

# Central Georgia Technical College

## Student Handbook

### Practical Nursing Program

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## WELCOME

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 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 Practical Nursing 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.

We wish you every success!

Cindyann Stegner, MSN RN  
Program Chair, Practical Nursing

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## Accreditation

The Practical and Associate Nursing Programs at Central Georgia Technical College, located in Warner Robins, Georgia, are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical and Associate Nursing Program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs>

[Practical Nursing – Initial Accreditation February 20, 2018; Associate Degree Nursing – Initial Accreditation February 20, 2018; Next Site Visit: Spring 2024]



## 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 who 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.

## Philosophy

The philosophy of the PN program reflects the beliefs of the nursing faculty and is congruent with the mission and goals of CGTC. The faculty believes that in today's modern world of nursing, the education for our adult learners should be centered on patient care, patient education, teamwork and collaboration, evidence-based practice, quality improvement, informatics, safety, professionalism, and leadership. In a diverse and dynamic society, nursing provides a holistic, patient-centered approach to meeting the needs of individuals, families, and our communities.

The nursing faculty views each human being as a unique, holistic individual who possesses dignity and work and is constantly striving to meet physiological and psychosocial needs. Everyone has the right to make decisions regarding their healthcare and is accountable for the consequences of these choices. The individual is a member of society as a whole and certain cultural groups and communities within society. Communities are formed based on such factors as geography, race, religion, sex, age, language, ethnicity, economics, and common life experience. As a member of society, individuals learn specific values, attitudes, morals, and practices that influence behaviors and interactions with others. The nursing program acknowledges that health is a dynamic state in which everyone is continually adapting to their environment to meet physiological and psychosocial needs.

The Nursing department strives to teach students how to work collaboratively and effectively within a team setting. The faculty is dedicated to preparing nurses who are caring, competent professionals who possess effective communication skills, which is a foundational, interactive process. The faculty recognizes the significance of examining the evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment.

The nursing faculty recognizes that there are constantly evolving needs to improve the quality and the safety of health care and that it is important to teach nursing students the significance of developing a spirit of inquiry to promote the development and implementation of quality improvement strategies to advance health care services. The faculty believes that learning is a lifelong endeavor for professional development that facilitates personal and professional growth.

The faculty believes that the Nursing Program contributes to communities by preparing nurses who are qualified to practice nursing in a safe, professional, and legal manner. Faculty believes the entry-level nurse from CGTC will implement nursing care that reflects integrity, responsibility, and ethical practices. The faculty encourages students to continue their education into associate, baccalaureate, and/or graduate-level programs not only to meet the needs of the local community, state, and nation, but also to advance nursing practice, research, leadership, and education.

Furthermore, the nursing program at CGTC strives to teach principles, that will prepare the entry-level nurse to integrate information technology resources into the provision of patient care while advocating for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Leadership skills are stressed in preparation for the management of safe, quality patient care for the entry-level nurse.

The faculty believes that learning is a partnership between the faculty, the student, and the patient. The instructor's role is to be a catalyst for student learning and to assist the student in clarifying concepts, problem-solving, and developing individual strengths necessary for competent practice. This process creates a social, cultural, and scientific awareness that manifests itself in responsible, professional practice within our communities.

## 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 Practical Nurses 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.

## Advising

Central Georgia Technical College acknowledges the significance of a program of academic advising. The student is ultimately responsible for obtaining the classes required in his/her program of study although the college offers a structure of academic advising to support the student. Academic advisors are available to help students with his/her academic planning throughout his/her program of study at Central Georgia Technical College. When a student is enrolled in the Licensed Practical Nursing Program, the academic advisor will be one of the nursing faculty members. Nursing students are advised at the end of each semester. A student is ineligible to continue in the nursing program if he/she is unsuccessful in scoring a "C" grade (70) in a nursing class. A student whose grades are below the required 70 in nursing courses at midterm may be advised to withdraw without a grade penalty. Please refer to the Central Georgia Technical College catalog for further information.

## Conceptual Framework

The organizing framework of the Central Georgia Technical College Practical Nursing Program curriculum is designed to develop the knowledge, skills, and attitudes necessary for the practice of a Licensed Practical Nurse. It is derived from the mission and philosophy of the program, the college, and The Technical College System of Georgia. Competencies, values, and elements from the National League of

Nursing (NLN) Education Competencies Model, Quality and Safety Education in Nursing (QSEN), and the National Council of State Boards of Nursing (NCSBN) are embedded in the framework.

## Concepts

**Evidence-Based Care:** Integrate the best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.

**Human Flourishing:** This can be loosely expressed as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing.

**Informatics:** The use of information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

**Nursing Judgment:** Encompasses three processes; namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research the broader dissemination of insights and research findings to the community, and management and resource allocation.

**Patient-Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs.

**Professional Identity and Behavior:** Involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evident in the lived experience of the nurse, in his or her ways of "being", "knowing," and "doing."

**Quality Improvement:** Uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.

**Spirit of Inquiry:** This is a persistent sense of curiosity that informs both learning and practice. A nurse infused with a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. The spirit of inquiry suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

**Safety:** Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

**Teamwork and Collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

## Student Learning Outcomes

Upon completion of the Central Georgia Technical College Licensed Practical Nursing Program, the graduate will:

SLO 1 - Utilize the nursing process as a framework for critical thinking for to formulate a priority plan of care that addresses the needs of clients, families, and support systems. PNSG 1605 PNSG 1610.

SLO 2 - Apply principles of evidence-based practice to provide safe care to clients across the lifespan in a variety of healthcare settings.

SLO 3 - Demonstrate the use of relevant healthcare technologies in a web-enhanced learning environment through documentation, data retrieval, and medication administration.

SLO 4 - Demonstrate an understanding of how quality improvement measures and risk management data are used to promote quality nursing care delivery to clients across the healthcare continuum.

SLO 5 - Practice within the ethical and legal framework of the nursing profession to maintain integrity and professional standards of conduct.

SLO 6 - Communicate effectively with clients, families, and the interdisciplinary healthcare team to promote the optimal level of care to clients across the lifespan.

## Program Goals

1. Program Completion: greater than 70% of students admitted to the Licensed Practical Nursing program will graduate within three semesters of acceptance into the program.
2. Performance on Licensure Exam: graduates' NCLEX-PN 1st time pass rate will be at 80%. Or greater.
3. Job Placement: more than 75% of the graduates will be placed into a LPN position within 6-12 months of graduation.

# Criminal Background Check and Drug Screen Policy

REV 8/23

## **Student Drug/Background Procedures**

Healthcare Professionals and students are held in high regard because of the inherent responsibilities assumed by their role with patients, and the trust the public places in their profession to not harm.

For this reason, Central Georgia Technical College Health Science Department is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug-Free Workplace Act of 1988 and in accordance with the policies and procedures of The Technical College System of Georgia.

For health and safety concerns and policies of our clinical partner affiliates, criminal background checks and drug screening are a mandatory requirement for every student who enters Health Science Programs at Central Georgia Technical College. (Appendix I)

CGTC Clinical partner affiliates have the right to refuse to let a student participate in clinicals based on the results of the background check and/or the urine drug screen

The following is a list of offenses for which an arrest, charge, or conviction could prevent a student from placement in a healthcare facility: (List is not all-inclusive)

- Murder or Felony Murder
- Attempted Murder
- Rape
- Armed Robbery or Robbery
- Aggravated Assault
- Aggravated Battery
- Crimes against children
- DUI
- Theft by taking (O.C.G.A. § 16-8-2), by deception (O.C.G.A. §16-8-3) or by conversion (O.C.G.A. § 16-8-4)
- Forgery (in the first or second degree)
- Violations of Chapter 13 of Title 16 of the Official Code of Georgia
- Annotated relating to controlled substances.
- Any other offense committed outside of the State of Georgia that would have been considered one of the above crimes if committed in Georgia.

