



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

# Practical Nursing Program Student Handbook

Fall 2023

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## Practical Nursing

Dear Students:

Welcome to the Southern Regional Technical College (SRTC) Practical Nursing Program. We are delighted that you have chosen nursing as your career and that you have selected our Practical Nursing Program. The time you spend with us will be very enriching, exciting, beneficial, and challenging. It is our desire that you grow into a caring, competent practitioner. Our primary goal is to prepare you for entry level practice in the field of Practical Nursing.

This *Practical Nursing Student Handbook* has been created to inform you about the PN Program. You are expected to be knowledgeable of and abide by the policies and procedures of both SRTC and the PN Program. This handbook is intended to be utilized in addition to, not in lieu of, the *SRTC Catalog and Student Handbook*. Please read this booklet carefully and feel free to ask questions. It is the student's responsibility to know what is contained in this handbook.

The PN Program is a very strenuous, yet rewarding program that demands a significant commitment of your time and energy. Since there is a limit upon the number of students we can take into the nursing practicum courses based upon the stipulations made by the Georgia Board of Nursing, we utilize a competitive process prior to admission into the specific occupational courses. We hope this handbook will answer some of the questions and concerns you may have.

The handbook is kept as accurate as possible, but the information may not remain current for all of the academic year. Changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, and other college matters may be changed in accordance with established college procedures without prior notice. Such changes authorized by SRTC apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Again, we are delighted to have you! Please remember the PN faculty members are here to help you meet your goal. We are interested in your educational and professional development. We believe students and faculty can make a positive impact on the nursing profession – together.

Sincerely,

Practical Nursing Faculty

**Disclaimer: From the time of publication of the PN Student Handbook and completion of the PN Program, policies and procedures may change. Policy and procedure changes will be communicated each term through the course syllabi if the need should arise. Therefore, it is the student's responsibility to reference their syllabi for any changes in the program policies and procedures between publications of the PN Handbook.**

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## **SRTC Mission Statement**

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Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties.

## **PN Program Mission Statement**

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The mission of the Practical Nursing Program is to provide education opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of practical nursing.

## **Program Purpose(s)**

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The purpose of the Practical Nursing Program is to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

## **Career Opportunities**

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Graduates may find employment in a wide variety of health care settings including, but not limited to, acute and long-term health care facilities (hospitals and nursing homes), physicians' offices, home health care, health clinics, government or private industry, and public health agencies.

### **Approval**

The Nursing Program has been granted conditional approval by:

Georgia Board of Nursing

237 Coliseum Drive

Macon, GA 31217-2858

(478) 207-1640

<http://sos.state.ga.us>



Southern Regional Technical College is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane; Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southern Regional Technical College.

Southern Regional Technical College has degree-granting authority from the appropriate government agency, the Georgia General Assembly to the Technical College System of Georgia (TCSG), previously known as the Georgia Department of Technical and Adult Education (DTAE). The Technical College System of Georgia, under powers granted pursuant to OCGA § 24-4-14 (C) (I), grants Southern Regional Technical College (SRTC) authority to grant post-secondary awards including associate degrees, diplomas, and technical certificates of credit.

## **Equal Opportunity Statement of Compliance**

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Southern Regional Technical College is a unit of the Technical College System of Georgia. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, generic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, and athletics. It also applies to recruitment and employment of personnel and the contracting for goods and services.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American Disabilities Act (ADA).

The following individual has been designated as the employee responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972:

**Darbie Avera**  
**Special Populations Coordinator**  
**Title IX Coordinator**  
Colquitt, Tift, Turner, Worth  
Moultrie-Veterans Parkway Campus | Building A – Office 139  
800 Veterans Parkway North; Moultrie, GA 31788  
(229) 217-4145 | [davera@southernregional.edu](mailto:davera@southernregional.edu)

The following individual has been designated as the employee responsible for coordinating the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA):

**Connie Barrett**  
**Section 504 Coordinator**  
Grady, Mitchell, Thomas  
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## Program Overview

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### Student Learning Outcomes

1. Upon completion of the Program, the graduate will synthesize the knowledge, skills, and competencies of Health Promotion and Maintenance needed in order to provide client centered nursing care related to the client's stage of growth and development, and prevention and/or early detection of health problems.

**Means of Assessment:** Student performance of Level 2 Comprehensive Predictor or higher on the program exit exam.

**Expected Level of Achievement (ELA):** 60% of students who are administered the Exit Exam will score a minimum of 70% or higher on the Client Needs>Health Promotion and Maintenance sub-category.

2. Upon completion of the Program, the graduate will utilize safety principles in medication administration/dosage calculations by incorporating conversions in system, administration in units, reconstitution of solutions, medication rights, and accurate calculation of dosage.

**Means of Assessment:** Student performance of a 100% on the drug calculations competency exam given in PNSG 2410 (last semester of program).

**Expected Level of Achievement (ELA):** 90% of students will pass with 100% on the mastery exam for drug calculation given in PNSG 2410 on the first attempt.

3. Upon completion of the Program, the graduate will evaluate data using critical thinking skills to formulate appropriate action in response to changes in the health status of the client.

**Means of Assessment:** Student performance on the PNSG 2415 Clinical Evaluation Tool in the Clinical Decision Making section. Course: PNSG 2415-Leadership Clinical.

**Expected Level of Achievement (ELA):** 80% of all students will score 15 of 15 points in Section # 5 (Clinical Decision Making) of the PNSG 2415 Clinical Evaluation Tool.

### Length of Program

Two (2) semester pre-requisites, three (3) semesters' occupational courses.

Credit Hours	# of Hours
Core	16
Institutional	3
Occupational	41
Overall	60

### Age

Applicant must be 17 years of age or older.

**\*Note:** Must be at least 18 years of age at the completion of the PN Program to be eligible to apply for the NCLEX-PN upon successful completion of the program.

### Education

An Applicant must be a high school graduate or the equivalent (GED). An evaluation of college transcripts required.

### Preadmission Assessment Exam

Beginning of each term for general education courses; however, applicants must attain an acceptable score on the Test of Essential Academic Skills (TEAS) Admission Assessment Examination and successfully complete all pre-requisite courses. TEAS PN Admission Assessment Examination scores are valid for two (2) years from the date of the exam. To be considered for the program, a minimum score of 56% must be made on the TEAS PN Admission Assessment Examination.

### Practical Nursing Program Competitive Process

The requirements for admission into the specific courses for the Practical Nursing Program exceed the requirements for general admission into the college. This program prepares its graduates for licensure under the guidelines of the Georgia Board of Nursing. Therefore, the criteria used for the competitive admission of students increases the chances for success not only in the PN Program, but also for licensure and future employment. Please refer to the SRTC Practical Nursing checklists in this handbook.

### Admission Semesters

- Blakely, Thomasville, and Tifton campuses admit students to occupational courses during the Fall Semester.
- Bainbridge campus admits students to occupational courses during the Spring Semester.
- Moultrie campus admits students to occupational courses during the Summer semester.

**\*\*It is imperative that each applicant read the SRTC Catalog and Student Handbook. It is a great resource to answer your questions. It is the student's responsibility to understand the expectations listed both in this handbook and the SRTC Catalog and Student Handbook.**

### Academic Regulations and Information

Students are admitted without regard to race, nationality, sex, or religion. Every effort is made to ensure that applicants are admitted to programs of instruction in which they have a reasonable chance to succeed. The PN Program is a part of the School of Health Sciences Division of the College. As such, the PN student is a member of the College student body and is subject to applicable SRTC policies and procedures. Students are referred to the SRTC Catalog and Student Handbook (available on the SRTC website) for information regarding College procedures, academic regulations, and current fees.

College orientation presentations are available online by accessing the College website. Due to the cooperative educational relationship between many private and public healthcare agencies and SRTC, students, faculty, and staff are required to comply with individual policies outlined in the legal agreements for each institution. These include conduct and dress codes as well as compliance with health insurance, confidentiality, and academic requirements.

## **Important SRTC Procedures Impacting Student Success**

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### **Attendance and Withdrawals**

Requirements for instructional and clinical hours for programs that have accrediting agencies or licensure boards reflect the rule of the respective agencies. Therefore, class and clinical attendance are required. The procedure for absences is determined by the program lead instructor, program director, or program clinical coordinator. Procedures for making up time for these specific programs will be outlined in the course syllabus.

SRTC emphasizes the importance of class attendance. If you are to be absent, you need to notify the instructor.

Each PN course syllabus delineates the attendance requirements for that course.

Any student who registers for a course, must either complete the course requirements or officially withdraw. To withdraw from one or more courses, the student can withdraw through the SRTC website or through BannerWeb. A student should not assume that non-attendance constitutes an official withdrawal. A student who withdraws prior to the end of the withdrawal period, may have their financial aid award recalculated in accordance with federal Title IV regulations

This procedure applies to all students regardless of delivery method. In the online classroom environment, attendance is demonstrated through active participation.

Active participation is defined as consistent and timely:

- Involvement on course discussion board (including student-instructor and/or student-student communications)
- Submission and/or completion of course assignments (including all homework, quizzes, tests/exams)
- Contribution and/or completion of course projects (including collaborative)
- Connection to assignment links, and/or
- Communication with course instructor
- Logging into the course DOES NOT constitute attendance.

If a student wishes to be reinstated, he/she must do so in writing. After considering certain factors, the student may either be allowed to return to class or be dismissed from college for the term. The student may reapply the following term.

In extenuating circumstances, the Vice President for Academic Affairs may grant extended leave. Excused leave MUST be requested in advance by the student to their advisor/instructor.

## Veteran Friendly Institution

Southern Regional recognizes the service our Veterans have given to keep our country secure. We acknowledge there may be unique challenges faced by Veterans and service members. We welcome the opportunity to help you achieve your career goals.

## Work Ethics

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete the Work Ethics course assignments in Blackboard prior to graduation. The Work Ethic's coursework will be offered in conjunction with the entry level occupational course and a capstone occupational course appropriate for their program and must be completed in order to graduate. For more information, please see the Distance Education Director or your Advisor.

Students, the entry level and capstone courses are set up so you will not have access to additional course materials until you complete the Work Ethics course. When you first log into an entry level or capstone course in Blackboard and click on the Work Ethics tab located on the left-hand side of the screen, you will see that you have access to assignments for only one work ethics trait. After the assessment for that trait is completed at 80% or higher accuracy, the next work ethics trait becomes available. This continues until all ten traits are successfully completed. After successful completion of the assignments for the ten work ethic traits, course-related assignments become available.

## Academic Misconduct

It is the procedure of Southern Regional that students who engage in any form of Academic Misconduct receive a zero (0) on the presented material or activity. A second occurrence of academic misconduct will result in the dismissal of the student from the class with a corresponding failing grade. The College requires students to make every effort to refrain from Academic Misconduct. Academic Misconduct includes, but is not limited to: cheating, plagiarism, and/or presenting false information (lying) in relation to any academic matter. Definitions pertaining to Academic Misconduct:

- a. **Cheating:** The giving or receiving of unauthorized assistance on a test, quiz, project, or examination through the use of unauthorized electronic resources, notes, books, knowledge of specific test questions and/or their answers prior to the examination, ideas or facts from another's paper, and/or pertinent information during the examination.
- b. **Plagiarism:** The use of facts, ideas, phrases, charts, etc from any source without giving credit for the information to the originating source. Downloaded material has become one of the most blatant and common forms of plagiarism, as well as one of the most commonly detected forms of plagiarism. Material submitted in a paper, report, or similar graded submission is certified by the author to be the original work of the author, except where acknowledged by the author through citations. Individual professors/instructors are responsible for explaining their referencing procedures in each class. Submissions may be certified against outside sources and plagiarism detection sources to verify authenticity.

Academic Misconduct is handled through Academic Affairs. The process for Grade and Other Academic Appeals can be found in the SRTC student handbook.

### **Accommodations**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to visit the SRTC website at [www.southernregional.edu/disability-services](http://www.southernregional.edu/disability-services) for contact information and explanations regarding available services.

### **Access to Technology**

For information regarding BlackBoard, Banner Web, or the SRTC student e-mail, please visit the website at <https://southernregional.edu/uploads/files/4e/a7/4ea7fe7dd88a38a27d941160110ee5d5.pdf>

### **Online Courses**

To comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in online courses are required to complete at least one proctored event during the semester. Proctored examinations may only be administered to students who have verified their identity with a photo ID. SRTC does not charge for proctoring; however, other proctoring sites may charge a fee. Students are responsible for any expenses that may be incurred to secure a proctor. Any student who does not complete a proctored event will either be withdrawn from the courses or fail the course depending on the date of the proctored event. A proctored event which is not completed within the semester due to extenuating circumstances will be evaluated by the Distance Education Director. If approved by the Distance Education Director and the Dean for Academic Affairs for that particular division, the event may be rescheduled for a later date, and the student may be assigned an "I" or an "IP".

### **Online Communication**

Distance Education students should check and use their SRTC student email accounts regularly as the primary instructor communication with students occurs via SRTC student email. Instructors will normally respond to student emails within 24 hours Monday-Thursday and within 48 hours Friday-Sunday (excluding holidays).

In email communication, lesson activities, discussion posts, students should adhere to the following netiquette expectations.

- Common courtesy, respect, and professionalism should be practiced at all times.
- Instructors should be addressed by Mr., Mrs., Ms. Dr., etc., not by their first names.
- Emails should not be forwarded (FW) to classmates or instructors without first receiving permission.
- All capital letters should not be used in as it indicates yelling.
- Texting style lingo should not be used.
- Offensive language should never be used.

