Tennessee College of Applied Technology Crossville

A Tennessee Board of Regents Institute

Practical Nursing Handbook

2023-2024

Dana Ragle MSN,MBA,
RNPractical Nursing
Coordinator

Table of Contents

4

Dear Student:

It is our pleasure to welcome you to the Tennessee College of Applied Technology at Crossville Practical Nursing program. Our program will prepare you for a career in a rewarding profession offering service to a vast population.

It is our aim to assist you in developing into a nurse capable of giving thorough, competent, supportive, and safe nursing care. This is possible through the guidance and instruction of highly qualified faculty, combined with your
INTEREST, DEDICATION, HARD WORK, and ENTHUSIASM.

This Practical Nursing handbook is designed to inform you of the policies of the program as well as your rights and responsibilities as a student specific to the nursing program. These policies do not eliminate or exempt nursing students from the policies outlined in the Tennessee College of Applied Technology – Crossville Handbook. We encourage students to read and be familiar with both handbooks while in the program.

We look forward to our time with you and will actively seek to ensure your success in the Practical Nursing Program. If we can ever be of any assistance, please do not hesitate to ask.

Sincerely,

Dana Ragle MSN/Ed, MBA, RN
Practical Nursing Coordinator

Crossville Campus:
Nurse Megan Inman RN- PN Nursing Instructor
Elaine Potter RN- PN Clinical Coordinator

PN Adjunct Instructors:

Patricia Roysden FNP Instructor

Nicole Britt RN Instructor

Deborah Hall Turner, RN
Instructor

Sheila Floyd, RN Clinical
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IMPORTANT NUMBERS

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(931) 484-7502

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INTRODUCTION

The Practical Nursing Program is operated through the Tennessee College of Applied Technology (TCAT) at Crossville. The Practical Nursing Coordinator is an employee of the TCAT at Crossville. The Tennessee College of Applied Technology is a Tennessee Board of Regents (TBR) institution and is accredited by the Council on Occupational Education (COE).

The Practical Nursing Program is approved by the Tennessee Board of Nursing (TBON). It is the intent of this handbook to inform students of their responsibilities and to provide information to insure successful completion of the practical nursing program. The rules and guidelines contained herein apply equally to all students. The rules in this handbook do not represent the whole of the center's policies. Additional policies are located in the TCAT Catalog, student handbook, Clinical Affiliations, and in other publications available in the center's administrative offices.

PROGRAM PURPOSE

1. To prepare qualified men and women for the vocation of practical nursing as active members of the health team concerned with the care of the sick and their rehabilitation, the prevention of illness, and the promotion of wellness.

2. To provide educational opportunities to assist the learner to acquire knowledge, gain understanding and develop skills essential to render safe, effective bedside nursing care, while enabling the learner to become progressively self-directed and self-disciplined.

3. To prepare a person to assume his/her role as a licensed practical nurse and to function under the guidelines defined in the Nurse Practice Acts regardless of age, sex, religion, color, race, national origin, or handicap, sexual preference or veteran status.

4. To provide area hospitals and other health care facilities with qualified individuals to meet a definite nursing need.

DEFINITION

Practical Nursing is defined by the Nurse Practice Act of 1967 (Tennessee Senate Bill 375) as follows: "The practice of practical nursing means the performance for compensation of selected acts required in the nursing care of the ill, injured, or infirmed and/or carrying out medical orders prescribed by a licensed physician or dentist or a professional registered nurse. The licensed practical nurse shall have preparation in an understanding of nursing, but

shall not be required to have the same degree of education and preparation as required of a registered nurse." This law was effective September 1, 1967.

MISSION

The Tennessee College of Applied Technology Crossville serve as the premier suppliers of workforce development throughout the State of Tennessee. The colleges fulfill their mission by:

- Providing competency-based training through superior quality, traditional and distance learning instruction that qualify completers for employment and job advancement.
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee; and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

Revised: August 21, 2013 Directors' Meeting; Approved: September 20, 2013, TBR Quarterly Board Meeting; Accepted by TCAT-Crossville PN Program October, 2013, PN Advisory Board Meeting.

PUBLIC LAW 93-380 PRIVACY RIGHTS ACT

Tennessee College of Applied Technology adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records is provided to students and parents of dependent students as it relates to them, but limits dissemination of personal identifiable information without the student's consent.

POLICY ON AFFIRMATIVE ACTION

Each Tennessee College of Applied Technology is dedicated to the ideals, principles, and policies of Title VI of the civil Rights Act of 1964. Each offers equal opportunity for admission into the educational programs and employment to all qualified persons without regard to race, color, religion, sex, national origin, or age so long as the student has an employment objective and can benefit from the instruction.

PHILOSOPHY

We Believe that:

The practical nurse is an integral practitioner of the health care team who renders nursing within a legally defined role.

Practical Nursing is a vital part of nursing. The practical nurse possesses the basic skills and understanding necessary to safely care for persons in situations relatively free from scientific complexity and to assist the registered nurse, doctor or dentist in more complex situations.

Practical Nurse education prepares persons for gainful employment regardless of age, sex, religion, color, race, national origin, or handicap.

Practical nursing is a formal, planned program of instruction which prepares the motivated person to assume his/her own role as a licensed practical nurse, conscious of the need for continued professional growth. This is achieved through the selected learning experiences progressing from the simple to the complex, correlating theory with practice under the guidance of a qualified faculty.

The education of practical nurses shall be in an organized approved program with planned learning experiences in a logical sequence.

The curriculum shall include both theory and supervised clinical experience that will enable the learners to obtain the knowledge, skills, and attitudes to function within the scope of practical nursing.

The broad areas of learning shall include, but not be all inclusive: Vocational relationships, anatomy and physiology, nutrition and diet therapy, nursing principles and skills, basic pharmacology and administration of medicines, medical and surgical nursing, common emergencies, obstetrics and pediatrics, Gerontological nursing, psychiatric nursing and mental health concepts.

A local advisory committee will be involved in the practical nursing educational program.

Evaluations of the students and the program will be provided.

PERFORMANCE OBJECTIVES

Based on the philosophy, our goal is to provide a practical nurse education program which will prepare qualified candidates to become competent job entry level practical nurses.

Upon successful completion of the course of study the graduate will be able to:

1.   Recognize the individuality and confidentiality of the patient.

2.   Provide nursing care in a safe and organized manner.

3.   Identify and fulfill the functions of the practical nurse as a member of the   health care team.

4.   Demonstrate sound technical skills reflecting current nursing standards necessary for a beginning practitioner of practical nursing

5.   Participate in the promotion of health to the individual, the family, and the community.

6.   Identify the significance of physical, psychosocial, and cultural influences on health.

7.   Identify and implement basic scientific principles which form a background for reporting.

9.   Demonstrate competency in theory and clinical performance, leading to eligibility for graduation and state board examination.

10.   Recognize the need for personal growth and continuing education.
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PRACTICAL NURSE PROGRAM

Course Outline

1st Trimester:		Hours:
Basic Nursing (VR Nurti,Geri)		90
Anatomy & Physiology		96
Nursing Principle & Skills		124
Administration of Meds/IV		80
Work Ethics		6
*Clinical		36
	Total	432

2nd Trimester:		
Medical Surgical Nursing I		75
Pharmacology I		51
Psychology/Mental Health		60
Obstetrics		60
Work Ethics		6
*Clinical		180
	Total	432

3rd Trimester:		
Medical Surgical Nursing II		75
Pharmacology II		42
Pediatrics		60
Advanced PVR		24
Work Ethics		6
*Clinical		225
	Total	432

	Total	1296

Updated April 27, 2023

*Clinical Practice………………………………….. 430 hours

    *CLINICAL: (TN Board of Nursing Ruling 1000-2-.09)

Medical Surgical	300 Minimum
Hours	
Obstetrics	60 Minimum Hours
Pediatrics	35 Minimum Hours
Psychiatric	35 Minimum Hours

- All curriculum must be completed in a current trimester to advance to the next trimester. This includes both lecture and clinical time.

TOTAL INSTRUCTIONAL HOURS 1296
COURSE DESCRIPTIONS

BASIC NURSING INCLUDES: Vocational Relations, Geri and Nutrition
- VOCATIONAL RELATIONS (VR I)

This course introduces the student to the profession of nursing. The origins, present state and trends for the future of practical nursing are discussed. The legal and ethical aspects of nursing are included. This course begins the study of human behavior and its' pertinence to the practical nurse. Nursing functions, roles, rights, and responsibilities are defined. Trends in nursing and nursing education will be explored in the light of current realities with knowledge that nursing is a responsible social discipline and that all nurses must be concerned about health maintenance. Emphasis will be placed upon the practical nurse's functions, ethical and legal rights and responsibilities as a health care provider.

- <u>GERONTOLOGICAL NURSING</u>

This course introduces Gerontological nursing and the leadership role of the practical nurse caring for older adults in long term care environments. The normal aging process is explored with emphasis on promoting, maintaining and restoring health in older adults. Beside the sociological, psychological and physiological aspects of aging, this unit will also incorporate the financial, safety, and pharmacological aspects of aging. The curriculum, using the nursing process and basic human needs as a framework will integrate cultural diversity, legal/ethical considerations, and the communication process to provide holistic care to the geriatric client**.**

- <u>NUTRITION AND DIET THERAPY</u>

Nutrition provides the student practical nurse with information related to the fundamental principles of normal nutrition. Included in the course is a study of the basic nutrients, the use of guides for evaluation and planning of normal diets, principles for the safe and economic selection and preparation of food, and a study of selected food legislation. Factors such as age, cultural and religious practices and socioeconomic conditions are presented as influences on a client's nutritional wellbeing. The study of basic nutrition is presented as applicable to the students own daily living habits as well as in the client care situations. The need for an understanding of normal nutrition as a basis for the study of therapeutic diet is discussed.

- <u>ANATOMY AND PHYSIOLOGY</u>

Anatomy and Physiology for the practical nursing student is designed to familiarize him/her with the structure and function of the human body as well as the interrelationships and interdependency of the body systems to the maintenance of a homeostatic condition. The effects of microbes on the human body will be studied as well as the basic mechanics of biochemistry and biophysics as they are related to the body systems.

