

Central Georgia Technical College
Licensed Practical Nursing Program
Student Handbook

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WELCOME MESSAGE TO ALL PRACTICAL NURSING STUDENTS

Welcome to the Practical Nursing program of Central Georgia Technical College (CGTC). The purpose of our college is to provide theoretical instruction and practical application in job skill fundamentals and give meaning to education by relating training to the specific occupational goals of job placement or advancement in present employment.

The college stresses skill development, theoretical knowledge, acceptable work attitudes, proper work habits, and job appreciation, which contribute to successful and continued employment and a satisfying productive life.

The Practical Nursing Faculty are eager to facilitate and instruct you in acquiring the knowledge and skills needed to achieve your goals in becoming a valued member of the Practical Nursing profession. Through a dynamic interactive process that utilizes theoretical instruction and clinical practice each student will be provided opportunities to progressively apply the nursing process to client care across the lifespan in a variety of nurse practice settings.

This Student Handbook is designed to provide you with information about the Practical Nursing Program. It is to be used in conjunction with the CGTC College Catalog and the nursing course syllabus for each course. Every effort will be made to keep the information in this Handbook current. Any portion of the Nursing Program Handbook may be revised at any time by action of the Practical Nursing Department. Such revisions shall be communicated to students when they occur, and are binding to all parties. It is your responsibility, as a student, to keep up to date regarding policies and procedures affecting the expectations and progression through the program.

You are now a part of a large job-training institution, which has an annual enrollment of over 12,000 diploma, degree and certificate students. You are an important part of the college and we are excited to have you as a committed student to the Practical Nursing Program

If, during your tenure here, questions or problems arise or if you have suggestions for improvement within the program, please feel free to contact any member of the Practical Nursing faculty.

We wish you every success!

Central Georgia Technical College

Practical Nursing Program Faculty/Administrators

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Introduction

The Central Georgia Technical College Practical Nursing Handbook was prepared by the Practical Nursing Program Faculty to provide the student with a resource of information regarding the policies and procedures of the nursing program. This handbook does not replace the policies and procedures set forth for the general student population of Central Georgia Technical College; therefore, students are expected to be knowledgeable regarding the contents of each.

The Practical Nursing Faculty's intent is to provide a stimulating, rewarding experience for all students in pursuit of excellence in their field of study. This handbook should be used as a tool to help achieve the student's goals.

Licensure Information:

Upon completion of the program, a Practical Nursing graduate will be eligible to write the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and apply for licensure with the Georgia Board of Nursing (GBON). CGTC's PN program has practice exams, computer labs, and books available to prepare students for this required State Board examination for licensure. Although CGTC PN program graduates will have received the knowledge and skills necessary to practice nursing, the graduate cannot deliver patient care as a practical nurse in the State of Georgia without obtaining a practical nursing license from the Georgia Board of Nursing (GBON). Upon graduation from the CGTC PN program, the program chairperson, on behalf of the student, will submit to the GBON verification of program completion. The student may then submit the application online to the GBON. In order to be eligible for licensure, the student must meet all requirements as set forth by the GBON, including passing the NCLEX-PN. Although the student with a criminal history may be accepted by the PN program's clinical sites for clinical practice, the Board has the right to use the same criminal history to deny licensure to a student, even if the student successfully completes the PN program. The decision to license a graduate of a PN program rests solely with the GBON. CGTC is not a licensure board and does not guarantee licensure to its PN program graduates.

Accreditation Status:

Effective February 20, 2018, the CGTC nursing programs are Candidates for initial accreditation by the Accreditation Commission for Education in Nursing. This Candidacy status expires on February 20, 2020.

Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

CODE OF ETHICS FOR THE LICENSED PRACTICAL NURSE

Students are expected to adhere to the Code of Ethics for Nurses. This requirement establishes the basis for long-term development of professional behaviors and ethical reasoning with regard to patient care. Nurses are expected to provide ethically sound care to all clients regardless of circumstance.

1. The licensed practical nurse shall practice his/her profession with integrity.
2. The licensed practical nurse shall be loyal--to the physician, to the patient, and to his/her employer.
3. The licensed practical nurse strives to know his/her limitations and to stay within the bounds of these limitations.
4. The licensed practical nurse is sincere in the performance of his/her duties and generous in rendering service.
5. The licensed practical nurse considers no duty too menial if it contributes to the welfare and comfort of his/her patient.
6. The licensed practical nurse accepts only that monetary compensation which is provided for in the contract under which s/he is employed, and s/he does not solicit gifts.
7. The licensed practical nurse holds in confidence all information entrusted to him/her.
8. The licensed practical nurse shall be a good citizen.
9. The licensed practical nurse participates in and shares responsibility of meeting health needs.
10. The licensed practical nurse faithfully carries out the orders of the physician or registered nurse under whom s/he serves.
11. The licensed practical nurse refrains from entering into conversation with the patient about personal experiences, personal problems, and personal ailments.
12. The licensed practical nurse abstains from administering self-medications, and in event of personal illness, takes only those medications prescribed by a licensed physician.
13. The licensed practical nurse respects the dignity of the uniform by never wearing it in a public place.
14. The licensed practical nurse respects the religious beliefs of all patients.
15. The licensed practical nurse abides by the golden rule in his/her daily relationships with people in all lifestyles.
16. The licensed practical nurse may give credit to a commercial product or service but does not identify him/herself with advertising, sales, or promotion.

*NOTE adopted by the National Federation of Licensed Practical Nurses.

Purpose

The purpose of the Practical Nursing program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of practical nursing. The program focuses on preparing graduates to assist in meeting the practical nursing health care needs of the community, thus preparing graduates to function in a variety of health care setting.

The Practical Nursing program provides educational opportunities regardless of race, color, creed, ethnic or national origin, religion, sex, age, disability, marital status veteran status, academic disadvantage, or economic disadvantage.

The Practical Nursing program is intended to produce graduates who are prepared for employment as practical nurses. Program graduates are to be competent in the general areas of: communications, math, and interpersonal relations. Graduates are to be competent in the occupational areas of: basic computer skills; anatomy and physiology; drug calculations; administration of medications; nutrition and diet therapy; ethics and law; client care, health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health; and nursing leadership.

These individuals will be prepared for licensure as set forth by the Georgia Board of Examiners of Licensed Practical Nurses.

Practical Nursing Program Mission Statement

The Practical Nursing Program supports the mission of the Technical College System of Georgia and that of Central Georgia Technical College. The faculty of the Practical Nursing Program are committed to these missions by producing qualified Licensed Practical Nurses that will provide the highest quality nursing care to the consumers within the counties for which we serve. The faculty fulfills this commitment by providing educational opportunities that will enable individuals to obtain the knowledge, skills, and work ethics necessary to be successful in passing the NCLEX examination and to become gainfully employed in the field of Practical Nursing.

Conceptual Framework

Student learning occurs through a curriculum based on concepts and practice standards with emphasis on the development of critical thinking skills, clinical reasoning, effective communication skills, and technical competencies facilitated by faculty guidance and selection of relevant learning experiences in the classroom, lab, and clinical setting.

The conceptual framework underlying the Practical Nursing Program of Central Georgia Technical College is guided by the nursing metaparadigm of nursing, health, environment, and person. The framework builds upon the regulatory requirements of the Georgia Board of Nursing and the Technical College System of Georgia's KMS standards. Further, the framework incorporates the guiding principles of the National League of Nursing (NLN, 2014) Practical/Vocational Nursing Curriculum Framework, the NCLEX-PN Test Plan, and the six (6) competencies of the Quality and Education for Nurses (QSEN, 2018). Based upon the above-mentioned sources, six (6) categories have been identified as CGTC's Practical Nursing Program guiding principles: 1) Provider of patient-centered care, 2) Patient advocacy, 3) Patient safety, 4) Personal and professional development, 5) Collaborating member of the healthcare team, and 6) Informatics.

Definitions

Nursing Metaparadigm

Nursing is a dynamic interactive goal-directed process that seeks to promote optimal health within the framework of the individual, family, community, and society. With the nursing process, a problem solving approach, nurses strive to provide holistic, patient-centered care to individuals, families, and groups. Nursing is based on a body of knowledge and science and is demonstrated via evidence-based practice. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the lifespan.

Health is a state of complete physical, mental, and social well-being, is relational and contextual, and not merely the absence of disease or infirmity (WHO, 2018) The promotion of health and prevention of disease in individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments are the core of nursing principles.

According to Merriam-Webster (2018), Environment is the aggregate of social and cultural conditions that influence the life of an individual or community. Environment consists of those internal, external and social factors that affect health.

Individual is a unique, yet complex being with inherent values and worth, and a significant member of a family, the community, and culturally diverse society.

Competencies

QSEN

Patient-centered care focuses on the patient or designee as the source of control in consideration of patient and family cultural preferences, beliefs, and values. As an advocate, the nurse provides timely, compassionate, and coordinated care based on respect for patient's preference, values, and needs.

Member of the Health Care Team involves functioning effectively within nursing and inter-professional teams. Collaboration fosters effective communication, mutual respect and shared decision making to achieve quality patient-centered care.

Evidence-Based Practice (EBP) involves integrating the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality improvement focuses on the utilization of clinical data to monitor and improve healthcare outcomes. Professional identity incorporates actions that reflect integrity, leadership, accountability and legal/ethical responsibility in accordance with established nursing standards of practice.

Patient Safety minimizes the risk of harm to patient and providers through both system effectiveness and individual performance.

Informatics is the use of technology to access appropriate information, communicate effectively, and implement best nursing practices to support safe clinical decision-making.

NCLEX-PN Test Plan

Self and Effective Care Environment

- Coordinated Care
- Safety and infection control

Health Promotion & Maintenance

Psychological Integrity

Physiological Integrity

- Basic Care and Comfort
- Pharmacological Therapies
- Reduction of risk potential
- Physiological adaptation

NLN

Safety: Safety is the foundation upon which all other aspects of quality care are built (NLN, 2014). A nurse, who practices safely, minimizes risk of harm to patients and providers through both system effectiveness and individual performance (Cronenwett et al., 2007). Safe practice includes the individual's purposeful use of knowledge to provide safe care in a deliberate, skillful and informed way.

Quality: The Institute of Medicine defines quality as the degree to which health services to individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge (IOM, 2001). Quality is operational from an individual, unit and systems perspective (NLN, 2014).

Relationship-Centered Care: Core to nursing practice, relationship-centered care includes care; (therapeutic relationships with patients, families and communities; and professional respect for dignity and uniqueness of others, valuing diversity, integrity, mutual trust, civility, self-determination, and regard for personal preferences and desires.

System-based care: Nurses practice in systems of care to achieve health care goals. Nurses must demonstrate an awareness of and responsibilities to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal health.

Personal/Professional Development: This refers to the individual's formation within a set of recognized responsibilities. It includes the notion of good practice, boundaries of practice, and professional identity formation (NLN, 2010). It also includes knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing.

