

Welcome Student,

The faculty at Patrick Henry Community College welcomes you to the Practical Nursing Certificate Program. This handbook contains policies that will apply to all students in the curriculum. It is your responsibility to read and understand these policies. If you do not understand any policy or your rights as a student, please contact your advisor or any practical nursing faculty member.

If you have a disability or other need for reasonable accommodation in order to successfully complete the requirements of any course, please contact the 504/ADA Coordinator (Learning Resource Center #109D, 656-0257 or 800-232-7997 ext. 0257, disabilityresources@patrickhenry.edu) to discuss this matter confidentially.

We hope your educational experience is enjoyable and rewarding. Good luck in your college career.

The PHCC Practical Nursing Faculty

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PN Program Philosophy

PHCC Nursing Faculty Philosophy of Practical Nursing Education: The philosophy governing the practice of nursing is based on four metaparadigms: person, health, environment, and nursing. These metaparadigms provide a comprehensive and dynamic focus for both gaining and applying knowledge within the curricular framework of the program in practical nursing education

Person is defined as the composite of the physiological, psychological, socio-cultural, spiritual and developmental variables which interact to make each individual unique. Each person is viewed holistically as a product of his/her individual experiences. When an individual is viewed in this holistic system, there is a commitment on the part of the nurse that no sphere or variable can be viewed in isolation or take precedence over another. A person is viewed, in the holistic context, as having either met or unmet needs which motivate behavior. Unmet needs arise when there is a disruption, such as illness, in these physical, psychological, social, cultural, developmental, and spiritual variables. The following categories of needs have been identified: oxygenation, fluid/nutrition, elimination, activity, comfort/rest/hygiene, safety, love and belonging, security, cognition, self esteem, sexuality, and sensory.

Health is viewed as a dynamic state or process that changes with time and varies according to circumstances. Wellness and illness can be considered as points along a health continuum. A person is viewed as simultaneously possessing degrees of both wellness and illness, depending on whether his needs have been met, partially met or not met. Illness has the potential to move in the direction of higher levels of need satisfaction and development, or to cause regression.

Environment is defined as the internal and external forces that surround a person at any point in time. Internal environment factors are intrinsic to each person and include the strengths and weaknesses of various body parts and organs, the immune system, individual coping patterns, developmental stage, nutritional state, genotype, and physical state (neurological, integumentary, digestive, circulatory, endocrine, respiratory, orthopedic, reproductive, and genitourinary systems) External factors are those influences outside the individual. These external factors include both social and cultural factors, such as occupation, relationships, economic status, and educational level.

Nursing is both an art and science whose primary goal is assisting a person to meet his/her needs. The central concern of nursing is the holistic person. Because a person is a dynamic system, his/her internal and external environment can change, preventing need satisfaction, and his/her ability to meet needs does not remain the same over time. The nurse must decide when, how or whether to intervene. Utilizing the nursing process, nurses can intervene whenever a person lacks the resources to meet his/her needs.

Teaching and learning are interactive processes between teacher and learner whose goals are to effect a change in behavior. The learner is viewed as a responsible participant who utilizes the teacher as a guide through the learning process. Learning should go from simple to complex and general to specific. Learning is a life-long process that is most meaningful when related to the pursuit of personal goals. Learning is facilitated by the use of a variety of educational methods,

incorporating multi-sensory approaches such as lecture /discussion, demonstration, role-playing, simulation, computerized technology and practical application in a variety of settings.

Nursing education is an organized process by which individuals are prepared to assume nursing practice roles and provide safe and competent nursing care within the healthcare delivery system.

Nursing education should be located in an institution of higher education, and taught by faculty with diverse educational backgrounds and multiple nursing specialties to provide the students with a holistic approach to nursing practice. The curriculum should meet the diverse needs of the students.

The practical nurse is prepared to care for clients across the life span that have well-defined illness, and to practice in a variety of health care settings under the supervision of a physician or a registered nurse. The practical nurse is able to recognize the impact of physiological, psychological, socio-cultural, spiritual, and developmental variables in the holistic integrity of each person. The graduate will practice within the legal and ethical rules established by the statutes and regulations of the Virginia Board of Nursing.

Education for practical nursing students should provide the student with a structured curriculum that gives a varied and supporting background. The support courses for the practical nursing certificate program provide a foundation for the safe practice and come from the physical and social sciences, and the humanities. Education for the practical nurse moves from focusing on a single client, then progresses to the client as a member of a family unit. The focus then moves to providing care for two or more client/family units and the recognition of the special needs of the gerontological population. The educational experience of the practical nursing student at Patrick Henry Community College is comprised of learning experiences founded in an understanding of the concepts of person, health, environment, and nursing. Interwoven in the curriculum are the threads of growth and development through the lifespan, pharmacology, nutrition, professional accountability and critical thinking.

The philosophy has been developed based on current standards in nursing and health care, trends in nursing and medicine, and on national and local populations. The service area consists of predominantly an English speaking, rural Appalachian population, with recent influxes of population from Asia and Mexico. Cultural diversity is addressed throughout the nursing courses by identifying populations at risk and by consideration of the cultural norms of diverse groups that can affect the delivery of health care.

Educational Outcomes of PHCC Practical Nursing Program:

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

1. Use the nursing process to identify internal and external environmental factors that influence need satisfaction.
2. Work collaboratively with the client and the health care team to identify the client's location on the health continuum.
3. Assist individuals and their significant others to meet their psychological, physical, spiritual, cultural, and developmental needs.
4. Function as an entry level provider of care who is able to collect data, plan, intervene, and evaluate nursing care in collaboration with the Registered Nurse.
5. Participate as a member of the health care team by managing care for an individual client or group of clients.
6. Display professional identity by acting as a member within the discipline of nursing.
7. Upon successful completion of the program the graduate is eligible to apply for the NCLEX-PN.

