



**PEARL RIVER COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

STUDENT HANDBOOK

2018- 2019

Pearl River Community College reserves the right to amend or make changes to this document as necessary. Students will be informed of any changes via an addendum.

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Table of Contents

Preface.....	5
Pearl River Community College Non-Discrimination Statement.....	5
Pearl River Community College Holidays.....	6
Practical Nursing Program Position Statement.....	6
Pearl River Community College Mission Statement.....	6
Practical Nursing Program Mission Statement.....	6
Admission Requirements.....	6
Practical Nursing Program Purpose.....	7
Graduation Requirements.....	7
Program Outcomes.....	7
Faculty Information.....	7
Practical Nursing Organizational Chart.....	8
Practical Nursing Courses/Curriculum.....	9
Practical Nursing Practice Statement.....	11
Licensure Requirements.....	14
General Information	
Poplarville Campus.....	15
Hattiesburg Campus.....	15
Both Campuses.....	14
PRCC Computer Platforms	
Canvas and Grades First.....	16
Learning Lab Rules and Guidelines.....	16
General Information	
Library.....	17
ATI Testing.....	17
General Policy	
Recording Lectures.....	18
NCLEX Review.....	18
MLPNA Spring Convention.....	18
Clinical/ Class Variant/ Critical Incident Reporting.....	19
Class Officers/ Student Government/ MLPNA.....	19
Practical Nursing Program Requirements	
CPR Certification.....	20
TB Skin Testing/ Physical Exam.....	20
Criminal Background Check.....	20
Immunizations.....	21
Practical Nursing Student Liability Insurance.....	21
Practical Nursing Student Health Insurance.....	21
Counseling and Guidance.....	21

Grading	
Grading Point System	21
Clinical/ Lab Assignments/ Evaluations	22
Late Work Policy	22
Dismissal Due to Failure	23
Grievance/ Due Process	23
Student Conduct	
Practical Nursing Rules & Regulations	24
Academic Honesty	25
Conduct – Nursing Student	23
Nursing Student Class/ Lab/ Clinical	24
Definitions	25
Attendance	
Class Attendance	26
Clinical Attendance	26
Incidence of Infectious or Contagious Illness	27
Health related restrictions including pregnancy	28
Student Drug Testing Policy	29
Program Progression	
Student Progression	29
Student Readmission Policy	29
Transfer Policy	30
Credit for Prior Learning or Credit by Examination	30
Student Withdrawal	31
Family Educational Rights and Privacy Act (FERPA)	31
Dress Code and Appearance	
Classroom Dress Code	32
Professional Attire	32
Lab Attire	33
Clinical Dress Code	33
Uniform-Student Conduct	35
Employment	
Rules	35
Forms	
Critical Incident Report	36
Participation in Campus Lab Skills	37
PN Student Health Contract	38
Random Drug Testing Consent	39
Cat Country Guide and PN Student Handbook Reading	40
Student Agreement	43

PREFACE

The policies in the *Pearl River Community College (PRCC) Practical Nursing Program Student Handbook* are a supplement to the policies established by Pearl River Community College (PRCC) and are applicable to PRCC practical nursing (PN) students. Policies established by PRCC for all current students are accessible on-line at <http://www.prcc.edu/current-students/student-handbook> in the *PRCC Cat Country Guide Student Handbook*. These policies are also applicable to PN students. Failure to adhere to college policy as stated in the PRCC Cat Country Guide Student Handbook and/or the policies in the PRCC practical nursing program student handbook may result in dismissal from the practical nursing (PN) program and/or PRCC.

The policies in the *PRCC Practical Nursing Program Student Handbook* are reviewed and revised annually. They may be updated at any time to reflect policy changes in the PN program or in Pearl River Community College. The policies in the PRCC practical nursing program student handbook are directed by the policies of Pearl River Community College, the Mississippi Community College Board Accreditation Guidelines, and the Mississippi State Board of Nursing. These agencies provide approval/guidelines and/or accreditation for the practical nursing program.

Pearl River Community College reserves the right to amend or make changes to this document as necessary. Students will be informed of any changes via an addendum.

EQUAL OPPORTUNITY STATEMENT

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody Seal, Director of Admissions and Records and ADA/Civil Rights Coordinator, at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060. For inquiries regarding Title IX, contact Maghan James, Assistant Vice President of Student Services and Title IX Coordinator, P.O. Box 5560, Poplarville, MS 39470 or 601-403-1253.

PEARL RIVER COMMUNITY COLLEGE DISABILITY STATEMENT

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or tmood@prcc.edu; Forrest County Center, Abby Goldblatt at 601-554-4686 or a_goldblatt@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. eLearning – Online students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at tmood@prcc.edu.

PEARL RIVER COMMUNITY COLLEGE HOLIDAYS

Holidays are announced in the *PRCC Catalog* which may be accessed online at <http://www.prcc.edu/academics/catalog>. Holidays may include Labor Day, Fall Break,

Thanksgiving, Winter Break, Martin Luther King Day, Mardi Gras, Spring Break, Good Friday, Memorial Day, and Fourth of July. *Holiday(s) subject to change per PRCC administration.

PRACTICAL NURSING PROGRAM POSITION STATEMENT

The Pearl River Community College practical nursing (PN) program supports and functions within the mission and goals of Pearl River Community College (PRCC).

PEARL RIVER COMMUNITY COLLEGE MISSION STATEMENT

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

PRACTICAL NURSING PROGRAM MISSION STATEMENT

Pearl River Community College practical nursing (PN) program is a certificate program committed to providing a quality educational opportunity for those seeking a career in practical nursing.

ADMISSION REQUIREMENTS

Admission to Pearl River Community College PN program requires completion of all steps included in PRCC's admission requirements and additional requirements specific to the program. These are found at <http://www.prcc.edu/faculty/policy-procedure-manual/admission>.

PRCC Requirements

1. Apply and be accepted to Pearl River Community College
2. Provide proof of high school diploma or GED indicating a passing score.
3. Submit an ACT score.

PN Program Additional Requirements

1. Minimum ACT composite score of 16 with minimum ACT sub-scores of 14 in math and reading.

**To be allowed to participate in the required clinical in the PN program a cleared criminal background check and clear drug screen are required

Practical Nursing Program Purpose

The purpose of the PRCC PN program is to prepare graduates to pass the NCLEX-PN and enter the work-force as a qualified entry level practical nurse to serve local and regional communities.

Graduation Requirements:

1. Complete all PN courses listed in the curriculum.
2. Complete each course in the curriculum with a grade of 80% or higher.
3. Meet all PRCC graduation requirements.

Graduates receive a 'Certificate of Proficiency' in practical nursing. Graduates must meet requirements and receive approval of the Mississippi State Board of Nursing to apply to take the NCLEX-PN. Graduates must pass the NCLEX-PN to become licensed to practice as a practical nurse. The PRCC practical nursing program is accredited by the Mississippi Community College Board (MCCB).

Program Outcomes

The following are outcomes for the PN program.

1. Students will complete the PN Program (certificate) within the allotted time frame of eighteen (18) months for full time entry students or twenty-four (24) months for dual enrollment/ dual credit students or twenty-seven (27) months for nights and weekends.
2. Graduates who are eligible will take the NCLEX-PN exam upon graduation as approved by the MS State Board of Nursing within one year of program completion.
3. Graduates will pass the NCLEX-PN within the allotted testing time frame.
4. Graduates will function as competent qualified practical nurses prepared for employment in various healthcare settings in local and regional surrounding communities.

Faculty Location and Extensions

Poplarville Campus (Nursing Building)

Melissa Bryant	Director	Nsg Bldg	Adm Suite	601-403-1254
Haley Herring	Admin. Assist.	Nsg Bldg	Adm Suite	601-403-1828
Linda Griffis	Lead Instructor	Nsg Bldg	Office 106, Class 407	601-403-1046
Tamela Hyland	Instructor	Nsg Bldg	Office 104, Class 407	601-403-1062
Camille Killough	Instructor	Nsg Bldg	Office 103, Class TBA	601-403-1079
Marjane Coleman	Instructor	Nsg Bldg	Primarily Clinical	mcolman@prcc.edu

Forrest County Center (Building 5)

Melissa Bryant	Director	Bldg #5	Office 108	601-554-4697
Haley Herring	Admin. Assist.	Bldg #5	Allied Health	601-403-1828
Maynard Hyland	PN Instructor	Bldg #5	Office/Class 130	601-554-5535
Sherri McDonald	PN Instructor	Bldg #5	Office/Class 130	601-554-5536
Nancy Gilbert	Dual PN Instructor	Bldg #5	Office/Class 108	601-554-5504
Tonya Harbison	Instructor	Bldg #5	Primarily Clinical	tharbison@prcc.edu

*An extensive list of phone numbers and email contact of all administration, faculty, and staff is available at www.prcc.edu.

