be done at any time the student develops respiratory symptoms indicative of TB (cough, weight loss, night sweats, fever).
5. Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer).

Student will NOT be allowed to register for class or attend class or clinical (including orientation) if the PPD/TB Symptom Checklist and or CPR is not current through the end of the semester in which the student is registering.

Student Clinical Injuries/Accidents

Student who is injured or involved in an accident while in clinical or Field Placement must immediately report the incident to their Clinical Instructor, seek appropriate First Aid/ Medical Care and complete required health agency forms. A "First Report of Injury" form obtained from the Administrative Assistant in the Department of Nursing **must** be completed within ten days.

**FLORENCE-DARLINGTON TECHNICAL COLLEGE
HEALTH & SCIENCES DIVISION**

**STUDENT INFORMED CONSENT on the PREVENTION and TRANSMISSION of
TRANSMITTABLE DISEASE**

Health care students are at risk of contracting transmittable diseases during client care. Upon admission into the student's respective program, all students are required to abide by the Center of Disease Control's (CDC) Standard Precautions in order to decrease transmission of disease. It is the student's responsibility to become thoroughly familiar with CDC's Guidelines and to practice Standard Precautions in all clinical/laboratory settings. Students are required to purchase and complete the most current Standard Precaution Self-Study Guide from the Lamplighter Bookstore and comply with all Standard Precautions.

Standard Precautions may be summarized as treating all body substances; body fluids and blood of all clients as potentially infectious. Protective barriers (gloves, gowns, masks, and protective eye wear) should be used to reduce the risk of exposure to potentially infectious material. Specific precautions include, but are not limited to, the following:

1. Wear gloves when touching blood and body fluids or items soiled with blood and body fluids/substances.
3. Wash hands before and after all patient contact and particularly after accidental contact with blood or body fluids/substances.
4. Use protective barriers (mask, gown, gloves, eye wear) when needed to prevent exposure to blood and body fluids/substances.
5. Change gloves between patients.
6. Refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive procedures until the condition resolves if exudative lesions or weeping dermatitis are present.
7. Comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.

Infectious diseases have the potential for hazardous effects on the developing fetus.

Pregnant students must bring a written statement from their Obstetrician/Primary Health Care Provider as soon as the student suspects/knows she is pregnant as to her ability to perform all expected functions fully, safely, and without jeopardizing the health or well-being of the student, fetus, or the assigned patient. An additional statement that the student will take responsibility for her safety may be added depending on the clinical setting. In order to resume her activities before the usual six-week period after delivery, the student must bring a written release from her Obstetrician/Primary Health Care Provider

Health & Sciences Division students who perform exposure-prone procedures should know their HIV Antibody status. Health & Sciences Division students who perform exposure-prone procedures and who do not have serologic evidence of immunity to HBV from vaccination or from previous infection should know their HbsAg status, and if that is positive, should also know their HBeAg status.

Health & Science Division students who are infected with HIV or HBV (and are HbeAg positive) should not perform exposure-prone procedures unless they have sought counsel from an expert review panel (provider) and been advised under what circumstances, if any, they may continue to perform these procedures.

Definition of Invasive Procedures:

Invasive procedures are the procedures which pose a significant risk of transmission of HIV or HBV. CDC defines such procedures as surgical entry into tissues, cavities or organs, or repair of major traumatic injuries associated with any of the following:

1. An operating or delivery room, emergency department or outpatient setting, including both physicians' and dentists' offices;
2. Cardiac catheterization and angiographic procedures;
3. A vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur;
4. The manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists.

The CDC recommends that all Health & Sciences Division students who may be exposed to blood in an occupational setting should receive Hepatitis B vaccine, preferably during their period of professional training and before occupational exposure should occur. The Health & Sciences Division supports this recommendation, but does not require this immunization.



