ATHENS TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM

Addendum to
Student Handbook

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Dear Practical Nursing Student:

Welcome to the Athens Technical College (ATC) Practical Nursing (PN) Program! We are delighted that you have chosen nursing as your goal and that you have selected to attend our program. Your time with us will be very challenging yet extraordinarily rewarding as well. Our goal in this program is for you to grow into a well-rounded, proficient licensed practical nurse.

The next few semesters will be filled with new friendships, new experiences, fun, learning, and lots of hard work. This program includes lectures, audiovisuals, lab demonstrations and clinical experiences. Students are expected to have read the lecture material and be prepared before arriving to both the classroom and clinical settings. In order to succeed in our program, you must be dedicated to hard work and perseverance.

Please be aware that there will be times throughout this program when you will become discouraged. It is generally felt by students that they will never be able to learn as much as is expected of them. It is an overwhelming process, but please be aware that the instructors do take this into consideration. We are also aware of the extended study time that is required to excel in this program. We, the faculty, strongly encourage you to view us as a resource, and to be aware that we “stand ready” to assist you at any time. Remember, you are the reason that we are here. While we embrace this concept, you, the student, have a very important part in successfully completing this program. Learning is an active process in which the learner must do the learning. The faculty strongly recommends that you set aside time each day for study and reflection of what has been learned. Above all, the interest in learning must be fed regularly so that it is kept alive and healthy. Without this, no amount of “cramming” will assist you in this course.

This Practical Nursing Addendum to the Athens Technical College Student Handbook has been created to inform you about various aspects of the PN Program. You are expected to be knowledgeable of and abide by the policies and procedures of both ATC and the PN Program.

Again, we are delighted to have you! Please remember that we are here to help you meet your goals. We look forward to sharing our nursing knowledge and expertise with you in order to assist you in becoming the best nurse possible. We believe that together students and faculty can make a positive impact on the nursing profession.

Sincerely,
The Practical Nursing Faculty

Purpose

The mission of the Practical Nursing (PN) program is to pursue academic excellence to promote the preparation of students to become competent, safe, and caring individuals for entry-level positions as practical nurses in an ever-changing healthcare environment.

Philosophy

The philosophy of the Practical Nursing Program reflects the collective beliefs of the nursing faculty and is congruent with the purpose of the supporting institution and the program of nursing. The Practical Nursing Program, under the direction of the Technical College System of Georgia, confirms the dignity and worth of the individual within the framework of a democratic society. The program fosters an environment which encourages the individual to benefit and contribute as a partner in Georgia’s economic progress, development, and stability.

The program of instruction acknowledges individual differences and respects the rights of the individuals to seek fulfillment of their physical, mental, social, educational, emotional, spiritual, and economic needs. This program does not discriminate on the basis of race, creed, color, ethnic or national origin, religion, sex, age, handicapping condition, marital status, academic disadvantage, or economic disadvantage.

Education is a lifelong, dynamic learning process resulting in changes in knowledge or behavior enabling the individual to develop potential in becoming a productive member of our existing and changing society. Education allows for upward and/or horizontal mobility according to the individual’s capabilities. The teacher and learner must understand their roles in the learning process. The teacher is a manager of a variety of selected instructional resources. The teacher organizes instruction using meaningful educational objectives, progressing from simple to complex learning activities to meet the needs of the individual learner. The student assumes responsibility for learning by actively participating in the learning process.

Nursing education builds on a foundation of basic education, within the concept that nursing is both an art and an expanding science. This science is concerned with the basic therapeutic, rehabilitative and preventable health care for people of all ages and cultural diversities in various stages of dependency. The quality of nursing is impacted by the physical, intellectual, emotional, and ethical characteristics of the practitioner.

Each health occupation is a segment of the health care team making an important contribution in meeting the total needs of patients. Nursing education prepares students to function cohesively with all members of the health care team. The Practical Nurse should have an understanding of the physical and psychosocial needs of individuals.

Nursing is a dynamic field which requires that the curriculum should be technologically current, enabling the student to understand the relationship between knowledge, skill, and ethics. The program of study should prepare the student to make safe nursing judgments as a practitioner of nursing.
Program Outcomes

Graduates of the diploma program in Practical Nursing will be able to complete the following activities:

1. The Practical Nursing graduate will provide care for patients across the life span and their families within the practical nursing role.

2. The Practical Nursing graduate will demonstrate the ability to make reasonable clinical judgments through the use of the nursing process.

3. The Practical Nursing graduate will demonstrate the ability to work as an effective member of the interdisciplinary team in a collaborative environment.

4. The Practical Nursing graduate will utilize effective communication techniques with individuals, families, and members of the health care team within the Practical Nursing role.

5. The Practical Nursing graduate will demonstrate caring by recognizing the patient’s holistic needs and promoting the patient’s values and choices.

6. The Practical Nursing graduate will assume responsibility and accountability in the practice of practical nursing as defined by the Georgia Nurse Practice Act and professional standards of the practical nurse.
Career Information

Upon graduation, Licensed Practical Nurses secure employment in hospitals, long term care centers, and community resources.

Essential Requirements for Practical Nursing

For admission and progression, all candidates for nursing must meet intellectual, physical, and social core performance standards necessary to provide safe patient/patient care in an independent manner. The areas below include examples of the abilities and skills necessary to provide safe, competent care to the patients/patients for whom students will care. If a student believes he or she cannot meet one or more of the standards without accommodations or modifications the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably offered. These following necessary activities and skills are not all-inclusive.

