



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

Practical Nursing
Student Handbook

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Practical Nursing Handbook Index

<u>Content Area</u>	<u>Page(s)</u>	<u>Content Area</u>	<u>Page</u>
Introduction	2	Personal Data Form	24
Definition of the Practical Nurse	2	Personal Liability Release	25
History of Program	2	Release of Information	25
Mission	3	Drug/alcohol Screen Consent & Release	26
Program Philosophy	3-4	Student Pregnancy Release	27
Non-Discrimination Policy	4	Healthcare Provider Pregnancy Release	28
Program Learning Outcomes	4-5	Handbook Acknowledgement Form	29
Student Learning Outcomes	5		
Admission Policy	6		
Criminal Background Check	7		
Readmission Policy	8		
Program Withdrawal	8		
Grievance and Arbitration Procedure	8		
Cheating/Plagiarism Policy	8		
Maternity Policy	9		
Graduation Policy	9		
Disaster Plan	9		
Medical Coverage	9		
Counseling Services	9		
Grading Scale	10		
Determination of Grade for Lecture	10		
Determination of Grade for Lab/Clinical	10		
Determination of Grade Lecture/Lab/Clinical	11		
Evaluation of Clinical Performance	12		
Confidentiality Policy	12		
Social Media Policy	12		
Convention Policy	13		
Fundraising Policy	13		
Cell Phone Policy	13		
Dress Code Policy	13-14		
Textbooks	14		
Statement of Authority	14		
Students with Disabilities	15		
Compliance Policy	15		
Personal Liability Release	15		
Release of Information	15		
Student Code of Conduct	15		
Absentee Policy	16-20		
Test Day Absentee Policy	21		
Drug and Alcohol Policy and Procedure	21-22		
Legal Limitations for Licensure	22		

Introduction

This handbook has been prepared to orient you to the Practical Nursing Program at Northwest Mississippi Community College (NWCC). This handbook contains information, rules, and regulations about the program. This handbook contains general information regarding the admission process, enrollment, and graduation policies. The faculty, staff, and administration of NWCC are here to assist you in any way possible. We want your learning experience to be positive and beneficial to all involved.

Definition of the Practical Nurse

“The ‘practice of nursing’ by a licensed practical nurse means the performance for compensation of services requiring basic knowledge of the biological, physical, behavioral, psychological and sociological sciences and of nursing procedures which do not require the substantial skill, judgment and knowledge required of a registered nurse. These services are performed under the direction of a registered nurse or a licensed physician or licensed dentist and utilize standardized procedures in the observation and care of the ill, injured and infirm; in the maintenance of health; in action to safeguard life and health; and in the administration of medications and treatments prescribed by any licensed physician or licensed dentist authorized by state law to prescribe. On a selected basis, and within safe limits, the role of the licensed practical nurse shall be expanded by the board under its rule-making authority to more complex procedures and settings commensurate with additional preparation and experience.” Mississippi Code Annotated § 73-15-5 <http://www.msbn.ms.gov/Documents/Laws/03%20-%20Section%2073-15-5%20Definitions.pdf>

History of Program

The Northwest Practical Nursing Program is located on four campuses. The main campus is located in Senatobia, MS with satellite campuses in Southaven, Oxford, and Ashland, Mississippi. Implementation of the Practical Nursing Program began at the Oxford Campus in 1983. The Senatobia Campus was started in 1987, Southaven Campus in 1988, and the Ashland Campus in 1992. The Practical Nursing Program begins in the fall at every campus. The Oxford Campus also has a day class beginning every January. An evening/weekend program is offered at the Oxford Campus starting every spring on the odd year. The DeSoto campus offers an 18-month program for the night/weekend program, beginning every fall on the even year. All campuses produce outstanding students for the nursing profession.

Mission

The Northwest Community College Practical Nursing Program supports the mission of the college by promoting excellence in education. The Mission of the Practical Nursing Program is to provide academic instruction for effective learning and competent nursing care. Fulfillment of the Practical Nursing Program Mission occurs by implementation of the standardized curriculum, utilization of current and effective instructional materials, and emphasizing the safety and cultural needs of the patient. The faculty seek to educate students on the vital qualities required to meet the needs of the health care industry.

Program Philosophy

The Northwest Community College Faculty believe:

- Students regardless of race, creed, age, gender or ethnic origin, have the right to a quality education, which challenges their intellect and prepares them to become effective members of the health care team.
- Nursing is an art and science through which optimal physical and psychosocial care meets the needs of the society. The profession of nursing has its own body of knowledge and domain of practice. The focus of the nursing discipline is on health promotion, maintenance, restoration, and disease prevention of individuals.
- Promotion of professional values and lifelong learning are essential for goal attainment in both nursing education and the profession. The nursing faculty will act as role models by maintaining current skills and knowledge. An emphasis on the importance of evidence-based practice will serve as a guide for the implementation of practice skills and knowledge. The nursing faculty will provide learning environments, which promote mutual respect and adhere to the nursing standards. Woven throughout the nursing profession and education is an emphasis on individual responsibility for self-discipline, self-evaluation and lifelong learning.
- Presentation of Nursing concepts from simple to complex, promotes a progressive learning concept. The application of information from basic understanding to development of critical thinking skills supports the obtainment of the program and student learning outcomes.
- Practical Nursing is an integral component of all nursing. The Licensed Practical Nurse (LPN) functions as an essential member of the health care team under the supervision of a licensed physician, licensed dentist, and/or registered nurse. The Licensed Practical Nurse helps in assessing, planning, implementing and evaluating nursing care and patient education.