For the foregoing reasons, health professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. If a student receives a violation of criminal activity while in the program, the facility may request an updated background check.

Students will be cleared according to the following:

1. Through a third-party vendor that provides investigation services concentrated on healthcare background screening.
2. Most clinical affiliates utilize credentialing vendors such as Pre-Check, Verified or ACEMAPP but other vendors may be utilized depending upon the program and/or the clinical affiliate.
3. Background checks through Pre-Check, Verified and ACEMAPP include:
  - Positive identification
  - Maiden/AKA name search
  - Criminal history searches
  - National Sex Offender Registry Search
  - Motor vehicle driving record.
  - OIG Sanction Check (Office of Inspector General)
  - 10 Panel Drug Testing
  - Varication of Social Security number
4. Central Georgia Technical College's Health Science Clinical Coordinator receives criminal background checks and drug screens to review and then releases to the clinical affiliate. This information is kept confidential and will not be shared with other students, staff members or faculty members.
5. If a student is denied participation by the initial host affiliate, the college will attempt to place the student in an alternative educational/applied learning experience if another appropriate placement site is available.
6. If clinical placement is not possible, then the student will be advised on their inability to meet the objectives of the course. If course objectives cannot be met, the student will be withdrawn from the program.
7. 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.

### **Reasonable Suspicion Testing at the Clinical Site**

Clinical sites may request a student do a random urine drug test for reasonable suspicion in the event of an exposure, accident, or incident involving patient care. Facts that could give rise to reasonable suspicion include, without limitation.

- Observed possession or use of illegal drugs or alcohol, the odor of alcohol or drugs.
- Impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance.
- Clinical exposure to blood or other potentially infectious materials because of contact with sharps.
- Accidental falls, emergencies, or incidents that would cause an injury to the student or patient at the clinical site.

Students having a confirmed positive drug test could be subject to dismissal from the clinical site, up to and including dismissal from the program, in accordance with established program and departmental disciplinary policies and procedures.

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.

### **Health Examinations and Immunizations**

Prior to placement at a hosting clinical affiliate, students must:

1. Submit a health history form as specified by the college and clinical affiliate.
2. Pass and submit a current physical exam as specified by the college and clinical affiliate.
3. Negative TB skin test or negative T-spot blood test as specified by the college and clinical affiliate. If positive a chest x-ray must be done.
4. Submit documentation of the required immunizations as specified by the college and clinical affiliate. (See required Vaccines/Immunizations chart below)

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of the exam and immunizations that indicate the student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of all health required health documents but will provide copies that will be kept in the educational program secured area. CGTC will provide the clinical affiliate with copies of their immunizations and health screening results as required. **NOTE: Students can only seek exemption from an immunization as allowed by the clinical affiliate.**

### **List of required immunizations/vaccinations**

<b>Required Immunizations/Vaccines</b>	<b>Documented Evidence of Immunity Required</b>
Measles, Mumps & Rubella (MMR)	Documentation of 2 doses of MMR <b>Or</b> Laboratory evidence of immunity (positive blood titers)
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of 1 dose of Tdap every 10 years.
Varicella (Chicken Pox)	Documentation of 2 doses of vaccine <b>Or</b> Laboratory evidence of immunity (positive blood titers) History of disease <b>DOES NOT</b> always satisfy this requirement
Hepatitis B	3 doses of the vaccine and/or Laboratory evidence of immunity (positive blood titer) or Hepatitis Declination if allowed by the clinical affiliate.
Influenza	Documentation of Annual Influenza Vaccine – this vaccine is typically available beginning in September

**Note:** For those clinical affiliates who utilize credentialing vendors such as Verified or ACEMAPP; many if not all the same **Health Examinations and Immunizations** documents are required to be uploaded to those vendor sites by the student.

### **Completion of Basic Life Support/CPR Course**

Cardio-pulmonary resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification.

Proof of current Health Care Provider CPR certification including adult, child, and infant with AED is required for the entire duration of the program. Only the American Heart Association BLS provider card will be accepted.

### **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 the 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, hairdressers, 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.

### **Consequences**

All students will have written and verbal instructions 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 regarding professional conduct. (See Critical Incidents/Unsafe Practices)

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.

### **Social Media**

All health science professions students are expected to comply with the Health Professions Policy on HIPAA. Each student will also be trained specifically to each clinical site's HIPAA information. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook and Twitter regarding patient procedures, hospital staff, and patient diagnoses are prohibited. Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in clinical or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

### **Special Populations/Disability Accommodations**

If you have a disability and require reasonable classroom accommodation, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the [Special Populations](#) webpage. Office of Special Populations staff may be reached at [specialpops@centralgatech.edu](mailto:specialpops@centralgatech.edu) or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

### **Student Complaints/Grievances**

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson,

Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination based on sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog<sup>[1]</sup>.

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

### **Infectious Diseases at Clinical Sites**

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**

1. 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.
2. 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 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 because of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

### **Smoke-Free Campuses Clinical Affiliates**

Most clinical affiliates are also smoke-free campuses. Please adjust prior to the first day of clinical to reduce the need for smoking. Smoke-free campuses include 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 uniforms is prohibited as well.

## **Breaks**

In most situations, students are allowed a 30-minute lunch unless otherwise approved by the clinical instructor. The on-site clinical instructor/preceptor will assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructor. There should be no eating or drinking in the assigned department (unless the department has a “break” room, and the student is allowed in that area). The student is allowed to leave the clinical setting **ONLY** if that site does not have a cafeteria. If the site does not have a cafeteria, the student must do the following:

- Clock out (if applicable)
- Go get their food.
- Return to assigned area.
- Clock in and eat.
- Time should not exceed thirty minutes.
- The on-site clinical instructor must assign breaks and/or lunchtime.
- The student may take breaks in a location approved by the instructor/preceptor.

## **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 gets blood or other potentially infectious materials in their 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. If the student is with a clinical instructor report this immediately to the instructor. If the student is with a preceptor, report this immediately to the preceptor, and the CGTC instructor should also be notified. Seek immediate medical attention.

The CGTC instructor, or their assigned person, will follow the guidelines outlined in the CGTC Exposure Control Plan for ensuring post-exposure follow-up and care. The instructor will make sure the appropriate follow-up paperwork is completed and submitted to the CGTC Exposure Control Coordinator and the CGTC Human Resources Director. The student may also have forms to complete that are facility-specific. The student may also have facility-specific policies to adhere to.

Students are not required to use any specific treatment facility or hospital. Students can seek services at any provider of their selection. Once the student injury report is filed, CGTC Human Resources will send the student accident insurance information to the student's email account.

The guidelines listed above also apply to exposure to Airborne pathogens such as Tuberculosis.

Please direct questions related to the Exposure Control Plan to the Exposure Control Coordinator at 478-757-3567. [wbeacham@centralgatech.edu](mailto:wbeacham@centralgatech.edu)

### **Body Piercing/Tattoos/Facial Hair & Hair Color**

Unless otherwise prohibited by state or federal law, students are required to follow the administrative policies, standards, and practices of the affiliate when participating in educational/applied learning experiences. (TCSG Procedure: 5.1.2p.)