Nursing Department Guidelines

Nursing Department Guidelines

I. Professional Behavior

In accordance with 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned

Professionalism in clinical areas includes but is not limited to the following behaviors:

1. **Accountability and Responsibility:** When assigned to a patient care unit, the student will demonstrate responsibility and accountability as evidenced by:
 - a. Reporting to assigned area promptly and listening attentively to shift report.
 - b. Reporting to team leader before leaving unit for the day (verbalizing any change or deviations from normal)
 - c. Conforming to school dress code (see page 13-14)
 - d. Following procedure for absences and tardies (see page 13)
 - e. Submitting written work on time
 - f. Using clinical time wisely as defined by the clinical instructor

2. **Participation in student/faculty clinical pre- and post-conferences:**
 - a. reports on time to pre- and post-conference
 - b. reports on nursing aspects of assigned patients
 - c. discusses questions/concerns related to clinical experience

3. **Maintain a professional attitude**
 - a. Maintain patient confidentiality
 - b. Control physical and emotional behavior
 - c. Work collaboratively with peers, faculty and staff
 - d. Accept and learn from constructive criticism from faculty or staff
 - e. Practice within limits of capability and educational preparation. Seek instructor for advice or clarification before proceeding with a questionable skill.
 - f. Interact with patient/patient's family, staff, faculty, and peers with respect, always promoting the patient's rights, values, and dignity.

Students are to adhere to the Student Conduct Policy as it appears in the College Catalog. (Found on page 228 of the catalog, which can be accessed from the PHCC website.) All matters relating to the patient, the patient's family, and clinical facilities are to remain confidential. Breach of confidentiality will be grounds for dismissal from the nursing program as outlined in the Clinical Incompetence Policy. (See page 17)

According to Federal laws, all individuals that provide direct care to patients in health care agencies must have a criminal background check completed. Therefore, a criminal background check will be completed on each student as a part of admission to the Nursing Program. The background check must document no prior barrier crime convictions

indicated by the Virginia Board of Nursing. The barrier crimes are identified on the Virginia Board of Nursing website.

II. Health

1. Students are expected to obtain a complete physical examination upon entering the nursing program at their own expense. Students will not be allowed to enter the clinical facility until this information is on file in the nursing office. All immunizations and TB skin test must be current throughout the student's enrollment in the program. **Be aware that TB skin test must be done annually. Students who do not provide this documentation to the nursing office or who do not complete the annual update will not be allowed to attend clinical experiences and will result in failure of the course.**
2. During your educational experience in the Practical Nursing Program at PHCC you may have exposure to blood or other potentially infectious materials and may be at risk of acquiring hepatitis B virus (HBV) infection. You may obtain the hepatitis B vaccination at your own expense if you so desire. Information regarding the vaccine will be given during orientation or is available from the nursing office.
3. The student will assume financial responsibility for any illness or injury incurred. No accident or hospitalization insurance is provided.
4. Should a student be injured while at a clinical facility, the following procedure must followed:
 - a. Notify instructor
 - b. Report injury to nurse in charge of unit
 - c. Fill out "Incident Report"
 - d. Policies of the institution regarding such incidents will be followed
5. Students must be certified in American Heart Association Healthcare Provider CPR with the Automatic External Defibrillator or equivalent. This certification must be updated biannually. Please provide the nursing office with copies of your CPR card.

III. Student Classroom Responsibilities

- a. Class Attendance is essential. Attendance is necessary to meet course objectives and successfully pass the nursing courses.
 - i. Excessive absenteeism may result in grade deduction from the final course grade, and/or dismissal from the PN program. The student may be referred to the Director of Nursing and Allied Health who may make the decision as to whether (or not) to allow the student to continue in the course.
 - ii. Attendance will be monitored by the instructor at the beginning of class. **Tardiness** and leaving early will be documented.

- iii. ***When absence from a class becomes necessary, it is the responsibility of the student to notify the instructor prior to the absence. The student is responsible for making up all work missed during an absence. Acceptable forms of notification include phone calls to the instructor(s), EMAILS, or text by the student ONLY.***
 - iv. ***Unusual or unforeseen circumstances will be evaluated on an individual basis and must be discussed with nursing faculty.***
 - b. Students are expected to be present when tests or exams are administered. If an absence occurs, it will be the student's responsibility to contact the instructor and take a make-up test by his/her first day back to school. If this process is not followed the student will receive a grade of "zero".
2. **Class Tardiness: Promptness is an expectation!** Class Tardiness: Students are expected to attend class on time and are considered absent unless present for roll call. Any person entering the classroom late must see the instructor immediately following class to discuss changing the absence to a tardy. If this process is not followed, the absence will stand. Tardiness to class three (3) times WILL count as an absence and may count toward grade reduction.
3. **Classroom Preparedness:** Students are expected to attend class prepared to learn. Attending class should include bringing in the appropriate textbook, note taking equipment, and most importantly, a positive attitude and mental alertness.
4. **Grades:**
- 1. The student must complete all general education and related courses either before or concurrent with Practical Nursing program requirements. **A grade of "C" or above in all semesters of natural sciences and psychology is required to continue in the practical nursing program.** Pre- and Co-requisite courses for the practical nursing program are listed in the college catalog.
 - 2. **A grade of "C" or above in all PNE courses is required to continue in the practical nursing program.**
 - 3. In determining PNE course grades, the following guidelines will be adhered to:
 - i. If a student receives a theory grade of "C" or above, plus a "satisfactory" in clinical, the student will receive the theory grade as a final grade.
 - ii. A "C" or above plus a concurrent clinical "satisfactory" must be obtained in the same semester to continue in the program.
 - iii. If a student receives a theory grade of D or F and an "unsatisfactory" in clinical, the student will receive a final grade of "F".
 - iv. If a student receives a theory grade of "C" or above and an "unsatisfactory" in clinical, the student will receive a final grade of "D".
 - v. If a student receives a theory grade of D or F and a "satisfactory" in clinical, the student will receive the theory grade as a final grade.