- <u>NURSING PRINCIPLES AND SKILLS (Fundamentals)</u>

This course is the foundation for all nursing care and highlights basic nursing concepts and measures from the simple to the complex. The student is guided to formulate his/her identity as a beginning nursing student by a careful correlation of the biological, physical, and social sciences. Emphasis is placed upon the normal as a means of comprehending the abnormal. The comfort, safety, maintenance of health, and the recovery of the client will be stressed. The importance of the practical nurse as a member of the healthcare team and nursing as social discipline is stressed. A planned schedule of laboratory experience allows the student the opportunity to practice and demonstrate proficiency prior to the clinical setting.

Course Descriptions – Continued:

- <u>PHARMACOLOGY I and II AND MEDICATION ADMINISTRATION AND IV</u>

The purpose of this course is to acquaint the student with the knowledge of pharmacokinetics, nursing skills relative to the safe administration of medications, as well as the basic scientific principles underlying these skills. The student will be familiarized with different types of medications and routes of administration, including the purposes of drug therapy and its importance in maintaining and restoring health. A brief overview of basic arithmetic will be followed by mathematics of drugs and solutions. Emphasis will be placed upon the practical nurse's legal and ethical responsibilities in the administration of medications.

- <u>MEDICAL – SURGICAL NURSING</u>

Medical-Surgical Nursing will provide the student with theory related to select medical-surgical problems affecting the adult patient. The student will demonstrate the knowledge and ability to provide safe and effective nursing care in the Medical-Surgical setting with major emphasis on wellness. Disorders of the body systems are studied in terms of diagnostic procedures, treatment modalities and the nursing process. Throughout the course concepts and skills learned in previous courses will be reinforced and applied to the theory and care of the adult medical/surgical patient.

- <u>PSYCHIATRIC NURSING AND MENTAL HEALTH CONCEPTS</u>

This course is a brief overview of the current concepts of psychiatric nursing. The role of the nurse in the prevention and treatment of mental illness will be emphasized.   Included will be discussions of the practical nursing management of dementia, neurosis and psychosis, the suicidal client, and the chemically dependent client. The use of therapeutic communication will be stressed.

- <u>MATERNAL AND CHILD NURSING</u>

The core material presented in this course is basically in a chronological order, allowing the student to develop a strong understanding of the interrelationships involved in the family unit from time of conception through prenatal, antepartum and postpartum care. Clinical experience will be afforded in caring for mothers and newborn infants in normal and stable situations. Clinical rotations will also provide a clinical experience in labor and delivery and in the care of selected patients with complications of pregnancy and delivery. Emphasis is placed upon normal nutrition and the importance of adequate nutrition during pregnancy, lactation and different periods of growth and development in the infant. Diet therapy relative to the complications of

15

pregnancy will be presented. Considerations will be given to the socioeconomic, cultural and developmental factors influencing dietary patterns. Emphasis will be upon the therapeutic uses and effects of commonly used drugs during the course of pregnancy. The nursing implications of the drugs will be stressed.

- PEDIATRIC NURSING

This course will provide the student an opportunity to identify the pediatric patient as being intrinsically a member of a family unit. In the pediatric nursing rotation, the principles and concepts of nursing care are adapted to the care of the child and a developmental approach is utilized. The growth and development of the child is studied, along with specific diseases and disorders affecting each age group from the neonate to the adolescent.

PROGRAM OBJECTIVES

1. Provide current curriculum, instructional materials, and equipment which teach skills, knowledge, and attitudes suitable to industry needs.

2. Provide a safe health environment which fosters learning and is accessible to all students who can benefit from the program.

3. Provide academic instruction which is supportive of effective learning within the program and enhances professional performance on the job.

4. Provide employability skills which foster work habits and work attitudes that will enable graduates of the program to perform as competent employees.

5. Nurture the aspiration for learning so that graduates will pursue continuing education as a lifelong endeavor.

6. Provide an educational environment which promotes a positive self-image and a sense of personal well-being.

7. Provide an education that encourages the development of good safety habits.

8. Provide admission, educational, and placement services without regard to color, race, creed, national or ethnic origin, religion, age, sex, marital status, handicapping condition, or economic disadvantage.

9. Provide information to the public regarding the program that will facilitate enrollment and recruitment of the students.

10. Promote healthy public relations by way of communicating with business, industry and the public sector.

11. Promote faculty and student communication to enhance student success in the program.

POLICIES AND PROCEDURES

ADMISSION:

Students are required to meet certain qualifications before being accepted into the practical nursing program as follows:

(**Note:** Notification to the school of any change in address is the responsibility of the applicant. If communication is not completed due to an address change, the applicant will be dropped from the waiting list.)

The applicant must:

1. Make application for admission.

2. Submit evidence of high school graduation or GED equivalency.
   The applicant must be eighteen years of age by the time of clinical.

3. Pass the HESI entrance exam with a minimum overall score of 70 in reading and 70 in math, fee ($45.00) is charged for this exam. Test scores are good for two years.

4. Submit 3 references for review, (preferably a work reference).

5. Participate in a General Information Session (GIS) and Interview with Director of Nursing Program.

6. Furnish additional documents to include background check, proof of immunizations (5), CPR Certification (BLS form American Heart Association) and a physical examination performed by a licensed physician prior to entering the program (within 2 months). A ten panel drug screen is required prior to clinical rotation and will be done randomly at the discretion of the Nursing Coordinator.

7. Report for enrollment upon notification of acceptance.

8. Applicants completing the above requirements are enrolled on a
   "First come first serve," basis.

A Practical Nursing Advisory Committee may review all applications for admission to the Practical Nursing Program and recommend qualified applicants for acceptance.

Class size is limited by clinical and classroom space and faculty availability. Applicants will be notified by letter or posting on the website whether they are accepted into the Nursing Program. Applicants not accepted for the class for which they applied may be considered for a later class.

ATTENDANCE

The nature of the Practical Nursing Program at the Tennessee College of Applied Technology of Crossville is such that it is necessary for every student to attend regularly in order to be successful. Excessive absences may have an adverse effect on student progress. ***Students are expected to call their instructor and report their absences on the day it occurs. Failure to report an absence by the end of the third consecutive day of absence will result in termination from class***. Students can be officially dropped from the program if more than forty-two (42) hours are missed or if seven (7) tardies are obtained <u>during any trimester for full time students or part-time students</u>. Full-times students who miss over twenty-four (24) hours during a trimester will be sent to Student Services for counseling. After being tardy three (5) times, an instructor will counsel a student. After five (6) tardies, a student will be sent to Student Services for counseling and documented probation. Seven (7) occurrences of tardiness will be referred to as a visit to the President, per policy No. 2.03.01.05. Three consecutive days of no call no show will result in dismissal from the program.

REPORTING ABSENCES/TARDIES

➢ Students must account for all absences and tardiness. All absences and tardiness are recorded on the school records. Please see hour's breakdown.

➢ A student is considered tardy if not in the classroom at the designated time for class to start. The hours missed due to tardiness or leaving early will be included in the total accumulation of missed time.

➢ **Students must notify a member of the Practical Nursing staff on the day they are absent; do not ask another student to notify a staff member for you**. If training is in the classroom, call the school and speak to the instructor or leave a voice mail message **before class begins**. If training is at a clinical facility, the nursing instructor must be contacted by 6:00 a.m.; likewise, if the training is a field site the student is to call that facility as well. The student is also to call the school and leave a voice mail message for the instructor who enters your attendance.

➢ When a student returns to school following an absence, he/she should report to the instructor and complete the necessary absence report. Due to the nature of the Practical Nursing Program, instructional content missed may only be made up at the discretion of the instructor.

➢ The absence report will be kept as a part of the student's record, along with progress reports, clinical evaluations, etcetera.

➢ False information pertaining to reasons for absences can be grounds for dismissal. Readmission to the program must be made through the TCAT-Crossville President and Nursing Coordinator. Leaving school without authorization will be grounds for suspension/dismissal. Inform instructor as to why and when you plan to leave. Complete the absence form.

ABSENCE

The following is a proration of time deducted according to the amount of time missed.

.25 Hours = 1-15 minutes missed
.50 Hours = 16-30 minutes missed
.75 Hours = 31-45 minutes missed
1.0 Hours = 46-60minutes missed

MAKE UP AND MISSED EXAMINATIONS

Students who are absent on the day of an examination will be expected to take the examination on the next day of school at the instructor's discretion before/after class. **The maximum score of a make-up examination is 85%. If the student does not arrive on time for their make-up examination, they will receive a "zero" for that examination.** If the next day of school is on a clinical day, arrangements must be made with the instructor by the student as to when the examination will be made up. The make-up examination may or may not be a different examination such as a "fill in the blank or essay". It is the responsibility of the student to contact the PN Instructor to arrange taking the make-up and missed examinations/presentations/ and etc.

Attendance and punctuality in both the classroom and clinical settings are noted on student evaluations. This information may be submitted to potential employers who may check for references after the student completes the program.

POLICY & PROCEDURE FOR STUDENT ABSENCE/ILLNESS in CLINICAL AREA

It is of the utmost importance that students be present for all clinical days that they are scheduled. Clinical experience prepares the student not only to pass the State Board examination, but also provides the hands on experience to be a competent nurse. Students should not be absent from clinical experiences unless it is absolutely necessary. If the required TBON clinical hours are not met, a student may be required to pay for and complete additional clinical rotations prior to receiving a diploma of competition from the Practical Nursing Program. No exceptions will be made to this policy. Time must be made up in the current trimester to qualify to advance to the next trimester. Certain Title IX laws apply to particular student groups.

CLINICAL ABSENTEEISM

Please make every attempt to be present in clinical. Make appointments in the late afternoon. You should have a plan A and a plan B for transportation to the clinical site, child care, and etc. Due to the strict attendance requirement you are to complete 92% of each clinical rotation. Due to the amount of study time required for this PN program, employment during these 12 months is not recommended for PN Day students. However, part-time students must consider their working hours carefully; as this program was designed for the working student. Each student will have to evaluate their work schedules and classroom schedules in order to maintain at least an 80% to continue on to the next course in the program.

ILLNESS:

When a student is scheduled for clinical activities and has a temperature or any communicable disease (ex: pink eye, open lesions, herpes zoster, etc.), he/she will not be allowed to attend clinical and is encouraged to see their family physician to ensure they are safe to return to school. Students who present themselves at clinical with these conditions endanger the well-being of their clients, peers, faculty, and staff and will be considered in violation of the "AT RISK" policy.