References

National League of Nurses (2014). NLN Practical/Vocational Curriculum Framework: Guiding principles. Retrieved from <http://www.nln.org/docs/default-source/default-document-library/nln-practical-nursing-framework-guidelines-final.pdf?sfvrsn=0>

Quality and Safety Education for Nurses (2018). Competencies. Retrieved from <http://qsen.org/competencies/>

World Health Organization (2018). Constitution of WHO: Principles. Retrieved from <http://www.who.int/about/mission/en/>

Philosophy

The faculty of the Practical Nursing Program fully embraces the mission of Central Georgia Technical College, which is to “promote community and workforce development.” The PN program faculty is anchored in beliefs concerning the nursing profession, education as a lifelong process, nursing education, and practical nursing as an integral part of nursing.

Nursing Profession

We, as a unified nursing faculty, understand the dignity and value the human life, and the human right to the highest attainable standard of physical and mental health. We also recognize that each person as a unique individual will possess distinct physical and psychosocial needs that must be addressed in which to attain an optimal level of functioning.

The nursing profession provides services that contribute to the health and well-being of all individuals. With the guidance of the nursing process, the Practical Nurse implements interventions in which to assist individuals in meeting their physical and psychosocial needs, thereby promoting an optimal level of health or support in death.

Teaching-Learning Process

The PN faculty commits to facilitating the learning process based upon Knowles’ Adult Learning Theory. Learning is a life-long process that results in an ongoing change in knowledge and behavior in which to enable an individual to develop his/her potential. It is acknowledged by the faculty that each student will present with different learning needs as well as varying past experiences. Learning will be facilitated as the study of nursing concepts is directly relevant to the PN nursing student as they develop the awareness of progressive levels of comprehension in a goal directed manner. Both the faculty and the students must understand their roles in the learning process while being actively involved and responsible for the learning that takes place.

Nursing Education

The Practical Nursing program is anchored in the belief that nursing education should prepare students to function safely within a variety of health care setting while providing competent nursing care. We believe that nursing education should provide students an opportunity to progress within an innovative curriculum in order to enhance the profession of nursing while serving as a foundation for life-long learning.

Practical Nursing

Licensed Practical Nurses are an innate part of the nursing profession and health care society. The PN faculty strive to ensure that all students are well prepared to meet the needs of the health industry that Central Georgia Technical College serves. Although entry level, the program strives to integrate evidenced-based practices through assessment, patient education, safety, and use of current technology resources. The graduate PN nurse will be able to implement nursing care that reflects integrity, responsibility, and ethical practices.

Practical Nursing End-of Program Outcomes

1. 70% of the students who begin the first nursing course will graduate the program within three (3) semesters.
2. 80% of the PN graduates will be gainfully employed within the nursing field within six (6) months of graduation.
3. The program's annual licensure examination pass rate will be at least 80% for all first time test takers within 12 months of graduation.

Student Learning Outcomes (SLOs) 2019

1. Students will serve as advocates for clients and their families while providing holistic nursing care.
2. Students will exhibit leadership attributes promote safe, quality care of clients in a variety of healthcare settings.
3. Students will demonstrate the use of relevant health care technologies in a web enhanced learning environment for documentation, data retrieval, and medication administration.
4. Students will communicate effectively with clients, families, and the interdisciplinary healthcare team to promote an optimal level of health or support in death.
5. Students will utilize the nursing process as a framework for critical thinking in which to formulate care to a diverse group of clients across the lifespan.
6. Students will synthesize principles of evidence-based practice to provide patient-centered nursing care to a diverse group of clients across the lifespan.
7. Students will practice within the ethical and legal framework of the nursing profession to maintain the integrity and professional standards of conduct.

Criminal Background Check and Drug Screen Policy

Criminal background checks and drug screening are a mandatory requirement for every student who enters the LPN program at Central Georgia Technical College. Students with a criminal background and/or positive drug screen may not be eligible to participate in clinical rotations. Each hospital or clinical facility has the right to refuse a student clinical privileges.

When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This is to prevent the student from being added back into the course/program without prior advisement/approval.

Clinical rotations are a required component of nursing classes. If a student is unable to attend clinical rotations, they are unable to meet the objectives of that course; therefore, they will not be eligible to continue the program. If clinical placement is denied, the student will be withdrawn from the Nursing Program.

For students who are accepted into a rotation with a criminal background, completion of the Nursing Program does not guarantee the student will be eligible to test for the National Council Licensure Examination or receive a nursing license.

If a student receives a violation of criminal activity during the course of the program, the faculty has the right to request an updated background check. Each clinical facility has the right to suspend privileges at any time during the duration of the program.

The Clinical Coordinator receives criminal background checks and drug screens. This information is kept confidential and will not be shared with other students, staff members or faculty members.

The facilities associated with our clinical education program require criminal background checks and drug screening on all students to ensure the safety of patients treated by students in the clinical rotation. Students are required to order a criminal background check and drug screen prior to the beginning of the program. This allows sufficient time for review prior to starting clinical rotation. Each clinical facility will determine if a student is eligible or ineligible to attend clinical at their facility.

Background checks are conducted by PreCheck and/or Verified, a firm specialized in background checks for healthcare workers. Students may place their order on-line. The student is responsible for the fee associated with the background check.

If a student is allowed to complete a clinical rotation, the State Board of Nursing will review each individual application for licensure as a Practical Nurse.

I, (Name) _____ (Student ID#) _____, authorize the Central Georgia Technical College's Clinical Coordinator to release Criminal Background Check and Drug Screen results to clinical facilities.

I, (Name) _____ (Student ID#) _____, understand:

- Any student with a criminal background including a felony or misdemeanor may be denied privileges to perform clinical rotations in any of the Central Georgia Technical College's clinical rotation sites.
- Any student with a criminal background including a felony or misdemeanor may be delayed or denied taking their licensure examination with the State Board of Nursing.
- Any student with a criminal background including a felony or misdemeanor may be denied a license to practice nursing in the state of Georgia.
- Any student with a criminal background including a felony or misdemeanor may be fined or receive criminal charges by the State Board of Nursing in cases where fraudulent information is submitted regarding information found on the background check.

Signature

Date

Clinical Site Determination of CBC and DS

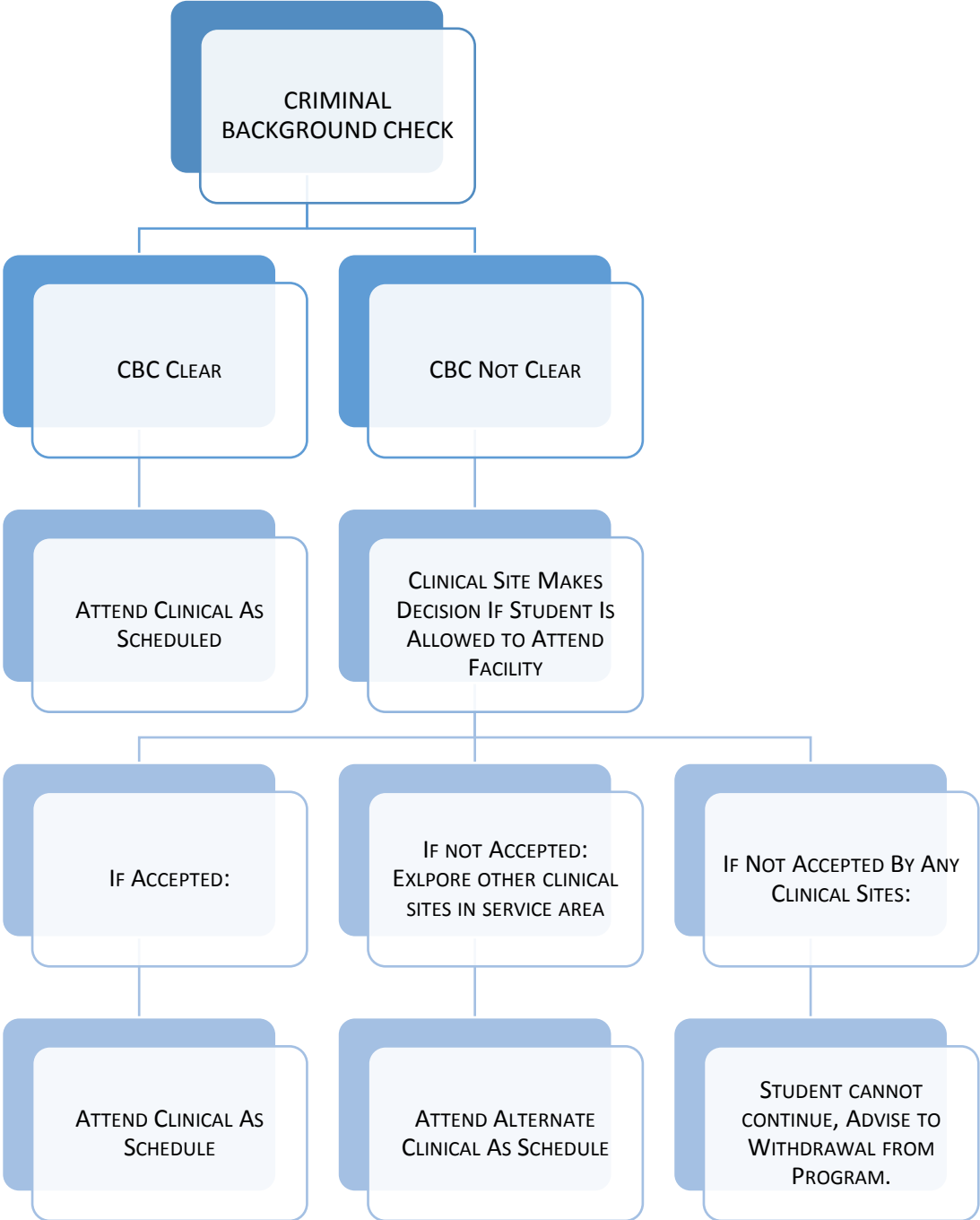


Figure 1 Background Check Flowsheet

Post-Selection Progression/Readmission Requirements

Post-selection progression

- Students must maintain a minimum GPA of 2.0 or a minimum grade of C in each course for all required Practical Nursing courses.
- In the event a student's course grade is below a C, but maintain a minimum cumulative GPA of 2.0, the student may be allowed to continue in the program as long as he/she meets the requirements as described below.
- If a student earns a course grade below C and does not maintain a minimum cumulative GPA of 2.0, the student will not be allowed to continue in the program and will not be eligible for re-entry for a period of one year (three semesters).
- Regardless of the student's cumulative GPA, students may only repeat one unsuccessful PNSG course throughout the program. A second unsuccessful attempt at any PNSG course will result in program dismissal for a period of one year or three semesters.
- An unsuccessful attempt is defined as grades of W, WP, WF, or course grades of D or below.