4. The following is the suggested grading scale (see individual course syllabus for exact grading scale) used in the PNE courses of the Department of Nursing/Allied Health:

92-100%	A
85-91%	B
80-84%	C
71-79%	D
below 71%	F

5. An overall "C" (2.0) curricular average is required to graduate with a Certificate in Practical Nursing.
5. At the beginning of each nursing course, students will receive a detailed course syllabus. **The course syllabus will also state the manner in which the grade will be determined.**
6. Should it become necessary to withdraw from the nursing program, your advisor must be notified immediately.

Student Clinical Responsibilities

IV. Student Lab/Clinical Responsibilities

1. Lab/Clinical Attendance: The Virginia State Board of Nursing mandates students complete a required number (**400**) of direct patient care clinical hours. Students who fail to meet the criteria set forth by the Virginia State Board of nursing will not be eligible for graduation. Students who fail to attend required clinical hours may be dismissed from the program due to clinical failure regardless of academic status.
 - a. **ALL students** are expected to attend clinical as scheduled each clinical day.
 - b. Upon arrival at the clinical site, the student will locate the instructor and sign in.
 - c. At sites where the instructor is not present, the student will locate the contact person at the facility and request them to record the student's time of arrival.

2. Lab/Clinical Absences: In the event of absence, *the student will notify the appropriate nursing instructor and/or appropriate agency staff no less than 30 minutes before clinical time. Acceptable forms of notification include phone calls to the instructor(s), text or EMAIL by the student ONLY! Failure to notify the instructor(s) constitutes an unsatisfactory grade for that clinical experience, which may result in failure of a course.*
 - a. The student is responsible for ALL material missed in Lab due to an absence.
 - b. Any student who has a Clinical absence will need to meet with the faculty and/or Director of Nursing and Allied Health to discuss the need for further action. Further clinical absenteeism may lead to program dismissal.

3. Lab/Clinical Tardiness: Tardiness in lab/clinical is **UNACCEPTABLE**. *Since students are entering the nursing profession, the expectation is that the student will arrive ten minutes earlier than the stated time. However, tardiness is defined as arriving more than 10 minutes after the assigned time. In the event of tardiness, the student will notify the appropriate nursing instructor as soon tardiness is unavoidable. Acceptable forms of notification include phone calls to the instructor(s), text or EMAILS by the student ONLY.*
 - a. One (1) tardy will result in a verbal warning from the instructor regarding the student's unprofessional conduct.
 - b. Two (2) tardies will result in a written warning from the instructor.
 - c. Three (3) tardies will result in the student being sent home and an unsatisfactory grade for the clinical experience. **The student will be dismissed from the program.**
 - d. Consideration will be given in an emergency situation with documentation.

4. Influence of drugs or alcohol: The student shall inform the instructor prior to starting the clinical day when taking any drug/medication which may result in cognitive or physical impairment that could be interpreted as signs of drug or alcohol abuse. Attending clinical under the influence of drugs or alcohol will be grounds for dismissal from the nursing course sequence. See Drug & Alcohol Policy, pages 22-23.

5. Dress Code: Students must look professional at all times. Any breach in dress code may result in student being sent home and an unsatisfactory grade for the clinical day.

Campus Laboratory: Nursing scrubs or school uniform, closed toe/heel shoes and name tag.

- a. Clinical Laboratory: Complete uniform must be worn at all times. Uniform shall consist of:

Women: School uniform (skin tone undergarments should be worn under uniform) and all white washable shoes, (toes must be covered per OSHA requirements), PHCC Picture ID, stethoscope, scissors, pen light, watch with a second hand, and a black ink pen (no felt tip or erasable are allowed). Length of uniform dress is below the knee, and white hose must be worn. Caps are optional. Only white lab coats, scrub jackets, and/or white long sleeve under shirts are allowed to be worn with the uniform while attending clinical.

Men: School uniform (skin tone undergarments should be worn under uniform), white T-shirt, white socks and all white washable shoes, PHCC Picture ID, stethoscope, pen light, watch with a second hand, scissors and a black ink pen (no felt tip or erasable are allowed).

Jewelry: Limited to wedding and engagement ring, watch, **small** plain post earrings if ears are pierced. (One per lobe). **NO other body piercings are allowed. (i.e. eyebrow, nose, tongue, etc.)**

Perfume: Perfume, after-shave, hairspray, or other scented products **shall not be worn** in the clinical or the classroom area as it is not tolerated well by fellow students and patients with respiratory disorders.

Hygiene Students are expected to maintain good hygiene habits with no offensive body odors or perfumes.

Hair: Hair should be neat and clean. It should be confined in such a manner that it does not interfere with patient care. The student must be prepared with the necessary equipment to confine hair in the clinical setting.