Practical Nursing Organizational Chart

Pearl River Community College Board of Trustees



President of Pearl River Community College
Dr. Adam Breerwood



Vice President for Forrest County Operations and Health Science and Nursing
Dr. Jana Causey



Director Practical Nursing Department (District wide)
Dr. Melissa Bryant



Practical Nursing Lead Instructor (Poplarville)
Ms. Linda Griffis RN
And
All Practical Nursing Instructors

Practical Nursing Courses/ Curriculum

August start date for Regular Entry Students

Semester I - Fall

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Body Structure and Function, PNV 1213	3	45	0	0	
Nursing Fundamentals and Clinical, PNV 1443	13	90	150	90	
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
Totals	16	135	150	90	(375)

Semester II – Spring

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Adult Health Nursing and Clinical, PNV 1682	12	120	0	180	
IV Therapy & Pharmacology, PNV 1524	4	45	30	0	
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
Totals	16	165	30	180	(375)

Semester III – Summer

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Specialty Areas in Nursing, PNV 1728	8	110	0	30	
Nursing Transition, PNV 1914	4	45	0	45	
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
Totals	12	155	0	75	(230)

Program Total Clock Hours = 980

Semester Hours = 44

Practical Nursing Courses/ Curriculum

Dual Enrollment

Semester I & II- Fall/Spring

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Body Structure and Function, PNV 1213	3	45	0	0	
Nursing Fundamentals and Clinical, PNV 1443	13	90	150	90	
Total					(375)

Semester III – Summer

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Specialty Areas in Nursing, PNV 1728	8	110	0	30	
IV Therapy & Pharmacology, PNV 1524	<u>4</u>	<u>45</u>	<u>30</u>	<u>0</u>	
Totals	12	155	30	30	(215)

Semester IV- Fall

Clock Hours

Adult Health Nursing and Clinical, PNV 1682	12	120	0	180	
Nursing Transition, PNV 1914	<u>4</u>	<u>45</u>	<u>0</u>	<u>45</u>	
Totals	12	165	0	225	(390)

Program Total Clock Hours = 980

Semester Hours = 44

Practical Nursing Courses/ Curriculum

Part-time & Weekend

Semester I – Summer

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Body Structure and Function, PNV 1213	3	45	0	0	
Totals					(45)

Semester II – Fall

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Fundamentals of Nursing PNV 1426	6	90	0	0	
Fundamentals of Nursing Lab/Clinical PNV 1437	<u>7</u>	<u>0</u>	<u>150</u>	<u>90</u>	
Totals	13	90	150	90	(330)

Semester III – Spring

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
IV Therapy & Pharmacology PNV 1524	4	45	30	0	
Medical/Surgical Nursing PNV 1614	4	60	0	0	
Medical/Surgical Nursing Clinical PNV 1622	<u>2</u>	<u>0</u>	<u>0</u>	<u>90</u>	
Totals	10	105	30	90	(225)

Semester IV – Summer

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Alterations in Adult Health PNV 1634	4	60	0	0	
Alterations in Adult Health Clinical PNV 1642	<u>2</u>	<u>0</u>	<u>0</u>	<u>90</u>	
Totals	6	60	0	90	(150)

Semester V – Fall

Clock Hours

	<u>SCH</u>	<u>LEC</u>	<u>LAB</u>	<u>CLIN</u>	
Maternal-Child Nursing PNV 1714	4	55	0	15	
Mental Health Nursing PNV 1814	4	55	0	15	
Nursing Transitions PNV 1914	<u>4</u>	<u>45</u>	<u>0</u>	<u>45</u>	
Totals	12	155	0	75	(230)

Program Total Clock Hours = 980

Semester Hours = 44

PRCC Nursing Practice Statement

Practical Nursing is one of many professions which work together as part of the health care team to plan and promote the health care of clients and society. Practical nursing constitutes a unique function within these professions. Such as utilizing the nursing process to identify nursing problems, plan, implement, and evaluate care in accordance with each person's physical, psychological, and social needs. The diverse skills and knowledge needed to give comprehensive nursing care have varying degrees of difficulty and complexity requiring preparation at levels ranging from practical nurse to doctoral levels.

The practical nursing faculty believe that there is a common and basic core of knowledge and skills applicable to all nursing practice and believe the educational preparation of the practical nurse can serve as a lifelong career or a basis upon which additional nursing education may be built. Further, the PN faculty believes that practical nursing education, based in an institution of higher learning, should partner with local healthcare facilities to offer a variety of clinical experiences as an integral part of the practical nursing curriculum. Students should be actively involved in the learning process and should assume responsibility for their own learning and behavior in order to become graduates and nurses who will seek continuing education and personal growth.

PRCC PN faculty supports the definition and scope of practice for licensed practical nurses as stated in the Mississippi State Board of Nursing Administrative Code July 01, 2017; Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Part 2830 Chapter 2: Functions of the Licensed Practical Nurse Rule 2.1 LPN Supervision. The LPN gives nursing care, which does not require the specialized skill, judgment, and knowledge required of a RN, under the direction of the RN, advanced practice registered nurse (APRN), licensed physician or licensed dentist. The LPN shall not be supervised by unlicensed personnel. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Rule 2.2 Responsibility. The LPN shall be responsible and accountable for: A. Knowledge of and compliance with the laws and regulations governing the practice of nursing in the State of Mississippi. B. Practicing within the scope of practice as established by the Board and according to generally accepted standards of practice. C. Accepting responsibility for individual nursing actions, competence, decisions and behavior in the course of nursing practice. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

LICENSURE REQUIREMENTS

The PRCC Practical Nursing Program graduate is prepared to apply and take the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN). Licensing of practical nurses is regulated by the Mississippi State Board of Nursing. **Conviction of a misdemeanor or felony offense may be grounds for refusal by the Mississippi State Board of nursing to issue a license. Please refer to <http://www.msbn.ms.gov/Documents/NursingPracticeAct.pdf> for a complete listing of requirements, fees, and additional information.**

1. Graduate from a state accredited Practical nursing program.

2. Complete the application for licensure and the Mississippi State Board of Nursing (MSBN) criminal background check (CBC).
3. Submit fingerprints for a criminal background check performed by the Mississippi Board of Nursing (MSBN) at the location assigned by the MSBN.
4. Pay the transcript fee with PRCC online. Request for an official transcript to be sent to the MS State Board of Nursing with final grades.
5. Meet all of the MSBN's eligibility requirements to take the NCLEX-PN examination.
6. Pay the fee to take the NCLEX-PN at Pearson Vue and schedule a date, time and location to test.

Mississippi Board of Nursing, Nurse Practice Law July 01, 2017 partially quoted below. Please go to <http://www.msbn.ms.gov/Documents/NursingPracticeAct.pdf> to read all Licensure requirements for the licensed practical nurse.

Miss. Code Ann. § 73-15-21 § 73-15-21. Licensed practical nurse; qualifications; criminal history investigation; licensing or practice privileges Currentness (1) Licensed practical nurse applicant qualifications. Any applicant for a license to practice practical nursing as a licensed practical nurse shall submit to the board: (a) An attested written application on a Board of Nursing form; (b) A diploma from an approved high school or the equivalent thereof, as determined by the appropriate educational agency; (c) Written official evidence of completion of a practical nursing program approved by the State Department of Education through its Division of Vocational Education, or one approved by a legal accrediting agency of another state, territory or possession of the United States, the District of Columbia, or a foreign country which is satisfactory to this board; (d) Evidence of competence in English related to nursing, provided the first language is not English; (e) Any other official records required by the board. In addition to the requirements specified in paragraphs (a) through (e) of this subsection, in order to qualify for a license to practice practical nursing as a licensed practical nurse, an applicant must have successfully been cleared for licensure through an investigation that shall consist of a determination as to good moral character and verification that the prospective licensee is not guilty of or in violation of any statutory ground for denial of licensure as set forth in Section 73-15-29 or guilty of any offense specified in Section 73-15-33. To assist the board in conducting its licensure investigation, all applicants shall undergo a fingerprint-based criminal history records check of the Mississippi central criminal database and the Federal Bureau of Investigation criminal history database. Each applicant shall submit a full set of his or her fingerprints in a form and manner prescribed by the board, which shall be forwarded to the Mississippi Department of Public Safety (department) and the Federal Bureau of Investigation Identification Division for this purpose. Any and all state or national criminal history records information obtained by the board that is not already a matter of public record shall be deemed nonpublic and confidential information restricted to the exclusive use of the board, its members, officers, investigators, agents and attorneys in evaluating the applicant's eligibility or disqualification for licensure, and shall be exempt from the Mississippi Public Records Act of 1983. Except when introduced into evidence § 73-15-21.

General Information

Poplarville Campus Practical Nursing

1. Phone calls: In case of emergency, students may be reached through the nursing building PN faculty at 601-403-1254/1046/1079/1062 or campus police 601-403-1300.
2. Testing: Scantron Form 888-E will be used for tests and should be purchased at the PRCC Bookstore. A clean, wrinkle free Scantron form and 2- #2 pencils are required for every test.
3. Student Lounge - located in the lobby of the nursing building, the lounge must be kept clean. Food/drinks are limited to the student lounge area. Students are not allowed to bring food and drinks in the classroom/lab.
4. Lost and Found: Located in the nursing building- nursing admissions offices.