### **Safety**

Students should be familiar with the program's emergency procedures in order to maintain a safe learning environment. Emergency procedures such as hazardous weather are addressed in the Southern Regional Technical College Student Handbook. Emergency procedures are discussed at the beginning of each semester. Evacuation charts are posted in each classroom and lab. Students are to review these charts as they enter each room. If a situation were to occur, requiring evacuation, students are to follow the route

marked on the chart. If a bad weather warning is sounded, students are to follow the proper evacuation procedures and take all valuables with them.

### **SRTC Alert – Emergency and Announcement Notification System**

Southern Regional Technical College (SRTC) offers a free emergency and important school announcement service to all students. SRTC Alert is a mass notification system comprised of e-mail, voice, and text messaging that is designed to send emergency messages rapidly for the safety and benefit of the students. Messages will be sent by authorized SRTC employee(s) via an automated system.

Upon a student's admittance into SRTC, his/her contact information will be automatically entered into the system. However, students will have the opportunity to update their information each semester through the SRTC Office of Student Affairs. Students should be aware that possible charges may be incurred from their wireless device carriers for text messages received from the SRTC Alert System.

### **SRTC Student Email**

Students are assigned Southern Regional Technical College (SRTC) email addresses when admitted to the College. Students should check their SRTC email daily. All official SRTC correspondence and notifications that include, but are not limited to, information about registration, graduation, student satisfaction surveys, emergency information, etc. will be sent via the SRTC email system. The email login information is included in the SRTC letter of acceptance and on the website.

### **Library Resources**

The NCLEX books located in the library have NCLEX style test questions and are excellent resources for practice. Please note that any books that were published before the NCLEX test plan that was published in April 2023 will not follow the current test plan. TEAS PN Admission Assessment examination review books are also available in the Library for students to study prior to taking the TEAS PN Admission Assessment Examination.

In addition, SRTC offers access to GALILEO, Georgia's virtual library. GALILEO is an online library portal to authoritative, subscription-only information that isn't available through free search engines or internet directories.

This statement is slightly altered but copied from the [ABOUT GALILEO](#) from the website.

### **Southern Regional Technical College Technical Standards for Health Sciences**

The School of Health Sciences has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the programs of the School of Health Sciences and professional practice.

1. Working in a clinical setting eight (8) to twelve (12) hours a day performing physical tasks requiring physical energy without jeopardizing client, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination as well as manipulating

syringes and inserting needles into an ampule or vial and removing the contents without contaminating the needle or solution.

3. Assisting in the transporting, moving, lifting, and transferring of clients weighing up to 600 pounds from a wheelchair or stretcher and from beds, treatment tables, chairs, etc.
4. Lift devices (weighing up to 50 pounds).
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of clients and equipment operations as well as to read the client's medical records and medical information. Aural acuity must be adequate to hear the client during all phases of case as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor and instruct clients before, during, and after procedures.
7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks (CBC) and drug toxicology are required of all medical programs. Due to results of these checks, some students may be ineligible to participate in the clinical component of the program. Cost associated with these screenings will be paid for by the student.

### **Documentation of Standards**

\*Items 1-5 are documented by physical exam.

\*Item 6 is documented by satisfactory completion of ENGL 1101 (Literature and Composition) for degree level students or by satisfactory completion of ENGL 1010 (Fundamentals of English I) for diploma level students.

\*Item 7 is documented by satisfactory Admissions Placement Exams.

\*Item 8 is documented by satisfactory CBC and drug toxicology, as appropriate for the selected program.

### **Health Science Academic Requirements**

**Any students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must:**

- Successfully complete with a minimum grade of "C" all core required in the major within two attempts. Grades of "D, F, and W" are considered unsuccessful attempts. All academic history within the last two (2) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts.
- Any student failing to attain a minimum grade of "C" in all core in the major within two attempts, will be withdrawn from the program and not be allowed to reapply to that program in the School of Health Sciences for a period of two (2) years. Students will also be advised of program options that do not require the failed core course(s).



- All ALHS, science, and math courses required in the major must have been taken within five (5) years.

**Any student accepted into a competitive portion of a program in the School of Health Sciences who:**

- Fails to attain a minimum grade of “C” in an occupationally or technically specific course required in the major within two attempts will be withdrawn from the program and not be allowed to re-apply to that program in the School of Health Sciences for a period of three (3) years.
- Fails to attain a minimum grade of “C” in an occupationally or technically specific course required in the major in two separate courses, will be withdrawn from the program and will not be allowed to re-apply to that program in the School of Health Sciences for a period of three (3) years. ***(Due to the format of Practical Nursing courses, two block failures instead of two separate course failures will result in withdrawal from the program. One block failure equals failure in both a PNSG course and its matching PNSG clinical course.)***
- A student returning for a second attempt in a program in the School of Health Sciences will be admitted based on seat availability and meeting competitive admissions requirements.

Please be aware that programs in the School of Health Sciences may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

## **Admissions for PN**

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Admission to the Practical Nursing program requires criteria for admission. Please note that compliance with the admission criteria does not guarantee admission. Admission requirements and criteria are developed by the Practical Nursing faculty and applied by the college Admission’s department to select students for admission and described in the following pages. Applicants are ranked according to the admission criteria to determine which applicants demonstrate potential for program success.

The PN program will accept TEAS entrance scores from other colleges/universities with a two-year time frame. TEAS entrance scores older than two years will not be accepted and the student will be required to re-take the TEAS entrance exam.

All pre/co-requisite courses must be completed prior to graduation. Students taking pre/co-requisite courses for the PN program must maintain grades of “C” (70% or better in all pre/co-requisites. Failure to achieve a C or better for any of these courses, when taken as a pre/co-requisite with PN nursing courses, will prevent progression to the next PN nursing course. No pre/co-requisite course may be taken more than twice in order to continue in the nursing program (See SRTC Catalog & Student Handbook).

To be considered for admission to the Practical Nursing program, students must complete prerequisite courses within two attempts. Students that apply to the PN program must wait three years from the date of the last nursing course failure if he/she has failed a PN program at another institution. Students must meet all program requirements to be reconsidered for program admission at that time.

All Nursing courses must be taken in the designated sequence and time frame allowed. A PN student must complete the PN program within 18 months of enrollment of PNSG 2030 (Nursing Fundamentals).

All students must maintain a “C” (70%) or better in all courses. Nursing/Occupational courses may be repeated one-time only with no more than one (1) nursing course failure. Students who fail one course with a D or F have the option to apply for re-admission into the course (that was failed) when it is offered again as long as the student can complete the PN program within 18 months. Should the student be unable to complete the PN program within the required 18 months (calculated from the enrollment and completion of a first semester/1<sup>st</sup> part of term occupational course) then the student will not be eligible to continue in the program and will be withdrawn from the PN program. The student may go through the competitive admission process again to be considered for program admission and will be required to repeat all PN courses. Students who fail any two nursing/occupation courses will be withdrawn from the PN program and will not qualify for readmission for three years after the last failure.

**Applicants for the NCLEX-PN licensure exam are required to be at least 18 years of age to be eligible to register for the NCLEX-PN upon successful completion of the PN Program.**

### **SRTC Practical Nursing Steps for Admission TO THE PN PROGRAM**

Complete SRTC Admission Application and pay the \$25 Application fee (*if not previously paid*). Applications are available at the SRTC Student Affairs Office, online through [GAFutures.org](http://GAFutures.org), or on the school website: [www.southernregional.edu](http://www.southernregional.edu).

**AGE:** Provide proof of age (ie: Birth Certificate or Driver’s License.)

- Age: Applicant must be 18 years of age or older prior to first clinical course of PNSG 2030.

**ADMISSION PLACEMENT SCORES:** Have acceptable Admission Placement Exam (APE) scores (no older than 5 years) OR have successfully completed with a “C” or better, transferable English and college algebra or appropriate level math course (Math/Algebra course must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and Math required for the Practical Nursing Program. If the college algebra/math course is over five years, you will be required to take the APE (Accuplacer). Acceptable Placement Exams include: ACT, SAT, COMPASS, and ASSET.

**EDUCATION:** Provide an **official** copy of your high school transcript or GED transcripts to: SRTC Admissions’ Department.

- Provide an **official** copy of **ALL** college and/or technical college transcripts to: SRTC Admissions’ Department.
- Complete and submit a “Documentation for Student File” form to the SRTC Admissions Office. If you are required to take the APE, this form is also provided at the time of your exam.

**PRE-REQUISITE CORE COURSES:** Complete all pre-requisite courses required for progression into the PNSG 2030 (Nursing Fundamentals) course. Pre-requisite courses are listed on the Practical Nursing (PN) Program advisement sheets. PN Program advisement sheets (including program cost sheets) can be obtained from SRTC PN faculty and in the Student Affairs office. Curriculum requirements are also listed on our College website: [www.southernregional.edu/academics/practical-nursing](http://www.southernregional.edu/academics/practical-nursing). All PN applicants will be placed in the major PN12-core while completing pre-requisite courses and meeting all other PN Program progression requirements. All pre-requisite courses must be completed with a grade of “C” or higher within two (2) attempts.

- PN pre-requisite courses are: *COLL 1500 (Student Success)*, *ALHS 1011 (Structure & Function of the Human Body)*, *ALHS 1090 (Intro to Med Term)*, *ENGL 1010 (Fundamentals of English I)*, *MATH 1012 (Foundations of Mathematics)*, *PSYC 1010 (Basic Psychology)* **\*\*Note: ALHS 1011, ALHS 1090, and MATH 1012 will not be considered if completed more than five (5) years before progression into PNSG 2030 (Nursing Fundamentals).**
- Complete COLL 1500 Student Success (requirement for graduation from SRTC) is a PN pre-requisite for entry into the PN program. Students can exempt the course if they already have a degree.

**☐PRE-ADMISSION PROGRAM EXAM:** All PN applicants are required to take and attain the required score (56% or higher) on the PN TEAS Admission Assessment Exam, prior to being accepted into the PN Program.

Applicants are strongly encouraged not to take the TEAS exam until completing A&P (ALHS 1011 or higher). Applicants will be allowed two (2) attempts per cycle to pass the TEAS PN Pre-Admissions exam with an overall raw score of 56%. Cycle 1 is Blakely/Thomasville/Tifton campuses (Fall semester), Cycle 2 is Bainbridge campus (Spring Semester), and Cycle 3 is Moultrie campus (Summer Semester).

Any applicant that is unsuccessful on the first TEAS exam is strongly encouraged to remediate prior to retaking the TEAS exam. Several copies of the 2022-2023 ATI TEAS Study Manual (v. 7) are in our SRTC Libraries. The TEAS study book can also be purchased online at <https://atitesting.com/teas/study-manual>.

Any applicant that does not attain a composite score of “56%” on the TEAS assessment exam after two attempts will not be considered for admission into the PN Program. However, applicants can reapply to the PN Program after waiting one year. At such time, the applicant will retake the PN TEAS Admission Assessment exam and meet the required scores for entry into the PN Program. The applicant will again be allowed two attempts to meet the qualifying PN Admission Assessment exam scores.



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

## Student Advisement Sheet

**Program:** Practical Nursing – Diploma (PN12) (Fall Admit)

**Campus Selection:** (circle one): **Thomasville or Tifton or Blakely**

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

Student ID: \_\_\_\_\_

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cred Hr	Contact Hours
<b>First Semester (Spring) – PN12 (Core Courses)</b>							
COLL 1500	Required for program admission	Student Success	1			3	45
ENGL 1010	Diploma Level Placement Scores	Fundamentals of English I	1			3	45
MATH 1012	Diploma Level Placement Scores	Foundations of Mathematics	1			3	45
ALHS 1011	Program Admission	Struct and Func of the Human Body	1			5	75
<b>Second Semester (Summer) – PN12 (Core Courses)</b>							
ALHS 1090	Program Admission	Introduction to Medical Terminology	2			2	30
PSYC 1010	Diploma Level Placement Scores	Basic Psychology	2			3	45
TEAS Exam		TEAS PN Admission Assessment Examination (Minimum Total Score of 56% is required)		Score:	English	Math	A&P
<b>Third Semester (Fall) – PN 12 (Occupational Courses)</b>							
ADMIT	Ranked by GPA	Program Admit					
PNSG 2010	COLL 1500, MATH 1012	Introduction to Pharmacology and Clinical Calculations	3			2	60
PNSG 2030*	Pre: COLL 1500, ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010 Co: PNSG 2035	Nursing Fundamentals	3			6	165
PNSG 2035	Pre: COLL 1500, ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010 Co: PNSG 2030	Nursing Fundamentals Clinical	3			2	75
PNSG 2210	Pre: PNSG 2030, PNSG 2035 Co: PNSG 2310	Medical Surgical Nursing I	3			4	75
PNSG 2310	Pre: PNSG 2030, PNSG 2035 Co: PNSG 2210	Medical Surgical Nursing Clinical I	3			2	75
<b>Fourth Semester (Spring) – PN 12 (Occupational Courses)</b>							
PNSG 2220	Pre: PNSG 2210, PNSG 2310 Co: PNSG 2320	Medical Surgical Nursing II	4			4	75
PNSG 2320	Pre: PNSG 2210, PNSG 2310 Co: PNSG 2220	Medical Surgical Nursing Clinical II	4			2	75
PNSG 2230	Pre: PNSG 2220, PNSG 2320 Co: PNSG 2330	Medical Surgical Nursing III	4			4	60
PNSG 2330	Pre: PNSG 2220, PNSG 2320 Co: PNSG 2230	Medical Surgical Nursing Clinical III	4			2	75
PNSG 2240	Pre: PNSG 2230, PNSG 2330 Co: PNSG 2340	Medical Surgical Nursing IV	4			4	75
PNSG 2340	Pre: PNSG 2230, PNSG 2330 Co: PNSG 2240	Medical Surgical Nursing Clinical IV	4			2	75
<b>Fifth Semester (Summer) – PN 12 (Occupational Courses)</b>							
PNSG 2250	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2255	Maternity Nursing	5			3	45
PNSG 2255	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2250	Maternity Nursing Clinical	5			1	37.5
PNSG 2410**	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2415	Nursing Leadership	5			1	15
PNSG 2415	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2410	Nursing Leadership Clinical	5			2	75
<b>Request for Graduation (Practical Nursing Diploma)</b>					<b>Date:</b>		
Total Credits Needed to Graduate = 60							

\* Students must complete the entry level occupational Work Ethics course during the selected introductory course in order to graduate.

