



Practical Nursing Program

Student Handbook

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Introduction

The Practical Nursing (PN) student handbook provides information regarding courses, grades, policies and other valuable information to help with student success. The faculty, staff and administration seek to educate each student in order to achieve personal and professional goals. A signature page will serve to document the student has received and been oriented to the contents of the handbook. The signature page will also attest to the student's acknowledgement of the required policies and the personal responsibility to meet all criteria.

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

<https://www.msbn.ms.gov/sites/default/files/documents/03%20-%20Section%2073-155%20Definitions.pdf>

History of Program

The Northwest Mississippi Community College (NWCC) 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 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 and Senatobia Campus have a day class beginning every January. The Oxford and DeSoto campus offers an 18-month evening/weekend program, beginning every fall on the even year.

Mission

The mission of the Practical Nursing Program is to provide excellent academic instruction for effective learning and competent nursing care by emphasizing the safety and cultural needs of the client. The faculty seek to educate students on the vital qualities and core values required to meet the needs of the healthcare industry in the community.

Core Values

- Integrity
- Accountability
- Proficiency
- Compassion
- Professionalism

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

NWCC 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. NWCC 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 attainment. 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, the 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 NWCC Practical Nursing Program follows the *2015 Mississippi Community College Standards for Practical Nursing Accreditation* for program learning outcomes achievement. At this time, the 2020 Accreditation standard are being drafted and upon approval will be implemented. The NCLEX-PN® pass rate goal is to be equal to or greater than the national average. Other program goals focus on achievement of the program completion, program satisfaction, and job placement benchmarks.

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. They include the following:

- 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**

The standards for *Client Needs Categories* from the 2020 NCLEX-PN® Test Plan connect the essential concepts for achievement of the student learning outcomes. The NCLEX-PN® Test follows these client needs and percentages for creating the NCLEX-PN® Test.

Percentage of Items from Each	
Client Needs	Category/Subcategory
Safe and Effective Care Environment	
■ Coordinated Care	18–24%
■ Safety and Infection Control	10–16%
Health Promotion and Maintenance	6–12%
Psychosocial Integrity	9–15%
Physiological Integrity	
■ Basic Care and Comfort	7–13%
■ Pharmacological Therapies	10–16%
■ Reduction of Risk Potential	9–15%
■ Physiological Adaptation	7–13%

https://www.ncsbn.org/2020_NCLEXPN_TESTPLAN.pdf

Admission Policy

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

Applications for fall enrollment for the evening/weekend program at the DeSoto and Oxford campus will occur from January through April 30 of every even year.

Applications for the day spring-start class, at the Senatobia and Oxford campus, will occur from June through October 14 with HESI testing beginning in October.

Students desiring to enter the Practical Nursing Program must meet all of 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 Office of Admissions and Registration.
- Applicants must have a Practical Nursing application on file.
- Once a prospective student has met the criteria above, they then can register on-line to take the

HESI test. Students may only test one time per application. Rescheduling of HESI testing is not permitted unless extreme emergency. Any student who fails to come to their testing time is not guaranteed a spot for testing. The applicant will be required to take the HESI test and score on the proficient level at 70 or higher. The HESI test will only test math, reading comprehension, critical thinking. The fee for the HESI test is fifty-five dollars for those who wish to have the test proctored on a NWCC campus. If the prospective student wishes they can also have the HESI test proctored online. The fee for the online proctored HESI is seventy dollars. All payments for HESI testing are made online. Instructions for registering and payment for all HESI testing are found on the NWCC PN webpage at

<https://www.northwestms.edu/programs/healthsciences/practical-nursing>. If the applicant achieves a 70 or higher on the HESI test, consideration for enrollment will occur.

- All applications and registration for the HESI test are completed on-line at <https://www.northwestms.edu/programs/healthsciences/practical-nursing>. The HESI test will focus on math reading comprehension, and critical thinking. There are various study guides available on-line for studying. Once a prospective student has completed the application and obtained a HESI score greater than 70, the Practical Nursing Program Admission's scoring system is utilized to rank the applicants. ACT score, HESI reading score, HESI math score, HESI critical thinking score, GPA, previous college experience, and healthcare experience/certifications are all considered in the ranking system. See the NWCC PN Admission Grading Rubric.