**Florence Darlington Technical College
Department of Nursing
Student Expectations**

Professionalism/Respect:

1. Be professional in attire and attitude.
2. Demonstrate caring behaviors to patients and family.
3. Respects faculty at all times.
4. Demonstrates accountability at all times.
5. Displays honesty at all times.
6. Practices professional behaviors in clinical and class.
7. Treat nursing peers with respect in class and clinical.
8. Respond appropriately to stressful environments or during impending deadlines.
9. Communicate effectively with faculty, peers, and clinical staff.
10. Maintain emotional stability in class and clinical.
11. Treat clinical areas and college with respect.
12. No arguing and fighting with peers or faculty.
13. Understand your role as a student and accept ability to function as a student:
 - a. Courteous-please, thank you, you're welcome.
 - b. Respectful- Mrs. Doe, not "Jane".
 - c. Willingly accept direction and assistance.
 - d. Recognize and report errors.
 - e. Normal voice level; not elevated.
 - f. Accept the authority of the position.
 - g. State opinion/fact without being argumentative.
 - h. Accept rules/guidelines even if you don't always agree with them.
 - i. Arrive on time to class or clinical as expected.
 - j. Be ready to work with the appropriate tools and attitude.
 - k. Follow the chain of command-attempt to resolve an issue with your instructor first.

College Policies:

1. Follow FDTC policies and procedure at all times.
2. No children on campus.
3. Maintain current CPR and PPD.
4. Maintain at least a 2.0 GPA.
5. Promptly report change in physical status to faculty.
6. Maintain current address and telephone information at all times.
7. Follow and adhere to the attendance policy.
8. Report accidents or injuries promptly.
9. Meet with advisor once a semester to review EVAL and any problems.

10. Have healthcare provider sign permission to continue if pregnant, return from surgery, delivery, or illness.
11. Fill out Student Concern Sheet and have instructor sign prior to meeting with Associate Dean of Nursing.
12. Follow Academic Dishonesty Policy
13. Sign Student Recommendations/Permission form for references.
14. Notify Registrar's office and Department of Nursing Administrative Assistance of name and address changes.
15. Notify instructor of special classroom, clinical, or testing needs, which has been documented by the office of disabilities.

Classroom:

1. Be on time (15 minutes early) for class.
2. No eating or drinking in class.
3. No smoking, chewing tobacco, or snuff in the classroom.
4. No talking during class (Lecture or tests).
5. Leave the classroom only during designated breaks.
6. Remove hats for tests.
7. No electronics during class except tape recorders.
8. No cell phones unless emergent situation and is previously discussed with instructor.
9. Wear proper identification during school hours.
10. No reading or working on other material during class.
11. Prepare adequately for class and exams.
12. Be interactive/participatory in class.
13. Accept responsibility for grades below 76.
14. Recognize the need for assistance with course requirements and seek help early.
15. Prepare for and achieve a level 2 on all ATI tests.
16. Refrain from using foul language in the classroom.

Clinical Experiences:

1. Perform nursing skills safely.
2. Protect confidential information.
3. Function as a team member.
4. Complete self-evaluation of clinical progress.
5. Use proper body mechanics, maneuvering in small spaces, and maintain physical tolerance for repetitive movements.
6. Maintain sufficient auditory, visual, and tactile abilities to monitor and assess health needs.
7. Wear proper PPE when caring for patients.
8. Maintain competency in nursing skills.
9. Refrain from using foul language and gestures.
10. No chewing gum during clinical.
11. Never leave the unit without instructor's permission.
12. Never leave the clinical site without instructor's permission.
13. No cell phones or other electronic equipment except for emergency situations that have been previously discussed with instructor.

14. No smoking or other tobacco use in clinical areas.
15. Be prepared for clinical.
16. Be interactive in clinical and participate in clinical lab.

Dress Code:

1. Dress appropriately for class and clinical.
2. No midriffs and cleavage showing.
3. No torn clothing, short skirts or shorts, which are inappropriate.
4. No colored or printed undergarments (top or bottoms).
5. Full uniform required for all clinical labs and clinical site experiences.
6. Uniforms to be neat, ironed, and free of stains.
7. No perfume or cologne to be worn to clinical.
8. Special seminars FDTC lab coat required.

