



SAVANNAH TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK
Fall 2011



MAIN CAMPUS

5717 WHITE BLUFF ROAD
SAVANNAH, GEORGIA 31405-5594
PHONE (912) 443-5700

LIBERTY CAMPUS

100 Technology Drive
HINESVILLE, GA 31313
(912) 408-3024 – ext. 6016

TABLE OF CONTENTS

INTRODUCTION AND WELCOME	3
PHILOSOPHY	4
PURPOSE/MISSION STATEMENT	6
PROGRAM OBJECTIVES	7
PN CURRICULUM AND PROGRAM OF STUDY	8
PLEDGE	10
ACADEMIC DISHONESTY	10
NON-ACADEMIC MISCONDUCT	10
ANA CODE OF ETHICS FOR NURSES	11
PROFESSIONAL CONDUCT	11
NON-ACADEMIC MISCONDUCT PROCEDURE	12-14
CRITICAL INCIDENTS	14
STUDENT BILL OF RIGHTS	15
PATIENT'S BILL OF RIGHTS	16-17
GENERAL POLICIES	18-22
DRESS CODE	22
PROGRAM GUIDELINES	23-28
ACADEMIC PROGRESSION	28
GRADING POLICY	29
EVALUATION	29
ASSESSMENT TESTS	30
CONFERENCE/STUDENT COUNSELING	31
WITHDRAWAL	31
RE-ADMISSION POLICIES	31
OTHER EXPENSES	32
REQUIREMENT FOR PROGRAM COMPLETION	32
GRADUATION AND LICENSURE	33-34
CLASS OFFICERS	35
PRACTICAL NURSING PROGRAM POLICIES	36-49
CLINICAL CALCULATION POLICY	37
INFECTIOUS DISEASE POLICY/PROCEDURE	38
PROTOCOL FOR ACCIDENTAL NEEDLE STICK	39
HEPATITIS B VACCINE CONSENT FORM	42
HEPATITIS B VACCINE DECLINATION FORM	43
ESSENTIAL STANDARDS FOR NURSING PRACTICE	44
PRACTICAL NURSING PROGRAM POLICY ON SMOKING	47
POLICY ON SUBSTANCE ABUSE BY NURSING STUDENTS	48
PRACTICAL NURSING PROGRAM POLICY ON GRADE APPEAL	49
STUDENT AGREEMENT FORM	50

Dear Nursing Student:

CONGRATULATIONS!!!

On behalf of the Savannah Technical College Practical Nursing Faculty and Staff, I am pleased to welcome you to your new and exciting learning experience in Nursing. You are entering a very important time in your life. You have chosen to spend the next year in a training program designed to make you an integral part of one of the many rapidly growing Allied Health Careers.

Health care careers, from the nurses' aide to the physician, enjoy a certain prestigious position in the eyes of the general public that other fields of work do not enjoy. This is true because of their responsibilities and privileges of working with human life.

And now, with your nursing studies before you, you have an opportunity to reflect on how you will address all the educational experiences that await you. How will you build on your strengths and past learning? How will you master your learning challenges? How will you take advantage of the powerful experiences you are about to encounter?

Dorothy Jean Novello (1984), a nursing leader and poet, once wrote:

Only as high as I reach can I grow.
Only as far as I seek can I go.
Only as deep as I look can I see.
Only as much as I dream can I be.

The health care profession will also be taking a critical look at you. The reputation of our college depends upon the conduct and performance of each student. It is your duty and responsibility to support the standards and ideals of the nursing profession. Excellent scholarship and outstanding character are prerequisites for continuing in this program and satisfying the requirements for graduation.

Be courageous in your learning and in your nursing practice. Heed the words of George Bernard Shaw who says, You see things; and say, "Why?" But I dream things that never were; and I say, "Why not?"

The following pages contain guidelines to assist and acquaint you with the rules, regulations, customs, and policies necessary for direction and guidance of group life in school.

And always remember that you have a strong, highly skilled and caring faculty and staff to help you on your way. We look forward to bringing you closer to your hopes, dreams, and goals of being a Practical Nurse.

