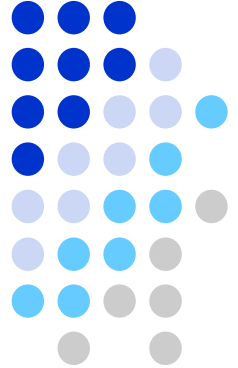




TENNESSEE COLLEGES  
OF APPLIED TECHNOLOGY

# Tennessee Valley Regional Practical Nursing Program

Nursing Handbook  
Spring 2022





# **TENNESSEE VALLEY REGIONAL PRACTICAL NURSING PROGRAM**

**Tennessee College of Applied Technology Shelbyville  
1405 Madison Street  
Shelbyville, TN 37160  
931-685-5013**

**Tennessee College of Applied Technology Shelbyville Franklin County  
Campus  
925 Dinah Shore Blvd.  
Winchester, TN 37398  
931-968-5050**

**Tennessee College of Applied Technology McMinnville  
241 Vo-Tech Drive  
McMinnville, TN 37110  
931-473-5587**







## **MISSION STATEMENT**

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee. The Colleges fulfill the mission by:

- Providing competency based training through traditional and non-traditional learning instruction delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs;
- Providing high quality training and retraining of employed workers;
- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to the economic and accessible to all residents of Tennessee, thereby contributing to the economic and community development of the communities we serve.

The Tennessee Valley Regional Practical Nursing Program mission is to provide the technical instructions and skills development for the students to become gainfully employed in the nursing field.

## **DEFINITION OF PRACTICAL NURSING**

Practical Nursing is defined by the Nurse Practice Act of 1967 (Tennessee Senate Bill 375) as follows:

“The practice of practical nursing means the performance for compensation of selected acts required in the nursing care of the ill, injured, or infirm and/or carrying out medical orders prescribed by a licensed physician or dentist or professional registered nurse. The licensed practical nurse shall have preparation in and understanding of nursing, but shall not be required to have the same degree of education and preparation as required of a registered nurse.” This law is effective September 1, 1967.

## **PHILOSOPHY**

We believe that:

The practical nurse is an integral part of the nursing team and that the practical nurse should be trained in an organized nursing program.

Only persons who are mature, of good character, in good physical and mental health and who have sufficient innate intelligence to profit by the instruction should be selected for practical nursing classes.

The curriculum shall include both theory and supervised clinical experience, and the learning experience should be planned and related to provide a logical sequence and continuity of learning.

The content of the curriculum shall include both classroom and clinical situations; and the content of each course shall cover everything within the law, which is necessary for carrying out competently the duties of the practical nurse in a beginning nurse position.

During the clinical phase of the instruction, the student shall be placed in an environment using the same equipment and the same procedure as used in that health care facility.

The community will be involved in the practical nursing program through the local advisory committee.

## **PURPOSE**

The purpose of the practical nursing program is to provide a quality education in a positive learning environment. Our goal is for the graduate of the program to obtain the basic competencies needed to obtain licensure as a practical nurse and gain employment in the field.

## **OBJECTIVE**

The objective of vocational education is to instruct individuals in occupational skills to meet the demands of specific jobs. It involves the development of skills, abilities, attitudes, understanding working habits and work ethics that result in a satisfying useful life of work and good citizenship. Additionally, the practical nurse will attempt to meet other objectives, which will aid the improvement of health, the recovery from illness or the support in death of those coming into his/her care.

Upon completion of the course, the graduate will be able to:

- Understand the functions of the practical nurse on the nursing team.
- Practice basic nursing in a safe manner and understand related information necessary for a beginning nurse.
- Appreciate health as related to the individual, the family, and the community.
- Demonstrate a beginning skill of understanding behavior in relation to patients, co-workers, family and friends.
- Recognize scientific principles, which form a background for nursing.
- Demonstrate communication skills in observing and reporting.
- Develop and demonstrate competency in theory and clinical performance, leading to eligibility for graduation and NCLEX.
- Recognize the need for continued self-direction in personal and vocational growth.
- Give nursing care to clients under the supervision of a registered nurse, licensed physician, dentist, ophthalmologist or optometrist.