- Teaching and learning is an interactive process. Learners and faculty share responsibility for the learning environment. Individual learners must assume responsibility for their own learning process and experiences. The faculty accept the responsibility for teaching, supervising, mentoring, and evaluating student's professional development.
- The curriculum fosters obtainment of knowledge, skills, abilities, and values necessary for entry employment in the practical nursing profession. The classroom, campus laboratory, and clinical instruction are teaching avenues used to promote evidence-based practice. Through a qualified nursing curriculum and education, the practical nursing student becomes a productive member of the nursing profession. Meeting the needs of a diverse and multicultural population in an ever-changing health care environment occurs through the implementation of an effective nursing curriculum framework and instruction.

Non-Discrimination Policy

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation. The Practical Nursing Program has special requirements related to selection, admission, progression, grading, health requirements, and criminal background checks. These requirements assist the practical nursing student with the baseline competencies needed for achievement of student and program learning outcomes.

Program Learning Outcomes

The program learning outcomes of the Practical Nursing Program are built upon the educational experience in which students learn to develop critical thinking skills, apply acquired knowledge, and become a valued member of the health care industry. Providing safe, effective, competent client care is priority in goal obtainment. Achievement of sequential development occurs through instruction, practice, and clinical experiences. The students will learn the essential skills to provide necessary care of clients, with a variety of health care needs, under the supervision of a registered nurse, licensed physician, and/or licensed dentist. Providing students with outstanding educational opportunities, that

focus upon the client's physical and psychosocial needs, supports the program learning outcomes. Professionalism, teamwork, and practice responsibilities are characteristics woven throughout the program curriculum that support the achievement of the Practical Nursing Program Learning Outcomes.

The Northwest Community College Practical Nursing Program follows the *2015 Mississippi Community College Standards for Practical Nursing Accreditation* for program learning outcomes achievement. These include NCLEX-PN® pass rate for the Northwest Community College Practical Nursing Student to be at or higher than the national average; and achievement of the program completion, program satisfaction, and job placement goals.

Student Learning Outcomes

The *2018 Mississippi Curriculum Framework Postsecondary Practical Nursing* provides guidance for the student learning outcomes. Each course has a measurable, student-learning outcome, evaluated at the end of each semester. The student achieves obtainment of the student learning outcomes through effective education, instruction, and implementation self-directed learning and professional growth. The nine standards for *Client Needs Categories* from the *2017 NCLEX-PN® Test Plan* connect the essential concepts for achievement of the student learning outcomes. The standards are:

- 1. Safe and Effective Care Environment**
- 2. Health Promotion and Maintenance**
- 3. Psychosocial Integrity**
- 4. Physiological Integrity**
- 5. Clinical Problem Solving Process (Nursing Process)**
- 6. Caring**
- 7. Communication and Documentation**
- 8. Teaching and Learning**
- 9. Culture and Spirituality**

<https://www.ncsbn.org>

Admission Policy

Applications for fall enrollment for Senatobia, Ashland, DeSoto, and Oxford will occur from January through April 30 of each year. Testing for the TEAS test will begin in February.

Applications for fall enrollment for Evening/Weekend program at DeSoto campus will occur from January through April 30 of every even year. Applications for the day spring-start class, at the Oxford campus, will occur from June through September 30, with TEAS testing beginning in July. Applications for the evening/weekend spring-start, at the at Oxford campus will occur from June to September 30. Applications for this class will be collected on the even year for enrollment to begin in the spring of the odd year. All applications are to be submitted through the on-line application process.

Practical Nursing Students desiring to enter the Practical Nursing Program are selected based on the following criteria:

- Applicants must be at least 18 years of age.
- Applicants must have a high school diploma or GED equivalency.
- Applicants must have an enhanced ACT composite score of 16 or greater.
- Applicants must have a NWCC application on file with the Registrar's Office.
- Applicants must have a Practical Nursing application on file with the Practical Nursing campus/course of choice.
- Once a prospective student has met the criteria above, an opportunity to sit for the Test of Essential Academic Skills (TEAS) will be scheduled. The applicant will be required to take the TEAS test and score on the proficient level at 62 or higher for math and reading. The fee for the TEAS test is sixty dollars. If the applicant achieves a 62 or higher on the TEAS test, consideration for enrollment will occur.

Once accepted into the program, applicants must complete the following:

- Student Health Record
- Negative 10-panel drug screen collected after enrollment at NWCC campus.
- TB Skin test
- Copy of immunization records
- Completed Hepatitis B vaccine waiver form
- Provide certificate of liability insurance for a health provider
- Obtain CPR Health provider card

- Complete a background affidavit and/or Criminal Background Check (CBC) with a statement as to whether he/she has been arrested, charged with, convicted of, plead guilty or nolo contendere to a **Felony or Misdemeanor** offense. The applicant may be fingerprinted at any time for a criminal background check as required by clinical agencies. The cost of fingerprinting will be the responsibility of the student.

