SOUTHERN REGIONAL TECHNICAL COLLEGE

Practical Nursing Program

Student Handbook

Fall 2026

Thomasville Campus
15689 US Hwy 19 North
Thomasville, Georgia 31792
(229) 225-5280

Moultrie Campus
800 Veterans Parkway
Moultrie, Georgia 31788
(229) 891-7000

Tifton Campus
52 Tech Drive
Tifton, Georgia 31794
(229) 391-2600

Bainbridge Campus
2500 East Shotwell Street
Bainbridge, Georgia 39819
(229) 243-4251

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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 Southern Regional Technical College 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 that the PN faculty members are here to help you meet your goals. 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.

Practical Nursing Faculty Contact Information

<table>
<tr><td colspan="2">Shae Spivey, MSN, RN, CNE
Program Chair
sspivey@southernregional.edu
Office: (229) 217-4252</td></tr>
<tr><td>Jaiden Brooks, BSN, RN
PN Instructor
SRTC-Moultrie Campus/D216
jbrooks@southernregional.edu
Office (229) 217-4393</td><td>Kelli Whatley, BSN, RN
PN Instructor
SRTC-Moultrie Campus/D217
kwhatley@southernregional.edu
Office (229) 497-0542</td></tr>
<tr><td>Kori Hembree, BSN, RN
PN Instructor
SRTC- Thomasville Campus/ B120
Khembree@southernregional.edu
Office: (229) 227-2170</td><td>Tiffany Erving, BSN, RN
PN Instructor
SRTC- Thomasville Campus/B119
terving@southernregional.edu
Office: (229) 227-2903</td></tr>
<tr><td></td><td>Shae Spivey, MSN, RN, CNE
PN Program Chair
SRTC-Tifton Campus/I103
sspivey@southernregional.edu
Office: (229) 217-4252</td></tr>
<tr><td>Jennifer Cromer, MSN, RN
PN Instructor
SRTC- Bainbridge/670
jcromer@southernregional.edu
Office: (229) 243-4275</td><td>Kimberly Worek, BSN, RN
PN Instructor
SRTC- Bainbridge/669
kworek@southernregional.edu
Office: (229) 243-3174</td></tr>
</table>

SRTC Mission Statement

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

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)

The purpose of the Practical Nursing Program is to prepare students as compassionate, entry-level practitioners who can provide safe and effective nursing care by utilizing clinical reasoning and promoting contemporary concepts that support evidence-based practice and client-centered care for individuals in a variety of healthcare settings.

The program prepares students to successfully write the NCLEX-PN for licensure as practical nurses and prepares graduates to provide competent nursing care. This is accomplished through a selected number of occupational courses that provide a variety of techniques and learning materials necessary to assist students in acquiring the knowledge and skills required for competent practice. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance and supervision of qualified clinical instructors.

Career Opportunities

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 full 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

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Southern Regional Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA):

Darbie Raines
Special Populations Coordinator
Title IX Coordinator, Section 504 Coordinator
Moultrie - Veterans Parkway Campus | Building A - Office 139
800 Veterans Parkway North |Moultrie, GA 31788
(229) 217-4145 | davera@southernregional.edu

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; therefore, the PN student is a member of the College student body and is subject to applicable SRTC regulations. 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.

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. SRTC strives to provide reasonable, quality services/accommodations based upon the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the College and from other agencies. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program. Services available may include registration assistance, campus orientation, career exploration, test modification, recording/enlarging reading materials, accessible parking, counseling, special equipment, and others. For assistance, students may request services through the Counseling Office in Student Affairs. Students should request accommodations prior to beginning college courses

Program Overview

The PN21 program is a 49-credit hour, three-semester program of study. The curriculum is designed to produce highly educated, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings.

Program graduates who meet exit requirements are eligible to apply to the Georgia Board of Nursing to write the national licensure examination (NCLEX-PN). Upon successful completion of the NCLEX-PN and licensure by the Georgia Board of Nursing, graduates are employable as licensed practical nurses.

Applicants must be 17 years of age or older. The graduate 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.

End-of-Program Student Learning Outcomes

1. Graduates will demonstrate competency in Pharmacological Therapies by safely applying medication knowledge, dosage calculations, and client-specific considerations in the delivery of nursing care.

Means of Assessment: Student performance of 70% 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 in overall performance of the program exit exam within three attempts.

1. 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 1645 (last semester of the program).

   Expected Level of Achievement (ELA): 90% of students will pass with 100% on the mastery exam for drug calculations given in PNSG 1645 on the first attempt.

2. 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 1645 Clinical Evaluation Tool in the Clinical Decision Making section. Course: PNSG 1645 Capstone 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 1645 Clinical Evaluation Tool.

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 to twelve 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 to 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 care 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 and drug toxicology are required for all medical programs. Due to the results of these checks, some students may be ineligible to participate in the clinical component of the program. The cost associated with these screenings will be paid for by the student.

Documentation of Standards

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

*****Items 6-7 is documented by satisfactory Competitive Admission Exams (TEAS score of 56% or above).

*****Item 8 is documented by satisfactory criminal background checks 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. Grades of "D, F, and W" are considered unsuccessful attempts.

- 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 separate course 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.

- This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other College. However, the student may apply to another program in the School of Health Sciences that does not require the failed courses.

- 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 the program faculty.

Health Sciences Competitive Admissions Process

Southern Regional Technical College's competitive admission programs are the following:

- Associate of Science in Nursing Bridge
- Associate of Science in Nursing Generic
- Radiologic Technology, Degree
- Veterinary Technology, Degree
- Practical Nursing, Certificate

All students are subject to the competitive admissions selection process for these programs. The number of students selected for any given semester is based on the number of available clinical slots in the program as a whole and may vary by campus and semester. However, slots are filled from highest grade point average or TEAS test grade until the maximum enrollments are reached. There is no guarantee that a higher GPA will progress within a particular semester, as all slots are competitive.

Admissions for PN

Students are not required to complete prerequisite courses for admission to the Practical Nursing Program.

Applicants are subject to the competitive admissions selection process for these programs. In the event of a tie in the ranking, the highest average on the Math and Science section of the qualifying TEAS exam will be used.

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 1605 (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/1st 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.

All PN applicants are required to take and attain the required score on a Pre-Admission Assessment (TEAS) exam prior to being accepted into the PN Program. The ATI TEAS (Test of Essential Academic Skills) is a timed exam that includes questions in the following areas: English & Language Usage, Math, Reading, and Science.

The total TEAS score requirement for the PN Program is 56%. Applicants will be allowed **two** attempts to meet the required score. 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 ATI TEAS Study Manual are available in the SRTC libraries. The TEAS study book can also be purchased online at https://atitesting.com/teas/study-manual.

Any applicant that does not attain the appropriate TEAS score after two attempts will not be considered for admission into the PN Program. However, applicants can reapply to the PN Program and take the PN Pre-Admission exam again after waiting one year from the last failed attempt. At such time, the applicant will be allowed two attempts to meet the qualifying PN Pre-Admission TEAS Assessment exam scores, which are good for two years from the month and year of the exam.

Pre-Admission TEAS Assessment scores will be accepted from testing conducted in an in-person testing environment. An in-person testing environment is one where the candidate's identity verification is performed through direct, face-to-face interaction without reliance on web conferencing technologies.

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.

Curriculum Outline for PN21

49 Semester hours credit required for graduation

A "C" or higher is required in all courses for the PN Program.

Nursing Course	
PNSG 1600	Pharmacology
PNSG 1605	Fundamentals
PNSG 1630	Mental Health Nursing
PNSG 1610	Adult Health Nursing I
PNSG 1615	Adult Health Nursing II
PNSG 1635	Maternity Nursing
PNSG 1620	Adult Health Nursing III
PNSG 1640	Pediatric Nursing
PNSG 1625	Adult Health Nursing IV
PNSG 1645	Practical Nursing Capstone

Additional Documentation for the PN Program

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 the day of the PN Program 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 student.

1. Current Basic Life Support Certification (BLS) **Health Care Provider** from the **American Heart Association.** Copy of 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. 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 immunity)
    c. Tetanus- must be within ten years
    d. Varicella- two doses required or Titer
    e. Hepatitis B vaccine, titer indicating immunity, or declination form
    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 and spring admissions

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 the required immunizations and tests, you may have limited access to clinical/practicum sites. This may delay or prevent program completion.

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.

3. Criminal Background Check (please refer to Mandatory Criminal Background Check Procedure in this handbook) (PreCheck)
4. Signed "State of Understanding Regarding Commission of a Felony"
5. Personal Data Sheet
6. Signed "Disciplinary Action Statement on All Forms of Academic Dishonesty"
7. Signed "Confidentiality Statement"
8. Signed "OSHA Training Document"
9. Signed "Verification of Receipt of PN Program Student Handbook"
10. Signed "Student Authorization for Clinical Paperwork"
11. 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

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 the required clinical time for that semester. In addition, 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)

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, student 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 Phoebe Putney Memorial Hospital (PPMH)

As a requisite for completing clinical at Phoebe Putney Memorial Hospital (PPMH) and affiliates, all clinical requirements must be current prior to each semester start. PPMH 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, PPMH 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 PPMH. Once students become compliant, students and faculty will be notified of changes in real time and receive alerts when requirements, such as documents and immunizations, are close to expiring.