Readmission requirements

- After this period of one year, if the student wishes to re-enter the program, he/she will be required to begin the program from the beginning with the PNSG 2030, PNSG 2035, and PNSG 2010 sequence of courses.
- Re-admission after a period of one year is based upon the same competitive selection requirements. Re-admission is not guaranteed.
- Re-admitted students are required to successfully pass all PNSG courses for the remainder of the program. Any further failures or unsuccessful attempts will be grounds for immediate dismissal from the program.
- An unsuccessful attempt is defined as grades of W, WP, WF, or course grades of D or below.

Any student who does not complete a course successfully will be required to enter into a Curriculum Completion Contract in order to remain in the Practical Nursing program. See sample contract (Appendix III).

Students must successfully complete all courses within the semester that they are currently enrolled before they can progress into the next semester's courses. For example, a student who fails PNSG 2210, but passes PNSG 2220 and PNSG 2230, cannot progress into the next semester until the PNSG 2210 requirement has been met. Re-admission into the failed course the next semester will be based on availability and is not guaranteed.

Transfer, re-entry (any break in successive semester enrollment), and transient students will be accepted into the program based on availability.

To receive transfer credits from another institution:

- A student must meet the Health Technology Programs Competitive Selection requirements.
- ALHS 1090 must have been taken within the last five (5) years, and PNSG courses must have been taken within the last year. If PNSG courses are one (1) year or greater, they will not be accepted for credit, and the student must compete for selection (as previously outlined in this packet) and begin the program at the beginning. (See below).

Before any student's first clinical experience in the program, proof of required immunizations, a drug screen and background check are required (re-entry students must fulfill the drug screen/background check requirements upon re-entering the program as well).

PRACTICAL NURSING PROGRAM CURRICULUM

These courses have been developed to provide didactic (classroom) instruction supported by practical application of skills (clinical experience). A minimum grade of C is required to be successful in each course. Re-admission into the failed course the next semester will be based on availability and is not guaranteed.

1. PNSG 2030 Nursing Fundamentals- PNSG 2035 Nursing Fundamental Clinical
2. PNSG 2210 Medical Surgical Nursing I** PNSG 2310 Medical Surgical Nursing Clinical I
3. PNSG 2220 Medical Surgical Nursing II** PNSG 2320 Medical Surgical Nursing Clinical II
4. PNSG 2230 Medical Surgical Nursing III** PNSG 2330 Medical Surgical Nursing Clinical III
5. PNSG 2240 Medical Surgical Nursing IV** PNSG 2340 Medical Surgical Nursing Clinical IV
6. PNSG 2250 Maternity Nursing** PNSG 2255 Maternity Nursing Clinical
7. PNSG 2410 Nursing Leadership** PNSG 2415 Nursing Leadership Clinical

NOTE: PNSG 2010 Introduction to Pharmacology has no co-requisite but a minimum grade of C must be achieved in order to progress in the curriculum sequence to the next semester.

**pre-requisite for this class is PNSG 2030/2035

Student Code of Conduct

Per the CGTC Student Handbook Code of Conduct, specific programs of study may have written rules and regulations affecting its activities. Each student will be issued a copy of these regulations during the program orientation. Students should be thoroughly familiar with the program regulations and CGTC catalog. Regulations contained in both documents are set forth to guide students in their daily activities while at CGTC.

Students enrolled in the Central Georgia Technical College Practical Nursing Program are expected to demonstrate moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professional Code of Ethics. Upon graduation from the Practical Nursing Program, students may become licensed practice nursing and are required to assume responsibility for the life and welfare of other human beings. Every nursing student is expected to demonstrate competence and safe patterns of behavior which are consistent with professional responsibilities and which are deserving of the public's trust. In the professional judgment of the faculty, any behavior deemed inconsistent with professional responsibilities and/or unsafe practices are addressed as an academic issue and may result in failure of a course and/or a possible dismissal from the program.

Critical Incidents

A critical incident is defined as any action or failure to take action that may result in, or has the potential to result in harmful effects to the well-being of the client/individual. Each critical incident should be taken very seriously and will be evaluated as follows:

The following critical incidents apply to both clinical and classroom behavior, unless specifically stated.

Each component of the Code of Conduct will be assigned a Grade I, Grade II, or Grade III critical incident. **Upon the first offense of critical incidents Grade II and Grade III, the student will be given a verbal/ written warning. No points will be deducted for the first offense. Upon the second offense of a Grade II or Grade III critical incident, points will be deducted as indicated below. Clinical orientation will be considered the only warning for Grade I critical incidents. 30 points will be deducted for the first offense of any Grade I critical incident, which may result in failure of the course. All written warnings will become a part of the student's file and will carry over to each PNSG course (i.e., if a student receives a warning in Med-Surg I and repeat the same offense in Med-Surg II, the second offense will result in point deductions as indicated in this handbook).**

The student shall be made aware of any critical incident and possible consequences immediately following its occurrence, privately. All critical incidents shall be discussed with the student and other designated personnel and signed within three (3) business days following the incident.

Consequences include:

Grade I

Constitutes as written incident report. The instructor (primary), following consultation with an advising instructor, will dismiss the student from the clinical/class setting for the remainder of the day. The incident will then be documented by the primary instructor and evaluated by the Program Chairperson. The primary instructor, after consulting with the Program Chairperson, will counsel the student as to the severity of the incident, expected improvement measures, etc., and obtain the students signature on the critical incident form. If the Program Chair is the primary instructor, then the incident will be reported to

and evaluated by the Division chair. The Program Chair will notify the Division Chairperson and the Dean of Academic Affairs regarding any grade I critical incident given. The student is given a copy of the signed document and a copy will be placed in the student's file.

Any student who is assessed a Grade I Critical Incident according to the Practical Nursing Student Handbook, will have 30 points deducted from his/her final class/clinical grade, per incident. See list of potential Grade I infractions.

If a student is assessed a Grade I Critical Incident which involves a clinical site requesting removal of the student from said site and making the student ineligible to return to said site, the Program Chair will explore other approved clinical sites within the service area as an alternate site for the affected student. If the student is deemed ineligible to attend any of the clinical sites within the service area, he/she will not be eligible to continue the program and will be advised to withdraw.

Examples of GRADE I Infractions:

1. Stealing or willfully destroying or damaging any property of the facility, patients, visitors, Personnel, instructors, or fellow students. See lab equipment utilization in Nursing Student Handbook.
2. Reporting for, or attempting to work while under the influence of alcohol, drugs or narcotics or in a physical condition making it unsafe or unsatisfactory to continue clinical practice as a student nurse.
3. Patient abuse (physical, mental, verbal).
4. Altering, falsifying or making a willful misstatement of facts on any patient/client record, chart or any student record/clinical or class (i.e.: data base, logbook, rotation reports, etc.). Submitting work that is not your own or previously submitted for another course requirement (blatant plagiarism) will result in a grade of zero (0) and immediate dismissal from clinical.
5. Violating patient/client rights as defined by law. (i.e. HIPPA confidentiality, failure to remove client information and close computer access).
6. Failure to report or commission of any activity or incident that adversely affects the client (i.e.: failure to administer medications or treatments, report abnormal VS, O2 Sat, Blood Sugar).
7. Any act, rendered by a student of CGTC that is deemed in sufficient in the clinical instructor's view, which hinders the quality of the patient care. Examples include but are not limited to failure to turn patients or provide incontinence care.
8. Abandonment – Leaving the clinical site during assigned clinical hours without the clinical instructor's knowledge/permission.
9. Administering medications, treatments, and procedures without the approval of the clinical instructor.
10. Posting photos or discussing clinical/class situations involving patients/ classmates, facility, facility employees, instructors via social networking and/or other forms of electronic communication (such as texting and e-mail) not sanctioned by CGTC can be considered a violation of HIPPA. Such situations may include, but are not limited to, patient diseases, procedures, diagnoses and prognoses, personal situations involving your relationship as a CGTC student as well as other patient or individual information or opinion, with or without identification of location site or specific patient or person.

Grade II

Constitutes a written incident report. The primary instructor, following consultation with an advising instructor or Chairperson, will document the incident and counsel the student as to the severity of the Grade II incident, expected improvement measures, etc., and obtain the student's signature on the critical incident form.

Any student, who according to the Practical Nursing Student Handbook, is assessed a Grade II Critical Incident, will have 15 points deducted from his/her final class/clinical grade per incident. See list of potential Grade II infractions.

Examples of GRADE II Infractions:

1. Discussing personal problems or business with the patient, facility's personnel, or peers in the clinical setting.
2. Excessive tardiness (defined as three arrivals less than 15 minutes after the scheduled starting time).
3. Using a cell phone or having possession of a cell phone at a clinical facility or during any scheduled clinical hours without the instructor's permission. .
4. Failure to appropriately notify the clinical agency/instructor of an absence will result in a Grade II Critical Incident (15 points deductions from final clinical evaluation score). Arrival less than 15 minutes late constitutes a tardy. Excessive tardiness (3 or more) is a Grade II Critical Incident. A student that arrives more than 15 minutes (16 minutes or more late) to their clinical site is considered absent and will be sent home and receive a Grade II critical incident.
5. A student that arrives more than 15 minutes (16 minutes or more late) to their clinical site will be sent home and receive a Grade II critical incident.
6. The omission or commission of any act deemed clinically unsafe, unethical, or unprofessional by the clinical instructor. Examples include but are not limited to failure to monitor IV drip rates or blood glucose levels, extremely poor time management resulting in minimal patient care and negligence in documentation.
7. Family members/friends are not to contact or visit students at the clinical site during clinical time (including student breaks and lunch). If necessary, family members/friends may contact CGTC and the student will be contacted through the instructor for any messages.
8. Absence of one day in a single class without notifying the clinical instructor according to guidelines.
9. Smoking at a clinical facility, including the parking lots. This includes the use of smokeless tobacco (snuff, e-cigarettes, or vapor cigarettes).
10. Insubordination or disrespect to a clinical instructor, nursing faculty, patient, family member, or any facility personnel in the clinical/classroom setting.
11. Speaking negatively, gossiping or making libelous statements about the facility, facility employees, patients/clients and family members, nursing faculty or fellow students.
12. Habitual Grade III violations (three different Grade III or any two Grade III's of the same nature) will constitute a Grade II violation.
 - a. A second Grade II incident of the same nature will result in an additional 15 points deduction from the student's final clinical evaluation grade.
 - b. Three (3) Grade II incidents (of any nature) in the same course constitutes immediate dismissal from the clinical/class setting for the remainder of the course. A grade of WF will be assigned for the course in which the incident occurred.

13. Disorderly, unethical or indecent conduct, including verbal (use of profanity) and nonverbal communication, in the classroom or clinical setting.

Grade III

Constitutes written/oral counseling. Habitual Grade III violations (repeat of a prior counseling violation) will be considered grounds for Grade II disciplinary action.

Any student, who according to the Practical Nursing Student Handbook, is assessed a Grade III Critical Incident, will have 7.5 points deducted from his/her final class/clinical grade per incident. See list of potential Grade III infractions.