Criminal Background Check Policy

Current laws generally permit a state licensing board or agency to deny a license to practice nursing, if the applicant has been convicted of a felony or other specified crime. Safe guarding public health and safety of all clients in the healthcare system is the responsibility of a Licensed Practical Nurse (LPN). Like many state licensing boards, the Mississippi Board of Nursing requires that a criminal background check be conducted prior to granting a license to practice nursing.

Northwest Mississippi Community College Practical Nursing Program requires the student to provide a truthful and accurate Criminal Affidavit and/or a Criminal Background Check with their program acceptance form. The program's educational requirements include placement at one or more hospitals, nursing homes, and other off-campus clinical sites. These sites may require a student to undergo a criminal background check or investigation before engaging in any clinical experience at that specific healthcare institution. Based upon the results of the student's criminal background check, the clinical site determines if he/she can participate and may deny participation in a clinical experience. If a student is unable to complete the clinical course requirements due to the results of their criminal background check or failure to submit the criminal and/or criminal affidavit on the stated deadline, the student will be ineligible to progress in the Practical Nursing Program. The student will then have to withdraw from the Practical Nursing Program. If the student is arrested, charged with, convicted of, plead guilty or nolo contendere to a MISDEAMEANOR or FELONY after signing the criminal affidavit and/or having a criminal background check, it is the responsibility of the student to notify the faculty member and the director of the Practical Nursing Program immediately. Failure to provide updated arrests, charges, conviction of, pleading guilty or nolo contendere to a MISDEAMEANOR or FELONY may result in immediate removal from the program. It is important for each student applying to the Practical Nursing Program to consider this before enrolling. NWCC has no obligation to refund your tuition or fees beyond the institution's academic withdrawal refund policy. NWCC has no obligation to accommodate a student in the event he or she is ineligible to complete the Practical Nursing Program course requirements based on the results of criminal background check and/or the criminal affidavit. The

student also accepts the responsibility if denied licensure to practice nursing. Payment for the criminal background check and/or the criminal affidavit is the responsibility of the student.

Readmission Policy

Any dismissed student, from the Practical Nursing Program, will not receive any credit for work completed prior to the dismissal. All prior files become inactive. Submission of the application requirements, according to the Practical Nursing admission policy criteria, are required for re-entry into the program, for the following year. Student enrollment into the program is limited to two admittances.

Program Withdrawal

If a student finds it necessary to withdraw from the program for any reason, the official steps as outlined in the NWCC Bulletin are required. A student who properly and officially withdraws will receive a grade of “W” (official withdrawal) in all classes. Withdrawal is required prior to exam week. An unofficial withdrawal is attributed to a student who leaves the program without going through the published withdrawal procedures. This unofficial withdrawal will result in the student receiving “F” grades in all classes.

Grievance and Arbitration Procedures

Northwest Community College Practical Nursing Program adheres to the grievance policy as outlined in the Northwest Community College Bulletin.

Cheating/Plagiarism Policy

Cheating and plagiarism are prohibited and will not be tolerated. Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the policies and procedures as outlined in the NWCC Bulletin, pg. 139.

“Students who wish to appeal the decision of their instructor with regards to an allegation of cheating or plagiarism should notify the Associate Vice President for Education or the appropriate Dean in writing within one (1) week of the formal decision by their instructor. The Associate Vice President or appropriate Dean will, within a reasonable amount of time, convene an Ad Hoc Committee to hear the student’s appeal and will notify the student in writing of the date, time, and location of the hearing. The Ad Hoc Committee will be chaired by the Associate Vice President or appropriate Dean and may consist

of up to two (2) faculty members and two (2) students. The Committee will review all supporting documentation and hear from the accused student in person. The accused student may submit any documentation and present witnesses in his/her defense at that time. The Committee will render a decision following the hearing and the decision of the Committee is final.”

Maternity Policy

The absentee policy stands with all students regardless of pregnancy status. A pregnant student must provide statements on letterhead from their physician after each check-up clearing her for participation in all classroom, laboratory, and clinical activities. NWCC accepts no responsibility for the student or unborn child’s health. This policy is also in effect after delivery. The student again must provide a clearance letter to return to class for participation in classroom, laboratory, and clinical activities. The Maternity Clearance Letter is included in the Practical Nursing Student Handbook.

Graduation Policy

One must successfully complete all phases of the program with a minimum score of 80% or higher. In a course with clinical experience, as outlined in the *2018 Mississippi Curriculum Framework Postsecondary Practical Nursing*, the student must have a passing average in each segment of the course. Upon successful completion of the program, the student will receive a certificate stating he/she has met the educational requirements as outlined in the NWCC Bulletin.

Disaster Plan

Review of the Disaster Plan occurs during the first day of each class. The Disaster plan is visible to students during their attendance as well as updated on revisions.

Medical Coverage

All students are responsible for providing for their own medical and, if necessary, hospital care. NWCC does not assume responsibility for medical care of students.

Counseling Services

Counseling services are available to all students on campus upon request. It is the desire of NWCC to provide assistance in helping students achieve the program and student learning outcomes.