Clinical at Southwell (Tift Regional Medical Center)

As a requisite for clinical space at Southwell and affiliates, all clinical requirements must be current prior to each semester start. Southwell 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, Southwell 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 Southwell and affiliates. Without current records, you will not be scheduled for clinical time for that semester. In addition, each year you will be required to complete an online orientation by a pre-determined deadline of the clinical site.

Clinical at Memorial Manor

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, PreCheck. PreCheck is an immunization tracker paid through PreCheck with a $35 fee. Students will need to complete all clinical site requirements in PreCheck prior to participating in a clinical rotation.

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 PreCheck at https://myPreCheck.com/PreCheck.html#/upload/142.

You will receive confirmation that the upload was successful. Email any questions about your immunization tracking to SRTC@PreCheck.com.

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

Clinical at Miller County Hospital

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, PreCheck. PreCheck is an immunization tracker paid through PreCheck with a $35 fee. Students will need to complete all clinical site requirements in PreCheck prior to participating in a clinical rotation with Miller County Hospital.

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 PreCheck at https://myPreCheck.com/PreCheck.html#/upload/142.

You will receive confirmation that the upload was successful. Email any questions about your immunizations tracking to SRTC@PreCheck.com.

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

Criminal Background Check Procedure

In the interest of client safety, to comply with the concerns of clinical facilities, and to fulfill requirements of the Georgia Board of Nursing, all students in the Southern Regional Technical College Practical Nursing Program are required to complete a criminal background check. (Please refer to the SRTC Catalog and Student Handbook).

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not have access to clinical sites. If clinical placement is not available, the student may be withdrawn from the PN Program. Successful completion of all program requirements does not guarantee the student will be eligible to take the NCLEX-PN licensing examination and/or receive a practical nursing license.

- Completion of the nursing program is contingent upon satisfactory completion of clinical experience components; therefore, student attendance at all clinical facilities is mandatory throughout the program.

- Each clinical facility has the right of refusal for any student to participate in the facility in the event that a student's criminal background check is not clear.

- These procedure requirements continue throughout the program; therefore, if a student is suspected or convicted of criminal activity at any time during the nursing program, and a clinical site refuses student attendance, the student may be unable to complete the required course satisfactorily.

StudentCheck (PreCheck)

Instructions for obtaining your background check and drug screening for a clinical education program

Background checks and drug screening are required on incoming students to ensure the safety of the clients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and a turnaround time of the drug screening results is determined by a variety of factors. PreCheck, Inc., a firm specializing in background checks for healthcare workers, conducts the background checks. The drug screening services is conducted by E-Screen/Pembroke. All your orders must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as **Southern Regional Tech College-PN.** Log in with your username and password. If you do not have an existing profile, please create a new account.

Complete all required fields as prompted and hit continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at PreCheck office.

Pricing

Background Check	$54.45
Drug Test	$58.30

Applicable state sales tax will be collected based on your residential location.

For your records, you will be provided with a receipt and confirmation page of background check and drug screening through PreCheck, Inc.

Drug Screening:
You must pre-register for drug screen collections before heading to a collection lab.

- If you pay by credit card, the link to the instructions for pre-registration will be provided on the confirmation page after you complete your order.
- If you are paying by money order, you will be emailed instructions to obtain your drug screen once payment has been received.

Note on Drug Screen Collection Pre-Registration and Appointments: This process only pre-registers you for a drug screen and does not set up an appointment time with the collection site. Collection sites have different policies on setting up appointments for drug screening. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to pre-register and complete the drug screen at the time required by the school. For most students, the Electronic Chain of Custody (ECOC) process will register them to a collection site instantly; however, the location of some students may require us to mail a paper Chain of Custody Form to get you to a collection site close to your location. We encourage you to pre-register with enough time to allow mailing time, if needed.

PreCheck will not use your information for any purpose other than the services ordered. Your credit will not be investigated, and your name will not be given to any business.

Frequently Asked Questions:

- *What does PreCheck do with my information?* Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.
- *I selected the wrong school, program, or need to correct some other information entered, what do I do?* Please email StudentCheck@PreCheck.com, with details.
- *Do I get a copy of the background report?* Yes. Go to www.mystudentcheck.com, log in, and select Check Status and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged $14.95 for a copy of your report and will need to contact PreCheck directly to request this.
- *Do I get a copy of the drug screening?* Please email StudentCheck@PreCheck.com to receive a copy of the report. Include your name, request, and last four digits of your SSN.
- *I have been advised that I am being denied entry into the program because of information on my report, who can I contact?* Call PreCheck's Adverse Action hotline at 800-203-1654.

Please note: If a drug screen result is reported as diluted, the student will be required to repeat the test at their own expense, as some clinical agencies are now denying placement based on diluted specimens. To avoid dilution, drink a normal amount of fluids and do not over hydrate when providing a sample is anticipated. If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.

ACEMAPP Information

Some clinical facilities utilize ACEMAPP as their clinical clearing service. Students will be given more information about signing up for ACEMAPP on the first day of class.

Things to know:

1. There is an annual $50 fee, which must be paid out of pocket.
2. You will need to have a copy of the files you are turning in (i.e., vaccination record, BLS card, etc.). These files must be in .jpeg or .pdf form. The easiest way to do this is to take a legible copy of the forms with your cell phone and email them to yourself.
3. Be sure you have the fee and the files where you can access them on the first day of class and be prepared to pay/upload them.

Progression through the PN Program

1. 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 1605 (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. Any student who withdraws or has one failure "D" or "F" must complete the entire course including theory and clinical to receive credit. Any student who wants to apply for readmission to the program for any reason must submit a readmission packet.

5. 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.

6. The PN Program will accept ATI entrance scores from other Colleges/University within a two-year time period and two-time limit. The SRTC Admission Office will only accept scores derived from testing conducted in an in-person testing environment.

7. The student must have completed the course PNSG 1645 (PN21) resulting in a course average of 70 or above.

8. **W**- 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 course work attempted.

Academic Misconduct

Please refer to the SRTC Catalog and Student Handbook

Computers in the Classroom/Computer Tests

Computers in the Classroom:

Are not for personal email, surfing the web, social media, completing work for other courses, completing work to turn in today which should have been completed prior to class, etc. Students should always ask permission to use the printer provided in the classroom. The printer should not be used during lecture or testing.

We may incorporate a variety of online resources to support an active and engaging classroom environment. Students should only use computers and websites as directed for class activities.

Unless otherwise instructed, the only items that should be visible on your screen are course-related materials. If you are not actively using your computer for a class activity, please power it off. The IP address on each computer is monitored for activity.

Computer Tests:

Prior to any test, the students will leave all personal items at the front of the room (or area designated by faculty) which includes, but is not limited to books, book bags, cell phones, smart watches, notebooks, paper, notes, key rings, pens, pencils, calculators, caps/hats/visors, coats/jackets/sweaters, etc.

During testing: nothing will be on the desk other than the blank scratch paper and a pencil (which will be provided by the instructor). The paper will have your name on it and be turned in when testing is complete along with the pencil. Once you have completed your test, close out the program, and leave the room quietly. Do not return to the room until testing is completed for all students.

Technical Issues:

Occasionally, technical problems may occur while attempting to take an exam. If this happens, the instructor will ask the student to leave the room and go to another PN instructor's office so they can assist the student with logging into their testing platform. The student will be given the same amount of time to take his/her exam, as their classmates had to complete the exam.

Instructors have no control over internet connectivity during an exam. Often, delays or disconnection may occur during an exam. The instructor will make every attempt to allow the student to complete a submission of an exam.

Testing Environment:

Instructors have no control over noises made by candidates typing during another examination. Typing noise is considered a normal part of the computerized testing environment, just as the noise of turning pages is a normal part of the paper-and-pencil testing environment. It is recommended you bring your own earplugs if noise is a distraction.

Grading Procedure for the PN Program

The final course grade will be determined from the theory and clinical component of the course. Course syllabi and the clinical evaluation tool(s) list the identified behaviors being evaluated. The clinical evaluation tool is given to the student in each class, which has a clinical component. When the clinical grade is passing "S", and the skills lab component is passing "S", 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
W = Withdrawn
I = Incomplete
IP = In Progress
S = Satisfactory (70+)
U = Unsatisfactory (69 or less)

Grading in the classroom is designed to objectively measure a student's mastery of knowledge and its application related 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.

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 his/her 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.

In Progress (IP) Grades

This grade signifies that a student has satisfactorily completed 80% of the class days of the required coursework, but for non-academic reasons beyond the students' control, has not been able to complete the course. The Incomplete is assigned only after the student has made arrangements with the instructor or designated representative. Grades of "**IP**" are not cleared within the first two weeks of the next term will be converted to an "**F**". Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Vice President for Academic Affairs or a designated representative; however, under no circumstances extended beyond the term. (See the SRTC Catalog and Student Handbook).

Examinations and Quizzes

Attendance at Examinations and Quizzes:
Students are expected to take all scheduled examinations.

Tardiness
Tardiness for module exams will constitute a **15-point deduction** from the module exam being taken. Time allowed to complete the exam 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 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 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 a 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 of the course.