Forrest County Center- (Hattiesburg) Practical Nursing

1. Phone calls: In case of emergency students may be reached through the Office of the Vice President 601-554-5505, or the faculty 601-554-5535/5536/4697 or campus police 601-554-5513.
2. Testing: Scantron Form 882-E will be used for tests and should be purchased at the PRCC Bookstore. A clean, wrinkle free Scantron form and 2 #2 pencils are required every test.
3. Student Lounge – located in building #6/ Allied Health Building. It is equipped with vending machines and snack bar (Jody’s Bakery) that operates from 7:00 am until 4:00 pm. Vending machines are also located in Building #2. Students are not allowed to bring food and drinks in the classroom lab without instructor permission.
4. Lost and Found: Campus Police (Bldg. #5).

Both Campuses

1. Parking: There is a designated parking area for students. Anyone parking in a NO PARKING, RESERVED, or HANDICAP ZONE may be ticketed, which could result in a fine. This includes driveways, doorways, loading zones, fire lanes, and visitor parking.
2. Guest Speakers: Permission for MLPNA meetings and guest speakers must have a completed activity form turned into faculty for approval by the Director and Vice President.
3. Any student wishing to meet with the Director/Vice President, after having met with the faculty, must request an appointment through their secretary.
4. Children/Family on Campus: Students are not allowed to bring children, spouse, or significant others on campus. This includes class time, checking grades, conference times, lab practice, and clinical sites. This does **not** include instructor approved transportation arrangements.
5. If you have a disability that qualifies under the ADA, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures. Tonia Moody tmood@prcc.edu.
6. NAME, ADDRESS, and/or TELEPHONE CHANGES: Students must notify an advisor/instructor or the graduation clerks of any of these changes while attending PRCC. This is very important for information concerning graduation activities and diplomas.
7. PRCC is a smoke free campus.
8. Graduates: All graduating students are required to have their picture taken for the class picture.
9. School Pins: You will purchase your pin in the PRCC bookstore. Pins will be used during the pinning/graduation ceremony.
10. Cell phones, smart phones, laptops, computers, tablets, smart watches, and/or any type of electronic device is not allowed in the clinical, or lab setting. Laptop and tablet use in the

classroom must be approved by the instructor. No cell phones in classroom/lab or clinical. No electronic devices including smart watches are allowed in the classroom or near the student desk during testing.

COMPUTER PLATFORMS

Canvas and Grades First



Canvas is the digital platform PRCC instructors use when posting syllabi, announcements, and assignments. The student should check their PRCC email and canvas daily for updates. GradesFirst is used by instructors to track student attendance. If a student is absent or tardy for a course, an email will be sent to the student from GradesFirst to alert you of this event. Go to the PRCC website, log in to RiverGuide, and select GradesFirst. If you need assistance with either GradesFirst or Canvas, please contact it@prcc.edu or refer to PRCC RiverGuide for instructions.

Computer Access/ Computer lab Rules and Guidelines

1. No food or drinks are allowed in the Learning computer Lab(s) or Success Center(s).
2. Do not turn off a computer or printer, unless instructed to do so.
3. Do not change the screen background on the computer.
4. Please be quiet while working in the computer/learning lab. Maintain professionalism.
5. You must have your PRCC ID to scan in and out.
6. Do not put a disk/CD/jump drive into the drive of the computer labs CPU's that have been used in another computer outside the PRCC nursing/learning lab without permission from the learning lab staff. This could spread viruses into the system.
7. Please log out at the end of your use and return to the home (icon) screen before leaving the computer.
8. The internet browser (Firefox, Chrome, or Internet Explorer) may be used for school work or school registration only.
9. Many programs are audio enhanced and require headphones. Therefore you must use headsets. You may bring your own headsets or use those supplied in the learning lab/ success center.
10. Report any problems with the computers or printers to the learning lab/ success center coordinator or staff.
11. Printouts: Check the date of any printout. If the date is incorrect on the printout, have the lab coordinator sign and date the sheet correctly.

GENERAL POLICY

Library

1. Nursing or reference books are available. Certain reference books cannot be checked out, but may be used in the campus library.
2. Nursing department books may be checked out from an instructor. They must be returned to the PN department.
3. Library books which have been checked out and not returned will be charged to the student's account. A late fee may be assessed and it must be paid. A student may not register for courses or receive a certificate of completion/ transcript until all financial obligations are met.
4. Orientation to the library will include policies on book loans and how to access the online library, databases, and digital books available to PRCC students.

ATI Testing

PN students are required to take practice and proctored ATI test(s) and throughout the PN Program. All proctored ATI tests are graded by the level you achieve with the exception of the ATI comprehensive test which is recorded as 'the percent chance you have of passing NCLEX-PN on the first attempt'. These tests count as 50% test grades in the assigned course.

The ATI testing is as a tool to help enrich and remediate the student throughout the program. ATI is used as part of the PN curriculum and to assist students in preparation for the NCLEX-PN Exam, and for grading purposes.

ATI proctored tests recorded as a 50% grade in the corresponding course based on level achieved (see scale below):

- Level 3= 100
- Level 2=85
- Level 1=70
- Below level 1=55

For ATI tests that do not have a level score (Level 1, 2 or 3), the "adjusted individual total score" or "individual score" will be used as the grade.

- ATI Comprehensive Proctored Exam: Student Score= the "% chance of Passing NCLEX on the 1st attempt" as indicated on the ATI report. Recorded as a 50% grade in PNV 1914

GENERAL POLICY

Recording Lectures

- 1 Video recording of lecture is not allowed
- 2 Students utilizing video recording devices during lecture will adhere to the following policy:
 - a. Students desiring to audio record tape lectures must request in writing. Permission must be received from the instructor prior to any recordings in class.
 - b. The recording of lecture should not disrupt class activities; nor should it replace note taking, active listening, or pre-class preparations.

- c. Recording **will not** be permitted in the clinical facility nor will clinical activities or clinical related discussions be recorded. Case studies, examples of client care, and clinical experiences are confidential and are not to be discussed during recording of lecture or class discussions. Although this information will adhere to principles of total anonymity, nursing students must maintain confidentiality. Students recording lectures will be responsible for maintaining the privacy of the recording and deleting the recorded material as soon as the information is transcribed. Any breach of this policy will result in discipline of the student.
- d. No cell phones or other electronic devices are allowed in the clinical facilities.
- e. Recording may be discontinued at the discretion of the instructor.
- f. Students will not be allowed to record conferences with instructors.
- g. Video recordings (streaming or still shots) are prohibited. See “Electronic Devices & Taping Lectures” in the *Cat Country Guide*.

NCLEX Review

During PNV 1914, PN students must attend the ATI NCLEX-PN review class in preparation for the NCLEX-PN test. The review hours count toward total lecture hours earned in PNV 1914.

MLPNA Spring Convention

Pearl River Community College Practical Nursing Department supports and participates in the professional organizations of Licensed Practical Nurses.

Membership in the National Association of Licensed Practical Nursing is strongly encouraged. Please see Mrs. Camille Killough RN, MSN, PRCC NALPNA/ MLPNA Coordinator ckillough@prcc.edu for assistance.

Students are required to attend the Mississippi Licensed Practical Nursing Association State Convention traditionally held during the spring semester of each year. Students are responsible for transportation, lodging and fees; emergencies will be considered.

Phi Theta Kappa

Phi Theta Kappa is the official honor society for two-year colleges, as recognized by the American Association of Community Colleges.

Phi Theta Kappa Mission

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

PRCC Chapters

- Iota Mu located on the Poplarville Campus
- Beta Tau Gamma located at the Forrest County Center in Hattiesburg

Phi Theta Kappa Requirements

- Complete 12 hours of college credit from our institution
- Secure at least a 3.4 GPA

Pearl River Community College Practical Nursing Department participates in Phi Theta Kappa Student Honor Society. PN students are encouraged to participate in this distinct honor if invited. For more information about participation in Phi Theta Kappa please contact Mrs. Tamela Hyland RN, MSN, and PN Department Phi Theta Kappa Coordinator at thyland@prcc.edu.

Class Officers/Student Government/MLPNA

1. Each class may elect a president, vice-president, secretary-treasurer, program chairman, and chaplain.
2. Faculty must be present for class meetings.
3. The class may have fund-raising activities with the approval of the instructors, vice president, and the PRCC alumni for extracurricular activities.

PRACTICAL NURSING PROGRAM REQUIREMENTS

CPR Certification

The American Heart Association Basic Life Support (CPR) certification for Health Care Provider or The American Red Cross Professional Rescuer certification is required. It must be completed and be on file with the PRCC PN program prior to the students' first clinical experience. A student who has not complied with this policy will not be allowed to go to clinical and may receive other disciplinary actions. If your CPR card will expire during the school year, you will be required to update the card prior to the expiration date and supply the PN program with a copy of the current card.