\*\* Students must complete the capstone level occupational Work Ethics course during the selected capstone course in order to graduate.



# Student Advisement Sheet

**Program:** Practical Nursing – Diploma (PN12) (Spring Admit)

**Campus Selection:** (circle one): **Bainbridge**

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

Student ID: \_\_\_\_\_

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cred Hr	Contact Hours
<b>First Semester (Summer) – PN12 (Core Courses)</b>							
COLL 1500	Required for program admission	Student Success	1			3	45
ENGL 1010	Diploma Level Placement Scores	Fundamentals of English I	1			3	45
MATH 1012	Diploma Level Placement Scores	Foundations of Mathematics	1			3	45
ALHS 1011	Program Admission	Struct and Func of the Human Body	1			5	75
<b>Second Semester (Fall) – PN12 (Core Courses)</b>							
ALHS 1090	Program Admission	Introduction to Medical Terminology	2			2	30
PSYC 1010	Diploma Level Placement Scores	Basic Psychology	2			3	45
TEAS Exam		TEAS PN Admission Assessment Examination (Minimum Total Score of <b>56%</b> is required)		Score:	English	Math	A&P
<b>Third Semester (Spring) – PN 12 (Occupational Courses)</b>							
ADMIT	Ranked by GPA	Program Admit					
PNSG 2010	COLL 1500, MATH 1012	Introduction to Pharmacology and Clinical Calculations	3			2	60
PNSG 2030*	Pre: COLL 1500, ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010 Co: PNSG 2035	Nursing Fundamentals	3			6	165
PNSG 2035	Pre: COLL 1500, ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010 Co: PNSG 2030	Nursing Fundamentals Clinical	3			2	75
PNSG 2210	Pre: PNSG 2035, PNSG 2030 Co: PNSG 2310	Medical Surgical Nursing I	3			4	75
PNSG 2310	Pre: PNSG 2035, PNSG 2030 Co: PNSG 2210	Medical Surgical Nursing Clinical I	3			2	75
<b>Fourth Semester (Summer) – PN 12 (Occupational Courses)</b>							
PNSG 2220	Pre: PNSG 2210, PNSG 2310 Co: PNSG 2320	Medical Surgical Nursing II	4			4	75
PNSG 2320	Pre: PNSG 2210, PNSG 2310 Co: PNSG 2220	Medical Surgical Nursing Clinical II	4			2	75
PNSG 2230	Pre: PNSG 2220, PNSG 2320 Co: PNSG 2330	Medical Surgical Nursing III	4			4	60
PNSG 2330	Pre: PNSG 2220, PNSG 2320 Co: PNSG 2230	Medical Surgical Nursing Clinical III	4			2	75
<b>Fifth Semester (Fall) – PN 12 (Occupational Courses)</b>							
PNSG 2240	Pre: PNSG 2230, PNSG 2330 Co: PNSG 2340	Medical Surgical Nursing IV	5			4	75
PNSG 2340	Pre: PNSG 2230, PNSG 2330 Co: PNSG 2240	Medical Surgical Nursing Clinical IV	5			2	75
PNSG 2250	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2255	Maternity Nursing	5			3	45
PNSG 2255	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2250	Maternity Nursing Clinical	5			1	37.5
PNSG 2410**	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2415	Nursing Leadership	5			1	15
PNSG 2415	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2410	Nursing Leadership Clinical	5			2	75
<b>Request for Graduation (Practical Nursing Diploma)</b>					<b>Date:</b>		
Total Credits Needed to Graduate = 60							

\* Students must complete the entry level occupational Work Ethics course during the selected introductory course in order to graduate.  
 \*\* Students must complete the capstone level occupational Work Ethics course during the selected capstone course in order to graduate.



## Student Advisement Sheet

**Program:** Practical Nursing – Diploma (PN12) (Summer Admit)

### Campus Selection: Moultrie Campus

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

Student ID: \_\_\_\_\_

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cred Hr	Contact Hours
<b>First Semester (Fall) – PN12 (Core Courses)</b>							
COLL 1500	Required for program admission	Student Success	1			3	45
ENGL 1010	Diploma Level Placement Scores	Fundamentals of English I	1			3	45
MATH 1012	Diploma Level Placement Scores	Foundations of Mathematics	1			3	45
ALHS 1011	Program Admission	Struct and Func of the Human Body	1			5	75
<b>Second Semester (Spring) – PN12 (Core Courses)</b>							
ALHS 1090	Program Admission	Introduction to Medical Terminology	2			2	30
PSYC 1010	Diploma Level Placement Scores	Basic Psychology	2			3	45
TEAS Exam		TEAS PN Admission Assessment Examination (Minimum Total Score of 56% is required)		Score:	English	Math	A&P
<b>Third Semester (Summer) – PN 12 (Occupational Courses)</b>							
ADMIT	Ranked by GPA	Program Admit					
PNSG 2010	COLL 1500, MATH 1012	Introduction to Pharmacology and Clinical Calculations	3			2	60
PNSG 2030*	Pre: COLL 1500, ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010 Co: PNSG 2035	Nursing Fundamentals	3			6	165
PNSG 2035	Pre: COLL 1500, ALHS 1011, ALHS 1090,, ENGL 1010, MATH 1012, PSYC 1010 Co: PNSG 2030	Nursing Fundamentals Clinical	3			2	75
<b>Fourth Semester (Fall) – PN 12 (Occupational Courses)</b>							
PNSG 2210	Pre: PNSG 2030, PNSG 2035 Co: PNSG 2310	Medical Surgical Nursing I	3			4	75
PNSG 2310	Pre: PNSG 2030, PNSG 2035 Co: PNSG 2210	Medical Surgical Nursing Clinical I	3			2	75
PNSG 2220	Pre: PNSG 2210, PNSG 2310 Co: PNSG 2320	Medical Surgical Nursing II	4			4	75
PNSG 2320	Pre: PNSG 2210, PNSG 2310 Co: PNSG 2220	Medical Surgical Nursing Clinical II	4			2	75
PNSG 2230	Pre: PNSG 2220, PNSG 2320 Co: PNSG 2330	Medical Surgical Nursing III	4			4	75
PNSG 2330	Pre: PNSG 2220, PNSG 2320 Co: PNSG 2230	Medical Surgical Nursing Clinical III	4			2	75
<b>Fifth Semester (Summer) – PN 12 (Occupational Courses)</b>							
PNSG 2240	Pre: PNSG 2230, PNSG 2330 Co: PNSG 2340	Medical Surgical Nursing IV	4			4	75
PNSG 2340	Pre: PNSG 2230, PNSG 2330 Co: PNSG 2240	Medical Surgical Nursing Clinical IV	4			2	75
PNSG 2250	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2255	Maternity Nursing	5			3	45
PNSG 2255	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2250	Maternity Nursing Clinical	5			1	37.5
PNSG 2410**	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2415	Nursing Leadership	5			1	15
PNSG 2415	Pre: PNSG 2240, PNSG 2340 Co: PNSG 2410	Nursing Leadership Clinical	5			2	75
<b>Request for Graduation (Practical Nursing Diploma)</b>					<b>Date:</b>		
Total Credits Needed to Graduate = 60							

\* Students must complete the entry level occupational Work Ethics course during the selected introductory course in order to graduate.  
 \*\* Students must complete the capstone level occupational Work Ethics course during the selected capstone course in order to graduate.



## Documentation for the PN Program Clinical

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Upon admission to the PN Program, the student must have the following current official documents submitted to ACEMAPP. The physical forms and information about required screenings are sent to the students with their acceptance letter to the program. **The deadline for all of the following official documents will be established on the day of orientation.** ***\*Please note:*** All fees and expenses associated with the medical examinations, toxicology screening, immunizations, criminal background check, and certifications that are required for admission are the responsibility of the applicant or student.

1. Current Basic Life Support Certification (BLS) **Health Care Provider** from the **American Heart Association**. Copy the front and back of the card. **A current card must be maintained throughout the nursing program. No other CPR cards will be accepted.**
2. Current First-Aid Certification from the **American Heart Association**. Copy the front and back of the card. **A current card must be maintained throughout the nursing program. No other First-Aid cards will be accepted.**
3. Health forms and immunization records to include:
  - a. Physical Exam – must be within three months of program start
  - b. Measles, mumps, and rubella (MMR) – 2 doses required (proof of 2 doses or titer indicating immunization)
  - c. Tetanus – must be within ten years
  - d. (2) Varicella injection Required or Titer
  - e. Hepatitis B vaccine, titer indicating immunity, declination form (***Declination not accepted at Tift Regional Medical Center***)
  - f. PPD, QuantiFERON, if positive Chest x-ray needed – must be within three months of program start, and must be renewed annually
  - g. Drug (Toxicology) screening – (Pre-check)
  - h. Flu shots for fall admissions required
  - i. **Regarding COVID-19 Vaccinations**

As healthcare professional students, it is highly recommended that you are vaccinated against infectious diseases encountered at clinical/practicum sites. We recommend you discuss these vaccinations with your personal Primary Health Care Provider.

Students are required to follow the medical clearance policies designated by their assigned clinical and/or practicum sites. Please be aware that some clinical/practicum sites mandate vaccinations against specific diseases such as COVID-19, influenza and/or testing for specific diseases such as tuberculosis. If you elect not to be vaccinated or tested, you may not be allowed to attend those clinical/practicum sites. If you do not have all required immunizations and tests, you may have limited access to clinical/practicum sites. This may delay or prevent program completion.

Archbold Memorial Hospital currently requires students to submit proof of COVID-19 vaccination or a medical/religious exemption form to Lauren Bezell at Archbold: [lbezell@archbold.org](mailto:lbezell@archbold.org). Proof of COVID-19 vaccination **does not** get sent to the administrative assistant nor will the administrative assistant submit the COVID-19 vaccination at the student's behest.

Although vaccines are not required for program admission, each clinical/practicum site reserves the right to deny a student entry based on their own policies and procedures. If a student is denied entry to a clinical/practicum site based on lack of vaccinations or testing, the student may not be

able to complete the clinical/practicum course. As a result, successful completion of the program may not be possible. Please see individual program materials for information regarding specific vaccine and testing requirements.

This information is intended to give recommendations and not set specific policies on vaccinations and/or testing. The Southern Regional Technical College, the Nursing division and the Technical College System of Georgia are not responsible for any adverse reactions that may occur as a result of vaccines and/or testing.

***Students should keep a digital copy of all health records on a flash drive for their records and subsequently update them as they expire! In the event a form is not completed by the time required, the faculty as a whole will make a determination as to the students' continued acceptance in the PN Program. Their decision will be final.***

4. Criminal Background Check (please refer to *Mandatory Criminal Background Check Procedure* in this handbook) – (PreCheck)
5. Signed “State of Understanding Regarding Commission of a Felony”
6. Personal Data Sheet
7. Signed “Disciplinary Action Statement on All Forms of Academic Dishonesty”
8. Signed “Confidentiality Statement”
9. Signed “OSHA Training Document”
10. Signed “Verification of Receipt of PN Program Student Handbook”
11. Signed “Student Authorization for Clinical Paperwork”
12. Additional forms to be completed as applicable
  - a. Signed “Phase II Competitive Readmission Application Form”

**Please note:** SRTC cannot assume legal or financial responsibility for the actions of nursing students. SRTC has arranged for a group liability procedure for health care providers; this Procedure covers nursing students while they are engaged in clinical activities related to the student nurse role. A copy of proof of Student Liability Insurance is kept on file at the college.

### **Clinical at Archbold Memorial Hospital (AMH) and Affiliates**

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As a requisite for clinical space at AMH and affiliates all clinical requirements must be current prior to each semester start. Archbold utilizes the clinical education platform, ACEMAPP. ACEMAPP is a secure, online, onboarding, clinical rotation matching, and compliance management solution. While there is a fee (\$50 per year) involved for schools and students, Archbold believes the functionalities gained will be of benefit to all stakeholders. Students and faculty will need to complete all clinical site requirements in ACEMAPP prior to participating in a clinical rotation with Archbold. Without current records, you will not be scheduled for required clinical time for that semester. Also, each semester you will be required to complete an orientation booklet and paperwork by a pre-determined deadline of the clinical site.

### **Clinical at Colquitt Regional Medical Center (CRMC)**

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As a requisite for clinical space at CRMC and affiliates all clinical requirements must be current prior to each semester start. CRMC utilizes the clinical education platform, ACEMAPP. ACEMAPP is a secure, online, onboarding, clinical rotation matching, and compliance management solution. While there is a fee (\$50 per year) involved for schools and students, CRMC believes the functionalities gained will be of benefit to all stakeholders. Students and faculty will need to complete all clinical site requirements in ACEMAPP prior to participating in a clinical rotation with CRMC. Once students become compliant,



students and faculty will be notified of changes in real time and receive alerts when their requirements, such as documents and immunizations, are close to expiring.