## CURRICULUM HOURS FOR PRACTICAL NURSING

<u>COURSE</u>	<u>HOURS</u>
Work Ethics	18
Basic Nursing (Professional Vocational Relations, Nutrition, Geriatrics)	90
Fundamentals	160
Administration of Medications/Basic IV Therapy	80
Medical-Surgical Nursing I and II	201
Pharmacology	111
Mental Health Nursing	60
Maternity Nursing	60
Pediatric Nursing	60
Advanced Professional Vocational Relations	24
Clinicals	
Medical-Surgical	309
Maternity	60
Pediatrics	36
Mental Health	45
<b>Total Program Hours</b>	<b>1,296</b>

## CONFIDENTIALITY

Confidentiality means that your conversations with patients and your nursing observations and assessments are to be shared only with the appropriate healthcare givers in the proper setting. What you record and show to the patient and other health professionals is never to be shared with anyone else. Don't discuss patients in the cafeteria or the elevator; you may be overheard.

**We abide by all HIPAA (Health Insurance Portability and Accountability ACT) laws and a student who "breaches confidentiality" will be subject to disciplinary action, which may include immediate termination from program.**

## STUDENT CONDUCT POLICY

Students are expected to conduct themselves in an acceptable manner at all times. Individual or organizational misconduct, which is subject to disciplinary action or termination, shall include, but not be limited to the following examples:

1. Failure to cooperate with the school's or affiliating agency's supervisors and/or instructors.
2. Plagiarism, cheating or other forms of academic dishonesty in the classroom and/or the clinical setting is prohibited.
3. Inefficiency, inability and/or gross or repeated negligence in performance of assigned clinical duties are grounds for dismissal.
4. Altering, falsifying or making a willful misstatement of facts on any patient's record or chart is prohibited.
5. Leaving clinical without permission is prohibited.
6. Receiving personal visitors in the classroom or clinical facility except in an emergency or with prior approval of the instructor.
7. ***NO PRESENCE OF CELL PHONES.***
8. Students must call if they are not going to be present at least one hour prior to clinical beginning.
9. If you are unable to complete clinical you are unable to graduate; this includes facility requesting students to not return.
10. Students are responsible for any statements made on social venues (Facebook, etc.) and realize there may be consequences for postings.

## ATTENDANCE POLICY

The nature of the nursing programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.

Students must call the clinical area at least one hour prior to clinical if not going to be present.

Due to difficulty making and completing assignments in the clinical area, students will **NOT** be allowed to attend clinical less than assigned hours per day. Therefore, if you are more than 15 minutes late or need to leave early you will be counted as absent for total number of hours for that day. Clinical absences are cumulative throughout program. Any missed clinical day is an unsatisfactory.

The Practical Nursing Program has a fixed number of hours, (1296), and a designated time frame (12 months full-time, 16 months part-time), to complete the courses; therefore after a student has been absent for a total of 25 hours (20 hours part-time) in a trimester, the instructor will refer the student to the Student Services or Administration Office for counseling.

It is the responsibility of the student to attend all scheduled classes, laboratory sessions, and conferences.

A student absent for three consecutive school days without contacting the school may be automatically terminated.

Students should be punctual, including returning from lunch and break.

**\*NOTE: When a student has missed more than 42 hours in the full time program and 30 hours in the part time program in one trimester, he/she may be terminated from the Practical Nursing Program.**

A student is considered tardy if not in the classroom, in his/her seat, at the designated time for class to start. **NOTE: This includes returning from lunch and breaks at the designated time.**

An attendance record for each student is maintained by the nursing faculty.

**NOTE: Students arriving late to the classroom will be charged as follows:**

- **1 to 30 minutes will be counted as 30 minutes**
- **31 to 60 minutes will be counted as 1 hour**

Any doctor's appointment other than emergencies should be made after completion of the school day.

**HOURS ABSENT SHOULD BE RESERVED FOR TRUE EMERGENCIES ONLY!**

## GRADING SYSTEM

Laboratory performance requires satisfactory completion of each skill. The student will be allowed three attempts. If unable to satisfactorily complete each skill by the third attempt the student will not be allowed to continue in the program.

### Theory

A = 90 - 100      B = 80 - 89      C = 70 - 79 (Failing)      D = 60 - 69 (Failing)      F 0 - 59 (Failing)

If tardy or absent for an exam, student will **not** be allowed to take exam. One **re-take** exam per course for excused absence. The re-take exam may be a different exam. There will be **NO** make-ups for final exams.

An excused absence includes:

1. Illness of immediate family member--documented by written statement from physician--**must be seen by a doctor.**
2. Death in the immediate family--documented by written statement.
3. Scheduled court appearance--documented by written statement.

Passage of Pre NCLEX review test (Comprehensive Exam) is required. If not passed the first time, remediation is required. This remediation will continue until performance standards are met. There will be an additional charge for additional standardized tests.

