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 nursing students. Failure to adhere to PRCC policies may result in dismissal from the Associate Degree Nursing (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 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), and the Mississippi Nursing Practice Law. These agencies provide accreditation 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 am looking 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, so if my door is open, you are most welcome. 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 policies 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 policies and other regulations, at any time such changes are considered desirable or necessary.

Rules 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 in the handbook, please direct them to a faculty member, your course advisor, Dr. Baxter or myself.

Have a wonderful semester!
Sincerely,

Dr. Arlene C. Jones
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**Clinical Portfolio Requirements**
- Initial Admission
- Semester
- Annually
- Initially and as Necessary

**ADN Uniform Requirements**
- Personal Grooming
- Clinical Attire
- Professional (Lab) Attire

**Program Resources**
- Computer Lab
- Diagnostic Testing System (Kaplan)
  - Kaplan Remediation
- Enrichment 4 Success
- Simulation / Skills Lab

**Student Activities**
- MS Organization for Students of Associate Degree Nursing (MOSA)
- Beta Mu
- Conventions
  - Mississippi Nurses Association (MNA)
  - MNA Summit
  - MS Organization for Associate Degree Nurses (MOADN)

**Glossary of Terms**

**Revision Statement**
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**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Director</td>
<td>Jones, Dr. Arlene</td>
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<td>Program Chair</td>
<td>Baxter, Dr. Karen</td>
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<td>Administrative Secretary</td>
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<td>Media/Records Manager</td>
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**Full-Time Faculty**

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<tr>
<td>Andrews, Ryan</td>
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<td>Hemba, Dr. Jessica</td>
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<tr>
<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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**CLASSROOMS & OTHER AREAS**

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<td>Computer Lab</td>
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<td>Room 301</td>
<td>Medical-Surgical I &amp; LPN Bridge</td>
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<td>Room 409</td>
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<td>Lab 2 –</td>
<td>Simulation Lab</td>
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<td>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

Program forms applicable to the ADN program can be found via the Learning Management System (LMS) – Canvas® in each individual nursing course labeled “Student Appendices”.

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 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). 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 have the opportunity to 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.
A graduate of the ADN program is conferred the Associate in Applied Science (AAS) degree and is eligible to write for the National Council Licensure Examination (NCLEX-RN) to become a RN. ADN students must understand that any conviction of a misdemeanor or felony offense may be grounds for refusal by any state board of nursing to issue a license.

**CORE COMPETENCIES**

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

**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.
# PROGRAM OF STUDY

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<td>Medical-Surgical Nursing II</td>
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<td>SOC 2113</td>
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<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) ................................................................. $300.00
* Textbooks (Two Years) .............................................................. $1500.00
* Skills Lab Kits ....................................................................... $275.00

ANNUAL FEES:
Program:
* CPR Course ................................................................. $50.00
* Tuberculosis Testing ............................................................ $25.00

SEMESTER FEES:
Level 1
| Diagnostic Testing Fee | $145.00 |
| ADN Student Clinical Name Pins | $10.00 |

Level 2
| Diagnostic Testing Fee | $145.00 |
| MOADN Convention (Spring Semester – travel expense) | $350.00 |

LPN-ADN
| Diagnostic Testing Fee | $145.00 |
| MOADN Convention (Spring Semester – travel expense) | $350.00 |

Level 3
| Diagnostic Testing Fee | $145.00 |
| Composite Pictures (Fall Semester) | $25.00 |
| Scrub Uniforms | $45.00 |
| MOADN Convention (Spring Semester – travel expense) | $350.00 |

Level 4
| Diagnostic Testing Fee | $145.00 |
| Pinning (Pin & Lamp) | $75.00 |
| Composite Pictures (Fall Semester) | $25.00 |
| State Board of Nursing | $100.00 |
| NCLEX-RN (Pearson Vue) | $250.00 |
| CBC Fingerprinting | $75.00 |

NOTE: * Denotes 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 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 is allowed unless faculty issued (example: calculator). Testing time will end and the test will be graded accordingly if a personal electronic device makes any noise or vibration 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 and may result in a clinical failure 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:** Scantron Form No. F-1712-PAR-L and #2 pencils are used for majority of tests and can be purchased at the PRCC (Wildcat Den) Bookstore.