NOTE: The Final Exam cannot be missed and tardy students will receive a 15-point deduction. The time allowed completing the exam starts when the exam is initiated by the instructor and will not be extended.

Retesting Policy
All exam scores are considered final following exam analysis. Students are not permitted to retake any exam once it has been administered, except in cases specifically outlined in program policy (e.g., Drug Calculation Competency Exam, ATI Predictor Exam). Missed exams do not qualify for retesting. In accordance with the "Examinations and Quizzes" policy, students who provide appropriate documentation of extenuating circumstances within the required timeframe will have their missed exam grade replaced with their lowest exam score.

Students should use remediation resources and follow up with instructors to address academic weaknesses prior to future assessments.

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).

Focused Reviews/Active Learning/Remediation

- A student success remediation portfolio is initiated in PNSG 1605 (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.

Drug Dosage Calculation Competency Exam Procedure

A drug dosage calculation competency exam will be administered at the completion of Pharmacology (PNSG 1600) courses. 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 1600, 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/Capstone (PNSG 1645) 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 1645.

Testing Guidelines

- 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 instructor's office so they can assist the student with logging into their test. 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 test, 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 follow the instructions provided on the Disability Services webpage in SRTC Online: https://southernregional.edu/disability-services

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.

PN Grade Appeals

The following process will be used for grade appeals:

A student may appeal a final grade or other academic decision. The student 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 Academic Affairs, 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 Academic Affairs, Nursing will provide the student with a written decision.

If the student is not satisfied with the decision of the Dean, the student may submit a written request for review to the Vice President for Academic Affairs. 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 Academic Affairs, Nursing. The Vice President for Academic Affairs will provide the student with a written decision. The decision of the Vice President for Academic Affairs shall be final.

Please refer to the SRTC Catalog & Student Handbook for the following policies:

- **Grade and Other Academic Appeals for College**
- **Attendance Procedure (PN)**
  - **Excused Absence**
  - **Unexcused Absence**
  - **Tardiness Criteria**
- **Classroom Breaks**

Attendance Policy

Requirements for instructional and clinical hours for programs that have accrediting agencies or licensure boards reflect the rules of the respective agencies. Therefore, class and clinical attendance are required. The program lead instructor, program director, or program clinical coordinator determines the procedure for absences. 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 out, you need to notify the instructor. In the traditional classroom environment, the attendance procedure is outlined in the student handbook below:

Tardies represent 1 hour missed.
Students who miss 5% will be given a warning.
Students who miss 10% will be dismissed from class.
Students who miss 20% will be dismissed without recourse.

Students who are absent from any clinical hours will be required to make up the entire clinical day in order to progress in the course/program:

- The maximum number of clinical hours a student can make up **per semester** are ten (10). The hours must be made up in the category in which they were missed (example: medical- surgical, maternity, psych, etc.); however, they will not consist of an alternate experience.

- Scheduling of make-up hours are contingent upon an excused absence, which must be presented to the course instructor within 24 hours. An excused absence require documentation such as a Primary Health Care Provider's excuse, jury duty, obituary, etc. All others are subject to review and approval by the Program Chair.

- **Please see the Clinical/Simulation Lab requirement section for more information regarding make-up hours.**

Any missed clinical (virtual or facility) time results in making up the entire 10 hour day.

Cell Phone Procedure

Students are to have cell phones on silent or off during class. If you need to have your phone on vibrate for any reason, the instructor must be notified prior to the beginning of class. If someone complains or the instructor notices a cell phone being used during class for texting or other reasons, the student will be asked to leave the class for the rest of the day. This will require make-up work to be completed. If your phone is vibrating or bothering classmates, the same rule applies. You will be asked to leave class for the remainder of the day and will have make-up work for the missed class time with the exception of an exam, **THERE WILL BE NO MAKE-UPS.**

Use of Meta AI Glasses and Recording Devices

To preserve the integrity of the teaching, learning, and testing environment, the use of **Meta AI glasses, smart glasses, or any wearable technology with artificial intelligence or recording capability** is strictly prohibited in the classroom, laboratory, clinical setting, and during examinations.
Meta AI glasses and similar devices are capable of:

- Recording audio, video, and images without detection.
- Providing real-time translation, text generation, and responses to questions.
- Displaying answers, prompts, or internet-based information within the user's field of vision.
- Connecting to external devices or cloud-based platforms, which may compromise academic integrity and patient confidentiality.

Because these functions interfere with fair testing practices, faculty instruction, and the privacy of classmates, patients, and clinical partners, **students are not permitted to wear or use Meta AI glasses (or any similar device) at any time during exams, class sessions, skills check-offs, or clinical experiences.**

Recording of lectures, class discussions, laboratory activities, or clinical experiences is also not permitted unless prior written permission has been granted by the course faculty and the Program Chair. Unauthorized recording violates both program policy and professional standards of confidentiality.

Violation of this policy will be considered **academic misconduct and/or a breach of professional behavior** and may result in disciplinary action, up to and including course failure or dismissal from the program, in accordance with the Student Code of Conduct.

Classroom Breaks

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

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 fifteen points off the total grade for the exam.

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 conflicts. 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 workspace 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 Laboratory

The nursing skills laboratory augments classroom theory by teaching skills, which are necessary in the application of theory. The following instructional methods are utilized in the lab: demonstration, supervised practice, individual practice, skills check-offs, computerized instruction, simulation, and independent viewing of learning resources and media. Students will be required to complete skills competency checkoffs each semester throughout the program.

Skills Laboratory Requirements

Students will be assigned to skills lab practice sessions and return demonstration sessions according to students' class schedules and learning needs. Students are required to attend all nursing laboratory experiences. Lab sessions may be held during morning or afternoon hours as determined by faculty.

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 checklist. These should be used as a guide for practicing skills and for performing checkoffs.

2. If a clinical skills video is shown during the nursing skills lab and the student is absent, he/she will be responsible for viewing the video prior to his/her make-up session(s). Students must show evidence of having viewed the assigned video 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 clinical skills video.

3. Students are expected to attend each scheduled skills lab. If unable to attend, the student must notify the course coordinator or other faculty member prior to the scheduled session. It is the student's responsibility to make up any missed skills lab. The attendance procedure of the PN Program applies to all scheduled skills lab sessions.

4. The Nursing Skills Lab will 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 nursing faculty.

5. Cell phones are not permitted in the skills 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 second 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 three 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 Experience

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. Students 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 given due to the high cost of transportation. Student clinical assignments are made at the discretion of the Clinical Coordinator.

Clinical/Simulation Lab Requirements

Students are expected to adhere to the following in relation to clinical experiences:

1. Participation in all schedule clinical experiences is required.

2. Tardiness is an unacceptable behavior. Students who arrive more than 10 minutes late for the clinical experience will be sent home while anyone who is between 1 to 9 minutes late will receive a point deduction on their Clinical Evaluation Form. For example, if clinical is to start at 6:30 AM and a student arrives at 6:31 AM, that student is considered late. Additional assignments will be required and must be completed by the date and time designated by the faculty. Anytime a student is tardy, a notation will be placed on the evaluation tool.

3. Students are **NOT** to leave the assigned clinical area without permission from the clinical instructor. Student must ensure that their assigned client has nursing attendance at all times. Students must notify the instructor, the nurse(s) assigned to the client(s) care and ask a peer to cover their client prior to leaving the unit for any reason.

4. A student who is breast-feeding and involved in a clinical rotation may utilize her break and/or mealtime for collection of breast milk for future feedings. This procedure is to be completed in a private, hospital-staff approved area conducive to this procedure. It is expected that the student will notify her course coordinator and clinical instructor at the onset of the clinical rotation experience that she is desirous of engaging in this behavior. The student will continue to notify the clinical instructor and her client's primary nurse when she plans to physically remove herself from her assigned client's environment.

5. Students must abide by all rules and regulations of the affiliated clinical agencies.

6. Transportation to and from the clinical agencies is the responsibility of the student.

7. No student will be allowed to give care to any client before or after clinical unless an instructor is present.

8. It is the student's responsibility to plan and implement nursing care according to the objectives on the clinical lab evaluation tool.

9. Students must be able to perform all nursing skills safely. If unsure as to how to perform or proceed with a certain procedure or skill, it is the student's responsibility to contact the instructor for assistance.

10. Students are expected to communicate with hospital staff, especially to nursing personnel to whom their clients are assigned. The student will report all pertinent client information to the nurse responsible for the client.

11. All students must strictly adhere to the SRTC dress code (See General Code of Discipline, SRTC Catalog and Student Handbook). If a student violates the dress code, he/she will be sent home and considered absent from the clinical setting or simulation lab.

12. Students will be assigned to clinical rotations by schedule; including alternate clinical unit/sites, by the Clinical Coordinator and according to the learning level needs of the student. Clinical faculty may further alter clinical alternate schedules for a student as necessary, according to the learning progress of the student in the clinical setting.

13. Students are to report to clinical with needed equipment and supplies. Students should not borrow from the instructor or other peers.

14. Some clinical facilities may still require students to wear masks at clinical as recommended by CDC guidelines during the pandemic. Additionally, shields may be required in a clinical setting based on changes made by the clinical facility. Masks are currently optional in class/lab located at a college campus.