### **Clinical at Tift Regional Medical Center (TRMC)**

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As a requisite for clinical space at TRMC and affiliates all clinical requirements must be current prior to each semester start. Tift Regional Medical Center (TRMC) utilizes the clinical education platform, SentryMD. SentryMD is an immunization tracker paid through PreCheck with a \$35 fee. Students will need to complete all clinical site requirements in SentryMD prior to participating in a clinical rotation with TRMC.

Your confirmation will contain a link to the immunization requirements and documents which should be presented to your physician for completion. Your name should be legible on all documentation. Once the documents are completed, please submit the forms to SentryMD at:

<https://mysentrymd.com/sentrymd.html#/upload/142>.

You will receive confirmation that the upload was successful. Email any questions about your immunizations tracking to [SRTC@SentryMD.com](mailto:SRTC@SentryMD.com).

Without current records, you will not be scheduled for required clinical time for that semester. Also, each semester you will be required to complete an orientation booklet and paperwork by a pre-determined deadline of the clinical site.

### **Clinical at Memorial Manor**

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As a requisite for clinical space at Memorial Manor and affiliates all clinical requirements must be current prior to each semester start. Memorial Manor utilizes the clinical education platform, SentryMD. SentryMD is an immunization tracker paid through PreCheck with a \$35 fee. Students will need to complete all clinical site requirements in SentryMD prior to participating in a clinical rotation with TRMC.

Your confirmation will contain a link to the immunization requirements and documents which should be presented to your physician for completion. Your name should be legible on all documentation. Once the documents are completed, please submit the forms to SentryMD at:

<https://mysentrymd.com/sentrymd.html#/upload/142>.

You will receive confirmation that the upload was successful. Email any questions about your immunizations tracking to [SRTC@SentryMD.com](mailto:SRTC@SentryMD.com).

Without current records, you will not be scheduled for required clinical time for that semester. Also, each semester you will be required to complete an orientation booklet and paperwork by a pre-determined deadline of the clinical site.

### **Clinical at Miller County Hospital**

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As a requisite for clinical space at Miller County Hospital and affiliates all clinical requirements must be current prior to each semester start. Miller County Hospital utilizes the clinical education platform, SentryMD. SentryMD is an immunization tracker paid through PreCheck with a \$35 fee. Students will need to complete all clinical site requirements in SentryMD prior to participating in a clinical rotation with TRMC.

Your confirmation will contain a link to the immunization requirements and documents which should be presented to your physician for completion. Your name should be legible on all documentation. Once the documents are completed, please submit the forms to SentryMD at:  
<https://mysentrymd.com/sentrymd.html#/upload/142>.

You will receive confirmation that the upload was successful. Email any questions about your immunizations tracking to [SRTC@SentryMD.com](mailto:SRTC@SentryMD.com).

Without current records, you will not be scheduled for required clinical time for that semester. Also, each semester you will be required to complete an orientation booklet and paperwork by a pre-determined deadline of the clinical site.

### **Progression through the PN Program**

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1. All nursing pre/co-requisite courses must be completed prior to graduation. All nursing students working on pre/co-requisite courses while in the nursing program must maintain grades of “C” (70%) or better in all pre/co-requisites. Failure to achieve a C or better for any of these courses when taken as a pre/co-requisite with nursing courses will prevent progression to the next nursing courses. No pre/co-requisite course may be taken more than twice to continue in the nursing program. (See SRTC Catalog & Student Handbook)
2. All nursing courses must be taken in the designated sequence and time frame allowed. The PN Program must be completed within 18 months of enrollment in PNSG 2030 (Nursing Fundamentals). All students desiring readmission must be able to complete the PN Program within the allotted timeframe. Students unable to complete the program in the allotted timeframe will not be eligible for readmission and will have to go back through the new student admission process.
3. All students must maintain a “C” (70%) or better in all courses. Nursing courses may be repeated one time only.
4. W (Withdrawal) – This grade signifies that a student withdrew from a course prior to the last two weeks of the term. No credit is given and no grade points are calculated. A grade of “W” is not included in calculating the grade point average, but is counted as coursework attempted in the nursing program.
5. Any student who withdrew or has one failure (D or F) must complete the entire course and clinical to receive credit. Any student who wants to apply for readmission to the program for any reason must submit a “Readmission Request Form”. This form is in the PN Student Handbook and should be submitted in person to the Program Chair no less than one semester prior to readmission.
6. All standardized achievement tests (ATI) and drug calculation competency exams must be taken at the designated times during the program. Initial examination fees for the ATI are included in college student testing fees. A student must achieve a minimum passing score of Level 2 on the ATI Comprehensive Predictor in PNSG 2410 Capstone Course and 100% within three attempts on the drug calculation competency exams to progress/graduate from the PN Program.
7. The PN Program will accept ATI entrance scores from other Colleges/University within a two-year time period and two-time limit.

8. The student must have completed the course PNSG 2410 – ATI Comprehensive Predictor with a Level Two (II) or above resulting in a course average of 70 or above. The student will then have two opportunities to successfully pass the – ATI Comprehensive Predictor with a Level 2 with a semester of remediation before a third attempt. In the event that the student does not obtain the Level 2 after the second attempt, the student will be issued an extended in progress grade (IP) for PNSG 2410 and will be required to enroll in a self-directed online review course for the following semester. The student will meet with the instructor three times during the semester to review the student's progress. The third opportunity to pass the ATI Comprehensive Predictor with a Level 2 is the final opportunity to earn the required Level. If unsuccessful on the third attempt, a zero will be averaged in as 30% of the course grade which then will result in failure of the PNSG 2410 course. No further remediation will be offered.

### **Professional Confidentiality and HIPAA Policy**

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HIPAA is the Health Insurance Portability and Accountability Act of 1996 (PL 104-191). This law mandates client confidentiality and enforces penalties if the law is not strictly adhered to.

1. All personal client information entrusted to the student will be held in confidence.
2. All written or oral information given to the student will be held in confidence unless required by law to divulge it.
3. Students will limit discussion of client to structured learning situations (conferences and/or clinical).
4. Students will respect the rights of instructors, colleagues, and classmates to keep personal information, classroom discussions, and papers confidential.
5. No taping will be allowed in the classroom, clinical, or skills lab due to confidentiality.
6. Failure to comply with the above Professional Confidentiality Policy represents unethical conduct for a nursing student. It will result in an unsatisfactory grade in the nursing course.
7. Confidentiality of Client/Agency Records: There will be no photocopying of client records. If client records are computer generated, any print out must be destroyed (shredded) prior to leaving the clinical site. Failure to comply with this policy is grounds for dismissal from the PN Program.

### **Student Employment Policy**

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Students may not represent themselves as student nurses except as part of scheduled learning activities related to the SRTC PN Program. Students must understand their limitations when working as unlicensed health care personnel and should practice according to their job description. Students are accountable and responsible for their own actions in the employment setting. It is expected that students will not work the evening or night before a clinical day.

## **Guidelines for Prevention of Transmission of Disease**

Nursing students work in an environment that may contain pathogens (organisms that cause disease). They will be shown a video on the topics of Blood Borne Safety and Tuberculosis that includes standard precautions. Time will be set aside for students to ask any questions they may have concerning the videos.

Blood Borne Safety is maintained using standard precautions, which are the infection control actions used for all clients regardless of their condition or diagnosis. Standard precautions must be used to protect the student from blood, body fluids (except sweat), secretions, excretions, mucous membranes, and non-intact skin.

### **Guidelines for Standard Precautions**

1. Proper handwashing.
2. Wear gloves for contact with blood, body fluids (except sweat), secretions, excretions, mucous membranes, and non-intact skin. Gloves should also be worn in case of cuts, scratches, or rashes on the skin during cleaning procedures and when cleaning up body fluid spills.
3. Change gloves and wash hands after caring for each client to prevent transferring pathogens from one client to another.
4. Waterproof gowns or aprons are to be worn if there is a potential for splashing to occur.
5. Eyewear (mask, goggles, face shield and/or glasses) must be worn if there is a potential for splashing to occur.
6. Mouth-to-mouth devices should be worn for resuscitation.
7. Sharp objects must be handled in a careful manner so an accidental penetration of the skin does not occur. The sharp must be placed in a puncture-resistant container.
8. Blood spills should be cleaned using the mandated spill kit and housekeeping notified to apply a disinfectant or 10% bleach solution.
9. Dispose of any body fluids according to facility policy.
10. Avoid eating, drinking, smoking, applying cosmetics or lip balm, and manipulating contact lenses in the work area. No food or drink may be stored in areas where there is exposure to blood or blood products.
11. Laboratory specimen and specimen containers are potentially infectious and require special handling.

### **Prevention of Transmission of Hepatitis B (HBV)**

Hepatitis B is an inflammation of the liver and is contracted through blood, sexual secretions, feces, and saliva. Because the student will be engaged in client care there is a potential for exposure. Every precaution must be exercised to prevent this. Along with standard precautions, the vaccination series is strongly recommended. The vaccines are given in three doses and are free of human blood products. The

second dose is taken one month following the first dose and the third dose is given six months following the third. A titer should be drawn after the series is complete to verify adequate protection. Physicians or local health departments should have the Hepatitis B series available.

Anyone who does not elect to take the Hepatitis B series must sign a statement of Declination of Hepatitis B Vaccine, which is then kept on file with the Program Chair, course instructor, and the infection control coordinator at each facility.

### **Prevention of Transmission of Human Immunodeficiency Virus (HIV)**

HIV is transmitted through direct contact with bodily secretions of an infected person. Not everyone who encounters HIV becomes infected with the disease, but they will remain a carrier (someone who can spread the disease but does not have symptoms) for life. For those who are infected, there is always a period of time between contact and the start of signs and symptoms because the body does not make antibodies during this time. In three to six months after the infection occurs, the body will begin to produce antibodies and is referred to as Acquired Immunodeficiency Syndrome (AIDS). To date there are no vaccines available to protect the student from acquiring HIV if an accidental exposure should occur.

### **Post-Exposure Protocol for Prophylaxis of HBV, HIV, and other potentially infectious materials**

The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials:

1. Immediately apply first aid as appropriate
  - a. Allow to bleed freely: clean with 70% alcohol (for needle stick/puncture injury)
  - b. Wash thoroughly with soap and water
  - c. Mucous membrane: flush copiously with water
  - d. Eyes: irrigate and/or flush copiously with water
  
2. Document the incident
  - a. Route of exposure
  - b. How and when exposure occurred
  - c. Identify source individual, if known
  - d. Report exposure immediately to instructor and appropriate supervisor at clinical agency
  - e. Instructor will follow SRTC's Exposure Control Plan.

\*Students will receive a copy of the SRTC Exposure Control Plan during their first nursing course.

### **Tuberculosis/PPD**

All nursing students must have a PPD skin test or chest x-ray within three months of entering the nursing program. The PPD skin test must be updated yearly, as recommended by the CDC, until graduation. A chest x-ray must be provided if at any time the student becomes symptomatic. Proof of having met these criteria must be presented and filed in the student's files located in the PN department before students will be allowed to participate in the clinical laboratory experience.

## **Grading Procedure**

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A letter grade for each course will be established from the theory component according to the following scale.

### **Theory/Classroom Grading Scale**

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 or below

Grading in the classroom is designed to objectively measure a student's mastery of knowledge and its application to the practice of nursing. A theory grade is determined from content exams and the comprehensive final exam in the course. All classroom assignments must be completed satisfactorily and on time.

A failing grade, any grade less than 70%, will prevent a student from progressing in the Practical Nursing Program. The student must attain an overall average of 70% to pass nursing with a "C" or higher and be eligible to continue in the nursing course sequence.

Any student scoring less than 70% on any unit exam will be referred to the Tutoring Center and/or designated faculty member for remediation. The student is required to make an appointment with the instructor within one week of receiving his/her exam results.

In order to be successful in the occupational practical nursing courses, a student must achieve a 70% or higher final course average. If a student does not achieve a 70% average in any occupational theory course or a satisfactory "S" grade in any of the occupational clinical courses, the student must submit a request for re-admission to repeat the first course failure. The course may be repeated at the next available time provided the student can complete the PN Program within the required 18 months. Should the course not be available within a timeframe for the student to complete the program within the required 18 months, then the student will be withdrawn from the PN Program.

A student who is not successful in any PNSG course must go through the competitive process again to repeat these courses at a different campus. A student who is not successful in any Medical Surgical courses may continue them on another campus when the courses are taught and space is available. If this is the second unsuccessful attempt for the student, the Academic Regulations for Health Sciences Programs will be followed and the student will be on a five year suspension from the Practical Nursing Program.

### **Incomplete (I) Grades**

The "I" grade is a temporary grade used when circumstances beyond the control of a student or an instructor prevent the completion of course requirements during the semester. This is assigned only when the student has a passing average in the course and has arranged with the instructor the specific procedure for fulfilling the course requirements. If the student does not satisfactorily complete the course requirements according to the procedure, a grade of "F" will be assigned. (See the SRTC Catalog & Student Handbook).

## Student Evaluation

A failing grade, any grade less than 70%, will prevent a student from progressing in the Practical Nursing Program. The student must attain an overall average of 70% to pass nursing with a “C” or higher and be eligible to continue in the nursing course sequence. Any student scoring less than 70% on any unit exam will be referred to a designated faculty member for remediation. The student is required to make an appointment with the instructor within one week of receiving their exam results.