Grading Scale for the Practical Nursing Program

All students must achieve an average of 80% in each class/lab/clinical in the Practical Nursing Program for progression.

A=94-100

B=87-93

C=80-86

F=79 or below

Determination of Grade for Each Lecture Only Classes

These classes include:

- PNV 1213- Body Structure and Function
- PNV 1426- Fundamentals of Nursing Theory
- PNV 1614- Medical/Surgical Nursing Theory
- PNV 1634- Alterations in Adult Health Theory

Unit Tests	60%
Homework/Quiz/ATI	10%
<u>Final Exam</u>	<u>30%</u>
Total	100%

Determination of grade for each Class that has Lab/Clinical hours

These classes include:

- PNV 1437- Fundamentals of Nursing Lab/Clinical
- PNV 1622- Medical/Surgical Nursing Clinical
- PNV 1642- Alterations in Adult Health Clinical

Lab performance will be assessed as pass/fail or satisfactory/unsatisfactory. The student will have three (3) times too successfully pass (check-off) with each laboratory skill required. If the student is unsuccessful after three (3) attempts, the student will be dismissed from the program with a failing grading in the laboratory class. The mastery of laboratory skills must be 100% satisfactory/pass in order to progress in the program. A numerical grade will be given at least every 2 weeks in clinical. The clinical grade must be an average of 80% or higher to pass clinical.

Determination of grade for each class that has Lecture/Lab/Clinical hours

These classes include:

- PNV 1524- IV Therapy/Pharmacology (Theory and Lab)
- PNV 1714- Maternal/Child Nursing (Theory and Clinical)
- PNV 1814- Mental Health Concepts (Theory and Clinical)
- PNV 1914- Nursing Transition (Theory and Clinical)

PNV 1524- IV Therapy/Pharmacology (Theory and Lab)

IV Therapy/Pharmacology Theory

Unit test	60%
Homework/ Quiz/ ATI	10%
<u>Final Exam</u>	<u>30%</u>
Total Theory Grade	100%

*The laboratory portion of PNV 1524 IV Therapy/Pharmacology must be passed 100% satisfaction/pass. Failure to be successful in the laboratory portion of PNV 1524 IV Therapy/Pharmacology will result in failure of the course, regardless of the total theory grade. Failure to be successful in the total theory grade (greater than or equal to 80%) of PNV 1524 IV Therapy/Pharmacology will result in failure of the course, regardless if the student successfully passes the laboratory portion of PNV 1524 IV Therapy/Pharmacology.

PNV 1714 Maternal/Child; PNV 1814 Mental Health Concepts

Unit Tests	50%
Homework/Quiz/ATI	10%
Final Exam	20%
<u>Clinical</u>	<u>20%</u>
Final Grade =	100%

PNV 1914 Nursing Transition Theory will be graded on:

Nursing Transition PNV 1914 Theory, grade will be calculated as follows:

Homework/quiz/ATI	10%
Unit tests	60%
<u>Final Exam/ATI predictor</u>	<u>30%</u>
Total Theory Grade	100% (MUST be at least 80 or higher prior to calculating final grade)

Nursing Transition PNV 1914 **Clinical**, the grade will be calculated as follows:

Clinical Evaluation 100%

Total Clinical Grade 100% (MUST be at least 80 or higher prior to calculating final grade)

The final grade for Nursing Transition will consist of:

Total Theory Grade (if 80 or higher) 50%

Total Clinical Grade (if 80 or higher) 50%

Total Nursing Transition PNV 1914 Grade 100%

*The clinical portion of PNV 1914 Nursing Transition must be passed at 80 % or higher satisfaction/pass. The theory portion of PNV 1914 Nursing Transitions must be passed at 80 % or higher satisfaction/pass. These two grades will be averaged together to comprise the final grade for PNV 1914 Nursing Transition.

Evaluation of Clinical Performance

Prior to beginning the clinical portion of the program, all students must demonstrate satisfactory attainment of basic nursing skills in the nursing skill laboratory. A student will not be allowed to participate in clinical experiences until he/she has shown satisfactory performance in the skills laboratory. The student will have written or verbal feedback from the instructor at least every two weeks. Discussion and evaluation of the student's clinical will provide recommendations for improvement and goal achievements. The school reserves the right to dismiss any student whose clinical performance is of such poor quality that it could endanger the safety or wellbeing of the client, staff, classmates, instructors, and/or the student.

Confidentiality Policy

Students will abide by the rules of NWCC and all affiliating clinical facilities concerning client confidentiality. Guidelines set forth by Health Insurance Portability and Accountability Act (HIPPA) laws will be followed. Information made available through written, verbal, electronic, or any other format is treated as confidential and is not to be disclosed in any manner outside the realm of a clinical/educational assignment. Any violation of confidentiality will result in the student's immediate dismissal from the Practical Nursing Program.

Social Media Policy

The NWCC Practical Nursing Program strongly discourages the use of negative or derogatory comments about the college, the Practical Nursing Program, faculty, or other students in any type of social media such as, Facebook, Twitter, Snapchat, blogging, or any other websites. Derogatory comments may potentially disrupt the learning environment, and are not tolerated. The mention of any clients, client care and/or clinical sites is strictly forbidden under the Health Information Privacy and Portability Act (HIPPA). Any photographs, regardless of device, are NOT allowed in the clinical sites at any time. The Practical Nursing Program will adhere to the policies pertaining to the use of computers as outlined in the NWCC Bulletin. Any breach of these policies may result in disciplinary action.