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

- Student Health Record
- Negative 10-panel drug screen. Only drug screens collected at the direction of the PN program will be considered. Any applicant is subject to drug screening and responsible for the test results, regardless of the timing of urine collection or use of drug.
- TB Skin test
- Copy of immunization records
- Completed Hepatitis B vaccine or 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.

NWCC PN ADMISSION GRADING RUBRIC

Circle which campus: Ashland / DeSoto / Oxford / Senatobia

Student Name: _____

ID: _____

Admission Rating: _____ / 18 points (MAXIMUM)

HESI Overall score: _____

Components	Ratings	Possible Points	Student Points
Attended college	Yes No	1 0	
GPA >2.5	Yes No	1 0	
HESI Reading Score _____	Less than 58.7 58.7 – 60% 61.0 – 64.0 % 65.0 – 67.0% 68.0 – 69.0% 70.0 – 100%	0 1 2 3 4 5	
HESI Math Score _____	Less than 58.7 58.7 – 60% 61.0 – 64.0 % 65.0 – 67.0% 68.0 – 69.0% 70.0 – 100%	0 1 2 3 4 5	
ACT Score	23 or > 21 – 22 18 – 20 16 – 17 < 15	4 3 2 1 No eligible	
Healthcare Experience	Yes No	1 0	

Healthcare Certificate/Certification obtained at NWCC (ex. Medical Office Tech, HCA, Surg Tech, EMT, Cardiovascular Tech, Respiratory tech)	Yes	1	
	No	0	

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.

NWCC 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. The site may require a student to undergo a criminal background check or investigation before engaging in any clinical experience. 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 time, 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. This includes but not limited to providing alternative clinical sites. 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. 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). 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 an “F” in all classes.

Grievance and Arbitration Procedures

Northwest Community College Practical Nursing Program adheres to the grievance policy as outlined in the NWCC Bulletin. “Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions or other campus matters may seek to resolve them in the following manner:”

1. Submit a written statement to the Associate Vice-President for Student Services, Dr. Tonyella Rush at trush@northwestms.edu
2. The complaint and grievance procedure located in the online 2021-2022 Bulletin, under “General Information” in the subcategory “Complaint and Grievance Procedures”, will then be followed.

Cheating/Plagiarism Policy

Cheating and plagiarism are prohibited and will not be tolerated. The student will receive a zero grade for any assignment/test in which cheating and/or plagiarism occurred. A critical incident form will be completed and maintained in the student file. The student maybe removed from the program. These actions will be reflected in a critical incident report and are subject to the civility policy guidelines.

Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the policies and procedures as outlined in the online 2021-2022 NWCC Bulletin, under “Instructional Regulations”, in the subcategory “Cheating/Plagiarism Appeal Procedure”. A student who wishes to appeal the decision of their instructor with the regards to an allegation of cheating or plagiarism should notify the Dean of Health Sciences in writing within one (1) week of the formal decision by their instructor. The Dean of Health Sciences, within a reasonable amount of time, will 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 Dean of Health Sciences 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. Any student cheating or the use of plagiarism is subject to disciplinary actions from probation up to dismissal from the program.

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 is not responsibility for the student or unborn child’s health. This policy is also in effect after delivery. After delivery, the student must provide a clearance letter to return 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 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. Student may contact student services to schedule an appointment. 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. 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 hour

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 at 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 grade:

Nursing Transition PNV 1914 Theory

Homework/quiz/ATI	10%
*Unit tests	60%
<u>Final Exam</u>	30%

*ATI Capstone is a 400 point Unit Test. Failure to complete the ATI capstone will result in failure for the course.

The *final grade* for Nursing Transition includes:

Total Theory Grade 50%

Total Clinical Grade 50%

Completion of ATI Capstone Contract

Total Nursing Transition PNV 1914 Grade 100%

- The clinical portion of PNV 1914 Nursing Transition must be 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.

- The **ATI capstone is mandatory for completion of PNV 1914 Nursing Transition**. A breach of the signed ATI capstone contract will result in an incomplete grade and failure in the PNV1914 Nursing Transition class. Please refer to the ATI Capstone Contract.