A student will not graduate or be recommended to the Board of Nursing to sit for the NCLEX-PN until the student has successfully completed all program requirements including the ATI Comprehensive Predictor, The student has three separate attempts to successfully pass the ATI Comprehensive Predictor, for the program with a semester of remediation between the second and third attempts. This exam is administered in the last semester of the program. Please refer to the Examination Procedure for the PN Program for complete information.

## ATI Nursing Examination Procedure

### ATI Program offers the following for students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, which may be accessed from the “My ATI” tab. **It is highly recommended that you spend time navigating through these orientation materials.**

### Review Modules/EBooks

- ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

### Tutorials to Support Assessment and Remediation Process

- ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic 2.0** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System 3.0** offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System 3.0, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category-specific comprehension in an adaptive quizzing environment. **NURSE LOGIC DEADLINE DATES WILL BE ASSIGNED THE FIRST DAY OF CLASS.**

## Assessments

- The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).
- ATI Comprehensive Predictor - The student must have completed the course PNSG 2410 (Nursing Leadership) – ATI Comprehensive Predictor with a Level 2 or above resulting in a course average of 70 or above. The student will then have two opportunities to successfully pass the – ATI Comprehensive Predictor with a Level 2 with a semester of remediation before a third attempt. In the event that the student does not obtain the Level 2 after the second attempt, the student will be issued an extended in progress grade (IP) for PNSG 2410 and will be required to enroll in a self-directed online review course for the following semester. The student will meet with the instructor three times during the semester to review the student's progress. The third opportunity to pass the ATI Comprehensive Predictor with a Level 2 is the final opportunity to earn the required Level. If unsuccessful on the third attempt, a zero will be averaged in as 30% of the course grade which then will result in failure of the PNSG 2410 (Nursing Leadership) course. No further remediation will be offered.

## Focused Reviews/Active Learning/Remediation

- A student success remediation portfolio is initiated in PNSG 2010 (Pharmacology) and PNSG 2030 (Fundamentals) and maintained throughout the entirety of the PN program. Instructors will provide specifics about this binder the first day of class. This binder will benefit students' understanding of course content and reveal knowledge gaps for easy review. The binder can include a student signed school remediation policy, a current transcript of ATI remediation complete during each class, the Focused Review, and supplemental materials (ATI Active Learning Templates, ATI Three Critical Points, journal entries).
- ATI Focused Review 2.0 facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review 2.0 automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Review 2.0 provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz which provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact. If the student has completed a CMS proctored assessment, Focused Review 2.0 provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation. Focused Review 2.0 does not provide a post-remediation quiz in the CMS proctored assessment remediation mode.



## ATI Remediation Procedure

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### Course Proctored Final Exams

Students enrolled in PNSG courses that complete ATI remediation generated by the ATI Practice A exam and assigned by the course instructor will receive four points added to their course final exam grade. This includes completing all ATI assigned templates (handwritten) within customized remediation based on the student's Practice A exam results. After remediation completion, students must take the post-remediation quiz (if applicable) and complete generated follow-up remediation. A printed copy of the post-remediation quiz is to be added to the student success remediation portfolio.

Students enrolled in PNSG courses that complete ATI remediation generated by the ATI Practice B exam and assigned by the course instructor will receive four points added to their course final exam grade. This includes completing all ATI assigned templates (handwritten) within customized remediation based on the student's Practice B exam results. After remediation completion, students must take the post-remediation quiz (if applicable) and complete generated follow-up remediation. A printed copy of the post-remediation quiz is to be added to the student success remediation portfolio.

All ATI templates assigned must be handwritten.

After completing the **ATI Course Proctored Final Exam**, the course instructor will assign remediation based on an item analysis and any content/topics that were missed.

### **Delay in Semester of Coursework Remediation**

Students who experience a delay in progression through the PN Program due to the need to repeat a course due to failure and the course not being offered the next semester will complete the following remediation.

- a. Student will create and sign a Remediation plan contract with faculty for the course in which the student was found successful as well as with the courses the student has successfully passed until this point in the ASN Program.
- b. Student will complete the contract each semester in which the student is not enrolled in coursework in the PN Program. The student will submit remediation work at the end of each semester as determined by the due date on the remediation contract to the Remediation Coordinator.
- c. It is recommended for students to complete the ATI remediation generated by ATI for Practice A/B for the ATI Comprehensive Proctored Exam (exit exam). **No extra points will be given for these two practice exams in PNSG 2410 (Nursing Leadership).**

If not completed each semester, the student will not be eligible for readmission.

### **Drug Dose Calculation Competencies**

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A drug dosage calculation competency exam will be administered at the completion of Pharmacology and Clinical Calculation (PNSG 2010). The student must score at least 100% on the exam to pass. Should the student be unable to score the required 100% on the first attempt, two additional drug calculation exams may be attempted with the minimum passing score of 100%. The student who is unable to score the required minimum score of 100% by the third attempt will not be allowed to progress in the nursing program and will earn an "F" in the associated course. In the future nursing courses (after successful

completion of PNSG 2010) Drug Calculation Problems will be a part of course exams in order to maintain student proficiency.

A drug dosage calculation competency exam will be administered at the start of the Leadership (PNSG 2410) course. The student must score at least 100% on the exam to pass. Should the student be unable to score the required 100% on the first attempt, two additional drug calculation exams may be attempted with a minimum passing score of 100%. The student who is unable to score the required minimum score of 100% by the third attempt will not be allowed to progress in the nursing program and will earn a “W” and be withdrawn from PNSG 2410.

### **Testing Guidelines and Review**

- All personal belongings including cell phones will be relocated to another part of the testing room.
- Students should have **nothing** on the desk.
- There should be no smart watches worn during any examination. Smart watches must be removed prior to beginning the exam.
- All cell phones will remain OFF during the testing period. Any student whose cell phone is on during the testing period will be requested to leave the testing area immediately. If your phone rings, it will be taken and ten points will be deducted from your test.
- There will be **no** conversation during the testing period.
- Only one student at a time may leave the room if a restroom break is needed and approved by faculty.
- Tardiness for module exams will constitute 15-point deduction from the module exam being taken. Time allowed to complete exams starts when the exam is initiated by the instructor and will not be extended to compensate for minutes the student is tardy.
- Students are not allowed to congregate in the hallway outside of the testing area. If faculty has to address a noise problem, students involved in the activity will have earned a zero for the exam.
- Occasionally, technical problems may occur while attempting to take an exam. If this issue happens, the instructor will ask the student to leave the room and go to another RN instructor’s office so they can assist the student with logging into their Blackboard shell. The student will be given the same amount of time to take his or her exam as their classmates had to complete the exam. If more than 15 minutes is needed to get the student logged into their Blackboard, he or she will be placed in another room to complete their exam.
- Once a student leaves the room after an exam, he or she will not be allowed back into the room until **all** students finish testing.
- Students with disabilities should contact Connie Barrett ([cbarrett@southernregional.edu](mailto:cbarrett@southernregional.edu)) for accommodations.

### **Post Test Analysis**

- The course faculty will review the statistical analysis of individual test items as well as other significant issues prior to posting test grades.
- Decisions to exclude or keep a test item are at the discretion of the course faculty.

### **Attendance Policy**

SRTC emphasizes the importance of class attendance. If a student is out, he/she is expected to notify the instructor. The attendance policy is outlined in the SRTC Catalog and Student Handbook. Below is an example of the attendance policy for PNSG 2030. This example is based on the percentage of time that can be missed based on the required curriculum hours. That time will vary based on each course and the course hours will be outlined in each course syllabi.



**Example:**

Tardies represent one (1) hour missed.

Students who miss 5% (8.25 hours) will be given a warning.

Students who miss 10% (16.5 hours) will be dismissed from class.

Students who miss 20% (33 hours) will be dismissed without recourse.

Attendance at all classes, skills lab sessions, check-offs, and clinical experience is required. Students are responsible for content covered and announcements made in each class. If the student misses a scheduled class for any reason, it is his/her responsibility to obtain the necessary handouts from fellow classmates. The instructor will not provide these copies. (See the SRTC Catalog & Student Handbook for more information). Professional conduct is always expected of students.

**Attendance at Examinations****Attendance at Examinations:**

**Students are expected to take all scheduled examinations.**

**Tardiness**

Tardiness for module exams will constitute **15-point deduction** from the module exam being taken. Time allowed to complete exams starts when the exam is initiated by the instructor and **will not be extended** to compensate for minutes the student is tardy.

**Extenuating Circumstances for Missed Exams**

If proof of extenuating circumstances is provided to the course coordinator within **24 hours** after a missed exam, the lowest exam score will be substituted for the missed exam. Extenuating circumstances include, but are not limited to, illness or death in the immediate family (parent, grandparent, sibling, spouse, child, significant other).

Extenuating circumstances will only be allowed **once per course**. If the student does not contact the course coordinator **and** provide proof of extenuating circumstances within **24 hours** after the missed exam, the student will receive a zero for that module exam. If a second module exam is missed, the student must provide a written explanation and must appear before the faculty panel with evidence of extenuating circumstances.

The evidence will be brought before the faculty panel (made up of PN Program Chair, Course Coordinator, and one other faculty member). It is the student's responsibility to contact the course coordinator to make an appointment to appear before the faculty panel within 5 school days or it will result in a zero for the second exam missed and failure for the course.

**NOTE: The Final Exam cannot be missed and tardy students will not be permitted to take the final exam!**

## **Grade and Other Academic Appeals**

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A student may appeal a final grade or other academic decision. He/she may appeal to the faculty member who awarded the grade or made the academic decision. Absent extraordinary circumstances, a written appeal to the faculty member must be filed within two weeks from the date the student learned or reasonably should have learned of the grade. The faculty member will provide the student with a written decision. If the consultation with the faculty member does not resolve the appeal, a student may submit a written request for review of the appeal to the Dean for Nursing.

Absent extraordinary circumstances, the request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the faculty member. The Dean for Nursing will provide the student with a written decision. If the student is not satisfied with the decision of the Dean, he/she may submit a written request for review to the Vice President for Academic Affairs (VPAA).

Absent extraordinary circumstances, this request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the Dean for Nursing. The VPAA will provide the student with a written decision and this decision shall be final.

## **Computers in the Classroom and Computerized Testing**

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The classroom computers should not be used for personal email, surfing the web, Social Media (Facebook, etc.), completing work for other courses, completing work to be turned in that day or that is due that day and should have been completed prior to class, etc. Students should always ask permission to use the printer provided in the classroom.

The only items which should be seen on computer screens are Blackboard or ATI products when indicated, PowerPoints to take notes on, or PowerPoint notes (if these are provided to the student). If there is no need for those, the computer should be shut down altogether. The IP address on each computer is monitored for activity.

Prior to any exam, students will leave all personal items at the front of the room (or area designated by faculty) which will include books, book bags, notebooks, paper, notes, key rings, pens, pencils, calculators, caps/hats/visors, coats/jackets/sweaters, etc.

During the test nothing will be on the desk other than a plain piece of paper and a pencil (which will be provided by the instructor). The paper will have the student's name on it and be turned in when testing is complete along with the pencil and calculator. Once the student has completed his/her test, he/she will close out the program and remain quietly in the seat. Once all students have completed the exam, the faculty may provide a group test review. This will be at the discretion of the faculty and students will not be allowed to reopen the test once it is completed.

## Classroom Dress Procedure

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All PN students are expected to adhere to the SRTC College Dress Code located in the SRTC College Catalog and Student Handbook located on the SRTC website. All PN students are also expected to adhere to the program required appearance and uniform guidelines in order to participate in lab and clinical rotations. Students will be unable to participate in lab or clinical rotations if they do not present in accordance with the appearance and uniform requirements of the program. If extenuating circumstances (to be determined on a case by case basis) exist, the faculty member will contact the program chair for assistance.

Uniforms should not be purchased before the student have been through the competitive process. Students will begin the process of purchasing uniforms and equipment on the first day of class, which is when purchasing and other requirements will be discussed in full detail.

## Cell Phone Procedure

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**Class:** Students are to have cell phones turned to silent or off during class. Cell phone use during class (including but not limited to texting, web browsing, etc.) can be a distraction for other students and the instructor as well as result in a student's ability to acquire knowledge of the content being presented and discussed. Instructors may request that cell phones be placed on the desk or in a purse/book bag during class time. If a student has extenuating circumstances and will need to be reached by phone during class time (impending death of family member, serious illness and/or hospitalization of family members), the student will need to inform the instructor prior to the beginning of class.

**Clinical:** SRTC Clinical Affiliation Agreements with clinical sites prohibit student cell phone possession and use at the clinical site. Students may be dismissed from the clinical day if they possess a cell phone at the clinical site both when obtaining pre-clinical information as well as clinical days during assigned clinical rotations.

## Classroom Breaks

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Breaks will be given at the discretion of the instructor and may be ten (10) minutes in length unless otherwise stated by the instructor. Class will resume promptly. The tardiness criteria apply following break periods.

## PN Classroom Rules

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1. On exam day, if students need to use the restroom after entering class, they must inform the instructor to be allowed to test. If a student enters the room, puts down his/her books, and leave the room for any reason without notifying the instructor only for the door to be locked upon his/her return and the test started, he/she will forfeit sitting for the exam and will receive a zero (0) whether or not his/her belongings are in the room.
2. If a student is late for class, he/she is responsible for any handouts or missed lecture. Time missed will be counted against attendance, which will be checked regularly. Likewise, in the case that a student is absent from class, he/she is responsible for obtaining all missed assignments and any handout from the class from fellow students. The instructor should not be asked for these materials.