Best regards,
Asha Anumolu, RN, MSN
Program Director and Practical Nursing Faculty

**Savannah Technical College
Practical Nursing Program**

PHILOSOPHY

We believe in the dignity and worth of the individual within a democratic society. We acknowledge the unique differences and respect the right of the individual to seek fulfillment of their basic needs. These include physical, mental, social, educational, emotional, spiritual, and economic needs.

The faculty of the Practical Nursing Program subscribes to the following belief statements regarding an individual, health, education, nursing education and nursing:

Health is a dynamic process by which the individual adapts to alteration in internal and external environments. The goal is to maintain a state of well being throughout all stages of life. Health is on a continuum ranging from wellness to illness.

Education is a self-directed life-long learning process, which brings about behavioral changes. It enables individuals to develop their potential in becoming a productive responsible member of the society.

Nursing Education builds on a foundation of basic education. Educational experiences are designed from simple to complex, and faculty facilitates the progression of study from beginning student to entry-level practitioner. Faculty guides students' acquisition of competencies, development of critical thinking, and attainment of attitudes required for fulfillment of identified roles.

Nursing is an art and a science. It is a dynamic practice profession providing direct service to individuals along the wellness-illness continuum. Nursing is based on deliberative action directed toward the promotion, maintenance and restoration of health; prevention of illness; alleviation of suffering; and when necessary, facilitation of a peaceful and dignified death. Nursing process is used to provide a foundation for practicing nursing in an organized and systematic manner. Components of the nursing process are assessment, nursing diagnosis, planning, implementation, and evaluation.

We believe in producing entry-level practitioners who will be assets to the nursing profession, function safely, and possess competent knowledge and skills.

The following concepts are integrated throughout the program: professionalism, nursing process, critical thinking, communication, teaching-learning process, safety, and therapeutic intervention.

Curriculum Concepts and Threads:

Professionalism - the trademark of clinical competence. Professional behavior is guided by legal and ethical principles. Self-confidence, leadership, collaboration, and continued development are characteristics of professionalism.

Nursing process - a problem solving approach to caring for a patient's health. It is a means by which nurses identify patients' strengths and responses to health and illness. Using this process the nurse assists the patients in adapting to alterations in internal and external environments. Five key components to the nursing process are critical to high-quality nursing care. The five components are assessment, nursing diagnosis, planning, implementation, and evaluation.

Critical thinking - a multidimensional process of analyzing and understanding how and why (certain) conclusions are drawn or reached. It is an essential component of professional accountability and quality nursing care. Behaviors characteristic of a critical thinker include analyzing, applying standards, discriminating, information seeking, logical reasoning, practicing, and transforming knowledge.

Communication - the transmission of an accurate message to the proper recipient at the appropriate time in a manner that conserves energy. Communication is an art form based on the concept of caring for the other person and involves feedback. Feedback is a mechanism by which the sender determines the message has been successfully received and acknowledged.

Teaching-learning process - a complex interaction between teacher and student and /or a nurse and patient. The teacher and learner must understand their roles in the learning process. The teacher is a manager of a variety of selected instructional resources. The teacher organizes instruction using meaningful educational objectives, progressing from simple to complex, and using learning activities to meet the needs of individual learners. The student/patient assumes responsibility for learning by actively participating in the learning process.

Safety - measures to prevent or minimize accidents and unintentional injuries. Safety is a major nursing responsibility. Personal safety and the safety of patients under our care are of utmost importance.

Therapeutic interventions - effective nursing strategies, which assist in addressing patients' health concerns. Interventions include client care, diet therapy, treatment, and pharmacology.

Savannah Technical College Practical Nursing Program Mission/Purpose Statement

The Practical Nursing program is committed to creating opportunities for acquire technical skills, education, and work ethics that meet the dynamic needs of individuals, employers, and the healthcare community.

Savannah Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Savannah Technical College. Savannah Technical College is a unit of the Technical College System of Georgia. Savannah Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status. For nondiscrimination information, contact Regina Thomas-Williams, Title VI (Discrimination) and Title IX (Equity) Coordinator, 912-443-5708. For disability information, contact Anne Kuhlke, Section 504/ADA Disability Coordinator, 912-443-5717.