Theory grades are based on written tests and completion of all assignments (written, oral and computer). A minimum final average of 80 must be made in each subject area to remain in the program.

Students are responsible for keeping track of their progress in the program. It is the student's responsibility to seek counseling when having difficulty in a particular area.

## CLINICAL PERFORMANCE

Successful clinical performance is essential to completion of the practical nursing program. Students must successfully complete the preceding trimester clinically to continue to the next trimester. A grade of Pass or Fail will be given.

Each student is evaluated weekly. An overall written record of progress and a clinical performance evaluation is given to each student at the end of the rotation. The conference includes the student and one or more instructors.

**CASE STUDIES/CAREPLANS/CARE MAPS** are the essence of the nursing process and evaluate the student's ability to:

- obtain a complete history and physical
- evaluate and interpret lab results, medications and treatment
- obtain a social history and relationship to medical diagnoses, treatments and etiology
- assess the patient's needs
- determine appropriate nursing measures for those problems
- translate nursing theory to practice
- determine if patient problems are resolved

**CLINICAL PROBATION** - A student is placed on clinical probation after three (3) unsatisfactory evaluations. Needs Improvement (NI) may be given for areas that do not meet clinical expectation. Three (3) Needs Improvement in one area equals one unsatisfactory. The student will be counseled regarding the cause for probation, and suggestions for improvement. This information will be documented and signed by all concerned parties, and placed in the student's file. If the student's clinical performance does not improve with the next evaluation period, the student may be terminated from the program.

### Clinical Area:

1. It is the responsibility of the student to be in the clinical area promptly and in proper uniform.
2. Clinical hours are as assigned per each campus. Any absence or tardiness should be reported to your instructor at the clinical site no less than one hour prior to the time to report to clinical.
3. The student is to be prepared for clinical. Failure to be prepared may result in dismissal for the day counting time as absent.
4. A student under the direct supervision of an instructor may perform medication administration and nursing procedures. At **NO** time will a student perform any invasive procedure unless directly supervised by an instructor.
5. Due to difficulty making and completing assignments in the clinical areas, student will **NOT** be allowed to attend clinical less than assigned time. Therefore, if you are more than 15 minutes late or need to leave early you will be counted as absent for the entire day's hours.
6. Students may not trade clinical sites with other students without written permission.

## AFFILIATING AGENCIES

Each campus will assign students to clinical agencies. Students will be required to rotate through **all** agencies as assigned by the nursing faculty. Students will be dismissed if unable to rotate through all agencies.

## UNSATISFACTORY PERFORMANCE

Unsatisfactory performance in classroom or clinical will not be allowed. A total of four (4) documented unsatisfactory performance issues may be grounds for dismissal. Unsatisfactories are cumulative throughout program; for each clinical absence students will be given an unsatisfactory.

## UNSATISFACTORY POLICY

The student must not threaten the physical and/or psychological well-being of a patient by his/her performance. If this occurs at any time, the student is in danger of failing the nursing program.

A student is held accountable for any real/potential threat to the patient on every skill previously taught. If the instructor prevents an error, the student is still at fault.

A behavior or consistent behaviors that result in a threat to the patient's physical and/or psychological well-being is termed unsatisfactory behavior. Examples of unsatisfactory behaviors include, but not limited to the following.

1. Principles learned previously are violated. (Example: a break in aseptic technique during catheter insertion.)
2. Inappropriate verbal or non-verbal behavior in the presence of the patient, family member and/or hospital staff.
3. NO provision for means of communication for a patient.
4. Neglecting to wash hands before and after nursing procedures per facility protocol.
5. Demonstrable lack of progress in performing clinical skills.
6. Criticizing patient.
7. Communicating negative value judgments to patient.
8. No provision for privacy.
9. Demonstrating incompetence/lack of preparation in patient's presence.
10. Accepting an assignment while under the influence of narcotics and/or alcohol.
11. Medication errors.
12. Inappropriate posting on public venues.
13. Cell phone in clinical area.
14. Failing to turn in clinical paperwork on due date.

Medication errors are counted as an unsatisfactory and are cumulative during the program.

### Definition of Medication Error:

- a. Violation of the eight rights during preparation and/or administration of the medication.  
  
Right Patient  
Right Drug  
Right Time  
Right Dosage  
Right Route  
Right to Refuse  
Right to Know  
Right Documentation
- b. Omission of medication on a patient as scheduled.
- c. Medication given without the instructor's approval at any time during the program.