Examples of GRADE III Infractions:

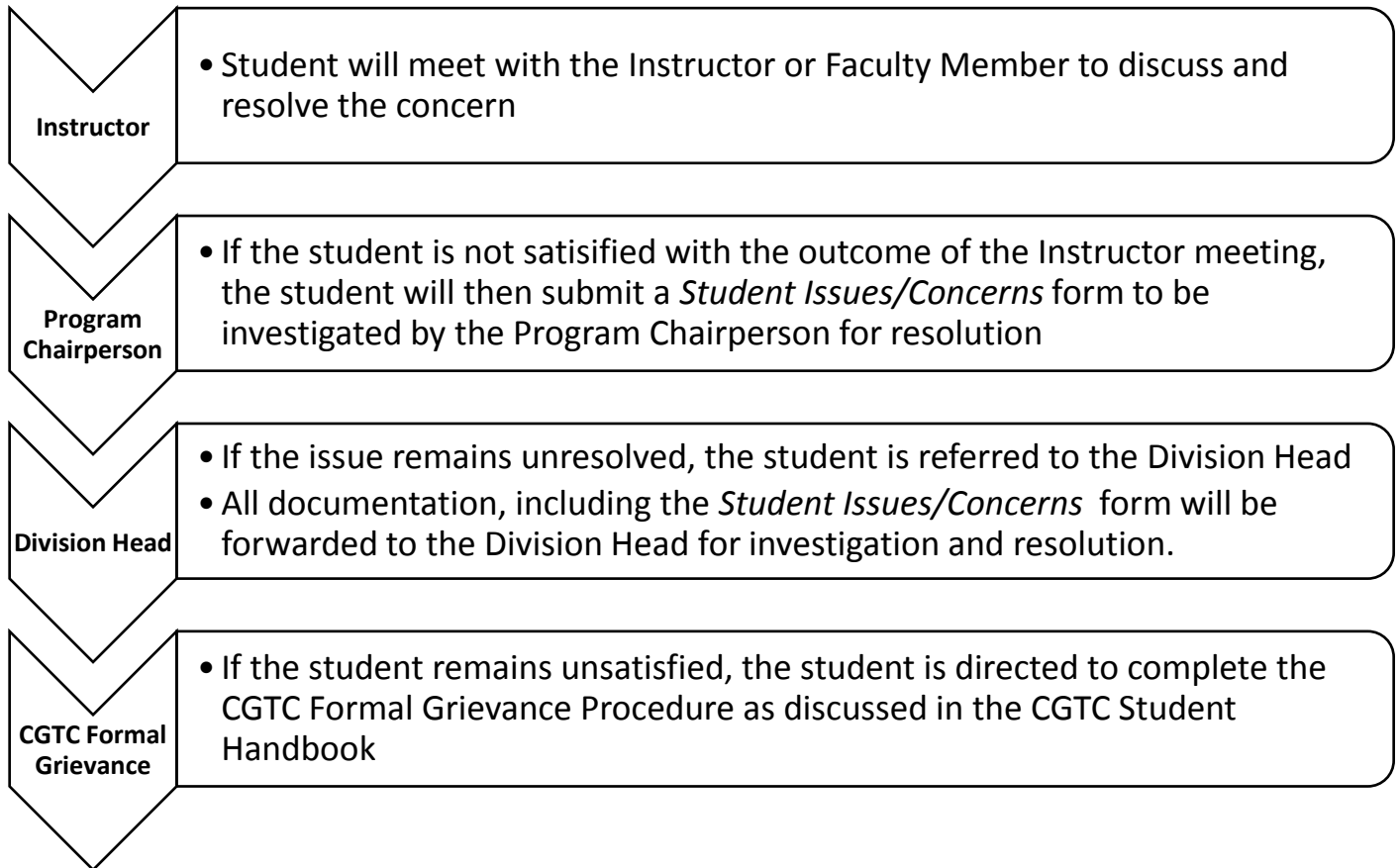
1. Failure to wear proper uniform (ex. solid white shoes, white underwear) with proper identification (i.e. name badge).
2. Reporting to clinical wearing a uniform that is not clean and pressed. .
3. Failure to report to clinical without the required equipment or materials (Clinical notebook, textbooks, watch, stethoscope, etc.).
4. Consuming foods and/or drinks in unauthorized times and unauthorized places.
5. Fraternization with employees or representatives of the clinical facilities is prohibited during clinical hours.
6. Taking more than the allotted time for lunch and breaks.
7. Reporting to clinical in unauthorized uniform (minor infractions such as wearing of jewelry), without required books (see exceptions #1 and #2 under Grade II violations), or without the necessary supplies/documents.
8. Failure to address the nursing faculty and facility staff by title and last name, unless agreed upon by facility staff member and instructor (i.e.: Mrs. Jones or Mr. Smith).
9. Failure to abide by policies/requirements of the clinical facility (i.e. parking in unauthorized areas)
10. Failure to follow the Chain of Command as outlined in the CGTC Student Handbook.
11. Failure to submit clinical make up paperwork as indicated I the Practical Nursing Students Make-up Day Guidelines.
12. Sleeping while assigned to clinical practice.

Practical Nursing Grievance Procedure

Students and faculty will follow the chain of command in addressing issues of concern and problems, which may arise.

CGTC PRACTICAL NURSING PROGRAM GRIEVANCE PROCEDURE

Resolution of Student Concerns



Guidelines for Public Domain Web Sites/Social Media

1. Students need to be aware that anything posted to social networking sites such as Facebook, Twitter, My Space, and the likes is in the public domain and you are responsible for the content of what you post. You may think that your postings may be viewed by just your “friends”, but it may be seen then on your “friends” walls by their “friends” as well and is truly out there for the entire world to see. If the content of what you post is found to be offensive by someone from the outside and it is reported to me or someone else at the college, you may be subject to disciplinary action. Although you have the right to your opinion and to voice your opinion on these sites, this forum does not give you the right to shame, slander or otherwise harm the reputation of Central Georgia Technical College or our clinical sites by inappropriate postings to these social networking sites.
2. Realize also, that there is a time stamp for these postings and when you post to these sites from your mobile phone or a computer on campus during class time, it is obvious by the time stamp of the posting. If you are found to be posting to any of these sites during a scheduled class or clinical you are considered to be absent and will incur the consequences of an absence in either class or clinical as stated in the CGTC catalog and the Practical Nursing Program Handbook. You will also incur discipline for inappropriate cell phone or computer use at clinical, if applicable.
3. Using an electronic device for making and receiving phone calls, sending or receiving text messages, posting to or reading your Facebook page or other social network site, surfing the web or any other non-college classroom/clinical function during school hours is prohibited. It shows a lack of professionalism, maturity and respect for this college, the Practical Nursing program, your instructors and your fellow students. The cell phone policy is stated elsewhere in this document.
4. Violations of these guidelines are considered a Grade I Critical Incident of the Student Code of Conduct as described below.

Class Preparation

Students are expected to be prepared and be on time for class. During the class component of a course, students are exposed to a variety of learning methods. These methods will include, but are not limited to lecture, group work, problem based learning case studies, video presentations, and computer assisted instructions. At times, the faculty will act in the role of a facilitator to the learning process assisting students to problem solve client-care situations. Students are expected to actively participate in classroom activities as directed by the faculty.

Testing Guidelines

Exams/Quizzes:

1. Students are expected to be present and on time for each scheduled examination. The date, time, and location of each exam is provided by the course instructor and may vary from the classroom setting to a computer lab.
2. Exams/quizzes will begin promptly at the announced time.
3. Due to time constraints, students are responsible for being familiar with all assigned course materials for examinations. It is the responsibility of the student to obtain and review information missed during lecture by reading the material, reviewing notes, and/or seeking additional tutoring from the course instructor.
4. All computerized exams will be administered in a computer lab and proctored by the course instructor or his/her designee.
5. All personal belongings and electronic devices are to be placed at the very front of the classroom, under the dry erase board or in an area designated by the course instructor prior to beginning an exam. Cell phones MUST be turned off during exams and exam reviews. If a student's cell phones rings or vibrates during an exam the student will be asked to turn in his/her exam and will be excused from the testing area. The student will receive a zero (0) for the exam and will not be given an opportunity to make-up this exam.
6. Cell phones, smart watches, blue tooth, or other electronic devices are strictly prohibited in the classroom during testing and test reviews.
1. 7. Students will not be allowed to exit the testing area for any reason, except a documented emergency. If student(s) choose to exit the testing area, he/she will be required to turn in the exam and will receive a grade for the completed portion of the exam at the time. (Example: a 100-question exam is being administered, the student turns in exam after completion of 60 questions; student's grade for exam will be 60%) A student will not be allowed to re-enter the testing area after turning in the exam.
7. All exams and quizzes are timed. Students will be allowed approximately 1 minute per question. Essays, short answer questions, and calculation questions may receive additional time per instructor preference.
8. Quizzes may be given as a pre-assessment tool or to evaluate materials taught during lecture. They may be scheduled or unannounced. There are no make-up for quizzes. If a student misses a quiz, scheduled or unscheduled, he/she will receive a zero.
9. For computerized testing the following guidelines apply:
 - a. No other "window" should be open during the exam. This will result in a zero grade for the exam.
 - b. Students attempting to manipulate test timing will receive a zero for the exam.

- c. Student attempting to print the exam prior to or upon completion of the exam will receive a zero for the exam.
10. Retesting for the sake of making a better grade is not permissible.
11. All exams/quizzes with the exception of Drug Calculations (require a #2 pencil), must be completed using a black ink pen, unless otherwise specified. No erasable ink pens are allowed.
12. Verbal or non-verbal communication among students during exams is prohibited. If a student has a questions about the examination, the student should raise his/her hand and remain seated. The student will wait for the proctor to come to them or ask them to come forward.
13. When possible student will be seated with one seat between two students during examinations and exam reviews.
14. Extra credits points are not given under any circumstances to improve exam scores.

Drug Calculation Guidelines:

1. All calculations should be worked in an organized manner so the instructor can read and evaluate them. The problems must be numbered.
2. All calculation work sheets must be turned in with the completed exam and the student's name should be clearly identified on all testing documents.
3. If the answer written on the exam is correct and the math calculations do not correlate with the answer, the calculation/problem will be marked as incorrect.
4. If the answer written is correct, but there is no math showing how the answer was arrived, the calculation/problem will be marked as incorrect.
5. The student should work calculation formulas as indicated/instructed or points can be deducted.
6. Calculators are not allowed, unless otherwise instructed by the examining instructor. Any student caught using a calculator will received a grade of "0" for the work.
7. Students are required to have access to software and hardware to complete the "Drug Calculation on Line" portion of the course. Failure to have adequate access to the appropriate software and hardware will not be tolerated as a reason for failure to meet assignment deadlines.
8. Students are responsible for any class/skills content that may be missed.

Exam/Quizzes Makeup:

1. A student will be allowed ONLY one occasion during a course to make up an exam. Missing a second exam will result in a grade of zero for the missed exam.
2. There are no make up for quizzes. Students who miss a quiz will receive a grade of zero.
3. It is the student's responsibility to make arrangements to make up an exam with the instructor of the course within three (3) school days of the exam. The day of the exam will count as the first day. If arrangements are not made within the designated period, a grade of zero (0) will be given for the missed exam, unless otherwise specified by the instructor.
4. Make up exams may consist of 10-30 questions of any type.