Graduates are competent at the entry level in patient care; health management; maintenance and prevention of illness; care of the individual as a whole; and nursing leadership.

Graduates are prepared for licensure as set forth by the Georgia Board of Examiners of Licensed Practical Nurses.

Savannah Technical College mission and Purpose Statement

Mission Statement

Savannah Technical College is committed to meeting the dynamic education, economic development and workforce development needs of individuals, employers and communities by creating opportunities through market-driven education and training.

Vision Statement

Savannah Technical College is a premier technical college providing world class education, skills training, and lifelong learning for job success in a global economy.

Values

Savannah Technical College values integrity, excellence and respect in all we do as individuals and as a community of learners. We are committed to creating an environment that promotes behaviors and decisions to advance our mission and vision for success.

**Savannah Technical College
Practical Nursing Program
Program Outcomes**

Upon completion of the program, the graduate practical nurse is prepared to function as a safe and effective beginning practitioner with the following competencies:

1. Practice nursing at entry level under the direction of a Physician, Dentist, Podiatrist, or a Registered Nurse.
2. Communicate effectively to establish relationships with patients, families, health care teams, and community.
3. Assess basic health needs of patients as related to the process of human development.
4. Utilize the nursing process to ensure safe effective care environments; physiological integrity; psychosocial integrity, health promotion and health maintenance for patients served.
5. Engage in nursing practice, which is founded upon a framework of professional values and legal/ethical standards.
6. Maintain professional competence by utilizing critical thinking and engaging in an ongoing process of self-assessment and life-long learning.
7. Collaborate with patients, health care providers, agencies, and members of the general public to promote the achievement of healthcare goals.

Professional Organizations

American Licensed Practical Nurse Association
1090 Vermont Avenue, N.W., Suite 1200
Washington, DC 20005
(202) 682-5800

Georgia Licensed Practical Nurses Association
P.O. Box 478
Macon, Ga. 31202
(478)745-6655

National Association for Practical Nurse Education and Service
8607 Second Avenue, #404 A
Silver Spring, MD. 20910-2745
(301) 588-2491

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404)975-5000

WEB SITES:

www.ncsbn.org
www.napnes.org
www.georgianurses.org
www.sos.state.ga.us/ebd-lpn
www.ana.org
www.dtae.org
www.nlnac.com

SAVANNAH TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM

PN Curriculum and Program of Study

1st Semester

PNSG 2010 Intro to Pharmacology/Clinical Calculations	2
PNSG 2030 Nursing Fundamentals	6
PNSG 2035 Nursing Fundamentals Clinical	2
PNSG 2210 Medical-Surgical Nursing I	4
PNSG 2310 Medical Surgical Nursing Clinical 1	2

- 1. PNSG 2010: Pharmacology and Clinical Calculations.**
- 2. PNSG 2030: Nursing Fundamentals; includes lab skills component.**
- 3. PNSG 2235: Clinical component in Nursing home (90 hrs).**
- 4. PNSG 2210: Med-Surg I: Covers Cardiovascular, Respiratory, Hematological and Immune system. Includes pediatric component with each system.**
- 5. PNSG 2310: Med-Surg I clinical (90 hrs)**

Important Note: Students are required to pass PNSG 2010 and PNSG 2030 with a “C” grade or better and pass the Clinical Calculation Test with 90% or better in order to progress to clinical PNSG 2035. See Clinical Calculation Test Policy.

Students must demonstrate safe practice and pass PNSG 2035 with a “C” grade or better in order to progress to PNSG 2210 and PNSG 2310.