Nails: Short (i.e., not beyond the end of the fingertips) and clean. Wearing of nail polish is discouraged because of infection control issues; any polish should be clear or light colored only. **Artificial and/or acrylic nails shall not be worn in clinical. (CDC mandate)**

Tattoos	All tattoos must be covered during clinical experiences.
Laboratory Coat	Students MUST wear lab coat with a Picture ID while on a nursing unit unless wearing the nursing uniform.
Identification:	Students must wear PHCC Picture ID at all times while in clinical area. Failure to do so may result in the student being sent home, and an unsatisfactory grade for that clinical experience.

- b. Non-Uniform Clinical Laboratory
During specific laboratory experiences and field trips, the student uniform will not be worn. The instructor will discuss suitable clothing with the students at the appropriate time.
6. The student is expected to be prepared for clinical laboratory. Should the faculty determine inadequate preparation has been made, the student may be sent away from the clinical area.
 7. All students are expected to be in the clinical area each clinical day. Make-up clinical experiences will be assigned at the discretion of the instructor.
 8. Satisfactory performance in the clinical area indicates the student has met all summative objectives for the course.
 9. A student who appears to be practicing in an unsafe manner in the clinical area, upon request of a clinical instructor, will be subject to nursing faculty review (See Clinical Incompetence Policy). If upon faculty review, the student is deemed to be practicing in an unsafe manner, the student may receive an unsatisfactory in the expected outcomes and thus fail the semester.
 10. ***Personal phone calls may not be received while on duty except in cases of an emergency. Cell phones are not allowed in the clinical setting.*** Having a cell phone in the clinical area will result in an unsatisfactory grade for the clinical experience. **Use** of a cell phone in a clinical setting may result in dismissal from the program.
 11. ****Students must observe regular visiting procedures and hours for personal visits at the clinical facilities utilized for student learning experiences.**

Clinical Incompetence Policy

V. CLINICAL INCOMPETENCE POLICY

Following are excerpts from the Virginia State Board Regulations regarding revocation, suspension or issuance of your nursing license. The PHCC faculty supports the Board of Nursing and therefore, uses excerpts from these regulations as standards of conduct in the Practical Nursing Program. Consequently, the appropriate regulations for students are included in the Clinical Incompetence Policy. Any unsafe clinical performance will be handled according to this clinical incompetence policy and may be grounds for failure of a course and or dismissal from the program.

FAILURE TO PRACTICE IN A SAFE MANNER INCLUDES THE FOLLOWING:

1. Regulatory Deficiencies:
 - A. Failing to safely perform procedures or follow policies as specified in the Policies & Procedures Manuals of the affiliated institution or health care agency.
 - B. Failure to correctly administer a medication according to accepted standards to include: PHCC check-off and agency policy.

2. Ethical Deficiencies:
 - A. Failure to report errors of commission or omission by self or other health care personnel.
 - B. Failure of student to report any biological, psychological, social or cultural problem related to the student's emotional and physical stability which might compromise the student's ability to perform in a satisfactory manner in the clinical setting and/or failure to institute means to correct these problems.
 - C. Breach of confidentiality

3. Deficiencies in Accountability:
 - A. Failure to utilize, at the appropriate level, the nursing process:
 - in the preparation,
 - documentation, and,
 - care of patients,
 - which includes: written, verbal, and non-verbal communication.
 - B. Failure to notify staff and clinical instructor of any circumstances which would require the student to practice beyond the scope of his/her preparation.

4. Fraud or deceit shall mean, but shall not be limited to:
Giving or receiving assistance in writing examinations. (i.e. failure to follow PHCC's honor code.)

5. Unprofessional conduct shall mean, but shall not be limited to:
 - A. Performing acts:
 - student feels unprepared to carry out or uncomfortable doing without assistance
 - has not been performed previously in lab or clinical

- without adequate training or when competency has not been maintained
- B. Obtaining supplies, equipment, or drugs for personal use or other unauthorized use.
 - C. Requesting assistance from unqualified persons to perform functions that require a licensed practitioner of nursing.
 - D. Falsifying or otherwise altering patient documentation
 - E. Abusing, neglecting, or abandoning patients or clients
6. Practicing in a manner that is a danger to the health and welfare of patients or others.
 7. Any mental or physical illness that poses a danger to the health, welfare and safety of others while in the clinical setting.
 8. Abuse, negligent practice or misappropriation of a patient's or resident's property.
 9. Lack of respect or insubordination toward clinical faculty or agency staff.
 10. No student will perform duties under the influence of prescription drugs which may affect the student's ability to perform safely or effectively.
 11. Tardiness without notice will be considered patient abandonment.

A student demonstrating any of the above characteristics is in danger of dismissal from the Practical Nursing Program.

***Procedure for Implementing the
Clinical Incompetence Policy***

VI. Procedure for Implementing the Clinical Incompetence Policy

If a student practices in an unsafe manner, the faculty member or preceptor who identifies or is notified of such unsafe practice will meet with the student the day of the unsafe behavior. Student and faculty will be required to document the event in writing and student will be sent home. Unsafe practice may result in dismissal from the program. Unsafe practice/behavior is defined as any action that endangers the wellbeing of the patient/co-worker.

The following steps are required:

1. Faculty or preceptor and student will document the event.
2. The faculty will notify the Director of Nursing Allied Health within 24 hours.
3. Director of Nursing Allied Health and faculty will meet with the student to review the unsafe behavior and policy with the student within 3 business days.
4. If the student does not agree with the decision, the event can be addressed using the existing college grievance procedure. The Grievance Procedure can be found in the College Catalog on page 231.

Drug & Alcohol Policy

PATRICK HENRY COMMUNITY COLLEGE

Drug and Alcohol Policy

Purpose

The Nursing and Health Science Programs at Patrick Henry Community College are firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.