EMERGENCY EVACUATION/FIRE SAFETY

1. The signal for an emergency evacuation of certain designated areas or of all buildings will be given by the alarm system as follows:
 - One (1) long, continuous ringing of the alarm
2. At the sound of the evacuation alarm all persons should exit the building(s) following the route posted in each classroom. All persons should assemble in the designated area for their building. It is important that each person report to their assembly area, that they are safely clear of the, minimum 50 feet from the building, and that they do not obstruct emergency vehicle traffic.
3. Persons should remain in the assembly area until the "all clear" signal is given.
4. The "all clear" signal for returning to class and/or to work shall be given by security personnel, maintenance personnel, certain designated faculty or staff, or by a PA system.
5. Normally, the President's approval is required for dismissal of classes. In the absence of the President, the Vice President of Business Affairs, Vice President for Academic Affairs, or the Vice President for College and Student Services in that order will make the decision. After 5:00 p.m. the Assistant Dean of Continuing Education will make the decision.

Fire Procedures:

1. Personnel safety is the first consideration when a fire is discovered. Attempt to extinguish the fire before sounding the alarm only if you are positive that the fire can be extinguished within seconds.
2. Upon discovering a fire, locate and pull the nearest alarm station.
3. Call the fire department at 669-1110.
4. Call the switchboard at 0.
5. Call Security at Ext. 8510. Advise the guard where you can meet to determine or verify the location of the fire.
6. The switchboard should contact the sheriff's department at 911 for assistance with crowd and traffic control.
7. The switchboard should contact security via radio to confirm that they know about the fire.
8. The switchboard should contact Physical Facilities via radio, and then telephone, Ext. 8230, so maintenance and custodial personnel can assist as required.
9. Security personnel should verify the fire location then call the fire department again to confirm the fire and give additional information. Security should advise the fire department of the entrance to campus that the fire truck should take and should meet the fire truck at the entrance to escort the firemen to the fire.
10. If the fire occurs during weekends or when the college is closed, the person discovering the fire should pull the alarm, contact the fire department at 669-1110, contact the security guard, and then report to the security booth to give instructions to the fire department upon its arrival.

SECURITY AND VEHICLE SAFETY

- 1. Security Officers at Florence-Darlington Technical College will:**
 - a. Prevent unauthorized persons from entering buildings
 - b. Reduce theft and vandalism potential
 - c. Protect facilities from damage due to fire, water or malfunctioning equipment
 - d. Maintain order on the campus roads and in the parking lots
 - e. Advise College management of any hazardous or unusual situations
 - f. Serve as ambassadors of Florence-Darlington Technical College by offering and rendering assistance as required to students, faculty and visitors

- 2. Security officer coverage is provided seven days a week, 24 hours per day, including holidays.**

- 3. Automobile Jump-start & Unlocking Special Assistance:**
 - a. Security officers are to assist in jump-starting or unlocking vehicles when requested by the vehicle operator. Before accomplishing a jump-start or vehicle unlocking, security officers are to obtain a written wavier from the operator relieving Florence-Darlington Technical College and Security from liability.

- 4. Reporting Lost or Missing Items:**
 - a. Upon receipt of lost or missing items on the campus, Security will obtain and report all pertinent facts to the Physical Facilities Department.
 - b. During normal business hours, Security will stand by and render assistance as requested by Physical Facilities.
 - c. If the report is received during non-business hours, Security will investigate to the extent possible and, if needed, request assistance from the appropriate law enforcement agency.

- 5. Afternoon Parking Lot Patrol:**
 - a. Security is required to assume a high visibility posture in the parking lots at the rear of the campus during the late afternoon when students are walking to cars in dusk or dark lighting conditions. High visibility can include walking patrol in the rear lots or cart patrol with the yellow flashing light on.