3. If a student is using a cell phone/texting during class, using the internet, or working on other subjects during lecture, he/she may be asked to leave the classroom which will result in class time missed.
4. There will be no leaving or skipping labs as this could result in an incomplete for the course. Students must check with the instructor prior to leaving class lecture/lab. Lab time missed must be made up on a student's own time.
5. Students will not talk with neighbors, etc. Respect will be exercised for those trying to hear and the instructor trying to teach. If a student does not understand content, he/she should raise a hand and ask questions to the instructor.
6. Students will exercise professionalism when dealing with difficult individuals and work to avoid arguments or conflict. It is stressed that teams should work together on projects while communicating and coordinating to accomplish a task. Fighting of any kind – physical and/or verbal – will not be tolerated.
7. Students will not inquire to know peer grades and, instead, should focus on their own education. Students are only in competition with themselves, not those around them.
8. During the program, instructors may offer constructive feedback. Students are expected to listen to feedback and to take responsibility for his/her own actions.
9. Students will respect their workspaces whether they are in the classroom or clinical site. These workspaces should be clean and free of clutter by the time the students leave.
10. Students are expected to know and practice the ten work ethics required by SRTC including:
  - Appearance
  - Attendance
  - Attitude
  - Character
  - Communication
  - Cooperation
  - Organizational Skills
  - Productivity
  - Respect
  - Teamwork
11. When computers are not being used for classroom activity, they should be off.
12. Perfumes, scented lotions, body sprays, etc. will not be allowed in the classroom. Unscented lotions are acceptable.

### **Skills Lab and Clinical Regulations**

The nursing skills laboratory augments classroom theory by teaching skills which are necessary in the application of theory. Students will be required to complete skills competency check-offs each semester throughout the program.

## **Skills Laboratory Procedures**

The following instructional methods are utilized in the lab:

- Demonstration
- Supervised Practice
- Individual Practice
- Skills Check-offs (will complete skills competency check-offs each semester through the program)
- Computerized Instruction
- Simulation

## **Skills Laboratory Requirements**

Students will be assigned to skills lab practice sessions and return demonstration sessions according to students' class schedules and learning needs. They are required to attend all nursing laboratory experiences. Lab sessions may be held during morning or afternoon hours as determined by faculty. All students will use the required skills lab equipment to perform any skills required. All supplies and equipment will be provided by the PN Program.

Students are required to follow the guidelines listed below in relation to skills lab requirements:

1. Complete assigned readings before the nursing skills lab demonstration class. Reading assignments are important and should be read thoroughly. Students should also read the skills lab guide and skills check-offs. A student will not be allowed to check-off on a skill unless the test online in ATI has been completed for that specific skill check-off.
2. If an audiovisual (AV) is shown during the nursing skills lab and the student is absent, he/she will be responsible for viewing the AV prior to his/her make-up session(s). Students must show evidence of having viewed the AV materials as requested by faculty. If evidence is not submitted, the students will not be permitted to attend the skills lab session. This will constitute a skills lab absence and must be made up after viewing the assigned AV materials.
3. Students are expected to attend each scheduled skills lab. The attendance policy of the PN Program applies to all scheduled skills lab sessions.
4. The Nursing Skills Lab will be open for scheduled practice and skills check-off times. Students electing additional practice times will be allowed into the lab at times pre-arranged with the Skills Lab Coordinator or nursing faculty.
5. No cell phones are permitted in the lab.
6. Food will **not** be allowed in the lab.

## **Skills Laboratory Evaluation**

PN student performance and competency of nursing skills will be evaluated every semester using a skills laboratory evaluation check-off tool. Students are expected to come to the check-off session prepared to perform any previously learned nursing skill. The skill requested to be performed by the student is at the discretion of the PN faculty. The PN faculty will utilize a satisfactory or unsatisfactory rating scale to evaluate the behaviors listed in the skills lab manual that accompanies the current Fundamentals course text. The evaluation of satisfactory (S) or unsatisfactory (U) will be based upon the following ratings:



**Satisfactory (S):** Behavior is demonstrated safely and independently or with minimum assistance. The student is able to verbalize and apply scientific or theoretical principles related to behavior.

**Unsatisfactory (U):** Behavior is demonstrated ineffectively, incorrectly, or incompletely. Close supervision and/or consistent prompting and direction are required to perform expected behavior. Student is unable to verbalize and/or apply scientific or theoretical principles related to behavior.

Following each lab check-off session, the student will receive a rating for each skill that was completed. If a (U) was earned, the specific behavior of the student will be described in writing on the evaluation tool and will be shared with the student. The student will be expected to review and return for a second attempt with the Course Coordinator. If an unsatisfactory grade is assigned for the 2<sup>nd</sup> attempt, the student will be required to make an appointment with the Course Coordinator for remediation, **and** make a video demonstrating competency of the skill. Satisfactory demonstration of the skill on video must be obtained prior to the final exam. If satisfactory demonstration of the skill is not accomplished, the student will earn a (U) and may be at risk for overall course failure.

If the student misses skills lab and does not notify the instructor of their absence ahead of time, the student will receive a grade of (U). The student will have earned a (U) for the skills lab grade if he receives 3 unsatisfactory ratings in any one behavior. A (U) skills lab grade will result in the student receiving an “F” for the course grade. The PN attendance procedure applies to all scheduled skills laboratory sessions and check-offs. Students with skills lab absences run the risk of not meeting course objectives, resulting in failure of the course. Students are required to complete all lab check offs within 10 minutes. A timer will be set to accurately track time. If time limit is exceeded, it will be considered a (U) for that check-off and required to recheck. (Please see Skills Lab evaluations).

### **Clinical Policies**

Student clinical experiences will be in a variety of settings and locations including the Simulation Lab. Students are required to attend all assigned clinical experiences and are notified at the beginning of each semester about the schedule and location of the clinical practicum. Students cannot request certain clinical locations and must attend the clinical sites as assigned; although consideration for a facility near the student’s home will be considered. Student clinical assignments are made at the discretion of the Clinical Coordinator.

### **Practical Nursing General Clinical Objectives**

During his/her clinical experience on any clinical unit, the student is expected to:

1. Participate in all scheduled clinical experiences.
2. Arrive at the assigned area at the designated time, be appropriately dressed, and be prepared to start work.
  - Tardiness is unacceptable behavior. Students who arrived more than 10 minutes late for the clinical experience will be sent home and will have to complete a make-up day (refer to attendance policy). Additional assignments will be required and must be completed by the date and time designated by the faculty. Any time a student is tardy, a notation will be placed on the evaluation tool.

3. Remain at his/her assigned clinical area unless permission has been granted by the clinical instructor to do otherwise.
  - An assigned client must have nursing attendance at all times. Students must notify the instructor, the nurse(s) assigned to the clients' care, and ask a peer to cover their client prior to leaving the unit for any reason.
4. Submit a physician's statement giving permission to do clinical work in the event a student has an illness, disability, or limitation. The statement must specify the time the student is allowed to perform in the clinical setting.
5. Abide by all rules and regulations of the affiliated clinical agencies.
6. Arrange transportation to and from the clinical agencies.
7. Care for clients only during clinical hours and never before or after unless an instructor is present.
8. Plan and implement nursing care according to the objectives on the Clinical Evaluation Tool.
9. Perform all nursing skills safely and contact an instructor for assistance if unsure as to how to perform or proceed with a certain procedure or skill.
10. Communicate with hospital staff, especially to nursing personnel to whom their clients are assigned in order to report all pertinent client information to the nurse responsible.
11. Adhere to the SRTC dress code (See General Code of Discipline, SRTC Catalog and Student Handbook).
  - If a student violates dress code, he/she will be sent home and considered absent from the clinical setting or simulation lab. The clinical instructor will do a uniform inspection prior to proceeding on to the clinical unit.
12. Abide by the clinical rotations for which they are scheduled; including alternate clinical units/sites.
  - The Clinical Coordinator assigns clinical rotations by schedule and according to the learning level needs of the student. Clinical faculty may further alter clinical schedules for a student as necessary according to the learning progress the student displays in a clinical setting.
13. Report to clinical with needed equipment and supplies without borrowing from the instructor or peers (as this is not conducive to the learning environment).
14. Have written assignments completed for clinical labs as specified on the laboratory guide(s)/syllabi for the nursing course.
15. Contact the nursing unit/agency and clinical instructor (by email and call clinical site with callback number) prior to the beginning of any clinical and on each day to be missed.
  - Failure to contact all of the above will result in an unexcused absence. Students with an extended illness should contact the Program Chair for the procedure.
16. Make up missed clinical hours in order to progress in the course/program if absent from any clinical.

- The maximum number of clinical hours a student can make up per course is ten (10). The hours must be made up in the category in which they were missed; however, they will not consist of an alternate experience.
  - Scheduling of make-up hours are contingent upon an excused absence. An excused absence requires documentation such as a physician's excuse, jury duty notice, obituary, etc. All others are subject to review and approval by the Program Chair.
  - It is the student's responsibility to notify the Clinical Instructor within 24 hours of the absence in order to have the time rescheduled. Make-up hours may be scheduled on weekends, nights, or evenings and the attendance is not optional.
  - Participation in all scheduled clinical experiences is required.
    - i. Excused absences will be granted only in extenuating circumstances. Proof of extenuating circumstances such as illness or death in the immediate family must be provided. Clinical experience missed due to extenuating circumstances will be made up at the discretion of the instructor.
    - ii. Unexcused absence of more than one clinical day in any course may result in a failing grade or being withdrawn due to the attendance policy.
17. Complete all clinical experience make-up work prior to the end of the semester.
  18. Remain responsible for any material or announcements made on days absent regardless of the reason.
  19. Written clinical assignments must be submitted by the specified time. Failure to do this may constitute failure to meet the clinical objectives and may result in a failing grade.
  20. Avoid bringing purses, suitcases, or other large carrying cases to the clinical setting.
  21. Consume snacks in a designated area and with permission from the instructor.
    - Students are encouraged to bring a non-perishable snack to the clinical assignment if a lunch period is missed or late.
  22. Leave cell phones in the car instead of bringing it to the clinical setting which includes labs and virtual hospitals.
    - If a cell phone is discovered, the student will be sent home and receive a notation on his/her Clinical Evaluation Tool.
  23. Be prepared to give medications during a clinical day.
    - If Students are unprepared to give medications, they will not be permitted to administer medications and will receive notations on the Clinical Evaluation Tool before being sent home. This will require a clinical make-up day; however, paperwork must be completed and turned in on the assigned day.
  24. Be cooperative, honest, dependable, and respectful.

25. Follow directions, use time wisely, and use supplies and equipment appropriately.
26. Always maintain client and personal safety.
27. Take no more than the allotted time for lunch.
28. Adhere to the attendance policy for the Practical Nursing Program.
29. Always maintain client confidentiality.
30. Have an instructor present during any invasive procedure or as requested by instructor. Invasive procedures include, but are not limited to: administering medications (including IV meds); flushing saline; performing procedures on a central line, PICC line, or Q-port; and finger sticks for glucose testing based on the policies and procedures at your clinical site.
31. Refrain from smoking or vaping while at any clinical facility or any campus location.
32. Only eat or drink in the cafeteria while at clinical.
33. Avoid bringing drinks or cups from home as this will not be permitted in the clinical setting.

### **Overall Clinical Evaluation**

Established criteria will be utilized to evaluate the student's progress toward meeting program outcomes. Each time students are assigned to care for real or simulate clients, faculty will be present and evaluate student performance. This evaluation will include, but not be limited to the following:

- Care given
- Development of nursing concept maps
- Teaching plans
- Other clinical-specific projects
- Clinical pathways
- Process recordings
- Participation in clinical conferences

Expected clinical behaviors are groups according to the course outcomes. Faculty will evaluate students throughout the clinical learning experience using the Clinical Evaluation Tool associated with the specific course.

### **Uniform and Dress Requirements**

(Excludes Mental Health Nursing Clinical(s) – See Policy)

Students must wear the designated student uniform when on campus or in the clinical area on clinical assignment or other course assigned activities (including obtaining assignments).

1. Official SRTC PN uniforms and lab coat uniforms must be cleaned, ironed, and worn in such a manner as to give a fresh, professional appearance. Nursing instructors may dismiss a student from the clinical setting if the student fails to meet these standards.

2. Uniforms must be ordered from Uniform Works in Tifton or from Griffins in Thomasville/Bainbridge. They have been given the choices of approved uniforms for the PN Program. The pants will be navy in color and the tops white. The tops must have the SRTC patch that is purchased from the bookstore or Griffins and professionally sewn on the left sleeve. It is to be centered and placed two inches from the top shoulder seam.

**Uniform Works**

1806 Tift Avenue N.  
Tifton, GA 31793  
(229) 387-8737

**Griffins Uniforms**

2951 E. Pinetree Blvd.  
Thomasville, GA 31792  
(229) 226-3528

**Griffins Uniforms**

115 Lamar Street  
Bainbridge, GA 39817  
(229) 243-7996

The supply kit and shoes are part of the uniform and may also be purchased at the same time. Shoes may be purchased from any vendor, but must be a solid white shoe (with a white sole) and have the approval from the instructor prior to wearing to the clinical setting.