2nd Semester

PNSG 2220 Medical Surgical Nursing II	4
PNSG 2320 Medical Surgical Nursing Clinical II	2
PNSG 2230 Medical Surgical Nursing III	4
PNSG 2330 Medical Surgical Nursing Clinical III	2

- 1. PNSG 2220: Med-Surg II: Covers Endocrine, Gastrointestinal, and Urinary system. Includes pediatric component with each system.**
- 2. PNSG 2320: Med-Surg II clinical (90 hrs)**
- 3. PNSG 2230: Med-Surg III: Covers Neurological, Sensory, Musculoskeletal system, and Mental Health. Includes pediatric component with each system.**

4. **PNSG 2330: Med-Surg III clinical. (90 hrs) Include Mental Health Clinical (37.5 hrs).**

Important Note: Students are required to pass PNSG 2220 and PNSG 2320 with a “C” grade or better in order to progress to PNSG 2230 and PNSG 2330. Student must pass the Clinical Calculation Test with 90% or better in the first week of semester in order to progress to clinical courses. See Clinical Calculation Test Policy

3rd Semester

PNSG 2240 Medical Surgical Nursing IV	4
PNSG 2340 Medical Surgical Nursing Clinical IV	2
PNSG 2250 Maternity Nursing	3
PNSG 2255 Maternity Nursing Clinical	1
PNSG 2410 Nursing Leadership	1
PNSG 2415 Nursing Leadership Clinical	2

1. **PNSG 2240: Med Surg IV: Covers Integumentary, Reproductive system, and Oncology. Includes pediatric component with each system.**
2. **PNSG 2340: Med-Surg Clinical. (90 hrs) Include pediatric clinical experience (37.5 hrs).**
3. **PNSG 2250: Maternity Nursing**
4. **PNSG 2255: Maternity Nursing Clinical (37.5 hrs)**
5. **PNSG 2410: Nursing Leadership**
6. **PNSG 2415: Nursing Leadership Clinical (90 hrs)**

Important Note: Student must pass the Clinical Calculation Test with 90% or better in the first week of semester in order to progress to clinical courses. See Clinical Calculation Test Policy

PRACTICAL NURSE'S PLEDGE

I SOLEMNLY PLEDGE:

To adhere to the code of ethics of the Nursing Profession.

To cooperate loyally with the other members of the nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not do anything evil or malicious, and I will not knowingly give any harmful drug or assist in malpractice.

I will not reveal any confidential information that may come to my knowledge of Practical Nursing.

May my Life be devoted to Service and to the High Ideals of the Nursing Profession.

ACADEMIC DISHONESTY POLICY:

A student deemed to have committed academic dishonesty as defined in the Student Conduct Code Policies and Procedures **will receive a grade of "F" in the course.**

Academic dishonesty includes:

1. Cheating on examination
2. Falsifying information and/or
3. Plagiarizing published works of other current or former students. Disciplinary action will be in accordance with the Code.
4. "Collusion" is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

Non-Academic Misconduct:

These procedures are established in recognition of the need for due process in citing, examining, and resolving alleged violations of non-academic misconduct of the Savannah Technical College "**Student Code of Conduct.**"

Any behavior(s) by a practical nursing student that place patients, patient's family, students, faculty or health care staff in jeopardy or that reflects adversely

upon Savannah Technical College, its personnel or students, makes the individual involved liable for disciplinary action.

If a faculty instructor of Savannah Technical College believes that the alleged violation is of such severity that students, staff or customers (patients, family, facility staff) may fear for their personal safety or sanctity of the College may be at risk, faculty may suspend the student immediately.

All practical nursing students are required to be familiar with and abide by the **AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES** which includes the following:

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, work and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, and maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

PROFESSIONAL CONDUCT:

Practical nursing students are expected to demonstrate professional conduct at all times which includes, but are not limited to:

1. Follows ANA standards of care and standards for nursing performance at all times.
2. Follows all policies of the nursing program regarding clinical conduct.
3. Updates cardiopulmonary resuscitation test, immunizations, and tuberculosis test yearly or as required.

4. Follows the required dress code, presenting with professional attire and behavior at all times.
5. Submits written work that is neat, organized, complete, and on time.
6. Carefully follows directions.
7. Takes the initiative in arranging for make-up or missed written or clinical work.
8. Is punctual in reporting to or leaving the clinical agency, when ill, calls the clinical instructor prior to (minimum 30 minutes) scheduled arrival time.
9. Maintains confidentiality related to patient information.
10. Follows ANA code of Ethics for Nurses.