Theory Content Delivery & Expectations

All students are required to complete all lecture posted assignments on their canvas course. The faculty will post PowerPoints, videos, handouts, conduct zoom meetings or any other modality to present the content. Failure of the student to participate in any given online assignments will affect their grade and attendance records. The faculty will inform the students of weekly assignments and outline of the course schedule.

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 laboratory skills. 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.

At this time, a portion of clinical hours **may** be completed online. These modalities include case studies, online simulation, ATI assignments, ATI virtual assignments and any other clinical modality the faculty chooses. The faculty will provide a grading rubric for each online clinical assessment. A passing grade of 80% or higher is required for online clinical assignments. If clinical agencies allow reintroduction of students in their facilities, faculty will coordinate those clinical assignments. On campus, simulation will be considered if environmental circumstances should change.

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 (HIPAA) 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 and Communication Policy

The NWCC Practical Nursing Program strongly discourages the use of negative, derogatory, or unprofessional comments. This also applies to any written form of communication including but not limited to social media such as, Facebook, Twitter, Snapchat, blogging, email. There is zero tolerance for written, verbal, or non-verbal communication inconsistent with the mission of the PN program or the nursing profession. 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 (HIPAA). 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.

Any form of written or verbal comments that do not reflect the core values of the Practical Nursing Program will be addressed and a critical incident form will be kept in the student's file. Any action, not in accordance with the core values of NWCC and/or PN program, may result in dismissal from the program.

The information provided to you online for example, lecture, case studies, quizzes, test, etc. are property of NWCC and the faculty developer. Students **are not allowed** to take pictures of any screens or share content in anyway with another student or the public.

Convention policy and MS LPN Association Membership

Mississippi LPN Convention attendance is strongly encouraged for all students in the Practical Nursing Program. The cost of convention, travel, meals, hotel, etc. is the responsibility of the student. If the convention should take place in the spring of 2021, students will be informed of all details.

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.

Cell phones are not to be used if you are attending a zoom meeting through a computer source. If a phone is being used for zoom meetings, the student is not allowed to make calls, answer calls, text or surf the internet using their phone.

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 t-shirt or turtleneck is 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. **No smartwatches** allowed in the classroom. Sometimes, the classroom is cool. If approved by the instructor, students may wear a northwest sweatshirt with their scrub uniform. Students are required to wear the classroom scrub top as mentioned above. No other sweatshirts are allowed. Northwest T-shirts, long or short sleeve, are not allowed, except on days designated per instructor. On days designated by instructor student may wear only Northwest shirt/sweatshirt with approved classroom scrubs underneath.

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 leather/vinyl (waterproof) 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/long-sleeve shirt may be worn under uniform top with approval from clinical instructor. All

students must have a watch with a second-hand. **No smartwatches** are allowed during the clinical rotation. Students must have all necessary equipment to perform the nursing skills at the clinical site (stethoscope, name badge, pen, pen light, scissors, etc.)

In both the clinical and classroom setting, the following statements apply. 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. Ear spacers, spikes, tongue ring, nose or facial piercing, or gauges are **not allowed**. Violation of this policy will result in a critical incident. **No other body piercings should be visible at any time**. Earrings worn must be small and not dangle. Males are **not** allowed any piercings. A wedding band or set may be worn. 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.

Professional hairstyles worn off the collar and out of the face are required in the clinical area. If the hair is longer than the nape of the neck, it should be worn in a ponytail or off the nape of the neck. If the hair, even when pulled up, continues to pass the student's shoulders when leaning forward; the hair must be additionally secured. The hair does not have to be pulled up in the classroom setting. No hair fashion colors or ornaments (i.e. red, blue, purple, green, orange etc.) will be accepted in **classroom or clinical site**. Jewelry, beads, hair ribbon or any item outside of a ponytail holder, bobby-pin or neutral hair clip are not allowed in the clinical area. If PPE equipment is required in the clinical area, the hair must have the ability to be easily covered. Hair that is excessively tall on the head does not meet this criteria.

Finger nails should be kept short in length, only clear nail polish can be worn if approved by the clinical instructor. Nails are not to pass the fingertips. Acrylic/gel/dip or nail extensions are not allowed in the **classroom, lab, or clinical areas**. Absolutely no **false eyelashes** are to be worn in the clinical setting.