### **Technical Standards and Essential Functions**

As a healthcare technology student, there is a variety of technical standards and essential functions that you should be able to fulfill to meet competency requirements for your program. Some of the following may be required.

1. Assist with lifting/moving patients from wheelchairs, stretchers, beds, and an x-ray table and vice versa.
2. Lift, carry, and push/pull bulky, heavy equipment.
3. Reach overhead to move ceiling-mounted equipment.
4. Demonstrate the physical ability to stand and walk for long periods.
5. Demonstrate fine motor skills such as hand-wrist movement, hand-eye coordination, and grasping objects for manipulation.
6. Possess visual skills necessary to carry out essential job functions.
7. Possess the ability to hear and correctly interpret what you hear.
8. Possess the ability to be oriented to time, place, and person.

Your program director will provide you with a more detailed list. You can also refer to the following website for an idea of a list of technical requirements:

<https://www.onetonline.org/>

## **STUDENT COMPLIANCE ATTESTATION FORM**

Health Science Program Policy, Procedure, and Essential Qualifications Sign-Off Sheet

I, (Name) \_\_\_\_\_ (Student ID#) \_\_\_\_\_, understand the following:

**HANDBOOK:** As a student in the Health Science Program, I have received a copy of the program policies. These policies have been reviewed with me and I have had an opportunity to ask questions about any policy that I do not understand.

- ☐ As a health science student, I agree to follow the policies as written.
- ☐ I understand the associated consequences of not following program policies.
- ☐ I agree to strictly follow the code of ethics and the confidentiality clause guidelines.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH SCIENCE ESSENTIAL QUALIFICATIONS:** The Program's Essential Qualifications have been reviewed. I have been informed of the risks associated with essential tasks for my profession and exposure to blood and OPIM.

I authorize the Central Georgia Technical College's Clinical Coordinator to release Criminal Background Checks and Drug Screen results to clinical facilities. I understand that adverse background and drug screen reports may prohibit participation at a hosting clinical affiliation site.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Program Admission

Refer to the [Competitive Selection Booklet](#).

## Curriculum Outline PN 12 (only)

The Practical Nursing Program is an 18-month program planned to prepare the graduate nurse to function as a professional nurse in hospitals and other healthcare facilities. After successful completion of the Practical Nursing Program, the student will be eligible to apply to test for the state licensing National Council Licensure Examination (NCLEX-PN) to practice as a licensed professional nurse (LPN).

### GENERAL EDUCATION and OCCUPATIONAL COURSES

COURSE NUMBER	COURSE NAME	HOURS
ENGL 1010	Foundations of English 1	3
MATH 1010	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for AHS	2
<b>TOTAL</b>		<b>16</b>

### NURSING COURSES

COURSE NUMBER	COURSE NAME	HOURS
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2110	Medical Surgical Nursing I Theory	4
PNSG 2210	Medical Surgical Nursing I Clinical	2
PNSG 2120	Medical Surgical Nursing II Theory	4
PNSG 2320	Medical Surgical Nursing II Clinical	2
PNSG 2230	Medical Surgical Nursing III Theory	4
PNSG 2330	Medical Surgical Nursing III Clinical	2
PNSG 2240	Medical Surgical Nursing IV Theory	4
PNSG 2340	Medical Surgical Nursing IV Clinical	2
PNSG 2250	Maternity Nursing Theory	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2410	Nursing Leadership Theory	1
PNSG 2415	Nursing Leadership Clinical	2
<b>TOTAL</b>		<b>41</b>

57 Semester Hour credits are required for graduation. A minimum grade of “C” is required on all courses for the PN program.

# NURSING COURSES PN 21

The Practical Nursing Program PN 21 is an 18-month program planned to prepare the graduate nurse to function as a professional nurse in hospitals and other healthcare facilities. After successful completion of the Practical Nursing Program, the student will be eligible to apply to test for the state licensing National Council Licensure Examination (NCLEX-PN) to practice as a licensed professional nurse (LPN).

COURSE NUMBER	COURSE NAME	HOURS
PNSG 1600 *	Intro to Pharmacology and Clinical Calculations	3
PNSG 1605 *	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1635	Maternal Nursing	4
PNSG 1620	Adult Health Nursing III	6
PNSG 1640	Pediatric Nursing	3
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1645	Practical Nursing Capstone	5
<b>TOTAL</b>		<b>49</b>

\*Successful completion of PNSG 1600 and/or PNSG 1605 are required to progress in the PN 21 program.

- All nursing courses must be successfully completed within 18 months of entry into the program.
- As per GBON: Length of the Curriculum. The program of study shall be consistent with the program's learning objectives and methods of instruction, except that:
  - (a) A full-time program shall NOT be conducted longer than eighteen (18) months; and
  - (b) A part-time program shall NOT be conducted longer than thirty-six (36) months.
- Students who are unsuccessful in PNSG 1600 or 1605 will not be eligible to progress forward and will result in program dismissal. The student may reapply through the Competitive Selection process.
- PN 21 students who are successful in PNSG 1600 and 1605 may only repeat one unsuccessful PNSG 1610-1645 course throughout the program. A curriculum completion contract will be required to remain in the PN program. A second unsuccessful attempt at any PNSG course will result in program dismissal and the student must withdraw from all registered PN classes. The student may reapply through the competitive selection process.

## Academic Dishonesty

**Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Catalog, any student caught in any form of dishonesty in academic, clinical, or laboratory work will receive a zero (0) for that work. The second offense may result in removal from that course and/or the college.**

Cases of academic misconduct that are forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means using someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device.
- Falsifying or fabricating information such as data for a clinical report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

## Attendance and Tardy Policy

Class, laboratory, and clinical attendance are essential for students to achieve success in the nursing program. Students are expected to attend class, lab, and clinical rotations as well as to arrive on time. The instructor should be notified before any absence or tardiness. Although unexpected and justifiable isolated incidents may occur, it is the student's responsibility to be aware of his/her attendance record. Students are expected to account for any absences. It is the student's responsibility to drop the 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 an absence. Clinical absences will be made up at the discretion of the instructor. For any absence, excused or unexcused, the student may be assigned additional clinical or classroom assignments.

### Excused Absences

1. The student has a death in his/her immediate family. Documentation is required.
2. The student has a family or sudden illness. The student will provide documentation from a physician's office or hospital visit.
3. Jury Duty with documentation.

#### 4. Military Duty with documentation.

### Tardiness

Classes and exams start on time. Attendance and being on time are essential in the healthcare field. Please be respectful and courteous to the faculty and your peers' time. Students will not be allowed entrance into the exam/quiz once the exam has started.

### Professional Clinical Policies

Students will participate in various clinical environments and students are expected to always maintain professional behaviors. Students are held accountable for their actions and the consequences of their actions. Disruptive or rude behavior will not be tolerated and will result in the dismissal of the student from the clinical area. Students are expected to be on time for laboratory or clinical experiences. Students arriving more than fifteen minutes late will be sent home and receive an absence for his/her clinical rotation. A student cannot request certain clinical areas and must attend the clinical rotation as assigned. Students cannot trade clinical rotations with another student.