1. **Critical Thinking:** Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of care plans, transferring knowledge from one situation to another, evaluation of outcomes, problem solving, prioritizing, and using short- and long-term memory.

2. **Interpersonal:** Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patient/patients, families, and colleagues, negotiation of interpersonal conflict, and respect of cultural diversity.

3. **Communication:** Communication abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures, initiation of health teaching, documentation, and interpretation of nursing actions and patient/patient responses, and written and oral reports to other health care professionals.

4. **Mobility:** Physical abilities sufficient for movement from room to
room and in small spaces. Examples include moving around a patient’s room, work spaces and treatment areas, administration of cardiopulmonary procedures, such as resuscitation, sitting or standing and maintaining balance for long periods; twisting, bending stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements.

5. **Motor Skills:** Gross and fine motor abilities sufficient for providing safe, effective nursing care. Examples include calibration and use of equipment, positioning of dependent adult patients/patients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.

6. **Hearing:** Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals, fire alarms, auscultatory sounds and cries for help.

7. **Visual:** Visual ability sufficient for observation and assessment necessary in nursing care. Examples include observation of patient/patient responses, such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents.

8. **Tactile:** Tactile ability sufficient for physical assessment. Examples include performance of palpation, functions of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter).

9. **Emotional:** Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/patients with emotional support, adapting to changing conditions in the work environment and stress level, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions.
Athens Technical College
Practical Nursing Curriculum Outline
Diploma Program
Curriculum Outline

General Core (9 Credits)

ENGL 1010  Fundamentals of English I  3
MATH 1012  Foundations of Mathematics 3
PSYC 1010  Basic Psychology 3

College Requirement (3 Credits)

FSSE 1000  First 3

Practical Nursing Core (7 Credits)

ALHS 1011  Structure/Functioning of the Human Body 5

* Students must pass ALHS-1011 and ALHS-1060 courses with a grade of C or higher.

Practical Nursing Major (41 Credits)

PNSG 2010  Introduction to Pharmacology and Clinical Calculations 2
PNSG 2030  Nursing Fundamentals 6
PNSG 2035  Nursing Fundamentals Clinical 2
PNSG 2210  Medical Surgical Nursing I 4
PNSG 2220  Medical Surgical Nursing II 4
PNSG 2230  Medical Surgical Nursing III 4
PNSG 2240  Medical Surgical Nursing IV 4
PNSG 2250  Maternity Nursing 3
PNSG 2255 Maternity Nursing Clinic 1
PNSG 2310 Medical Surgical Nursing Clinic I 2
PNSG 2320 Medical Surgical Nursing Clinic II 2
PNSG 2330 Medical Surgical Nursing Clinic III 2
PNSG 2340 Medical Surgical Nursing Clinic IV 2
PNSG 2410 Nursing Leadership 1
PNSG 2415 Nursing Leadership Clinic 2

* Students must pass above courses with a grade of C or higher.

GENERAL REQUIREMENTS

If admitted to the Practical Nursing Program, the student must have the following documents on file in the Practical Nursing Office prior to entering any nursing course:

1. No student will be allowed to participate in any clinical rotation of a nursing class without BCLS/CPR certification which must be kept current according to the institutional policies of the clinical sites throughout the program. A copy of the front and back of the current CPR card must be on file in the Practical Nursing Office.

2. Students must purchase professional liability insurance, Student nurses who are covered by other liability insurance, must also purchase the student insurance. Athens Technical College cannot assume legal or financial responsibility for the actions of any nursing student in the various off-campus health care institutions. Athens Technical College has arranged for a group professional liability policy for health care providers; this policy covers nursing students while they are engaged in clinical activities related to their student nurse role. The cost is approximately $15.00 per year and is REQUIRED for all student nurses. A copy of a receipt showing payment for professional liability insurance must be on file in the Practical Nursing Office prior to the beginning of the first year nursing courses and again prior to beginning the second year nursing courses.

3. Students must have a physical exam and specified lab work complete with a physician statement verifying that the student is in satisfactory health. This examination must be current, that is, the examination must have been performed within the six months prior to entry into the first nursing course. The documentation of the physical examination must be completed on the form provided by Athens Technical College. This form and copies of laboratory results must be delivered to the Program Director of the Practical Nursing Program directly, either by the clinician
or agency performing the examination, or by the student. **This must be done before Spring Semester begins.**

4. Students must have a copy of current (within six months prior to the first nursing course) PPD test or chest x-ray complete, with results on file in the Practical Nursing Office prior to the first first-year nursing course and be re-tested with a copy of the results annually (every 12 months).

5. Immunity to rubella, measles and tetanus must be documented by either; (a) laboratory results verifying immunity or (b) evidence of current immunizations for each. Current hepatitis immunity status must be documented by hepatitis screen results or evidence of having received or currently receiving the vaccine series with documentation of immunity after the series is completed. **If currently receiving the Hepatitis series, it is the student’s responsibility to receive all of the series in the time period specified.**

6. Students must have health/accident insurance coverage during their enrollment in the Practical Nursing Program. Students must provide a copy of documentation of current health/accident insurance coverage to the Practical Nursing office prior to first year (Winter Quarter) classes. If you experience an accident or illness during class activities, you are to report to your instructor immediately, who will recommend an appropriate course of action. **Students are responsible for the cost of any injuries incurred in the clinical setting.**

7. Each student must sign a written statement acknowledging their understanding that commission of a felony may prevent or impede their obtaining licensure as a practical nurse.