TB Skin Testing/ Physical Exam

A 2 step Tuberculin skin test, chest x-ray, or lab work indicating the student is negative for TB is required annually. The testing must show negative or the student must bring proof of compliance with treatment. This is under the guidelines of the Mississippi Department of Health and part of the PN program's compliance with clinical facility regulations.

Physical Examination

Clearance must be given by a Health care provider to participate in clinical/ perform required clinical duties. This is part of the required physical exam.

Criminal Background Check (CBC)

Practical nursing students are required to have an initial criminal background check upon acceptance/ start of the PN program. A valid letter indicating the student is cleared for the student to participate in clinical. Students who have a history of a felony on their criminal background check must obtain spate clearance from PRCC officials (including the Vice President and Assistant Director of Campus Police and Security) to participate in courses on campus in the PN program. If the criminal background check reveals any previous misdemeanor or felony convictions, it is the student's responsibility to contact the Mississippi State Board of Nursing to determine if taking the NCLEX-PN or becoming licensed as a practical nurse would be allowed.

Contact information for that is found at <http://www.msbn.ms.gov/Pages/Home.aspx>. This background check requirement is mandatory as stated by the Mississippi State Law, Section 43-11-13 of the MS Code of 1972 and amended by House Bill 1077 in 2003; R.S. 37:921 to participate in clinical at affiliated healthcare agencies. The Mississippi State Department of Health may notify you of the results of the criminal background check.

A second background check is required by the Mississippi State Board of Nursing prior to taking the NCLEX-PN. This will take place during the last semester. There will be a **\$75 fee** for this criminal background check paid directly to the Mississippi State Board of Nursing. This fee must be paid online at the Mississippi State Board of Nursing at <http://www.msbn.ms.gov/Pages/Home.aspx>. The student will travel to the site indicated by the Mississippi State Board of Nursing when the background check is scheduled (this may be Jackson, MS).

Immunizations

Students are required to present documentation of a completed series of HBV immunizations upon admission unless shown to be immune or medically at risk per affiliated healthcare agency requirements for clinical.

Immunizations required by affiliated healthcare facilities have complete up to date Hepatitis A, Hepatitis B, Varicella, Diphtheria, Tetanus and MMR (Measles / Mumps / Rubella) in order to participate in required clinical.

Practical Nursing Student Liability Insurance

Liability insurance is required before a student will be allowed to participate in the clinical experience. PN program students are covered by a group liability insurance plan supplied by PRCC. Cost of this insurance is included in practical nursing course fees.

Practical Nursing Student Health Insurance

According to clinical facility requirements, all practical nursing students are required to show proof of health insurance to enter contracted health care facilities and perform the required clinical components of the program.

Advisement, Counseling, and Guidance

1. Services of trained academic counselors and guidance personnel are available to all students. If you need this service please consult your instructor or make an appointment with student services.
2. PN instructor(s) are available for PN student advisement and guidance. Please schedule an appointment with a PN instructor for advisement or guidance concerning registration, program requirements, courses, student progress in courses or enrichment, tutoring (available in Success Center or on campus), changing majors, graduation, and/or other issues as needed. Instructor hours are posted on office doors. Please make appointments.

3. Remediation/ enrichment is available with PN instructors. Please fill out an enrichment form and make an appointment. Remediation is also available through your web-based programs such as ATI. Please follow up with an instructor for questions about ATI remediation.
4. Tutors are available free of charge through PRCC's Success Center. Tutors will assist with math (PNV 1443), anatomy and physiology (PNV 1213), and other topics applicable to nursing students. Please contact the student success center on your campus for more information.

GRADING

Grading point system:

A = 90 to 100 points

B = 80 to 89 points

A final grade of "80" (79.45) or above must be obtained in each course to progress in the PN program. If a student has a final average below 80 (<79.45) in a course, the student will not be permitted to continue in the program. If the student has not successfully completed the first semester of nursing courses (PNV 1213, PNV 1443 or PNV1426 and PNV1437), the student must reapply to the program and if selected, must retake PNV1213 PNV 1443 or PNV1426 and PNV1437. If the student has completed the first semester successfully and is unsuccessful in a subsequent semester, the student may apply for readmission to the semester/ courses they were unsuccessful in. The readmission process requires a letter emailed to Dr. Bryant, pn@prcc.edu, indicating the student wishes to be considered for readmission, which semester and courses the student is requesting, and any remediation the student has completed. Readmission is only considered within one-year of the semester the student was unsuccessful and is based on space available. Students are selected for readmission by date of email letter earliest to latest.

Grades are not rounded until the final course average. For example, if a student has a grade on a daily test or unit test of 97.52, it will be recorded as a 97.52 **not** a 98. The final grade for the course will be rounded.

Grades for each course in the PN Program: 15%-minor grade; 50% major grades; 35% final exam. 15%+50%+35%=100% See each course syllabus for examples of minor and major grades.

Clinical/Lab Assignments/Evaluations

Clinical evaluations will be used to grade clinical experiences. Clinical evaluations are recorded as a 50% test grade and are weekly grades in the fall and spring semesters. Summer clinical evaluations are recorded as 50% test grades, but may be done daily or weekly depending on the specific clinical location. Refer to your course syllabus for specific grading information regarding the clinical and lab portion of courses.

Late Work Policy

15 points will be deducted from all work turned in after the assigned due date and time. An additional 15 points will be deducted from work each subsequent day (first day late, the highest possible grade 85%, second day late, the highest possible grade 70, third day late, the highest

possible score 55%, any work not turned in after the 3rd day will receive a “0” (zero). If an assignment is due at 8 am, any work received after 8 am (ex 8:01am) on the due date will have a deduction of 15 points. Extenuating circumstances will be considered. Late work policy applies to all clinical assignments including care plans.

Late Work

The student may make up work missed due to an absence if valid reason and documentation are presented such as illness, accident, or other extenuating circumstance.

1. A student absent from a class period or scheduled exam is responsible for contacting the instructor the first day he/she returns to school in order to schedule a make-up exam/ test/ assignment. NOTE: Make up test may be in a different format from the original test.
2. If the student is not present and in the classroom at the initiation of a lecture or a test, he/she will not be allowed to enter the classroom and will have to take a make-up exam or wait until the next break to enter the class; this constitutes a tardy.
3. Once the instructor has begun a teaching session, the student may not enter the class until the next allowed break. Time missed will be counted as tardy which will count as overall time allotted for absences.
4. Should an extreme circumstance result in a class absence or tardy, the student must notify the instructor at least 60 minutes prior to the class/clinical experience per email (extenuating circumstances will be considered).

Clinical/ Class Variant/ Critical Incident Reporting

1. Errors made in the clinical area must be reported immediately to your instructor and nursing staff on the unit. An incident/variance report must be completed for the hospital if indicated, and a written record/ critical incident describing the incident will be placed in the student’s file. The student will have opportunity to read, respond, and sign the variant/critical incident report. The report will be placed in the students file. This is done to safeguard the hospital, the school, student, and the client.
2. Professional, ethical, and civil behavior in the classroom and the clinical setting are required. Infractions may result in a critical incident report.

Dismissal Due To Failure

1. Any student who fails to achieve a final average of eighty percent (80%= 79.45) or above in a course, will be dismissed from the program.
2. Any student who is dismissed may appeal this decision. Due process will be followed. See “Grievance/Due Process” or grade appeal in the Student Handbook “*Cat Country Guide*”
<http://www.prcc.edu/faculty/policy-procedure-manual/students-due-process>
<http://www.prcc.edu/faculty/policy-procedure-manual/grievance>
<http://www.prcc.edu/faculty/policy-procedure-manual/grade-appeal>

Grievance/Due Process

The procedure for addressing PN student complaints/grievances:

1. The student will meet with the involved faculty member.
2. If the complaint/grievance is still unresolved, the student will meet with the lead instructor and/or the program chair.
3. If the complaint/ grievance is still unresolved the student may report to the designated College Administrator (Vice President) who is responsible for explaining the grievance procedure to the complainant.
Forrest County Center: Dr. Jana Causey, Vice President for Forrest County Operations and Health Science and Nursing.
<http://www.prc.edu/faculty/policy-procedure-manual/grievance>
4. The student is afforded due process according to the policy/policies as set in the Student Handbook '*Cat Country Guide*' at <http://www.prc.edu/faculty/policy-procedure-manual/students-due-process>.
5. The student may request a grade appeal following PRCC's grade appeal process as outlined in PRCC's Student Handbook the '*Cat Country Guide*'
<http://www.prc.edu/faculty/policy-procedure-manual/grade-appeal>.

The procedure for addressing a PN Student grade appeal is:

- A. The student will meet with the involved faculty member to address the grade.
- B. If the complaint/ grievance is still unresolved, the student will meet with the lead instructor and/or the program chair.
- C. If the grade appeal is still challenged, the student should submit a written appeal to the appropriate administrator. This appeal must be received no later than 4:00 p.m. of the last day of regular classes of the next regular semester (fall or spring).
- D. A written appeal of a grade received in any course taken should be submitted to the Vice President for Forrest County Operations and Health Sciences and Nursing.