- 6. Vehicle Accidents:**
 - a. In the event of a vehicle mishap on campus, the first priority is to render assistance to the people involved and to obtain any medical or law enforcement support dictated by the situation.
 - b. The primary concern is attention to any injured parties and direction of traffic to avert other involvements.
 - c. Once appropriate law enforcement and/or medical support arrives, security officers will offer assistance to the operators and/or passengers of the technical college students or staff involved.

**Florence-Darlington Technical College
Health & Sciences Division**

DEPARTMENT OF NURSING BYLAWS

Article 1: Purpose and Functions

- a. To evaluate and strengthen the educational programs and their outcomes.
- b. To provide a mechanism whereby all nursing faculty are involved in the governance, development, maintenance, and revision of the educational programs.
- c. To provide opportunities for student participation in the above purposes and functions

Article 2: Meetings

Section 1: Regular monthly meetings of all full-time Faculty are held with the Associate Dean for Nursing assuming the role of meeting Chairperson.

Part-time Faculty members are invited to Faculty meetings.

Section 2: Special meetings may be called by the Associate Dean as needed.

Section 3: The order of all meetings shall be conducted in accordance with the prepared agenda. The agenda, along with information needed for decision making, and the minutes of the previous faculty meeting must be distributed to the faculty within one week prior to the scheduled meeting date.

Section 4: Robert's Rules of Order shall be used as the sole guide in parliamentary procedure.

Section 5: A quorum will be required to transact business and will consist of a majority of full-time faculty.

Section 6: Student representatives are invited to attend meetings as non-voting members.

Section 7: Minutes of all regular and called faculty meetings will be recorded by the departmental administrative assistant who is also responsible for distribution and filing.

Article 3: Standing Committees

Section 1: Three standing committees will be responsible for planning/reviewing/evaluating major components of the Nursing program.

Section 2: All full-time ADN/PN faculty members must serve on at least one of the standing committees.

Section 3: The three standing committees are:

- a. Admission and Advisement
- b. Curriculum and Instruction
- c. Faculty/Student Resource and Services

The Admission and Advisement Committee oversees the admission, advising, and orientation to the Nursing Programs. It provides a mechanism for the student who has previously failed out of the curriculum to request advanced standing, or for the student who needs to request an extension of time to complete the curriculum.

The Curriculum and Instruction Committee oversees the implementation and evaluation of the approved Nursing curriculums. Proposed changes in the curriculum and evaluation methods will be voted on by the entire faculty.

The Faculty/Student Resources and Services Committee provide an avenue for evaluation of physical facilities, student and faculty resources, and makes recommendations to the College or Department for improvements.

Section 4: Ad hoc Committees

Ad hoc committees will be formed within the three Standing Committees for a particular end or case at hand.

The Faculty Review Committee, an ad hoc committee, is convened as needed to review all recommendations of clinical failure. The Faculty Review Committee will review the supporting documentation, and decide whether this documentation supports or does not support the clinical instructor's recommendation for clinical failure.

The Nursing Faculty Interview Committee is an ad hoc committee made up of at least three nursing faculty including the Associate Dean for Nursing or her designee, one faculty member from the Health and Sciences Division, and one faculty member from outside the Health and Sciences Division. A representative from the Equalizing Opportunity Committee will also serve on the committee. The Interview Committee will review qualified applicants and forward the names of selected candidates to the President for further consideration.

Article 4: Decision Making/Recommendations

Section 1: Each committee will report its activities/recommendations at the regular Nursing Faculty Meeting.

Section 2: Recommendations are presented to the Associate Dean for Nursing who retains final authority decision making.

Article 5: Amendments

These Bylaws may be amended at a regular or a called faculty meeting so long as written notice of the proposed changes has been provided to the faculty at least one week in advance of the faculty meeting. A faculty quorum must be present at the meeting and must vote in favor of the proposed amendment (s) in order to effect a change (s).