**Nursing Transfer Students**

1. **General Studies courses** which are applicable to the student’s program may be considered for transfer from other regionally accredited institutions of higher learning through the registrar’s office.

2. **Age of science support courses:** if science courses were completed more than 5 years but less than 10 years prior to entering the program, it is recommended that the student repeat the courses. If these credits are more than 10 years old at the time of application, the student will be required to retake the course.

3. **Nursing students** who wish to transfer nursing course credits into the Practical Nursing Program at Athens Technical College must submit transcripts and course descriptions to the Office of the Registrar at Athens technical college for evaluation by the Registrar’s Office and the Practical Nursing Director, with Practical Nursing Faculty as needed. Transfer students may be admitted on a space available basis, contingent on acceptability of transfer credits. **For guidelines regarding re-entry or transfer, refer to “Progression through Nursing.”**
PROGRESSION THROUGH NURSING

For re-entry or transfer into the nursing course sequence:

1. All nursing courses must be taken in designated sequence. All nursing courses must be passed with a “C” or better before progressing.

2. A student must maintain an overall 2.0 GPA.

3. A student who withdraws from or fails (D or F grades) any nursing course must repeat the entire course before receiving credit for it.

4. Students who fail to progress in selective admission programs may request re-entry to the programs, although re-entry cannot be guaranteed. Reasons for failure to progress may include, but are not limited to, withdrawal from program courses, academic course failure, clinical course failure, or documented deficiencies in clinical performance. Students seeking re-entry can only retake the classes they failed during the semester the courses are offered; therefore, they should make their re-entry plans accordingly. Students may re-enter a program one time for a total of two attempts to complete a program successfully. In order to be considered for re-entry, students must have a minimum overall grade point average of 2.0, be in good academic standing at the college, and meet all other requirements for re-entry as specified by the Admissions Office. Students may also be required to meet conditions of a program-specific, individually developed learning action plan in order to re-enter.

5. All requests for re-entry are granted on a space available basis, which is based on the allowable student-to-faculty ratio determined for effective classroom or laboratory teaching, availability of appropriate clinical sites, and other factors. Students seeking to re-enter programs may be required to demonstrate that they have retained the foundational knowledge necessary for academic success and patient safety by completing both written and practical exams on coursework previously completed. If the need to re-enter is based on previous withdrawals for medical reasons, applicants must submit documentation from a physician providing clearance to resume all aspects of the program, including clinical education.

6. Students who request re-entry into selective admission programs must abide by the policies and procedures in place at the time re-entry is sought, not those that were in place at the time they were originally admitted to the program.

7. A student who must repeat a nursing course for any reason, personal or academic, is required to re-apply to Athens Technical College in order to be considered for readmission to the program. Readmission will be based on the individual student’s circumstances, the applicant pool and available space. The Practical Nursing Program Chair, with input from the...
Practical Nursing Faculty, will make all decisions regarding readmission, in consultation with the Vice President for Student Services.

8. Readmission to a nursing course may involve an individual contract made with the student and the Practical Nursing Director and/or Faculty. Consideration for readmission will include successful completion of the conditions of the individual contract.

9. A student who desires readmission or transfer into a nursing course after the student has been absent from the Practical Nursing course sequence for 1 year or longer, must apply according to the following guidelines:

*Rationale: The student who has been absent from the Practical Nursing Program nursing course sequence for 1 year or longer has missed updated material and is at increased risk for failure after re-entry. A firm grasp of previously learned and updated material, both theory and skills, is an essential foundation for safe and competent student nursing practice and successful course completion. The following guidelines exist to meet the needs/desires of returning students, and to enhance the student’s opportunity to succeed in the Practical Nursing program. The timetable and procedures allow for time and faculty guidance for the student to prepare for return and to validate foundational knowledge.

a. Grade Point Average: The student must have an Athens Technical College GPA of 3.0 or above before his/her request to re-enter is considered

b. Timetable: The requirements for re-entry must be successfully completed by pre-registration time in the quarter immediately preceding the quarter re-entry is sought.

c. Requirements for re-entry:

Cognitive/knowledge/academic content validation must be successfully validated for each course previously taken. Written validation exam(s) of the content will be administered. The exam(s) will consist of final exam(s) for courses previously taken or will consist of questions from exam(s) previously taken. Content will reflect the currently required texts in use for the course(s). The student must score at least a 70% on each written exam. Should the student be unable to score a 70% on the first attempt, a second and final exam will be administered. The student who is unable to score the required minimum score of 70% on the second attempt will not be allowed to re-enter the nursing course sequence.

Psychomotor skills validation will be evaluated using procedure check off sheets in current use in the course(s) skill packet(s). The student will be required to successfully complete any checked off skill in the course(s) previously taken. The student will be allowed only two attempts for each skill to successfully pass the skill. It will be the student’s responsibility to practice on his/her own. If the student will need use of the skills lab for practice, the student must check with faculty to make sure the lab is available for practice. The student who anticipates the need for faculty assistance must contact faculty at least 5 working days in advance to schedule an appointment for assistance. Student’s request and need for the lab and for faculty assistance does not supersede currently enrolled students or faculty obligations. When using the lab for practice, the student must notify the Practical Nursing faculty.