15. Students who are absent from any clinical hours will be required to make up the entire clinical day in order to progress in the course/program:
    a. Students must notify the clinical instructor (by email and call clinical site with a call back number) prior to the beginning of any clinical and on each day to be missed. Students with an extended illness should contact the Program Chair for the procedure. Failure to contact all of the above will result in an unexcused absence. **DO NOT CALL A FRIEND TO TELL YOUR INSTRUCTOR OF YOUR ABSENCE.**

    b. The maximum number of clinical hours a student can make up **per course** are ten (10). The hours must be made up in the category in which they were missed. They will not consist of an alternate experience.

    c. Scheduling of make-up hours are contingent upon an excused absence, which must be presented to the course instructor within 24 hours. An excused absence requires documentation such as a Primary Health Care Provider's excuse, jury duty notice, obituary, etc. All others are subject to review and approval by the Program Chair.

    d. If the student misses a clinical day, it is the responsibility of the student to contact the clinical instructor to reschedule a clinical make-up day. If the student fails to contact the clinical instructor to reschedule a make-up day, a make-up clinical will not be assigned and the student **will not** meet their required clinical hours.

    e. Make-up clinical hours may be scheduled on weekends, nights, or evenings, and the attendance is not optional. Participation in all scheduled clinical experiences is required. 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 within 24 hours of the missed clinical day. Clinical experience missed due to extenuating circumstances will be made up at the discretion of the instructor. An excused absence of more than one clinical day in a course may result in a W or F.

16. All clinical experience make-up work, including all paperwork, must be completed prior to the final exams for that semester.

17. If absent, regardless of the reason, the student is responsible for any material or announcements made on the day the student was absent.

18. Students must submit a physician's statement giving permission to do clinical work in the event a student has an illness, disability, or limitation. The physician must specify the time the student is allowed to perform in the clinical setting.

19. Students will not be allowed to bring purses, suitcases or other large carrying cases to the clinical setting. Do not bring cups or outside open drinks to the clinical site as this will not be permitted in the clinical setting.

20. Students are encouraged to bring a non-perishable snack to the clinical assignment in the event that a lunch period is missed or late. The snack must be consumed in the designated area and with the permission of the instructor.

21. Cell phones are not permitted in the clinical setting or virtual lab. If a cell phone is discovered, the student will be sent home and receive a notation on their clinical evaluation tool.

22. Electronic devices may be used only per Facility's procedure regarding electronic devices.

23. Students unprepared to give medications will not be permitted to administer medications that day and will receive notations on their clinical evaluation tool for the day and will be sent home. This will require a clinical make-up day. However, paperwork must be completed and turned in on the assigned day.

24. No electronic watches. Analog watches **only** in the clinical setting, which includes the virtual hospital.

25. No smoking or vaping while at any clinical facility or campus location.

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 simulated 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 organized according to the course outcomes. Faculty will use the Clinical Evaluation Tool specific to each course to assess student performance throughout the clinical learning experience.

Evaluation in Clinical Setting

The evaluation of Satisfactory (S) or Unsatisfactory (U) will be made 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 will be 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:

- Achievement of the stated criteria in the Clinical Evaluation Tool for each nursing course.

An Unsatisfactory (U) grade in the clinical setting, which 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 a 70 on Clinical Evaluation Tool at any point during the semester
- Any clinical time and associated clinical paperwork not made up before the final exam or date specified on course syllabus

Unsafe Clinical Practice

Repeated evidence of unsafe clinical practice by a student will result in a clinical failure 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 fail the program.

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

- Failure to provide for the safety of the client. Each student is required to practice without violating physiological safety, psychological safety, and infection control guidelines
- Failure to observe the "six rights" of medication administration according to agency procedure and accepted standards of care: (1) right client, (2) right drug, (3) right dose, (4) right route, (5) right time, and (6) right documentation.
- Failure to acquire clinical instructor's supervision
- Administering nursing care when the nursing instructor is not on the premise
- Failure to confirm client allergy status and/or code status

- Violation of ethical standards such as: (1) willful dishonesty regarding information given to faculty, college students, or hospital staff, (2) stealing medications, equipment, supplies, books, etc., (3) failure to ensure client confidentiality, (4) abuse or neglect of clients, or (5) impairment or possible impairment through use of alcohol and/or un-prescribed chemicals

- Failure to prepare, comprehend, and/or discuss with the clinical instructor the assigned client's pathophysiology and/or medications

- Failure to notify clinical instructor prior to leaving the clinical floor at any time

- Absence from clinical assignment without proper notification

Uniform and Dress Requirements

Students must wear the designated student uniform when in the clinical area on clinical assignment or other course assigned activities. All nursing instructors have the right to dismiss a student from the clinical setting if they fail to meet these standards.

Personal Hygiene/Grooming

1. Students are to be clean, neat, and well-groomed at all times.
2. Odors can be offensive to sick clients. 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 while in uniform. See "Tobacco Free Campus Procedure" in SRTC Catalog and Student Handbook.**
4. Hair must be presented in a conservative style. Conservative style is defined as hair off the collar, neatly arranged, and no hair ornaments, no hair designs, no pigtails, beehives, puffs, or loose strings in the face. Barrettes or clips, which are used to keep hair off collar, must be color of hair. Your hair color must be one with which you can be born with. Hair must be pulled back away from the face and off the neck.
5. All male students must be clean-shaven. If you have a mustache or beard, it must be well groomed (short and neatly trimmed).
6. Nails must be clean, neat, and not extend beyond the fingertips. Only clear nail polish may be used. **No French tips allowed. No artificial nails are allowed.**
7. No fake eyelashes allowed.
8. Cosmetics/make-up must be moderate and worn very sparingly.
9. Gum chewing and use of tobacco (smoking, dipping, or any electronic tobacco device such as vaping) are not allowed during clinical experience.
10. Jewelry will be allowed as follows: a plain wedding band, watch with second hand (non-digital) (gold, white, or black watches only), and small white, gold, silver, or pearl post earrings (one per ear in the earlobes; no hoops, drop, or colored earrings).
11. White or skin tone long sleeve shirts may be worn in fall/winter to cover skin decorations.
12. SRTC lab coats can be worn in the clinical settings except in the client's room.

Uniform Requirements

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
113 12th St. E.
Tifton, GA 31794
229-387-8737

Griffins Uniforms
807 Smith Ave
Thomasville, GA 31792
229-226-3528

Griffins Uniforms
115 S Lamar St
Bainbridge, GA 39817
(229) 243-7996

The supply kit and shoes are considered part of the required uniform and may be purchased through Uniform Works or from other vendors. Students may choose to purchase items individually, provided they meet the following program guidelines:

- All items must be plain, neutral in color, and non-electronic (e.g., no electronic stethoscopes or smartwatches).
- The stethoscope and watch must be analog (white or black).
- Shoes must be solid white, including a white sole, and made of leather or vinyl. Canvas, cloth, and open-back shoes are not permitted.
- Solid clogs with a strap across the back and no ventilation holes are allowed.
- All shoes must be approved by the instructor before being worn in the clinical setting.

Required Uniform Items:

- One (1) or more white scrub tops
- One (1) or more navy scrub pants
- One (1) white lab coat
- White crew-length or knee-length hose or socks (no footie socks)
- One (1) pair of solid white leather or vinyl shoes
- Three (3) SRTC patches

Supply Kit Contents:

- 5.5” Kelly Forceps
- 5.5” Bandage Scissors
- Stethoscope (black or white)
- Premium Blood Pressure Cuff
- White or Black Analog Watch
- White Pen Light
- Tote Bag

Supplies may be purchased from any vendor, but students must have **all** required items available on the first scheduled skills day.

3. Nametags can be obtained at an SRTC library with evidence of acceptance into the PN Program (Tifton, Moultrie, and Thomasville campuses) or from the Bookstore on the Bainbridge campus. No other nametag will be accepted. The nametag 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 waistline 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, and a solid color instead of 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 in 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. All body piercings that are visible must be removed (nose piercing cannot be covered up with Band-Aid- they must be removed).

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.

15. No digital or smart watches.

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

Dismissal from the PN Program

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 (for example, 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 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 person

9. Inability to provide nursing care with reasonable skill and safety to clients for any reason including but not limited to illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition

10. Disruptive behavior in the classroom

11. Interruption of teaching and learning process in classroom or clinical

Readmission Procedures to the PN Program

1. The student desiring readmission must contact the readmission coordinator in the PN Program to complete the readmission paperwork and application for the college at least one semester prior to the semester in which they seek readmission.

2. Student must submit a "Phase II Competitive Readmission Application Form" to the PN Readmission Coordinator at least one semester prior to the semester in which they seek readmission.

3. The PN Program must be completed within 18 months of successful completion of PNSG 1605. All students desiring readmission must be able to complete the PN Program within the allotted time frame. Students unable to complete the program in the allotted time frame will not be eligible for readmission.

4. To ensure proper response, all inquiries regarding reentry to the PN Program are to be directed to the Readmission Coordinator, Course Instructor, and PN Program Chair.

5. 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 to keep informed of all changes including academic requirements for graduation.