Policy

Terms of Policy

Violations of any of the following requirements may result in dismissal from the program in which the student is enrolled.

1. No student shall be under the influence of, use, consume, possess, purchase, sell, dispense, distribute, manufacture, or display any illegal drugs or alcoholic beverages while on duty. No student shall violate any federal or state criminal drug statute at any time. No student will perform duties under the influence of prescription drugs which may affect the student's ability to perform safely or effectively.
 - a. **The term "on duty" includes class time, clinical time, break time, and meal time on the Patrick Henry Community College campus or on the property of any clinical agency including but not limited to daycares and physician offices.**
 - b. The term "under the influence" includes not only obvious impairment but also having a level of illegal drugs, or alcohol in the body that would produce a positive result in a drug or alcohol screening test.
 - c. The term "illegal drugs" as used in this policy includes not only any drug which is not legally obtainable, but any controlled substance for which the student does not have a lawful prescription or which the student is using in a non-prescribed manner.
 - d. No student shall engage in any off-duty involvement with illegal drugs, including but not limited to cocaine, marijuana, heroin, or any hallucinogenic agent.

Policy Administration

1. Drug/alcohol testing with documented negative results is required as part of the entrance process to Nursing and Health Science Programs at Patrick Henry Community College. All students must sign the acknowledgement form and return it to the Program Office during the specified period. (If the student wishes to be considered for entrance into one of the Nursing or Health Science Programs, he/she must consent to testing and sign the acknowledgement form indicating he/she has read and understood the Nursing and Health Science Programs Drug and Alcohol Policy.)
2. Nursing and Health Science Programs maintain the right to require any student to undergo appropriate kinds of testing at any time during the program to determine that student is fit for duty.

3. If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, he/she will be subject to dismissal from the Nursing or Health Sciences program in which he/she is enrolled.
4. Student(s) taking prescribed medication or an over the counter medication which may affect the ability to perform his/her duties safely and effectively is expected to discuss the situation with their instructor.
5. It is not possible to describe all of the situations that may result in drug testing. Examples include but are not limited to the following:
 - a. Post-Accident: The Nursing and Health Science Programs may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in significant damage to property.
 - b. Physical Indications: The Nursing and Health Science Programs may require testing when there is detectable odor of alcohol; drug use; or other observable indications of possible drug or alcohol (i.e., significant disorientation or lack of coordination).
 - c. Possession: If a student is found to possess drugs or alcohol on duty, the Program Director/Faculty may conclude there are reasonable grounds to believe the student may be under the influence of drugs or alcohol.
 - d. Erratic Behavior: Program Director/Faculty may require testing when a student's behavior indicates the possibility of being under the influence. Such indications could include repeated failure to follow instructions, procedures, or safety rules or behavior that nearly causes an accident.
6. As a security matter, the Nursing and Health Science Programs maintain the right to carry out reasonable searches of individuals or their personal property while on Patrick Henry Community College locations or any clinical agency. This applies to students and faculty.
7. ***Students are subject to disciplinary action, including program dismissal, under certain circumstances. These circumstances include, but are not limited to the following: coming to clinical and demonstrating behavior that reflects impairment of judgment and/or ability to perform patient care responsibilities: such as (but not limited to) being under the influence of drugs or alcohol, or being mentally or physically ill.***
8. **Students are responsible for all costs associated with drug/alcohol testing.**

Social Media/Networking Policy

Social Media/Networking Policy

Social Media includes but is not limited to blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e. Wikis), RSS feeds, video sharing, and social networks like My Space and Facebook.

Students may not use or disclose any of the following:

- Patient identifiable information, including name, family members, diagnosis, or admission/care circumstance, facility, unit, or other potentially identifying personal information.

Students may not use or disclose any patient identifiable information of any kind on social media outlets. Disclosure of patient identifiable information, even if name is not used, could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA). Such a violation may result in disciplinary action and/or program dismissal. Furthermore, disclosure of such information is also noted as a violation of the confidentiality agreement and may result in disciplinary action and/or program dismissal. Furthermore, disclosure of such information is also noted as a violation of the confidentiality agreement and may result in disciplinary action and/or program dismissal.

Students are not to reference Patrick Henry Community College faculty or staff or any clinical facility employees of all clinical sites without **their express consent**.

At no time are students permitted to use video devices or cameras in the clinical environment that would disclose pictures of patients, staff, or clinical facility. Pictures within the clinical facility of a said clinical group should only be taken after receiving appropriate administration approval, as the clinical agency may want to approve the setting, environment, or props portrayed by any picture of the said clinical environment.

Students are expected to be respectful to Patrick Henry Community College, the faculty and staff, other students, employees of all clinical sites, and partners and competitors.

Students should think before they post and utilize privacy settings when appropriate. What a student posts or writes is ultimately the responsibility of the student, as are any repercussions.

Students should not use any electronic instant messaging devices/applications while in clinical or classroom.

I have read the above policy concerning Social Media/Networking and understand that it is now a policy of the Nursing Program here at PHCC. By signing this form, I agree to abide by this policy during my enrollment in the Nursing Program at PHCC.

Printed Name

Signature

Date

Readmission Policy

VII. Readmission Policy

Practical Nursing Program Re-Admission Procedure for Students with Non-Academic Suspension

Students who withdraw from a course or the nursing program with a passing grade or for non-academic reasons will be considered for readmission on an individual basis.