Note: The student applying to re-enter the nursing course sequence must have successfully completed each part of the return criteria in order to re-enter and must also have current required documents on file in the Practical
Nursing Office prior to re-entering. In lieu of re-entry, the student has the option to repeat the nursing courses beginning with NSG 110, Fundamentals of Nursing.

10. To ensure proper response, all inquiries regarding re-entry into Practical Nursing are to be directed to the Athens Technical College Admissions Office and/or the Practical Nursing Program Director.

11. Petitions regarding progression policies will be considered on an individual basis by the Practical Nursing Program Director and the Practical Nursing Admissions Committee.

12. A student must be recommended to the Georgia Board of Practical Nursing by the Practical Nursing Faculty in order to be eligible to take the NCLEX-PN exam. Completion of the course sequence does not guarantee automatic recommendation. Practical Nursing faculty reserves the right to re-evaluate students, and with just cause, not recommend them for the Practical Nursing licensure exam.

13. During the clinical experience, any student that is found to be negligent or incompetent in performance and endangers the safety of patients and co-workers will be subject to removal from the program. A student may, at any time, be removed by any faculty or the Program Chair when it is deemed that the student is unable and/or unwilling to provide safe and effective care. This can constitute a failure for the clinical component of the program.

14. Confidentiality of client/agency records: There will be no photocopying of client records. If client records are computer generated, any printout must be destroyed (shredder) prior to leaving the clinical site. Failure to comply with this policy is grounds for dismissal from the Practical Nursing Program.

15. Dismissal: Unprofessional conduct may result in dismissal from the Practical Nursing program. Any student exhibiting gross unprofessional behavior may be dismissed from the program immediately. Behaviors for which a student may be dismissed include, but are not limited to the following:

   a. performing acts beyond the limits of practice
   b. assuming duties and responsibilities without adequate preparation or when competency has not been achieved
   c. diverting supplies, equipment or drugs for personal or otherwise unauthorized use
   d. falsifying or otherwise altering patient or agency records
   e. violating client confidentiality, including photocopying client records or removing computer generated printouts from agency premises
   f. abusing, neglecting or abandoning clients
   g. willful commission of any act which is a felony under the laws of the State of Georgia or of the United States, or any act which is a misdemeanor under such laws and involves moral turpitude
   h. student nursing practice 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 persons
i. inability to practice with reasonable skill and safety to clients for any reason including, but not limited to, illness, excessive use of alcohol, drugs, narcotics, chemicals or any other type of material, or as a result of any mental or physical condition
j. failure to maintain a 70% (seventy percent) or above on the Drug Calculation and Administration Exam. This exam is given at the beginning of each quarter and/or randomly throughout the remaining quarters until program completion.

Clinical Probation:

A student will be placed on clinical probation at anytime that she/he does not demonstrate satisfactory performance on every critical behavior on the clinical performance evaluation. When a student is placed on clinical probation, the student is, at that time and throughout the probationary period, FAILING the clinical component of the course. Faculty members will meet with the student to advise of deficiencies and discuss ways in which the student can correct the deficiencies and will reevaluate the student at least weekly during the probationary period. The student must bring his/her clinical performance up to a PASSING level by demonstrating acceptable improvement in the critical behaviors within two clinical rotations of being placed on clinical probation. The student who demonstrates acceptable improvement in behaviors within the specified clinical probation period may be removed from clinical probation. The student who does not demonstrate acceptable improvement in behaviors during the specified clinical probationary period will be removed from the clinical setting and will receive a failing grade (F) for the clinical component of the course and removed from the Practical Nursing Program. A student who is placed on clinical probation with less than four weeks of clinical experience remaining, must successfully remove him/herself from probation by demonstrating acceptable improvement in the behaviors prior to the end of the clinical experience. A student who remains on clinical probation at the end of the clinical experience will receive a failing grade (F) for the clinical component. The student who withdraws from the course while on clinical probation, if after midterm, will receive a W/F (withdrew failing) for the course. A student will not be placed on clinical probation a second time for the same deficient behaviors. Should any student demonstrate unsatisfactory (failing) performance on the same behaviors at ANY subsequent time in the program, the student will be removed from the clinical experience, the Practical Nursing Program and will receive a failing grade (F) for the clinical component of the course.

ACADEMIC HONESTY

Academic and ethical honesty is required. It is the policy of the Practical Nursing Program and Athens Technical College that academic and ethical dishonesty in any form, giving or receiving aid on tests or other written assignments, plagiarism on written assignments and/or professional/ethical dishonesty in the clinical setting will not be tolerated. If an instructor determines that a student’s work has been intellectually dishonest, unprofessional or unethical, the instructor may award the student an “F” (0) for the work in question.
GRADING

To demonstrate competence and pass nursing courses, the student must pass the clinical portion of a course, and achieve an average of 70% or higher on course exams in the theory component. To obtain a passing grade in the clinical component, the student must successfully validate each required skill in the skills lab component and demonstrate competence on each critical criterion of the Clinical Evaluation Form* for a given course. Course syllabi and the Clinical Evaluation Form* identify required skills and critical criteria. When the clinical grade is passing, a letter grade for each course (theory and clinical) will be established from the clinical and theory component according to the following scale:

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

*Clinical Evaluation Form Guidelines

Expected clinical behaviors are grouped according to the roles of the Practical Nurse and nursing process. Grades will be issued on the clinical evaluations. Below, find a scale that can be used as a guide.