Non-Academic Misconduct Procedure:

If and when it is necessary to discipline students to maintain safety, order and the educational process, one or more of the following disciplinary measures may be taken:

- a. Counseling/Conference With Student
- b. Reprimand
- c. Probated Suspension
- d. Probated Expulsion
- e. Expulsion

Identifying the Student Conduct Regulation and Good Faith Resolution:

The faculty member will act immediately when an alleged violation of the Student Conduct Regulation has been identified. The faculty member will make informal efforts to resolve the alleged violation that, in their professional judgment, is of a minor nature. The goal in informal efforts is to call the alleged to the attention of the student and to have the student stop such infractions. The faculty member will meet with the student, counsel the student, and complete a counseling form for the school of practical nursing which will become part of the student's permanent record.

Exercising Limited Disciplinary Measures:

Faculty members may exercise control over a class or a student, which is usually associated with maintaining discipline and a good learning environment in the classroom and clinical setting.

If the faculty member and the student are not able to resolve a situation of misconduct, the matter should be referred to the Department Head of Practical Nursing for review. The Department Head for Practical Nursing will:

Exercise Due Speed: in less serious offenses, steps could be processed in a period of hours or days, while extreme violations require a more rapid resolution.

Confidentiality: all administrators, faculty and staff should be careful to respect the confidential nature of disciplinary procedures. It should be discussed on a “need to know” basis.

Conference with the Student: the purposes of the conference include but are not limited to the following: (a) to ensure that the student understands the specific behaviors that are said to be in violation of the Student Code of Conduct, and/or ANA Code of Ethics, (b) to ensure that the student is aware of the need to stop the violation, (c) to consider whether referral for personal, psychological, academic, or other counseling is in order, (d) to allow the student the opportunity to present his/her perspective, (e) to discuss, if possible and appropriate in the professional judgments of the faculty/Department Head of Practical Nursing, to resolve the issue in good faith, (f) to inform the student of the action to be take.

The possible penalties to be imposed by the faculty in conjunction with the Department Head of the School of Nursing are as follows:

Reprimand: (1) oral reprimand: an oral disapproval issued to the student.
(2) Written reprimand: A statement of disapproval delivered to the student in writing.

Community Service Assignment: assignment to work a specific number of hours at a community service agency.

Restitution: Something specified in the decision to make up for loss or damage.

Probated Suspension: Notice that further violations of the Student Code of Conduct may result in suspension. The period of probation shall be specified in the decision to the student.

Suspension: temporary severance of the student’s relationship with Savannah Technical College for a specified period of time.

Probated Expulsion: Notice that further convictions of major offenses, as specified in the decision, may result in expulsion.

Expulsion: Permanent severance of the student’s relationship with Savannah Technical College.

Appeal:

A student has the right to appeal any penalty imposed by the Department Head of the Practical Nursing. The appeal must be a written request to the Dean of Health Sciences and the Vice President of Student Services and must be written within three (3)

business days of the decision of the Department Head. An appeal hearing will be scheduled within five (5) business days of the receipt of request.

Suspension or Expulsion Appeal Procedure:

Students who wish to appeal suspensions or expulsions from course(s) or the College may do so by following the Appeal Procedure:

1. An appeal must be made in writing within forty-eight (48) hours of notification after being suspended or expelled.
2. Any pertinent information should be stated in the appeal and necessary documents of evidence attached.
3. Appeals may be made in writing to the following individuals or boards and should be made in the following order within the forty-eight (48) hours of notification of a decision at each level.
 - a. Dean or Director
 - b. Vice President , Academic Affairs

CRITICAL INCIDENTS:

The Department of Nursing reserves the right to suspend a student from the program and/or clinical facility who demonstrates unacceptable clinical behaviors that include, but are not limited to:

1. Failure to pick up a clinical assignment, or inadequate preparation for a clinical experience.
2. Attending clinical experiences under the influence of drugs and/or alcohol.
3. Refusing to care for an assigned patient based on patient's characteristics, e.g race, culture, religious beliefs, or diagnosis.
4. Participating in acts of omission or commission in the care of patients, such as physical abuse, placing the patient in a hazardous position, condition, or circumstance, mental/emotional abuse,
5. Disrupting of patient care or unit functioning related to poor interpersonal relationships with agency or health team members, peers, or faculty.
6. Demonstrating behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of the patient, patient families, health care members, peers, or faculty.
7. Documenting dishonestly, breaching patient confidentiality, solicitation of patient for services leading to personal gain and any other behavior that violates the rules and regulations of the Georgia Board of Nursing and/or Savannah Technical College School of Nursing or ANA Code of Ethics.

8. Administering medication without an instructor present.
9. No show, no call for clinical assignment day.

STUDENT'S BILL OF RIGHTS

Students have the Right To:

1. See written admission policies that provide for acceptance without regard to sex, race, creed, age, or marital status.
2. Have a copy of the written rules and regulations and have the right to be informed of their responsibility in regard to these rules and regulations.
3. Know the criteria for promotion, retention and graduation.
4. Question academic as well as non-academic issues.
5. Voice opinions through a class organization.
6. Evaluate the curriculum, the faculty, and the program.
7. Be informed periodically on an individual basis of their progress in the program.
8. Have all information not pertaining to school matters be held confidential.
9. Inspect and review their school records.
10. Institute a grievance pertaining to school matters according to program policies.

PATIENT'S BILL OF RIGHTS

1. The patient has the right to considerate and respectful care.
2. The patient has the right to obtain from his physician complete, current information concerning his diagnosis, treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in his behalf. He has the right to know, by name, the physician responsible for coordinating his care.
3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to the specific procedure, and/or treatment, the medically significant risk involved, and probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.
4. The patient has the right to refuse treatment to the extent permitted by the law and to be informed of the medical consequences of his action.
5. The patient has the right to every consideration of his privacy concerning his own medical care program. Care discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.
6. The patient has the right to expect that all communication and records pertaining to his care should be treated as confidential.
7. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for/ and alternatives to such a transfer. The institute to which the patient is to be transferred must first have accepted the patient for transfer.
8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions, insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationship among individuals, by name, which is treating him.

9. The patient has the right to be advised if the hospital proposes to engage in, or perform, human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.
10. The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.
11. The patient has the right to examine and receive an explanation of his bill, regardless of source of payment.
12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.

GENERAL POLICIES

Attendance Policy:

1. Student Responsibility

Every student is responsible for determining if he or she is able to meet the attendance requirements of each class prior to registration.

2. Withdrawal/Reinstatement

Because attendance is a critical factor in meeting the academic criteria required for successful completion of each class, a student may be withdrawn from a class after missing fifteen percent (15%) of the scheduled hours in the class. A warning note will be issued when 10% of total course hours are missed. In the event of extraordinary circumstances, consideration for reinstatement may be requested in writing to the instructor. Only the instructor may reinstate a student. As a condition of reinstatement, a student will be required to complete all work as assigned by the instructor in order to successfully complete the class. Failure to complete all assigned work may result in an incomplete or failing grade for the class.

3. Excused Absences

The following activities will not be counted as absences if substantiating documentation is submitted to the instructor before such events occur:

- Military Service/Training
- Jury summons
- School Sponsored Activities

Excused absences will not be used as a basis for withdrawing a student from class or in determining a student's Work Ethic Grade.

A student who is granted an excused absence will be responsible for completing all work as assigned by the instructor in order to successfully complete the class.

EXCUSED ABSENCES:

ALL EXCUSED ABSENCES WILL REQUIRE APPROPRIATE DOCUMENTATION WITH A CONTACT NAME AND NUMBER. The following situations will automatically be excused with appropriate documentation:

1. Military duty/training or rescue unit training
2. Legal proceedings in which the student is called as either a jury member or a witness by **COURT ORDER**. A legal proceeding in which the student has been charged with a crime **IS NOT INCLUDED**.