6. Any student that is out a semester and/or re-admitted to the PN Program is to meet with the Remediation Coordinator between semesters for remediation assignments.

7. **Students applying for readmission will need to review and provide the below requirements:**

Students who will not have a break in semester attendance will be required to submit:

1. A current PPD within 3 months or negative chest x-ray. If positive chest x-ray, the student can be cleared via a Tuberculosis Screening Questionnaire indicating no problems for more than 3-4 months from a physician/health care professional.

2. Copy of current Basic Life Support Certification (BLS) Health Care provider from American Heart Association

3. Copy of current First Aid card from American Heart Association

Students who have had a break in semester attendance will be required to submit the following:

1. A current PPD within 3 months or negative chest x-ray. If positive chest x-ray, the student can be cleared via a Tuberculosis Screening Questionnaire indicating no problems for more than 3-4 months from a physician/health care provider.

2. Drug Toxicology (PreCheck) and criminal background check completed within 30 days of acceptance back into the program (PreCheck).

3. Copy of current Basic Life Support Certification (BLS) Health Care provider from American Heart Association

4. Copy of current First Aid card from American Heart Association

5. During flu season (October- February), documentation of the flu vaccine is required by October 15

Graduation Requirements

Students must meet all the college and PN Program requirements for graduation.

1. All courses in the PN TCC 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 have completed the PN Program in the timeframe allotted. (Refer to Georgia Board of nursing website).

4. The student will be provided instructions on how to register for Boards at the completion of PNSG 1645.

Only students who have completed the required coursework and receive their TCC 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.

The Program Administrator will submit each graduate's official transcript to the Georgia Board of Nursing on the day of graduation. Per Georgia Board of Nursing Rule 410-2-.05(2), graduates must pass the NCLEX-PN examination within three (3) years from their date of graduation. Failure to do so will require the individual to reestablish eligibility by enrolling in and graduating from an approved nursing education program.

Licensure Eligibility

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

- **Georgia Board of Nursing (GBON)**
    - Licensing analysts review applications for NCLEX eligibility and licensure.
    - $40 application fee
    - Additional processing fees are required
        - $5 online processing fee
        - $10 mail in processing fee
- **Georgia Applicant Processing Services (GAPS)/Fieldprint**
    - Responsible for the background check and fingerprinting services for the Georgia Board of Nursing.
        - Remember you will not get your fingerprints done until the board sends you an approval code to move forward with the fingerprinting.
    - $50 service fee
    - Additional fees apply if fingerprint collection is processed at a non-Livescan site.

- **Pearson Vue**
  - Administers the NCLEX examination. They are only involved with test administration.
    - Pearson Vue does not grant NCLEX eligibility.
  - $200 examination fee
- **Authorization to Test (ATT)**
  - An email confirming your eligibility to take the NCLEX.
  - The email will include information pertaining to the website for NCLEX scheduling.
    - Any location and time slot may be chosen based on personal preferences.

GBON Website Resources:

- How to Guide: Licensed Practical Nurse

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/TCC 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 TCC 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.

Step By Step Instructions

1. Create an account with **Pearson Vue**
   a. Go to 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/TCC conferral.
   a. Five days after Diploma/TCC 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 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 you 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**

General Policies and Procedures of SRTC

Please refer to the SRTC Catalog & Student Handbook for the following general policies and procedures:

- Student Grievances
  - Informal Complaint Procedure
  - Formal Complaint Procedure
  - Appeal of Staff Response
  - Decision of Grievance Appeal
- Alcohol and Drug Procedure
- Students' Rights, Responsibilities, and Conduct Code
- Emergency Procedures
- Fire
- Severe Weather
- Campus Security and Safety

SRTC Student Social Media Guidelines

As a Student:

DO- Remember that laws and SRTC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by SRTC students, faculty, and staff through social media.

DO- Carefully consider the accuracy, clarity, length, and tone of your comments before posting them. Be mindful of spelling and grammar when posting anything online! Remember, your posts may last forever.

DO- Respect the views of others, even if you disagree. Be truthful, accurate, and complete in describing SRTC programs and services.

DO- Obey the Terms of Service of any social media site or platform in which you participate.

DO NOT- Use social media to harass, threaten, insult, defame, or bully another person or entity; to violate any College Procedure; or to engage in any unlawful act, including but not limited to gambling, identity theft, or other types of fraud.

DO NOT- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.

DO NOT- Disclose confidential student information or client information (when at clinical sites).

DO NOT- Make false claims, spread gossip, rumors, or other unverified information about SRTC Programs or services, and do not speculate or guess if you do not know the information.

DO NOT- Be rude or argumentative, or use inappropriate language. [Correct factual inaccuracies but avoid negative exchanges whenever possible.]

See the SRTC Procedure: Social Media for more information:
http://southernregional.edu/srtcprocedure/socialmedia

Professional Confidentiality & HIPAA Procedure

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 Procedure** 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 procedure is grounds for dismissal from the PN Program.

Student Employment Procedure

Students may not represent themselves as student nurses except as a part of scheduled learning activities related to the Southern Regional Technical College PN Program. Students must understand their limitations when working as unlicensed healthcare 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

Standard Precautions

As a nursing student, you work in an environment that may contain pathogens (organisms that cause disease). You will be shown a video on the topics of Bloodborne safety and Tuberculosis that includes Standard Precautions. Time will be set aside for students to task any questions they may have concerning the videos.

Bloodborne safety is maintained by the use of Standard Precautions. Standard Precautions 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 if you have a cut, scratch, or rash on the skin, during cleaning procedures, and when cleaning up body fluid spills.

3. Change gloves and wash your 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 a splash.

5. Eyewear (mask, goggles, or face shield) must be worn if there is a potential for a splash.

6. Mouth-to-mouth devices should be used 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 up using the mandated spill kit and housekeeping notified to apply a disinfectant or 10% bleach solution.

9. Dispose of body fluids according to the clinical facility procedure.

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 specimens and specimen containers are considered to be 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 and every precautions must be taken to prevent this. Along with standard precautions, the vaccination series is strongly recommended. The vaccines are free of human blood products. The vaccine series is given in three doses. The three doses are given as follows: (1) first does; (2) second dose one month later; (3) third dose, six months later. A titer should be drawn after the series is complete to verify adequate protection. Your Primary Health Care Provider or local health department 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. Additionally, a titer indicating immunity will be accepted in lieu of the vaccination series. *Please note that Southwell (Tift Regional Medical Center) does not accept Hepatitis B vaccine declinations.

Prevention of Transmission of Human Immunodeficiency Virus (HIV)

The HIV virus is transmitted through direct contact with bodily secretions of an infected person. Not everyone who comes in contact with HIV becomes infected with the disease but they will remain a carrier (someone who can spread the disease but does not have the symptoms of the disease) for life. For those who are infected, there is always a period of time between contact and the start of signs and symptoms of the disease 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.

Initial Response to Exposure

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, including:
    a. Route of exposure
    b. How and when exposure occurred
    c. Identify source individual, if known
    d. Report exposure immediately to your instructor and appropriate supervisor at the clinical agency
    e. Instructor will follow SRTC's Exposure Control Plan. Student will receive a copy of the exposure control plan during their first nursing course.

Tuberculosis/PPD

All nursing students must have a PPD skin test within three months of entering the nursing program or a chest x-ray within three months. 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 uploaded to ACEMAPP before students will be allowed to participate in the clinical experience.

SRTC Occupational/Incidental Exposure Report Form

Please complete this form to report on occupational exposure to bloodborne/airborne pathogens, hazardous materials, and/or general incidents while attending SRTC. This form covers SRTC individuals. It is very important that all questions are answered correctly. All reported information serves as documentation for the exposure. State law requires this information to be obtained and kept on file. All reported information is protected by privacy acts.

Please, use QR code or link for all SRTC Occupational/Incidental Exposure Report Form



Link - https://forms.office.com/r/baGGEVEFdJ

Important SRTC Procedures Impacting Student Success

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 must complete the withdrawal process through Ellucian Experience, accessible via the SRTC website. 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.

The student will be allowed to open Module 1 in their Blackboard shell and must complete all work ethics with a grade of 80% or above to be able to open any other module in the course. If the student does not complete all work ethics and an exam is scheduled for Module 2, the student will not be able to take the exam and will receive a zero.

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 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://tcsg.softchalkcloud.com/lesson/serve/43ezqLZPDnsxrU/html

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 is not available through free search engines or internet directories.

This statement is slightly altered but copied from the ABOUT GALILEO from the website.

Virtual Hospital/Simulation Lab

Laboratory Management Plan

The Laboratory Management Plan is an outline of the functions of the Virtual Hospital/Simulation Lab for the Practical Nursing department from the day of orientation to the program and until program termination. The plan includes department rules, safety, orientation, daily and weekly activities, and other important administrative information. The following is an outline of the Laboratory Management Plan.

i. Instructional Policies

1. A general new student orientation is provided to students by the faculty.

2. An SRTC Catalog and Student Handbook is provided to all students.

ii. New Student Orientation

1. Class schedules are distributed.

2. A tour is conducted of the Southern Regional Technical College facilities to include the different departments, related classrooms, administrative offices, book room, restrooms, library, and student lounge.