MEETS ALL CRITICAL BEHAVIORAL OBJECTIVES:
Accuracy and understanding is frequently displayed. Requires specific instruction and guidance initially, but thereafter performs accurately with occasional supervision necessary. Nursing care is safe and complete. Meets course objectives satisfactorily (satisfactory performance).
Accuracy and understanding is consistently displayed. Occasionally requires general instruction or guidance. Initiates activities appropriately and requires minimal supervision. Consistently meets course objectives (above average).
Accuracy and understanding are always displayed. Rarely requires instruction or guidance. Level of performance is consistently above that required for course objectives. Demonstrates initiative and creativity in the practice of nursing care and in meeting course objectives. Serves as a positive role model for students and staff (superior performance).

DOES NOT MEET ALL CRITICAL BEHAVIORS:
Accuracy and/or understanding is rarely or never displayed. Requires extensive and/or repeated instruction and guidance. Performance incomplete, erroneous or inconsistent. Requires constant, direct supervision. Is unable or unwilling to meet course objectives (performance unsafe).

Faculty will evaluate the student’s clinical performance and record it on the Clinical Evaluation Form during the clinical experience for each course. Both formative and summative evaluations are done at midterm and again following completion of the clinical experience. Additional evaluations may be done at the faculty member’s discretion.

Work Ethics Grading:
To fulfill our responsibility to teach essential workplace skills, Athens Technical College has instituted a program to evaluate students on punctuality and attendance. Refer to the Athens Technical College Catalog and Student Handbook for this information.
HAZARDOUS WEATHER

In the event of hazardous or inclement weather on a class day or clinical day, follow the policies outlined in the College Catalog and Student Handbook. (Tune to an Athens or Elberton radio station or an Atlanta television / radio station to determine the cancellation or delay status for the college.)

PN Program Policies

I. Absences, tardiness, and illness

- Once admitted to the PN program, the student is not only expected to gain academic and clinical knowledge of nursing, but the student is also expected to demonstrate professional responsibility in attendance to class and clinical experience. For that reason, absences from nursing classes and clinical experiences are STRONGLY discouraged.
- Absences from class will be handled according to the Athens Technical College policy.
- The student will receive a work ethic grade each semester this grade will be based on attendance, participation, and demonstration of employability skills for that quarter.
- If a student knows in advance of any absence or tardiness from any test, examination, or skill check-off, the student MUST submit a written request to the appropriate nursing faculty member in order to obtain permission from the nursing faculty responsible for the test, examination or skill check-off PRIOR to the anticipated absence in order to be allowed to make up the missed work. If the student is allowed to make-up the exam or skill check-off, the make-up work must be completed within two school days (or as scheduled by the nursing faculty member) of the original scheduled time. Students taking make-up exams will receive alternate forms of the test.
- Students who are tardy for or absent from tests without prior notification and permission may not be permitted to make up the test, exam, or skills check-off and will receive a zero for the missed work.
- Students who are tardy to class WILL NOT be allowed to enter the classroom until the next scheduled break.
- Students who have notified faculty that they will be tardy for an exam WILL NOT receive additional time to complete the examination process.
- If the student finds that he/she must unexpectedly miss a test, exam, or skills check-off (due to illness, family emergency, etc.) or be tardy for the scheduled work, the student MUST notify the faculty member, by phone and by email, as soon as possible. It is the student’s responsibility to obtain and keep a list of faculty office phone numbers and email addresses. If the student fails to notify the faculty member as required, make up work will not be allowed and the student will receive a zero for the work in question.
- Attendance in clinical experience is vital to the development and success of the nursing student. Clinical absences must be excused, are restricted to two per semester, and must be made up. If the student has more than two absences from clinical experience, the student must submit a written petition to and meet personally with the PN program director to request permission to remain in the nursing course. If permission is denied, the student will receive an F for the nursing course.
- ALL clinical absences will be made up at the discretion and availability of the instructor. It is the student's responsibility to schedule make-up time with the instructor.
- If the student knows in advance of any absence from clinical experience, the student must submit a written request to the appropriate faculty member for permission to have an excused absence from the required clinical experience.
- If the student finds that he/she must unexpectedly miss or be tardy to clinical experience, the student MUST INFORM the clinical facility (nursing unit or area assigned) of the absence or tardiness from the clinical experience. This must be done PRIOR to the time the student is
expected on the unit. Failure to call will result in disciplinary action. It is recommended that
the student secure the name of the person with whom he/she spoke.

- Two “tardiness” to clinical will be treated as one absence. **All hours tardy will be made up at the discretion and availability of the instructor.**
- Should the student be absent due to illness for more than two consecutive academic days, he/she must bring physician approval for resumption of course requirements to the course coordinator.
- Students who are pregnant or who have given birth (and plan to return to class and clinical prior to six weeks postpartum) must bring their physician’s or midwife’s approval in writing for continuation or resumption of their clinical requirements.
- Students who have been injured or who have had surgery must bring their physician’s written approval in order to be able to resume class and clinical requirements. The written approval must specify both class and clinical clearance.