4. Special Attendance Requirements

Some programs/courses at Savannah Technical College may have special attendance requirements in order to meet accreditation, licensing, certification, or

generally accepted standards. Each course syllabus will contain the STC Student Attendance Policy and any special attendance requirements for that course.

Faculty feels that classroom, clinical and laboratory attendance is a prerequisite for successful accomplishment of course and program objectives:

- Attendance is required for all assigned classes and clinical experiences.
- All anticipated absences and/or tardiness must be reported in advance to a program faculty member. There will be no make-up assignments for any clinical absence (including excused absences) or excessive tardiness.
Student will be awarded an “F” grade for inadequate clinical hours.
- The student is responsible for all assignments, objectives, and requirements missed during an absence (Class only).
- Interruptions are disruptive to the students and instructor. If lecture has begun, the student must wait until break to enter the classroom.

5. **Attendance/Work Ethics Grade**

Each student is awarded a Work Ethics Grade upon completion of a course. Attendance is a factor in determining the Work Ethics Grade each student receives. Attendance is not considered in determining the academic grade a student is awarded for academic achievement in each course.

6. **Special Provision for Absenteeism Occurring at the End of a Quarter**

If a student’s cumulative absenteeism during the last week of a quarter exceeds fifteen per cent (15%) of the scheduled hours in a class, the instructor may issue an Incomplete (I) grade for the class. A student must complete all assigned work by mid-term of the following quarter in order to receive a grade for the class. Failure to complete all work as assigned will result in a failing grade for the class.

7. **Financial Aid Considerations**

Academic deficiencies or withdrawal from a class may have an adverse effect on financial aid eligibility. It is recommended that every student consult with his or her academic advisor and financial aid representative to determine the effect that a failing grade or withdrawal from class may have on continuing financial aid eligibility.

Grievance Procedure: Proper lines of authority are important in problem solving whether it is an educational setting or the workplace. If you have a problem – academic or clinical the proper channels are:

- a. Discuss the problem with your instructor.
- b. If not satisfactorily resolved, the next step is to meet with the Department Head of Practical Nursing.
- c. The next step is to discuss it with the Dean of Allied Health.

RESOLUTION OF GRIEVANCES AND APPEALS

Any student or employee grievance concerning possible discrimination should be presented to the Savannah Technical College Title VI, IX, or 504 Coordinators in writing. The coordinator is:

Title VI (Discrimination) and Title IX (Equity)

Regina Thomas-Williams – 912.443.5708

Savannah Technical College

5717 White Bluff Road

Savannah, GA 31405-5521

rthomas@savannahtech.edu

Safety: Safety must be maintained at all times. Fire drills will be held periodically. Fire evacuation routes are posted in each classroom, and lab emergency procedure manuals and first aid kits are mounted in each classroom.

Library: Students are required to use the Library for independent assignments, reading, research and study. An extensive collection of resources to include holdings, journals, and audio-visual materials are available.

Warranty Statement: “If one of our graduates educated under a standard program and his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.” This guarantee is in effect for a period of two years after graduation.

Non-Discrimination Statement: Savannah Technical College does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, age, or disability in admissions, employment or in access to its educational programs and/or activities.

Honesty Policy: All forms of academic dishonesty including but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. To insure quality education and equality to all students in the Practical Nursing program, the following conditions will apply during testing situations:

- a. The instructor controls the options of seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
- b. Any information found on or in the immediate vicinity of the individual during a testing situation will be grounds for termination of the testing. A grade of zero will be recorded and averaged into the final grade.
- c. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing. A grade of zero will be recorded and averaged into the final grade.
- d. Infractions of the honesty policy will be grounds for dismissal from the program.

Work Ethics Assessment: At Savannah Technical College, we believe it is extremely important to identify, evaluate and encourage good work habits as an integral part of the instructional program. To do this, we have developed a system for presentation and evaluation of “work ethics”. The course instructors maintain work ethics grades, and the grade earned is included along with the academic grade on the student’s permanent record.