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 **Tobacco Free** campus.

7. **Parking:** There is designated parking for students. Anyone parking in areas marked NO PARKING, RESERVED, or HANDICAP ZONE (which includes driveways, doorways, loading zones, fire lanes, visitors, or faculty parking) will be issued a parking citation including
a fine. Always be sure to park between provided parking lines. **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:** Students are not allowed to bring children on campus, including times when checking grades, conferences, as well as during regular class periods.

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 faculty member, registration 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 3 and 4 students enrolled during fall semester 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 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 American Nurses Association: Standards of Professional Nursing Practice and Code of Ethics 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 presented to the director.

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 made a determination of 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.
PROGRESSION

1. The 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. ADN general education courses must be completed before or within the semester of nursing (NUR) courses. 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.

NOTE:
Failure of any nursing course component constitutes failure of the course.

*The student may remain in the theory portion of the course. The student remaining in the theory portion of the course is required to participate in all classroom activity. The student is not allowed to participate in any testing associated with the theory portion of the course. The student may remain enrolled in general education courses.

WITHDRAWAL PROCESS

A student requesting to withdraw from the ADN program must meet their theory advisor in order to initiate the proper withdrawal process. The student is required to complete an ADN Student Exit Evaluation Form* and a MS IHL Exit Interview Form* 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:
Level 1, 2, and 3

A student who chooses to withdraw or a student who chooses to stay in a course through the final exam, but is unsuccessful, will be considered for one readmission the following semester into the same nursing course based on available space.

NOTE: Students are only allowed one (1) readmission into either Level 1, 2, or 3.

Level 4
A student who does not successfully complete Level 4 (NUR 2203/2209) may be considered for one readmission.

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 2104/2115).

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.

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 on or before May 31st (Fall readmission) / on or before December 31st (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. Program 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.
6. Name the semester and course in which to be readmitted.

❖ A student with a lapse in enrollment of two or more 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 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.

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 program will handle sending official transcripts to state boards of nursing upon graduation.

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 “PearsonVue” 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 written submission of a grievance by a student is submitted to the appropriate faculty member. The informal procedure includes:

1. The student should complete and submit a Grievance Form to the appropriate faculty member (see Student Appendices on the LMS).

2. 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 the Grievance Form – Step # 1 & 2.

3. 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 the Grievance Form along with 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 actions taken on the Grievance Form – Step # 3 & 4.

   b. If the issue remains unresolved, the student may file a formal grievance requesting resolution of the issue with the director.
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 the Grievance Form along with documentation of the details and rationale for the grievance including details of previous meetings with faculty and/or program chair. All documentation and form 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 Grievance Form – Step # 5 & 6.
   c. Notification of the final decision will be conveyed to the VP for Forrest County Campus and Allied Health and Nursing Programs

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 written complaint should be submitted to the VP for Forrest County Campus and Allied Health and Nursing Programs within two (2) class days of the director’s decision.

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

Continued Enrollment

**Theory:** In the case where 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/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) prior to the start of clinical rotations. Students who refuse to submit to a CBC or who do not obtain clearance will be dismissed from the ADN program.

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” report 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 questionable finding(s) in the CBC report. The CBC “rap sheet” report 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, PRCC legal counsel and/or clinical affiliates.

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 may only be reviewed by college officials and affiliated clinical facilities 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 letter will be honored as long as the student is continuously enrolled. A student who has a break in enrollment is required to complete a new CBC. 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 involved in any infraction with the law must report the offense to the director within five (5) days of the infraction.
NOTE:
A student unable to obtain CBC clearance, will be dismissed from the ADN program without the right to appeal.

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 or 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 or 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 admitted 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) class 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.

*The student who has an illegal or irresolvable (unable to produce legitimate prescription) substance screen will be dismissed from the program.
*Any program ordered substance screen confirmed positive will result in dismissal from the program.*

Substance screening results are kept confidential and maintained by the director.