==REQUIRED==: If the student has been absent for a serious illness or if the student's health has changed since the first Physical due upon entrance into the Practical Nursing Program or if a student is required to begin taking any therapeutic medications (i.e. psychotropics, pain medications, or mood altering medications), the Nursing Coordinator and Nursing Instructors must be notified. The student must present a written statement from his/her physician before returning to class or clinical regarding the drug effects. Remember it is the clinical affiliations who decides who may attend their facilities, not TCAT. Students will be instructed to have a medical release from their practitioner in order to return to class or clinical or a new physical stating that the student is without restrictions/limitations to complete the program.

CALL IN:

The student is responsible to call in by 6:00 a.m. if they are going to be tardy or absent in clinical that day. The student should ensure they contact the clinical site in a timely manner and the instructor who keeps the attendance role at TCAT- Crossville via voice mail 931-484-7502. Failure to follow this procedure will result in up to 2 to10 points deducted from worker characteristics/work ethics grade. **STUDENTS ARE RESPONSIBLE TO CALL IN FOR THEIR OWN ABSENCES!!!**

FACILITY AGREEMENTS:

The Tennessee College of Applied Technology has a contractual agreement with local health care agencies or facilities to provide clinical experiences for Practical Nursing students. The student shall conform to and be subject to all policies of the clinical agency for its regular employees, unless such policies are contrary to the terms of the contract.

POLICIES OF COOPERATING AGENCIES

The student shall conform to and be subject to all policies of the clinical training agency. Students will receive an orientation to clinical agencies and complete orientation packets.

INCLEMENT WEATHER AND SCHOOL CLOSURE

It is the philosophy of the Tennessee College of Applied Technology Crossville that students are being prepared for the workplace. For this reason, the school normally do not close because of inclement weather even though public schools may be canceled.

We recognize that inclement weather, especially winter ice and snow; occasionally make it difficult for students to attend school and clinical. The practical nursing attendance policy allows the student a maximum of forty-two hours absence and a maximum of seven tardiness per trimester.

In the event of snow, ice or other severe weather conditions, students should use their own judgment in deciding whether to travel to school. When weather conditions are severe, information regarding school closing will be available at www.wbir.com; and on local radio stations FM 99.3 and 102.5. Also check television station WBIR-TV, Channel 10 out of Knoxville and WSMV Channel 4 out of Nashville. TCAT- Crossville uses SchoolCast and our website to inform the students of school closures or delayed start time via their email, phone, and text.

LIABILITY INSURANCE

It is mandatory for all students to purchase malpractice insurance prior to entering clinical facilities. We currently use insurance coverage from Marsh U.S. Consumer. Students will pay a fee for malpractice insurance approximately four (4) weeks prior to the start of clinical. This fee will be paid at the Business Office. **This liability insurance is for malpractice, it does not serve as an insurance to cover the student with any injury that might occur during clinical**. **Students are encouraged to carry their own health insurance policy**.

 All students enrolling in TCATC are required to complete a Medical Information form. This information will be needed if a student becomes seriously ill or involved in an accident on the campus or training work site. Adherence to sound safety practices should prevent accidents. However, in the event of an accident or in the event a student becomes seriously ill, the school staff will assist in making arrangements for the student's transportation to a hospital or physician. Appropriate persons or family members (as provided on the student's Medical Information form) will be contacted to inform them of the student's situation and/or to request assistance if it is recommended that the student should be sent home or to a health care provider. **Students are responsible for any medical expenses incurred.** In cases of minor accidents, first aid is available in the training area.

We do not have a TBR sponsored plan for our domestic students this year or a specific TCAT Accident Plan, due to market constraints. However, our broker AON has prepared a website for students where they can compare various health care exchange and marketplace options.
The website address is: is www.TBRstudentHIX.com
Note that for the TCAT Accident Plan, the student may either select an Accident specific plan under the Optional Coverages or there are some student health insurance plans that include an accident provision. Students should be encouraged to shop both ways to see what rates/coverages work best for their individual circumstances

EVALUATION CRITERIA

<u>GRADING SYSTEM</u> – The grading system will be:

A = 90-100
B = 80-89   F = Below 80 = Unsatisfactory

The above grading system and the course syllabus will apply to daily work performances, such as curriculum quizzes, reports, tests, assignments; and the results of theory and clinical evaluations, which are completed by the instructors. Also, the successful completion of a course is determined by the character of the student; attitude; professional appearance. Evaluations may be written, oral, and/or practical.

Consideration for the health and comfort of the patient shall be the primary concern of all students and shall be criteria for continuation in the program.

Students will be evaluated each trimester and when deemed necessary. The student will receive written notification of unsatisfactory performance. If deemed necessary, the student will be placed on probation for a period of time determined by the instructor, coordinator and/or president. If satisfactory progress is not made within the probation period, the student will be **dropped** from the program. All situations will be evaluated on an individual basis.

Students must maintain an overall theory grade point average of 80 and greater in each course of instruction to successfully complete the program. **Theory and clinical grades are averaged together.**

Students must meet the attendance and dress requirements of his/her area of training. These acquirements are evaluated in work ethic and workers characteristics process.

Clinical performance will be evaluated by receiving a grade for clinical performance for each clinical rotation. All rotations are averaged to form final clinical grade. Misconduct determined by your clinical instructor may result in request to leave clinical area and subsequently losing clinical hours or failing of clinical rotation.

- ➤ Basic knowledge of skills; application of knowledge; ability to function as a team player; attitude; nurse/patient relationship; flexibility; initiative; personal appearance; safety; reliability; and attendance.
- ➤ Pass – Student met the behavioral expectations of the clinical area with moderate guidance and a clinical grade average of 80.
- ➤ Fail –Student was unable to perform at the expected level. The student did not exhibit improvement after much guidance. The student did not meet the behavioral objectives of the course, did not consistently carry out the expected nursing activities, and needed excessive guidance and instruction. Those students receiving a clinical failure will have to repeat the clinical hours or be dismissed from the program.

Challenging the Nurse Aid Examination

At the end of the first trimester of the twelve -month Practical Nursing Day Program and at the end of the second trimester sixteen- month Practical Nursing
Modified Program; if desired, a student may challenge the Nurse Aid Examination when the fundamental nursing skills and geriatrics portion of the curriculum has been completed, along with at least sixty hours of clinical, which includes a concentration in geriatric nursing. The student must submit a transcript from the school to verify their education along with the appropriate application from Diversified Technologies (D&S). Also, applications may be obtained from:

TN Department of Health   OR: D&S toll free: (877)201-0758
Nurse Aide Programs   Website: www.mdmaster.com
227 French Landing, Suite 300
Heritage Place Metro Center
Nashville, TN   37243

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CONDUCT POLICIES

Practical Nursing students are expected to conduct themselves as law-abiding and in an adult manner as members of the community at all times. The PN Program has implemented a civility training and student PN honor code (* see handbook addendum). Patient care setting is considered confidential information and should not be revealed or discussed, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Patient records,

as well as personnel records, are protected documents and are never revealed without due process. Individual or organizational misconduct, which is subject to disciplinary sanctions, probation, or dismissal shall include but not be limited to the following examples:

1. Conduct that is dangerous or hazardous to another person's health, safety, or personal well-being, including physical abuse or immediate threat of abuse.

2. Disorderly conduct, including behavior that is abusive, obscene, rude, indecent, violent, disorderly, argumentative, or inappropriate for the classroom or affiliating agency.

3. Misuse of or damage to personal property of the school, affiliating agencies, instructor/teachers, patients, and their families.

4. Giving of false information or withholding necessary information in student admission, enrollment, or status in the institution.

5. Any unauthorized or illegal possession of or use of firearms or lethal weapons of any kind.

6. The unlawful possession, use, or sale of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogen, or marijuana).

7. Under the influence of, or in possession of, or the consumption of alcoholic beverages on school grounds, in clinical agencies, or while acting in the capacity of the Practical Nursing student.

8. Gambling resulting in legal incarceration.

9. Failure to meet financial responsibility to the institution promptly including, but not limited to, passing of worthless checks or money orders in payment of financial obligations to the institution.

10. Failure to cooperate with or violation of the school's or affiliating agency's policies.

11. Violation of state or federal laws or regulations prescribing conduct or established offenses.

12. Failure to cooperate with the school, affiliating agencies, supervisors and/or instructors.

13. Plagiarism, cheating, inability and/or gross or repeated negligence in performance of assigned clinical duties.

14. Altering, falsifying, or making a willful misstatement of facts on any patient's medical record or chart.

15. Leaving the school's premises or affiliating agency without notifying the instructor or clinical supervisor. The student may be dismissed from the program.

16. Tardiness or absences beyond the approved number as stipulated in the attendance policies.

17. Receiving personal visitors in the classroom or clinical facility except in an emergency or prior approval of the instructor.

CLASS RULES

1. It is the responsibility of the student to attend all scheduled classes, laboratory sessions, and conferences.

2. Students should be punctual, including returning from break and lunch.

3. Children are not allowed in the classroom.

4. Public and/or personal phones must be used for personal business in all situations. Students should use phones during their break and lunch time only, except in the event of an emergency. Classes will not be interrupted for phone calls for students unless it is an emergency. Please instruct your family not to call unless it is a true emergency. Cell Phones are not allowed in the classroom.

5. **The use of pagers or cellular phones by students is not permitted during class or clinical time. This includes texting too. Tape recorders may only be used with permission of the instructor. Students may NOT record on their cell phones. Instructors allowing students to record their classroom lecture will assume all responsibility and consequences of breach of confidentiality and the misuse of class recordings. Students are responsible for what they record and the liability of recording a class.**

6. Examinations may NOT be removed from the classroom/computer lab, nor may questions from examinations be copied via cell phones. Failure to comply with this directive may result in dismissal from the program. **No phones, I-pads, or cameras are allowed in the computer lab at TCAT Crossville. No food or drink in the**

computer lab. In the classroom drinks must have a top on them. Facility lockers may be utilized for snacks and lunch storage. We do have a refrigerator and microwave at the school of nursing for students to use.

7. Please respect fellow students, special speakers, and instructors. Rude and loud behaviors are a disruption to the classroom and will not be tolerated. Civility training guidelines and the Student Honor Code is to be followed throughout the year in all situations.

8. Learning is an active process. Sometimes this involves class discussion. Please respect your fellow students and the instructor, and allow others to speak with the same attentiveness that you expect.

9. Please keep our classrooms clean. Do your part to keep the classroom and lab area clean. **Students will have cleaning duties assigned in the classroom and are required to participate in maintaining a clean environment.**

10. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE IN THE INSTRUCTOR'S/COORDINATOR'S OFFICE**, unless the instructor and/or coordinator is in their office and has invited you in, or you have been given the permission to get something for the class.