Exam Reviews:

1. When possible, exam reviews will be conducted at the discretion of the instructor. During the review, students may ask questions in an organized and civil manner. The instructor reserves

to right to ask disruptive students to exit the exam review at any time and may end the test review at any time due to disruptive behavior.

2. The instructor reserves the right not to conduct group test/quiz reviews. In this case, the student may make an appointment for an individual review session at the convenience of the course instructor.
3. Exams may require more time for accurate grading. However, the instructor will make every effort to get these exams graded as soon as possible.

Program Attendance Policy

Clinical Guidelines/Content

Clinical rotations are an integral part of the Practical Nursing Program. When absent the student practical nurse is unable to meet clinical objectives or participate in clinical learning activities. Regular attendance contributes greatly to academic success. As a PN student, you are being trained for professional employment and are expected to develop professional work ethics that reflect responsibility and initiative. Each student is evaluated for the full amount of time spent in the clinical setting. When absent, this limits clinical opportunities, thus limiting the ability of the instructor to thoroughly evaluate the student's clinical capabilities and performance.

Clinical rotations are assigned based on the individual student's learning needs. The instructor of the course is at liberty to reassign a student to a different area if he/she feels the reassignment will help improve the learning experience of the student.

It is the student's responsibility to be aware of his/her own attendance record. Students are expected to account for any absences. It is the student's responsibility to drop a class, although at any time during the semester, a student may be dropped from the course for attendance violation. Students are responsible for information missed during absences. All Clinical absences (excused or unexcused) must be made up. For any absence, excused or unexcused, the student may be assigned additional clinical or classroom assignments.

Unexcused absences

Unexcused absences are not acceptable and will not be tolerated. Attendance for all clinical experiences/assignments (hospital, nursing home, lab, simulation, etc.) is required. A student may accrue only one unexcused absence per PNSG clinical course.

Course Number	Course Name	Required Contact Hours	Hours that can be missed
PNSG 2035	Nursing Fundamentals	75	1 clinical day
PNSG 2310	Med-Surg I Clinical	56.25	1 clinical day
PNSG 2320	Med-Surg II Clinical	56.25	1 clinical day
PNSG 2330	Med-Surg III Clinical	56.25	1 clinical day
PNSG 2340	Med-Surg IV Clinical	56.25	1 clinical day
PNSG 2255	Maternity Nursing	37.5	½ day
PNSG 2415	Nursing Leadership	75	1 clinical day

In addition to the above listed hours, students will complete a total of 37.5 hours of Mental Health and 37.5 hours of Pediatric clinicals. Student will attend one Pediatric and one Mental health clinical day in each Medical/Surgical course.

Excused Absences:

1. The student has a death in his/her immediate family. Immediate family, in this case, is defined as a spouse, child, mother, father, sister, brother, grandparents, mother-in-law, father-in-law. Documentation required.
2. The student has immediate family or a personal sudden illness. The student must provide documentation from a physician's office or hospital visit
3. Jury Duty
4. Military Duty
5. The student request an excused absence in advance. The request for absence must be reasonable and necessary and approved by the Program Chair. Documentation is required.
6. Family emergencies or extenuating circumstances. These emergencies are reviewed on an individual basis and can only be approved by the Program Chair.

The student will receive written notification from the course instructor upon missing one clinical day of the scheduled clinical hours. The student may be withdrawn from the course upon missing a second unexcused clinical day. Withdrawal from any PNSG course counts as an unsuccessful attempt. (Refer to Program Progression Policy)

Reporting an clinical absence

A. In the event of an absence, the student should notify the clinical agency/clinical instructor at least one hour prior to the beginning of the scheduled clinical rotation. Example: If the shift begins at 0630, students should report no later than 0530. Because each facility and specialty area may begin their workday at varying times, so will the scheduled clinical rotations.

- Upon the first failure to report a clinical absence, the student will receive a verbal/ written warning. A second failure to report during any current or subsequent PNSG clinical course will result in a Grade II Critical Incident (15 points deductions from final clinical evaluation score).

Reporting clinical tardiness

Upon the first failure to report a clinical tardy, the student will receive a verbal/ written warning. A second failure to report during any current or subsequent PNSG clinical course will result in a Grade II Critical Incident (15 points deductions from final clinical evaluation score).

- Arrival less than 15 minutes late constitutes a tardy. Three or more tardies (reported or not) is a Grade II Critical Incident.
- Arrival more than 15 minutes (16 minutes) to the clinical site is considered an absence and will result in student dismissal for the clinical day. A Grade II critical incident, with point deduction, will be assigned. The missed clinical hours must be made up.
- See course syllabus concerning instructor-specific guidelines.

Clinical Make-up Policy

All clinical absences must be made up. To make up missed clinical hours or a missed clinical day, the student must complete and submit a "Request for Clinical Make-up Hours" (Appendix III) online form from the student portal within three (3) school days (the missed clinical day counting as Day 1). Failure to do so within the designated time may result in the student not being allowed to make up the day, therefore, not

meeting the number of clinical contact hours for the course and resulting in failure of the course. The clinical make up request should be forwarded to the clinical instructor for the course or his/her designee. The instructor of the course will be responsible for scheduling clinical make up hours for his/her students. In order to be eligible for a clinical make up day request, the student will be required to submit a 6 page (4 content, 1 title page, and 1 reference page), typewritten, APA format research paper on a topic of the instructor's choosing. All research papers must be submitted per the instructions of the clinical instructor. Plagiarism will not be tolerated.

Clinical make-up requests are scheduled once the APA paper is submitted and according to availability of clinical space and a clinical instructor. It is not guaranteed. If it is not possible to schedule the specified number of hours in a specialty area and/or clinical site prior to the end of the semester, the student will be given an INCOMPLETE/ ("I") in that clinical practicum course. If an "I" is received, the student must arrange to make up the incomplete clinical hours within the first 10 class days of the following semester. If these hours are not made up within the first 10 class days of the following semester, a grade of "F" for that course will be assigned. This may result in the student being "off track" and Program Readmission guidelines will apply.

Upon missing a clinical day, the student will be required to make up the clinical hours and submit the same paperwork required for a regular clinical day. When the student fails to submit all requirements for making up missed clinical hours, 5 points will be deducted from the final clinical grade. Any documentation not submitted will result in the student receiving an unsuccessful clinical day. When the student fails to submit the required documentation for the clinical make up day, the student will receive an unsuccessful clinical day. An unsuccessful clinical day may require withdrawal from the course.

Required documentation includes:

- Clinical Make-up Request Form
- Clinical documentation packet as defined in the course syllabus
- Care Plan

Required documentation is to be submitted via Blackboard to the course instructor no later than 11:59 p.m. of the clinical day.

Clinical make up days are at the discretion of the instructor and may be held on weekends and/or other non-instructional days that may require the student to travel to various clinical sites.

For students who have not made up all clinical absences, excused or unexcused, by the end of the semester a grade of an "I" will be assigned. All clinical absences that have not been made up within the first 10 days of the following semester, a grade of "F" will be assigned for that course.

Please be informed that students are NOT guaranteed a clinical make-up day and thus missing a clinical day could result in the student being "off track" and Program Readmission guidelines will apply.

Lecture Guidelines

The CGTC Practical Nursing program has a 20% attendance policy. Students missing 20% of the required (# of hrs. for course) for any PNSG course will be withdrawn with a WF, if their cumulative test grade average is below 70. If a student misses 20% and maintains a 70 cumulative test score average, he/she may remain in class as long as his/her test score average remains at 70 or above. If at any time, a student has

missed 20% of the required course hours and his/her test score average fall below a 70, he/she will be withdrawn with a WF from the course.

Students entering the class 10 minutes late or leaving 10 minutes early will be counted absent for the full hour. (Example: class starts at 0830 and the student arrives at 0840. He/she will be counted absent for the hour 0830-0930). Each hour missed will be applied using to the 20% attendance policy rule. Students are given a 10-minutes break each hour, therefore, it is highly recommended for those students who knowingly plan to be late consider waiting until after the 10 minutes break to enter the classroom. (Example: If you arrive at 0930, wait until 0950, when lecture has stopped, to enter the classroom)

Sleeping during class will not be tolerated. Students who violate this policy will be asked to leave for the remainder of the class period and will be counted absent for the hours missed. Assignments missed during the student's absence because of this infraction will result in a grade "0."

Clinical Requirements

While enrolled in nursing courses having a clinical component, students must comply with the requirements of the clinical agency, in addition to those of the college. Students will be required to complete a background check and drug screen prior to attending clinicals. Refer to the CGTC Health Science Department policy for drug screening and background checks.

Before participation in the clinical experience, it is the student's responsibility to submit evidence of the following:

1. Current CPR certification (American Heart Association Healthcare Provider only)
2. Completed physical examination
3. Negative two step TB test (or chest x-ray within the last 5 years) can be skin test or blood draw
4. Document of 2 MMR vaccine or immune titer for MMR
5. TDAP (within 10 years)
6. Hepatitis B Vaccine (series began prior to clinical and completed on CDC schedule).
7. 2 doses of the Varicella Vaccine or a positive titer
8. Precheck/Verified Background check/Urine Drug Screen for both
9. Flu shots are required during the period of October 1 to March 31 (current for each flu season)
10. Clinical Site orientation as directed

Scheduling of Clinical Experiences

In order to provide appropriate learning experiences, it may be necessary to utilize selected facilities within an 80-mile radius of your selected campus. The student is expected to provide his/her own transportation to these facilities.

Clinical facilities generally have limited parking and students are encouraged to car pool and required to park in designated student parking places.

The variety of learning experiences within certain sources necessitates flexibility in scheduling of students. Therefore, clinical schedules received in class may vary from the printed schedule the student receives at registration. Clinical schedules may be revised at any time at the discretion of the instructor and to meet the needs and requirements of the clinical site.

Clinical Evaluation Procedures

The evaluative process for the clinical component in each nursing course includes the use of clinical performance grading rubrics, course-specific evaluation tools, student-faculty conferences and the preceptor's evaluation, where applicable. Student-faculty conferences are scheduled at course ending to formally document student progress and performance.

Interim student-faculty conferences are scheduled at the faculty's discretion and/or at the student's request to provide ongoing evaluation of student performance at any time throughout the course. In instances where the student does not demonstrate safe clinical performance the following process is initiated:

1. Student-faculty conference.
2. Clinical Improvement plan developed in conjunction with faculty and student with a written prescription for remediation.

3. Establishment of a Remediation Plan relative to the identified deficiencies and a formal signature page to indicate acceptance of clinical improvement plan based on stipulated evaluation criteria within a specified period.
4. Weekly review of updated Remediation Plan and faculty determination of met competencies.
5. If student meets competencies based on review of Remediation Plan and updated Remediation Plan, then the student will satisfy the course objectives. If the student does not meet the established competencies, this will result in a clinical course failure.