To summarize, students must purchase the following items for clinical:

- One (1) or more white scrub tops
- One (1) or more navy scrub pants
- One (1) white lab coat
- White knee-length or crew-length hose or socks
- One (1) pair of solid white shoes either leather or vinyl
- The supply kit (as outlined previously)
- Three (3) SRTC patches

The supply kit includes the following:

- 5.5" Kelly Forceps
- 5.5" Bandage Scissors
- Littman Lightweight SE Stethoscope (black or white)
- Premium Blood Pressure Cuff
- White Watch
- White Pen Light
- Tote Bag

Supplies may be purchased from any vendor but the student must have each of the listed items available for the **first skills day**.

3. Name tags can be obtained at an SRTC library with evidence of acceptance into the PN Program. No other name tag will be accepted. The name tag is always worn on the left side of the uniform. It must not be retractable or personalized.
4. Pants must be worn at the natural waist line with no undergarments or skin visible when bending or stooping.
5. Women may wear white hose, white mid-calf socks, or white knee-highs (no ankle or no-show socks) with their pants while men are expected to wear white crew socks (no ankle or no-show socks).

6. Shoes may be purchased from any vendor or purchased at Uniform Works or Griffins. A student must purchase solid leather or vinyl (no canvas or mesh) white shoes (with a white sole) and have approval from the instructor prior to wearing to the clinical setting.
7. Underwear should be neutral or skin-colored instead of solid prints. Women should wear neutral or skin-colored bras and men should wear a white crew neck T-shirt under their uniform top. Students may wear a long-sleeved solid white shirt under the uniform with approval from the instructor. Flannel and thermal underwear are not allowed.
8. No sweaters, jackets, or hoodies. Only lab jackets or approved undershirt are allowed in class and clinical.
9. Skin decorations or any other drawings on the skin should not be visible when representing SRTC in the practice setting. Any student with a tattoo or other permanent skin decoration visible on the hands, arms, or neck must cover them. Any tattoos on the lower leg, ankle, or foot should be covered by socks and/or pants. White or skin tone long sleeve shirts may be worn in fall/winter or to cover skin decorations.
10. No hospital scrub clothes are to be worn or taken outside of the hospital.
11. Jewelry will be allowed as follows: a plain wedding band, watch with second hand (non-digital; gold, white, or black only), small (white gold, gold, silver or pearls) post earrings (one per ear in the earlobe; no hoops, drop or colored earrings). Nose and tongue rings are not permitted.
12. It is acceptable to wear a white lab coat over the uniform and is necessary when going to the OR, OB, and nursery; however lab coats should not be worn during client care.
13. Always keep a black ink pen and a small notepad.
14. Students are not permitted to consume or buy alcohol while in uniform. This will result in dismissal from the program.

## **\*For Mental Health Clinical Assignments**

### ***Acceptable Dress***

- Casual street clothes (slacks, shirts, dresses, skirts, blouses)
- Flat heeled shoes; closed toe
- May wear uniform as designated per facility without badge
- All personal hygiene and jewelry guidelines still apply

### ***Unacceptable Dress***

- Any clothing with low necklines or low backline (sun dresses, low cut blouses or tops)
- Jeans, coveralls, culottes
- Bermuda shorts, pedal pushers, crop pants, and above the ankle pants
- “Dressy” dresses or clothing
- Beachwear (thongs, flip flops)
- Tennis shoes or sneakers
- High heeled shoes or boots
- Chains, ties
- Clothing which is excessively bright in color or gaudy in appearance
- Provocative clothing (clinging, thin, very close fitting, or tight, transparent material)
- Midriff tops
- See tattoo guidelines

### **Personal Hygiene/Grooming**

1. Students are to be clean, neat, and well-groomed at all times.
2. Odors can be offensive to sick clients; therefore, no perfumed substances of any kind may be worn during clinical experiences.
3. Special attention should be given to achieving non-offensive breath and body odors. There is to be no smoking or tobacco chewing while in uniform. See “Tobacco Free Campus Policy” in the SRTC Catalog and Student Handbook.
4. Hair must be presented in a conservative style, which is defined as hair off collar, neatly arranged with none of the following:
  - a. Hair ornaments
  - b. Hair designs
  - c. Pigtails
  - d. Beehives
  - e. Loose strings
  - f. Barrettes or clips used to keep hair off the collar must be the color of the individual’s hair, which should be a color one can be born with. This means hair should not be two-tone colors or any drastic hair color such as pink, blue, purple, green, or silver.
5. If a male student has a mustache or beard, it must be well-groomed (short and neatly trimmed).
6. Nails must be clean, neat, and not extended beyond fingertips. Only clear nail polish may be used. No artificial nails are allowed.

7. Cosmetics/make-up: Moderate use of make-up (worn very sparingly). **No false eyelashes.**
8. Chewing gum is not allowed in any clinical setting including College nursing labs.

### **Evaluation in Clinical Setting**

The evaluation of satisfactory (S) or unsatisfactory (U) will be based upon the following ratings:

**Satisfactory (S):** Behavior is demonstrated safely and independently or with minimum assistance. The student is able to verbalize and apply scientific or theoretical principles related to behavior.

**Unsatisfactory (U):** Behavior is demonstrated ineffectively, incorrectly, or incompletely. Close supervision and/or consistent prompting and direction are required to perform expected behavior. Student is unable to verbalize and/or apply scientific or theoretical principles related to behavior.

After each clinical session, the student and clinical instructor will evaluate each behavior that was performed. If a notation is earned, the specific behavior of the student will be described in writing on the evaluation tool and shared with the student. The student will be counseled before the next clinical session regarding approaches and expectations for improvement of his/her behavior.

A satisfactory (S) grade in the clinical setting is achieved by fulfillment of the stated criteria on the Clinical Evaluation Tool for each nursing course, but an unsatisfactory (U) grade in the clinical setting will result in an "F" in the course if any of the following occur at any point during the semester:

- One (1) incident of gross unprofessional conduct or behavior
- Earning below 70 on Clinical Evaluation Tool at any point during the semester
- Any clinical time not made up before the final exam
- Failure to turn in all required paperwork

### **Unsafe Clinical Practice**

Repeated evidence of unsafe clinical practice by a student will be grounds for dismissal from the SRTC PN Program. The clinical instructor will document unsafe clinical practice on the Clinical Evaluation Tool and the student counseling form. Students demonstrating unsafe practice twice will earn an unsatisfactory (U) grade and will be dismissed from the program.

**Nursing care that is deemed unsafe clinical practice includes, but is not limited to:**

1. Failure to provide for the safety of the client. Each student is required to practice without violating:
  - a. Physiological safety
  - b. Psychological safety
  - c. Infection control guidelines



2. Failure to observe the “Six Rights” of medication administration according to agency policy and accepted standards of care, including but not limited to:
  - a. Right client
  - b. Right drug
  - c. Right route
  - d. Right dose
  - e. Right time
  - f. Right documentation
3. Failure to acquire clinical instructor’s supervision. Performing any medication administration or invasive procedure without an instructor present.
4. Administering nursing care when the nursing instructor is not on the premises.
5. Failure to confirm client allergy status and/or code status.
6. Violation of ethical standards such as:
  - a. Willful dishonesty regarding information given to faculty, college students, or hospital staff
  - b. Stealing medications, equipment, supplies, books, etc.
  - c. Failure to ensure client confidentiality
  - d. Abuse or neglect of clients
  - e. Impairment or possible impairment through use of alcohol and/or unprescribed chemicals
7. Failure to prepare, comprehend, and/or discuss with the clinical instructor the assigned client’s pathophysiology (for primary diagnoses), labs (current values and reasoning for any abnormalities during visit), and/or medications which includes the following:
  - a. Trade and generic names
  - b. The reason the client is taking the medication
  - c. At least three (3) side effects
  - d. Three (3) nursing considerations
  - e. Lab results that are pertinent to the client and medication
8. Failure to notify clinical instructor prior to leaving the clinical floor at any time.
9. Absence from clinical assignment without proper notification or excessive absence’s or tardies (See Clinical Experience Requirements).
10. Insufficient preparation for clinical day such as not wearing the appropriate uniform which includes:
  - a. Name badge
  - b. Stethoscope
  - c. Scissors
  - d. Blood pressure cuff
  - e. Penlight
  - f. Black Pen
  - g. Notepad

## Clinical Grading

The student's performance during their clinical course will be reflected on their overall clinical grade. Points will be deducted from the Clinical Evaluation Tool if a student has any deficiencies. In order to receive a passing grade in the PNSG clinical courses students MUST complete their weekly clinical assignments and abide by all guidelines. The following section on "Clinical Expectations" is an example of one of the Clinical Evaluation Tools that will be used to indicate how a student's clinical grade is calculated. Each clinical course will have a Clinical Evaluation Tool that evaluates the student based on criteria for that specific course.

## Clinical Expectations – Clinical Evaluation Tool

1. **Professional Behaviors:** Apply knowledge of legal/ethical issues in clinical setting.
  - a. Acts as client advocate
  - b. Demonstrates respect for others
  - c. Notifies instructor and client's nurse before leaving unit
  - d. Notifies instructor and clinical agency if absent from clinical
  - e. Utilizes suggestions for improvement of performance
  - f. Maintains professional standards of behavior and proper dress with all necessary equipment as defined on the Practical Nursing Clinical Form
  - g. Maintains client confidentiality
  - h. Follows chain of command
  - i. Arrives on time and not absent for any clinical assignment
  - j. Uses constructive criticism as a means of growth
2. **Communication:** Demonstrates communication techniques that facilitate a therapeutic nurse-client relationship in a variety of settings.
  - a. Communicates effectively with client during each clinical experience
  - b. Utilizes principles of documentation
  - c. Obtains prior approval from clinical instructor before charting on medical record
  - d. Follows proper communication channels for late or absent events
3. **Collaboration:** Collaborate with members of the health care team to provide care to assigned clients.
  - a. Collaborate with instructor and primary care nurse regarding changes in client status
  - b. Reports changes in client status to health care team members and clinical instructor
  - c. Collaborates with faculty, fellow classmates, and healthcare team in a professional manner
  - d. Plans client care in collaboration with members of the healthcare team
4. **Assessment:** Determines a plan of care based upon assessment findings.
  - a. Gathers relevant data
  - b. Performs appropriate physical assessment and documents correctly with the supervision of the instructor
  - c. Identifies subjective/objective data
  - d. Correctly interprets data including allergy status
  - e. Confirms code status
  - f. Identifies transitions of health status that affect ability to meet needs

- g. Proper assessment of the client and client's environment
  - h. Provides instructor with accurate and up-to-date client report
  - i. Performs appropriate physical assessment and documents correctly
  - j. Completes required areas on Electronic Health Record
5. **Clinical Decision-Making:** Apply critical thinking skills in the provision of care to clients in various clinical settings.
- a. Evaluates data and discuss with clinical instructor
  - b. Seeks assistance from instructor
  - c. Reports client data to healthcare team
  - d. Willing to accept responsibility for own actions
  - e. Exercises good judgement/common sense i.e.: assessing vital signs before giving meds, notifying instructor and primary care nurse for change in client status
  - f. Incorporates current research into care
  - g. Clinical paperwork completed on time
  - h. Clinical paperwork completed in its entirety
  - i. Prioritizes client care
  - j. Appraises client responses to therapeutic interventions
6. **Caring Interventions:** Provide empathetic nursing care to clients in various settings.
- a. Adheres to OSHA standards
  - b. Administers medication according to agency policy and accepted standards of care.
  - c. Demonstrates caring behavior toward client
  - d. Alerts instructor for medications and FSBS testing
  - e. Analyzes individual client safety measures
  - f. Performs procedures in safe manner
7. **Managing Care:** Prioritize nursing interventions in the care of clients in various clinical settings.
- a. Be ready for report at 0630
  - b. AM care completed before 1100
  - c. Medications sheets complete
  - d. Demonstrates organization in performance of nursing care
  - e. Has clinical paperwork neatly organized (stapled or clipped) and ready for instructor during report
8. **Providing Care:** Providing nursing interventions in the care of clients in various clinical settings.
- a. Readily adapts to new situations
  - b. Confident and relaxed in most situations
  - c. Highly dependable in completing tasks and assignments
  - d. Consistently exhibits self-confidence
  - e. Observes safety precautions
  - f. Knowledgeable of client diagnosis, history, lab exams, diagnostic tests, and current knowledge needed to properly care for client
  - g. Provide for the physical and psychological safety of the client
  - h. Performs clinical procedures as demonstrated in the skills lab
  - i. Demonstrates organization in performance of nursing care
  - j. Completes assignments within the 8 or 10-hour shift

## **Electronic Health Record**

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An electronic health record is a web tool for integrating nursing informatics into the curriculum. It provides students and opportunity to practice documenting in an electronic health record. Components will be utilized for all program students for completion and submission of required clinical paperwork as described in each course syllabus or clinical guides.

## **Dismissal from the PN Program**

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Unprofessional conduct may result in dismissal from the PN Program. Behaviors for which the student may be dismissed include, but are not limited to:

1. Performing acts beyond the scope of practice
2. Assuming duties and responsibilities without adequate preparation or when competency has not been achieved
3. Diverting supplies, equipment, or drugs for personal or other unauthorized use
4. Falsifying or otherwise altering client or agency records
5. Violating client confidentiality such as photocopying client records or removing computer-generated printouts from agency premises
6. Abusing, neglecting, or abandoning clients
7. Willful commission of any act, which is a felony under the laws of the State or of the United States, or any act which is a misdemeanor under such laws and involves moral turpitude
8. Providing nursing care in a manner contrary to the standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of clients or other persons
9. Inability to provide nursing care with reasonable skill and safety to clients for any reason including, but not limited to:
  - a. Illness
  - b. Use of alcohol, drugs, narcotics, chemicals, or any other type of material or because of any mental or physical condition
10. Disruptive behavior in the classroom or clinical
11. Interruption of teaching and learning process in the classroom or clinical

## **Readmission Procedures to the PN Program**

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Readmission to the PN Program will be based on the individual student's circumstances and available space. He/she must be in good academic standing before his/her request for readmission will be approved. The Dean for Nursing the PN Program Chair, and faculty of the PN Program will make all decisions regarding readmission.