11. Cheating and other forms of academic dishonesty are prohibited and students guilty of such are immediately responsible to the instructor. In addition to other disciplinary sanctions (see Student PN Honor Code), the instructor has the authority to assign an unsatisfactory grade for the exercise or examination or to assign a failure in the course. The use of "smart pens" or similar devices is prohibited in the classroom. Having cell phones out during a test is not allowed. Non-adherence will be reflected in the worker's characteristics evaluation. No cell phones in computer lab and no cell phones out of backpacks in classroom.

12. Student expenses include trimester maintenance fees, technology access fee, textbooks, workbooks, printing and copying assignments, some tools and safety equipment, uniforms as required, paper, pencils and pens, and reviews.

13. Many assignment may be emailed to the PN Instructor per their direction. Failure to have the required items at the proper time will be reflected in the workers characteristics grade and may result in being terminated from the class.

DISMISSALS/SUSPENSIONS

A. Dismissal/suspensions may occur, depending on the following violations:

1. Evidence of previous conference(s) or probationary periods with instructor(s) and other involved parties, if appropriate.

2. Continuing problem after a written statement including an explanation of the specific problem(s), methods for correction, and time allowed for correction.

3. A documented follow-up conference determining if progress has or has not occurred.

B. The student is subject to dismissal on the following grounds:

1. Failure to meet minimum grading scale.

2. Exceeding the maximum number of hours of absence allowed.

3. Jeopardizing physical safety or harm to a patient.

C. The student is subject to suspension and/or dismissal for the following:

1. Unsatisfactory clinical performance (which includes doing a procedure without supervision, failure to adhere to rules of the clinical agency, or failure to turn in or complete clinical assignments).

2. Failure to comply with the codes of ethics and standards for continuation in the program leading to graduation. (Codes of ethics refer to the different codes of conduct, dress, dismissal codes, standards, etc., set forth in the Student Handbook of Practical Nursing.

3. Failure to obtain a current CPR card (Course C Healthcare Provider, Adult, Child and Infant) prior to the start of and during clinical rotations.

4. Breech of patient confidentiality.

5. Use of cell phone where prohibited.

6. Dishonesty, cheating.

C. Unprofessional Conduct, as identified in Chapter 1000-1-.11 (21), Rules, Regulations of Registered Nurses and Licensed Practical Nurses may result in dismissal. Defined as, but not limited to:

1. Being under the influence of alcoholic beverages, or under the influence of drugs, which impair judgment while on duty in any health care facility, school, institution, or other work place.

2. The use of any intoxicating beverage or the illegal use of any narcotic or dangerous drug while on duty in any health care facility, school, institution, or other work place.

3. Unauthorized use of or removal of narcotics, drugs, supplies, or equipment from any health care facility, school, institution, or other work place.

4. Intentionally or negligently causing physical or emotional injury to a patient, visitor, or co-worker, fellow student, or instructor.

5. Abandoning or neglecting a patient requiring nursing care, (unsafe performance).

6. Discriminating in the rendering of nursing services as it relates to age, race, sex, religion, national origin, or condition of patient.

7. Crime conviction may result in dismissal.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF CLINICAL

Successful clinical performance is required to complete the Practical Nursing Program. Students must successfully complete the preceding term clinically to continue to the next term. Evaluations are done at the end of the term or when deemed necessary by the instructor.

1. Satisfactory completion of skills lab.

2. Satisfactory clinical performance.

3. Satisfactory completion of clinical objectives.

4. Completion of state required number of clinical hours (TN Board of Nursing Ruling 1000-2-.09)

MEDICATION ERRORS IN CLINICAL

Definition of Medication Error:

    A. Violation of the Six Rights during preparation and/or administration of the medication.

        1. Patient
        2. Drug
        3. Time – 30 minutes or as designated by facility prior to or after scheduled time
        4. Dosage
        5. Route
        6. Documentation

    B. Omission of a scheduled medication.

    C. Medication given without the instructor's approval at any time during the program

Medication errors are cumulative during the program. **Repeated medication errors will result in disciplinary action.**

RATIONAL: The administration of medicine is critical to the welfare of the patients; therefore, a separate record is needed in case of repeated errors. Students must learn early the necessity for accuracy in medications. When a medication error is committed, the clinical agency requires a special form to be executed and filed with the patient's record. We require the error be documented on counseling/probation form and kept in the student's file.

Disciplinary action will occur if medication error/errors occur from verbal warning up to and including termination from the nursing program depending on the severity of the error.

The student may appeal at any time.

"AT RISK" POLICY

The student must not threaten the physical and/or psychological wellbeing of a patient, another student, or faculty by his/her performance in the clinical area. If this occurs at any time, the student is in danger of failing the nursing program.

Students are held accountable for any real or potential threat to the patient on every skill previously taught. If the instructor prevents an error, the **<u>student is still at fault.</u>**

Any student that is deemed "at risk" will be given a written warning that will remain in their file for the duration of attendance. When a student receives a total of 3 warnings, the student will be terminated from the program. At any time that the instructor and PN director feels that the offense is greater than a warning, a student may be dismissed from the program. At risk behavior include but are not limited to:

1. Principles learned previously are violated.
2. Inappropriate verbal or non-verbal behavior in the presence of the patient, family, clinical staff, students, faculty, visitors.
3. Inadequate preparation for clinical assignment.
4. Side rails left down on non-ambulatory or sedated patients.
5. Lack of provision for means of communication for a patient.
6. Neglecting to wash hands before and after nursing procedures.
7. Demonstrate lack of progress in performing.
8. Criticizing a patient, clinical site/employees, student or faculty.
9. Communicating negative value judgments to a patient.
10. No provision for privacy.
11. Demonstrating incompetence/lack of preparation in patient's presence.
12. Incomplete or 'Late' homework assignments in Theory or Clinical.
13. Poor academic performance: Inability to score>80 on three examinations in a course.
14. Administration of ANY solution: medication or flush to ANY IV! Includes the hanging of any fluids as well.
15. Any violation or non-compliance with classroom expectations.
16. Violation of any school or Practical nursing policy as defined by TCATA or PN handbooks.
17. Violation of any rules/policy/expectation as defined by a course syllabus or clinical syllabus.

Student signature _____

Director/instructor _____

PROCEDURE:

1. "At Risk" behavior(s) will be documented on the student's clinical evaluation tool. This will include all pertinent information stated concisely related to the occurrence, and the behavior(s) will be precisely and specifically identified by the clinical staff if in observation area or clinical instructor.

2. If the instructor is in doubt or if there are extenuating circumstances, the instructor will meet with the PN Director and one other faculty member to make a decision about an "at risk" behavior.

3. A student/instructor conference will be held after the "at risk" behavior has been documented to review the behavior, make recommendations, and obtain the student's comments and signature.

4. When "AT RISK" behaviors have been documented, the following may be instituted.

    a) The student will be counseled by PN Director and instructor regarding termination from the currently enrolled nursing program.
    b) The student may appeal.

LIBRARY/RESOURCES

A library containing resource and reference material is available for student use. All materials must be signed out at all times. Misuse of materials will be handled on an individual basis by the faculty. Students can also use local libraries as well as libraries at each of the clinical facilities.

CLASSROOM DRESS CODE

Neat, clean scrub uniforms will be worn Monday-Thursday. In class students may wear any pattern or color of scrub uniform. Student may also wear t-shirt or sweatshirt (appropriate for class) and scrub bottoms.
Leather or canvas tennis shoe will be allowed in the classroom. Sandals are also permissible in the classroom but not thong flip flops.
Hair is to be worn neat, clean, and no extreme hair fashions or color. No extreme hair ornaments are allowed.

CLINICAL DRESS CODE

- Two scrub uniforms, laboratory coat, and white or black leather shoes, or approved tennis shoes, clean, wrinkle-free (Ironed), are required in clinical setting. It is the student's responsibility when using financial aid programs to help purchase supplies for the nursing program, the student should make provisions with their provider. Uniforms should be purchased approximately one month prior to clinical rotation and an outside vendor will be available for purchase which includes patches and embroidery. Watch with sweep second hand (white leather band or plastic band preferred).
- If uniform becomes tight with weight gain, a new uniform must be purchased. (Remember to wear appropriate undergarments). White undershirts are permitted.
- Hemlines on pants should not touch the floor when the individual is standing.
- White hose or socks with scrubs, white hose with dress.
- White or black shoes and shoelaces must always be clean.
- You must wear a picture ID, student name tag while in clinical.
- Only the following jewelry may be worn: Wedding band, (small) single pair of stud earrings.
- One pair of stud earrings of gold, pearl, diamond, silver. No bright colors or large

earrings. Earrings may only be worn in the bottom hole.

- No jewelry allowed in any other visible body piercing. In other words, no nose, eyebrow, lip, chin, or tongue jewelry. Clear spacers may be worn.
- Medical alert identification may be worn if applicable.
- Hair and/or mustache/beard must be clean, neat, well kept, men should be clean shaved if no beard. Hair for both men and women must be kept out of eyes, pulled back out of face and off the collar if too short to pull back in bun. Hair styles/color and jewelry should reflect principles of asepsis and safety.
- No perfume, colognes, after-shaves, or perfumed lotions.
- No smoking or use of any tobacco products while in uniform prior to start of clinical day or during clinical day. Uniform clothing must be fresh without the odor of smoke.
- No chewing gum.
- No acrylic nails allowed. Nails are to be clean and short at the discretion of the clinical instructor/coordinator of practical nursing. Clear nail polish is acceptable only without chips in polish.
- No visible tattoos. Tattoos are to be covered at all times in clinical areas.
- Students are expected to change out of school uniform before going out socially.
- No cell phones are permitted in any clinical areas' regardless of if they are on your person or not. CELL PHONES ARE NOT ALLOWED IN CLINICAL AREA!! LEAVE THEM IN YOUR CAR!!!
- Good personal hygiene and good grooming are very important in every area of the organization.
- Any instructor may excuse a student from the clinical area if his/her personal appearance does not meet the appropriate dress code. The student may make appropriate corrections and return. The absence will be considered in the same manner as a tardy.
- IF DRESS CODE IS NOT ADHERED TO AFTER ONE WARNING, IT WILL BE REFLECTED ON THE STUDENT'S EVALUATION-WORKER CHARACTERISTIC GRADE, AT RISK WRITE UP, OR DISMISSAL FROM CLINICAL AREA RESULTING IN MISSED CLINICAL HOURS OR FAILURE OF ROTATION

Student signature _____

Director/instructor _____

PRACTICAL NURSING DRESS CODE

EMERGENCY HEALTH CARE POLICY

First aid and supportive treatment will be provided in the event of an accidental injury or sudden illness while in the clinical facility. **However, it will be the expense of the student to provide any follow up labs or medications. Each student is responsible for his/her medical expenses for services rendered**.