Clinical Warning

Unsatisfactory or weak performance will be discussed verbally with the student by the clinical faculty immediately. Patterns of unsatisfactory performance will be documented on a Clinical Warning form with suggested remedial actions and period for improvement.

A student placed on Clinical Warning must demonstrate the ability to consistently meet the course objectives by the end of this designated rotation or period. If the student's performance does not improve satisfactorily, the student will receive a grade of "F" for the course and will not be allowed to progress in the program.

Make-up Lab hours

Specific requirements for missed lab hours are outlined in each PNSG syllabus. Refer to the syllabi for PNSG 2030, 2210, 2220, 2230, 2240, 2250 and 2410 for guidelines.

Nursing Skills Lab Use/Guidelines

1. Students should not use ink pens or markers at the patient bedsides. These items will permanently stain the mannequins.
2. Povidone Iodine (Betadine) and Chloraprep swabs will also permanently stain the mannequins. Do not use any of these products that might come in any of the lab kits. Please simulate using these items.
3. No eating or drinking in the labs.
4. Students are expected to leave the Nursing lab(s) in good condition. Please return all supplies to lab personnel or to the area, you found them. Properly dispose of all sharps and trash.
5. Mannequins should be treated like "real" patients. Please ask lab personnel for any questions regarding mannequin use.
6. Students are required to wear approved school uniforms and bring their current CGTC student ID in order to practice in the nursing skills lab.
7. Students and/or faculty members may not lend or borrow lab equipment, textbooks, and video materials without the expressed written consent of the program chairperson.
8. Students must wear closed-toe shoes (clinical appropriate footwear) when in the lab(s). Sharps are handled routinely and closed-toe shoes decrease the risk of an accidental needle-stick.
9. Sharps are to be placed in sharps boxes after use. No re-capping or re-using needles or IV catheters. Please dispose of these items in the sharps containers.
10. Proper hand hygiene is an important part of nursing practice. Alcohol based hand sanitizers are available for use.

11. No products in the lab are safe for human ingestion, injection or infusion (via skin, oral, vaginal or rectal routes). Products and supplies in the Nursing Lab(s) are intended for teaching purposes ONLY and are not safe for human or animal use.
12. Children, friends and family members are not allowed in the Nursing Lab.

Clinical Simulation Experiences

Students will participate in clinical simulation experiences as part of their clinical course component throughout the nursing program. In this simulation experience, students will be able to perform assessments and skills in a safe environment. This experience will vary, depending of the campus laboratory facilities. In addition, depending on the specific nursing course, students will be able to perform in the assigned nursing roles (provider of care, communicator, and teacher, manager of care and member of profession) providing care using high-simulation manikins under the guidance of the designated faculty member. Students will undergo a debriefing session following all simulation experiences and grading for simulation experiences will be based on a clinical simulation grading rubrics. Student uniform is required for all Clinical Simulation experiences.

Uniform Guidelines

Professional as well as environmental considerations require that we follow certain guidelines while performing nursing functions. General guidelines are based on accepted principles of safety and appropriateness and are as follows:

1. Students are to purchase the official CGTC Nursing Student uniform. The school insignia is worn on the left side of the top. The woman's dress uniform length must be at least mid-knee length. The school insignia for scrub tops should be on the left sleeve. The student's CGTC name badge should be clearly visible at all times, worn on the left upper chest of the uniform or lab coat.
2. The official CGTC school uniform and lab-coats MUST BE CLEAN AND IRONED. Tops and bottoms must be appropriately sized. Uniform dresses must be mid-knee length. A half-slip should be worn underneath a dress uniform. Short sleeves, white-only, tee shirts may be worn under the uniform top. Uniform pants are to be hemmed to the appropriate length to prevent touching the ground/floor.
3. Students should wear plain white socks/hose with pant uniforms. Women are to wear full-length white stockings with a dress uniform.
4. Shoes and shoelaces MUST BE CLEAN AND WHITE IN COLOR. All white, leather nursing or approved leather athletic type shoes without colored trim are acceptable. No clogs, shoes with stripes, colors, labels, or shoes with open area are permitted.
5. Hair must be neat and clean and pulled up off shoulders, neck, and away from the face. No headbands or clips of any sort, other than ponytail holders, which should be the same color as the hair. Hairstyles must be conservative and professional; color should be natural conservative, avoiding trendy or fad colors. Males should be clean-shaven; moustaches neatly trimmed. No beards.
6. Wedding bands and engagement rings ONLY. Earrings must be limited to one per earlobe. Small stud earrings up to ½-centimeter diameter may be worn. No other piercings, unless for medical reason, which will require documentation (nose, eyebrows, lips, etc.) are allowed.

Bracelets, necklaces, anklets, etc. are not allowed. All tattoos must be covered completely at all times.

7. Fingernails should be clean, neatly trimmed, and short. Clear, nonchipped polish only. NO ARTIFICIAL NAILS OR GEL IS ALLOWED.
8. Students must have a functional watch with a second hand (not a digital watch). The watchband should be white, silver, or gold without other jewels. Other colored watchbands are not permissible.
9. Makeup in the clinical setting should be minimal and have the appearance of a natural look. Excessive (as determined by the clinical instructor) make up is not permitted in the clinical setting. This includes but is not limited to bright or very dark lipstick, excessively long false eyelashes, and excessive bright colored eye shadows.
10. A white, CGTC lab coat should be worn with the school insignia on the left sleeve of the lab coat.
11. No sweaters, jackets, or coats are permitted while in the clinical setting.
12. Women are to wear white or flesh tone full panties (no patterns) and bra. A half-slip is required with dress uniforms. Men are to wear white or flesh tone briefs. A white-sleeved undershirt (long or short sleeved) is optional.
13. Professional attire is expected when the student is in the clinical areas not requiring the uniform. Clothing such as blue jeans of any type, sundresses, tee shirts, leotards, leggings, tennis shoes or any other casual attire is not acceptable.
14. Additional items considered to be clinical necessities (must bring to clinical). Students are not to borrow these items from another student or the instructor. Failure to bring individual equipment to the clinical site will result in being dismissed from the clinical facility for the remainder of the day. The student will be required to make up any missed clinical hours.
 - i. Stethoscope, covers not permitted
 - ii. Bandage scissors
 - iii. Pen light
 - iv. Black Pen
 - v. Drug Reference Book
 - vi. Watch with a second hand
 - vii. Clinical Notebook with paperwork
 - viii. Laboratory Reference Manual
 - ix. Electronic Device for electronic documentation
 - x. CGTC identification badge
15. A student will not smoke be allowed to smoke in the school uniform. If the uniform or the student smells of smoke or have other offensive odors (hygiene, perfumes, etc.) he/she will be dismissed from the clinical setting and will be required to make up the missed hours.

The purpose of a uniform is to identify members of a particular group. This is why all CGTC Nursing students are to wear the official uniform. Students need to remember that they are not only representing the nursing profession, but also CGTC. Faculty will expect adherence to uniform guidelines and agency dress codes at all time. The official school uniform of CGTC may not be worn in settings that may question the moral turpitude of the nursing student.

Mental Health Nursing Dress Code

1. No sandals, heels, or open toe shoes. Flat shoes are encouraged due to the possibility of having to participate in exercise activities or walking with clients during therapeutic communications/evaluations.
2. No dresses will be allowed unless prior approval from course instructor.
3. Uniform will be the blue polo shirt and professional khakis dress slacks that are neatly pressed, are allowed.
4. No tight fitting, see through or low cut pants will be allowed. Female students are not allowed to wear spandex pants/tights. Tight, low cut, see through tops are not allowed. It will be at the instructor's discretion as to what is acceptable or not.
5. No dangling earrings, no necklaces. On small studded earrings will be allowed.
6. Last name on ID badge should be covered so that it is not visible.

Electronic Documentation

Learning Objectives:

At the end of the program, the PN student will have an understanding of documentation in an electronic health record.

At the end of the program, the PN student will be able to perform the following tasks in the electronic documentation system:

- Demonstrate how to navigate & document in the electronic documentation system
- Create a new encounter
- Complete narrative notes regarding abnormal findings of assessment, Select findings and edit findings
- Enter a plan of care in electronic documentation system
- Enter vital signs
- Submit an assigned task for Grading

Student Progression in achievement of Learning Objectives:

Nursing Fundamentals:

- Student will be provided information of type (with specifications) of electronic device to purchase at Orientation
- Students will be provided an introduction to Electronic Health Documentation during the lecture portion of the class. Lecture material will include: What is an Electronic Health Record. What are the elements of PHI?
- Students will set up an electronic documentation system account and learn to navigate and begin documentation the system (How to enter Vital Signs, Intake & Output, & create a new encounter)
- Students will complete and submit one computer assigned task in the electronic documentation system for grading.

Medical-Surgical Nursing I, II, III, & IV

- Med-Surg students will perform complete two electronic documentation assignments.

Maternity Nursing

- Students will continue documentation of all previous items with proficiency and according to timeline instructions provided by the clinical instructor.
- Students will complete and submit one assigned assignment in the electronic documentation system for grading.

ATI Policy and Procedure

Purpose: To optimize program and NCLEX success for our students.

Supplies: 3-ring binder with six dividers to be labeled as followed:

- Foundations of Nursing
- Medical Surgical Nursing
- Maternal-Newborn
- Nursing Care of Children
- Psychiatric Nursing
- ATI Comprehensive Predictor

Requirements:

The Central Georgia Technical College Practical Nursing program requires students to purchase and complete an Assessment Technology Institute (ATI) Nursing Review Program as part of the nursing curriculum. The ATI program is complete with books, on-line videos, non-proctored exams, and proctored exams. The program measures students' comprehension and evaluates their knowledge in relation to the nursing process, critical thinking, and therapeutic intervention, communication, and competency skills. The intent of the comprehensive assessment and review program is to increase student pass rates on the licensure exam, lower program attrition, and contribute to program evaluation. The comprehensive program provides tools to help students prepare more efficiently; as well as increase confidence and familiarity with licensure exam content.

ATI examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. ATI's online exams test students on their skills in clinical application and critical thinking which cornerstones of practical nursing student preparation are. ATI provides institutional and student diagnostic reports that include an item-by-item topic comparison between CGTC, .s practical nursing group's percentages answered correctly and the national group norm answered correctly. Additionally, ATI provides an individualized detailed remediation plan for the students regarding their specific areas of weakness.

ATI exams are divided into concept areas equivalent to those on the NCLEX licensure exam. Each nursing student will be assigned an account on the ATI site. This site offers students individualized remediation opportunities after each exam, and the opportunity to continue learning opportunities throughout the program. Students will be required to pay testing fees for the exams at the beginning of each semester. Failure to complete assignments or scheduled exams will result in a grade of zero (0). The course instructor and course syllabi, including ATI percentage towards overall course grade, will further explain individual course requirements.