The decision on the grade appeal reached by the Vice President will be final. No further appeal of a course grade is provided by the College. See www.prc.edu cat country guide

STUDENT CONDUCT

Practical Nursing Rules & Regulations

Faculty and students of PRCC Practical nursing program take great pride in the program, the college, and community. Our pride is evident in the PN programs work, our reputation, and success. We understand that the PN Programs words and actions reflect on practical nursing as a whole due to this the PN Program expects students to commit to academic excellence and individual responsibility.

1. The student is expected to maintain academic honesty in class and clinical (see Academic Honesty below)
2. The student is not allowed to report to the clinical area under the influence of any substance, whether prescribed or illicit, that may interfere with the cognitive and/or physical ability to render safe patient care.
3. The student is not allowed to remove hospital or patient property from the premises or its rightful location.

4. The student will not engage in the following conduct while in uniform:
 - Purchasing or consuming alcohol in any setting.
 - Using profanity or obscene gestures.
 - No smoking prior to clinical and/or during clinical.

Academic Honesty

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/ her own work. The practical nursing program has a zero tolerance for academic dishonesty. Students who are academically dishonest will receive a zero on the assignment and may be dismissed from the program. Academic dishonesty includes, but is not limited to PRCC's academic misconduct policy at <http://www.prcc.edu/faculty/policy-procedure-manual/academic-misconduct> and deceptive acts such as the following (in class, lab or clinical):

- Plagiarizing from any source.
- Cheating in any manner on test, papers, assignments, etc. (class, lab, or clinical).
- Turning in work as if your own, when in fact it was not your work/ was not completed by you.
- Improperly using technology for dishonesty (in class, lab, or clinical).
- Stealing, buying, or selling course materials.
- Either impersonating a student during a test or having another person assume one's identity during a test.
- Deliberately conveying false information or reporting/ documenting false information in the class, lab, or clinical setting.
- Documenting/ charting, or reporting assessments, treatments, or medications that were not performed or administered (clinical or Simulation lab clinical).

Conduct- Nursing Student

PRCC Policy:

Pearl River Community College expects appropriate conduct of students at all times.

Procedure:

The student whose actions are disrupting the pursuit of learning and normal classroom activities will be asked by the instructor to refrain from the disrupting behavior. Discourteous or unseemly conduct to other students, instructors, or staff through verbal or written communication is considered a violation of the Student Conduct Policy. Some examples of misconduct that will not be tolerated include, but are not limited to, disorderly conduct, harassment, verbal abuse, assault, and interference with the educational opportunity of other students. This type of behavior may result in a student being dismissed from the class, course, or the College and could be referred to the Vice President for General Education and Technology Services if on the Poplarville Campus or to the Vice President for Forrest County Operations, or to the Assistant Vice President for Hancock Center. The student's due process proceeding will be initiated.

Serious offenses should be reported immediately to the Poplarville Campus Police at (601) 403-1300, the Forrest County Center Police at (601) 554-5513, the Hancock Center Police at (228) 467-2761, or local law enforcement authorities if teaching at an off-campus site.

Reference: <http://www.prc.edu/faculty/policy-procedure-manual/student-conduct>

Conduct expected of PN students, both inside and outside (clinical facilities and off campus sites) of the classroom, toward faculty, staff, other students, visitors, and everyone within clinical facilities. A **critical incident may be given for any of the following**. The following list is not all inclusive, but represents major violations that will be addressed.

1. Unprofessional or uncivil (bullying) actions including using socially unacceptable gestures, actions, motions, and noise and / or verbal statements (this includes in the presence of other students, faculty, clinical facility staff and patients or visitors). Campus Police may be notified for further disciplinary action depending on the severity or persistence.

Uncivil is defined as: “discourteous, disrespectful, and not polite; a disrespectful act or expression.”

References:

<http://www.merriam-webster.com/dictionary/uncivil>

2. Any behavior(s) that can be interpreted as harmful, threatening, obstructive, disruptive to, or interferes with the instructional or education process or institutional functions or policy.
3. Violating the Health Insurance Portability and Accountability Act (HIPAA) by breaching a patient’s right to confidentiality. A critical incident will be given and the student may be removed from the program and face legal charges as applicable.
4. For unsafe practice, including but not limited to inadequately preparing for clinical; illegal conduct; professional misconduct; and/or academic misconduct, a Critical Incident Report will be completed by the instructor. Refer to definitions.
5. Following the violation, there will be a conference with the student which may include the clinical instructor and/or lead instructor/chair to determine the appropriate action. The student will sign the Critical Incident Report and will be given a copy within three school days of the violation.
6. An accumulation of three (3) critical incidences will result in dismissal from the program; **however, any single critical incident may result in dismissal.**
7. Due process will be followed. See The Student Handbook *Cat Country Guide* for Due Process and Appeals. <http://www.prc.edu/faculty/policy-procedure-manual/students-due-process>

Nursing Student Class/ Lab/ Clinical

1. The student must refrain from any behaviors interfering with classroom, lab, and clinical activities. Should this occur:
 - a. The instructor will dismiss the student from class/clinical to maintain an environment conducive to learning. Time missed will count towards total absentee hours allowed. If dismissed from clinical, a critical incident will be issued and the behavior will be reflected in the clinical evaluation grade.
2. The student must refrain from serious misconduct, including but not limited to incivility/ bullying or uncivil treatment of others including instructors, other students, clients, or staff, any verbal assaults and actions that threaten the personal safety of an individual/group. Should this occur:

- a. The student will receive a “0” for class (if applicable), lab or clinical that day. The student will receive a critical incident. Campus police or area police may be called to intervene and the student may be dismissed from the program.
3. The student must refrain from behavior that is potentially dangerous to patients, abusive or illegal. The student will receive a “0” zero for the day, will receive a critical incident, may be dismissed from the program and authorities may be notified (depending on the offense).
4. Refrain from engaging in any ‘Unsafe Practice’ see definition below as it applies to the PN Program.
5. Cell phones must be turned off and put away (not visible or audible to anyone) during lecture. Students who do not follow this rule may receive a critical incident.
6. No cell phones or other communication devices are allowed in the lab or clinical setting. Students who do not follow this rule may receive a critical incident.
7. No electronic devices including smart watches are allowed in clinical setting, lab, or in classroom during testing. Students who do not follow this rule may receive a critical incident.
8. No cell phones or other electronic devices are to be taken in to clinical facilities. Having/ using a cell phone with memory, recording capability, or camera capability could be considered a HIPPA violation. Students who do not follow this rule may receive a critical incident.
9. The student must demonstrate professionalism at all times. Students who do not follow this rule may receive a critical incident.
10. Appropriate due process is afforded in all disciplinary actions. See “Campus Police”, “Student Conduct”, and “Due Process” in the *Cat Country Guide*.
<http://www.prc.edu/faculty/policy-procedure-manual/students-due-process>

Definitions

These terms are defined as follows:

Unsafe Practice:

1. Student behavior or pattern of behaviors which causes harm or threatens anyone and/or anything physically, psychologically, or financially. Behavior includes but not limited to psychomotor skills, knowledge-based actions, and/or acts of judgment.
2. Failure to meet policies and procedures, standards of care and/or critical criteria as defined in writing by the nursing program and the clinical facility being utilized.
3. Any behavior in which interventions by the instructor is necessary to prevent harm to the client.
4. Failure to adequately prepare for clinical assignment.
5. Failure to notify the instructor of an absence or tardiness a minimum of 1 hour prior to the clinical assigned time.

Illegal Conduct:

Illegal conduct is any violation of state or federal law or any violation of the Mississippi Nurse Practice Law or Mississippi Code. Illegal conduct during the PN program may result in dismissal from the program.

ATTENDANCE

Class Attendance

Attendance is considered important and is expected. The PN Program follows PRCC's attendance policy <http://www.prcc.edu/faculty/policy-procedure-manual/attendance>. Once a student exceeds the maximum allowed (time) absent the student may be dismissed from the course/ program:

PNV 1443- 26 hours maximum absence allowed
PNV 1213- 6 hours maximum absence allowed
PNV 1682- 24 hours maximum absence allowance
PNV 1524- 8 hours maximum absence allowance
PNV 1728- 16 hours maximum absence allowance
PNV 1914- 8 hours maximum absence allowed
PNV 1426- 12 hours maximum absence allowed
PNV 1437- 4 hours absence allowed
PNV 1614- 8 hours maximum absence allowed
PNV 1622- 4 hours absence allowed
PNV 1634- 8 hours maximum absence allowed
PNV 1642- 4 hours absence allowed
PNV 1714- 8 hours maximum absence allowed
PNV 1814- 8 hours maximum absence allowed
PNV 1914- 8 hours maximum absence allowed

A student may not be absent more than twice as many times as the number of semester hours of credit conveyed by a course. An absence is defined in this case as missing fifty (50) minutes of a lecture (or equivalent) class, or missing one hundred (100) minutes of a laboratory, shop, activity, or field type of class. A student exceeding these hours may be dismissed from the PN program.