These students are to meet with the Director of Nursing Allied Health. Re-admission after withdrawal for non-academic reasons is considered on a first-come first served basis as spaces are available and at the discretion of the nursing faculty. Students requesting readmission should submit a letter to the program head requesting readmission by the **last date to withdraw from classes** (see PHCC academic calendar) **of the semester preceding the desired readmission semester.**

Practical Nursing Program Re-Admission Procedure for Students with Academic Suspension

The nursing faculty will consider each student's application for readmission and the decision to readmit is at the discretion of the nursing faculty and on a space available basis. Decision to readmit a student will be based on evaluation of GPA, academic record, standardized test scores, professional conduct, clinical performance, and/or additional data as requested. Students may be required to take additional preparatory courses to improve their chances of success in the nursing program. Practical Nursing students currently enrolled who are unsuccessful (receive a D or F grade) in a required PNE/NUR course, withdraw or switch to audit from a course with an unsatisfactory grade may be readmitted to the nursing program only once. The student must follow the readmission procedure outlined below.

1. Meet with the instructor of the nursing course that is to be repeated. During this meeting, the nursing faculty member will review the steps to be taken by the student so she/he may be considered for re-admission to the nursing program and the Nursing Program Re-admission Procedure Form completed. This form is available from the Nursing Office. This completed form will be submitted to the Director of Nursing Allied Health.
2. Wait no more than two semesters before readmission. Students wishing to re-enter the practical nursing program after being out for more than two semesters must meet with the Director of Nursing Allied Health. These students will be evaluated on an individual basis to determine the most academically sound re-entry point in the program. Students may be required to successfully complete courses and/or exams to evaluate retention of knowledge before placement in a clinical nursing course.

3. Submit a letter to the Director of Nursing Allied Health requesting readmission to the program by the **last date to withdraw from classes** (see PHCC academic calendar) **of the semester preceding the desired readmission.**
4. The letter requesting readmission should contain:
 - the student's self evaluation of why they were previously unsuccessful in the program
 - listing of student's strengths and weaknesses identified in conference with nursing faculty member/advisor
 - The student's plan for what they intend to do differently if readmitted.
 - Documentation of student's successful completion of SDV 104-01 or designated alternative, Study Skills or other course(s) as required by terms of readmission. Additional coursework may be waived by the faculty at their discretion.
5. Students will be notified of the faculty's decision on their request for readmission during exam week of the semester prior to the desired readmission.

*Practical Nursing Program Readmission
Form*

The following is a sample of the Readmission Form - Obtain form from the nursing office

Practical Nursing Program Readmission Procedure Form

A student who wishes to re-enter the Practical Nursing curriculum must complete this form indicating understanding of the steps to be taken to be considered for re-admission to the Nursing Program. Specific steps for the student will be highlighted/marked during the conference with the nursing course faculty/assigned nursing advisor. The student, faculty and Director of Nursing Allied Health will receive a copy of this completed form.

1. Student must meet with the instructor of the nursing course that is to be repeated. During this meeting the faculty member will review the steps to be taken by the student so she/he may be considered for re-admission to the nursing program and the Nursing Program Re-admission Procedure Form completed. This completed form will be submitted to the Director of Nursing Allied Health.
2. Wait no more than two semesters before submitting a letter requesting to be considered for readmission. Submit letter to the Director of Nursing Allied Health requesting readmission by the last date to withdraw in the semester before you wish to start back in the program.
3. The request for readmission letter should contain:
 - o The student's self evaluation of why they were previously unsuccessful in the program
 - o Listing of student's strengths and weaknesses identified in conference with practical nursing faculty member
 - o The student's plan for what they intend to do differently if readmitted.
 - o Documentation of student's successful completion of the SDV104, Study Skills Class (remediation/review) or designated alternative. These classes are mandatory for all readmissions to the program.
4. Students will be notified of the faculty's decision on their request for readmission during exam week of the preceding semester.

Each student's application for re-admission will be considered by the practical nursing faculty and the decision to readmit is at the discretion of the nursing faculty. Decision to readmit a student will be based on evaluation of GPA, repeat of courses, standardized test scores, professional conduct, clinical performance and/or additional data that the faculty may feel necessary to consider. Clinical nursing students who are unsuccessful (receive a D or F grade) in a required PNE course may be readmitted to the nursing program only once. A withdrawal with an unsatisfactory grade (D or F) is considered a withdrawal from the program; therefore, the student must apply for re-admission using the criteria listed above, and may only be readmitted once.

I have reviewed and understand the steps that must be taken to for my request for re-admission to the Nursing Program to be considered.

Signature of Student Date

Signature of Course Faculty Date
or Nursing Advisor

The original form will be retained in the Nursing office. The student and faculty member will be given a copy to retain for their records.

***Nursing and Health Sciences
Inter-Program Transfer Policy***

PATRICK HENRY COMMUNITY COLLEGE
Nursing and Health Sciences Inter-Program Transfer Policy

Purpose

The Nursing and Health Sciences Program Faculty at Patrick Henry Community College are firmly committed to providing a quality education to all students. This policy will serve as a guideline for students wishing to transfer between Applicant Nursing and Health Sciences Programs at PHCC. This would include Associate Degree nursing, Practical nursing and Emergency Medical Services Programs.

Students dismissed from any PHCC Nursing and Allied Health Program for violations of College Honor Code, program Drug and Alcohol policies or unprofessional conduct will not be eligible to be considered for admission or transfer to any other PHCC Nursing and Health Sciences programs where space is limited (Associate Degree Nursing, Practical Nursing or EMS programs.)