The student desiring readmission must contact the Admissions Specialist for PN in Student Affairs/Admissions. He/she must also submit a “Readmission Request Form” to the PN Program chair at least one semester prior to the semester in which they seek readmission.

The PN Program must be completed within 18 months of enrollment in PNSG 2030 (Nursing Fundamentals). All students desiring readmission must be able to complete the PN Program within the allotted timeframe. Students unable to complete the program in the allotted time frame will not be eligible for readmission and will have to go back through the new student admission process.

To ensure proper response, all inquiries regarding re-entry to the PN Program are to be directed to the Admissions Office, PN Program Chair, and (if necessary) the Dean for Nursing. Any student that is out a semester and re-admitted to the PN Program will be under a new PN Student Handbook. It is the student’s responsibility to obtain a new copy of the Handbook on the SRTC website. It is especially important that students know it is their responsibility to stay informed of all changes including academic requirements for graduation.

**Students applying for readmission who will not have a break in semester attendance will be required to submit:**

- Current BLS certification (from the American Heart Association)
- Current First-Aid certification (from the American Heart Association)
- Current PPD or negative chest X-ray

**Students applying for readmission who have had a break in semester attendance will be required to submit:**

- Drug toxicology and criminal background check completed prior to re-entry start date
- Physical Examination
- Current (within the last 12 months) PPD or negative chest X-ray, which must be valid through the entire program and updated annually
- Current BLS certification (from the American Heart Association)
- Current First-Aid certification (from the American Heart Association)

**Seasonal Influenza Vaccine:** Documentation that the student has completed the current year’s influenza vaccination must be received by October 1 of each academic year or as required by clinical site. Students not enrolled in the previous fall semester of the academic year must provide proof of vaccination by January 31 of the spring semester or as required by clinical site.

## Graduation

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The following items are to be completed or purchased during the last semester prior to graduation:

*Included in tuition fees:*

- Graduation Fees
- NCLEX review course
- Nursing pin and lamp

*Not included in fees (paid for by student):*

- Application for State Board exam (Pearson)
- Fingerprint background from GAPS
- License (Georgia Board of Nursing)

\*Student must have a credit, debit, or prepaid credit card to pay for the State Board examination, license, and background check.

## Graduation Requirements

Students must meet all the college and PN Program requirements for graduation (refer to SRTC Catalog and Student Handbook for more information). A student will not graduate nor be recommended to the Board of Nursing to sit for the NCLEX-PN until he/she has successfully completed all program requirements including the ATI Comprehensive Level 2. The student has three attempts to successfully pass the exam, which is administered in the last semester of the program. Please refer to the Examination Policy for the PN Program for complete information.

1. All courses in the PN Diploma curriculum must be successfully completed in sequence for a student to graduate.
2. The student must complete an online Graduation Request Form at least one semester prior to graduation.
3. The student must successfully achieve a minimum score of A Level 2 on the ATI Comprehensive Predictor.
4. The student must have completed the PN Program in the timeframe allotted. (Refer to Georgia Board of Nursing website).
5. The student will be provided instructions on how to register for Boards at the completion of PNSG 2410.

Only students who have completed the required coursework and receive their diploma are eligible to apply for the NCLEX-PN. To maximum successfully passing the NCLEX-PN examination, all students are encouraged to apply and take the NCLEX-PN (if eligible) as soon as possible after graduation. Graduates who have not applied for or taken the NCLEX-PN examination within one-year post-graduation will not be recommended to the Board of Nursing until evidence of remediation is provided to the Program Chair.

## Licensure Eligibility

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**After graduating from the PN Program, the student will be eligible to apply for recommendation to the Georgia Board of nursing to write the licensure examination (NCLEX-PN) to become a Licensed Practical Nurse in the State of Georgia.**

Completion of a nursing education program does not guarantee eligibility for licensure as a Licensed Practical Nurse. The Georgia Board of Nursing has the authority to render a potential candidate ineligible

for licensure as a Licensed Practical Nurse. The Georgia Board decision may be based on certain events in the candidate's life (i.e., such as a felony conviction). It is the student's responsibility to investigate her/his eligibility for licensure in the State of Georgia in the event that there is a question. Southern Regional Technical College cannot be held responsible for a student's ineligibility for licensure as determined by the Georgia Board of Nursing. As a potential candidate to write the NCLEX-PN, it is important for you to know of certain constraints, which may affect potential NCLEX applicants.

### **Points for Online Applicants for Licensure by Examination**

**Graduates of Georgia Board of Nursing approved schools, who are applying for licensure by examination, may now apply online. Please use the following instructions to ensure that your application for licensure by examination is processed as efficiently as possible:**

It is important to first understand the entire process and to become familiar with the names of the different applications including the companies/boards/affiliations that you will be submitting your applications to:

### **Definitions**

#### **The Companies/Boards/Affiliations**

- **Pearson Vue** – The company that administers the NCLEX examination. They are only involved with test administration. They do not decide who can actually take the exam – that is done by the Georgia Board of Nursing
  - First, register and create an account with Pearson Vue before proceeding to any of the other applications.
  - Pay \$200 to take the exam. This should be done at least 48 hours prior to registering at the Board.
- **Georgia Board of Nursing (GBON)** – the people that decide who can take the NCLEX.
  - Pay \$45 to review your application.
- **Georgia Applicant Processing Services (GAPS)/Fieldprint** – the people that do the background check and fingerprinting services for the GBON.
  - Pay \$50 for background check and fingerprinting. Remember, fingerprinting will not be done until the board sends an approval code to move forward with fingerprinting.

#### **The Application and Forms**

- **Application for Licensure by Examination**
  - This application is submitted to the Georgia Board of Nursing (GBON) to be approved to take the NCLEX examination
- **Citizenship Affidavit Form**
  - This document is submitted with the Application for Licensure by Examination to the GBON. It validates your citizenship and must be notarized.
- **GBON Criminal Background Check Release Form**
  - This document is submitted with the Application for Licensure by Examination to the GBON and allows the GBON to look at and use background checks and fingerprint information.
- **Secure and Verifiable Document**
  - This document is submitted with the Application for Licensure by Examination to the GBON to validate the student's identity.

- **Authorization to Test (ATT)**

- Once approved by the GBON, NCSBN will send an email containing an Authorization to Test (ATT), which is an email confirming eligibility to take the NCLEX.
- The email will direct the student to a website where they can sign up for a time slot to take the NCLEX. They can choose any location and any open time slot.

### Overview

The most important item to remember is that you must register and create an account first with Pearson Vue. This must be done 48 hours before completing the online application for licensure. Then, you must get approval to take the NCLEX by completing and submitting, an **Application for Licensure by Examination** to the Georgia Board of Nursing.

- In order to approve the Application for Licensure by Examination, the Georgia Board of Nursing needs verification of the following:
  - Confirmation of Diploma sent to Georgia Board of Nursing by your school. (**The school does this**)
  - Citizenship and Identity Info which includes:
    - 1) A notarized **Citizenship Affidavit Form**
    - 2) Copy of approved ID such as a passport or a driver's license (this is a **Secure and Verifiable document**).
  - Background check and fingerprints
    - This is done through **Fieldprint/Georgia Applicant Processing Services (GAPS)**
  - A signed **GBON Criminal Background Check Release Form**, which allows the Georgia Board of Nursing to view background checks.

Once all these required documents above are submitted and verified, you will receive an **Authorization to Test (ATT)** – aka an email that will allow you to sign up for a time slot to take the NCLEX.

### Important Tips

- Be sure to use a full legal name - the same name that is listed on the diploma and ID.
- All applications should be completed with the student's personal email address, NOT one from school or work
- When asked if there have been any arrests – be sure to answer this completely honestly, even if the charges were expunged or reduced etc. Upload with your application a disposition of the court case and a letter of explanation.

### Georgia Board of Nursing: Standard Practice for Licensed Practical Nurses

Amended, Chapter 410-10-.02

- (1) The practice of licensed practical nursing means the provision of care for compensation, under the supervision of a physician practicing medicine, a dentist practicing dentistry, a podiatrist practicing podiatry, or a registered nurse practicing nursing in accordance with applicable provisions of law. Such care shall relate to the promotion of health, the prevention of illness and injury, and the restoration and maintenance of physical and mental health through acts authorized by the board, which shall include, but not be limited to the following:



- (a) Participating in client assessment activities and the planning, implementation, and evaluation of the delivery of health care services and other specialized tasks when appropriately educated and consistent with board rules and regulations;
  - (b) Providing direct personal client observation, care, and assistance in hospitals, clinics, nursing homes, or emergency treatment facilities, or other health care facilities in areas of practice including, but not limited to: coronary care, intensive care, emergency treatment, surgical care and recovery, obstetrics, pediatrics, outpatient services, dialysis, specialty labs, home health care, or other such areas of practice;
  - (c) Performing comfort and safety measures;
  - (d) Administering treatments and medications by various routes;
  - (e) Participating in the management and supervision of unlicensed personnel in the delivery of client care; and
  - (f) Performing other specialized tasks as appropriately educated.
- (2) Responsibility: Each individual is responsible for personal acts of negligence under the law. Licensed practical nurses are liable if they perform functions for which they are not prepared by education and experience and for which supervision is not provided.

### **Step By Step Instructions**

1. Create an account with **Pearson Vue**
  - a. Go to [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex)
  - b. Use school code: [US 05106900](#)
2. At Pearson Vue, **register to take the NCLEX-PN licensure exam.**
  - a. Fee: \$200
  - b. Registration with Pearson Vue must be done AT LEAST 48 hours before applying for licensure to the Georgia Board of Nursing
3. Complete form entitled **Affidavit of Citizenship** – this must be done in the presence of a notary!!!
  - a. This form will be submitted when you complete your Application for Licensure by Examination
4. Complete form entitled **GBON Criminal Background Check Release Form**
  - a. This form will be submitted when you complete your Application for Licensure by Examination
5. Select a **Secure & Verifiable document** – this is just something that the GBON requires during the application to verify your identity
  - a. This may include an unexpired passport, driver’s license, green card, etc.
    - i. For a full list see document entitled: **Secure and Verifiable Documents Under O.C.G.A. § 50-36-2** on GBON Secretary of State- Georgia Online Licensing Website

6. Scan a copy of the signed **GBON Criminal Background Check Release Form**, the signed/notarized **Affidavit of Citizenship**, and your **Secure & Verifiable document** of your choosing – you will need digital copies of each to complete the application process
7. Create a username and password with the **Georgia Board of Nursing** website, but do NOT submit an application until two to three weeks before diploma conferral.
  - a. Five days after Diploma conferral, the university/college will send diploma confirmation to the GBON.
8. **Application for Licensure by Examination with the Georgia Board of Nursing**
  - a. Go to GBON website: <https://secure.sos.state.ga.us/mylicense/Login.aspx?process=app>
  - b. Go to the first bullet that says “If you wish to register for a "person" license account (e.g. Licensed Practical Nurse, Accountant), [click here](#) to continue the registration process.”
  - c. Select “**click here**” to begin your online application
  - d. Login using your last name and SS#
  - e. Select ‘**Apply for a New License**’
    - i. Make sure you click this one only!
  - f. Under ‘**Profession,**’ select **Licensed Practical Nurse**
  - g. Under ‘**License type,**’ select **Licensed Practical Nurse**
    - i. **DO NOT** submit the eNLC Upgrade application for multistate license
      1. NOTE: Your application for licensure by examination will be reviewed for multistate licensure automatically
        - a. If eligible, a multistate license will be issued within 7 days of single state licensure being issued
  - h. Under ‘**Obtained by Method,**’ select **Exam- US**
  - i. Answer each question truthfully
  - j. On **Document Upload** Page
    - i. Upload your signed and notarized **Affidavit of Citizenship**
      1. Select ‘**Choose File**’, and upload the **Affidavit of Citizenship**
      2. Click ‘**Upload Document**’
      3. Under ‘**Attachments list**’, go to ‘**Select From the List Below**’
      4. Choose **Affidavit of Citizenship**
    - ii. Upload a copy of your **Secure and Verifiable Document**
      1. Repeat the same steps as above but choose **Secure & Verifiable Document** under ‘**Select From the List Below**’
    - iii. If you have been arrested you will need to upload your disposition and letter of explanation.
    - iv. Press continue
      1. If you are unable to upload the documents to the website for some reason, you can email them to [nursing@sos.ga.gov](mailto:nursing@sos.ga.gov) OR fax them to 877-371-5712
  - k. Submit \$45 payment
9. **AFTER submitting Application for Licensure by Examination to GBON, register with Fieldprint.**
  - a. To begin scheduling, go to <https://www.fieldprintgeorgia.com>
10. Once you have completed the steps above and been approved, **Pearson Vue will send you an Authorization to Test (ATT) via your personal email.**
  - a. The ATT will allow you to make a reservation to take the exam
  - b. This could take 7-10 business days

- i. If the account says “transcript pending” 10 days after the transcript info has been submitted, then contact the university/college nursing department to make sure they have sent the transcript

Remember that if you had any missing documents when you did your application, this process could take up to 30 days. **\*Students choosing to take NCLEX-PN in another state must contact the Board of Nursing in that state**