Clinical Attendance

1. Clinical attendance is mandatory as it provides the student with the opportunity to apply knowledge and develop skills needed for client care. Many experiences are impossible to duplicate; consequently, absences may prevent the learning/evaluation process from taking place and may result in failure of the clinical component of the course. Should an extreme circumstance result in a clinical absence or tardy, the student must notify the clinical instructor at least 60 minutes prior to the clinical experience (extenuating circumstances will be considered). If a student experiences an extenuating circumstance and must miss a clinical day, the student must meet with the clinical instructor/ lead instructor or program chair the first day upon returning after an absence. The student must present a valid written excuse or excused absence. Scheduled orientations, assignments in specialty areas, and assignments at all clinical agencies must be attended.

Attendance is mandatory for all orientations. If an orientation is missed, a student must make it up if the facility is willing. If a student does not attend a scheduled orientation and does not/ cannot make up the orientation in time to participate in clinical, the student may be denied entrance in to the facility. The inability of a student to attend their clinical rotation (meet the clinical hours as assigned in the state PN curriculum) will result in **failure of the course**. Clinical time is valuable and critical for learning and professional development of the practical nursing student.

Clinical times may vary and is based on the clinical facility schedule. Please see clinical rotation schedule which will be posted on Canvas.

Infectious or Contagious Illness

The PN program will follow the guidelines set forth by the CDC for the prevention and transmission of infectious diseases. Students will not attend clinical/class/lab while experiencing a contagious or infectious illness. See “Communicable Disease” in the Student Handbook *Cat Country Guide* <http://www.prc.edu/faculty/policy-procedure-manual/communicable-diseases>.

Health related restrictions including pregnancy

Students that take part in clinical rotations in the PN program must provide documentation that they have no limitations or restrictions to inhibit them from the practice of a PN student in the PN program. If student has health condition they must declare it and bring proper documentation. If a student is pregnant, the student will need to submit regularly throughout the pregnancy that they have no restrictions or limitations from their health care provider to practice as a PN student. Because student’s status during pregnancy changes frequently, students must provide the program updated reports as soon as pregnancy is confirmed from their health care provider of their ability to safely continue with their practice physically and mentally with the rigors as a PN student in clinical/classroom. Written reports/verification must be secured by the student and presented to the faculty by the 10th of every month during their pregnancy and post-partum period.

Student Drug Testing Policy

Policy Summary: Students in health related programs are required to submit to random drug testing and to probable cause drug testing. Refer to the “Drug Testing for Students in Selected Programs” policy in the Student Handbook *PRCC Cat Country Guide*. <http://www.prc.edu/faculty/policy-procedure-manual/substance-testing-students-selected-programs>

The PN department has a zero tolerance of illegal substance use/abuse and misuse of legal substances. To ensure a drug-free learning environment, PN students are required to submit to a drug screen upon admission to the PN program and to random drug screens and to probable cause drug testing. Any student with a positive drug screen will be dismissed from the PN program. A student who has been dismissed from the PN program one time due to a positive drug test and who has completed drug dependence treatment approved by the PN program may apply for re-entry according to the PN admission/readmission policies. The PN department reserves the right to

establish stipulations regarding additional drug testing for students who are readmitted after rehabilitation. The drug testing will be at the student's expense. A second dismissal from the program due to a positive drug test will result in permanent dismissal with no opportunity for future admission.

PROGRAM PROGRESSION

Student Progression

1. The student is expected to complete the PN program in 18 months and maintain full time academic status unless participating in PN dual enrollment in which the student is expected to complete in 24 months, evening and weekend program expected to complete in 27 months.
2. To pass a course, a student must satisfactorily fulfill the performance objectives for each course as evidenced by a final grade of 80% (79.45) or above.
3. Any disruption in the student's progression of the program will be handled on an individual basis.
4. **Graduation** Procedure may be found at <http://www.prc.edu/faculty/policy-procedure-manual/graduation-degrees-and-certificates>

Student Readmission Policy

1. The student must meet all admission requirements.
2. Students who do not successfully complete/ pass both first semester courses with a "B" or higher (PNV 1213 and PNV 1443 or PNV 1426 and 1437) must reapply to the program and if accepted, must retake ALL first semester classes.
3. Students who have been out of the PN program for more than one year (12 months) must re-apply for admission and re-enter the program at the beginning retaking all coursework.
4. A student who is dismissed for illegal conduct, unprofessional behavior, or unsafe practice may not be eligible for admission/readmission. These cases will be addressed by the PN readmission committee and decided on an individual basis.
5. Readmission to a PN course or the PN program will be granted only if the student is eligible for readmission. Any student applying to be readmitted to the PN Program must submit PN application and will be selected by PN readmission committee.
6. A student in the PN program may be allowed only (1) readmission (by the PN readmission committee). A student who has been unsuccessful twice in the PN program will not be considered for readmission until evidence of the completion of enrichment activities is provided. Enrichment activities are any activity which will assist the student to have increased success in the program. This evidence may include successful college or CTE course work, certifications, and/or job experience in the medical/nursing field. The decision for readmission is made by The PN readmission committee. To be considered for readmission after two unsuccessful attempts in the program (without successful completion of the first semester), the student will be required to submit a new application and will be ranked on the standard point system. An additional letter must be included indicating any enrichment activities the student has achieved.
7. Students who successfully complete all first semester courses may apply to be readmitted to the program within one year of the last semester attended and will not be required to repeat first semester courses.
8. A student in good standing who withdraws due to illness, injury, pregnancy, family crisis, or natural disaster may be considered for a readmission provided space is available.

9. A student desiring readmission to the PN program after successful completion of both PNV 1443 and PNV 1213 must write a letter of intent to the PN Department/ Program Chair stating the reason for reapplication, the last semester attended, and evidence of remediation if applicable.
Students are readmitted after review by the PN Readmission Committee.

Transfer Policy

Students may transfer between PRCC (Poplarville and FCC) campuses provided:

1. Students have obtained a grade “80%” (79.45) or better in all completed courses.
2. Student has a letter of recommendation from a primary instructor.
3. Transfer is based on space available and transfer can only occur prior to the beginning of a semester.
4. Student may transfer to PRCC program provided:
 - a. The program is accredited MCCB
 - b. The program option is aligned with PRCC curriculum program
 - c. Student has a letter of good standing from PN Director
 - d. Letter of Recommendation from Director or instructor
 - e. Any courses accepted by PRCC program must have a transcript grade of B (79.45) or above
 - f. Transfer on space available and prior to beginning of a semester

Credit for Prior Learning or Credit by Examination

The PN program offers opportunities for students to gain credit for prior learning and credit by exam.

1. Upon admission to the PN program a student may submit a written request to the appropriate Vice President for credit by exam for PNV 1213. Please follow PRCC’s policy for credit by examination. The PN Program requires a sufficient level of knowledge prior to a student being administered an examination to receive credit for a course. A student must have completed college level Anatomy and Physiology 1 and 2 theory and lab courses with a letter grade of “C” or higher (on all) to request credit by examination for PNV 1213. A comprehensive exam for PNV 1213 will be administered if approved by the appropriate Vice President. The student must score an 80% (79.45) or above on this exam to receive a ‘pass’ and credit for PNV 1213 Body Structure and Function. See PRCC Policy and Procedure Manual Credit by Examination <http://prcc.edu/faculty/policy-procedure-manual/credit-examination>
2. A student who has successfully completed the first and second semesters of PRCC’s Associate Degree Nursing Program (NUR 1110 and NUR 1210) and Human Growth and Development with a C or higher may be allowed to receive credit by examination for PNV 1443 if the student follows PRCC’s Policy for Credit by Examination and the student passes a comprehensive examination for PNV 1443 with an 80% (79.45) or higher and if all other criteria to receive credit for prior learning are met and space is available.
3. A student that has successfully completed NUR 1110 and 1210 and college level Anatomy and Physiology 1 and 2 theory and lab with a C or higher may be eligible to receive credit by examination for PNV 1213 if the student follows PRCC’s Policy for Credit by Examination and the student passes a comprehensive exam for PNV 1213 with an 80% (79.45) or above and if all other criteria to receive credit for prior learning are met and as space is available. See PRCC Policy and Procedure Manual Credit by Examination <http://prcc.edu/faculty/policy-procedure-manual/credit-examination>.

*Please contact Dr. Bryant mbryant@prcc.edu if you would like to discuss any of these options.

Student Withdrawal

Students requesting to withdraw from the PN program must see their instructor in order to initiate the proper withdrawal process. The student will be asked to complete the procedures outlined in “Withdrawal from Class or College” section in the Student Handbook *Cat Country Guide*.

<http://www.prcc.edu/faculty/policy-procedure-manual/withdrawal-class-or-college>

PRCC PN student withdrawal process is the same as for all students of the college. During the registration period a student may complete the withdrawal process through PRCC’s portal, River Guide or seek the assistance of their advisor or career or academic counselor. After the last day of registration PN students should notify the appropriate instructor to be withdrawn from a course. The student is encouraged to follow-up with counseling or business services as indicated.