**CORE PERFORMANCE STANDARDS**

<table>
<thead>
<tr>
<th>Performance</th>
<th>Standard</th>
<th>Tasks (Not all inclusive)</th>
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| Critical, Logical, and Analytical Judgment | Ability to problem-solve, and make decisions appropriately in routine and stressful clinical situations. | -Changes in patient health status  
                                           |                                                                                         | -Prioritization of nursing judgments  
                                           |                                                                                         | -Employs clinical judgment by managing multiple priorities. |
| Communication                              | Ability to interact appropriately                                                                                      | -Follow verbal and/or written instructions in English  
                                           |                                                                                         | -Maintain therapeutic relationships  
                                           |                                                                                         | -Health teaching and explanation of procedures |
| Interpersonal                              | Abilities sufficient to 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 and walk in hallways, 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, 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  
                                           |                                                                                         | -Lift, turn, transfer, and move patients confined to a bed, wheelchair, or gurney  
                                           | -Frequently 20 pounds  
                                           |                                                                                         | -Assist with lifting, holding patients safely from the floor or other surfaces  
                                           | -Constantly 10 pounds                                                                 | -Stoop, kneel, climb, balance, stand, walk  
<pre><code>                                       |                                                                                         | -Reach with hands/arms, push, pull, carry, lift, sit |
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<tr>
<th>Perceptual Environment</th>
<th>Description</th>
<th>Core Competencies</th>
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| **Hearing**            | Auditory ability sufficient to monitor and assess health needs | - Hear blood pressure, breath sounds, heart sounds, bowel sounds  
- Hear alarms, call bells, and telephones  
- Hear conversations with/between patients, family, health care providers, and staff  
- Hear and correctly interpret verbal communication from others  
- Distinguish sounds with background noise |
| **Visual**             | Visual ability sufficient for observation and assessment necessary in health care | - Read computer, patient charts, flow sheets, monitors  
- Draw up and administer medications, read small print on medications, syringes  
- Perform visual assessment of patient  
- Observe subtle changes in patients’ conditions |
| **Tactile**            | Palpation ability sufficient for physical assessment and to provide health care intervention | - Perform assessment by palpation  
- Start IVs, perform various dressing changes  
- Insert urinary catheters |

Core performance standards are required of all students enrolled in the ADN program. The standards reflect expected competencies of registered nurses (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, 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 the student meets the level of safety acceptable for participating in the activities required of the program. The healthcare provider must complete the Medical Clearance Form (see Student Appendices on the LMS).
➢ Students experiencing symptoms related to a physical or psychological condition during the classroom or the clinical setting must be seen immediately by the college nurse on campus and/or a licensed healthcare provider. The student must also submit to a substance screening during this physical examination period.

* A health related incident must be documented by the faculty member witnessing the event and communicated to the program chair and/or the director. Following a health related incident, the student is required to have the Medical Clearance Form (see Student Appendices on the LMS) completed by the healthcare provider in order to return to the program.

NOTE:
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.

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, Level 2, or LPN Bridge 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 a valid reason for missing, such as an illness, accident, or other extenuating circumstance is accepted by faculty involved.

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 required, unless circumstances indicate extra time is needed, the student has one week from date of return to make up the assignment.

   b. Readiness Assessments (RA):
      A student absent for any RA will receive a grade of zero (0). Before final course grades are tabulated, all students will have the lowest RA score dropped. RAs are reflected as minor grades.

   c. 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 and before computerized assessment points (CAPs) are added.

**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 – Canvas®. 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 the course, a student must earn a numerical score of “80” or higher. Grades are calculated and maintained within the LMS – Canvas® 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. 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 all quizzes, tests, and final exams given in the theory component of nursing courses. In addition, each quiz/test/final exam will have specific directions.

1. **Testing Times:**
   a. Quiz – 30 minutes
   b. Test – 50 minutes
   c. Final – 100 minutes
2. Any student tardy (up to 15 minutes) after testing starts will be allowed to test with the remainder of the testing time. After 15 minutes, the student will be considered absent and the No Fault Absence Rule will apply.

3. All belongings (books, notebooks, purses, book bags, etc.) must be placed at the front of the room or in the hallway.

4. No electronic devices are allowed with the exception of program issued calculator. *Testing time will end if an electronic device makes any noise or vibration during testing.

5. No eating or drinking is allowed.

6. All hats with brims must be turned with the brim backwards.

7. Picture ID must be visible at all times.

8. Use of a cover sheet to conceal answers is required.

9. 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.