II. Academic Honesty and Ethics

Academic honesty and ethics are required. It is the policy of the PN program and Athens Technical College that academic dishonesty and unethical behavior in any form, giving or receiving aid on tests or other written assignments, plagiarism on written assignments, and/or professional/ethical dishonesty in the clinical setting WILL NOT be tolerated. If the instructor determines that a student’s work has been intellectually dishonest, unprofessional, or unethical, the instructor may award the student an “F” for the work in question.

Common sense and sound judgment are a student’s best guides in determining the appropriateness of any behavior and the necessary course of action. However, in a situation where a student is unsure of the ethical implication, he/she may ask the following questions:

- Are my actions legal?
- Am I being fair and honest?
- Is this in the best interest of ATC, the PN program, and the patients or clients we serve?
- Will my action stand the test of time?
- How will I feel about myself afterwards?
- How will it look in print or in court?
- Will this action possibly impede my ability to be licensed as a registered nurse?
- If I am a parent, what would I tell my child to do?

If you, the student, are still in doubt, or need clarification, there are numerous resources available to assist you in meeting the challenges of performing your duties and responsibilities. Do not hesitate to use them when necessary. Talk with your instructor, your program advisor, or the Program Chair for assistance. Review the Athens Technical College Model Student Conduct Code found in the ATC Catalog and Student Handbook.

III. Alcohol and Drug Use

Students in the PN program must be fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the student’s ability to practice safely, poses an unacceptable risk for patients, colleagues, faculty, the College, and affiliating agencies. While this policy does not prohibit the proper use of prescribed medication under the direction of a physician, abusing or being impaired during clinical hours or on clinical agency property is prohibited. The ATC drug and alcohol policy is an endeavor to cooperate with clinical agencies in maintaining safe and effective care during nursing students’ clinical experience in their facilities.

- **Prohibited Substances** means substances that include, but are not limited to, alcohol, THC (marijuana, hashish), amphetamine/methamphetamine (speed, crystal), benzodiazepines (valium, Ativan, Xanax,), barbiturates, cocaine, methaqualone (Quaalude, Ludes), opiates, phencyclidine (PCP or angel dust), or similar intoxicants or mind altering substances, including so-called “designer” drugs.
• **Reasonable Suspicion** means that evidence is present which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance use. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

• **Under the Influence/impaired** means that the student is affected by a drug or alcohol or the combination of drugs and alcohol in any detectable manner. A person’s mental or physical capabilities are reduced below their normal levels. An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor, and attitudes as manifested in speech or actions.

• **Unlawful Use** means possession, use, manufacture, purchase, sale, or distribution of intoxicants including drugs or alcohol as well as any other mind altering substance by an ATC student during clinical experience or on clinical agency premises.

**IV. Behavior**

PN students are expected to demonstrate professional behavior in the classroom and clinical settings. Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent will not be tolerated. Inappropriate sexual comments, or behavior, or sexual harassment can lead to dismissal from the PN program. The PN faculty and the Georgia Board of Nursing are particularly concerned with behavior, while in the nursing program or in the recent past, that suggests a personal lack of self-control. The Georgia Board of Nursing has the authority to deny a graduate’s application to become licensed as a registered nurse in the state of Georgia.

- For more information go to the Georgia Board of Nursing website www.sos.state.ga.us/plb/rn
  - Frequently asked legal questions
  - Board rules
    - 410-11-.01 Standards of Registered Professional Nursing Practice, Amended
    - 410-11-.02 Definition of Unprofessional Conduct, Amended

- A student must be recommended to the Georgia Board of Nursing by the PN program chair and faculty in order to be eligible to take the NCLEX-PN exam. Completion of the course sequence does not guarantee automatic recommendation. The PN program chair and PN faculty reserve the right to reevaluate students, and with just cause, not recommend them for the PN Licensure exam.

**V. Cell Phones, Pagers, and Tape Recorders**

Cell phones and pagers should be turned off or silenced during class and skills lab. Cell phones and pagers are **prohibited** for students in the clinical setting.

Tape recorders are not allowed in the classroom, skills lab, or clinical settings.

**VI. Class Dress Code**

The PN faculty adheres to the Athens Technical College Model Student Conduct Code found the ATC Catalog and Student Handbook. PN students are to dress appropriately at all times while on
ATC campus. “Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs or have bare feet.” Model Student Conduct Code.

VII. Clinical Dress Code Standards

Uniforms:
- The official Athens Technical College PN student uniform for the female and male student consists of a white scrub top and a pair of white scrub pants as designated by the PN faculty. All PN nursing uniforms currently should be ordered from Uniform Unlimited of Athens, GA.
- All uniforms must be neat and clean, fit properly (allowing for ease of movement during client care), and be an appropriate length.
- The complete uniform is worn ONLY in the clinical area. The uniform should not be worn in public places (that is, the mall, the grocery store, any department store, etc.).
- The lab coat (to be worn when assigned) will be at least thigh length, preferably knee length.
- The ATC PN picture ID badge is to be worn on the left front of scrub top.
- Women will wear white seamless hose or white socks with the uniform pants. Men will wear white socks.
- Appropriate undergarments are to be worn under the uniform and should not be visible through the uniform.
- White nursing oxfords or ALL white, soft soled, leather shoes are to be worn with the uniform. Shoes must be clean and in good repair at all times.