No grade will be given if a student withdraws from a course during the add/drop period as indicated in PRCC’s official calendar located at www.prcc.edu. After the ‘add/drop’ period, a student may withdraw from a course with a grade of ‘W’ at any time prior to the last scheduled day of class.

A student who wishes to withdraw from the College should speak with their academic or CTE advisor and obtain the appropriate paperwork from a counselor which may include a Withdrawal slip to complete the withdrawal process.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA allows the student to designate who the college may share education records/ information with. We provide FERPA information to students and their families. More information on FERPA may be found in the Student Handbook *Cat Country Guide*. <http://www.prcc.edu/faculty/policy-procedure-manual/students-records-family-educational-rights-and-privacy-act-1974>

DRESSCODE AND APPEARANCE

Classroom Dress Code

1. Scrubs are required in class.
2. If you have a half day in the clinical area and a half day in class, then the uniform may be worn to class.
3. Students will not wear perfume/cologne or perfumed lotion in the classroom/ lab or clinical areas.

4. All tattoos must be covered in class/ clinical/ lab areas. You may purchase a uniform jacket that matches your uniform to wear in the clinical area or appropriate acceptable tattoo coverings (skin tone or sleeves may be white).
5. Piercings: Only one pair of earrings, one in each ear lobe, is allowed in classroom/clinical/lab. No other visible piercing is allowed (i.e., tongue, ear cartilage, eyebrow, nose, face, etc.).
6. A current PRCC Student ID will be visibly worn at all times. If you do not wear your ID badge, you will not be allowed to enter the classroom.

Professional Attire

Professional attire must be worn only when **directed by instructor** such as during agency orientation, off-campus activities, and scheduled campus activities. The professional attire must be neat and clean dress/casual in appearance. Good judgment should be exercised in selecting the appropriate size so that it is not too loose or too tight across the hips or chest.

Professional attire consists of:

1. Lab jacket with name pin and school patch.
2. Top: T- shirt from the PRCC bookstore/ or blouse/ polo type shirt (instructors will specify) worn with dress slacks or skirts NO denim.

Lab Attire

1. Scrubs are required in the lab
2. Shoes- enclosed heel and toe (no clogs)
3. No hard or black soled shoes in the Poplarville nursing labs
4. Shoes for clinical must be white leather or leather-like closed toe and heel and non-skid
5. Refer to the Clinical Dress Code items 1 – 15 in this handbook.
6. A student failing to comply with the dress code will be sent home and time will be counted against overall absent time allowance.

Clinical Dress Code

The uniform policy will be regulated by PRCC PN program and the individual clinical agency's policies. The PN student clinical uniform is to be worn only on clinical days while at the clinical agency unless specified by the PN instructor. The uniform should be neat and clean in appearance. Good judgment should be exercised in selecting the appropriate size so that it is not too loose or too tight. The uniform top must have "PRCC Student" monogrammed on it and/or school patch securely sewn 2 inches below the shoulder seam of the left sleeve. Uniforms are available in PRCC Bookstores. Please see instructor for further information about uniform purchase.

1. Uniforms

- Poplarville campus uniforms: two (2) sets of Maroon and one (1) set of whites. Scrubs of any color must be worn in the classroom and lab settings.
- Forrest County Center (Hattiesburg) uniforms: two (2) sets of whites and (1) set of maroon. Scrubs of any color must be worn in the classroom and lab settings.

2. Lab Coat:

- Clean and white only
- School patch on left sleeve, 2 inches below the shoulder seam.

- Wearing lab coats in the clinical area is subject to clinical agency policy or as directed by your clinical instructor.
3. Shoes:
- Clean, white leather or leather-like professional shoes with no other color visible unless it is a standard professional shoe trademark. Painting over other colors is not acceptable.
 - Enclosed heel and toe (no clogs)
 - Brand name should be inconspicuously placed
 - No canvas or cloth shoes allowed
4. Hose/socks (no bare legs)
- Clean and white only
 - Socks must be at least 3 inches above the ankle
 - Hose must be worn with uniform skirts or dresses and free of runs/tears
 - Knee-high hose may be worn with pants
5. Undergarments:
- Worn to provide full coverage
 - A neutral or flesh tone is **required**
 - No colors/prints/or lace that can show through the uniform
5. Badges:
- PRCC issued and Clinical facility issued
 - Must be visible at all times
7. Clinical supplies (Bring these supplies to the clinical facility)
- Bandage scissors
 - Black ball point ink pen (no felt tips or gels)
 - Paper or small note book pocket size
 - Pen light
 - Stethoscope
 - Watch with second hand
 - Goggles
 - BP cuff
8. Hair:
- Must be worn in a neat arrangement
 - All hair must be secured in manner that prevents it from falling into one's face.
 - No hair colors allowed that are not naturally occurring in humans.
 - No ribbons, scarves, or decorative hair ornaments
 - Wigs are acceptable if neatly arranged and clean
 - Facial hair should be neatly groomed.
9. Fingernails:
- Should not extend beyond tip of fingers
 - Neatly groomed with no colored polish
 - No artificial or sculptured nails

10. Jewelry:
 - Plain watch with second hand
 - Flat wedding band
 - One pair of earrings, one stud in each ear lobe of small gold, silver, or white with posts
 - **No large flashy or hoop earrings allowed**
 - NO other visible piercing allowed (i.e. tongue, ear cartilage, eyebrow, nose, face etc.)

11. Personal hygiene:
 - Bathe/shower daily and wear clean wrinkle free uniform and undergarments.
 - No scented lotions, perfumes, cosmetics or toiletries allowed.
 - Make up will be used in moderation.

12. No gum chewing in clinical.

13. Tattoo(s):
 - Tattoo(s) must be covered; they cannot be visible. The covering and/or removal of tattoo(s) must comply with clinical agency and PRCC practical nursing department program policies/PN handbook. Failure to comply with the tattoo policy listed in this handbook will result in the student being removed from the clinical/class (time missed will count toward the total allotted absentee time) and may result in a critical incident and/or other disciplinary action.
The student must supply their own tattoo(s) coverings (stick on covers or sleeves); this is not the responsibility of the PRCC instructor and/or clinical facility. Tattoo coverings must look professional.

14. Special Instructions: Will be given for attire worn in specialty areas. See individual syllabus for any dress code that may vary from student uniform.

15. Non-compliance: A student failing to comply with the dress code will be sent home. The time out will be counted against the student, and a critical incident may be issued.

Uniform-Student Conduct

Conduct unacceptable while in student uniform, may result in a critical incident and will include (but is not limited to):

1. Do not purchase or consume alcohol in any setting in your PRCC PN uniform.
2. Do not wear your PRCC PN uniform in areas specified for alcohol distribution.
3. Do not use of profanity or obscene gestures while in uniform.

EMPLOYMENT

1. Students are not encouraged to work during the PN program due to the demands of the PN Program. Although, students may work, but will be expected to meet classes, lab, and clinical as scheduled. Students must turn in assignments on the required due date.
2. Students are not to wear their student uniforms or any part of the uniform while working for compensation.

PEARL RIVER COMMUNITY COLLEGE PRACTICAL NURSING
CRITICAL INCIDENT REPORT

STUDENT NAME _____ DATE _____ TIME _____

COURSE _____ SEMESTER _____

FACILITY/AGENCY _____ AREA _____

NURSING FACULTY (Present or Alerted) _____

INCIDENT – COMPLETE DESCRIPTION OF OCCURRENCE: (attach additional sheets if necessary):

PERSON REPORTING _____

PERSON'S NOTIFIED _____

COURSE OF ACTION: _____

POTENTIAL/ACTUAL CONSEQUENCES: _____

COMMENTS: _____

Sample _____

Student's Signature

Sample _____

Instructor's Signature

Sample _____

Chair PN Program/ Lead Instructor

Revised 03/16; 05/05, 8/09; 8/10; 8/11, 01/13, 08/16 Reviewed 05/15; 05/16

I understand the PN Critical Incident Process. I agree to follow the process and understand that not following PN Policy may lead to a Critical Incident. I understand and agree to abide by the PN Program Policy that states receiving 3 critical incidents will result in the student being dismissed from the PN Program. I understand that based on severity, any one Critical Incident may result in dismissal from the PN Program.

Student Signature (of understanding)

Date

PEARL RIVER COMMUNITY COLLEGE
PRACTICAL NURSING
PARTICIPATION IN CAMPUS LAB SKILLS

I, _____, agree to participate in lab skills using
(Student Name Printed)

manikins and teaching devices. I understand that injuries such as needle sticks could possibly occur. PRCC and PRCC PN faculty will not be held responsible for any injuries incurred during this practice. I realize that I will assume responsibility for any injuries and medical interventions that may become necessary as a result of this practice. I also understand that the nursing faculty will supervise these skills at specified practice times and during check-offs.

This permission is to extend for the entire length of time that I am enrolled in the nursing program.