Revised July 2009

Student Clinical Review

Students are to be aware that demonstration of unacceptable conduct or unprofessional behaviors may result in immediate dismissal from the Practical Nursing Program and student(s) may not be allowed to return to the FDTC Practical Nursing Program. Student will be held accountable for unacceptable conduct, unprofessional behaviors, or unsatisfactory clinical performance and those actions which violate the Florence Darlington Technical College's Student Code, Department of Nursing's Procedures as described in the Student Handbook, or the South Carolina Nurse Practice Act. The Department of Nursing's Procedures reflect the policies and procedures of area health facilities. A Student Clinical Review will be recommended when a student demonstrates unacceptable conduct, inappropriate behaviors, unsatisfactory clinical performance, or violation of any portion of the above documents.

Unacceptable conduct inappropriate behaviors include, but are not limited to:

- a. No call-No show for clinical
- b. Violation of HIPAA
- c. Erroneous documentation, falsification, changes to client record or failure to document
- d. Carelessness when administering medications, interventions, or treatments
- e. Misappropriation of materials, equipment, another's belongings, or drugs
- f. Leaving clinical area/floor without faculty knowledge and permission
- g. Neglectful, grossly careless, either by oversight or intent
- h. Failure to follow minimal standards of accepted nursing practice
- i. Failure to abide by procedures as identified in the Student Handbook
- j. Acting in a manner which discriminates on the basis of race, creed, religion, sex, age, national origin, or diagnosis
- k. See to Student Code, Student Handbook, and the South Carolina Nurse Practice Act

1. All matters regarding Student Clinical Review are considered confidential and any related disclosure is considered inappropriate behavior.

Pending resolution of Student Clinical Review, the student is not to return to the clinical setting.

Student Clinical Review Process

I. Purpose

The purpose of the Student clinical Review Process is to provide a format in which to formally evaluate student conduct, behaviors, performance in the clinical setting (Health care facility) where student learning occurs.

II. Procedure

- A. Clinical faculty and/or course faculty will inform student of unacceptable conduct, behavior, unsatisfactory performance, and/or concerns verbally and in writing.
 - i. Serious infractions may necessitate faculty requesting student to leave the clinical setting/health care facility, or having the student removed from the clinical setting/health care facility after the necessary and appropriate health care facility representative and/or authorities are contacted and required actions are taken.
- B. The student is informed of the recommendation for a Student Clinical Review by the course faculty verbally and in writing.
- C. The student is required to clearly summarize event, conduct, behavior, or address concerns in writing.
- D. Course faculty will inform the Associate Dean of Nursing and will request a Student Clinical Review. Clinical and/or course faculty will summarize events and forward to the Associate Dean. If indicated, course faculty will include additional documentation illustrating the pattern of behavior.
- E. The Associate Dean will notify designated faculty person(s) of the request for Student Clinical Review.
- F. Student Clinical Review will be scheduled as directed by the Associate Dean being informed and will include the student, respective course faculty member(s) and three (3) additional faculty members.

III. Student Clinical Review

- A. Purpose of a Student Clinical Review is to resolve clinical issues whether it be conduct, behaviors, concerns or unsatisfactory performance.
 - i. Resolution includes, but is not limited to:
 1. Remediation
 2. Course Failure
 3. Termination from the Practical Nursing Program
- B. Student will be notified of Student Clinical Review date, time, and location by the course faculty.

- C. The student is to provide a copy of written summary of events prior to The Student Clinical Review.
- D. The Student is to verbally summarize events in own words and present any additional crucial information so faculty members are able to make an informed resolution.
- E. For the student who is enrolled in more than one PNR course, status in both courses could be affected by the outcome of the Student Clinical Review.

IV. Student Clinical Review Procedure

- A. The Student Clinical Review is closed to the public. When the student presents information only designated faculty and student are present.
- B. Faculty members may ask questions of respective course/clinical faculty and student relevant to conduct, behavior, concern, or performance.
- C. The student has the responsibility of disproving conduct, behavior, concern, or unsatisfactory performance.
- D. The student will be informed of faculty resolution in a timely manner.

SIGNATURE PAGE

I have received a copy of the Practical Nursing Student Handbook and agree to abide by stated policies and procedures as required during the Practical Nursing Program.

Student

Date