Convention policy

Mississippi LPN Convention attendance is strongly encouraged for all students in the Practical Nursing Program. There are costs associated with this convention. Your instructors will give you a copy of the cost estimate. The cost of convention, travel, meals, hotel, etc. is the responsibility of the student. The convention will be in Biloxi, MS in April. If you are planning on attending, you must notify your instructor no later than January 30, 2019 to be able to attend. This attendance will count at two clinical days. If you sign up for this opportunity and do not attend, you will be counted absent. Professional student behavior is expected throughout your time at convention. Failure to uphold the standards of professionalism or appropriate clinical behavior will result in dismissal from the convention and absence accrued. If you are unable to attend convention, you will be required to complete clinical assignments and hours at a designated clinical agency/or activity as determined by your clinical faculty. It is mandatory that each student become a member of the National Federation of Licensed Practical Nurses-Northwest Chapter. This fee is \$25.00 for one year's membership.

Fundraising Policy

Any money raised/collected by a Practical Nursing student in the name of NWCC Practical Nursing Program for attending a Practical Nursing related event MUST be used for the intended activity/event. If a student is unsuccessful in the program, the money raised/collected by that student will be held for one year in that student's name and be credited back to that student for the purpose in which the money was raised/collected. If that student does not return as a Practical Nursing student, the money will be forfeited to the Practical Nursing Program general fund.

Cell Phone Policy

Cell phone use in the classroom is strictly prohibited. Cell phone use is limited to break time and/or lunchtime. This includes texting, internet browsing, and taking photos. Cell phones are never to be brought into the clinical area. Any infraction of this policy will result in disciplinary action.

Dress Code Policy

Daily classroom and lab dress code will consist of solid color (top, pant, skirt) scrubs. Color choices allowed are navy blue, red, and white. Colors may be worn in any combination desired. Enclosed shoes are required in the classroom and in the lab. A white short sleeve/long sleeve tee shirts or turtlenecks are allowed to be worn under scrub tops. It is unacceptable for undergarments to be showing at any time. Undergarments must be a solid neutral color, i.e. flesh, black, or white and not visible under clothing.

Clinical dress will consist of a white uniform top with the NWCC patch sewn onto the left upper arm. Pants or skirts are to be navy blue. White socks or hose are required at all times. Shoes must be white footwear with an enclosed toe and heel. A white lab coat is required with the NWCC patch sewn onto the left upper arm. A plain, white, without any designs or wording, short or long sleeve shirt may be worn under uniform top with approval from clinical instructor.

All dress must be kept clean, neat and free of stains and wrinkles. Scrubs, uniforms, and lab coats must fit properly, i.e. large enough to allow movement and performance of duties. Shoes and shoelaces must be kept clean at all times. No piercings except one piercing in each ear lobe for females. No ear spacers, spikes or gauges are allowed. No other body piercings should be visible at any time. Earrings worn must be small and not dangle. Males are not allowed any piercings. Males who choose to have a beard, must keep the bearded well groomed. This includes keeping the beard clean and trimmed. Any hair growth on the neck region must be shaved. The student's physical appearance in the classroom and the clinical area should remain professional. This includes proper hygiene, use of deodorant, shampooing and styling hair appropriately. All tattoos must be covered at all times during clinical and professional events when representing NWCC. If tattoos cannot be covered discreetly, the student will be required to wear a long or short sleeve white, shirt under their scrubs to adequately cover the area. If neck tattoos cannot be covered discreetly, the student will be required to wear a white turtleneck shirt. A wedding band or set may be worn. Hair is to be professionally worn off the collar and out of the face. When leaning forward, the hair should not fall forward past the face or across the shoulder. **No** hair fashion colors or ornaments (i.e. red, blue, purple, green, orange etc.) will be accepted in classroom or clinical site. Finger nails should be kept short in length, only clear nail polish can be worn if approved

by the clinical instructor. Acrylic/gel nails are not allowed. Failure in complying with the dress code policy, will result in the student being sent home for the day and receiving an absence.

Textbooks

A list of required textbooks for each semester will be provided.

Statement of Authority

Obstruction of teaching or disruption of the learning environment is prohibited. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive.

Students with Disabilities

Any student with documented disabilities should notify the instructors immediately upon arrival on the first day of class. This is necessary for arrangement of appropriate services and/or reasonable accommodations during your time at NWCC. The Disability Support Services personnel as detailed in the NWCC Bulletin assists with accommodating and assigning appropriate services.

Compliance Policy

The Practical Nursing Program at NWCC will follow the compliance policy as stated in the NWCC Bulletin.

Personal Liability Release

Students in the Practical Nursing Program at NWCC agree to release NWCC, NWCC employees, and affiliating agents as well as any other persons representing NWCC from liability for any injury resulting from any cause whatsoever occurring at any time while attending class, meetings, clinical assignments, or on the job training including travel to and from said meetings.