SIGNED: _____
(Student Signature)

DATE: _____

Revised 4/99;1/00;5/08;4/09; 01/13; 08/16 Reviewed 01/14; 01/15; 01/1

PEARL RIVER COMMUNITY COLLEGE

PRACTICAL NURSING

PN STUDENT HEALTH CONTRACT

_____ will:

(STUDENT'S NAME)

1. See a physician as required to maintain her/his optimum health status.
2. Wear identification bracelet or indicator of diagnosis.
3. Bring equipment suggested by physician to clinical and use as the need indicates. Clinical instructors may request observation or use of necessary equipment if safety of student or client appears to be in jeopardy by the student's behavior.
4. Consider seeing a counselor for evaluation of coping behaviors, factors affecting student, anger, uncooperativeness and emotional stability.
5. ADHERE to prescribed medical treatment.
6. Alert each clinical instructor of her/his diagnosis and/or problems before beginning clinical rotation.

INSTRUCTORS will:

1. Allow the student to function in clinical experiences provided the student follows prescribed therapy and is asymptomatic.
2. Document occurrences and remove the student from the clinical area if the student becomes symptomatic (i.e., display of symptoms that impairs decision-making, memory and function).
3. Send the student to the emergency room, at cost to the student, if the student displays signs of illness.
4. Afford the student the same rights as any other student. The instructor will not use the student's illness to omit required assignments necessary for progression in the program.

Student's Signature

Date

Instructor's Signature

Date

PEARL RIVER COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

RANDOM DRUG TESTING CONSENT

All PN students must agree to a substance screen, the possibility of random drug testing and required drug testing as indicated by the PN Department/ Program Chair. To meet clinical obligation students will be required to participate in mandatory drug screens each semester. The student is responsible for expenses associated with testing.

If the drug screen is positive, the student will be given the opportunity to withdraw from the program or be dismissed from the program. For readmission consideration, the student must provide proof of completion a drug/ substance abuse rehabilitation program. The student must provide appropriate documentation of completed treatment to be considered for readmission.

By signing you indicate that, you have read, understand and agree with, the above-stated policy of Pearl River Community College Student handbook *Cat Country Guide* <http://www.prcc.edu/faculty/policy-procedure-manual/substance-testing-students-selected-programs> and <http://www.prcc.edu/faculty/policy-procedure-manual/substance-abuse-policy>

Student Signature

Date Signed

Student ID #

Revised 01/13; 08/16; 08/18 Reviewed 01/14; 01/15; 01/16

Pearl River Community College Practical Nursing Program Handbook (PN Handbook or PN Student Handbook)

Pearl River Community College Student Handbook -*Cat Country Guide*

PN Students are responsible for reading the entire PN Handbook and abiding by the rules and policy therein. In any instance where the PN Handbook rules or policy differs from the PRCC Student Handbook *Cat Country Guide* the student will follow the PN Handbook rules or policy.

PN Students are responsible for going online at www.prcc.edu clicking on current student (top) then Student Handbook (left) and clicking on and reading each link as illustrated below of the *Cat Country Guide*. Once the *Cat Country Guide* has been read please complete sign and return this form to your instructor. Please note some PN Program Policies may differ slightly from PRCC's student policy due to the specifics of the program. Please ask any questions before signing.

Below is an excerpt of the home screen of the PRCC Student Handbook *Cat Country Guide*

Foreword

This handbook is prepared in order to give each student another source of information about this college and its activities. Any worthy institution will, in the course of years, come to stand for practices, customs and ideals, which give it a spirit and character of its own. This handbook represents an effort on the part of the Office of Student Affairs to relate facts and policies concerning Pearl River Community College. Through the use of this book, the members of the student body should develop an understanding and appreciation of their college and the ideals for which it stands. It is not assumed that these policies are complete, nor will they serve indefinitely. They will be amended as changes in local conditions and practices may indicate.

PRCC reserves the right to change all policies, rules, or procedures stated herein.

PRCC offers equal education opportunities to all persons without regard to sex, race, religion, color, national origin, handicap, age or marital status.

Table of Contents

- [Welcome](#)
- [College Mission](#)
- [Accreditation](#)
- [Expenses](#)

Policies & Procedures

- [Academic Guidelines for College Housing](#)
- [Academic Freedom](#)
- [Academic Misconduct](#)
- [Active Military Status for Students](#)
- [Admission](#)
- [Athletic Drug Testing](#)
- [Attendance](#)
- [Bookstore](#)
- [Campus Curfew](#)

- [Campus Police](#)
- [Communicable Diseases](#)
- [Crime Log](#)
- [Crisis Intervention](#)
- [Developmental Course Placement](#)
- [Developmental Courses](#)
- [Disability Services](#)
- [Dress Code](#)
- [Electronic Devices](#)
- [Financial Aid](#)
- [Firearms and Deadly Weapons](#)
- [Garvin H. Johnston Library](#)
- [Grade Appeal](#)
- [Grading](#)
- [Graduation, Degrees and Certificates](#)
- [Grievance Policy](#)
- [Guests of Students](#)
- [Guest Speakers](#)
- [Guidance Services](#)
- [Honor Rolls](#)
- [Lost and Found](#)
- [Non-Discrimination](#)
- [Orientation](#)
- [Payments and Refunds](#)
- [Personal Distress](#)
- [Program Changes](#)
- [Registration](#)
- [Satisfactory Progress](#)
- [Search and Interrogation of Students](#)
- [Sexual Misconduct](#)
- [Social Activities](#)
- [Solicitation/Vendors](#)
- [Student Access to Faculty](#)
- [Student Activities Funds](#)
- [Student Conduct](#)
- [Student Contests, Conventions and Campus Activities](#)
- [Student Course Loads](#)
- [Student Housing Handbook - Guide to River Living \(PDF\)](#)
- [Student Involvement in Decision-Making](#)
- [Student Publications](#)

- Student Records
- Student Rights and Responsibilities
- Students with Disabilities
- Students' Due Process
- Students' Payments and Refunds
- Students' Records Family Educational Rights and Privacy Act of 1974
- Substance Abuse Policy
- Substance Testing for Students in Selected Programs
- Tobacco on Campus
- Taping Lectures
- Transfer of Credit
- Transportation for Student Activities
- Violence Prevention
- Wellness Center
- Withdrawal from a Class or from the College

PN Student Sign Below:

I _____ agree that I have read the PRCC Student Handbook *Cat Country Guide* completely. I agree I fully understand and will abide by all rules, regulations and policies listed by PRCC in this Student Handbook. I agree to check online regularly for any updates.

Student Signature

Date

I _____ have read the PRCC PN Student Handbook (PN Handbook) and agree to abide by all PRCC PN Program's rules, policies, and procedures.

Student Signature

Date

I _____ understand that the PRCC PN Program Policies may differ from PRCC academic student policies due to the specific nature of the Practical Nursing Program. I agree I have had an opportunity to ask questions about any differences. I agree that where PN Program policy differs from PRCC student policy I _____ will abide by the Policy given in the PN syllabus and PN Student Handbook.

Student Signature

Date

**PEARL RIVER COMMUNITY COLLEGE/CLINICAL FACILITY EXPECTATIONS AND
STUDENT AGREEMENT**

1. During clinical experiences the student is expected to be fully prepared and ready for clinical participation each day including dressed in full uniform with all supplies and have clinical assignments complete for preconference.
2. The student is expected to arrive on the clinical site at the designated time and place per your instructor for each clinical experience (see clinical rotation posted on Canvas each semester prior to clinical).
3. If the student cannot attend clinical or must be late it is the student's responsibility to contact the clinical instructor at least 60 minutes prior to the scheduled clinical day (emergencies are considered).
4. The student is expected to comply with all rules and policies set forth in the Pearl River Community College Student Handbook- *Cat Country Guide*, PN Student Handbook, Course Syllabus, and any clinical facility specific policies and/or procedures.
5. The student, regardless of circumstance, will not perform and/or assist with any treatment, medication, dressing change, patient care/staff interaction, chart review or documentation without the prior knowledge and consent or accompaniment of the instructor.
6. Under no circumstance will the student leave the clinical area without the knowledge/consent of the instructor.
7. The student is expected to have a clear and professional channel of communication with the clinical instructor at all times.
8. The student is expected to maintain accessibility to clinical facility assigned, including maintenance of your ID and password for accessibility to computer charting as assigned by the facility.
9. If at any time, during the clinical experience, the instructor identifies that the student is not prepared for patient care, deemed unable to perform/complete any task, is a potential danger/harm to self/others, patients, patient family and/or facility staff or equipment, the student may receive a critical incident and may be dismissed from clinical or (depending on the severity of the incident) may be dismissed from the PN program.
10. The student, agrees and understands that acquiring three (3) critical incidents during the PN Program may result in dismissal from the PN program. Also, that any one critical incident (if severe enough examples: patient abuse, HIPAA violations etc.) may result in dismissal from the PN Program.
11. The student understands this clinical expectation list serves as an acknowledgement of general expectations and is not all inclusive. Please ask questions or see instructor should an event arise.

Student (Print Name)

Student Signature

Date