Rationale: The administration of medicine is critical to the welfare of the patients. Students must learn early the necessity of accuracy in medications. When a medication error is committed, the clinical agency requires documentation. We require the error be documented on a counseling form and kept in the student's file.

**Four Unsatisfactory incidents throughout the program may be grounds for immediate termination from the nursing program.**

### Procedures:

1. Unsatisfactory behavior(s) will be documented on the student's Clinical Evaluation Form. The form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified.
2. If the instructor is in doubt or if there are extenuating circumstances, the instructor will meet with the PN Coordinator and/or one other faculty member to make a decision about the unsatisfactory behavior.
3. A student/instructor conference will be held after the unsatisfactory behavior has been documented to review the behavior, make recommendations, and obtain the student's comments and signature.

## **HEALTH AND ACCIDENT POLICY**

All students enrolling in the Tennessee Valley Regional Practical Nursing Program are required to complete a Medical Information Form. This information will be needed if the student becomes seriously ill or involved in an accident on the school campus or clinical site. In cases of emergency, students may be taken to a hospital or physician. ***It is the student's responsibility for any charges accrued at this time.***

Due to the nature of nursing and the possibility of acquiring infectious diseases, students are encouraged to have some type of health insurance during the program. Students will be taught ***Universal Precautions*** and we require the student to obtain the Hepatitis B Vaccine series. If, however, a student sustains a needle stick or other accidental injury and must be treated at the clinical site, ***this will also be at the student's expense.***

## **STUDENT MALPRACTICE INSURANCE**

Practical Nursing students are required to obtain professional liability insurance. Students will be required to pay the necessary premium selected by the Practical Nursing Program.

## **CLASS RULES AND REGULATIONS**

1. ***CELL PHONES ARE NOT ALLOWED IN CLASS.***
2. Talking is prohibited during the class lecture and study time.
3. Eating and drinking is allowed in the classroom and lab at the instructor's discretion.
4. Smoking is permitted in designated areas only. The Tennessee Colleges of Applied Technology are smoke free buildings. Smoking is only permitted 20' from building and doors.
5. Students are responsible for some housekeeping chores in the classroom and lab.
6. Please observe the 15MPH speed limit in the parking area.
7. The hearing process is applicable to all students. A copy of Guideline NO. AVTS-023 may be obtained in the administrative office, which details the hearing procedures.
8. Computers located in the school are for educational purposes only.
9. Examinations may ***NOT*** be removed from the classroom, nor may questions from examinations be copied. Failure to comply with this directive may result in dismissal from the program.
10. Students are asked to be alert during class time and responsible for attending all lectures, including videos.
11. Respect to peers and instructors shall be the norm; not the exception.
12. Students are expected to notify the instructor when leaving early or coming in late.
13. Scrubs ***MUST*** be worn to class daily.

## CLINICAL DRESS CODE

1. The student uniform is to be clean, wrinkle-free, ironed and in good repair. A dress is worn no shorter than knee length. Shoes are to be clean and in good repair.
2. The complete uniform is to be worn with appropriate under-garments, including white hosiery with dresses.
3. Hair is to be worn neat and clean. If long, hair must be worn away from the face and up off the collar. Extreme hair fashions or ornaments are not acceptable.
4. Jewelry, while in uniform, is limited to facility policy.
5. Nails are to be clean and short. Nail polish, acrylic nails, or gels are not allowed.
6. No perfumes are allowed in the clinical area.
7. Shoes are to be all WHITE and leather. No cloth tennis shoes. All white socks with no decorations or hose may be worn with pants.
8. Name badge, watch, stethoscope, scissors, and pen light are part of the uniform.
9. A lab coat may be worn in clinical if desired.
10. Excessive or heavy makeup is not allowed. If in doubt, ask your clinical instructor about appropriate makeup.
11. All tattoos must be covered while in uniform.
12. Any instructor may excuse a student from the clinical areas if his/her personal appearance and/or hygiene do not meet the appropriate area dress code. The student will be documented as absent for the day.
13. When street clothes are worn, clothing must be clean, neat and professional; lab coats, with name pin must be worn. No jeans, shorts, bare midriffs, or flip flops.
14. Smoking is **NOT** permitted while in uniform on any clinical day.
15. Sideburns, beards and mustaches will only be allowed if kept clean and neatly trimmed close to the face and if allowed by clinical facility. Sideburns must be kept at or above the earlobe level.