10. Upon quiz/test completion, follow testing submission instructions and leave the room quietly.

11. 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 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. Select the best answer(s) and darken appropriately.
   g. Only answers recorded on the scantron sheet will be evaluated and count toward grade.

Quiz / 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
   It is at the discretion of faculty, if a group review is conducted for quizzes. 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. Review of test to include:
   a. Student must complete the Test Review Worksheet to determine what may have influenced the grade earned (see Student Appendices on the LMS).
   b. Student must schedule an appointment with the Student Success Instructor (SSI) to discuss the results of the Test Review Worksheet so the SSI can assist the student with strategies for improvement on future tests.
   c. For each item missed, the student will use available resources in identifying the rationale for why the item was missed.
   d. Student is responsible to return proof of remediation from the SSI to their theory advisor.

   - Failure to remediate as assigned or to meet with the SSI will impact final exam grievances and/or readmission.

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 the SSI, and/or to meet with theory advisor will impact final exam grievances and/or readmission.

**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 1210, NUR 1207, NUR 2115 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 1, 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.

*Failure of the dosage component will constitute a failure in the course and will be recorded regardless of the theory numerical grade.*
CLINICAL / PRECEPTORSHIP / SIMULATION - SKILLS LAB COMPONENT

Attendance
Clinical attendance 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.

- A student missing less than 15 minutes will be considered tardy.
- A student more than 15 minutes late will be considered absent.

* Should an extreme circumstance result in a clinical absence, the student must **verbally** notify the clinical faculty member prior to the clinical experience, if at all possible. The student **must** contact the clinical faculty member upon returning to the program.

Depending upon the percentage of missed clinical time, the student will:

1. Meet with level faculty members.
2. Complete a clinical make-up packet.
   
   **NOTE:** Unless circumstances indicate extra time is needed, the student has one week from date of return to complete the clinical make-up assignment.

   *Failure to complete the make-up packet will result in an “unsatisfactory” for the clinical day.*
3. Perform an alternate assignment(s) at clinical/skills lab.
4. Present a valid written excuse (doctor’s excuse, funeral obituary, etc.).
5. Withdraw or be dismissed from the course.

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 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 Form (see Student Appendices on the LMS).
- A student receiving two “unsatisfactory” scores on any one item will meet with course faculty. Course faculty will determine if the student warrants: 1. Continuation of clinical with stipulations or 2. Clinical failure.

**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.

The clinical faculty member and student must complete the Clinical Incident Report Form* required by the ADN program. The clinical faculty member must notify the program chair and/or director when a student has been accidentally exposed. The faculty will forward the form to the director for follow up.
The ADN program will keep the document on file for a period of not less than five (5) years following the date of exposure.

*ADN Faculty Appendices: Clinical Incident Report Form

**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. **Health Physical**
   - *Updated health physical form and/or medical clearance form is required if medical status changes during enrollment.*

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

3. **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.*

4. **Tdap (combined Tetanus, Diphtheria, and Pertussis Vaccine)**
   - Must show proof within 10 years

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

**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 your portfolio. The student must sign a declination form, a waiver of liability and must follow clinical agency requirements in regard to influenza.

ANNUALLY:

1. CPR
➢ 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 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 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.

2. Tuberculosis (Tb)

   Initial Enrollment
➢ Verification of a negative two (2) step Tb result must be included in the submission of the clinical portfolio. The verification must remain current and not expire during the enrolled semester.

   Subsequent Enrollments
➢ Verification of a negative one (1) step Tb 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 during initial enrollment in the program. Clearance letter is provided following report from the MSDH. Clearance letter 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 the Skills Competency Checklist.

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

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” and expose the midriff or buttocks. Uniform pants should touch tops of shoes but not touch or drag the floor. Skirts should touch the top of the knees.

➢ 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 pants or skirt.

**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 in color
- T-shirts and camisoles must be white without print

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

PROFESSIONAL (LAB) ATTIRE
Lab attire consists of all clinical attire requirements including the following: White lab coat, PRCC ADN burgundy polo, and khaki pants or skirt.

Hose/Socks
- White socks with pants must be above the ankle
- Flesh-colored hose with skirts must be free of runs and tears

* 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 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. Paper for printing is not supplied.
7. Do not turn off computers or printers after use.
8. ADN Media/Technology Assistant support is limited to the computer lab.
9. For any assistance or to report a problem, contact the Media/Technology Assistant (Office # 403-1071).