Always maintain patient confidentiality. Students are not to discuss patient information with anyone other than his/her instructor, and hospital staff during care of a patient or post-conferences. Students are not to reveal the identity of a patient in any way. The student nurse will act as a patient advocate and promote the well-being and rights of every patient.

### Scheduling of Clinical Experiences

Clinical rotations are assigned based on the student's learning needs. If the instructor recognizes a student's need in a particular area, the student's clinical rotation may be changed to enhance his/her learning experiences. 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 transportation.

Clinical rotations may be held during various shifts. Clinical rotations are usually on the day shift; however, the student may be assigned evening, night, or weekend shifts.

All clinical paperwork must be turned in as assigned. If assignments are incomplete or late, they will be reflected on the student's clinical assessment/evaluation tool.

Failure to submit clinical paperwork may result in a failing clinical grade.

### Clinical Uniform and Guidelines

The Practical Nursing Program Uniform has a variety of functions. The uniform provides a source of identity and promotes confidence in the public receiving care from the nursing student. The uniform distinguishes the student nurse from the hospital staff. Uniforms are machine washable, an important point in infection control.

At Central Georgia Technical College, it is expected that all uniforms will contribute to a professional image and that generally accepted standards will be followed by every student. In the event of a continued unprofessional appearance, a student may be withdrawn from the clinical rotation. It is your

responsibility to become familiar with every guideline. They will enhance your self-image and the image of you as a nurse.

**Uniforms are to be worn in clinicals, in labs, and lectures.**

- Required designated uniforms are to be worn in lecture, lab, and clinical.
- Your uniform must be washed, clean, and wrinkle-free.
- Students shall maintain a professional appearance and personal hygiene when in uniform.
- The only acceptable uniform is the one designated by the PN Program at Central Georgia Technical College. If a student presents without the designated student uniform, the student will be sent home.
- Your uniform includes white, non-porous, closed-toe, non-slip shoes. The student cannot wear sling-back shoes, open-toe shoes, loafers, or clog-like shoes. Your entire foot must be covered. Socks must be solid white.
- Jacket may be worn into the facility but not in the patient/resident area. Sweaters, coats, and jackets are not permitted over the uniform at clinical and in the lab. Only an acceptable lab coat must be with the designated school logo.
- Your hair shall be naturally colored and out of your face, pinned or pulled back out of the face and collar.
- Men with facial hair shall be no longer than 1 inch and neatly trimmed.
- No head coverings of any kind. Ponytail bands and headbands of neutral color will be allowed.
- Your uniform includes your name badge on the right side of your uniform. Name badge holders must be approved by the faculty.
- Your uniform includes a small watch with a secondhand (waterproof recommended).
- Your uniform includes your stethoscope, penlight, and scissors.
- Tattoos and body art must be covered and not visible if possible. The student may need to wear a white long-sleeved or turtleneck shirt.
- The application of cosmetics should present a professional image and adhere to the guidelines of the clinical facility. No fake eyelashes.
- Jewelry is limited to a single wedding band, one small pair of stud earrings (if any), and no necklaces, bracelets, or other rings.
- Body Piercing: other than earlobes, may not be visible. Only clear/skin-toned retainers may be used to maintain the piercing while the jewelry is out to make the piercing less noticeable.
- Nails should be kept neat and cut. Nail polish is to be naturally colored/clear. No artificial nails, SNS, gel, or acrylic nails are allowed at any of the clinical sites.
- Students are not allowed to have “scope” covers.
- Odors can be offensive to patients as well as other staff members. Avoid perfume, perfumed lotions, and aftershave during your clinical rotation. Please use deodorant/antiperspirant.
- No gum chewing.
- No eating or drinking in resident areas. This includes water. You will be informed of the approved areas to eat and drink.
- No smoking, vaping, or use of any tobacco products while in your clinical uniform. If you arrive at the clinical site and you smell smoke, you will be sent home.
- Students may not have any visitors at the clinical site.

- Students will address facility staff and residents by their last name only. You will also need to use Mr. or Mrs. as appropriate. This includes your clinical instructors while in the clinical setting.
- Students are not allowed at clinical sites after hours.
- If the clinical site requires the N95 mask and or face shield, it must be worn correctly the entire time that you are in the clinical facility.
- Lunch/breaks: The clinical instructor will inform their clinical group of breaks and lunch with each clinical site. You cannot have your lunch delivered in any way to the clinical site.
- Sleeping at the clinical site will not be tolerated and will result in a critical incident.

A student failing to adhere to the uniform policy or clinical guidelines will not be allowed to participate in the clinical experience. A critical warning and/or incident may be given, and the student will receive an absence for their clinical rotation if dismissed.

### Uniform List PN 12

- 2 white uniform tops with a patch
- 2 blue colored scrub pants (designated by CGTC PN program)
- 1 white lab coat
- 1 stethoscope
- White, non-porous closed-toe shoes; low-heeled with rubber soles, non-slip.
- White socks/White hosiery
- Small watch with a secondhand (preferably waterproof)
- Pen Light
- Black Pens
- Scissors

### Uniform List PN 21

All uniforms must be purchased through Uniform Advantage and must be the color (Caribbean Blue) and style designated for the CGTC Practical Nursing Program. Each scrub top and lab coat must have the designated CGTC PN Program logo.

- Uniform tops with CGTC PN logo
- Uniform scrub pants
- White lab coat with CGTC PN logo
- 1 stethoscope
- White, non-porous closed-toe shoes; low-heeled with rubber soles, non-slip.
- White socks
- Small watch with a secondhand (preferably waterproof)
- Pen Light
- Black Pens
- Scissors

### Clinical Guidelines

**Students are expected to:**

- Notify the instructor when leaving the clinical floor at any time.
- Work cooperatively with all hospital staff and peers.
- Treat hospital staff and visitors with respect; address hospital personnel with appropriate title, Mr., Mrs., Dr. Jones.
- Provide timely, truthful, and accurate treatment for all patients.
- Report to his/her clinical instructor immediate changes in patient status
- Follow the chain of command as well as the facility policies and procedures.
- Have reliable transportation to and from each clinical site.
- Perform all skills safely. If a student is unsure of any procedure, it is his/her responsibility to ask his/her instructor for assistance.
- Park in designated student parking places at clinical sites.

**A student may not:**

- Perform any skill or procedure without the assigned instructor present.
- Perform patient care before or after the designated clinical times.
- Administer medications without the instructor.
- Take physician orders.
- May not discharge a patient from the facility or wheel a patient to the patient discharge and pick-up area without the supervision of a staff member.
- Transfer a patient from a bed to a stretcher without assistance from a staff member/instructor.
- Work or perform any duty in any capacity other than student nurse regardless of his/her employment status with that facility. During a clinical rotation, the student is a student nurse and cannot utilize any other position entitlements they may use during his/her employment.
- Receive personal telephone calls during any clinical rotation. No cell phones are allowed in the clinical area or on your person. No electronics are allowed in the clinical setting. Cell phones may be used in the documentation room for clinical purposes only at the instructor's discrepancy.
- Engage in or condone any unprofessional conversations or behaviors.
- Smoke or drink alcohol in uniform. This includes e-cigarettes/vaping and/or smokeless tobacco products. Students who smell of smoke or offensive odors including strong perfumes or aftershave will be sent home from clinical and receive a critical incident.
- Take patients to any smoking area.
- Accompany staff members to any smoking area.
- Bring handbags or purses to the clinical area.
- Leave the facility at any time apart from clinical instructor-approved lunch breaks.
- Fraternize with employees or patients.