All tattoos must be covered at all times during clinical, classroom, and professional events when representing NWCC. If tattoos cannot be covered discreetly, the student will be required to wear a short/long-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.

Students are to adhere to the **Daily Classroom** dress code for any visual meetings, such as zoom.

Failure in complying with the dress code policy, will result in the student being sent home for the day and receiving an absence. Depending on the severity, a critical incident form may be completed.

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 or disrespectful.

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. Any student, demonstrating unsafe clinical practices, may be immediately removed from the course resulting in failure.

Civility Standards

The Mississippi Board of Nursing Administrative Code § 73-15-17 outlines unprofessional conduct that could require sanction or punishment. Therefore, our nursing students are held to the same standards of professionalism and personal conduct. Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/lab/clinical activities.

Students are expected to follow the NWCC Code of Student Conduct outlined in the NWCC Bulletin. Actions or any forms of communication, which are abusive or disrespectful in nature, are not tolerated. This includes insults, rudeness, sarcasm, profane language and any other disrespectful. Any student that does not conform to the regulations and policies of the college and practical nursing program will be subject to the disciplinary action outlined in the NWCC Bulletin and the NWCC Practical Nursing Handbook.

Such behavior can result in disciplinary warning, being removed from the classroom/building by the NWCC campus police, disciplinary sanctions by the Dean of Health Sciences, critical incident report placed in student file, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law.

The instructor has the authority to determine the disciplinary action for any disruptive behavior in or outside the classroom/clinical. The student is responsible for maintaining civility standards at all times. A violation of civility standards will result in immediate disciplinary action. This action may result in immediate removal from the program. A critical incident report will be completed and maintained in the

student's file. These standards are categorized but not limited to class/clinical behavioral issues, physical threats, communication (written, verbal and non-verbal), and compliance with student handbook policies. The faculty have discretion on determining violation of civility standards.

Critical Incident Policy

This policy addresses unsafe practice, illegal misconduct, professional misconduct and/ or academic misconduct. These terms are defined as follows:

Unsafe Practice:

- Student behaviors or pattern of behaviors which cause or have the potential to cause harm or result in physical, psychological or financial threat to the client or others.
- Any behavior which requires interventions by instructor or personnel to prevent harm to a client or others.
- Failure to meet the rules and regulations, standards of care and/or critical criteria as defined by the NWCC nursing program and/or the clinical facility being utilized.

Illegal Misconduct:

- Any violation of the Nurse Practice Act of the state of Mississippi
- <https://www.msbn.ms.gov/legal/laws-and-rules>

Professional Misconduct/ Academic Misconduct:

- Behavior that is professionally unsuitable, inappropriate, incompetent, abusive, illegal, or potentially dangerous to clients or others. This includes a positive drug screen. Having a positive drug screen will be immediate dismissal from the program.
- Failure to adequately prepare for a clinical, simulation or other assignment as outlined by course syllabi.
- Failure to notify the instructor of absence on the day of a clinical or simulation experience as outlined in the *NWCC Practical Nursing Student Handbook*.
- Academic misconduct as stated in the *NWCC Bulletin* and *NWCC Practical Nursing Student Handbook*. This includes but is not limited to the Civility Policy.

Procedure for Critical Incident Report:

- For unsafe practice, illegal misconduct, professional misconduct, and/or academic misconduct, a Critical Incident Report will be completed by the instructor.

- The student will be notified that a critical incident has occurred either through verbal or written communication.
- Following the violation, a conference will be held with the student, the clinical instructor, course coordinator or other faculty member and/or Director of the Practical Nursing Program. A decision and appropriate course of action will be determined. The Director of the Practical Nursing Program is to be notified of the outcome of all critical incidents.
- The student and appropriate parties will sign the critical incident report. The report will be placed in the student's file.
- An accumulation of three (3) critical incidences incurred while in the nursing program will result in dismissal from the program; however, **depending on the severity, any single incident may result in dismissal.** If a single incident is deemed to warrant removal from the program, a panel will review the supporting documentation for the removal. The panel will consist of the lead faculty at each campus, the faculty member involved with the incident, and the Director of the Practical Nursing Program. A vote will be taken and documentation of the decision will be submitted to the student. **This decision will be final.** Should the student appeal the decision, the panel's documentation will be submitted to the Dean of Health Sciences. The Dean of Health Sciences will develop and Ad Hoc Committee for review of the student's appeal. The student is eligible to reapply, however, acceptance will be evaluated and determined on an individual basis depending on the severity of the incident. Due process will be followed as outlined in the *NWCC Bulletin* and *NWCC Practical Nursing Handbook*.