3. Specific procedures and policies of the program are explained to include lab rules, student evaluations, break times, locations, and other essential items.

4. Specific location of supplies, procedures, to check in/out equipment, care and management of equipment, lab safety, and other materials associated with the Virtual Hospital/Simulation Lab are discussed/provided.

5. Classroom/Lab and clinical assignments, suggested reading, objectives, progress evaluations, and extra credit assignments (if provided) as outlined in the course Syllabus and/or the program Student Handbook are discussed.

6. Student education related to HIPAA and Confidentiality is reviewed.

7. Laboratory cleanup plan discussed.

iii. School and Program Safety Procedures

1. Lab safety procedures, accident reporting, location of fire alarms, fire extinguisher, and other safety procedures reviewed.

2. Emergency evacuation directions included in orientation to classroom and lab.

PN Procedures: Skills Lab Rules – **STUDENTS**

The Lab is considered a clinical area.

Dress & Appearance

1. Wear your nametag to lab.

2. Uniform: school scrubs, closed toed shoes.

3. Grooming & Appearance: Clinical Day grooming & appearance rules apply. Refer to Student Handbook for Clinical expectations in this area.

Supplies and Supports

1. Students should bring standard equipment with them just as they would for any scheduled clinical or virtual hospital experience.

2. Pencils ONLY Can be used to take notes or for documentation in the center.

Personal Items

1. Personal items should be limited and remain in assigned classroom. Personal items such as book bags, purses, etc. Are not to be brought to the lab.

2. Any Personal items that are left in the lab will be taken to the Main Reception Area of the building.

General

1. Students are not allowed in the Lab without a faculty member present.

2. No CELL PHONES, LAPTOPS, TABLETS, IPODS OR other electronic and/or recording devices are allowed in the Lab.

3. Consent forms to be photographed and videotaped will be obtained prior to admittance into the center.

4. Students will receive an orientation to simulators/equipment from clinical instructor.

5. Arrive and leave lab according to scheduled times and at faculty instruction.

6. All students participating in an Open Lab are required to complete login book.

7. No food or drink in the lab.

8. Dispose of trash into receptacles.

9. Do not move chairs and other items to alternate places. All users are to leave the lab organized and clean.

10. The lab is considered a clinical setting. Students are expected to exhibit professional behavior at all times such as (but not limited to: no loud talking, chewing gum, inappropriate language).

11. No students in the Nursing Station or Supply Room unless specifically instructed by faculty.

12. Use only area/room(s), supplies & equipment specified by faculty may be utilized.

13. Do not touch any computer, simulator control box or other electronic equipment unless instructed to do so. Students are not allowed to turn simulators on, off or to utilize software/instructor workstations.

14. No equipment or supplies should leave the lab unless it is properly checked out. All needles, medication kits, intravenous supplies, etc. may not leave the lab areas as a safety measure for students.

15. Please report any damage to equipment or operating problems to the faculty present.

16. Failure to adhere to rules will result in student being asked to leave. Student must attend a Student Conference with faculty and will not be allowed to participate in lab experience until given permission.

Quality and Safety

1. Joint Commission National Patient Safety Goals are adhered to at all times including:
   a. Two Client Identifiers will always be used
   b. Hands must be washed upon entering and exiting lab and prior to touching simulators. All ink, oil, and stains must be removed from hands prior to exiting lab.
   c. Gloves should be worn at all appropriate times.
   d. Ask for assistance if unsure of operations, procedures, etc.
   e. Work in a professional and collaborative manner with instructor & peers.
   f. Communicate clearly at all times.
   g. Safety procedures and precautions are utilized at all times.

2. Standard Precautions are utilized at all times unless otherwise indicated by client situation.

3. Safety of all participants must be ensured, as the simulator can be cardioverted and defibrillated. ACLS guidelines for the use and safety of these interventions must be followed.

4. During certain scenarios, learners may be using medical air, suction, etc. Items should not be used until student receives instruction. Standard safety precautions are to be followed.

5. Students are not allowed to practice invasive procedures on each other.

6. Students are only allowed to practice non-invasive procedures on each other with the express permission of the instructor present.

Use of Sharps

1. All sharps and needles are to be disposed of in appropriate "Sharps" containers provided in the lab.

2. Sharps and syringes are available ONLY for nursing faculty supervised lab practice.

3. Sharps/needles may not be removed from the lab for practice in any other area.

4. No invasive nursing practice skills are permitted on anyone in the lab. Students will not be performing IV insertion, phlebotomy, etc. on any other nursing students or individuals.

5. Injury due to Sharps: Anyone sustaining a needle stick or any other type of injury must complete an Incident Report and seek appropriate treatment if necessary.

Confidentiality

1. Confidentiality will be maintained at all times while in and after leaving the center.

2. Students will not share details of activities with anyone who was not a team participant or who has not participated in the learning experience. Discussions among team participants will not occur in the presence of other students.—Follow HIPAA guidelines

3. Conversation and discussions in the center should be limited to the scenario itself.

4. Confidentiality Statements
    a. In order to preserve the realism of the scenarios used in the lab and to provide an equitable learning experience for each student all persons using the lab will be required to sign a confidentiality agreement. Due to security issues and because every simulation will be recorded, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to all time in the lab, including but not limited to, the simulation itself, as well as all client information made available to the students. Violation of this confidentiality statement will be considered a violation of the Plagiarism/Cheating Procedure. All new nursing students will complete this form at Orientation to the program. Returning students will complete these statements with other required readmission paperwork.

Simulators & Simulator Rooms

1. Treat simulators as real clients at all times.

2. High fidelity simulators and rooms may only be utilized when faculty are present in room.

3. Do not use pens or markers around the manikins or task trainers.

4. Do not place PO medications into the simulators mouth.

5. Any items/products placed on a manikin (tape, topical meds, clothing, items used for procedures, etc.) must be removed and area cleaned at the end of the lab.

6. Medications, IV fluids, cleaning solutions, etc. used during the simulations should be sterile or distilled water only.

7. Betadine is never used on the simulators.

8. Do not use markers, or other liquids or inks applied to the manikin or task trainers. Either water or mild soap and water are used to clean the manikin. IF YOU ACCIDENTLY MARK ON A MANNEQUIN, LET instructor KNOW AS WE CAN GET IT OFF IF IT IS REMOVED IMMEDIATELY.

9. Only use silicone lubricant for placing tubes in manikin. This lubricant comes in the small white container. Do NOT use lubricant that comes in procedure kits. Ask if you need more lubricant).

10. Simulators/manikin should not be moved unless asked to do so (e.g., do not lay manikin on top of each other or on counters in order to make space for a sitting area on a bed).

11. Simulators, manikin and task trainers should not be manipulated with long fingernails that can damage the skin.

12. Do not drink or eat around the manikin and other lab equipment.

13. All used items that can be reused (repackage them correctly) or are unused should be returned to the faculty member present who will place items in designated area in supply room. Students are expected to participate in all cleanup of simulation area.

14. ALL trash should be disposed of properly.

15. Properly dispose of used supplies, materials, and liquids (e.g., put used needles and angiocaths in sharps box when appropriate, replace dirty blue pads with clean ones; wipe up fake blood or other liquids off the floor).

16. Beds should be in the low position at the end of class. Straighten the bed linens and if a simulator is in the bedside rails should be up.

Absences from Scheduled Lab Time

Procedures utilized for missed clinical and/or Lab/Class applies to missed lab time. Course Coordinator, in conjunction with the Clinical Coordinator will make determination as to allowable make-up. Failure to complete assigned times may result in clinical or class failure.

PPE

Please note masks may be required at clinical facilities as recommended by CDC guidelines.

PN Remediation Procedure

This document describes the Remediation Procedure for nursing students. Remediation is defined as "*the process of identifying the need to take action to remedy a situation, that if left unresolved, will result in an unfavorable outcome, whereas implementing intervention strategies will successfully address the situation"* (Cullieton, 2009).

Module Exam Remediation

Students that score less than 70% on module exams are required to meet with the course instructor the same day as the failed exam. The student must complete the assigned remediation for that module exam. The course instructor will specify and assign the platform used to complete the remediation assignment. Screenshots of each assigned quiz displaying a score of 80% or higher must be emailed to the instructor by the assigned due date. **Failure to do so will result in losing 5 points from the module exam related to the remediation.**

ATI Final Exam Scoring Process

Students' comprehensive ATI final exam for the course will be tabulated by adding the score ATI generates after student submission, 4 points for ATI Practice A Remediation and 4 points for Practice B Remediation.

- Students will receive 4 points for Practice A Remediation only when all ATI Remediation generated by the ATI Practice A exam is complete and submitted by the assigned date. This includes completing ALL ATI ASSIGNED TEMPLATES (handwritten) within customized remediation based on 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 binder.

- Students will receive 4 points for Practice B Remediation only when all ATI Remediation generated by the ATI Practice B exam is complete and submitted by the assigned date. This includes completing ALL ASSIGNED TEMPLATES (handwritten) within customized remediation based on 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 binder.

This ATI final scoring process is applicable to the following PNSG courses:

Fundamentals: PNSG 1605
Pediatrics: PNSG 1640
Maternity: PNSG 1635
Mental Health: PNSG 1630

The exception to the ATI final scoring process does NOT apply to the following courses: Pharmacology: PNSG 1600, Adult Health Nursing IV: PNSG 1625, Leadership/Capstone: PNSG 1645.