### Attendance/Tardiness

- The student will arrive on time for his/her clinical rotations.
- The consequences of a student's tardiness and/or absence will be determined on a case-by-case basis while following course policies, the Student Handbook, and CGTC policies when applicable.

- If a student arrives more than 15 (fifteen) minutes late, he/she is not allowed to remain at the clinical rotation and may receive an unsatisfactory in Professional Behavior on the Clinical Evaluation Tool.
- Unexcused late arrival to the clinical and/or simulation will result in one unexcused absence.
- Any dismissal from the clinical and/or simulation setting will result in an unexcused absence for the day.
- If the student is absent from the clinical, the student must call the clinical instructor one hour in advance of the scheduled arrival time. A failure to arrive at clinical such as a no-call/no-show will result in a critical incident and be reflected in Professional Behavior on Clinical Evaluation. A second no-call no-show may result in dismissal from the program. An email or text will not be accepted.
- An excused absence is requested in advance. The request for absence must be reasonable and necessary and approved by the program chair. Documentation is required. An excused absence will be granted by the clinical faculty only when written documentation is provided by the student within 3 days of the absence.
  - The student has a death in his/her immediate family. Documentation is required.
  - The student has a family or sudden illness. The student will provide documentation from a physician's office or hospital visit.
  - Jury Duty with documentation.
  - Military Duty with documentation.
- More than two unexcused absences from clinical and/or lab for the program may result in clinical failure.
- Family emergencies or extenuating circumstances are reviewed on an individual basis and can only be approved by the program chair.
- If a student fails to attend the clinical make-up day, it counts as an unexcused absence and can result in clinical failure.

#### **Full-Time or Part-Time Jobs:**

The faculty realize that most students will be employed full-time or part-time while attending school. However, students must make all efforts to attend classes and clinical assignments in order to complete their academic obligation. Students should make their academic education a priority and work with their employers to accommodate their specific schedules. Lack of attendance due to full-time or part-time employment will negatively affect academic success. If CGTC faculty discover that a student has worked a night shift immediately prior to a clinical day shift, the student will be sent home for the day and will not get clinical credit for that day.

## Preparedness

The student will arrive prepared for the clinical experience. Students are to be prepared with the necessary clinical supplies including a clinical ID badge, clinical packet, black pens, penlight, bandage scissors, stethoscope, functional watch with a hand, etc. No smart watches, digital or electronic watches are allowed. If you do not have the required supplies, you will be considered unprepared and may be sent home and considered absent from the clinical day. The clinical packet includes SBAR, physical assessment bubble-in, medication sheets, lab sheets, nurse's notes, and critical reasoning sheet. You are responsible for printing this off and being prepared to begin your clinical day.

- Students will arrive in proper dress and with all supplies.
- Students cannot borrow supplies from peers or staff.
- Students will arrive with complete clinical assignments.
- Unprepared students will be sent home.

### *Reporting a clinical absence*

In an absence, the student must notify the clinical agency/clinical instructor at least one hour before the scheduled clinical rotation begins. The student must speak with their clinical instructor. Text messaging and email are prohibited and will constitute a no-call/no-show. Example: If the shift begins at 0630, students should report no later than 0530. Because each facility and specialty area may start their workday at varying times, so will the scheduled clinical rotations.

### *Clinical Make-up Policy*

All clinical absences must be made up. The student will contact their clinical instructor to arrange a clinical makeup day. The course instructor will schedule clinical make-up hours for his/her students. Clinical make-up hours are not guaranteed. If it is not possible to schedule the specified number of hours in a specialty area and/or clinical site before 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 must make up the missed clinical hours and submit the same paperwork required for a regular clinical day. Any documentation not submitted will result in the student receiving an unsuccessful clinical day. An unsuccessful clinical day may require withdrawal from the course. Required documentation includes:

- Clinical documentation packet as defined in the specific course.

Required documentation must be submitted via Blackboard to the course instructor within 24 hours of the clinical day.

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

### *Clinical Procedures*

All procedures must be performed in the presence of an instructor. The student should never perform a clinical procedure or skill if unsure of the procedure. If the student is under the supervision and guidance of a hospital Licensed Practical or Registered nurse, per hospital policy, the student is allowed to perform specific skills at the discretion of the instructor. If the student is in doubt, it is permissible and encouraged to contact his/her clinical instructor and defer any procedures. The student is responsible for familiarizing themselves with the hospital and college's policies and procedures. The student must understand the importance of knowing his/her practice limitations and abiding by the facility and the nursing program policies.

## Unsafe Practices

Unsafe clinical practices will result in disciplinary action. These include but are not limited to:

- Failure to provide safety for the patient.
  - Physical or psychological safety
    - Failure to maintain patient physical safety.
    - Failure to maintain patient confidentiality.
- Failure to recognize or report a patient change in status.
- Failure to recognize code or allergy status.
- Failure to observe the six medication rights.
- Administering medications without the assigned clinical instructor present.
- Performing an IV/IV push without the assigned clinical instructor present
- Failure to obtain supervision from the clinical instructor.
  - Performing a skill or procedure without supervision
  - Performing a skill or procedure outside the scope of practice as a student nurse
  - Unprepared to perform clinical skills.
  - Administering care without an instructor on-site
- Violation of HIPAA standards
  - Copying patient records
  - Taking patient records out of the clinical facility
  - Sharing patient records
- Diverting/stealing medical supplies for personal use
- Diverting/stealing medications, supplies, or equipment
- Dishonesty regarding information given to patients, staff members, or instructors.
- Dishonesty by altering patient records, vital signs, etc.
- Dishonesty by altering patient charting.
- Abuse or neglect of patients/abandonment of patients.
- Unprofessional behavior/disruptive behaviors
  - If at any point, the student's clinical behaviors threaten the patient, staff, or faculty's safety and well-being or violate professional standards, the student will be immediately dismissed from the clinical site and receive an "F" which prevents the student from continuing in the clinical course.
- Leaving the unit without permission of the clinical instructor.
- Inappropriate communication with hospital staff, visitors, or patients.
- Absence from clinical assignments without proper notice.
- Alcohol or drug abuse/impairment.
  - If in the event, the instructor or staff at any clinical site indicates possible evidence exists related to the intake of alcohol or substances, the instructor may immediately remove the student from the clinical. The Health Sciences policy will be followed.
- Use of any substance, which alters cognition or an inability to provide reasonable skill and nursing care.
- Any postings or pictures regarding any clinical rotation on any social network
  - Infractions are a serious violation of patient and student privacy.

- Willful commission of any act resulting in a felony or any action resulting in a misdemeanor.
- Violation of the standards of care or the nursing code of conduct.

**A student in violation of any of the above violations in unsafe practice may result in dismissal from the Practical Nursing Program.**

## Clinical Evaluation Procedures PN 21

The evaluative process for the clinical component in each nursing course includes the use of clinical performance satisfactory/unsatisfactory, course-specific evaluation tools, student-faculty conferences, and the preceptor's evaluation, where applicable. Student-faculty conferences are scheduled at course endings 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 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 with faculty and the 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 a 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 a student meets competencies based on a review of the 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 clinical course failure.
6. Failure of the clinical course constitutes a failure of the associated theory course.
7. Skills and/or clinical laboratory activities are required for the successful completion of each nursing course. Students who do not complete the skills and/or clinical laboratory requirements for any nursing course will receive a grade of "F" in the course(s) regardless of their earned theory grade. Students not completing skills and/or clinical requirements due to extenuating circumstances may receive an incomplete (I) in the course(s) if the earned theory grade is 70% or better. Students will receive a Satisfactory (S) or Unsatisfactory (U) grade for performance in the nursing skills and clinical laboratories. No numerical points toward the course grade will be awarded for nursing skills laboratory and clinical laboratory performance.
8. An unsatisfactory clinical evaluation will constitute an unsuccessful in the PNSG 1605 course as well.