Policy

1. Procedure for transfer
 - a. Students who wish to transfer from one applicant program to another at PHCC must follow the regular admission procedures and meet all the admission requirements of the program to which they are transferring.
 - b. See specific program information for admission requirements
 - c. Application period dates are posted in the Nursing and Health Sciences Office
2. Course transfer between programs
 - a. No courses will be evaluated for transfer into the new program until all admission requirements are met.
 - b. Courses will be considered based on grades of C or better and relevance of the course to the transfer program.
 - c. Students may be required to successfully complete courses and/or exams to evaluate retention of knowledge before placement in a clinical nursing course.

Health Education Systems, Inc. (HESI)
Testing Policy

Patrick Henry Community College
Nursing Testing Program

The Nursing Department uses a Nationally Standardized Testing Program to assess students on their mastery and retention of nursing content areas throughout the program. We are currently using the Health Education Systems, Inc. (HESI) testing service. The testing fee for each test attempt is non-refundable and must be paid prior to the scheduled test time.

Below is a table that illustrates the testing program.

Course Number	
Semester 1: PNE 161 PNE 141 PNE 142	Each student enrolled in PNE 161 will sit for the Fundamentals HESI examination, which will count 20% toward the student's final grade for the course. Students will be allowed two (2) attempts on the Fundamentals HESI examination; the highest conversion score will be used to calculate the final grade. ALL students must pass PNE 161 with a letter grade of "C" to continue in the practical nursing program. All students will receive an individualized report detailing their strengths and weaknesses from the company within 24-48 hours. Students who are unsuccessful will be counseled regarding their strengths and weaknesses and assisted in developing a self-remediation plan and a plan to return to the PN Program, (See below)
Semester 2: PNE 163 PNE 173	Each student enrolled in PNE 163 will sit for the Maternity/Pediatrics HESI examination, which will count 20% toward the student's final grade for the course. Students will be allowed two (2) attempts on the Maternity/Pediatrics HESI examination; the highest conversion score will be used to calculate the final grade. ALL students must pass PNE 163 with a letter grade of "C" to continue in the practical nursing program. All students will receive an individualized report detailing their strengths and weaknesses from the company within 24-48 hours. Students who are unsuccessful will be counseled regarding their strengths and weaknesses and assisted in developing a self-remediation plan and a plan to return to the PN Program. (See below)
Semester 3: PNE 164 PNE 158 PNE 145	Each student enrolled in PNE 164 will sit for the HESI PN EXIT examination, which will count 20% toward the student's final grade for the course. Students will be allowed two (2) attempts on the HESI PN EXIT examination; the highest conversion score will be used to calculate the final grade. All students will receive an individualized report detailing their strengths and weaknesses from the company within 24-48 hours. The HESI PN EXIT examination is a predictor of the readiness of the student to sit for the NCLEX-PN exam. <i>A score of 850 is recommended.</i> ALL students must pass PNE 164 with a letter grade of "C".

Passing scores were adopted based on testing company recommendations. Presently, we are using Health Education Systems, Inc. (HESI) Testing Products.

- Students enrolled in PNE 141, PNE 142, PNE 161, PNE 163, PNE 173, PNE 145, PNE 158, or PNE 164 who fail to pass the course with a "C" or higher may be required to remediate in the formal SDV 104 remediation course. Students **MUST** pass the SDV 104 course with a grade of C or higher to be eligible to apply for readmission. (See page 27.)

- **Students who receive a grade of less than C in the SDV 104 remediation will NOT be eligible for readmission to the nursing program.**
- Students who take SDV 104 or designated alternative due to academic failure, meaning they scored D or F in a core nursing course, MUST successfully complete the SDV 104 remediation course or designated alternate remedial assignment(s) with a grade of C or higher to be eligible to apply for readmission. If a student completes an alternate remedial assignment the student must meet the outlined expectations successfully to be eligible for readmission.
- **Students who fail a core PN course will be eligible to request readmission following successful remediation and request for readmission per policy.**
- **Students will be readmitted to the PN program only ONCE following any nursing course failure.**

Testing Fees: Students will be responsible for purchasing the HESI specialty examinations at the end of each course, and the PN Exit HESI examination at the end of the program.

Specialty Exams: ~\$40.00
PN Exit HESI: ~\$60.00

* All pricing subject to change without notice by Health Education Systems, Inc. (HESI) Testing Products.

Miscellaneous

- ***Class Officers***
- ***Approximate Cost of Program***
- ***Pinning Ceremony Guidelines***

VIII. Miscellaneous

1. Faculty mailboxes are located on their office doors. Care plans, reports, etc. can be put in the faculty mailboxes. It is to your benefit to make a copy of anything that you turn in to faculty or the nursing office.
2. **Practical Nursing Faculty Assistance**
Faculty office hours are posted on their office door. They are available to assist nursing students with academic and/or program questions and problems. These hours will change from semester to semester. Per faculty directions, students may call some faculty at home.

Faculty may be contacted by e-mail at any time.

The Director of Nursing and Allied Health may be available at times other than posted office hours to assist students. Please make an appointment whenever possible.

Director of Nursing and Allied Health: 276-656-0248, Philpott Hall 123A

Practical Nursing Faculty:

Melanie Nelson – 656-0294

Office: Philpott Hall – Room 109

Stephanie Wagoner – 656-0330

Office: Philpott Hall – Room 109

4. **Class Officers**
 - A. During the first or second semester, the students will elect class officers (President, Vice President, Secretary, Treasurer, Historian, etc.) The officers will coordinate class activities, fund raisers, etc. One PNE faculty will serve as a facilitator during class meetings.
 - B. Nursing Student Advisory Council (NSAC): The class president or designee will serve on the NSAC. These students will be invited to faculty meetings to voice concerns or raise issues.