SOUTHERN REGIONAL TECHNICAL COLLEGE

ATI Final Exam Grading Rubric

Student: Course: _____

Date: _____

Criteria	Possible Points	Points Scored	Date Completed
Complete Remediation for Practice A • Minimum 1-hour Focused Review on the initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* • Take Post Study Quiz (if available) and complete an active learning template for each topic missed. • Due before completing Practice Test B	**4 Points**		
Complete Remediation for Practice B • Minimum 1-hour Focused Review on the initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* • Take Post Study Quiz (if available) and complete an active learning template for each topic missed. • Due before sitting for the course proctored assessment.	**4 Points**		
Total Points before the Proctor Assessments			
Standardized Proctored Assessment Score			
Comprehensive Final Exam Score			

** Handwritten ALTs are required. To receive full points for all remediation assignments all focused review time must be completed, all templates completed, and all post quizzed taken and templates completed.*

*** Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation).*

The grade for the final exam will be a combination of your remediation efforts and score on the final exam score. The final conversion of points will count for 30% of your course grade. The final cannot be missed and only taken one time.

Student's Signature _____

Instructor's Comments:

_____

_____

_____

Instructor/Date _____

Skills Laboratory Remediation

Following each lab check-off session, the student will receive a rating for each skill that was completed. If an unsatisfactory (U) was earned, the specific behavior of the student will be described in writing on the Student Conference Form and will be shared with the student. The student will be expected to review and return for a second attempt on the skill with another faculty member. If an unsatisfactory grade is assigned for the second attempt, the student will be required to make an appointment with the Course Coordinator for remediation, and may choose to make a video demonstrating competency of the skill or be checked off by another PN faculty. Satisfactory demonstration of the skill on video or in person must be obtained prior to the final exam. If satisfactory demonstration of the skill is not accomplished by the third attempt, the student will earn an unsatisfactory (U) and will earn a course failure.

Clinical Remediation

Established criteria will be utilized to evaluate the student's progress toward meeting the program outcomes. Each time students are assigned to care for real or simulated clients; faculty will be present and will evaluate student performance. This evaluation will include but not be limited to care given, the development of nursing concept maps, teaching plans, or clinical pathways, process recordings, participation in clinical conferences, or any other clinical specific projects. Expected clinical behaviors are grouped according to the course outcomes. Faculty will evaluate students through clinical learning experience using the Clinical Evaluation Tool associated with the specific course.

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 will be shared with the student. The student will be counseled before the next clinical session regarding approaches and expectations for improvement of his/her behavior.

If the student receives two (2) notations in one of the nine areas, the student will be assigned remediation in that area of deficiency, which can include laboratory time, research paper of assigned topic or preparing a report as, indicated by the course instructor. The instructor will meet with the student and complete a Student Conference Form with the assignment and due date.

Practical Nursing

Student Conference Form

Student: Click or tap here to enter text.

Course: Click or tap here to enter text. **Date:** Click or tap here to enter text.

Events Leading to Conference:

☐Excessive absences/tardies
☐Disruptive classroom behavior
☐Unprepared for lab/class
☐Not completing lab skills practice prior to demo
☐Poor performance on pre-demo quiz
☐Unsuccessful demo for lab skill
☐Test failure
☐Reviewed missed test questions
☐Inappropriate dress
☐Unprepared for procedures
☐Not reporting changes in client condition
☐Not completing assignment in time frame
☐Inappropriate communication
☐Incomplete documentation
☐Other: Click or tap here to enter text.

Instructor Recommendation:

☐Reviewed absenteeism policy as per syllabus with student. Student voiced understanding that additional absences may result in administrative withdrawal or failure.

☐Student encouraged to secure lab/class notes from peers or course coordinator and to attend help lab for skills practice as appropriate. Student also encouraged to secure MD note for absence if applicable.

Reviewed following recommendations with student:

☐Work with a study group
☐Complete assigned remediation
☐Read assignments prior to class
☐Study notes daily
☐Other

Click or tap here to enter text.

☐See Clinical Evaluation documentation dated Click or tap here to enter text.

☐Probation status (see documentation). *Probationary status indicates that unsatisfactory behaviors have occurred and must be remediated and/or corrected in order to receive a passing grade in the course.*

Student Comments:

Click or tap here to enter text.

Student Signature Date

Instructor Signature Date

Edited: 01/2019

Remediation Plan and Contract

Student Name: _____
Date: _____
Course Number: _____
Exam Type (Proctored or Comprehensive): _____

ATI Conversion Score: _____ ATI Level: _____

Remediation Questions Assigned for Content Area/Resource Used:_____
_____
_____
_____

ATI Templates Assigned: _____
_____
_____
_____

Other/Recommended Remediation Topics: _____
_____
_____
_____

Plan approved by: _____
Date: _____

Below to be completed at the completion of the remediation plan:

I, _____(*name of student*), verify that I have completed the above remediation plan by _____(*date*)

Practical
Nursing Program
Phase II Competitive Readmission Application Form

Name: _____ **Student Id #: _____**

Semester PNSG Coursework Started: _____

Course(s) Not Completed or Not Passed: _____

Last Enrollment Semester/Year/Tract: _____

Desired Re-Entry Semester/Tract: _____ Campus: _____

Course(s) To Take Returning Semester: _____

Reason for Leaving Program (Please Explain):

I believe that I should be readmitted for the following reason(s):

Student Contact Information:

Student Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

I am requesting readmission to the Practical Nursing Program per above submitted information. I acknowledge that I may also be required to complete a Change of Major Form and/or Online SRTC Application per the Readmission Advisor's instruction for my file to be considered complete. By signing and submitting this document, I am verifying that the above information is true.

Signed: _____ Date: _____

This document becomes a permanent part of the student's file maintained in the PN Program Chair's office.
Cc. Admissions Office for permanent file

PN Program Readmission Advisor: ☐ Approve ☐ Deny
Signed: _____ Date: _____

Practical Nursing

Phase II Competitive Readmission Checklist

NAME: _____
STUDENT ID #: _____
COURSE NOT PASSED _____
DESIRED RE-ENTRY SEMESTER/YEAR: _____
COURSE(S) TO TAKE INCOMING SEMESTER:
_____

This checklist is included to assist you in organizing the items needed for your re-admission to the PN Program. Please read carefully as many items have required range and/or completion dates.

The following forms will be required to begin and to remain enrolled in the PN Program.

I. COMPLETION OF PHASE II COMPETITIVE READMISSION APPLICATION FORM

II. SUBMISSION OF COLLEGE READMISSION APPLICATION

III. ONCE ADMISSIONS HAS APPROVED COLLEGE/PROGRAM READMISSION:

A. _____ Mail in your acceptance response sheet to Admissions included in your acceptance paperwork.

B. ADDITIONAL DOCUMENTATION TO BE SUBMITTED TO NURSING DEPARTMENT UPON RECEIPT OF ACCEPTANCE BY ADMISSIONS: these documents are **due within 15 days**:

C. **If Break In Semester: (***this means the student was not enrolled in a nursing course the semester prior to re-entry)*

1. Labs:

_____Drug Screen - (PreCheck) completed

2. ***Immunizations:*** _____

_____ PPD, if positive Chest x-ray needed must be within 3 months. Must be valid through the entire upcoming semester. Must be updated annually.

3. BLS Healthcare Provider & First Aid

_____ **COPY** of Current ***American Heart Healthcare Provider BLS and First Aid card (No other cards will be accepted).***

Note: *All students will be required to maintain this certification throughout the program. Cannot expire during a semester. Copy of updated card must be provided by the end of the semester preceding expiration.*

4. Criminal Background Check

_____ Criminal Background check – PreCheck

5. Completion of Clinical Clearance Form (2 pages)

_____ Complete form ONLY in area where there is an arrow.
Return ASAP: EMAIL: anugent@southernregional.edu

IV. IF READMISSION IS DURING OCTOBER – FEBRUARY, PROVIDE DOCUMENTATION OF FLU VACCINE.

If NO Break in Semester: (*this means the student was not enrolled in a nursing course the semester prior to re-entry)*

1. ***Immunizations:***

_____ PPD, if positive Chest x-ray needed must be within 3 months. Must be valid through the entire upcoming semester. *Copy of updated card must be provided by the end of the semester preceding expiration.*

2. ***CPR and First Aid***

_____ **COPY** of Current ***American Heart Healthcare Provider BLS CPR and First Aid card (No other cards will be accepted).*** *All students will be required to maintain this certification throughout the program.*
Note: *All students will be required to maintain this certification throughout the program. Cannot expire during a semester. Copy of updated card must be provided by the end of the semester preceding expiration.*

3. **Completion of Clinical Clearance Form (2 pages)**

_____ Complete form ONLY in area where there is an arrow.
Return ASAP: EMAIL: anugent@southernregional.edu

Please note that if a drug screen is diluted, it will need to be repeated at the students' expense. To avoid dilution, drink a normal amount of fluids and do not over hydrate when providing a sample is anticipated.