## 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 “U” for the clinical portion of the course and will not be allowed to progress in the program. (Appendix III)

## Skills Laboratory Policy

Students are expected to attend all laboratory experiences. Laboratory experiences are a required portion of a course as well as the clinical portion. All attendance, tardiness, and PN policies apply to laboratory assignments.

Students will complete skills competencies for the designated course. Competency skills include but are not limited to hand hygiene, PPE, obtaining vital signs, performing a physical assessment, Foley catheter insertion, and wound care.

Competency skills will be assigned by the faculty. Students cannot request check-off times. Student check-off times will be assigned by the instructor. Students will come to check off his/her uniforms with all requirements to satisfy the dress code. This means the student will come with a name badge, stethoscope, watch, BP cuff, pen light, scissors, and his/her clinical skills check-off sheet. If a student does not have his/her check-off sheet present, he/she will not receive credit for the skill.

Students are expected to be prepared to perform the assigned skill. Skill videos will be available, and faculty will demonstrate the skill in the skills lab in advance. The student can sign up for time to practice skills in the skills lab. It is recommended students practice skills in the skills lab before checkoffs.

Alternate instruction methods available include computerized instruction, independent viewing of DVDs/videos, and supervised practice and instruction.

Students are responsible for his/her professional behavior during lab, and leaving the skills lab in a neat, clean, and orderly condition for the next group of students.

If the student is absent from the scheduled skills lab and does not notify the instructors of their absence ahead of time, the student will receive a grade of Incomplete for that skill lab.

No food or beverages are allowed in the skills labs.

## Skills Competency Policy

Students will learn and be required to complete a skills competency with proficiency and accuracy and receive a successful completion by their instructor. Skills and /or clinical laboratory activities are required for the successful completion of the designated nursing course. Checkoffs are a psychomotor skills component of the nursing program that the student must complete. The competency of these skills must be validated and kept in the student’s file. It is the policy of the School of Nursing and Health Sciences to validate these skills via one-on-one check-off testing with an instructor.

A student who does not demonstrate satisfactory competency will be required to remediate in the lab setting. The student will be allowed 3 attempts for successful completion of the skill. Students will not be allowed to attend clinical until successful completion of skills. The clinical absence policy will apply for all missed clinical days due to unsuccessful skill competency. The student will have three attempts to demonstrate competency. Satisfactory checkoffs of each skill must be completed with the student’s lab instructor within 1 week following the original checkoff. If a student is unsuccessful after three attempts, the student may be asked to withdraw from the program.

Any student who signs up for a testing (check-off) time with an instructor and fails to arrive and does not notify that instructor before his / her assigned time will receive a grade of Incomplete.

The competencies will consist of the following:

- Hand Hygiene
- Personal Protective Equipment/PPE
- Vital Signs
- Physical Assessment
- Wound Care
- Foley Catheter

## Skills Remediation for Unsatisfactory Checkoffs

### If unsuccessful 1st attempt:

Students must complete a step-by-step written list of the procedure for the unsuccessful skill.

Students must complete mandatory remediation in the skills lab for 1 hour. Students must sign in with a skills lab instructor and sign out after completion of the 1-hour remediation.

### If unsuccessful 2nd attempt:

Student must complete mandatory remediation in skills lab for a total of 2 hours. Students must sign in with the skills lab instructor and sign out after completion of the 2-hour remediation.

### If unsuccessful 3rd attempt:

The student will not be able to attend clinical and will receive an unexcused absence for each day missed. There is no guarantee of clinical makeup days and the program policy for grade of Incomplete will apply. Students may be advised to withdraw from the program.

## Preceptor Policy

During the program, the student may be assigned preceptorship or observation experience. Preceptorship is non-paid time. The student shall be enrolled in the course in which the learning activities with preceptors occur and shall not be compensated by the facility during this time. Preceptorship or observation will be assigned by faculty as designated by the participating facility. The student may not request preceptors or observation experiences and the faculty will select the best location based on the students' learning needs. (Please refer to Preceptor Handbook)

## Cell Phone Policy

Students are allowed to have cell phones in the classroom environment if cell phones are not disrupting the learning process. Students may keep their phones on silent or off mode during class. No texting or social media is allowed during class at any time. If any student abuses the cell phone privilege, the student will be asked to leave the classroom and receive an absence for the day's attendance.

All cell phones must be turned in to the instructor and placed OFF during all testing. A student will be asked to leave the testing area and will receive a grade of Zero if their phone rings or vibrates during an exam or quiz.

Cell phone use is prohibited in the clinical areas.

## Classroom Preparation

Students are expected to be prepared for class. Power points, handouts, and available lecture recordings will be available on the online course website. It is the student's responsibility to print PowerPoints and handouts before class and bring them to class. Students are not allowed to bring children into the classroom, computer labs, or skills labs. Students are expected to be dressed in scrubs (top and pants) for both class and lab unless otherwise stated by the instructors.

## Communication

A student needs to communicate with his/her instructor through CGTC email. Students may not request personal cell phone numbers from the instructor. A Google phone number or Remind APP will be utilized for clinical.

## Computer Use Policy

Students are expected to maintain professionalism during use of the internet access. Federal law prohibits misuse of computer resources. The student handbook describes the crimes which are prohibited by state law in Georgia and the penalties associated with computer crimes. Students are provided a Computer Use Policy agreement that must be signed prior to using computers at Central Georgia Technical College. TCSG's complete Computer Use Policy may be found in the State Board Policy and Procedures Manual.

## Examination Policies

- All examinations will be timed. The instructor will notify the students of the time limit allowed.
- All exams will be taken on the computer with exceptions in Fundamentals and Pharmacology courses.
- Any student sitting for an exam will earn a grade and that is the grade of record.
- Grades will be posted within 48 hours following the exam.
- Punctuality and attendance are competencies of the Practical Nursing program. It is suggested students plan to arrive at school early on testing days thereby allotting enough time to navigate unexpected obstacles such as malfunctioning vehicles and traffic accidents. In the event of severe weather, the instructor may elect to allow sufficient time to ensure safe driving.
- Students may only make up one exam per nursing course. All other missed exams will result in a grade of Zero.
- Quizzes may be scheduled or unannounced. There are no makeups for quizzes and a grade of zero will be recorded for a missed quiz.
- There is no makeup final exam unless the student has jury duty or military duties with documentation.

- All book bags, purses, cell phones, etc. are placed in a central location during exams. Students will turn off their cell phones during exams. A ringing cell phone or vibrating cell phone is a distraction to students taking exams. If a student's cell phone rings or vibrates during the exam, the student will be asked to relocate to another area and receive a zero on the exam.
- No student discussion during exams.
- Exam proctors can be utilized during exams.
- Students may have assigned seating during exams.
- When a student has completed the exam, he/she must exit the room and the hall. Students testing can hear eager students outside the classroom discussing answers and this serves as a distraction to the testing student.
- Only one student at a time can go to the restroom during testing. Please try to go to the restroom before the exam.
- The instructor may elect to separate students or place students in groups or classrooms.
- Students will not be allowed to take exams and/or quizzes before the scheduled date.