CDC GUIDELINES

So far, no one has reported AIDS transmission to a health care worker during patient care, and the CDC doesn't recommend routine HIV testing for health care workers who care for AIDS patients. Nevertheless, to minimize risks, you should take some precautions during any procedure that might bring you in contact with the patient's body fluids. Follow these guidelines based on CDC recommendations.

Initiate blood and body fluid precautions, according to hospital policy.

Wash your hands before and after contact with the patient or any soiled items.

Don't handle patient care equipment or assist with invasive procedures if you have any open sores or irritated skin on your hands.

Wear gloves when touching the patient's mucous membranes or broken skin. Remove the gloves and dispose of them before touching any other patient or equipment. If you tear your gloves (For example, if a needle punctures the glove) change the glove and remove the offending instrument from the sterile field.
Wear a mask and gown for any procedure that might involve splashing blood or secretions – for example, suctioning.

Dispose of needles in a puncture-proof container immediately after use. Don't bend, cut, recap, or break needles before disposal.

Label laboratory specimens BLOOD AND BODY FLUID PRECAUTIONS. Place them in appropriate plastic bags for transport (according to hospital policy).

Clean blood and other body fluid spills with a 1:10 solution of sodium hypochlorite 5.25% (household bleach).

If you assist an AIDS patient during childbirth, handle the infant with gloves, until amniotic fluid has been removed from his/her skin.

STUDENT EXPOSURE CONTROL POLICY

The student will have completed blood and body fluid and hazardous waste training prior to entering the clinical setting. Students will have been taught policies and procedures concerning personal protective equipment and the proper use of these items. While working in the clinical area it is possible to become exposed to blood or other body fluids. In the event an occurrence was to happen, the student should adhere to the following procedure:

1. **First Aid Immediately** – Wash site with soap and water, follow with alcohol or other disinfectant and apply sterile dressing. If exposed area were to be an eye or other mucus membrane then water would be sufficient.

2. **Notify Immediately Your Clinical Instructor, Supervisor, or Nurse** of the occurrence and then inform the Nursing Coordinator at the TCAT Crossville Nursing Program.

3. **Complete the Employee Occurrence Report (EOR)** – Have the clinical instructor, supervisor, or nurse assist you and sign the report.

4. **Document the source's Medical Record Number** on the Employee Occurrence Report.

5. **Notify the "Nursing House Supervisor"** for the order of "Needle Stick Panel" to be written on the patient's chart, and notify the Laboratory.

6. It is the student's responsibility to take care of the cost's related to the incident.

ALL REPORTING OF OCCURRENCES MUST BE DONE IMMEDIATELY.

STUDENT PREGNANCY

In the event of pregnancy, the student must have verification from an authorized health care provider stating eligibility to continue in the program. This statement shall indicate whether or not the student can safely perform all duties necessary for her training program without limitations or danger to her

personal health or that of the patient. This form must be returned to the PN Coordinator as soon as possible.

PROMOTION AND GRADUATION

Students will be evaluated on a continuing basis. The student must complete each course of instruction with a grade of eighty percent (80%) in all the following subjects:

1.   Anatomy and Physiology
2.   Nursing Principles and Skills
3.   Medical-Surgical Nursing I, II,
4.   Basic Pharmacology & Medication Administration
5.   Pharmacology I, II,
6.   Geriatrics
7.   Obstetrics
8.   Pediatrics
9.   Nutrition & Diet Therapy
10.   Vocational Relationships and Advance Vocational Relationships
11.   Mental Health
       Clinical – Pass is the grade of 80 or above

Graduation shall depend upon satisfactory completion of total requirements of the program. Students will not be allowed to participate in capping/pinning ceremony with a failing grade in any area.
Eligibility for writing the State Board Examination will require completing forms before graduation. Also, as of June 1, 2006, the Tennessee Board of Nursing requires having a criminal background prior to applying for state board exam. Also, a new requirement is proving citizenship; most students present a copy of their Tennessee driver's license or a passport.

Guidelines for Curriculum-Wide Success Plan: Using Assessment Technologies Institute

What is ATI?
      a. Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-PN success.
      b. The comprehensive program offers multiple assessment and remediation activities. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
      c. Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.

      d. ATI information and orientation resources can be accessed from the student home page. **It is highly recommended that students spend time navigating through these orientation materials.**

ATI provides the following resources for students:

Modular Study:

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:
ATI offers unique Tutorials that teach nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions.
1. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. Nurse Logic is comprised of 4 modules that provide a power percent presentation followed by a quiz to assist students become better readers, test takers, and clinical decision makers. These modules include the following:
   - Knowledge and Clinical Judgment
   - Nursing Concepts
   - Priority-Setting Frameworks
   - Testing and Remediation

   Students may be required to successfully complete Nurse Logic as a course assignment while enrolled in the Nursing program.
2. Students will complete **Learning Systems Quizzes** found under Tutorials Tab prior to taking Practice Assessment.
3. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.
4. **Achieve and Skills Modules, Civility Mentor** are suite of tutorials and interactive simulation products that will enhance students' knowledge, skills, and attitudes in regard to the professional skills of communication, leadership, professionalism, informatics/technology, and wellness/self-care.

Skills:
1. Students will use ATI skills modules in every semester of the nursing curriculum.
2. Students are responsible for submitting ATI Skill Module documentation to course faculty as assigned.
   o The CON requires post-test score of 90% or higher.
   o Students may take the post-test as many times as needed to achieve the minimum 90% score.

Assessments (Content Mastery Assessments and PN Comprehensive Predictor):
Standardized Assessments help students to identify current knowledge of content as well as areas requiring active learning/remediation.

There are two types of assessments students are required to successfully complete through the Nursing program. These include the following:
1. Content Mastery Assessments (CMAs)
2. PN Comprehensive Predictor

Each Assessment identified above (CMAs and PN Comprehensive Predictor) has **practice assessments.** available that may be scheduled during courses.

  e. Practice Assessments are developed from the same test plan as the Content Mastery Assessments and the PN Comprehensive Predictor.
  f. Students take the practice assessments to identify strengths and weaknesses.

A successful score on Content Mastery Assessment (CMA) is a proficiency score of Level 2 or greater.

A successful score on the PN Comprehensive Predictor is considered as 92% or greater Passing Predictability.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review.

The student can remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates. **Students are encouraged to use course notes and texts to complete remediation.**

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

ATI Products for Students:

These products may assist you as you prepare for classroom exams and ATI CMA's. Some may be assigned in your courses. You are free to use these products to benefit you.

Learn Tab

Achieve is an interactive tutorial with multimedia that supports student success in study skills, test taking, and learning styles and strategy preferences. The tutorial contains five modules that offer evidence–based recommendations to aid nursing students **at all levels** in enhancing their experience as learners and test takers. The tutorial contains detailed information to aid TCATN students in their unique challenges. Achieve includes in-depth information to prepare students for success in completing their clinical experiences. Includes the following 5 modules:

1. Test-Taking Skills
2. Study Skills

3.   Classroom Skills
4.   Preparing for Clinical Experiences
5.   Challenges for ESL Students

Nurse Logic is an interactive, media-rich, online tutorial designed to introduce students to the new ATI Helix of Success. This model illustrates how knowledge and clinical judgment, supported by concepts derived from the QSEN Competencies and the Institute of Medicine (IOM) recommendations for nursing education, can prepare the student for academic and NCLEX® success. This robust and interactive tutorial introduces nursing students to core concepts relevant to nursing practice, arms students with study and test taking skills, and introduces them to the NCLEX examination process. Faculty and students both will benefit from a wide array of case studies, applied learning examples, and learning resources that support student success throughout the curriculum. The depth and breadth of the content will provide beginning and advanced students valuable information they can use in classroom and clinical settings. **Modules listed below can be completed at beginner level Semesters 1-2 and advanced levels Semesters 3-5:**

1.   Knowledge and Clinical Judgment
2.   Nursing Concepts
3.   Priority Setting Frameworks
4.   Testing and Remediation

Pharmacology Made Easy is an interactive, media-rich online tutorial designed to help students learn about pharmacology and drugs given in practice. The tutorial contains 12 modules with about 200 prototype drugs addressed. Each module focuses on drugs that relate to a body system and contains detailed drug information related to the drugs' use in the management of alterations in health. **This product is ideal for study during Pharmacology and with each didactic course where drugs are tested. Includes a great review of anatomy and physiology.**

Learning System PN provides practice in content-specific areas, which allows students to identify their strengths and focus efforts on their areas of need. Faculty can identify which areas to direct students' attention to for remediation using ATI practice assessments and tutorials. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System 3.0, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category specific comprehension in an adaptive quizzing environment.

Students can make dynamic quizzes that are adaptive. Students select topic areas, the level of difficulty, the time for each item, and the number of items in each quiz. Built in Quizzes include:
1.   Communication
2.   Community Health
3.   Fundamentals 1
4.   Fundamentals 2
5.   Maternal Newborn 1
6.   Maternal Newborn 2 7.
7.   Med Surge Cardio & Hemat.
8.   Med surg. Dermatological
9.   Med Surg. Musculoskeletal

10.   Med Surg. Neurosensory.
11.   Med Surg. Renal & Urine
12.   Med Surg. Endocrine
13.   Med Surg. Oncology
14.   Med Surg. Respiratory
15.   Med Surg. Gastrointestinal
16.   Med Surg. Immune & Infect.
17.   Mental Health 1
18.   Mental Health 2
19.   Nursing Care of Children 1
20.   Nursing Care of Children 2
21.   Gerontology
22.   Leadership
23.   Pharmacology
24.   Targeted Medical Surgical tests

Each 30-item Targeted Medical Surgical test offers an assessment of the student's basic comprehension and mastery of adult medical surgical nursing principles. ATI Nursing identified content for these assessments based on the 2016 NCLEX-RN® test plan, topics in primary references, and collaboration with multiple nursing programs across the U.S. The assessments are only available online, include rationales, and cover the following content areas:

- Cardiovascular
- Endocrine
- Fluid, Electrolyte, and Acid-Base
- Gastrointestinal
- Immune
- Neurosensory and Musculoskeletal
- Perioperative
- Renal and Urinary
- Respiratory

ATI is used daily in the classroom and each syllabus is designed to incorporate lectures with online videos, interactive assignments, and quizzing. Each student will have access to all ATI products and each course will include its own syllabus provided by the instructor. At the end of the program, students will be required to take the ATI predictor exam. Students must pass predictor with a 72% predictability to sit for NCLEX. If a student does not pass with two attempts, the completion of online VATI program must be done to earn a "green light" and up to 3 more chances at passing the predictor.