The ATI exams are a reliable, valid, nationally standardized exam used by many nursing schools to predict success on the NCLEX licensing examination and identify students in need of additional strategies to improve their studying and exam taking skills in order to successfully complete the NCLEX. The ATI is a computerized, timed, proctored, comprehensive examination of the nursing program content with particular focus on application of knowledge using critical thinking and clinical reasoning skills. The successful student will prepare himself or herself for these exams by reviewing and applying nursing theory in the context of a clinical practice scenario, practicing exam taking strategies, and critically thinking at an advanced level.

Scoring of the ATI examination:

The scores range from Below Level 1 to Level 3 proficiency level on Content Mastery Series Assessments, and 0% to 100% probability to pass NCLEX on the Comprehensive Predictor. An acceptable level of performance is a proficiency score of Level 2 on CMS assessment and 90% probability to pass NCLEX-PN on the Comprehensive Predictor. However, when preparing for the NCLEX-PN, it is recommended that students seriously remediate any subject area category in which they obtained a score of less than Level 2 Proficiency or 90% probability of passing. All exam items are weighted according to their difficulty level. Each individual student score reflects application of the ATI Predictability Model (PM) to the overall score and each subject area score. Research studies have found the PM to be highly accurate in predicting NCLEX-PN success. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the exam items answered. The ATI score is a better predictor of NCLEX-PN success than the conversion score because it reflects application of the PM in its calculation, whereas the conversion score does not.

ATI exams are used throughout the Practical Nursing Curriculum. The rationale for utilizing the ATI series of examinations is to prepare the student for eventual NCLEX-PN ("Boards") success. The individual exams offered throughout the curriculum are provided as stepping stones, which culminate in taking the ATI Comprehensive Predictor, which is a course requirement in the PNSG 2410 Course and accounts for **20% of course grade**. Preparation, completion, and remediation as indicated on all the ATI exams are essential elements throughout the curriculum and are performed in order to prepare the student for success.

Standardized Testing Across the Practical Nursing Curriculum

Exam	Practical Nursing Course	Number of questions	Remediation practice test A/B due	Focused assessment due for Grade
Foundations of Nursing	PNSG 2030	60	PNSG 2030	PNSG 2210
Medical Surgical Nursing	PNSG 2230	90	PNSG 2230	PNSG 2240
Psych Nursing	PNSG 2230	50	PNSG 2230	PNSG 2230
Nursing Care of Children	PNSG 2240	60	PNSG 2240	PNSG 2240
Maternal-Newborn	PNSG 2250	50	PNSG 2250	PNSG 2250
Comprehensive Predictor	PNSG 2410	180	PNSG 2410	PNSG 2410

ATI Content Mastery Exams:

Nursing students will take ATI exams in select semesters as in the table above. Examination schedule will be based on instructor preference, but will allow the student ample time for appropriate remediation.

Standardized testing

There will be two practice exams prior to the proctored standardized exam.

The practice exams are set up to only show scores, not correct answers, will not be proctored, and will be taken out of the classroom setting.

Depending on the student's score, remediation is required prior to taking the scheduled standardized, proctored exam.

It is strongly recommended that students score a minimum of Level 2 on their ATI exams, demonstrating appropriate retention of learned material.

Meeting with your course faculty member is mandatory for a score of less than Level 2. A formal remediation plan is required.

The ATI Content Mastery Exam will count as a homework/quiz grade for each course offering a mastery exam. Students are eligible to improve overall grade if recommend remediation is completed. See individual course syllabus for exact percentage.

ATI Comprehensive Predictor: (Cumulative exam over all coursework completed within the nursing program and related disciplines).

The ATI Comprehensive Predictor will be completed at the end of the program in PNSG 2410. It is recommend that students *obtain a score of 90% probability to pass NCLEX-PN on first attempt* on the exam.

As with other ATI experiences, students not successfully obtaining a minimum score of 90% probability to pass NCLEX-PN on the ATI Comprehensive Predictor will be required to remediate for a minimum of 1 week, but not longer than 2 weeks and take a second version of the ATI Comprehensive Predictor.

Students meeting these criteria will obtain an "I" (incomplete) for the course if the retake exam is scheduled after the semester end.

Students successfully completing the ATI Comprehensive Predictor with a minimum score of 90% probability to pass NCLEX-PN will obtain the appropriate grade and be eligible for graduation if all other requirements have been met.

Students who do not obtain a minimum score of 90% probability to pass the second attempt at the ATI Comprehensive Predictor will be required to complete ATI remediation and successfully complete the ATI NCLEX live review course.

Students will be eligible for graduation after successful completion of the ATI NCLEX review course. The highest score of the two attempts will be the recorded grade.

ATI Mandatory Remediation:

Following completion of an ATI, standardized examination an individualized remediation plan will be established by the ATI program. It is the student's responsibility to print this remediation plan and keep a 3-ring binder with all completed remediation material. The instructor can request to view remediation state at any point in the curriculum.

A score below Level 2 proficiency on ATI CMS Exams or 90% probability to pass NCLEX-PN on the ATI Comprehensive Predictor constitutes an unsuccessful exam score thus requiring remediation. The remediation plan established must be followed in order to retake the exam. It is the "Ticket to Test" for the repeat attempt on the ATI Comprehensive Predictor exam; the student will not be allowed to retest without completed remediation. See the following tables for specific remediation plans and expectations along with grading rubric.

ATI Live NCLEX-PN Review

A three-day NCLEX-PN review course will be scheduled prior to the end of PNSG 2410. **Attendance is mandatory.** See course syllabus for dates.

Virtual ATI

Mandatory participation for senior students.

ATI Point Conversion Tables with Remediation are as follows:

ATI Content Mastery Series (CMS): Remediation with Active Learning Templates				
ATI Practice Assessment A & B		ATI Proctored Exam		
Score	Required Remediation (3 pts)	ATI Proficiency level Score (+ all achieved pts __)	Required Remediation (+3 pts)	Total Possible (Final Grade)
90-100%	1 hr. remediation	ATI Proficiency Level 3 4 pts	1 hr. focused review and 1 active learning template per major heading (max 8)	10/10 (100%)
80-89%	2 hrs. remediation	ATI Proficiency Level 2 3 pts	2 hr. focused review and 1 active learning template per major heading (max 8)	9/10 (90%)
70-79%	3 hrs. remediation	ATI Proficiency Level 1 2 pts	3 hr. focused review and 1 active learning template per major heading (max 8)	8/10 (80%)
Less than 69%	4 hrs. remediation	ATI Proficiency Below Level 1 1 pt	4 hr. focused review and 1 active learning template per major heading (max 8)	7/10 (70%)

ATI Comprehensive Predictor: Remediation with Active Learning Templates				
ATI Practice Assessment A & B		ATI Proctored Exam		
Score	Required Remediation (3 pts)	ATI Proficiency level Score (+ all achieved pts__)	Required Remediation (3 pts)	Total Possible (Final Grade)
90-100%	1 hr. remediation	ATI Proficiency Level 3 4 pts	1 hr. focused review and 1 active learning template per major heading (max 8)	10/10 (100%)
80-89%	2 hrs. remediation	ATI Proficiency Level 2 3 pts	2 hr. focused review and 1 active learning template per major heading (max 8)	9/10 (90%)
70-79%	3 hrs. remediation	ATI Proficiency Level 1 2 pts	3 hr. focused review and 1 active learning template per major heading (max 8)	8/10 (80%)
Less than 69%	4 hrs. remediation	ATI Proficiency Below Level 1 1 pt	4 hr. focused review and 1 active learning template per major heading (max 8)	7/10 (70%)

Incident/Exposure Reporting

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials are defined as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, or any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If any student is stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report this immediately to the preceptor or clinical instructor on the unit at the facility and seek immediate medical attention.

Please use the college generated form and the College Exposure Control Plan as guidance for ensuring post – exposure follow-up and care. Please direct questions related to the Exposure

Control Plan to the Exposure Control Coordinator at 478-476-5148. Once this form is completed, it must be submitted directly to Carol Jones in the Human Resource Department. The student may also have forms to complete that are facility specific. The student may also have facility specific policies' to adhere too.

Students are not required to use any specific treatment facility or hospital. Student can seek services at any provider of their selection. Once the student injury report is filed, the student the accident insurance information is sent to the students email account, along with an insurance card with their name on it. The student should print the card to have as they seek treatment.

Illness

In the event that a student becomes ill during class or clinical rotation, the student will be asked to go home. Students cannot provide adequate care to patients if they are ill themselves. The hours missed will be documented on the students' evaluation or attendance form. The faculty will make every attempt to reschedule the student for the hours missed to complete the clinical hours. The student will receive assignments for absenteeism.

The clinical affiliate must ensure that students do not pose a direct threat to the health and safety of its patients. To that end, a clinical affiliate may require students who are recovering from an infectious disease, to undergo a health examination. This is done to determine that s/he is free from an infectious disease, before returning to the clinical site.

Inclement Weather/Emergency School Closing

If CGTC Campuses has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered later.

If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

Insurance

All students are required to pay for accident insurance. Health science students are required to purchase liability insurance in addition to the accident insurance. Students will be charged for liability insurance when the student begins clinical courses.

All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

OSHA Policy

The faculty of Central Georgia Technical College Nursing Program believes the profession of nursing is ethically and morally obligated to provide equitable care for every individual regardless of his/her diagnosis. In order to provide care for every individual and ensure our students' safety, before students enter the clinical setting, CGTC will teach Standard Precautions and workplace health and safety standards established by the US Occupational Safety and Health (OSHA) for safe clinical practice. The importance of adhering to these principles and standards will be reinforced throughout the curriculum.

Students will be required to adhere to Standard and OSHA standards with every patient they care for in the clinical setting. Compliance with this requirement is necessary for the student to receive a passing grade in the clinical laboratory portion of each nursing course. A breach of these basic standard at any time or level in the program may result in a failing grade for that skill and/or course.

Liability of Student Nurses

Nursing students are to comply with laws governing the practice of Practical Nursing in Georgia. Students will be held responsible and accountable for their own actions while in the clinical area. Other specific aspects of the laws governing practice will be presented to the student in PNSG 2030: Nursing Fundamentals.

The practice of practical nursing by students applies only to those students in a board approved practical nursing education program. It is a misdemeanor for anyone to use the title Licensed Practical Nurse or the abbreviations "LPN" or "GPN" contrary to the provisions to the Georgia Practical Nurses Practice Act and upon conviction thereof shall be punished as a misdemeanor. (Georgia Board of Examiners of Licensed Practical Nurses Rules, 1994)

The practice of practical nursing by students applies only to those individuals participating in a board approved practical nursing educational program. Under the Georgia Professional Nurse

Practice Act, all nurses must meet certain requirements for licensure. These examinations include submission of a fee and written application, proof of graduation from an approved nursing school or program, pass a fingerprint and criminal background check conducted by either the Federal Bureau of Investigation or the Georgia Crime Information Center and satisfactorily pass the board licensing examination. According to the Georgia Code, Chapter 26, Article 2, (2013), It shall be a misdemeanor for any person, including any corporation, association, or individual to practice practical nursing as a licensed practical nurse without a valid current license, except as otherwise permitted and to use any words, abbreviations, figures, letters, title, sign, card, or device implying that such a person is a licensed practical nurse unless such person is duly licensed to practice under the provisions of this article.