Attire for clinical observation experiences and at clinical site for clinical preparation:
- During clinical observation experiences, the PN faculty will advise the student as to proper dress for the experience. The appropriate identification badge should be worn as specified above.
- While in the clinical setting during preparation time, appropriate street clothes may be worn in the clinical area. NO shorts, jeans, t-shirts, or revealing apparel is allowed. Extremes must be avoided to maintain a professional appearance. Lab coats and the proper identification badge should be worn as specified above.
- Closed toe/heel shoes must be worn when in the clinical area. Extremes MUST be avoided to maintain a professional appearance.

Hair:
- Hair must be clean, neatly arranged, and maintained above the top of the collar of the uniform. Extremes in hair styles, hair devices, and hair colors are to be avoided (i.e., hair should be a natural color for a human). Male students may wear moustaches and beards if neatly groomed and closely trimmed – otherwise they must be clean-shaven.

Fingernails:
- Fingernails must be short and clean at all times. Only clear fingernail polish is appropriate with the uniform.
- No artificial nails of any kind are allowed, as they are a proven source of infection transmission in clinical settings.

Jewelry:
- Jewelry, except for wristwatch and wedding band, should NOT be worn with the uniform.
- One pair of small (not more than 8 mm), plain, stud type earrings may be worn, one in each ear lobe. No other jewelry or device, particularly in any visible skin piercing location
(including the tongue), is to be worn while representing the Athens Technical College Practical Nursing Program in practice settings.

**Body Art: i.e., tattoos or any other drawing or diagram on the skin**
- Body art is not to be visible when representing ATC in practice settings.
- Any student having a tattoo or other permanent skin decoration visible on the arm when wearing the uniform is to consult with faculty regarding wearing long sleeves when representing ATC in practice settings.
- Any tattoos on the hands, face, or neck are to be removed before beginning clinical courses. Students with tattoos, etc., on the lower leg, ankle, or foot are to make sure that the tattoo is covered by socks and/or pants when representing ATC in practice settings.

**Sweaters:**
- If an additional wrap is needed, for warmth when in the clinical settings, a white cardigan type sweater may be worn with the uniform. The sweater should not obscure the ATC PN student identification badge.

**Makeup, Perfumes, etc.:**
- Women’s make-up should be conservative.
- Perfumes, perfumed lotions, men’s colognes and aftershaves are offensive to some clients and should NOT be worn.
- Students who smoke should take extra care that uniforms, hair, and body do not smell of smoke.
- Personal hygiene is ESSENTIAL.
  - Avoid body odor [bathe and use unscented deodorant or antiperspirant]
  - Avoid dirty, disheveled, or unprofessional appearance
- Adequate oral hygiene, to avoid halitosis, is required, but avoid use of strong smelling mouthwashes or breath mints/sprays.

**Chewing Gum:**
- is NOT permitted in the clinical setting

**Smoking:**
- is permitted according to hospital policies for employees and **with instructor permission only**

**STUDENTS NOT ADHERING TO THE DRESS CODE WILL BE SENT HOME AND AN ABSENCE RECORDED.**
- Disregard of the clinical dress code could impact the student’s clinical evaluation.

Student uniforms **SHALL NOT** be worn in the hospital or health agency when the student is privately employed.

**Uniforms/Equipment/Supplies**
- Each student is responsible for acquiring the following items:
  - Required textbooks and course packets.
  - At least two complete uniforms as designated by the PN program. Information regarding supplier for uniforms can be obtained in the PN office.
  - Dual headed stethoscope.
  - Watch with second hand or indicator.
  - Bandage scissors.
  - Picture name tag as designated by the PN program.

**Confidentiality of Client/Agency Records:**
- Each client has a legal right to privacy and confidentiality.
- The confidentiality of client/agency records will be strictly guarded by each student.
• The client/agency records are available on a “need to know” basis only. PN faculty will be the
guiding authority to determine the student’s “need to know”.
• Discussions of client/agency data within the context of clinical or classroom learning, as guided
by the PN faculty, are permitted only if the identity of the client is not divulged.
• There will be no photocopying of client records.
• If client care plans are computer generated by the clinical agency, any print out must be
destroyed (shredded or put in a container with other documents to be shredded) prior to
leaving the clinical site.
• Only client initials should be used in written assignments involving client data.
• There should be no discussion of clients outside of the class/clinical learning environment. For
example: The ATC PN student should not discuss clients with family, friends, etc.
• Any breach of client confidentiality or failure to comply with this policy is grounds for
immediate removal from the PN course sequence.
  o Any student who violates the client’s confidentiality is at risk for litigation by the client
    and/or theclinical agency.

Dismissal:

Any student exhibiting unprofessional and/or unsafe behavior may be awarded an F for the
clinical and be removed from the PN course sequence without a probationary period.
Behaviors for which the student may be awarded a failing course grade and removed from the PN
course sequence without a probationary include, but are not limited to, the following:
  a. performing acts beyond the limits of practice,
  b. assuming duties and responsibilities without adequate preparation or when competency
     has not been achieved,
  c. diverting supplies, equipment or drugs for personal or other unauthorized use,
  d. falsifying or otherwise altering patient or agency records,
  e. violating client confidentiality (for example, photocopying client records or removing
     computer generated printouts from agency premises),
  f. abusing, neglecting, or abandoning clients,
  g. 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,
  h. student nursing practice 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 persons,
  i. inability to practice student nursing with reasonable skill and safety to clients for any
     reason including, but not limited to, illness, excessive use of alcohol, drugs, narcotics,
     chemicals, or any other type of material or as a result of any mental or physical condition.