Student signature: _____

Virtual ATI Review (VATI)

The Virtual-ATI NCLEX review is an innovative, online partnership that provides a 12-week access to interactive online review resources to prepare nursing graduates for NCLEX success. The review is guided by a Master's- prepared ATI nurse educator and is individualized to each graduate.

The program directly aligns with the current NCLEX® test plan, and takes place in an online setting that provides access to a variety of on-demand resources including online learning activities, NCLEX test-taking strategies, content-based case studies, concept maps, NCLEX subscale-specific quiz questions, and alternate item format quiz questions that are all accessible by computer and tablet devices. This product is available 1 month prior to graduation and access continues after graduation for a total of 12 weeks. Access to this product may be extended for an additional charge.

Virtual ATI Green Light

- integration of VATI—enroll about 4 weeks ahead of grad date, require completion of modules 1 (orientation), 2 (NCLEX Strategies), 3 (Funds, including remediation), 4 Pharm (including remediation), and 5 Med-Surge (take the assessment but remediation not required). Award appropriate course points for completing VATI to this point by graduation.
- If student meets 92% on the 1st attempt on the ATI Comp Predictor and completes the modules in VATI as described above, their paperwork gets sent to BON as soon as they graduate
- If student meets 92% on the 1st attempt on the ATI Comp Predictor but doesn't complete the modules in VATI as described above, they are required to get the Green Light.
- If student has to take the ATI Comp Predictor a 2nd time to meet the 92%, they have to complete the VATI modules as described above by end of program and they also have to get Green Light.

Purpose of Assignment:

Virtual ATI (VATI) is a 12-week, self-paced NCLEX-PN preparation course that provides content assessments and study plans based on individual-student needs. VATI will begin in the last semester of the program. During this assignment, ATI will identify and assign each student a Virtual ATI Coach, who will provide post-review remediation resources. Once the ATI Coach determines the student is primed to pass NCLEX-PN, the Coach will assign a "green light", thus indicating the probability of passing NCLEX at a 92% or greater.

A student enrolled in Advanced Vocational Relations must complete the Virtual ATI (VATI) and receive the "green light" from the ATI Coach before the Coordinator will submit the student's transcript for confirmation of graduation to the Board of Nursing. Upon receipt of the green light, the student should immediately schedule to take the NCLEX-PN within the following three weeks or as soon as possible. Each student should continue to review VATI materials to keep knowledge fresh and enhance probability of passing.

If the "green light" is not achieved, an Incomplete will be assigned for Advanced Vocational Relations until the "green light" is achieved. The Incomplete grade must be removed prior to the end of the following semester or a grade of "F" will be entered for Advanced Vocational Relations.

ATI PN LIVE Review
In the week before graduation, students attend a 3-day, live review with a nurse educator from ATI. This is a comprehensive review. Attendance at the Live Review is mandatory and associated with Advanced Vocational Relations.

- Note: If a student has taken the predictor 3 times and is not successful, the PN Program Coordinator will counsel and a success plan will be developed for that student. Other resources may be utilized at the judgement of the PN Coordinator.

**Note: The Tennessee College of Applied Technology Crossville Nursing Program is responsible for educating nursing students. The Tennessee State Board of Nursing is responsible for licensing qualified candidates. IF YOU HAVE PLEAD GUILTY OR BEEN CONVICTED OF ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION YOU MAY OR MAY NOT BE LICENSED by the Tennessee State Board of Nursing. Any violations should be discussed with the Program Coordinator well in advance of graduation. Failure to do so may jeopardize your being licensed in the State of Tennessee.

PROCEDURE FOR COMPLAINTS BY STUDENTS AT TENNESSEE COLLEGES OF APPLIED TECHNOLOGY AT CROSSVILLE

The purpose of this guideline is to provide a procedure through which students of the Tennessee College of Applied Technology Crossville may submit a complaint if the student has a concern regarding a situation or condition at the Tennessee College of Applied Technology and the student believes he/she has been treated unfairly or inequitably.

It is the philosophy of the Tennessee College of Applied Technology Crossville that many complaints can be resolved through open and clear communication and should be resolved at the lowest level possible following the chain of command in the Nursing department, utilizing your civility training. Therefore, the student should first discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.

If the concern is not resolved through the above-mentioned process, then the student may appeal to the Practical Nursing Coordinator for resolution of the concern.

If the concern cannot be resolved through informal discussion, the student may file a written complaint with the office of Student Services. The Student Services

The coordinator will meet with the student, investigate the complaint, consult other Tennessee College of Applied Technology Crossville personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome. If the student is not satisfied with how the Student Services Coordinator attempted to resolve the issue, the student may appeal to the Director within five
(5) School days of receipt of the Student Services Coordinator's letter. The Director may discuss the matter with the student and the Student Services Coordinator, and any other personnel he/she feels appropriate. The Director will provide a written decision to the student within five (5) days of receipt of the appeal. The Director's decision will be final.

TRANSFER and ADVANCED PLACEMENT

Prospective students desiring transfer to the Tennessee College of Applied Technology for the Practical Nursing Program at Crossville from another nursing program must make application to the school. The individual will be required to submit an official transcript from their previous institution, a letter of reference from a nursing instructor/coordinator at the previous institution, and/or other documentation as deemed appropriate. The individual must meet the entrance guidelines of the TCAT at Crossville. In addition, the individual may be required to take tests to verify competency. If the student petitioning for enrollment fails to meet the placement guidelines, the student must follow the procedure for applying for initial enrollment in the Practical Nursing program. The Nursing Coordinator will review each application and acceptance into the nursing program will be at the discretion of Practical Nursing Coordinator.

ADVANCED PLACEMENT

Before admission to the program, an individual desiring advanced placement into the program must:

> ➢ Pass the HESI nurse entrance test.

> ➢ Submit an application form.

> ➢ Submit transcripts and course descriptions from the previous educational institution(s).

> ➢ Submit a letter of recommendation from a previous nursing instructor/coordinator from the most recently attended school.

- ➢ Maintain a current CPR card from American Heart, Healthcare Provider.

- ➢ The student must show competency in areas to be given credit for specific subjects by either passing the finals currently used by the instructor in the areas the student wishes to challenge, OR completed the first year of an RN program including clinical rotations. The applicant must have a passing clinical grade.

- ➢ The applicant may be given credit for other sections of the program based on classes taken at the RN program but this will be determined by administration. At the discretion of administration, the advanced placement student will be required to complete any courses deemed necessary.

- ➢ Students desiring advance placement into the Practical Nursing Program must complete a "Special Admissions" for, submit the required documentation by the deadline date and schedule an interview with the Nursing Coordinator. The "Special Admissions Application" is available in student services.

- ➢ Each admission will be evaluated on an individual basis. Class size is limited by clinical and classroom space and faculty availability.
  All prerequisites must have been completed in a timely manner prior to entering the program. (Credit cannot be given for classes taken greater than five (5) years ago).

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RECORD OF INSTRUCTION IN SAFETY

TENNESSEE COLLEGE OF APPLIED

TECHNOLOGY AT CROSSVILLE

I, _____

on this date, _____ ,

　　　　(Trainee's Name)　　　　　　　　　　　　　　　　　　　(Date)

had explained to me the school regulations relating to safety.

I hereby promise to observe all rules of safety. Furthermore, I will try to protect

others from hazards and accidents and, if necessary, call the attention of the

instructor to any violation of these rules.

_____
(Signature of Trainee)

In addition to the above, students are taught and tested on safety measures

throughout the program as they relate to nursing and hospital policy.

_____
(Signature of Instructor)

WORKER CHARACTERISTICS EVALUATION

Midterm

Student Name_____

                               Trimester_____ **20**_____

**Possible
Points**   **Score**

____   **Attendance**   ____
1. Attends class as scheduled.
2. Arrives/leaves on time (no tardies).
3. Notifies Instructor prior to or day of being absent.

Comments_____

_____

____   **Character**   ____
1. Displays loyalty, honesty, trustworthiness.
2. Displays dependability and reliability.
3. Displays initiative, self-discipline and self-responsibility.
4. Displays self-discipline and what is asked of them.
Comments_____

_____

____   **Teamwork**   ____
1. Respects the rights of others.
2. Maintains appropriate confidentiality.
3. As a team worker that is cooperative, mannerly, and appropriately assertive.
4. Displays a customer service attitude.
5. Seeks opportunities for continuous learning from others.
Comments_____

_____

____   **Appearance**   ____
1. Dresses appropriate dress indicative of trade.
2. Manages time wisely (stays busy and on task; works until breaks, lunch, 2:15)
3. Displays appropriate grooming, hygiene, and etiquette.
4. Presents oneself professionally each day.
Comments_____

_____

____   **Attitude**   ____
1. Displays a positive and professional attitude.
2. Displays self-confidence.
3. Displays high expectations of success in trade.
Comments_____

_____

____   **Productivity**   ____
1. Follows safety practices.
2. Maintains a neat and clean work area.
3. Follows directions and procedures.
4. Completes assignments in keeping with deadlines.
Comments_____

_____

Organization Skills _____ \
  1. Prioritizes and manages class time. \
  2. Demonstrates flexibility in handling change. \
Comments_____

_____   **Communications** _____ \
  1. Displays appropriate nonverbal skills (eye contact, body language). \
  2. Displays appropriate listening skills. \
  3. Uses appropriate language on a professional level. \
Comments_____

_____   **Cooperation** _____ \
  1. Displays leadership skills. \
  2. Appropriately handles criticism, conflicts and complaints. \
  3. Demonstrates problem-solving capability. \
  4. Maintains appropriate relationships with instructors and peers. \
  5. Follows requests of instructor. \
Comments_____

_____   **Respect** _____ \
  1. Engages with cultural and racial diversity in a professional manner. \
  2. Refrains from engaging in harassment of any kind. \
  3. Encourages others to avoid harassment. \
Comments_____

_____ \
100   **TOTAL SCORE**_____

_____   _____ \
Student Signature   Date

_____   _____ \
Instructor Signature   Date

EXPLANATION OF WORK ETHICS EVALUATION

My instructor has explained the Work Ethics evaluation procedure to me. I understand the evaluation which is done twice per trimester and that the Work Ethics grade will be part of my midterm and trimester average.