Release of Information

NWCC can/will release any information about student records established while in training that would be relevant to current training, securing employment, or further training. This information may be given to the employment service, prospective employers, officials of the armed services, educational institutions, or any other related requesting agencies or persons.

Student Code of Conduct

The Practical Nursing Program supports the Code of Student Conduct found in the NWCC Bulletin. It is the intent of the Practical Nursing Program to educate students to be responsible, trustworthy, and highly respected in the healthcare profession. Any behavior outside of the Code of Student Conduct will jeopardize the student's completion of the program. Any inappropriate language, disrespect for others, or actions unbecoming of a Practical Nursing student will be reviewed and the student may be dismissed from the program. This policy remains in effect from the student's acceptance into the program until graduation. Clinical safety is of utmost concern and any student demonstrating unsafe clinical practices will be considered unsuccessful, may have immediate removal from the course resulting in failure

Attendance Policy

Due to limited clinical hours, clinical absences ***are NOT allowed*** in Maternal-Child Nursing, Mental Health Nursing, or Nursing Transition. ***A tardy is ten (10) minutes past the starting hour of any class or clinical. Three (3) tardies constitute 1 absence in any class or clinical.***

The attendance policy meets the standard needed to be eligible to write the State Board Examination for Licensure. Exceeding the absences allowed will result in dismissal from the Practical Nursing Program. Students are required to call their instructor and the assigned clinical area before the beginning of the school day if they are going to be absent. Only school related absences will be excused. Please refer to pages 16-18 for set absences for lecture, lab and clinical according to the Practical Nursing you are attending (i.e. Fall, Spring or Evening/Part-time).

Fall Start- Day Program (Senatobia, DeSoto, Ashland and Oxford Campuses)

Absentee Policy

	Lecture	Lab	Clinical
Semester One (Fall)*			
PNV 1213 Body Structure and Function	3 Absences	N/A	N/A
PNV 1426 Fundamentals of Nursing Theory	3 Absences	N/A	N/A
PNV 1437 Fundamentals of Nursing Lab/Clinical	N/A	2 Absences	2 Absences

Fundamentals of Nursing Clinical/Lab PNV 1437 max 2 absences

(Note: These absences will not carry over and cannot be interchanged)

Semester Two (Spring)*

PNV 1614 Medical/Surgical Nursing Theory	2 Absences	N/A	N/A
PNV 1622 Medical/Surgical Nursing Clinical	N/A	N/A	2 Absences
PNV 1634 Alterations in Adult Health Theory	2 Absences	N/A	N/A
PNV 1642 Alterations in Adult Health Clinical	N/A	N/A	2 Absences
PNV 1524 IV Therapy/Pharmacology	2 Absences	1 Absence	N/A

Alterations in Adult Health Nursing Clinical PNV 1642 & Medical Surgical Nursing Clinical PNV 1622

Allow maximum 2 absences (Note: These absences will not carry over and cannot be interchanged)

Semester Three (Summer)*

PNV 1714 Maternal-Child Nursing**	1 Absences	N/A	0 Absences
PNV 1814 Mental Health Nursing**	1 Absence	N/A	0 Absences
PNV 1914 Nursing Transition**	1 Absence	N/A	0 Absences

Spring Start- Day Program (Oxford Campus)

Absentee Policy

	Lecture	Lab	Clinical
Semester One (Spring)*			
PNV 1213 Body Structure and Function	3 Absences	N/A	N/A
PNV 1426 Fundamentals of Nursing	3 Absences	N/A	N/A
PNV 1437 Fundamentals of Nursing Lab/Clinical	N/A	2 Absences	2 Absences

Fundamentals of Nursing Clinical/Lab PNV 1437 max 2 absences

(Note: These absences will not carry over and cannot be interchanged)

Semester Two (Summer)*

PNV 1524 IV Therapy /Pharmacology	2 Absences	1 Absence	N/A
PNV 1714 Maternal-Child Nursing**	1 Absences	N/A	0 Absences
PNV 1814 Mental Health Nursing**	1 Absence	N/A	0 Absences

Semester Three (Fall)*

PNV 1614 Medical/Surgical Nursing Theory	2 Absences	N/A	N/A
PNV 1622 Medical/Surgical Nursing Clinical	N/A	N/A	2 Absences
PNV 1634 Alterations in Adult Health Theory	2 Absences	N/A	N/A
PNV 1642 Alterations in Adult Health Clinical	N/A	N/A	2 Absences
PNV 1914 Nursing Transitions	1 Absences	N/A	0 Absence

Alterations in Adult Health Nursing Clinical PNV 1642 & Medical Surgical Nursing Clinical PNV 1622

Allow maximum 2 absences (Note: These absences will not carry over and cannot be interchanged)

Fall Start- Night/Weekend Program (18 months- DeSoto Campus)