## CONDUCT POLICY IN CLINICAL SETTING

Conduct codes are specific for the nursing program, as students are functioning in a clinical setting where visitors, family members and hospital staff constantly observe behavior. Violations of this policy may lead to immediately dismissal from the nursing program.

1. Hospital business is highly confidential - information must not be revealed, discussed or photocopied.
2. Patient records are protected documents and are NEVER to be revealed without due process.
3. Students are required to show respect for peers and faculty.
4. The Nursing Instructor's approval is required before the student may leave the facility floor.
5. Students are required to exercise Standard Precautions at all times.
6. Students are required to exercise professionalism at all times.
7. To protect the well-being of the patient any student that is chemically impaired or otherwise cognitively impaired while in clinical, he/she will be dismissed from clinical and sent home at the instructor's discretion. This is grounds for dismissal from program.
8. The use of any medication that is not prescribed to the student for medical purposes, use of illicit drugs and/or alcohol is strictly prohibited.
9. No smoking.
10. No cell phone.



# POLICY OF THE TENNESSEE VALLEY REGIONAL PRACTICAL NURSING PROGRAM REGARDING USE OR ABUSE OF DRUGS OR ALCOHOL AND BACKGROUND CHECKS

## Drug and Alcohol Testing

- Testing Prior to the Clinical Experience
  - Student should be aware that the clinical facilities with which the campus contracts may require successful completion of a background check and a drug/alcohol screen prior to commencement of participation in the clinic. Testing positive will result in termination in the program.

- Reasonable Suspicion Testing

Nursing students engaged in clinical/classroom activity may be required to undergo a blood or urine screening for drugs and alcohol if reasonable suspicion exists to believe the student is using or under the influence of drugs or alcohol such as to interfere with the safe performance of duties.

Prior to testing, the student will be asked to sign a Statement of Understanding and Consent to Drug/Alcohol Screen. A student who refuses to undergo testing will be subject to termination.

Testing positive will prevent the student from continuing in the program (termination).

## HEALTH CARE RULES

The student must maintain a good health status to work in the clinical arena and perform the duties of a practical nurse. You may not attend clinical if you are ill.

All illness should be reported to the instructor at the beginning of the class or clinical day. If unable to be present, you must notify your instructor. If absent for a serious illness, or injury, written permission must be presented to return to school.

Emergency care is available at the local emergency room or a private physician of choice. ***Each student is responsible for his/her expenses for services rendered.***

## WORKER CHARACTERISTICS

The Tennessee Colleges of Applied Technology reserve the right to dismiss any student who fails to conform to the program policies and guidelines. Excessive tardiness, absenteeism, unsatisfactory grades, falsifying records, intoxication, drug abuse, and violation of confidential records are causes for immediate dismissal. Students are responsible for keeping their area neat and clean at all times. Students should report any unsafe conditions or items needing repair to a faculty member. Housekeeping is a part of nursing and a sanitary work area is essential to a healthy environment.

## WITHDRAWAL

An official withdrawal requires:

1. An official withdrawal form must be completed.
2. Any student who withdraws, but wishes to re-enter a later class must reapply and complete all admissions requirements. The student's request for re-admission will be reviewed.
3. Any student who is terminated because of academic failure ***MAY*** be allowed to re-enter the **Tennessee Valley Regional Practical Nursing** program ***with the recommendation of their instructors.***
4. Any student who terminates twice ***will not*** be allowed to re-enter the ***Tennessee Valley Regional Practical Nursing Program,*** which includes TCAT Shelbyville and TCAT McMinnville.

## TRANSFER STUDENTS

Transfer students are accepted into the Practical Nursing Program. A transcript and recommendation from the previous school of nursing is required. Each transcript is evaluated according to the Tennessee Valley Regional Practical Nursing Program requirements.

The student may be asked to test in certain areas to prove competency.

There will be a probationary period of one trimester for all transfer students.

## PROMOTION AND GRADUATION

Students will be evaluated on a continuing basis. The student must pass with an eighty percent (80%) in each theory subject. The student must pass clinical rotations and receive a passing grade on the NCLEX review test.

Graduation shall depend upon satisfactory completion of total requirements of the program. Eligibility for writing the state board examination will require completing forms before graduation.

## TRANSCRIPT AND LICENSURE

After all theory and clinical work have been successfully completed, the student will graduate and will be recommended to take the NCLEX. All information, State Board of Nursing application and transcript will be sent to the Tennessee Board of Nursing. An appointment can then be scheduled for the student to take the NCLEX.