<http://sos.ga.gov/PLB/acrobat/Forms/38%20Reference%20-%20Nurse%20Practice%20Act.pdf>

When charting during clinical experiences, students should sign their first and last name followed by SPN after each entry.

Student/Client Safety

Central Georgia Technical College Campus – Students will be provided with an orientation to the Central Georgia Tech campus, which will address safety issues, including fire/bomb threat/emergency evacuation and tornado warnings.

Clinical Sites – Each clinical site will provide students (upon entry to individual Clinical settings) with an orientation to include safety issues, including fire/bomb threat evacuation/emergency evacuation and tornado warnings (addressing employee and patient concerns and tornado).

HIPAA and Protected Health Information

Central Georgia Technical College's Health Science Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition:

Protected Health Information (PHI) is any information that identifies an individual such as:

- The individual's past, present or future physical or mental health; OR
- The provision of health care to the individual; OR
- The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

- All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.

- Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
- Students must not identify patients, patient care team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
- Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient. Students may only have access to an assigned client's records during clinical rotation. A student cannot present to the clinical area outside of the established clinical hours and represent CGTC to gain access to client data.

Consequences

All students will have written and verbal instruction on the student's legal obligation to safeguard protected health information during clinical experiences. This legal obligation is in accordance with federal privacy standards delineated in the Health Insurance Portability and Accountability Act (HIPAA).

All students will be instructed to review clinical site information forms and files and abide by applicable rules and regulations of the affiliating clinical facility with regard to professional conduct.

In addition, students will have to satisfactorily complete a training course and quiz at different clinical locations. A record of satisfactory completion of any training course will be kept on the student's file.

Failure to abide by this established code will result in a Critical Incident.

Fraternization

Students and faculty members are strongly encouraged to adhere to the established policy concerning fraternization between students and faculty as set forth by CGTC. To discourage fraternization, the nursing department strongly urges the use of proper titles for faculty and students. Students may choose to be called by their first name or by their last names. Faculty should be addressed by their last names at all times. Fraternization between students and facility staff members is strongly discouraged and will be considered a critical incident.

Clinical Breaks

The students may be allowed a morning break (at the discretion of the clinical instructor) and a lunch break. There should be no eating or drinking on the units without permission from the clinical instructor.

Smoke Free Campus

Most clinical affiliates are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property then the policy extends to your vehicle as well. Smoking in school uniform is prohibited as well.

Supplemental Study Materials/Tutorial Services

Supplemental study materials in various forms are available to the practical nursing student to enhance learning and to encompass the different styles of learning. These include, but are not limited to supplemental reading materials from professional texts and nursing journals; printed handouts, audiotapes, YouTube videos, online publisher's resources, and specialized computer program access. All students are encouraged to make use of these valuable resources.

Tutorial services are also available to the practical nursing student. The Academic Success Center is available to all students. Individual tutoring may be provided by the nursing faculty and is scheduled by appointment only.

Faculty Offices

Office hours in which faculty are available to students are established each semester due to curriculum scheduling. It is the responsibility of faculty to notify students of individual office hours. Office hours will be posted on the Faculty door.

Teaching/Grading/Evaluation Tools

Each course has specific guidelines regarding instruction, grading and evaluating. The student will receive these specifics at the beginning of semester and course.

Estimated Program Costs

Item	Estimated Cost	Vendor/Comments
Textbook Bundles	\$426.00	CGTC Bookstore or vendor of choice
Nurse Pack	\$55.00	CGTC Bookstore
Stethoscope	\$50-150.00	Vendor of choice
Clinical Supplies (bandage scissors, penlight, blood pressure cuff, watch with second hand)	\$60-80.00 depending on vendor and quality	Vendor of choice
Nursing Scrub Uniforms for on-campus class and lab days (no required number)	\$30.00 - \$60.00 per set depending on vendor	Vendor of choice
Nursing Uniforms for Clinical rotation	2 uniforms and 1 lab coat. 1 polo shirt and khaki slacks. Total cost between \$175.00 - \$195.00 depending on student size.	Purchased through Meridy's Uniforms Only
Solid White Nursing or athletic shoes for clinical rotation	\$20.00 - \$75.00 depending on student's choice in vendor and brand	Vendor of choice
Health Physical	\$35 - \$100 depending on where completed	Provider of choice
Flu Shot (Seasonal)	\$25.00	Provider of choice
TB Skin Test (2-step)	\$25.00 each x2 = \$50.00	Macon Occupational Medicine or other provider
CXR if History of positive TB skin test	\$60.00	Macon Occupational Medicine or provider of choice
TDaP Vaccination	\$38.00	Macon Occupational Medicine or provider of choice
Two (2) MMR Vaccination	\$75.00 per vaccination	Macon Occupational Medicine or provider of choice

Varicella (Chicken Pox) Vaccination. Series of two (2) vaccines (Bibb County Health Department) 19 y/o and older	\$95.00 per vaccine (\$190.00) + \$35.00 one-time office charge = \$225.00	Bibb County Health Department (Need office appointment) or provider of choice
Hepatitis B Vaccinations Series of three (3) vaccinations	\$60.00 per vaccination (\$180.00 total)	Hepatitis B Vaccination is not required, but strongly suggested in the Practical Nursing program Macon Occupational Medicine or provider of choice
Blood Titers (may be required if no vaccination record available)	MMR \$90.00 Varicella (chicken Pox) \$55.00 Hepatitis B \$40.00	Macon Occupational Medicine or provider of choice
Criminal Background Check and Drug Screen	\$99.50 on-line	Through Pre check Student Check
Criminal Background Check and Drug Screen	\$120.99 on-line	Through Verified (Navicent Clinical sites)
W background check for Pediatric rotation	\$20-25.00	Local Sheriff Department
Liability/Malpractice insurance	\$11.00 and good for one year	CGTC Business Office
CPR Certification (American Heart Association only)	\$5.00 if taken at CGTC \$25 - \$50 depending on where completed. Renewals are \$10 @ CGTC.	Students obtain CPR certification in PNSG 2030 (Nursing Fundamentals) Valid for two years.
ATI	\$ 433.33 per semester	ATI
Electronic Documentation	\$104.99 (lifetime access)	ShadowHealth

Appendix I

CENTRAL GEORGIA TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
CRITICAL INCIDENT REPORT

Student: _____ Date: _____

Situation:

Recommendation:

Signature of Instructor: _____ Date: _____

Signature of Program Chair: _____ Date: _____

Signature of Student: _____ Date: _____

Appendix II

Central Georgia Technical College
Practical Nursing Program
Clinical Warning Notice

Student: _____ Date: _____

Course: _____

Area/Explanation of Deficiency:

Objectives for remediation:

Due Date: _____

1.

2.

3.

Instructor Signature

Date

I have been counseled on the above objectives for remediation. I understand that failure to correct the above mentioned deficiencies will result in failing the course.

Student Signature

Date

Appendix III

CENTRAL GEORGIA TECHNICAL COLLEGE CURRICULUM COMPLETION CONTRACT

I, _____, (Student's name) CGTC ID # _____ during Fall/Spring/Summer Semester (circle), _____ (year) did not successfully complete the class listed below.

- _____ PNSG 2010 Pharmacology and Drug Calculations
- _____ PNSG 2030 Nursing Fundamentals
- _____ PNSG 2035 Nursing Fundamentals Clinical
- _____ PNSG 2210 Medical Surgical Nursing I
- _____ PNSG 2310 Medical Surgical Nursing Clinical I
- _____ PNSG 2220 Medical Surgical Nursing II
- _____ PNSG 2320 Medical Surgical Nursing Clinical II
- _____ PNSG 2230 Medical Surgical Nursing III
- _____ PNSG 2330 Medical Surgical Nursing Clinical III
- _____ PNSG 2240 Medical Surgical Nursing IV
- _____ PNSG 2340 Medical Surgical Nursing Clinical IV
- _____ PNSG 2250 Maternity Nursing
- _____ PNSG 2255 Maternity Nursing Clinical
- _____ PNSG 2410 Nursing Leadership
- _____ PNSG 2415 Nursing Leadership Clinical

I understand that I must repeat the following courses without an enrollment break: PNSG _____ PNSG _____ during Fall/Spring/Summer Semester (circle), _____ (year). Upon successful completion of these courses I will be allowed to sit for the Exit exam and I am aware that I may be responsible for an additional cost associated with the administration of this exam.

I will take this and subsequent courses on the campus that it/they will be offered that will allow me to continue without an enrollment break. I understand that this may not be my home campus or campus of choice and may require travel.

I understand that my reentry into this semester and progression is not guaranteed and depends on space availability. My curriculum sequence will be as follows:

_____ Semester ____ (year): PNSG _____, _____, _____, _____, _____, _____

_____ Semester ____ (year): PNSG _____, _____, _____, _____, _____, _____

_____ Semester ____ (year): PNSG _____, _____, _____, _____, _____, _____

My signature below indicates the following:

- I understand that I am allowed only two attempts in the PN program in a one-year period.
- I understand that my unsuccessful completion of the class indicated above was my first attempt.
- I must achieve a grade of C or better and have no further withdrawals in all courses attempted in the remainder of my Practical Nursing curriculum in order to continue in the PN program.
- I understand that I must attend the Live NCLEX review for completion of the PN program.
- I understand that I must complete the Virtual ATI before taking the NCLEX exam.

Student's Signature _____

Date: _____

Program Chair's Signature _____

Date: _____

Division Chair's Signature _____

Date: _____

Appendix IV

Practical Nursing Program
Student Concern/Issue Form

Student Name: _____

Email Address: _____

Phone Number: _____

Note: Students are encouraged to discuss their concerns and issues through informal conferences with the appropriate instructor, staff, or student. Have you made an attempt to resolve this issue? If yes, please describe outcome.

Describe your issue/concern in detail, including the names of persons, locations, and dates of occurrence. Use specific, factual information only. If needed, attach any additional documentation.

What is your desired outcome?

Student Signature

Date

Monecia Walton, MSN ED

Program Chair, Practical Nursing Program

Written/Verbal (circle one) response provided to student on _____.

Date

Student Acknowledgement
Central Georgia Technical College
Practical Nursing Program

I _____ (print full name) have received and understand that the enclosed policies and procedures are related to safe nursing practice and are the requirements for successful completion of the Practical Nursing Program at Central Georgia Technical College. The nursing faculty has reviewed the policies of this handbook with me and I have had an opportunity to ask for clarification, ask any questions and received satisfactory responses to all. As a student of the Practical Nursing Program of Central Georgia Technical College, I am responsible for signing this acknowledgement form certifying that I have read and understand the contents of this handbook for the duration of the program for which I am enrolled.

Signature

Date

Student ID#