Chain of Command Policy

In any healthcare facility, there is a direct chain of command for addressing issues of concern. It is imperative that the student nurse begins to facilitate this form of communication and conflict resolution. Understanding the correct process for problem solving, communication, and learning is vital to the Practical Nursing Student's education. Below is a flowsheet for understanding.

NWCC Practical Nursing Program

Chain of Command



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.*** If a student has exceeded the number of allowable absences, they must complete the absence appeal form located at www.northwestms.edu, under the student tab. This includes all doctors' visits, COVID-19 related contact or absences, hospitalizations, family emergencies, or any other reason not present for class. If a student exceeds the number of absences and a doctor's excuse is provided, the student still has exceeded the number of allowable absences and must complete the absence appeal form. The faculty will be requested to comment on the predictability of the student's success if the appeal is granted. The Absence Appeal policy as outlined in the Northwest Mississippi Community College School of Health Science Handbook will be adhered to.

The attendance policy meets the standard needed to be eligible to sit for 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 scheduled start time if they are going to be absent. Only school related absences will be excused.

For online instruction, the faculty will provide weekly assignments. Failure to complete the assignments on- time will result in an absence for the course. Late assignments are not accepted. Students should prepare in case of internet or computer issues. The faculty will provide clear instructions on time requirements for any online meetings, test, or assignments.

All missed clinical time that constitutes as an absence is completed on the designated dates provided by the faculty. The student is not allowed to make up any clinical time on any other day not designated by the faculty. The clinical make-up hours maybe longer than the number of hours missed. For example, if a student leaves clinical early and accrues an absence, their make-up day will be a full day of clinical. Any previous clinical time the student completed on the day of the absence will not count for clinical hours. If the class does not allow clinical absences such as Maternal-child nursing, mental health, nursing, or transitions, there is NO make-up clinical and the student will be dismissed from the program if they accrue an absence. For other clinical courses that allow two absences, there will be two clinical make-up dates designated by the faculty. If the student is assigned a make-up day and is absence they will fail the clinical course. If the student is tardy and has already accrued two other tardies they

will fail the clinical course. Any make-up laboratory experience for absences will be at the discretion of the faculty member. For example, a student misses clinical on Tuesday and Thursday, the student will accrue two absences and both of those clinical days will be made-up. Make up days do not substitute an absent and does not cancel out any absence accrued.

The following are the steps for appeal:

1. Go to www.northwestms.edu and click the student tab, found at the upper left corner of the web page.
2. Scroll down and click “Absence Appeal Form”, found under “Links and Resources”.
3. The student will then need to complete the Absence Appeal form.

The Dean of Health Sciences will review the appeal form and render a decision.

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
PNV 1437 Fundamentals of Nursing Clinical max 2 absences. PNV 1437 Fundamentals of Nursing lab max 2 absences. All missed clinical time will be completed on designated date determined by faculty. (Note: These absences will not carry over and cannot be interchanged) All missed clinical time will be completed on designated date determined by faculty.			

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) All missed clinical time will be completed on designated date determined by faculty.

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

(Senatobia & 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
PNV 1437 Fundamentals of Nursing Clinical max 2 absences. PNV 1437 Fundamentals of Nursing lab max 2 absences. All missed clinical time will be completed on designated date determined by faculty. (Note: These absences will not carry over and cannot be interchanged) All missed clinical time will be completed on designated date determined by faculty			

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

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) All missed clinical time will be completed on designated date determined by faculty.

Fall Start- Evening/Weekend Program (18 months- DeSoto & Oxford 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
PNV 1437 Fundamentals of Nursing Clinical max 2 absences. PNV 1437 Fundamentals of Nursing lab max 2 absences. All missed clinical time will be completed on designated date determined by faculty. (Note: These absences will not carry over and cannot be interchanged) All missed clinical time will be completed on designated date determined by faculty			
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) All missed clinical time will be completed on designated date determined by faculty.			