Practical Nursing

Standard Forms

Practical Nursing Program

Statement of Understanding: Criminal Background

In response to comments made by members of the State Board of Nursing, regarding individuals convicted of felony or misdemeanor offenses requesting state licensure, the following statement will be presented to all students that are currently enrolled and applying for admission to the Practical Nursing Program.

Although the State Board of Nursing reviews each application for licensure as a Practical Nurse (LPN) individually, the consequences of being convicted of a felony or misdemeanor could be:

1. Delay or denial in taking the licensure examination (NCLEX-PN)
2. Denial of license to practice nursing in the State of Georgia.
3. Levy of a fine and criminal charges by State Board of Nursing in cases where fraudulent information is submitted regarding felony convictions.
4. Denial of privileges to perform clinical rotations in any or all of Southern Regional Technical College clinical affiliates.

I have been informed of the possible consequences of a felony or misdemeanor conviction and/or the submission of fraudulent information regarding conviction might have on my ability to practice nursing in the State of Georgia.

Student Signature: _____ Date: _____

If you have any concerns regarding the information presented above, contact the PN Program Chair at (229) 217-4252.

**Sign and return this sheet to the PN Program Chair.

This form becomes a permanent part of the student's file maintained by the PN Program student files.

Practical Nursing Program

Disciplinary Action Statement on All Forms of Academic Dishonesty

As defined in the SRTC Catalog/Student Handbook: Students' Rights, Responsibilities and Conduct Code; Academic Misconduct such as cheating, plagiarism, collusion, and falsification of information; and further defined in the SRTC PN Student Handbook, Academic Dishonesty includes, but is not limited to:

- Cheating by giving or receiving aid on examinations or other written assignments.
- Stealing course or examination materials.
- Plagiarism* or submission of another's ideas or papers (whether purchased, borrowed, or otherwise obtained) as the student's own work. *Plagiarism is defined as using someone's ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Falsifying records of any kind.
- Fabricating information such as data for a lab report.
- Using unauthorized notes, materials, or equipment (including programmable calculators during an examination).
- Knowingly and intentionally assisting another student in commission of any of the above.

If a student is engaged or noted to have engaged in any act of academic dishonesty, the first act will result in the student receiving a zero or a "U" on that academic material. In addition, the student will receive counseling on the act of academic dishonesty, but if the student is engaged or noted to have been engaged in a second act of academic dishonesty, the student will fail the course and will be immediately withdrawn from the course and/or program.

By signing this document, I acknowledge that I have read and understand Academic Dishonesty as defined in the SRTC-Catalog/Student Handbook: Students' Rights, Responsibilities and Conduct Code; Academic Misconduct; and the SRTC PN Student Handbook and agree to the Disciplinary Action Statement if engaged or noted to have been engaged in any act of Academic Dishonesty.

Student Signature: _____ **Date: _____**

Practical Nursing Program

Confidentiality Statement

In accordance with the official Code of Georgia, every client's right to confidential treatment must be protected.

As a student and/or provider of care, I understand that the client's right to privacy must be protected and treatment must remain confidential. While providing care, I may become knowledgeable of certain client related information. This information may include client identity; information related to a client's treatment, diagnosis, or other services received.

I understand that I am restricted from discussing any information pertaining to my client with anyone, other than Southern Regional Technical College faculty, clinical instructors, or hospital personnel directly responsible for the client's care, for any reason. I understand that this includes other students outside of post conference. Personal identifying information is ANY information, which is readily used to identify a particular client including, but not limited to name, address, Social Security number, physical description, names of family members and photographs. I further understand that if I do discuss client information **I subject myself to civil and/or criminal liability and may be subject to dismissal from the Southern Regional Technical College Nursing Program.** By signing this document, I acknowledge and understand all components listed in the Confidentiality Statement listed above.

Student Signature: _____ **Date: _____**

Practical Nursing Program

OSHA Training Documentation Form

I, verify that I have received training on the OSHA Blood borne Pathogen Standard on _____(insert date).

I was provided the opportunity to ask questions. I acknowledge the understanding of the information provided.

Student's Signature _____ Student ID # _____

Trainer's Signature & Title _____

This form becomes a permanent part of the student's file maintained by the PN Program student files.

Practical Nursing Program

Student Authorization for Clinical Paperwork

Student Name _____

I hereby authorize the Practical Nursing Program at Southern Regional Technical College to **maintain a copy** of all of my health records, drug toxicology, criminal background check, and any other personal records needed for clinical rotations during this nursing program duration.

Furthermore, I authorize the Practical Nursing Program at Southern Regional Technical College to **photocopy** said records, as necessary, for any clinical institution requiring them for clinical rotations throughout this nursing program.

Student's Signature _____ Date _____

Witness _____ Date _____

Practical Nursing Program

Confidentiality Agreement and Consent to Video/Recording

For safety and security reasons, the simulation/virtual hospital is equipped with cameras, audio and video recording devices. These devices may be in effect at all times. Use of recordings may be utilized, but is not limited to, the following uses: maintain safe environment; prevent and thwart theft; recording of student presence, participation, demonstration of skills & clinical performance, behavior during lab experiences; faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

Clinical skills validations and client simulations are conducted in an environment that is similar to a classroom examination. During your participation in the Skills/Simulation/Virtual Hospital Experience at this facility, you will be both an observer and active participant in skills labs and simulation/virtual hospital. Discussion of skills, labs, scenarios, instructor's feedback and simulation experiences outside of the actual experience and post simulation conference/debriefing sessions is strictly prohibited. The student will not ask another student to share his/her experience. Students are to promote an environment that is equally conducive to learning for all nursing students. This includes maintaining the level of professionalism expected in the clinical setting.

Due to security, safety and copyrights as well as maintaining optimal experiences for other learners/ participants, you are to maintain strict confidentiality regarding all experiences. By signing this agreement, you agree to maintain strict confidentiality regarding both yours and other performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of any or all of persons participating.

Breach of confidentiality, any concern resulting from the use of any or all of recording/monitoring devices related to any laboratory experience, and/or failure to maintain all rules as outlined in the Southern Regional Technical College (SRTC) Catalog & Student Handbook, the Program Specific Student Handbook and each course syllabus may result in disciplinary action including, but not limited to, loss of privileges up to program and/or school dismissal. Situations related to academic misconduct will be addressed per the Academic Misconduct Procedure as stated in the SRTC Catalog. The failure to maintain confidentiality regarding nursing skills validations, simulation, and laboratory experiences will be addressed per the Evaluation in the Clinical Setting and/or Dismissal from the PN Program guidelines as stated in the Program Specific Student Handbook.

By signing this document, I agree to the below:

--- agree to maintain strict confidentiality regarding all information/participation of lab and/or simulation/virtual hospital scenarios, participants and performance of any/all participants.

---authorize recording of presence and performance at all times when in simulation/virtual hospital or simulations/skills conducted in other locations.

--- authorize staff to use the video for purposes including, but not limited to: maintain safe environment; prevent and thwart theft; recording of student presence, participation, demonstration of skills & clinical performance, behavior during lab experiences; faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

Signature _____ Date _____

Practical Nursing Program

Verification of Receipt and Adherence Attestation

Skills Lab/Simulation/Nursing Labs Rules

My signature below indicated that I have received a copy of the Student Skills Lab, Simulation/Virtual Hospital Rules. I understand that I am responsible for reading the information contained within these documents. If I have questions regarding any of the information in these documents, it is my responsibility to seek clarification with a program instructor. I also understand that I must adhere to the regulations contained in these specified documents.

Student's Signature _____ Date _____

This form becomes a permanent part of the student's file maintained by the PN program student files.

Practical Nursing Program

Statement of Understanding: Social Media Guidelines

SRTC Student Social Media Guidelines

As a Student:

- DO-Remember that laws and SRTC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by SRTC students, faculty and staff through social media.

- DO-Carefully consider the accuracy, clarity, length, and tone of your comments before posting them. Be mindful of spelling and grammar when posting anything online! Remember, your posts may last forever.

- DO-Respect the views of others, even if you disagree. Be truthful, accurate and complete in describing SRTC programs and services.

- DO-Obey the Terms of Service of any social media site or platform in which you participate.

- DO NOT- Use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.

- DO NOT- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.

- DO NOT-Disclose confidential student information or patient information (when at clinical sites)

- DO NOT- Make false claims, spread gossip, rumors, or other unverified information about SRTC programs or services, and do not speculate or guess if you do not know the information.

- DO NOT- Be rude or argumentative or use inappropriate language. [Correct factual inaccuracies but avoid negative exchanges whenever possible.]

Student Signature: _____

Date: _____

This form becomes a permanent part of the student's file maintained by the PN program student files.

Practical Nursing Program

Verification of Receipt of PN Program Student Handbook

My signature below indicates that I have received a copy of the PN Program Student Handbook. I understand that I am responsible for reading the information contained within this document, as well as, the SRTC Catalog/Handbook. If I have questions regarding any of the information listed in these documents, it is my responsibility to seek clarification with a PN instructor/advisor. I also understand that I must abide by the regulations contained in these specified documents.

Student's Name _____

School ID # _____

Student's Signature _____

Date _____

This document becomes a permanent part of the PN Program student's file.

Revised: 5/17