IX. The Pinning Ceremony: The following policies will govern the ceremony activities:

1. Administration/college responsibilities:
 - a. Participate in the ceremony as requested by graduating students
 - b. Provide a place or location in which the ceremony will be held
 - c. Provide the necessary set-up as required in advance by the graduating students
 - d. Provide for printing of ceremony programs. If any special paper is requested by the graduating class, they will provide it to the Nursing Office.
 2. Nursing Faculty responsibilities:
 - a. Serve as advisors to the graduating students to help plan the ceremony
 - b. Participate in the ceremony as requested by the graduating students
 - c. Assist with the presentation and pinning of students during the ceremony
 - d. Approve programs, slideshows and music
 3. Student Responsibilities
 - a. Elect a committee from the class to assist with the planning and coordination of the pinning ceremony as well as clean-up following the pinning ceremony.
 - b. Invite administrators, nursing faculty and guest speakers in writing to participate in the ceremony
 - c. Purchase the college designed program pin and lamp
 - d. Purchase invitation if desired
 - e. Select appropriate individuals to serve as ushers and assist with reception
 - f. Submit pinning program/slideshows/music to nursing office for approval at least 5 days prior to ceremony.
 4. Additional protocols and requirements:
 - a. Generic content in prayers, songs, and addresses will be observed during ceremony
 - b. The date of the ceremony will be at the end of the semester.
 - c. Pinning ceremony dress will be consistent with the clinical dress codes (see dress codes in handbook) and females will don the traditional nursing cap.
 - d. The Director of Nursing and Allied Health or his/her designee will perform the actual pinning at the ceremony.
- X. Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses. *Approximate* costs include:

Uniforms	\$160
Physical Examination	~\$100 (depending on immunizations needed)
Books	\$700-\$1000
Graduation Pin	~\$50 (cost depends on price of gold or silver)
AHA BCLS CPR certification	~\$160 (if taken at PHCC)
Criminal Background Checks	\$52
Application for Testing & Licensure fees	~\$400
Stethoscope	~\$15
Transportation to clinical agencies, seminars, etc. as required	

PHCC Policies

- ***Student Collegiate Honesty Policy***
- ***Student Disability Policy***
- ***Inclement Weather Policy***

XI. PHCC Policies

1. Academic Integrity Policy:
 - A. The Academic Integrity Policy is a formal process governing student conduct at PHCC. The Academic Integrity Policy governs student conduct directly related to the academic life of the institution and is in effect during all phases of a student's academic career. The Policy is applicable to any academically related experience involving PHCC students whether on or off the campus. All alleged violations of the Policy must be resolved in accordance with this Policy and under the direct authority of a PHCC faculty member, PHCC Division Dean or the Vice President of Academic & Student Development as detailed in the policy.
 - B. Students agree that by taking courses at PHCC, all required papers may be subject to submission for textual similarity review to a plagiarism detection program, at the discretion of the instructor, for the detection of plagiarism. All submitted papers will be included as source documents in the plagiarism detection software's reference database solely for the purpose of detecting plagiarism of such papers.

Any student with an honor code violation while enrolled in the nursing program will not be eligible for readmission and will not be eligible for admission/transfer to another PHCC Health Science Programs program.

2. Student Disability Policy: If you have a disability or other need for reasonable accommodation in order to successfully complete the requirements of this course, please contact the 504/ADA Coordinator (Learning Resource Center #109D, 656-0257 or 800-232-7997 ext. 0257, disabilityresources@patrickhenry.edu) to discuss this matter confidentially.
3. Inclement Weather Policy: If PHCC experiences a delay, classes will begin operating on their normal schedules once the campus opens - regardless of the time that is. For example, if classes begin at 10:00 a.m. because of a 2-hour delay, classes scheduled from 10:00 a.m. forward take place at their regularly scheduled time. Any classes that were scheduled before 10:00 a.m. would not meet that day. Your instructors provide information regarding assignments during any missed class time. If the opening time is during your normally scheduled class then the class meets for whatever duration exists after the school opens. For example, you have a class that begins at 9:30 a.m. and finishes at 10:45 a.m. If there is a 2-hour delay in opening the college, you should attend your class beginning at 10:00 a.m., which provides you 45 minutes of instruction. The general rule is for classes that have 30 or more minutes remaining in their scheduled time, you should attend that class when the college opens. Questions regarding specific class should be directed to the instructor.

Off-Campus Students

Classes at the Patrick County Site will follow the same inclement weather schedule as the main PHCC campus in Martinsville, unless otherwise announced.

4. Patrick Henry Community College uses an Emergency alert application to contact you during a major crisis or emergency. This system will deliver important emergency alerts, notifications and updates to you on these devices:
 - * E-mail account (work, home, other)
 - * Cell phone (text only)
 - * Pager
 - * Smartphone/PDA (BlackBerry, Treo & other handhelds)Visit: <http://patrickhenry.edu/emergency> for more information.

Patrick Henry Community College
Practical Nursing Program

VALIDATION OF UNDERSTANDING

One quality we expect in each student is accountability – being responsible for your own actions. We request you use the student handbook and course syllabi to assist in your accountability.

Thank you for choosing PHCC and best wishes in your endeavors!

PHCC – PN Statement of Understanding:

I understand the requirements of the PHCC PN program as stated in the handbook.

I understand it is my responsibility to clarify what I do not understand regarding the handbook or the requirements of the course with the instructor.

Name: _____ (Please Print)

Signature: _____

Date: _____

(This signed form will be kept in the students file in the Nursing Office.)