_____   _____

Student Signature   Date

READMISSION

1. An applicant requesting readmission to the program will need to write a letter to the Coordinator of Student Services requesting readmission. The letter shall describe the reason(s) for termination and the activities by the student to correct any problems which may have caused the termination.

2. Submit an application for readmission to Student Services.

3. Candidate must submit evidence of follow-up of any recommendations.

4. A student will be considered for readmission if there was an official withdraw from the program.

5. All applicants for re-entry are presented to the faculty for consideration.

6. With the approval of faculty/PN Coordinator, a student may re-enter the program within one year without losing level of progression, granted the grades are adequate and the level of competency testing is with the class average.

7. The faculty/PN Coordinator may request that the student repeat a portion of the program.

8. A student must be able to complete the program within two years of the original beginning date. Any student who is terminated three times will not be allowed to re-enter the practical nursing program until a year has passed and then meet with the Coordinator of the PN program.

9. If a student leaves without completing a trimester, or fails a class he/she will have to repeat the entire trimester.

10. Ultimately, the Practical Nursing Coordinator and the President of the TCAT must approve the readmission.

11. All readmits are admitted on probation.

12. There must be space available in the class at the time readmission is desired. The course has to be completed within two (2) years.

CODE OF ETHICS FOR THE LICENSED PRACTICAL NURSE

The Licensed Practical Nurse shall practice the profession with integrity.

The Licensed Practical Nurse shall be loyal to the physician/practitioner, to the patient, and to the employer.

The Licensed Practical Nurse strives to know limitations and to stay within the bounds of these limitations.

The Licensed Practical Nurse is sincere in the performance of duties and generous in rendering service.

The Licensed Practical Nurse considers no duty too menial if it contributes to the welfare and comfort of the patient.

The Licensed Practical Nurse accepts only that monetary compensation which is provided for in the Contract under which he/she is employed, and does not solicit gifts.

The Licensed Practical Nurse holds in confidence all information entrusted to him/her.

The Licensed Practical Nurse participates in and shares responsibility of meeting health needs.

The Licensed Practical Nurse faithfully carries out the orders of the physician/practitioner, or registered nurse under which he/she serves.

The Licensed Practical Nurse refrains from entering into conversation with the patient about personal experiences, personal problems, and personal ailments.

The Licensed Practical Nurse abstains from administering self-medications, and in the event of personal illness, takes only those medications prescribed by a licensed practitioner.
The Licensed Practical Nurse respects the dignity of the uniform by never wearing it in a public place.

The Licensed Practical Nurse respects the religious beliefs of all patients.
The Licensed Practical Nurse shall be a good citizen.

The Licensed Practical Nurse abides by the Golden Rule in his/her daily relationships with people in all walks of life.

CONSENT TO DRUG/ALCOHOL TESTING STATEMENT OF ACKNOWLEDGMENT AND UNDERSTANDING RELEASE OF LIABILITY

I,_____, am enrolled in the Practical Nursing Program at the Tennessee College of Applied Technology at Crossville. I acknowledge receipt and understanding of the institutional policy with regard to drug and alcohol testing, and the potential disciplinary sanctions that may be imposed for violation of such policy as stated in the Tennessee College of Applied Technology at Crossville Student Handbook.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical, institutional staff, and property. Accordingly, I understand that prior to participation in the clinical experience; I may be required to undergo drug/alcohol testing of my blood or urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.   **Initials_____**

I understand when reasonable suspicion is determined to be present; I will be immediately removed from the clinical setting. The basis for reasonable suspicion will be documented and immediately relayed to the Student Services Office and the Office of the School's Director. Those offices will make the determination as to whether testing is appropriate and will then take steps to have me tested. Based on the outcome of the test, the Student Services Office, in consultation with the School's Director, will determine whether to initiate the disciplinary process.   **Initials_____**

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing may affect my ability to participate in a clinical experience, and may also result in disciplinary action up to and including dismissal from the Tennessee College of Applied Technology at Crossville   .   **Initials_____**

If I am a licensed health professional, I understand that the state-licensing agency will be contacted if I refuse to submit to testing or if my test result is positive. Full reinstatement of my license would be required for unrestricted return to the Practical Nursing Program.   **Initials_____**

My signature below indicates that:
1. I consent to drug/alcohol testing as required by clinical agencies or as directed by the Student Services Center.
2. Drugs that I may be tested for include: cannabanoids, opiates, benzo- diazepines, cocaine, methamphetamines, and alcohol.

3. I authorize the release of all information and records, including test results relating to the screening or testing of my blood/urine specimen, to the requiring facilities, Student Services Office, to the Coordinator of the Practical Nursing Program, office of the Tennessee College of Applied Technology at Crossville Director's, and others deemed necessary to know.

4. I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of the Tennessee College of Applied Technology at Crossville and The Drug Free Schools and Communities Policy of the Tennessee College of Applied Technology at Crossville, as well as federal, state, and local laws regarding drugs and alcohol.

5. I hereby release and agree to hold harmless the Tennessee College of Applied Technology at Crossville and the Tennessee Board of Regents, their officers, employees, and agents from any and all action, claim, demand, damages or costs arising from such test(s) in connection with, but not limited to, the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration of enrollment in the Practical Nursing Program.

_____   _____

Student's signature   **Initials**   **Date**

_____ **Student's name in print**

Suggested Information to Include when Reporting

"Reasonable Suspicion" of Drug/Alcohol Use

- State the date and time that you contacted the office or Student Services (include name of person contacted)
- Write report and include student name, date and time of observation and location
- Include any behavioral/visual/olfactory/auditory observations

- SPEECH
  Normal   Incoherent   Confused   Change in Speech Slurred
  Rambling   Shouting   Using Profanity   Slow
- COORDINATION
  Normal   Swaying   Staggering   Lack of Coordination
  Grasping for Support
- PERFORMANCE
  Change in Performance   Unsafe Practices   Unsatisfactory Work
- ALERTNESS
  Change in Alertness   Sleepy   Confused
- DEMEANOR
  Change in Personality   Fighting
  Excited Combative   Aggressive
  Violent   Argumentative   Indifferent
                Threatening Antagonistic
- EYES
  Bloodshot   Dilated
- CLOTHING
  Inappropriate   Dirty   Disheveled
  - ODOR OF ALCOHOL ON BREATH i. OTHER OBSERVED ACTIONS OR BEHAVIORS

- List unexplained absences or tardiness
- Include if student admitted to use of drugs/alcohol
- Describe if drugs/alcohol were discovered on student
- List reports or complaints of student behavior from personnel or other students
- List witnesses to behavior
- Describe specific incident in detail
- Sign and date report
- Send copy of report to office of Student Services ASAP (note date and time you sent copy of report)
- Forward any recommendations of discipline to office of Student Services.

- State the date and time that you contacted the office or Student Services (include name of person contacted)
- Write report and include student name, date and time of observation and location
- Include any behavioral/visual/olfactory/auditory observations

- SPEECH

Normal   Incoherent   Confused   Change in Speech Slurred

Rambling   Shouting   Using Profanity   Slow

- COORDINATION

Normal   Swaying   Staggering   Lack of Coordination

Grasping for Support

- PERFORMANCE

Change in Performance   Unsafe Practices   Unsatisfactory Work

- ALERTNESS

Change in Alertness   Sleepy   Confused

- DEMEANOR

Change in Personality   Fighting

Excited Combative   Aggressive

Violent   Argumentative   Indifferent

Threatening Antagonistic

- EYES

Bloodshot   Dilated

- CLOTHING

Inappropriate   Dirty   Disheveled

- ODOR OF ALCOHOL ON BREATH i. OTHER OBSERVED ACTIONS OR BEHAVIORS

- List unexplained absences or tardiness
- Include if student admitted to use of drugs/alcohol
- Describe if drugs/alcohol were discovered on student
- List reports or complaints of student behavior from personnel or other students
- List witnesses to behavior
- Describe specific incident in detail
- Sign and date report
- Send copy of report to office of Student Services ASAP (note date and time you sent copy of report)
- Forward any recommendations of discipline to office of Student Services.

DRUG AND ALCOHOL TESTING

Prior to any drug testing, the student will be asked to sign a Statement of Understanding and Consent to Drug/Alcohol screen.

A second or confirmation test will substantiate a positive result. If consistent with the outcome of the first test, the positive result may affect the student's status within the program, up to and including dismissal for academic reasons. If the positive result indicates a violation of the institution's social disciplinary policy, the test result will be discussed immediately with the Student Services. If the drug/alcohol test is positive and the confirmation test is also positive, the student will be terminated from the nursing program. If the student refuses to submit to testing, this will be considered a positive result and termination will be implemented. The student will also be provided with information for counseling and rehabilitation. The school shall incur the cost of all testing done on a reasonable suspicion basis.

Procedure for Drug and Alcohol Testing

1. List of substances being tested for:

Amphetamines	Cocaine	Opiates
Phencyclidine	Marijuana	Alcohol
Barbiturates	Methadone	Propoxyphene
Benzodiazepines		

2. A summary of the actual procedure:

   - The collection of the specimens will be performed under reasonable and sanitary conditions.

   - Individual dignity will be preserved to the extent possible.

   - In the case of urine testing, the student will be requested to remove any unnecessary outer clothing and to leave any briefcase, purse or other personal belongings he or she is carrying with the outer garments. The student may retain his or her wallet.

   - For urine screening, the student will obtain the specimen with the collector present, but there will be no direct observation of the act of urination. **EXCEPTION:** If the collector suspects tampering or adulteration of the specimen for reasons such as: specimen out of

temperature range, notation of chemical odors, physical evidence of alteration, etc.

- The specimen is given to the collector immediately upon leaving the partitioned area of the restroom.

- The specimen is placed into a container by the collector and is sealed in the presence of the student

- The specimen is then placed into a plastic leak-proof bag and sealed with the student present. It is then shipped to the laboratory. Chain of custody will be observed at all times during collection and processing of the specimen.

- The student will receive a copy of the written test results.