Graduation Requirements

The graduation requirements of the nursing program are consistent with those of the College and
include the following:

  1) Complete all requirements of the program. At least 25% of the credit hours must be from
     Athens Technical College.
  2) Earn an overall grade point average of 2.0 on a 4.0 scale.
  3) Make application as a candidate for the degree in the Registrar’s office at the designated
time.

Grievance Procedures
A grievance may involve admissions procedures, academic problems, or personal matters. Any student having a grievance should:

1) Consult the faculty member directly involved in the grievance.
2) If the grievance is not resolved, consult with the course coordinator.
3) If the grievance is still not resolved, the nursing program director should be consulted.
4) If the matter continues to be unresolved the student should follow the appeals process as stated in the Athens Technical College Student Handbook.

Guideline For All Written Materials Submitted in the PN Program

1) Written materials should be typed (in a 10-12 point font) or legibly written in blue or black ink on 8½ by 11 inch paper. All documents should be double spaced. If handwritten, wide lined or unlined paper should be used.
2) The title page should include the following information, centered, top to bottom and left to right:
   - Title of the document
   - Student’s name
   - Instructor’s name
   - Athens Technical College
   - Nursing xxx (the course number)
   - Date the paper is submitted for grading
3) Unless the instructor states otherwise, even margins should be maintained. A 1½ inch margin is to be maintained on the left side of each page; the remaining margins should be 1 inch. Each page, with the exception of the title page and the first page of text, is to be numbered. Arabic numbers (1,2,3,...) should be placed at the top right side of each page, ½ inch from the top and 1 inch from the right. Begin the text 2 spaces below the number. Or, each page should include a brief form of the title of the paper as a running header and the header should include the page number. The header should be located as above.
4) Only one side of the paper is to be used.
5) Content of the document must address all areas specified in the assignment. As students’ progress in the program, additional depth and breadth of content and additional evidence of critical thinking about the content is expected.
6) Special emphasis should be placed on neatness. Papers should be carefully read and ALL errors legibly and neatly corrected before the paper is submitted. Papers containing misspelled words will be returned for correction before the content is graded.
7) All written work should be an orderly arrangement of the material. Factual content must be accurate. Conclusions must be based on the information in the document.
8) Late papers: All papers must be submitted on or before the assigned date in order to receive full credit unless a written request for a delay of the due date is granted by the instructor. Such a request must be submitted BEFORE the due date of the assignment in order to be considered. Verbal requests will not be considered. Unexcused late papers could lower your theory grade or could lead to a clinical failure in the course.
9) Papers should be in a binder or envelope or should be stapled together. Do not submit loose sheets or loose sheets in a folder.
10) Direct quotes from any source must be documented per APA guidelines. In general, source content should be paraphrased. Changing 1 or 2 words in a sentence does not a paraphrase make. Each sentence must be significantly reworded to be considered a paraphrase. Paraphrases must be documented according to APA guidelines. Students not observing these rules are guilty of plagiarism; the first time this is discovered, the document will be returned to the student for a rewrite and documentation of that fact placed in the student’s PN program record. If there is a second event the submitted document will receive a grade of F and no rewrite permitted. This may result in a clinical or theory failure in the course.
11) Content of the document submitted must be of the student's selection and assembled/written by the student. Students may receive purely editorial assistance (grammar, spelling, sentence structure, etc.) on documents, but only faculty members or their designees can give content
assistance. Should faculty determine that students have collaborated on individual assignments, the students involved will receive failing grades on the assignment. If a student submits a written document where any significant portion of the document duplicates a document previously submitted by another student, the submitter of the current document will receive a grade of F on the document.

12) References and works cited/used in the document should not be more than 5 years old unless the student and faculty agree that the work cited is a “classic” and therefore acceptable.

13) A bibliography/reference list must be included with each document submitted. The bibliography/reference list **MUST** include each and every source used in the writing of the document. Be certain that the notation is complete, listing names, page numbers, dates of publication, etc., as specified in the APA Manual. An APA Manual is available on reserve in the library.

14) **DOCUMENTS NOT IN COMPLIANCE WITH THESE GUIDELINES WILL BE RETURNED UNGRADED AND COUNTED AS LATE WHEN RESUBMITTED OR GIVEN A FAILING GRADE.**

Example of a citation of a book: (for additional information consult the APA Manual, 5th edition)

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Example of a journal article citation: (APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlined.)


Example of a citation of an online source: (Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.)


**In-text citation**

When using APA format, follow the author-date method of in-text citation. This means that the author’s last name and the year of publication for the source should appear in the text, E.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.
**Student Employment**

At no time will the student work in the capacity of a student nurse and an employee of any hospital simultaneously. **Students have much preparation to complete prior to clinical experience, therefore, it is expected that the student will not work the evening or night shift before a clinical day.**
ATHENS TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
SIGNATURE PAGE

I have received a copy of the Athens Technical College Practical Nursing Program Addendum to the Student Handbook. I certify that I have read and agree to abide by the policies and procedures as outlined in the Practical Nursing Program Addendum to the Student Handbook.

PRINTED NAME | SIGNATURE | DATE

I have received a copy of the GUIDELINES FOR ALL WRITTEN MATERIALS SUBMITTED IN THE PN PROGRAM. My signature below signifies that I understand my written assignments will be graded according to these guidelines.

Signature | Date