Absentee Policy

	Lecture	Lab	Clinical
Semester One (Fall)			
PNV 1213 Body Structure and Function	3 Absences	N/A	N/A
Semester Two (Spring)			
PNV 1426 Fundamentals of Nursing	3 Absences	N/A	N/A
PNV 1437 Fundamentals of Nursing Lab/Clinical	N/A	2 Absences	2 Absences
Fundamentals of Nursing Clinical/Lab PNV 1437 max 2 absences			
(Note: These absences will not carry over and cannot be interchanged)			
Semester Three (Summer)			
PNV 1524 IV Therapy / Pharmacology	2 Absences	1 Absence	N/A
Semester Four (Fall)			
PNV 1614 Medical/Surgical Nursing Theory	2 Absences	N/A	N/A
PNV 1622 Medical/Surgical Nursing Clinical	N/A	N/A	2 Absences
PNV 1634 Alterations in Adult Health Theory	2 Absences	N/A	N/A
PNV 1642 Alterations in Adult Health Clinical	N/A	N/A	2 Absences
Alterations in Adult Health Nursing Clinical PNV 1642 & Medical Surgical Nursing Clinical PNV 1622			
Allow maximum 2 absences (Note: These absences will not carry over and cannot be interchanged)			
Semester Five (Spring)			
PNV 1714 Maternal-Child Nursing**	1 Absences	N/A	0 Absences
PNV 1814 Mental Health Nursing**	1 Absence	N/A	0 Absences
PNV 1914 Nursing Transition**	1 Absence	N/A	0 Absences

Spring Start- Night/Weekend Program (18 months- Oxford Campus)

Absentee Policy

	Lecture	Lab	Clinical
Semester One (Spring)			
PNV 1213 Body Structure and Function	3 Absences	N/A	N/A
PNV 1426 Fundamentals of Nursing	3 Absences	N/A	N/A
Semester Two (Summer)			
PNV 1437 Fundamentals of Nursing Lab/Clinical	N/A	2 Absences	2 Absences
Fundamentals of Nursing Clinical/Lab PNV 1437 max 2 absences			
(Note: These absences will not carry over and cannot be interchanged)			
Semester Three (Fall)			
PNV 1524 IV Therapy / Pharmacology	2 Absences	1 Absence	N/A
PNV 1614 Medical/Surgical Nursing Theory	2 Absences	N/A	N/A
PNV 1622 Medical/Surgical Nursing Clinical	N/A	N/A	2 Absences
Semester Four (Spring)			
PNV 1714 Maternal-Child Nursing**	1 Absences	N/A	0 Absences
PNV 1634 Alterations in Adult Health Theory	2 Absences	N/A	N/A
PNV 1642 Alterations in Adult Health Clinical	N/A	N/A	2 Absences
Alterations in Adult Health Nursing Clinical PNV 1642 & Medical Surgical Nursing Clinical PNV 1622			
Allow maximum 2 absences (Note: These absences will not carry over and cannot be interchanged)			
Semester Five (Summer)			
PNV 1814 Mental Health Nursing**	1 Absence	N/A	0 Absences
PNV 1914 Nursing Transition**	1 Absence	N/A	0 Absences

Test Day Absentee Policy

If a student is absent on a unit test day, you must notify the instructor prior to the beginning of the test. Failure to do so will result in you not being allowed to make up the unit test and you will receive a “0” (zero) for that test grade. You must have written documentation as to why you were not present for the test. It is your responsibility to schedule a make-up test time with the instructor. Failure to do so immediately upon returning to school will result in a failure as well. The instructor reserves the right to appoint a time for the make-up test. The type of test is left to the discretion of the instructor.

Drug and Alcohol Policy and Procedure

It is the intent of the Division of Career and Technical Allied Health Professions at Northwest Mississippi Community College to maintain the learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the Division of Allied Health Professions that all Allied Health Professions (AHP) students be free of any chemical impairment during participation in any activities related to client care in the classroom, laboratory, and clinical settings. The overall purpose of the policy is the provision of safe and effective care to clients by students who are drug and alcohol free. This policy includes the Practical Nursing Program.

Possession and/or use of an illegal drug, and/or un-prescribed controlled drugs, or use of alcoholic beverages by a Practical Nursing student is strictly prohibited in the classroom, laboratory, clinical setting, or on campus property. Within the scope of the policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell illegal drugs. Students are prohibited from being under the influence of illegal drugs, un-prescribed controlled drugs, alcohol, or inhalants while on campus, in campus vehicles, or in an affiliated clinical facility.

The faculty/administration of the Division of Career/Technical Allied Health Professions may perform:

- Neutral Selection (Random) Testing-mechanism to select students for a drug test that results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, OR
- Reasonable Suspicion Testing-drug and alcohol testing based on a belief that a student is using or has used drugs in violation of the Division of Practical Nursing Drug and Alcohol Policy. This may be based on observable phenomenon, such as direct observation of drug use and/or the physical symptoms or

manifestations of being under the influence of a drug in the classroom, laboratory, and/or in the clinical setting; abnormal conduct or erratic behavior; a report of drug use provided by reliable and credible sources and which has been independently corroborated; evidence that an individual has caused or contributed to an accident while enrolled in the Practical Nursing Program or at its affiliated clinical agencies; evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs while in the Practical Nursing Program or at one of its affiliated clinical agencies; and evidence of an unaccounted loss of drugs where the student has had access to those drugs.

The student will pay all drug-screening costs. This includes random drug screens, group drug screening, as well as any individual drug screens done for admission or readmission to the program. The admission drug screening will be conducted at the NWCC campus with a contracted facility. Random class drug screening may occur during any course or semester. Drug testing will be under the direction of a contracted facility with a controlled environment. Failure to submit a negative drug screen at any time will result in dismissal from the Practical Nursing Program.