## Exam Remediation

The nursing faculty is dedicated to helping nursing students achieve academic and psychomotor excellence. Students who do not maintain 74% or above on exams are encouraged to seek assistance from a faculty member. Students who do not maintain 70% or above on exams are required to make an appointment and meet with a faculty member for remediation.

Faculty will be available to see students in their office for remediation with a scheduled appointment. The purpose of these sessions is for the clarification of class content and not to prepare students for upcoming exams. Students should come prepared to ask questions regarding content or materials that they do not understand. Exam remediation appointments allow the student to view areas of deficiency (Topics to Review) and offer the student an opportunity to seek clarification in an area where study is needed. Exam reviews are not an opportunity for students to engage in arguments or disagreements over the answer to a test question.

The instructor may discontinue the exam review at any time if a student is inappropriate. Any student who engages in inappropriate conversations or displays anger verbally or through physical actions during a remediation session will be dismissed from the classroom/office area.

Students are also encouraged to attend open labs to practice and gain competency with nursing skills and remediate or prepare for didactic content. The clinical faculty members staffing the labs are excellent sources of remediation for skills and theory questions. Students are encouraged to utilize the open labs for study. The ATI dynamic quizzes and practice exams are part of the open labs. Students are encouraged to access the many internet-based learning resources available to them during open lab times.

## Exam Review/Development

Exams may consist of a variety of items including multiple-choice items, fill-in-the-blank items, and items asking the student to identify an area on a picture or graphic or multiple-choice items that require the

student to select more than one response. Any of these item formats may include charts, tables, or graphic images. Drug calculation problems will be included in all nursing exams.

Each examination may contain test questions on content in all assigned readings, computer, and video assignments, even when not specifically covered in class. The faculty in the course will determine the number of test items and the percentage of weight given for each unit and final examination.

Faculty uses a statistical, item analysis within 48 hours of exam date/time, reviews exams. After reviewing the item analysis for each examination, the total number of questions used will be divided into 100 to obtain the number of points that each question will count. A passing grade on a nursing examination or in a nursing course is 70% or higher.

## Grade Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the policy outlined below. The procedures below relate to Academic appeals only. Procedures for submitting appeals for financial aid reinstatement can be found in the financial aid section of the CGTC catalog. Issues related to unfair or poor treatment of students should be addressed to the Executive Director of Conduct, Appeals, and Compliance following the Student Grievance Procedures outlined in this catalog.

\*The college reserves the right to refuse consideration of appeals initiated more than one calendar year following the time that the dispute arose, or the disputed grade was issued.

Appeals concerning the construction or administration of laws, policies, standards, or procedures related to the operation of this institution shall follow the procedures outlined below. Any Central Georgia Technical College employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this policy.

## Procedure for Grade and Other Academic Appeals

If the student is appealing a final course grade, it is recommended that a student initially discuss their final course grade with the instructor who assigned the grade. If no solution to the concern is reached, a student has the right to file a written request for review in accordance with the policy outlined below.

1. Appeals should be addressed in writing, using the *Request for Appeal Form*, available online or through any campus Academic Affairs Office. The appeal will be forwarded to the appropriate Academic Affairs Dean or other administrator who has the authority to resolve the matter. The appropriate administrator will resolve the complaint within twenty (20) business days, notify the student of the decision in writing, and provide a copy of the record to the appropriate Academic Affairs Office.
2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the Assistant Vice President for Academic Affairs. The appeal must be in writing and be filed within ten (10) business days from the time the student has been notified of the earlier appeal decision. The written statement should clearly outline the student's concerns with the appeal decision and make a supported case for the requested resolution. The Assistant Vice President for Academic Affairs will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter.

3. The final level of appeal is through the Vice President for Academic Affairs following the same procedure outlined in #2 above. The decision of the Vice President for Academic Affairs shall be final.

*NOTE:* Communication of the results of the appeal will be provided to the student through their CGTC assigned and provided email address. Date requirements as outlined in this policy will be based on the date the written appeal is submitted by the student and the emailed decision is sent to the student by the appeal reviewing administrator.

Students in programs or courses directed by prerequisite courses may continue the next course in the sequence at their own risk. If a failing grade is not changed, the student must retake the class, if needed for completion of their program of study and must withdraw from the course requiring the pre-requisite. Tuition and/or fee refunds will be given only within the guidelines governing refunds.

## Grading Policy

Grading policies for the Practical in Nursing Program are:

- Successful completion of nursing courses will depend on a “C” (70 percent) or greater AND a satisfactory (S) grade (70 percent) in the clinical component.
- Students receiving an unsatisfactory grade in clinical will receive an “F” in the course.
- Students will receive a clinical performance evaluation tool with the syllabus before the beginning of each course when a clinical component is required.
- Students must earn a “C” or better in each nursing course to progress in the Practical Nursing Program.
- Students scoring less than 70 percent on any course exam must meet with the instructor and may be assigned to go to the Tutoring Center before the next exam.
- Students will sign a “Remediation in Progress Form” indicating they understand the exam failure and will attempt methods for improvement or remediation.
- Students who are unsuccessful in PNSG 1600 or 1605 will not be eligible to progress forward and will result in program dismissal. The student may reapply through the Competitive Selection process.
- PN 21 students who are successful in PNSG 1600 and 1605 may only repeat one unsuccessful PNSG 1610-1645 course throughout the program. A curriculum completion contract will be required to remain in the PN program. A second unsuccessful attempt at any PNSG course will result in program dismissal and the student must withdraw from all registered PN classes. The student may reapply through the competitive selection process.

### Grading Scale:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

<59 = F

## **PN 21 Post-Selection Progression**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

- A 2.0 overall Grade Point Average (GPA) must be maintained in all courses required in the nursing curriculum.
- Nursing courses must be taken in the designated course sequence.
- Students must earn a “C” or better in each nursing course to progress in the Practical Nursing Program.
- An unsuccessful attempt is defined as a grade of W or a course grade of D or below.
- All nursing courses must be completed within 18 months of entry into the program.
- As per GBON: Length of the Curriculum. The program of study shall be consistent with the program's learning objectives and methods of instruction, except that:
  - (a) A full-time program shall NOT be conducted longer than eighteen (18) months; and
  - (b) A part-time program shall NOT be conducted longer than thirty-six (36) months.
- Students who are unsuccessful in PNSG 1600 or 1605 will not be eligible to progress forward and will result in program dismissal. The student may reapply through the Competitive Selection process.
- PN 21 students who are successful in PNSG 1600 and 1605 may only repeat one unsuccessful PNSG 1610-1645 course throughout the program. A curriculum completion contract will be required to remain in the PN program. A second unsuccessful attempt at any PNSG course will result in program dismissal and the student must withdraw from all registered PN classes. The student may reapply through the competitive selection process.

## **PN 12 Post-Selection Requirements**

- Any student who is unsuccessful in the Fall 202512 courses below will be required to go back through the competitive selection process and start over with the new curriculum under the Practical Nursing Certificate (PN 21). The courses below will no longer be offered and are currently in a teach-out status.