- The results of all tests will not be released to any person other than the student, and personnel of the school who have a need to know unless the student gives express, written authorization to do so, specifying to whom the results may be released.

3. If a student challenges the validity of a confirmed test, the student may request the specimen container with specimen be sent to a different laboratory for further testing at the student's expense.

POLICY ON DRUG FREE CAMPUS AND WORKPLACE

In support of the Drug Free Campus and Workplace Act 1988 (Public Law 100690) and the Drug Free Schools and Communities Act of 1989, the

Tennessee College of Applied Technology (TCAT) at Crossville is notifying all students, faculty, and staff of the school's policy.

It is the school's policy to maintain a safe and healthful environment for its students and employees. Therefore, policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on school property or during school activities.

Violation of this policy is grounds for disciplinary action – up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities including fines and imprisonment. (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et. seq.). Local ordinances also provide various penalties for drug and alcohol related offenses. Tennessee College of Applied Technology at Crossville is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

Aside from any school policy consideration, the use of illicit drugs and/or abuse of alcohol may be harmful to your health. Some of the health risk associated with such use/abuse are listed: ALCOHOL ABUSE HEALTH RISKS: liver damage; cirrhosis, alcoholic hepatitis; heart disease, enlarged heart; congestive heart failure, ulcers and gastritis; malnutrition; cancer of the mouth, esophagus, stomach, liver; brain damage—memory loss, hallucinations, psychosis; damage to fetus if pregnant mother drinks; death—50% of fatal auto accidents involve alcohol; 31% of suicides are alcoholics. DRUG USE HEALTH RISKS: overdosing—psychosis, convulsions, coma, death; long term use—organ damage, mental illness, malnutrition, death; casual use—heart attack, stroke, brain damage, death; needles—infection, hepatitis, AIDS, death; if pregnant mother uses drugs, her baby can be born addicted or dead.

Individual who are paid by the school from federal grants or contracts must notify the school of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. The school, in turn is required to inform the granting or contracting agency of such violation within ten (10) days of the school's receipt of notification. Employees and their families needing treatment information should contact the personnel department of the school or their immediate supervisor. They may also call the State of Tennessee Employee Assistance Program at (800) 867-6811. Students needing treatment should contact the Coordinator of Student Services.

CELL PHONE USAGE DURING CLINICAL

I have received instruction and am aware that I am not to have my cell phone on my presence while participating in my clinical rotations. If I violate this policy I will be excused from clinical with loss of hours, possible probation, or termination from the program. Any breach of confidentiality via the use of a cell phone such as photos or texting of confidential material or information can result in my termination from the Practical Nursing Program as well as possible Federal legal action.

_____   _____
                Signature   Date

CONFIDENTIALITY STATEMENT

As a Practical Nursing Student, I understand that while working in a clinical facility, I am not to discuss information regarding any clinical practice nor any patient's wellbeing with anyone in the public or with other departments in the facility. I understand that this is a breach of confidentiality and may result in legal ramifications. I further understand that any question or explanation I may have regarding a patient, hospital policy, or procedures shall be directed to my instructor/PN Coordinator for follow-up.

I agree to regard patient information as being confidential and I understand that a breach of the Health Insurance Portability & Accountability (HIPAA) Act of 1996, in this agreement will result in disciplinary action towards me.

_____	_____
Signature	Date

_____	_____
Witnessed	Date

RELEASE OF INFORMATION STATEMENT

I,_____, request the Practical Nursing Coordinator/ PN Instructors of the Tennessee College of Applied Technology at Crossville to verify my attendance, academic, and clinical performance regarding prospective employment/training and other information pertinent to this request.
 TCAT student picture identification will be provided to each clinical site to accompany the clinical rotation schedule.

STUDENT SIGNATURE:

DATE: _____

TCAT-Crossville PN Student Smoking Policy:

As a PN student at TN Colleges of Applied Technology at Crossville, I am to obey the smoking policy of the PN Program while at any of my clinical rotations. I am not to smoke, dip or use e-cigarette coming from or going to my car.   I am not to smoke, dip or use e-cigarette while in my uniform during the clinical day. This includes during breaks and at lunch time, in the lab and anytime that student is in uniform.

Failure to follow the smoking policy will be reflected in points being deducted from worker characteristics, as well as a written warning with probation or termination from the program.

Signature:_____

Date:_____

NIGHTINGALE PLEDGE

I solemnly pledge myself before

God And in the presence of this

assembly:

To pass my life in purity and to practice my
profession

faithfully.

I will abstain from whatever is deleterious and
mischievous,

And will not take or knowingly administer any
harmful drug.

I will do all in my power to maintain and elevate

the Standards of my profession,

And will hold in confidence all personal matters

Committed to my keeping,

And all family affairs coming to my knowledge in

the Practice of my profession.

With loyalty I will endeavor to aid the physician in
his work,

And devote myself to the welfare of those committed
to my Care.

Addendum to PN Practical Nursing Handbook Fall 2016

Student PN Honor Code

Nurses are expected to follow the American Nurses Association (ANA) Code of Ethics and Standards of Practice throughout all interactions with patients, colleagues, and the interdisciplinary health care team consistently.

Integrity:

Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards. In ethics, integrity is regarded by many people as the honesty and truthfulness or accuracy of one's actions.

Fairness:

Fairness is the state, condition, or quality of being fair, or free from bias or injustice; evenhandedness.

Honor:

Honor is honesty, fairness, or integrity in one's own beliefs and actions. All resting materials are state government property and under no circumstances are to be shared by discussion with students verbally, electronically, written, or copied.

Civility:

Civility is a virtue and ethical principle commonly associated with politeness, good manners, and decency that promotes respect for others and embodies a sense of mutual respect in discourse (Elsner & Boggs , 2005). "In order to demonstrate professionalism, civility must be present" (AACN Baccalaureate Essentials,2008, [. 26). The opposite of civility is incivility. Incivility is characteristically rude, intimidating, offensive, and discourteous behaviors that display a lack of regard for others and are intended to assault the intrinsic sense of self-worth of others
(Anderson & Pearson, 1999; Clark,.2013). On July 22,2015, the American Nurses Association (ANA) declared the nursing profession "will no longer tolerate violence of any kind from any source" and published its position statement on incivility,

bullying, and workplace violence with the expectation nurses will create a culture to counter incivility , bullying, and workplace violence.

Examples of Honor Code Violation:

Examples of the violations of the Honor Code include, but are not limited to, plagiarism (using someone else's work and representing it as your own; copying and pasting from another source, etc.), cheating on on-line and on-ground quizzes or tests, intentional false documentation, lying, failure to take responsibilities for own actions, bullying, name calling, spreading rumors, breaches of confidentiality , and failure to report any of these examples is also considered a violation of the Honor Code.

Professional Conduct:

The Nurse's Code of Professional Conduct is comprised of ethical rules meant to help the nurse in making decisions. The Code contains nine provisions, each focusing on different areas of patient care, including the following:

1. Patient dignity.
2. Primacy of patient interests.
3. Promotion of patient safety.
4. Accountability and responsibility.
5. Self-integrity.
6. Influence on environment.
7. Continuing education.
8. Global perspective.
9. Professional Association.

I, (print)_____

 understand the content of the above code of honor and pledge to comply and uphold the TCAT Crossville PN Program Honor Code as a practical nursing student and future practical nurse.

Date:_____Signature: _____

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT
CROSSVILLE PRACTICAL NURSING PROGRAM**

The following statement must be signed by the student and turned in to the
instructor/director by the date requested.

I HEREBY STATE THAT I HAVE READ AND UNDERSTAND FULLY ALL OF

THE POLICIES AS STATED IN THE TENNESSEE COLLEGE OF APPLIED

TECHNOLOGY AT CROSSVILLE PRACTICAL NURSING PROGRAM

HANDBOOK AND WILL ABIDE BY THESE RULES OF CONDUCT.

FURTHERMORE, I UNDERSTAND THAT BECAUSE MY TRAINING REQUIRES

THAT I SPEND TIME IN AFFILIATING AGENCIES, I AM SUBJECT TO ALL OF

THE CODES/POLICIES OF THAT PARTICULAR AGENCY. I UNDERSTAND

THAT IT IS MY RESPONSIBILITY TO READ THERSE CODES/POLICIES AND

TO ABIDE BY THEM UNLESS IT EXPRESSSLY INTERFERES WITH OTHER

POLICIES SET BY THE

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT CROSSVILLE

PRACTICAL NURSING PROGRAM.

Signed_____Date

Witness_____Date

DULY INFORMED OF ALL POLICIES AND PROCEDURES DOCUMENT

By signing below the students fully understands all Policies and Procedure listed in the Practical Nursing Handbook, I understand that I will turn in this document to my Instructor/Coordinator as being duly informed of all the Policies and Procedures and consequences for failing to abide by for the Practical Nursing Program. This signed document will be placed in my file.

_____   _____
PN Student   Date

_____   _____
Witness   Date

NOTE: This document must be initialed, signed by student and witnessed, then placed in their file.

References

American Association of Colleges of Nursing. (2008).*The essentials of baccalaureate education for professional nursing practice*. Washington, DC: AACN

American Nurses Association. 2015). *Position statement on incivility bullying, and workplace violence.* Retrieved from: http://www.nursingworkd,org.MainMenuCategories/WorkplaceSafetu/Healthy-Nurse/bullyingworkplaceviolence/Incivility-Bullying-and-Workplace-Violence.htm.

Anderson, L.M,& Pearson, C.M.(1999). Tit for tat? The spiraling effect of incivility in the workplace. *The Academy of Management Review*, 24, 452-471.

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American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements.*   Retrieved from http://www.nursingworld.org.

Clark, C. (2013). *Creating & sustaining civility*. Indianapolis, IN: Sigma Theta Tau International.

Elsner, P.A . Boggs, C.R. (2005). Encouraging civility as a community college leader. Washington, DC: Community College Press.

Attestation
Statement

I have read and understand the TCAT Crossville School of Nursing Honor Code. I acknowledge that I represent TCAT Crossville Practical Nursing program throughout all of my actions as a student both on and off the campus. By signing below, I attest that I will adhere to and comply with the requirements as outlined by the Honor Code. Violation of this Honor Code will result in referral to the Academic Misconduct Subcommittee of Faculty and my peers Student Relations Committee for peer review. Honor Code violations that are subject to TCAT Practical Nursing program disciplinary procedures and will be referred to the appropriate authorities.

_____   _____
Signature   Date

Approved Curriculum Committee Dated: _____

70