All students admitted to the Practical Nursing Program at Northwest Mississippi Community College will be required to sign a statement indicating that the student has read and understands the Division of Practical Nursing Drug and Alcohol Policy.

Legal Limitations for Licensure as a Practical Nurse

Legality is the application of legal codes, laws, rules, and regulations of society to the practice of nursing. Ethics is a set of philosophical principles and values governing the right code of conduct. The Mississippi Board of Nursing defines nursing, levels of nursing, and functions of nursing through these two principles. Ethical and legal principles for the practical nursing program in general are privacy, confidentiality, professionalism, ramifications of care of clients in various health care settings. These practice principles are required at all times.

Students who fail to conform to these principles may be placed on probation, suspended, or dismissed from the program. Graduates of a practical nursing program must apply to the Mississippi Board of Nursing for licensure to practice as a licensed practical nurse. All applicants should be advised that the Mississippi Board of Nursing reserve the rights to allow or decline the applicant to test for the NCLEX-PN®.

According to Mississippi State Law, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead no contend to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual

battery, sex offense listed in Section 45-33-23(f) , child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of an vulnerable adult.

NWCC Practical Nursing Program

PERSONAL DATA FORM

(PLEASE PRINT IN BLACK INK)

Student Enrollment Year: 20__-20__ Campus: _____ Starting Term: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____

Age: _____ Date of Birth _____ (last 6 digits SS) _____

Cell Phone (_____) _____ email not NWCC account _____

Marital Status: (Circle One) Single Married Widowed Divorced

Spouse's Name: _____

Spouse's Phone Number: _____

English is second language: (Circle One) YES NO

Have you had employment outside of the home prior to school enrollment? (Circle One) YES NO

EMERGENCY CONTACT AND PHONE NUMBER OF SOMEONE NOT LIVING IN YOUR HOME.

Name: _____

Student ID # _____

Phone Number: _____

Relationship to Student: _____

Please list any Nursing Schools/ Healthcare programs you have attended.

School and State attended _____

Dates: _____

Completion date: _____

If you did not complete the program, please list reasons why you did not.

Personal Liability Release

Students in the Practical Nursing program at NWCC agree to release NWCC, NWCC employees, and affiliating agents as well as any other persons representing NWCC from liability for any injury resulting from any cause whatsoever occurring at any time while attending class, meetings, or on the job training including travel to and from said meetings.

I have read and understand this information.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER

Release of Information

NWCC can/will release any information about student records established while in training that would be relevant to current training, securing employment, or further training. This information may be given to the employment service, prospective employers, officials of the armed services, educational institutions, or any other related requesting agencies or persons.

I have read and understand this information.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER

DRUG/ALCOHOL SCREEN CONSENT AND RELEASE

I hereby voluntarily authorize the agent of NWCC’s choice to collect and test me for the presence of drugs, alcohol, marijuana and any other prohibited substances. I agree to be randomly tested for drugs/alcohol at any point in time while enrolled in the Allied Health Professions (AHP) as determined by the appropriate authority. It is my responsibility to notify the drug testing professional of any prescribed controlled substance. Failure to disclose and/or prove proof of the prescription will result in a positive urine drug screen. I understand if the test is positive, I will be asked to withdraw from the Allied Health Profession (AHP) program and seek rehabilitation. I will be considered for readmission in the Allied Health Professions (AHP) program following appropriate treatment if meeting the admission guidelines.

I authorize the release of the results of these tests to NWCC Faculty, Staff, Administration or any of its agents. Furthermore, I hold NWCC, its administration, faculty and staff harmless in the use of the test results for the purpose of its drug and alcohol prevention policy. I understand that a documented “chain of custody” exists to ensure the identity and integrity of my specimen throughout the collection and testing process.

I HAVE READ THIS CONSENT AND RELEASE FROM AND FULLY UNDERSTAND ITS CONTENTS AND IMPLICATIONS.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

Practical Nursing Program

STUDENT PREGNANCY RELEASE

I hereby relieve Northwest Mississippi Community College and the Division of Nursing Faculty of any responsibility for any injury or untoward complications occurring during my pregnancy, while in the classroom/clinical/laboratory/simulation area. I will submit my Health Care Provider's release.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

Healthcare Provider Pregnancy Release Form

I have examined _____ (student name) on _____ (date). Based upon my assessment findings, the above patient MAY or MAY NOT return to her educational training for the Practical Nursing Program. This includes classroom instruction and clinical agency /laboratory requirements.

NP/PHYSICIAN SIGNATURE

DATE

AGENCY NAME

PHONE NUMBER

**Student Handbook
Acknowledgment Form**

I have read and understand the policies contained in the NWCC Practical Nursing Handbook (12.9.2018), and the NWCC Bulletin. I have access to the Practical Nursing Handbook and NWCC Bulletin as a reference throughout my learning experience in the Practical Nursing Program. I understand if I do not abide by these policies and procedures that I am subject to disciplinary action or termination from the program.

It is my responsibility to become familiar with the rules as set forth in this handbook and the NWCC Bulletin.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER