PEARL RIVER COMMUNITY COLLEGE

ASSOCIATE DEGREE NURSING

Poplarville, MS

STUDENT HANDBOOK

Spring 2020
PREFACE

Policies established by Pearl River Community College (PRCC) for the general student population are located in the *Cat Country Guide* and are also applicable to Associate Degree Nursing (ADN) students. Failure to adhere to PRCC policies may result in dismissal from the ADN program and/or PRCC.

The rules and regulations written in this, *ADN Student Handbook*, are supplemental to PRCC policies and are solely applicable to ADN students. Rules and regulations are reviewed annually and revised accordingly by nursing administration and faculty. These rules and regulations adhere to the requirements relative to criteria from the Accreditation Commission for Education in Nursing (ACEN), Mississippi Board of Trustees of State Institutions of Higher Learning (MS IHL), the Mississippi Administrative Code, and the Mississippi Nursing Practice Law. These agencies and guides provide accreditation, approval, and/or guidance for the ADN program.

The ADN program is accredited/approved by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road Northeast, Suite 850
Atlanta, GA 30326
Telephone: (404) 975-5000
http://www.acenursing.org/

Mississippi Board of Trustees of State Institutions of Higher Learning (MS IHL)
3825 Ridgewood Road
Jackson, MS 39211
Telephone: (601) 432-6486
http://www.ihl.state.ms.us/nursing/
Dear Students,

Welcome or welcome back to Pearl River Community College Associate Degree Nursing program! You have made two excellent career choices with choosing PRCC and nursing!

I look forward to reconnecting with returning students and meeting our new students. As your schedule permits, please stop by my office located in the nursing administration suites and let me know how you are doing. I am also interested in your thoughts and ideas about the program. I have an open-door policy and you are most welcome to visit. If you wish to talk for a period, please schedule an appointment so our time will be uninterrupted.

Now, a few words about this handbook and why it is essential to know the rules and regulations it contains. The administration and faculty of the ADN program have prepared this handbook. The purpose of producing a handbook is to ensure the efficiency of the program.

The program rules are nondiscriminatory and congruent with the mission and strategic goals of PRCC. The task of educating students, who are prepared to safely practice nursing at the entry-level, mandates certain nursing academic and clinical conduct requirements be more stringently delineated than general college requirements. In the event a program regulation differs from a general college policy, communication of the difference occurs via this handbook.

The ADN Student Handbook is accessible to the public and students on PRCC website at http://www.prcc.edu/academics/department-nursing-education. This handbook is intended to supply accurate information to the reader. However, this handbook is NOT to be regarded as an irrevocable contract between the student and the ADN program. The program reserves the right to make and designate the effective date of curricula and other regulations, at any time such changes are considered desirable or necessary.

Rules and regulations affecting nursing students are developed and revised through the action of various program committees. Any changes warranted within the academic year will be announced to students. Opportunity for discussion and an appropriate timeline for implementation will be given. If there are questions or concerns about any of the rules and regulations in the handbook, please direct them to a faculty member, your theory advisor, the program chair, or myself.

Have a wonderful semester!
Sincerely,

Dr. Arlene C. Jones
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Pearl River Community College
Nursing Building
101 Hwy. 11 North, Box 5760
Poplarville, MS  39470
(601) 403-1017    FAX: (601) 403-1275

FACULTY & STAFF
Office Numbers & Faculty Extensions

**Administrative Suite**

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<tr>
<th>Role</th>
<th>Name</th>
<th>Ext. #</th>
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<tr>
<td>Director</td>
<td>Jones, Dr. Arlene</td>
<td>1017</td>
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<td>Program Chair</td>
<td>Taylor, Dr. Karen</td>
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<td>Administrative/Admissions Assistant</td>
<td>Dean, Cathy</td>
<td>1017</td>
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<tr>
<td>Records/Technology Assistant</td>
<td>Russ, Brett (Rm. 202A)</td>
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**Full-Time Faculty**

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<td>Busby, Anna</td>
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<td>Campbell, Susan</td>
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<td>Collins, Dr. Jerry</td>
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<td>Cottrell, Claire</td>
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<td>Entrekin, Candice</td>
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<td>Estes, Amanda</td>
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<td>Hembra, Dr. Jessica</td>
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<td>Laborde, Dr. Jennifer</td>
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<td>Nightengale, Sharon</td>
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<td>Pullens, Rebecca</td>
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<td>Rankins, Yolanda</td>
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<td>Smith, Jaclyn</td>
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**CLASSROOMS & OTHER AREAS**

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<tr>
<td>Tier #1 &amp; 2</td>
<td>ADN Classroom</td>
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<tr>
<td>Tier #3</td>
<td>PN Dual Enrollment</td>
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<td>Room 201</td>
<td>ADN Classroom</td>
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<td>Room 202</td>
<td>Computer Lab</td>
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<td>Room 301</td>
<td>ADN Classroom</td>
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<td>Room 407</td>
<td>PN Classroom</td>
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<td>Room 409</td>
<td>ADN Classroom</td>
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<td>Lab 1 – Clinical / Practice Lab</td>
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<td>Lab 2 – Simulation Lab</td>
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<td>Lab 3 – Clinical / Debriefing / Practice Lab</td>
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ADN HANDBOOK
OVERVIEW STATEMENT

While the PRCC Catalog and Cat Country Guide continue to be student resources for information and policies, the ADN Student Handbook provides students with information, rules, regulations, and guidelines to be successful in the ADN program. Students must read and follow the rules and regulations set forth.

The college as well as the ADN program reserves the right to alter or change any statement contained herein without prior notice. Verbal and written notifications to the students enrolled in the ADN program are sufficient to effect handbook changes. Students will also find specific information and requirements in respective nursing course syllabi.

Reference Access:

ADN PROGRAM FORMS

Forms applicable to the ADN program are marked with an asterisk* and are labelled either Faculty or Student Appendices. Student appendices are updated every semester and can be found via the Learning Management System (LMS) – Canvas® in each individual nursing course.

NON-DISCRIMINATION STATEMENT

PRCC offers equal education and employment opportunities. The college does not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. Students with disabilities, who are protected by the Americans with Disabilities Act and require special accommodations, should contact the person on their respective campus.

Poplarville Campus:
Tonia Moody, Office of Recruitment & Disability Services, P.O. Box 5118, Poplarville, MS 39470, or (601) 403-1060, or tmoody@prcc.edu

Forrest County Center:
Beth Strahan at (601) 554-5530 or bstrahan@prcc.edu

Hancock Center:
Raymunda Barnes at (228) 252-7000 or rabarnes@prcc.edu

Students who require special assistance, accommodations, and/or need for alternate format who are enrolled in Distance Learning, should contact: Tonia Moody at tmoody@prcc.edu.
ASSOCIATE DEGREE NURSING PROGRAM
The Associate Degree Nursing (ADN) program supports and functions within the mission and strategic goals of Pearl River Community College (PRCC).

MISSION STATEMENT
The ADN program at PRCC is committed to instruct students in the art and science of nursing, to prepare graduates for successful passage of the National Council Licensure Examination (NCLEX-RN) exam, and to provide students with the skills necessary to practice as entry-level registered nurses in diverse healthcare settings.

PHILOSOPHY
The principle ideology of the ADN program is formulated from specific core competencies. These core competencies are patient-centered care; leadership and professionalism; evidence-based practice; safety and quality improvement; and communication, collaboration, and teamwork. The goal is to educate students to deliver competent nursing care by incorporating the nursing process, the wellness-illness continuum, growth and development, and the needs of the patient into nursing practice. After achieving licensure as a registered nurse, the associate degree nurse is able to practice in diverse healthcare settings and to advance in knowledge through practice and education.

PROGRAM DESCRIPTION
The ADN program at PRCC is designed to prepare graduates for a challenging and satisfying career as a registered nurse (RN). A graduate of the ADN program is conferred the Associate in Applied Science (AAS) degree and is eligible to write for the NCLEX-RN to become a RN. The ADN program begins each fall and spring semester on the Poplarville campus. Once accepted into the ADN program, the traditional option is four semesters in length or the LPN to ADN option is one part-time semester with the remaining two semesters of the traditional program of study. The curriculum includes a balance of nursing and general educational courses. Students can apply nursing theory and skills in the simulation/skills lab and in a variety of healthcare agencies. Clinical settings may include hospitals located within the six counties the college serves as well as clinics, long-term care facilities, physician offices, rehabilitation centers, and K-12 schools. Students are required to provide their own transportation to all clinical experiences.
CORE COMPETENCIES

1. Patient-Centered Care
2. Leadership & Professionalism
3. Evidence-Based Practice
4. Communication, Collaboration, & Teamwork
5. Safety & Quality Improvement

END-OF-PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)

Upon completion of the program, the PRCC-ADN graduate will be able to:

1. Deliver quality, safe, and effective patient-centered care.

2. Apply the nursing process while delivering care that encompasses the needs and culture preferences of the patient through advocacy, caring, and communication.

3. Demonstrate leadership and professionalism through delegation, prioritization, teaching/learning, and critical thinking – taking into account any ethical or legal implications.

4. Utilize evidence-based practice to guide nursing care through understanding of inclusivity and the needs of the patient throughout the lifespan.

5. Collaborate with inter-professional healthcare teams to provide patient-centered care through communication and documentation.
CONCEPTUAL FRAMEWORK
# PROGRAM OF STUDY

<table>
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<tr>
<th>LEVEL 1</th>
<th>COURSE</th>
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<tr>
<td>NUR 1101</td>
<td>Dosage Calculations for Nursing</td>
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<tr>
<td>NUR 1110</td>
<td>Fundamentals of Nursing</td>
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<td>MAT 1313</td>
<td>College Algebra</td>
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<td>PSY 1513</td>
<td>General Psychology</td>
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<tr>
<td>BIO 2513</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>NUR 1207</td>
<td>LPN Bridge (only LPN to ADN students)</td>
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<td>NUR 1210</td>
<td>Medical-Surgical Nursing I (only Traditional students)</td>
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<td>BIO 2523</td>
<td>Anatomy and Physiology II</td>
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<td>EPY 2533</td>
<td>Human Growth and Development</td>
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<td>ENG 1113</td>
<td>English Composition I</td>
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<tr>
<td>NUR 2104</td>
<td>Women’s Health &amp; Newborn Nursing</td>
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<td>NUR 2115</td>
<td>Nursing Care of Children</td>
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<tr>
<td>BIO 2923</td>
<td>Microbiology</td>
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<td>BIO 2921</td>
<td>Microbiology Lab</td>
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<td>SPT 1113</td>
<td>Public Speaking I</td>
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<td>NUR 2209</td>
<td>Medical-Surgical Nursing II</td>
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<td>SOC 2113</td>
<td>Introduction to Sociology</td>
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**TOTAL CREDIT HOURS:** 72

*Nursing Electives -- Courses Not Required:*

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<td>NUR 1012</td>
<td>Professional Nursing Forum II</td>
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<td>NUR 1203</td>
<td>Pharmacology for Nursing</td>
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<td>NUR 2013</td>
<td>Professional Nursing Forum III</td>
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PROGRAM FEES

INITIAL PROGRAM FEES:

Health Requirements ............................................................... $750.00
Nursing Uniform(s) ................................................................. $350.00
Textbooks (Two Years) ........................................................... $1500.00
Skills Lab Kits ........................................................................ $275.00

ANNUAL FEES:

Program:

CPR Course ............................................................................. $50.00
Tuberculosis Testing ............................................................... $125.00

SEMICERTER FEES:

Level 1

Diagnostic Testing Fee ........................................................... $145.00
Online Testing Fee ................................................................. $35.00
ADN Student Clinical Name Pins ............................................... $10.00

Level 2

Diagnostic Testing Fee ........................................................... $145.00
Online Testing Fee ................................................................. $35.00
MOADN Convention (Spring Semester – travel expense) .......... $350.00

LPN to ADN

Diagnostic Testing Fee ........................................................... $145.00
Online Testing Fee ................................................................. $35.00
ADN Student Clinical Name Pins ............................................... $10.00
MOADN Convention (Spring Semester – travel expense) .......... $350.00

Level 3

Diagnostic Testing Fee ........................................................... $145.00
Online Testing Fee ................................................................. $35.00
MOADN Convention (Spring Semester – travel expense) .......... $350.00

Level 4

Diagnostic Testing Fee ........................................................... $145.00
Online Testing Fee ................................................................. $35.00
Pinning (Pin & Lamp) ............................................................. $75.00
Composite Pictures (Fall or Spring Semester) ......................... $25.00
State Board of Nursing .......................................................... $100.00
NCLEX-RN (Pearson Vue) ...................................................... $250.00
CBC Fingerprinting ............................................................... $75.00

NOTE: Fees paid out of pocket.

Fees noted are only for ADN program. Fees assessed for college can be found in the current PRCC Catalog. Fees are approximations and are subject to change at any time per PRCC & ADN program discretion.
GENERAL PROGRAM INFORMATION

1. **Phone Calls:** In case of an emergency, the student should direct family members, day care centers, or schools to leave a message at (601) 403-1017.

2. **Electronic Devices:**
   (A) **Theory:** The use of any electronic device is prohibited during class periods; unless authorized by individual faculty. Failure to comply will result in confiscation of the device.
   (B) **Testing:** No electronic device including watches are allowed unless faculty issued (example: calculator). Testing time will end and the test will be graded accordingly if a personal electronic device is found during testing.
   **NOTE:** (A & B) Confiscated electronic devices will be held until end of class and/or a meeting with faculty and student is conducted.
   (C) **Clinical:** The presence of an electronic device in clinical facilities is strictly forbidden. Failure to comply will result in dismissal from clinical facility, a grade of unsatisfactory for the clinical day, and a program violation with possible failure of clinical or dismissal from the ADN program.

3. **Confidentiality:** Students are to maintain all information regarding patients whether discussed in class or part of clinical situations in confidence. Failure to comply will result in a program violation with possible failure of the nursing course or dismissal from the ADN program.
   **NOTE:** Confidentiality violation is a violation of the ANA: *Code of Ethics* and the Health Insurance Portability and Accountability Act (HIPAA). Failure to comply with HIPAA can result in civil and criminal penalties for person, program, and/or agency. Penalties can include monetary fines and/or imprisonment.

4. **Testing:**
   (A) Scantron Form No. F-1712-PAR-L and #2 pencils are used for quizzes/tests/exams and can be purchased at the PRCC (Wildcat Den) Bookstore.
   (B) ExamSoft (online) is used for quizzes/tests/exams. Fees for online testing service is assessed through program fees. Nursing computer lab and/or personal laptops with required specifications are utilized.
   (C) Kaplan (online) is used for diagnostic testing. Fees for the testing service is assessed through program fees. PRCC Testing Center is utilized.

5. **Student Lounge:** The student lounge (including appliances) must be kept clean at all times.
   a. Refrigerator - No lunch bags are to be placed in refrigerator. *Food placed in the refrigerator should be labeled with name and date. Items found beyond each semester will be discarded.*
   b. Lockers - Lockers located in lounge area are available for student use; security of items in lockers is responsibility of student. *Items found beyond each semester will be discarded.*
NOTE: Students are only allowed to bring closed drinking containers into classroom. Eating must be confined to the student lounge area.

6. **Smoking**: PRCC is a Smoke/Tobacco Free campus.

7. **Parking**: There is designated parking for students. Anyone parking in areas marked NO PARKING, RESERVED, or HANDICAP (which includes driveways, doorways, loading zones, fire lanes, visitors, or faculty parking) will be issued a parking citation including a fine. **Parking on grass is prohibited.**

8. **Lost and Found**: The administrative/admissions assistant should be contacted for items either lost or found.

9. **Children on Campus**: Children are not allowed in nursing building during regular class/clinical periods. The presence of children is discouraged outside of regular class/clinical periods especially at times when students are checking grades, reviewing tests, meeting with faculty, practicing in simulation/skills lab, or working on group activities.

10. **Appointments**:
    (A) **Advisor**: If a formal appointment is required, all students must arrange an appointment with individual advisor.
    (B) **Director or Program Chair**: All students must request permission and/or arrange for an appointment to meet with the director or program chair with the administrative/admissions assistant.

11. **Modes of Communication**: A student must notify the administrative/admissions assistant, current clinical instructor, academic advisor, and theory advisor of the program as well as the admission and business offices of the college of any change in name, home address, telephone number, and/or email address while enrolled in the program.

12. **Graduation Preparation (Level 3 & 4 Students)**:
    (A) All Level 3 and 4 students enrolled during fall semester are required to complete on-line registration for graduation via PRCC Graduation at [www.prcc.edu/academics/graduation](http://www.prcc.edu/academics/graduation). This requirement includes graduating students who are choosing not to walk in the PRCC graduation ceremony.

    (B) All Level 4 students are required to have their picture taken for the graduation composite.

    (C) All Level 4 students are required to have a nursing pin in the office of the director two weeks prior to the scheduled date of the pinning ceremony. Students may choose to purchase a PRCC nursing pin via [www.jimcolemanstore.com/pearlriver](http://www.jimcolemanstore.com/pearlriver), to purchase
an ADN lapel pin from the PRCC (Wildcat Den) Bookstore, or to borrow a PRCC ADN pin from a family member or friend.

(D) All Level 4 students are required to have a nursing lamp in the office of the director two weeks prior to the scheduled date of the pinning ceremony. Students may choose to purchase a nursing lamp or borrow one. The ordering of nursing lamps is handled through the office of the director. Fees for ordering nursing lamps are nonrefundable.
The Standards of Practice:

Describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse’s decision-making.

**Standard 1. Assessment**
The registered nurse collects pertinent data and information relative to the healthcare consumer’s health or the situation.

**Standard 2. Diagnosis**
The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.

**Standard 3. Outcomes Identification**
The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

**Standard 4. Planning**
The registered nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.

**Standard 5. Implementation**
The registered nurse implements the identified plan.

**Standard 5A. Coordination of Care**
The registered nurse coordinates care delivery.

**Standard 5B. Health Teaching and Health Promotion**
The registered nurse employs strategies to promote health and a safe environment.

**Standard 6. Evaluation**
The registered nurse evaluates progress toward attainment of goals and outcomes.
The Standards of Professional Performance:
Describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

Standard 7. Ethics
The registered nurse practices ethically.

Standard 8. Culturally Congruent Practice
The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.

Standard 9. Communication
The registered nurse communicates effectively in all areas of practice.

Standard 10. Collaboration
The registered nurse collaborates with the healthcare consumer and other key stakeholders in the conduct of nursing practice.

Standard 11. Leadership
The registered nurse leads within the professional practice setting and the profession.

Standard 12. Education
The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 13. Evidence-based Practice and Research
The registered nurse integrates evidence and research findings into practice.

Standard 14. Quality of Practice
The registered nurse contributes to quality nursing practice.

Standard 15. Professional Practice Evaluation
The registered nurse evaluates one’s own and others’ nursing practice.

Standard 16. Resource Utilization
The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.

Standard 17. Environmental Health
The registered nurse practices in an environmentally safe and healthy manner.
The American Nurses Association (ANA) has developed a Code of Ethics that establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting. The Code of Ethics arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession. Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as part of what it means to be a nurse.

The Provisions of the ANA Code of Ethics are as follows:

**Provision 1.**
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

**Provision 2.**
The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

**Provision 3.**
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

**Provision 4.**
The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

**Provision 5.**
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.

**Provision 6.**
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

**Provision 7.**
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.
Provision 8.
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9.
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.

References:


Detailed descriptive interpretive statements for each of the nine provisions of the Code are available at
http://www.nursingworld.org/codeofethics.
Rules & Regulations of the ADN Program

ACADEMIC & PROFESSIONAL CONDUCT

The nursing profession is one of the highest in distinction for honesty and integrity. These characteristics are essential for its members. The ADN program requires all students to comply with standards deemed appropriate for this esteemed profession. Such standards include those by the ANA: Standards of Professional Nursing Practice, ANA: Code of Ethics, the Mississippi Administrative Code, and the Mississippi Nursing Practice Law.

Conduct with respect to the ADN program relates to two general categories: academic and professional. Misconduct involves a violation of either an academic or professional principle. Misconduct may occur in the academic, clinical, and/or community setting.

1. Academic (dishonesty) misconduct is defined as any type of fraudulent behavior that occurs in relation to a formal academic exercise. It can include but is not limited to:
   
   A. plagiarism – adoption or reproduction of original creations of another author without due acknowledgment.
   
   B. fabrication – falsification of data, information, or citations in any formal academic exercise.
   
   C. deception – providing false information to an instructor concerning a formal academic exercise (giving a false excuse for missing a deadline or falsely claiming to have submitted work).
   
   D. cheating – any attempt to give or obtain assistance in a formal academic exercise without due acknowledgment.
   
   E. bribery – writing a formal academic exercise, giving assignment answers, or test answers for money (paid services).
   
   F. sabotage – acting to prevent others from completing their work (cutting pages out of books or willfully disrupting the experiments of others).
   
   G. professorial – acts that are academically fraudulent equate to academic fraud and/or grade fraud.
   
   H. impersonation – assuming a student’s identity with intent to provide an advantage for the student.

2. Professional misconduct is defined as a violation of the boundaries, policies, or standards set by the governing body of a profession (nursing). It can include behaviors that are unsuitable, potentially dangerous, incompetent, disruptive, uncivil, abusive, or illegal. A breach of professional conduct has the potential to adversely affect the safety and well-being of the patient, student, faculty, and/or others. It also has the potential to jeopardize clinical affiliations.

Any individual, who suspects a violation of academic or professional conduct has occurred, is held responsible to report the suspected breach to a faculty member, to the program chair, and/or to the director.
ACADEMIC & PROFESSIONAL CONDUCT COUNCIL (APCC)

Rationale:
The APCC is an assembly within the ADN program which serves to strengthen the ethical alignment of students enrolled in the program. Allegations of academic or professional misconduct are directed to the APCC. Alleged violations are judiciously reviewed and recommendations of sanction(s) are determined by the council. A student, who is to appear or has appeared before the APCC, will be allowed to remain enrolled in the ADN program during the APCC process. If the allegation is related to a breach of patient safety, the student may remain enrolled in the theory component of the course but may not attend clinical until the APCC has met and a determination has been made regarding the claim. The following sanctions may be imposed if found in violation of misconduct:

a. Written reprimand with an entry in the student’s permanent file.

b. Written and/or oral presentation on topic designated by the council.

c. Clinical failure.

d. Program probation.

e. A combination of sanctions as deemed appropriate by the council.

f. Dismissal from the program.

Confidentiality shall be maintained in all proceedings by all parties.

NOTE: All violations of the ANA: Standards of Professional Nursing Practice, ANA: Code of Ethics, and/or HIPAA will result in a student receiving a program violation. Depending upon the seriousness of the offense, any violation may warrant failure of the nursing course and/or dismissal from the program.

ACADEMIC ADVISING

All ADN students are assigned an academic advisor within the nursing program upon initial enrollment. The purpose of the academic advisor is to assist the nursing student in successfully navigating through the program of study toward graduation. Each nursing student is responsible for meeting with their academic advisor prior to open registration to obtain their personal identification number (PIN) which is required to register for the next semester courses. Meeting times should be scheduled during the month of October for spring courses and the month of March for summer/fall courses.

NOTE: Nursing students not meeting with their academic advisor during the assigned months will need to register in person during campus registration at the beginning of each semester.
PROGRESSION

1. The traditional ADN student is expected to complete the program in two (2) years or four (4) academic semesters.
   a. The ADN student must successfully complete the program within four (4) years of initial enrollment.

2. The LPN to ADN student is expected to complete the program in one (1) part-time semester and two (2) semesters of the traditional program or in three (3) academic semesters.
   a. The LPN to ADN student must complete the program within two (2) years of initial enrollment.

3. The student must maintain a grade of “B” or higher for each nursing (NUR) course and a grade of “C” or higher for each ADN required general education course.

4. Required ADN general education courses must be completed before or within the semester listed in the program of study. If a student withdraws from a required co-requisite general education course(s) within the semester, the student must also withdraw from the nursing course(s).

   NOTE: All courses must be completed by the semester displayed in the program of study. Failure to comply will result in the student unable to progress within the ADN program.

5. Nursing courses which consist of multiple components, the theory component will be assigned a numerical grade. The student must earn an “80 or higher” to pass theory. The student must earn a “pass” on all other (clinical, dosage, preceptor, etc.) components to successfully complete the nursing course.

WITHDRAWAL PROCESS

A student requesting to withdraw from the ADN program must meet with their theory advisor in order to initiate the proper withdrawal process. The student is required to complete an ADN Student Exit Evaluation* and a MS IHL Exit Interview* to properly withdraw. The student may be required to meet with the program chair and/or director if deemed necessary. Both forms should be submitted to the director, who will complete the college required online withdrawal. A copy of the forms is filed in the office of the director as well as in the student’s permanent file.

*ADN Faculty: Appendices

READMISSION

ADN Student in Level 1, 2, or 3:
A student who chooses to withdraw or who is unsuccessful, will be considered for one readmission into the same nursing course the following semester based on available space.

NOTE: Students are only allowed one (1) readmission into either Level 1, 2, or 3.
ADN Student in Level 1:
A student who is readmitted into NUR 1110 must be concurrently enrolled in NUR 1101.

LPN to ADN Student:
A student will only be granted one admission into NUR 1207 - LPN Bridge course; if successful, the student will be granted admission into Level 3 (NUR 2104 and NUR 2115).

A student who is unsuccessful in NUR 1207 - LPN Bridge course will not be allowed to repeat the course. The student, however, may choose to apply for the traditional ADN program.

ADN Student in Level 4:
A student who does not successfully complete Level 4 (NUR 2203 and/or NUR 2209) will be considered for one readmission.

A student who is readmitted into NUR 2203 must be concurrently enrolled in NUR 2209.

Readmission Exception
A student (ADN or LPN to ADN) who has a passing grade in theory and in clinical, who withdraws due to a personal crisis and/or medical condition may be considered for one additional readmission.

Readmission Procedure
Readmission to the ADN program is not guaranteed.

- Readmission is considered on the basis of:
  1. Space availability
  2. Completion of program exit interview forms (if applicable)
  3. Completion of program contract (if applicable)
  4. Inclusiveness of readmission petition letter
  5. Participation in group or individual test review sessions
  6. Recommendation from course faculty members

NOTE: A student requesting consideration for readmission must submit a letter of petition to be readmitted by May 15th (Fall readmission) or December 15th (Spring readmission). The letter should be addressed to: Director, ADN program. The letter may be mailed to the physical address of the program or emailed to ajones@prcc.edu.

All letters of petition are to include the following:
1. ADN Cover Sheet*.
2. Reason seeking readmission.
3. Identify factors contributing to withdrawal/failure.
4. List strategies to overcome factors contributing to withdrawal/failure.
5. Name the last semester and course enrolled along with the semester in which to be readmitted.

- A student with a lapse of enrollment between academic semesters requesting readmission, must meet all initial enrollment requirements. The student must demonstrate proficiency in completed nursing courses, which may be verified through course specific final exams,
standardized proficiency exams, and/or clinical skill performance. Repeat of completed courses may be recommended or required.

- A student with a lapse of more than two consecutive academic semesters must reapply as a new student meeting all current admission criteria.

- A student who is academically unsuccessful in the ADN program and not eligible for readmission must wait three (3) years from the exit date to apply as a new ADN student.

- A student who is dismissed due to a program violation of the ANA: Standards of Professional Nursing Practice, ANA: Code of Ethics, and/or HIPAA must wait five (5) years from the exit date to apply as a new student. The student will be required to meet with the APCC to determine student eligibility for admission.

- **Readmission may be contingent upon a program contract between program and student.**

- **Students are notified in writing of readmission status prior to the start of the next semester.**

*ADN Student: Appendices

### GRADUATION REQUIREMENTS

1. Complete all required nursing (NUR) courses, including clinical, dosage, and preceptorship components with a grade of “B” or better.
2. Complete all required ADN general education courses with a grade of “C” or better.
3. Students successfully completing the NUR 1207 - LPN Bridge course will earn seven (7) credit hours. The remaining required nursing course hours of Level 1 and 2 will be waived after successful completion of Level 3 (NUR 2104 & 2115) and Level 4 (NUR 2203 & 2209).
4. Meet all other PRCC graduation requirements.

### RN LICENSURE REQUIREMENTS

The ADN graduate is prepared to write the NCLEX-RN. Licensing of registered nurses is regulated by individual state boards of nursing. The graduate must be aware any conviction of a misdemeanor or felony offense may be grounds for refusal by a board of nursing to issue a license.

1. Student must graduate from a state accredited nursing program.
2. Sixty (60) days prior to graduation, student must make application to the state in which licensure is desired.
3. Student must meet all of the board of nursing eligibility requirements to receive approval to write for the NCLEX-RN examination.

**ADN students must request official transcripts to be sent to state boards of nursing upon graduation via PRCC website, [http://www.prcc.edu/academics/request-transcript](http://www.prcc.edu/academics/request-transcript).**
4. Upon approval by the state board of nursing, the student will receive an authorization to test (ATT) number. The ATT number and payment of testing fee with “Pearson Vue” at http://www.pearsonvue.com/nclex/ will be required to schedule a testing date/time/location.

GRIEVANCE PROCESS

A grievance is a dispute concerning any aspect of academic and/or clinical involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. Students enrolled in the ADN program, who believe they have a grievance, must follow the chain of command procedure outlined below. Other grievances may be handled through channels outlined in the current copy of PRCC Cat Country Guide.

Informal Resolution

Students are responsible for making every attempt possible to resolve issues informally and immediately. The informal procedure commences when a student:

1. The student should make an appointment with the appropriate faculty member within two (2) class days to discuss the issue and seek resolution. The faculty member will prepare a summary of the points discussed and the outcome of the meeting on a Student Conference* form.

2. If the issue remains unresolved, the student must make an appointment with the program chair within two (2) class days of meeting with the faculty member. The program chair will arrange a meeting with the involved parties in an attempt to find a resolution. Prior to the arranged meeting, the student must submit any addition documentation to the program chair outlining the details and rationale for seeking an informal resolution.

   a. If the issue is resolved or remains unresolved, the program chair will document the continued actions taken on the Student Conference* form.

   b. If the issue remains unresolved, the student may file a formal grievance requesting resolution of the issue with the director.

*ADN Faculty: Appendices

Formal Resolution

If the informal grievance procedure has been exhausted, the procedure for formal resolution within the ADN program is as follows:

1. The student must submit documentation of the details and rationale for the grievance including details of previous meetings with faculty and/or program chair. All documentation must be submitted within seven (7) class days of the original grievance.

2. Following a thorough investigation:

   a. The director has the right to uphold, modify, or overturn the informal decision.
b. The director will notify all involved parties in writing of the final program decision within two (2) class days of receiving the formal grievance. The director will document the actions taken on the ADN Grievance form.

3. The student following the decision of the director has the right to a formal college grievance, as outlined in the PRCC *Cat Country Guide*.
   a. Notification of the final decision will be conveyed by the director to the VP for Forrest County Operations and to the Assistant VP for Student Services.
   b. A written complaint should be submitted by the student to the Assistant VP for Student Services within two (2) class days of the director’s decision.

**NOTE:** *Whether the issue is resolved or remains unresolved, documentation on the ADN Grievance form of the actions taken should be signed by all parties and placed in the permanent file of the student.*

**Continued Enrollment**

**Theory:** If the grievance involves the theory component of a nursing course, the student may continue to participate in all of the components of the course.

**Clinical/Preceptorship:** If the grievance involves the clinical/preceptorship component of a nursing course, the student may continue to participate in the theory component but not the clinical or preceptorship portion of the course.

If the grievance occurs at the end of a term and concerns a course where passing is necessary for progression, the student may not enroll in courses for the next term. The formal grievance decision through the program and/or college will determine the enrollment status of the student in the ADN program.

**Confidentiality of Proceedings**

Confidentiality shall be maintained in all proceedings. Students are not allowed to tape any hearings or meetings during the grievance process.

**CRIMINAL BACKGROUND CHECK**

**Rationale:**
All nursing students must submit to and satisfactorily gain clearance of a criminal background check (CBC) upon acceptance into the ADN program. Students who refuse to submit to a CBC or who do not obtain clearance will be denied admission.

The ADN program will conduct CBCs through the Mississippi Department of Health (MSDH). Provisionally admitted students will complete a “fingerprint form” containing descriptive information (i.e., name, social security number, hair color, etc.). This information, along with electronically scanned fingerprints will be submitted to the MSDH. MSDH will report back to the ADN program any findings in regard to the CBC.
The ADN program is obligated to meet the Mississippi State Law, Section 43-11-13 of Mississippi Code of 1972 Annotated:

- MSDH forwards the results of the CBC to the student as well as to the director of the ADN program stating either, a “Disqualifying event” or “No disqualifying event.”
  - If the results indicate no disqualifying event(s) or no exclusion(s) identified, the student will receive a letter stating clearance to participate in clinical rotations.
  - If the results indicate a “Disqualifying event” is apparent, the student must submit a copy of the “rap” sheet to the director with full explanation of the conviction(s) or disposition of charge(s).

1. The student is responsible for providing all necessary documentation showing full explanation of the conviction(s) or disposition of charge(s).

2. The student has the right to review information reported by MSDH for accuracy and completeness. Prior to making a final determination which may adversely affect the student; the student will have the opportunity to provide any supporting documentation.

**Disqualifying Event Procedure**

1. The director will inform the student who has a “Disqualifying event” in the CBC report. The full CBC “rap” sheet must be submitted by the student and will be utilized by the director and/or the Safety & Ethics Committee for evaluation.

2. The director and/or the Safety & Ethics Committee will consider the following factors in making determinations: the nature and seriousness of the offense, the circumstances surrounding the offense, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense occurred, whether the offense was an isolated or repeated incident, the length of time elapsed since the offense, past employment, history of academic or disciplinary misconduct, evidence of successful rehabilitation, and/or the accuracy of the information provided by the student in the application process.

The director and/or the Safety & Ethics Committee will keep in mind both the safety interest of the patient and the workplace, as well as the educational interest of the student. In reviewing CBC and supplemental information, advice may be obtained from PRCC law enforcement and/or legal counsel.

3. When appropriate and necessary, the student may be asked to meet with the Safety & Ethics Committee.
Confidentiality & Record Keeping

1. CBC reports and other submitted information are confidential and will only be reviewed by college representatives in accordance with the Family Educational Records and Privacy Act (FERPA).

2. CBC reports and other submitted information by students will be maintained by the director.

Other CBC Provisions

1. Even though the student may be allowed to progress in the chosen ADN program, local licensure agencies and state boards of nursing may not permit or accept an individual for registration, permit, or licensure nor is employment guaranteed in the chosen nursing profession.

2. A CBC clearance letter will be honored as long as the student is continuously enrolled for a maximum of two years. Students enrolled longer than two years will be required to repeat the CBC process. A student who has a break in enrollment is required to repeat the CBC process upon re-admittance. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the ADN program.

3. Falsification of information, including omission of relevant information on the CBC questionnaire, will result in dismissal from the ADN program.

4. Expunged or sealed arrests, citations, offenses, or tickets are the responsibility of the student to ensure the arrest, citation, offense, or ticket has, in fact, been expunged or sealed. The student will be required to submit a copy of the Court Order expunging or sealing the record in question to the director. The filing date of the Court Order must have occurred prior to the deadline date for which application into the ADN program was submitted.

5. Students must be aware offenses involving the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, and/or controlled substances may hinder a student in obtaining CBC clearance.

6. Currently, enrolled students:
   a. must sign a CBC Disclosure Statement* every semester.

   b. involved in any infraction with the law must report in writing the offense to the director within 48 hours of the infraction.

NOTE: A student unable to obtain/maintain CBC clearance does not meet clinical requirements of the ADN program and thus will be dismissed without the right to appeal.

*ADN Student: Appendices
SOCIAL MEDIA

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created by using highly accessible publishing techniques. Social media spans traditional boundaries between personal and professional relationships. It takes extra vigilance to ensure one is protecting personal, professional, and college reputations. If you are a student of the ADN program, you are creating perceptions about the college and the program. Be sure all content with which you are associated is consistent with the mission and values of both the college and the ADN program. You are entering a profession which provides service to the public. The profession of nursing is highly respected and trusted.

When using social media:

- Stick to the facts only; no rumors or hearsay.
- Use good judgment and don’t tell secrets.
- Do not use copyrighted material.
- Everything online is discoverable. Posts can be recovered years later.
- Keep it legal. You are responsible for your postings, you can be sued.
- Be respectful and professional.
- Do not use personal insults, pornographic images, illegal activity, drug or alcohol use or engage in any conduct which would not be acceptable in the professional workplace.
- Do not post disparaging remarks regarding the college and/or the ADN program including faculty, clinical agencies, employees, or other students.

Any individual, who suspects a violation involving social media usage, is held responsible to report the suspected breach to a faculty member, to the program chair, and/or to the director.

NOTE: All violations of the ANA: Standards of Professional Nursing Practice, ANA: Code of Ethics or HIPAA will result in a student receiving a program violation. Depending upon the seriousness of the offense, any violation may warrant failure of the nursing course and/or dismissal from the ADN program.

SUBSTANCE SCREENINGS

The ADN program has a strong commitment to instructional excellence in an environment free of unnecessary risks to the safety and well-being of students, faculty, staff, and patients. The ADN program has a zero tolerance of illegal substance abuse or use and misuse of legal substances. The ADN program prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, and/or controlled substances in all instances. To ensure a substance-free workplace and learning environment, students are required to submit to random substance screenings and to probable cause substance screenings. Students are provisionally accepted into the program pending a negative substance screen result.

The presence or use of substances, lawful or otherwise, which interferes with judgment or motor coordination poses an unacceptable risk for patients, colleagues, the college, and affiliating agencies.
The ADN program requires all students to submit to substance screenings which may be a hair follicle screen or a urine screen. It is the discretion of the program as to which screen will be performed.

Substance screenings may occur at any of the following times:

1. Acceptance into the ADN program and throughout the academic year.
2. Random screenings - students are selected at random.
3. Reasonable suspicion - visible signs/symptoms of being under the influence of a substance.
4. Requirement by an affiliating clinical agency.
5. Any time a student requires medical attention on campus, in clinical, or during a nursing related function.

**Screening requirements for hair follicle:**
- Must be able to provide hair sample 1.5 inches in length.
- If no sample is obtained at initial time of hair follicle screening:
  - Must submit to a urine screen.
  - Must be able to produce sufficient hair sample before clinical attendance is allowed.
- If unable to provide hair sample before clinical attendance, student must submit to additional urine screens during clinical rotation.

**Screening requirements for urine:**
- Specimen must be at least 1.5 ounces (45 milliliters).
- No more than 40 ounces of water may be consumed during testing period.
- Specimen must be produced in 2 hours from time student arrives in testing area.

The student who refuses to be tested at the designated time or leaves the testing area without supplying a specimen will be dismissed from the program.

Following notification of a positive substance screen, the student will have three (3) business days to provide proof of any legitimate prescriptions to the screening agency.

- Nothing can rectify an illegal substance result.
- Students unable and/or unwilling to provide proof of prescriptions will be considered positive.
- No additional substance screenings will be accepted nor do any additional results negate initial substance screen result.

**NOTE:** A student with any program ordered substance screen confirmed positive, either for an illegal or irresolvable (unable to produce legitimate prescription) substance, does not meet clinical requirements of the ADN program and thus will be dismissed without the right to appeal.

Substance screening results are kept confidential and maintained by the director.
<table>
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<tr>
<th>Performance</th>
<th>Standard</th>
<th>Tasks (Not all inclusive)</th>
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| Critical, Logical, and Analytical       | Ability to problem-solve and make decisions appropriately in routine and stressful clinical situations. | -Changes in patient health status  
- Prioritize nursing judgments  
- Employ clinical judgment  
- Manage multiple priorities |
| Judgment                                |                                                                          |                                                                                          |
| Communication                           | Ability to interact appropriately.                                       | -Follow verbal and/or written instructions in English  
- Maintain therapeutic relationships  
- Teach and/or explain procedures |
| Interpersonal                           | Ability to sufficiently interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | -Perceive and effectively manage stressors in the work environment  
- Work with families stressed by the condition of a loved one  
- Work with other healthcare providers in stressful situations |
| Mobility                                | Physical abilities, including strength and stamina, sufficient to move from room to room, walk in hallways, and maneuver in small spaces. | -Able to walk to and from departments to patient rooms  
- Assist in patient transport  
- Perform patient care 8-12 hours  
- Stand for prolonged periods of time  
- Push/pull equipment requiring force on flooring  
- Stoop, bend, squat, and reach overhead while maintaining balance  
- Evacuate patients safely as needed in emergency |
| Motor Skills                            | Gross and fine motor movement sufficient to provide safe and effective patient care. | -Perform vital signs  
- Perform physical assessment  
- Safely manipulate equipment  
- Pick up, grasp, and manipulate small objects with control  
- Perform electronic documentation and keyboarding |
| Physical Strength and Stamina           | Able to lift, carry, push, or pull:  
- Occasionally 50 pounds  
- Frequently 20 pounds  
- Constantly 10 pounds | - Lift, turn, transfer, and move patients confined to a bed, wheelchair, or gurney  
- Assist with lifting or holding patients  
- Stoop, kneel, climb, balance, stand, sit, and walk  
- Reach with hands/arms, push, pull, carry, and lift  
- Lift, move, or manipulate heavy equipment |
| Hearing                                 | Auditory ability sufficient to monitor and assess health needs.           | - Hear blood pressure, breath sounds, heart sounds, and bowel sounds  
- Hear alarms, call bells, and telephones  
- Hear conversations with/between patients, family, healthcare providers, and staff |
- Hear and correctly interpret verbal communication from others
- Distinguish sounds with background noise

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<tr>
<th>Visual</th>
<th>Visual ability sufficient for observation and assessment necessary in healthcare.</th>
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<td>- Read computer, patient charts, flow sheets, and monitors</td>
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<td>- Draw up and administer medications</td>
</tr>
<tr>
<td></td>
<td>- Read small print on medications and syringes</td>
</tr>
<tr>
<td></td>
<td>- Perform visual assessment of patient</td>
</tr>
<tr>
<td></td>
<td>- Observe subtle changes in conditions of patients</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tactile</th>
<th>Palpation ability sufficient for physical assessment and to provide healthcare intervention.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Perform assessment by palpation</td>
</tr>
<tr>
<td></td>
<td>- Perform various healthcare related procedures such as insertions of intravenous catheters and urinary catheters</td>
</tr>
</tbody>
</table>

Core performance standards are required of all students enrolled in the ADN program. The standards reflect expected competencies of RNs in the workplace to ensure patient dignity and safety. Individual accommodations needed to meet program performance standards will be addressed on an individual basis.

**MEDICAL CONDITIONS**

The ADN program follows the Center for Disease Control (CDC) and the MSDH recommended guidelines for the prevention and transmission of infectious diseases.

- Students are not allowed to participate in the classroom or the clinical setting while experiencing a contagious or infectious illness. The student must be symptom free of any illness without the administration of symptom relieving medication for 24 hours including a temperature below 100.5 °F before returning to the classroom or the clinical setting.

- Students having any major changes in health status whether a physical or psychological condition, which affects the core performance standards must have medical clearance from a licensed healthcare provider to continue in the program. The healthcare provider must verify in writing that the student meets the level of safety acceptable for participating in the activities required of the program by completing the Medical Clearance* form.

- Students experiencing symptoms related to a physical or psychological condition while on campus must be seen immediately by the college nurse. The student must also submit to a substance screening during this physical examination period.

- Students experiencing symptoms related to a physical or psychological condition while in clinical must be seen immediately by a licensed healthcare provider. The student must also submit to a substance screening during this physical examination period.
NOTE: A health-related incident must be documented by the faculty member witnessing the event and communicated to the program chair and/or the director. The student is required to have a Medical Clearance* completed by the healthcare provider in order to return to the program. If in clinical, a Clinical Incident Report* must be completed by both student and faculty member.

Following a major change in health status or a medical condition requiring medical intervention, the student may be required to have another physical examination to continue in the program.

*ADN Faculty & Student: Appendices

PREGNANCY CLEARANCE

The theory advisor and clinical instructor must be notified once pregnancy is confirmed in order to protect the welfare of the mother (student) and fetus. Students who are pregnant may continue in the nursing program with written clearance from a healthcare provider as designated: initially (first trimester), at the beginning of the second trimester, and monthly during the third trimester. The student must communicate any change in pregnancy clearance to their theory advisor and clinical instructor in a timely manner. A Pregnancy Clearance* form must be completed at the proper intervals and given to theory advisors.

Students who are pregnant are not permitted to attend clinical if a pregnancy clearance is not on file. Open communication with the theory advisor and clinical instructor surrounding the progress of the pregnancy is imperative. Potential risk associated with the progression of the pregnancy in relation to clinical participation will be conveyed to the student as deemed necessary. Following delivery, it is required that the healthcare provider complete the Medical Clearance* form for the student to return to both the theory and clinical components of the nursing program.

NOTE: Any change in condition, requiring more frequent healthcare provider visits during any trimester, will require additional documentation from the provider.

*ADN Student: Appendices

CLASS CANCELLATION / COLLEGE CLOSURE

In the event of class cancellation or closure of the college due to severe weather, natural disaster, or other emergencies, the ADN program will follow the policies of PRCC. College alerts regarding any emergency situation and/or action to be taken will be forwarded to local media, posted on the PRCC website http://prcc.edu, and/or sent via automated process to student email addresses. If the college remains open, both clinical and theory components of all nursing courses will continue. The start of a clinical day may be delayed in the event of inclement weather. This decision will be communicated to students through clinical instructors via text message, email, and/or LMS (Canvas). Students are required to sign-up for the mass notification system (LYNX) and to keep contact information up-to-date with both the program and the college.
NURSING COURSES

THEORY COMPONENT

Attendance
Attendance in the classroom is considered important and is expected.

1. According to the absence policy of PRCC, if a student is tardy on three (3) separate occasions those combined are equal to one absence. A student is considered tardy up to 15 minutes after the class starts. After 15 minutes, the student will be considered absent.

2. The student will be counseled on the third absence if in Level 1 or Level 2 and on the second absence if in Level 3 or Level 4. The student may be dismissed from the program with any additional absence following the counseling session.

3. A student may be allowed to complete missed assignments if there is a valid reason for missing, such as an illness, accident, or other extenuating circumstance. Documentation in writing must be provided.

4. A student absent from a class period is responsible for contacting faculty on the first day upon returning to the program.

   a. Assignments:
      If a make-up assignment is allowed and/or required, unless circumstances indicate extra time is needed, the student has one week from date of return to make up the assignment.

   b. Quizzes/Tests (No Fault Absence Rule):
      An absence of a quiz/test prohibits students from receiving timely feedback on content understanding. Therefore, if a student is absent for a quiz/test, the grade for the missed quiz/test will be replaced with the grade achieved on the course final exam minus ten (10) points.

Calculator Use
Only calculators provided by the ADN program will be allowed for use during testing in the theory component of all nursing courses.

Grading
To protect student confidentiality, grades are not given over the telephone or through email. All grades are recorded on the LMS. For grading purposes, evaluation tools utilized within theory courses will be divided accordingly: minor grades (20%), major grades (50%), and final exam (30%). To pass the theory component of a course, a student must earn a numerical score of “80” or higher. Grades are calculated and maintained within the LMS to the hundredth place. In rounding final course grades, only the tenth place is utilized.
Grades are awarded on the following scale:
A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 or lower

**Recording Lectures**
Recording of lectures is at the discretion of each individual faculty member. Students utilizing recorders must adhere to the following:

1. Students who wish to record lectures must request permission and direction from the individual faculty member prior to class.
2. Recording should not disrupt class activities nor replace thorough note taking, active listening, and/or pre-class preparations.
3. Students are responsible for maintaining the privacy (confidentiality) of recordings involving case studies, examples of patient care, and/or clinical experiences.
4. Recording is for the sole purpose of theory preparation.
5. Privilege to record may be discontinued at the discretion of the faculty member.
6. Students are not allowed to record conferences with faculty members.
7. Recordings are not permissible during any informal, formal, and/or college grievance process.
8. Video recordings (streaming or still shots) are prohibited; including but not limited to Google docs, Skype, Facebook, LinkedIn, Twitter, Blogger, etc.

**Testing Guidelines**
The following applies to quizzes, tests, and final exams given in nursing courses (regardless of testing location). In addition, each quiz/test/final exam will have specific directions.

*Testing Center guidelines will supersede all nursing guidelines.*

a. Testing Times (An average of 1 to 1 ½ minutes is allotted per question):
   a. Quiz: 30 minutes
   b. Test: 50 minutes
   c. Final: 110 minutes
*Students with approved accommodations will have times adjusted.*

b. The student may only test during their assigned course testing time.

c. Students who are tardy (up to 15 minutes) may enter quietly and must complete the test/exam in the remaining time allotted. After 15 minutes, the student will be considered absent and the No Fault Absence Rule will apply for quizzes and tests. Students will be allowed to test with the remainder of the testing time for final exams.

d. **Students are not allowed to have any electronic device (including watches) that has the capability to retrieve or transmit information during testing.**

e. Headgear and any pocketed outerwear (including any hoodies, sweaters, coats, or jackets) are
f. Student must present a valid photo ID to verify identity. The name on the photo ID must match the name displayed in Canvas.

g. All belongings (books, notebooks, purses, book bags, etc.) must be placed at the front of the classroom or in the hallway. There should be nothing on the desktop in the testing area except photo ID, pencil, and program supplied paper. PRCC is not responsible for any lost or stolen items.

h. No talking or any form of communication among students during testing times. Refer to the ADN Student Handbook for the policy related to academic dishonesty.

i. No eating or drinking is allowed during testing.

j. Students are not allowed to recreate and/or share any test/exam question(s) for any reason. This is considered academic dishonesty and viewed as cheating. Test/exam question(s) are the property of PRCC Associate Degree Nursing program. If it is reported that a student recreates and/or shares any question(s), this violation will be reviewed by the APCC.

Paper/Pencil Testing (Scantron) Guidelines:
   a. Use a #2 pencil to mark the scantron.
   b. Write name of theory advisor on the scantron sheet above the ID number box.
   c. Write booklet number (if applicable) on the scantron sheet above the test form box.
   d. Write and darken in your name and student ID # (place a zero (0) at the end of your student ID) on scantron sheet in the appropriate area.
   e. Do not make any stray marks on the scantron sheet. Erase errors completely.
   f. Use of a cover sheet to conceal answers is required.
   g. Only answers recorded on the scantron sheet will be evaluated and count toward grade.
   h. Booklet must remain with the scantron sheet at the end of the testing period.
   i. All dosage work must be shown and answers must be circled.

   Failure to circle answer(s) will result in not receiving credit, even if the answers are correct.

Proctored Online Testing (ExamSoft) Guidelines:
   a. Use of a program computer or personal laptop is required.
   b. Approval of a personal laptop must be completed prior to use each semester by the records/technology assistant.
   c. Students are required to memorize their user name and password.
   d. The student may not bring anything into the testing area except their testing device and a basic stylus.
   e. Once entering online testing area, students are to sit facing forward, with testing devices flat, and remain so during the duration of the testing time.
   f. Students will be able to go back and forth between question items during the unit tests for NUR 1110, NUR 1207, and NUR 1210.
g. Should technical difficulties arise, students may raise their hands to receive assistance from faculty.

h. Once the test/exam is completed and uploaded, the student should turn off the testing device (close the laptop if laptop is being utilized). The student should not access any other website during testing time. **Failure to comply will result in a grade of “0” being assigned.**

i. Unit test rationales will be available for review following each testing period.

j. During question rationale reviews, no other electronic devices will be allowed. **Failure to comply will result in dismissal from the review and a grade of “0” will be assigned.**

k. Grades will not be available until an item analysis of each test/exam is complete. Grades will be posted in the course online gradebook. Should a grade discrepancy occur between systems, the ExamSoft grade will be utilized.

**Accommodation Testing Guidelines:**

a. Students with testing accommodation approval must schedule appointments to take quizzes, unit tests, and final exams at the Poplarville campus testing center.

b. Schedule at least one (1) day before needing to take a test. There is no same day scheduling.

c. Instructions for scheduling testing date/time:

Using the PRCC website: [www.prcc.edu](http://www.prcc.edu); Click on Academics then Click on Libraries.

- On the menu on the left, click on ‘Schedule a Proctored Test’.
- Click on the link under the correct campus.
- Scheduling website will open.
- Click on ‘Book Now’ button.
- Choose Traditional/Hybrid Courses
- Choose the Correct Class/Test
- Select a Date and Time to take your exam. (All ADN quizzes and unit tests are to be scheduled for 0830). Final exam times will vary – refer to individual course calendar.
- Fill in the requested information. Enter a valid email address in case you need to change the time of your appointment. If you are using your PRCC email, the last part of the email address is @student.prcc.edu.
- Read the Pearl River Community College terms and conditions (Testing Center rules).
- Agree to the cancellation policy.
- Click ‘Book Now’.

- d. Make ONE appointment per test.
- e. Students who are tardy or absent for a scheduled test appointment will be allowed to test with the remainder of the testing time in the classroom testing period before the No Fault Absence Rule will apply.
- f. The testing center has a $25 no show fee.
- g. Keep the confirmation email you receive when you schedule your appointment in case you need to cancel or reschedule.
- h. If you have any problems, call 601-403-1337 or email proctor.poplarville@prcc.edu.
Test Reviews

1. **Time Limit for Viewing**
   Students have an allotted time of two (2) weeks from the date grades are released to view previous quizzes or unit tests.

2. **Class Review**
   A group review may be conducted for quizzes at the discretion of faculty. Class review of unit tests will be held no later than one week of test administration day. Students will not be allowed to take any notes; discussion of questions is at the discretion of faculty administering the review.

3. **Individual Review**
   A. Any student wanting to review a quiz or unit test is asked to make an appointment with their theory advisor.
   
   B. Students achieving less than 80% on a unit test are required to schedule an appointment with their theory advisor for an individual review of the test.
   
   C. Required Test Review to include:
      a. Student must complete the Test Review Worksheet* to determine what may have influenced the grade earned.
      b. Student must attend the next Enrichment 4 Success (E4S) session to formulate strategies for improvement on future tests.
         o Student is required to bring an E4S Referral* and the Test Review Worksheet* to the Enrichment 4 Success session.
      c. Student is responsible to return proof of remediation (E4S Referral) from the Enrichment 4 Success session to their theory advisor.

4. **Final Exam Review**
   A. All students achieving less than 80% as a course grade are required to schedule an appointment with their theory advisor for a review of the final exam before the end of the current semester.
   
   B. All students achieving 80% or greater as a course grade may schedule an appointment with their previous theory advisor for a review of the final exam during the first two weeks of the new semester.

**NOTE:** Failure to remediate as assigned, to meet with theory advisor, and/or to participate in Enrichment 4 Success sessions will impact final exam grievances and/or readmission.

*ADN Faculty: Appendices
DOSAGE COMPONENT

The dosage component of a nursing course must be completed prior to the start of clinical rotations. Students are assigned a pass or fail for this component. Students are given three (3) attempts to achieve the required score on a fundamental dosage test. The score achieved on the first dosage test will be reflected in the minor grade calculation of NUR 1207, NUR 1210, NUR 2104 and NUR 2209. If unsuccessful, the student will be required to attend each dosage remediation session prior to the administration of any consecutive dosage test.

The required scores are as follows:

- Level 2 and LPN to ADN students are required to achieve an “85” or higher.
- Level 3 and 4 students are required to achieve a “90” or higher.

A student unsuccessful after the third attempt will be placed under a program contract and will be required to attend Enrichment 4 Success sessions every other Wednesday. Dosage material will be tested throughout the semester for all students in clinical, on all unit tests, and on the final exams.

CLINICAL COMPONENT

Attendance
Attendance for clinical is mandatory as it provides the student with the opportunity to apply knowledge and develop attitudes and skills necessary for patient care. Many experiences are impossible to duplicate; consequently, absences may prevent the learning/evaluation process to take place and may result in failure of the clinical component of the course. Clinical component refers to any scheduled demonstration, skill check-off, rotation, and/or simulation experience assigned during a nursing course.

- According to the absence policy of PRCC, if a student is tardy on three (3) separate occasions those combined are equal to one absence. A student is considered tardy up to 15 minutes after clinical starts. After 15 minutes, the student will be considered absent.

Should an extreme circumstance result in a clinical absence, the student must verbally notify the clinical instructor (message via another person or texting is not acceptable) prior to the clinical experience, if at all possible. A student not calling on the clinical day is considered a no show and will receive a program violation and/or may receive a clinical failure with the possibility of being dismissed from the program.

Skill Demonstration/Check-off:
Student absence for a scheduled skill demonstration/check-off must reschedule with their clinical instructor prior to the start of any clinical rotation experiences.

Offsite Rotation:
Student absence for a scheduled offsite rotation day will earn an “unsatisfactory”. The student will be assigned a clinical make-up packet equivalent to a clinical day to include written case scenarios/care plans and/or computer lab modules/videos related to the offsite experience. The completed packet must
be returned to the clinical instructor within one week of receiving the assignment and deemed “satisfactory” to continue in clinical.

Clinical Rotation/Simulation:
Student absence for a scheduled clinical rotation/simulation day will earn an “unsatisfactory”. The student must present a written excuse to the director. Additional documentation may be necessary to determine legitimacy of absence. If a clinical make-up contract is warranted, the student will be scheduled for the program clinical rotation/simulation make-up day.

Only one make-up day will be allowed. The clinical rotation/simulation make-up day will be scheduled on the Saturday before final exams of fall and spring semesters. The clinical/simulation make-up day will be a minimum of six (6) hours to include a simulation scenario along with any combination of skill laboratory activities, written case scenarios/care plans and/or computer lab modules/videos.

Any student missing a second offsite, clinical rotation, or simulation day may earn a clinical failure with the possibility of dismissal from the program.

NOTE: No make-up assignment/experience will remove an absence. A “satisfactory” clinical assignment/rotation/simulation make-up will replace the “unsatisfactory” initially assigned.

Calculator Use
In the clinical setting, the use of calculators will be at the discretion of the clinical faculty member.

Electronic Device Usage
The presence/usage of an electronic device in clinical facilities is strictly forbidden. Failure to comply will result in dismissal from the clinical facility and may result in a clinical failure or dismissal from the ADN program.

Assignments / Grading
Clinical assignments will be evaluated as either satisfactory, needs improvement, or unsatisfactory. Clinical skill performances as well as clinical assignments (care plans) must be deemed satisfactory in order to pass the clinical component of the nursing course. An assignment deemed as needing improvement or unsatisfactory must be revised and returned to the clinical faculty member on the designated date. A revised assignment does not negate the original assigned evaluation.

The following definitions are used to provide clinical related feedback:

Satisfactory (S) – consistently performs the expected outcome.

Needs Improvement (NI) – performance is minimal; however, does not warrant unsatisfactory at this time.

The student needs to demonstrate further knowledge and skill through practice, study, and/or self-discipline. Failure to show progress will result in unsatisfactory on subsequent evaluations.

 Unsatisfactory (U) – consistently fails to perform the expected outcome.
Progressive Evaluation Guidelines

- An evaluation of “needs improvement” does not necessarily precede an evaluation of “unsatisfactory”.
- A student earning a “needs improvement” is expected to improve performance in the area of deficiency.
- An “unsatisfactory” will result from two “needs improvement” scores on any one item, an inappropriately handled clinical absence, or any behavior violating patient safety.
- Any student who receives an “unsatisfactory” evaluation will be counseled prior to the next clinical experience. The student may address the evaluation in written form by commenting on the Progressive Evaluation*.
- A student receiving two “unsatisfactory” scores on any one item will meet with course faculty. Course faculty will determine if the student warrants: continuation of clinical with stipulations or clinical failure.

*ADN Faculty: Appendices

Rotation Sites / Times

To provide nursing students a variety of clinical experiences, clinical facilities located within a seventy (70) mile radius of PRCC Poplarville campus are utilized. Clinical rotations are routinely scheduled on Tuesdays and Thursdays during the day, but in order to meet course/clinical objectives afternoon and Saturday clinical times have been incorporated into the ADN program.

Exposure

Possible exposure to pathogens may occur during clinical rotations. Exposure can include: injury by a contaminated needle or sharp instrument; exposure to blood or body fluids (particles) to skin, eye, nose, or mouth, etc.; through a human bite which breaks the skin; or airborne particles. Following an exposure, the student must:

- Notify the clinical faculty member immediately.
- Irrigate/wash the area thoroughly (if applicable).
- Inform the nursing supervisor/manager of the agency.
- Complete the required Incident Report of the agency.
- Follow any additional guidelines of the agency.

A student exposed to a pathogen is encouraged to have testing at baseline, 6 weeks, 12 weeks, and 6 months. It is the responsibility of the student to be compliant with recommendations post exposure. The decision to have testing, however, is the choice of the individual exposed. The student is responsible for all expenses incurred post exposure.

Clinical Incident Report

A student requiring medical attention during a clinical rotation must complete a Clinical Incident Report*. The clinical faculty member must notify the program chair and/or director when a student has required medical attention. The faculty will forward the form to the director for follow up. The ADN program will keep documentation on file for a period of not less than three (3) years.

*ADN Faculty: Appendices

Liability Insurance

Liability insurance is required before a student will be allowed to participate in the clinical experience. Each nursing student participates in a group liability insurance plan. Cost is assessed through tuition.
Clinical Portfolio / Requirements

A clinical portfolio containing copies of current clinical requirements is mandatory of all students. An updated portfolio must be submitted on the first Friday of each new semester. The student is responsible for keeping originals of the required clinical documents. The portfolio must contain the following documents:

Initial Admission:

1. Measles, Mumps, and Rubella immunity
   ➢ Must have a copy of lab report listing positive titer results for all three (3) components. If negative or equivocal, proof of a booster will be required.

2. Tdap (combined Tetanus, Diphtheria, and Pertussis Vaccine)
   ➢ Must show proof within 5-10 years

3. Varicella immunity
   ➢ Must have copy of lab report listing positive titer results. If negative or equivocal a booster will be required.

4. CPR
   ➢ Cardiopulmonary Resuscitation (CPR) from the American Heart Association (Basic Life Support – BLS) for Healthcare Professionals is the only acceptable certification. Online courses will be accepted if the course included a hands-on return demonstration component. The certification must remain current and not expire during the enrolled semester.

Students who have completed a course yet waiting for a CPR card must have an original dated and signed course completion certificate/letter in the clinical portfolio. A CPR card must be in the possession of the student and presented to the clinical faculty member one (1) week prior to the start of the clinical rotation.

Per Semester:

1. Hepatitis B immunity
   Sequence of immunization:
   1st immunization
   2nd immunization – 1 month after the first
   3rd immunization – 5 months after the second

   ➢ Must show proof of completed series (three vaccinations).
   Or
   ➢ Must have a copy of lab report listing positive titer results (titer must be drawn no sooner than 2 months after the 3rd immunization). If titer is negative a booster is required.
   Or
   ➢ Students not providing completion of HBV series, immunity, or medically at risk; must sign a declination form and a waiver of liability.
2. Influenza Vaccine
   - Must have proof of vaccine annually during influenza season (October 1 through March 31)
   - Students who are medically at risk, the healthcare provider must state the reason. A copy of the statement must be placed in the portfolio. The student must sign a declination form and must follow clinical agency requirements in regard to influenza.

3. Health Insurance
   - Must show proof of coverage. The coverage must remain current and not expire during the enrolled semester.

Annually:

1. Tuberculosis (Tb)
   **Initial Enrollment**
   - Verification of a negative QuantiFERON Gold result must be included in the submission of the clinical portfolio. The verification must remain current and not expire during the enrolled semester.

   **Subsequent Verifications**
   - Verification of a negative one (1) step Tb or a negative QuantiFERON Gold result must be included in the submission of the clinical portfolio. The verification must remain current and not expire during the enrolled semester.

If Tb result is positive, an initial chest x-ray report is required. For continued enrollment in the program, annual pulmonary clearances from a healthcare provider will be required.

Proof of test screening for tuberculosis by chest x-ray is required for all international students.

**Initially and As Necessary:**

1. CBC Clearance Letter
   - Student is fingerprinted upon acceptance into the program. A clearance letter is provided following report from the MSDH. The clearance letter is only applicable for students enrolled in the ADN program for clinical experiences.

2. Substance Screen Results
   - Student is screened upon acceptance into the program and periodically during continued enrollment.

In addition to the above documents, all students are required to keep an updated copy of their Skills Competency Checklist*.

*ADN Student: Appendices

**NOTE:** Failure to maintain an updated clinical portfolio will result in a student being dismissed from clinical for the day, receive an “unsatisfactory” for being unprepared for clinical, and/or receive a program violation or a clinical failure.
ADN UNIFORM REQUIREMENTS

Uniform regulations are structured by the ADN program in collaboration with clinical agency policies. Students are required to purchase two types of uniforms. Both uniforms must be neat, clean, and tidy in appearance. Good judgment should be exercised in selecting the appropriate size. All uniforms should fit loosely enough to allow for freedom of movement. Uniform tops must completely cover hips and cannot be tucked into pants. Tops must not “ride up/down” and expose the midriff or buttocks. Uniform pants should touch tops of shoes but not drag the floor. Skirts should touch the top of the knees.

- Alterations to uniforms are not allowed with the exception of hemming.
- ADN uniforms are available for purchase in the PRCC Wildcat Den (bookstore).

1. Clinical Attire is to be worn only on clinical days during clinical hours unless specified by the clinical faculty member. Students are not allowed to return to the clinical facility or any other healthcare facility in PRCC clinical attire for non-clinical reasons.

2. Professional (Lab) Attire is to be worn when obtaining clinical assignments, agency orientations, off-campus activities, and scheduled campus lab activities.

Listed below are the requirements when wearing ADN uniforms:

PERSONAL GROOMING

Hair
- Must be worn in a neat arrangement.
- Long hair must be arranged in a style that brings the hair away from the face, off the collar, and is secured as to avoid contaminating patient care areas; secured with naturally colored small devices.
- Must be of a natural occurring color; no faddish hair color.
- Avoid ribbons, scarves, and embellished decorative hair ornaments; no alligator clips.
- Wigs are acceptable if neatly arranged.
- Facial hair should be neatly groomed.

Fingernails
- Fingernails must be kept short (not extending beyond the tip of the finger) and neatly groomed without polish. No artificial or sculptured nails allowed.

Jewelry
- No jewelry other than a single ring.
- Waterproof watch with a second hand - of neutral (white/brown/black/gold/silver) color with no embellishments.
  No bars, studs, or stretching devices in ears, tongue, and/or on face allowed.
Hygiene
- Good personal hygiene is expected. No scented toiletries, perfume, or cologne is allowed.

Gum
- Gum chewing is not allowed.

Tattoos
- **Must not be visible.** Tattoos not covered by the standard uniform must be covered with make-up, with a flesh colored bandage, and/or with white/beige in color long-sleeved undershirt.

**CLINICAL ATTIRE**
Clinical attire consists of: White lab coat, White top, and White or Maroon pants or skirt; Maroon jacket is optional.

Shoes
- 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

Hose/Socks
- White
- Socks must be above the ankle
- Hose must be free of runs and tears

Undergarments
- Worn to provide full coverage
- White or Beige color
- T-shirts and camisoles must be white without print

Name Pin
- Program - issued
- Visible at all times
- Placement:
  - Uniform top – right front
  - Lab coat – left front pocket

**PROFESSIONAL (LAB) ATTIRE**
Lab attire consists of all clinical attire requirements including the following: White lab coat, PRCC ADN polo, and Khaki pants or skirt; Maroon jacket is optional.

All components of uniform expectations listed must be upheld by the student when “Clinical Attire” and “Professional (Lab) Attire” is worn. Instructions will be given for which attire to be worn in specialty areas and/or off-site rotations.
NOTE: Failure to comply with uniform regulations will result in a student being dismissed from clinical for the day, receive an “unsatisfactory” for being unprepared for clinical, and/or receive a program violation.

UNIFORM EXTRAS

Required: Bandage scissors, hemostats, penlight, protective eyewear (provided in skills lab kit), stethoscope, and blood pressure cuff (must be purchased separately).

PROGRAM RESOURCES

COMPUTER LAB

1. The computer lab should only be used for work related to the college or nursing program.
2. The computer lab is open from 0730 to 1530. It will be unavailable during scheduled evaluation or testing times.
3. No gum, candy, food, or drinks are allowed in the computer lab.
4. Computers are equipped with software to assist students in understanding specific course content.
5. Computers are not equipped with speakers thus headsets are available. Clean headsets after each use. The cleaning wipes are available in the lab.
6. Printers are available. Students are to supply their own paper.
7. Do not turn off computers or printers after use.
8. For any assistance or to report a problem, contact the Media/Technology Assistant (Office # 403-1071).

SIMULATION / SKILLS LAB

1. The simulation/skills lab should only be used for work related to the ADN program.
2. The simulation/skills lab is open from 0800 to 1500; certain areas may be unavailable during scheduled practices, procedure check-offs, and/or clinical simulations.
3. Electronic devices are prohibited during all simulation/skills lab activities.
4. No gum, candy, food, or drinks are allowed in the simulation/skills lab.
5. Clean all equipment after each use and return to appropriate location.
6. To report a problem in the lab, please contact the Simulation/Skills Lab Instructor (Office # 403-1065).

ENRICHMENT 4 SUCCESS (E4S)

Level 1 students must complete the Study Skills workshop on Kaplan website before October 1st (Fall semester) or March 1st (Spring semester). This is a course requirement; theory advisors will verify completion.

All students are encouraged to visit Study Tips available on the Student Success Center website at http://prcc.edu/ssc/study-tips.
Enrichment Sessions
- Sessions are **open to all students** enrolled in the ADN program.
- Students are encouraged to utilize these sessions to assist with care plans, clinical skills, dosage calculations, theory content, etc.
- Sessions are facilitated by faculty with the assistance of approved student mentors.
- Sessions are one (1) hour in length.
- **Sessions are open every Wednesday 11am – 1pm in the computer lab.**

**DIAGNOSTIC TESTING SYSTEM (Kaplan)**

The ADN program requires students to purchase a review/testing/remediation system upon enrollment in each semester. The system is used throughout the nursing curriculum. The purchase price of the system is non-refundable. The system is individualized and is designed to assist students in successful completion of the ADN program as well as success on NCLEX-RN. Faculty integrate the system into each nursing course. Students receive information including demonstrations regarding the use of the system in orientations, in course syllabi, and in enrichment sessions.

The following are requirements of each nursing course and must be completed within the semester enrolled:

1. A Kaplan Integrated (proctored) test related to course content will be given near the completion of each nursing course.
   - Five (5) points will be awarded upon achievement of **Kaplan benchmark**. The points will be added to the *lowest major grade* of the student. Required benchmark will be announced prior to testing.

2. Any additional Kaplan tests (scheduled and unscheduled) as announced.

**Kaplan Remediation**

**LEVELS 1, 2, and 3 Students:**

Students who satisfactorily meet course requirements yet **do not achieve Kaplan benchmark** assigned on the integrated (proctored) test(s), will be required to attend the first two (2) consecutive Enrichment 4 Success sessions the following semester. During each session, students will be expected to remediate on the said integrated test results.
LEVEL 4 Students:

1. Students who satisfactorily meet course requirements yet do not achieve Kaplan benchmark on the Integrated (proctored) Test for NUR 2209, will be placed on an Academic Program Contract.
   - The student will be allowed to participate in preceptorship.
   - The student will receive a remediation assignment.
   - Completion of remediation requirements will be validated according to contract deadlines.

   **Retest Requirements:**
   a. The student satisfactorily completing the required remediation will earn an attempt to reach benchmark set on an integrated (proctored) retest.
   b. The student satisfactorily achieving benchmark will earn their respected class rank.
   c. The student unsatisfactorily completing the required remediation and/or not achieving benchmark will receive an incomplete for graduation, will be enrolled in Kaplan NCLEX-RN Prep Process, and will have their incomplete removed upon satisfactorily completing the prep process.

2. Students who achieve a numerical final course grade of 78.5 – 79.4, completed all required group/individual test reviews, completed all previously assigned Question Trainers and achieved Kaplan benchmark on the Integrated (proctored) Test for NUR 2209, will be placed on an Academic Program Contract.
   - The student will receive an incomplete for the course.
   - The student will not be allowed to participate in preceptorship.
   - The student will receive a remediation assignment.
   - Completion of remediation requirements will be validated according to contract deadlines.

   **Retest Requirements:**
   a. The student satisfactorily completing the required remediation will earn an additional attempt to demonstrate course content knowledge on an integrated (proctored) retest.
   b. The student satisfactorily achieving retest benchmark will be allowed to participate in graduation activities and will be allowed to participate in preceptorship at the start of the next semester.
      - Upon satisfactorily completing preceptorship, the student will earn a final course grade of “B” and have their incomplete removed.
   c. The student unsatisfactorily completing the required remediation and/or not achieving retest benchmark will earn their respected class rank of “C”.
      - Progression in the program will be dependent upon student eligibility to return.

**NOTE:** The ADN program will follow college policy on assigning and on removing an incomplete grade for coursework.
PROCTORED ONLINE TESTING (ExamSoft)

The ADN program requires students to purchase a computer-based online testing system upon enrollment in each semester. The system is integrated throughout the nursing curriculum. The purchase price of the system is non-refundable. The system is individualized and is designed to test students regarding content mastery in each nursing course. Students receive information including demonstrations regarding the use of the system in orientations, in course syllabi, and in enrichment sessions.

STUDENT ACTIVITES

MOSA
The Mississippi Organization for Students of Associate Degree Nursing (MOSA) is open to all nursing students interested in membership in a professional nursing organization. The PRCC chapter of MOSA has a student governing board in addition to faculty advisors. The membership meets regularly during the academic year. The membership participates in a variety of activities such as fundraising, program recruitment, community education, student mentorship, and program socials.

- Students who are active members of MOSA receive recognition for their involvement during the ADN Pinning Ceremony.

BETA MU
The Organization for Associate Degree Nursing (OADN) is the national organization representing associate degree nurses across the country. The goal of the OADN Alpha Delta Nu Honor Society is to recognize academic excellence, community service, and leadership qualities of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing and provides health related educational opportunities within communities. PRCC ADN honor society chapter was established in fall 2013. PRCC is chartered as the Beta Mu Chapter of the OADN Alpha Delta Nu Honor Society.

Students receive acknowledgment of possible candidacy during the first semester of their second year in the ADN program. To be inducted into the chapter, a candidate must be an active member of MOSA, earned a cumulative 3.5 grade point average, participated in community education and/or program recruitment, and demonstrated conduct reflecting integrity and professionalism.

- Inductees receive an honor cord and society pin during the Beta Mu Induction in addition to recognition for their achievement during the ADN Pinning Ceremony.

CONVENTIONS:

MNA

- All students are encouraged to attend the Mississippi Nurses Association (MNA) Convention held in fall semester.
MNA Summit
- All students are encouraged to attend the MNA Legislative Summit held in spring semester.

MOADN / MOSA (Spring Semester)
- All students attending convention must meet registration deadlines.
- All students in Level 2, LPN to ADN, and Level 3 of the ADN program are **required** to attend the Mississippi Organization for Associate Degree Nursing (MOADN)/MOSA convention held in spring semester.
- Students in Level 1 & 4 of the ADN program are **encouraged** to attend the MOADN/MOSA convention.
- **Convention is considered a clinical experience, those students not attending convention are required to participate in clinical related activities on campus.**
<table>
<thead>
<tr>
<th><strong>GLOSSARY OF TERMS</strong></th>
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<tr>
<td><strong>Advocacy</strong></td>
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<td><strong>Care</strong></td>
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<td><strong>Environment</strong></td>
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<td><strong>Evidence-Based Practice (EBP)</strong></td>
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<td><strong>Health</strong></td>
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<td><strong>Healthcare Team</strong></td>
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<td><strong>Inclusivity</strong></td>
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<tr>
<td><strong>Informatics</strong></td>
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<tr>
<td><strong>Nursing:</strong> Informatics applied to nursing science to manage, process, and analyze nursing data, information, and knowledge to support the practice of nursing and the delivery of patient care (Taber’s, p. 1255).</td>
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<tr>
<td>Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2015).</td>
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<td><strong>Leadership</strong></td>
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<td><strong>Licensure</strong></td>
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<td><strong>Patient</strong></td>
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<tr>
<td>The person receiving care (Taylor, p. 1740).</td>
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<td><strong>Patient-Centered Care</strong></td>
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<td>Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs (QSEN, 2015).</td>
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<tr>
<td><strong>Patient Needs</strong></td>
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<tr>
<td><strong>Food and Fluid:</strong> Ingestion, absorption, and utilization of nutritive substances by the body.</td>
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<td><strong>Oxygenation:</strong> The integrative functions of the cardio-pulmonary network that maintain the body’s oxygen supply.</td>
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<td><strong>Psychosocial Well-Being:</strong> The inter-relation of cultural and hereditary factors which influence the individual’s mental processes, self-esteem, and ability to communicate.</td>
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<td><strong>Rest and Activity:</strong> Rest is freedom from activity with mental and physical comfort. Activity is purposeful movement that is necessary for physical and psychological well-being.</td>
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<td><strong>Safe Environment:</strong> Maintenance of physiological and psychological security by adapting the individual’s surrounding.</td>
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<td><strong>Professional Conduct</strong></td>
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<td><strong>Professionalism</strong></td>
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<td><strong>Program Violation</strong></td>
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<tr>
<td><strong>Quality Improvement</strong></td>
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<tr>
<td>Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems (QSEN, 2015).</td>
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<td><strong>Safety</strong></td>
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<td><strong>Social Media</strong></td>
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<td><strong>Teamwork</strong></td>
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<td><strong>Therapeutic Communication</strong></td>
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References:


Quality and Safety Education for Nurses retrieved at [http://qsen.org/about-qsen/qsen-faculty/](http://qsen.org/about-qsen/qsen-faculty/)


REVISION STATEMENT

The rules and regulations contained in the ADN Student Handbook are reviewed annually by nursing administration and faculty. Changes are made when necessary. The ADN Student Handbook is posted annually on the PRCC website at http://prcc.edu/files/career-tech/adn-handbook.pdf at the beginning of each academic year. Each student currently enrolled in the ADN program is given proper addenda to reflect any changes in which he/she would be affected by such changes. Specific information concerning these rules and regulations are reflected in course syllabi and in that case, supersede general rules and regulations reflected in the handbook.

Annual Reviews:

Spring/Fall 2012
Spring/Summer/Fall 2013
Spring/Summer/Fall 2014
Fall 2015/Spring 2016
Academic Year 2016-2017
Academic Year 2017-2018
Academic Year 2018-2019*
Academic Year 2019-2020
   Updated Spring 2020

*Last Site Visit, February 2019