DIAGNOSTIC TESTING SYSTEM (Kaplan)

The ADN program requires students to purchase a review/testing/remediation system upon enrollment in each semester. The system will be 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) CAPs will be awarded if Kaplan benchmark is reached. The CAPs will be added to the final exam 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 and 3 Students:

Students who satisfactorily met course requirements yet achieve a score of less than 60% on the integrated (proctored) test(s), will be required to attend the first four (4) consecutive Enrichment 4 Success sessions the following semester. During each session, students will be expected to answer thirty (30) focused review questions and remediate.
LEVELS 2 and LPN to ADN Students:

Students who satisfactorily met course requirements yet achieve a score five (5) points below Kaplan Benchmark on the integrated (proctored) test(s), will be required to attend the first four (4) consecutive Enrichment 4 Success sessions the following semester. During each session, students will be expected to answer thirty (30) focused review questions and remediate.

LEVEL 4 Students:

1. Students who satisfactorily met course requirements yet achieved a score of less than 60% on an integrated (proctored) test, will be placed on an Academic Program Contract.

   * The student will receive an incomplete “I” for the course.

   * 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 and have the “I” incomplete removed prior to graduation.

   c. The student unsatisfactorily completing the required remediation and/or not achieving benchmark will maintain an “I” incomplete for graduation, will be enrolled in Kaplan NCLEX-RN Prep Process, and will have their “I” incomplete removed upon satisfactorily completing the prep process.

2. Students who achieve a numerical final course grade of 78.5 – 79.4, completed individual test reviews, and achieved a score greater or equal to 60% on an integrated (proctored) test, will be placed on an Academic Program Contract.

   * The student will receive an incomplete “I” 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 attempt to reach benchmark set 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 “I” 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 “I” for incomplete coursework.

### ENRICHMENT 4 SUCCESS

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](http://prcc.edu/ssc/study-tips).

Incoming students must complete a Personal Assessment Form identifying factors which may contribute to poor performance (see Student Appendices on the LMS). Advising faculty will utilize the assessment to identify any changes relating to the student which may affect performance.

**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, Kaplan, and/or PrepU, etc.
- Sessions are facilitated by faculty with the assistance of approved student mentors.
- **Sessions are every Wednesday 12 – 1pm in the computer lab.**

### 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).

STUDENT ACTIVITIES

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 simulation 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>Clinical Judgment</strong></td>
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<td><strong>Collaboration</strong></td>
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<td><strong>Communities of Interest</strong></td>
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<td><strong>Core Performance Standards</strong></td>
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<td><strong>Evidence-Based Practice (EBP)</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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<td>Informatics</td>
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<td><strong>Nursing:</strong></td>
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<td>Leadership</td>
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<td>Licensure</td>
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<td>Patient</td>
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<td>Patient-Centered Care</td>
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<td>Patient Needs</td>
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<td>Professional Conduct</td>
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<td>Professionalism</td>
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<td>Program Violation</td>
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<td>Quality Improvement</td>
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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 health care systems (QSEN, 2015).

<table>
<thead>
<tr>
<th>Safety</th>
<th>Protects patients from actual or potential harm and to have freedom of fear. Minimizes risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2015).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simulation</td>
<td>An educational or technological model of an actual situation that is used to educate nursing students or to predict or estimate outcomes that may be obtainable in practice (adapted Taber’s, p. 2159).</td>
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<tr>
<td>Social Media</td>
<td>Web-based technologies that allow users to create, share, and participate in dialogue in virtual communities and networks (Taylor, p. 1744).</td>
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<tr>
<td>Teamwork</td>
<td>A group of individuals functioning together to perform a common task (Taber’s, p. 2313). Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2015).</td>
</tr>
<tr>
<td>Therapeutic Communication</td>
<td>An interaction between a healthcare professional and a patient that aims to enhance the patient’s comfort, safety, trust, or health and well-being (Taber’s, p. 524).</td>
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</table>

References:


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


The rules and regulations contained in this 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](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/Summer/Fall 2011
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

*Last Site Visit, March 2011