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

Mandatory Online Requirements

It is **MANDATORY** for you to have a computer or iPad with working internet capability, in order to be successful in this program. A computer or iPad with functional internet services is mandatory beginning with PN orientation. Students must also have the ability to have webcam services and lockdown browser capability. There is no exception to this rule. Each semester will be evaluated and class delivery will be dependent on various factors. These methods of delivery include but are not limited to; **on and off campus** instruction, simulation, lecture, laboratory and testing. Consideration for online testing will be evaluated in the event of a crisis, such as COVID-19, natural disaster, or any other situation that eliminates the campus facility from providing on campus testing.

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 NWCC to maintain a 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 School of Health Sciences that 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 School of Health Sciences 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 of manifestations of being under the influence of a drug in the classroom, laboratory, and/or in the clinical setting. Some examples may include: abnormal conduct or erratic behavior, 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 agency, 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, reasonable suspicion screening, as well as any individual/group 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 will result in dismissal from the Practical Nursing Program. Failure to provide acceptable supporting documentation, such as a personal legal prescription, for any substance found in a positive drug screen 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 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 reserves 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.

COVID-19

With the daily changes occurring in our world, nation, and state, NWCC is also adapting to the concerns and needs of the community, faculty and student learners. All students will be required to wear a mask at all times while on campus or any other event in which the student represents NWCC. Wearing a mask is mandatory in the nursing profession; therefore, if an inability to wear a mask as a student presents, the student will not meet the guidelines as stated and result in removal from the program.

The student may be subject to a daily temperature check as well as applying hand sanitizer upon entry to the campus and/or clinical area. Any student with a temperature of 100 degrees Fahrenheit will

be required to leave the campus/clinical. The student must participate remotely for any assignments. The student will be responsible for all assignments. Quarantine at home does not mean the student is no longer responsible for classwork. For example, a student arrives to campus asymptomatic for their 8:30 test. The student's temperature registers at 100 degrees Fahrenheit. The student will be instructed to return home and log in remotely with lockdown browser to take the test upon arrival. The student will follow all online procedures for testing.

By signing the acknowledgement sheet, the student is agreeing to comply with the NWCC PN COVID-19 Policy. The student also is aware the COVID-19 Policy is ever changing and may be adapted during their program.

NWCC Practical Nursing Program

PERSONAL DATA FORM

(PLEASE PRINT IN BLACK INK)

Student Enrollment Year: 2021 Campus: _____ Starting Term: _____ NWCC ID: _____

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 Practical Nursing Program as determined by the appropriate authority. It is my responsibility to be honest in any information given to my faculty member and/or the drug testing agency if questioned. I understand if the test is positive, I will be asked to withdraw from the Practical Nursing Program and seek rehabilitation. I will be considered for readmission following appropriate treatment if admission guidelines are met.

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, 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. I also am aware of the current COVID-19 policy; but understand the nature of the pandemic may cause a revision in the policy while I am in the program. By signing, I am stating compliance and implementation of the policy as defined. I also understand I will be required to have working internet, computer/iPad with lockdown browser capability and webcam. Lack of these items will not support my success in 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



The Northwest Mississippi Community College Practical Nursing student handbook states the following, “It is the intent of NWCC to maintain a 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 School of Health Sciences that 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.”

The Practical Nursing Handbook also states, “The student will pay all drug-screening costs. This includes random drug screens, reasonable suspicion screening, as well as any individual/group 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 within a controlled environment. Failure to submit a negative drug screen will result in dismissal from the Practical Nursing Program. Failure to provide acceptable supporting documentation, such as a personal legal prescription, for any substance found in a positive drug screen will result in dismissal from the Practical Nursing Program.

I, _____ (student name), understand that a positive Urine Drug Screen (UDS) is grounds for dismissal from the Practical Nursing Program. By performing the UDS on _____ (date), and having a positive test, I understand as outlined I am no longer a candidate for the _____ (Fall, Spring, Summer) _____ (Year) semester; therefore forfeiting my seat. I understand that I can reapply for the next upcoming Practical Nursing class. I have been counseled by _____ & _____ (instructors names) and notified of the Northwest counseling services available to me in light of the findings of this UDS result.

_____ (Student signature) _____ (date)

_____ (Instructor signature) _____ (date)

_____ (Instructor signature) _____ (date)