MS III Theory

MS III Clinical

MS IV Theory

MS IV Clinical

Maternity Theory

Maternity Clinical

Leadership Theory

Leadership Clinical

## Remediation in Progress Policy

**Purpose:** The nursing faculty is dedicated to helping nursing students achieve academic excellence. The nursing faculty is committed to providing accessible high-quality nursing education in a caring environment to meet the diverse and changing healthcare needs of the service area and to promote the development of qualified students prepared for the professional role of licensed practical nurse at the entry level. Students who do not maintain 70% or above on exams are required to seek assistance from their course faculty. Students who do not maintain 74% or above on exams are recommended to seek assistance. Any student can schedule a remediation appointment.

**Procedure:** It is the student's responsibility to schedule an appointment with the course faculty during their posted office hours. The purpose of these sessions is for clarification of class content and **NOT** to prepare students for upcoming exams.

Step 1: Individual review of exam and/or clarification of class content. Develop a written plan of remediation for the next two weeks.

Step 2: Complete assigned tutorials, questions, and/or Active Learning Templates.

Step 3. Set up a second meeting with an instructor for final questions.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Session Time Length: \_\_\_\_\_

Course Name: \_\_\_\_\_ Instructor: \_\_\_\_\_

Test: \_\_\_\_\_ Score: \_\_\_\_\_

Plan of Action:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Drug Calculation Exam and Skills Competency Policy

Students are required to complete the Drug Calculation exam for each Medical Surgical Clinical course. The Drug Calculation exam will count as 15% of the Med. Surg. Clinical grade. The student will have two attempts to achieve a passing score. The higher of the two exam scores will be recorded in Blackboard. A passing score is required to administer medications in the clinical setting. Please see below for the required passing scores:

### Drug Calculation Exam Passing Score by Clinical Course

**PN 21:** AH I: 80% AH II: 85% AH III: 90% AH IV: 95%

**PN 12:** MS 3: 90% MS 4: 95%

**The exams will be composed of a mixture of drug calculation items.**

### Rules for Drug Calculation Exams

**ROUNDING UP:** If the number to the right is equal to or greater than 5, round up by adding 1 to the number on the left.

**ROUNDING DOWN:** If the number to the right is less than 5, round down by dropping the number, leaving the number to the left as is.

For dosages less than 1.0: Round to the nearest hundredth.

- For example (rounding up): 0.746 mL = 0.75 mL. The calculated dose is 0.746 mL. Look at the number in the thousandth place (6). 6 is greater than 5. To round to hundredths, add 1 to the 4 in the hundredths place and drop the 6. The rounded dose is 0.75 mL.
- Alternatively (rounding down): 0.743 mL = 0.74 mL. The calculated dose is 0.743 mL. Look at the number in the thousandth place (3). 3 is less than 5. To round to the hundredth, drop the 3 and leave the 4 as is. The rounded dose is 0.74 mL.

For dosages greater than 1.0: Round to the nearest tenth.

- For example (rounding up): 1.38 = 1.4. The calculated dose is 1.38 mg. Look at the number in the hundredth place (8). 8 is greater than 5. To round to the tenth, add 1 to the 3 in the tenth place and drop the 8. The rounded dose is 1.4 mg.
- Alternatively (rounding down): 1.34 mL = 1.3 mL. The calculated dose is 1.34 mL. Look at the number in the hundredth place (4). 4 is less than 5. To round to the tenth, drop the 4 and leave the 3 as is. The rounded dose is 1.3 mL.

## Graduation Requirements

The student must meet all graduation requirements established by Central Georgia Technical College.

The student must meet all Practical Nursing Program requirements.

- The student must complete each nursing course with a minimum grade of “C” or better and must complete the Practical Nursing program within 18 months of their start date as per the GBON rule.
- The student must apply for graduation to be awarded his/her credential.
- The student will submit the Graduation Request online and pay the required fee to the Business Office by the college deadline.
- Central Georgia Technical College grants the Practical Nursing Program diploma/certificate to nursing program graduates. Although some students may complete his/her diploma/certificate requirements in advance, actual commencement exercises are held annually.
- Students who have completed the required coursework and received his/her diploma/certificate may be eligible to sit for the NCLEX-PN exam.

## Licensure Eligibility

After successful completion of the PN Program, the student will be eligible to apply for recommendation to the National Council Licensure Examination for Licensed Practical (Nurses NCLEX-PN) to obtain licensure as a Licensed Practical Nurse in the state of Georgia. Students are required to complete a background check before the NCLEX-PN. The State Board of Nursing has the right to refuse to grant a Practical Nurse license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

## American Nursing Association Code of Ethics

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and imposes the ethical environment of the work setting and conditions of employment that are conducive to safe, quality, care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

*American Nurses Association. (2015). Code of Ethics for Nurses with Interpretive Statements. American Nurses Association. Reprinted with Permission. All rights reserved.*

## Program Dismissal

A student may be dismissed from the nursing program for one incident of gross misconduct or unprofessional behavior as listed above. Students enrolled in the Licensed Practical Nursing Program will be entering into a profession with a stated code of ethics and rules of conduct. As a CGTC nursing student, you will demonstrate respect for your instructors, peers, and patients. Equally, you will be expected to demonstrate responsibility for your actions. Academic misconduct, as defined in this Nursing Handbook, the course syllabus, policies, and procedures of the clinical facility, and CGTC Student Code of Conduct.

A student may be dismissed from Central Georgia Technical College Practical Nursing Program for any of the following reasons, including, but not limited to:

- Violation of the College Disciplinary Rules (see Student Handbook)
- Conviction of a felony while enrolled in the program.
- Unprofessional behaviors
  - Falsifying, omitting, or altering patient records.
  - Abuse of any kind to any patient
  - Failure to provide nursing care because of a diagnosis, age, sex, race, creed, or color of a patient.
  - Failure to report abuse or unprofessional conduct of others.
  - Diverting medications, equipment, or supplies for own or others personal use.
  - Impersonating licensed personnel
  - Any deliberate act that jeopardizes the health, safety, or well-being of a patient
  - Accepting money or gifts from patients
  - Harassment or coercion to a patient for money, gift, or other items
  - Selling or attempting to sell medications or drugs.
  - HIPAA violation
  - Abandonment of any patient
  - Any unprofessional conduct which violates the standards of the nursing profession
  - Disrespect to patients, hospital staff, or instructor
  - Failure to utilize safe nursing practices based on the level of care that the student has been trained in.
  - Performing skills or technical competencies or procedures without proper education and preparation
  - Performing skills or technical competencies or procedures without proper supervision
  - Failure to report unsafe or illegal practices of any person who is providing nursing care

- Negligence
- Use or abuse of medications/drugs.
- Failure to provide for the safety or well-being of the patient
- Failure to follow Professional Clinical Guidelines
- Disruptive behavior in class, lab, or clinical environments
- Performing acts outside the scope of practice
- Delegating nursing care, functions, tasks, or responsibility to others when the student knows that such delegation is detrimental to patient safety.

## Verification of Receipt of Practical Nursing Student Handbook

I have received a copy of the Practical Nursing Student Handbook. I understand that I am responsible for reading the information in my handbook. I understand that I am responsible for reading the information in the Central Georgia Technical College Catalog. I understand that I must follow the policies and procedures in the handbook and catalog and failure to do so may result in disciplinary actions or dismissal from the PN program.

---

Signature

Student ID

Date

## Appendix I Student Consent for Background Check

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

Appendix II Critical Incident Report Form

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 III Clinical Warning Notice

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