School Announcements: The Practical Nursing Program is a part of the Technical College System of Georgia. Any announcements pertaining to the public school system may not apply to Savannah Technical College. For example: Emergency shut-down due to snow, etc., that closes the public schools, may not apply to Savannah Tech. Savannah Tech students are notified by radio and TV.

Class Decorum: Please keep your cell phones, beepers, and pagers turned off or on the vibrating mode while in the classroom. It is advised not to have cell phones, beepers, or pagers in the clinical setting as most agencies do not allow the use of any personal electrical equipment while in the facility.

Confidentiality: No specific or detailed information or records concerning complaints or diagnosis is to be provided to any school official, without the expressed written permission of the faculty member or student involved. In each case, such information will be shared with affiliated clinical agencies and appropriate school personnel on a strictly “need to know basis”.

As a nursing student you may not:

- **Obtain a patient’s medical information except in order to provide care to the patient during your clinical assignment.**
- **Photocopy or print off any part of the patient’s medical record (even if they obliterate the name, room number, etc.)**
- **Discuss or reveal information relating to patient’s identity or medical condition with any other person who does not need to know the patient’s medical condition for purposes of providing care or other authorized and appropriate purposes.**
- **Discuss a patient’s identity or medical condition with an authorized person under such circumstances that an unauthorized person can hear the conversation.**

As a nursing student you may:

- **Take notes in order to prepare for your clinical assignments, but the notes must not contain any patient identifiers other than age or sex.**

Lethal Weapons: Firearms, knives, and other lethal devices made unlawful by local, States, or federal laws, are prohibited on campus.

Drugs and Alcohol: Drinking or the possession of alcoholic beverages and/or illegal substances is not permitted on the campus at any time or at any school-sponsored functions.

Gambling and Stealing: No gambling and/or stealing will be allowed in the Allied Health Department. Any student guilty of gambling or stealing will be subject to disciplinary action.

Smoking and Gum Chewing: Smoking is allowed only in the gazebos on the Savannah Technical College, Campus. Chewing gum is not allowed while in uniform.

Eating Facilities: No food or drink is allowed in the classroom. Food and drink need to be consumed in the Student Center only. Breaks will be provided as arranged by each instructor. Time for these breaks will vary according to class schedules.

Name Changes: A student must use his/her legal name in any legal matters, including charting at the hospital. If a name is legally changed through marriage, divorce, etc., the Student Services' office must be notified so those individual files can be corrected.

Parking: Students are to park in designated areas only. Please do not park in Visitor's Parking or in RESERVED areas. Parking decals should be visible on your vehicle. Your car may be towed if parked in an unauthorized space.

Transportation: Students are responsible for providing their own transportation to school and clinical sites.

Dress Code: Personal cleanliness and good grooming, conduct and attitude are essential and are taken into consideration in the evaluation of each student. Students are expected to adhere to the dress code of the clinical area to which they are assigned and the dress code of the program. Appropriate and professional appearance and attire will be determined by the instructor. A student may be sent home if attire is unprofessional in appearance.

CLASSROOM

1. Tank tops, see-through blouses, bare feet, bare midriiffs, tube tops, short shorts, plunging necklines, "bra-less" look, and hair curlers are not permitted.
2. Classroom uniform is the designated royal blue scrubs with your school ID badge. You may wear a white sweater or lab coat with the uniform. Jewelry should be kept to a minimum.

PROGRAM GUIDELINES

An important part of nursing education is the development of a strong sense of responsibility and dependability. Education is a cooperative process in which both faculty and students share responsibility for the learning process. To be effective, attendance and punctuality are mandatory for all class and clinical days. Requirements for curriculum content and hours are approved by the State Board of Nursing and must be met by each student. Nursing student must assume responsibility for his/her own personal and professional growth.

Areas of expected responsible behaviors:

I. Responsibilities for own learning:

- a. Prepares for class and clinical assignments.
- b. Completes assignments and hands them in on time.
- c. Corrects weaknesses identified by instructor.
- d. Prepares at least two hours for each hour of class and clinical experience.
- e. Participates in related activities, such as blood pressure screening, bloodmobile, health fair, and campus activities.

II. Responsibilities for Own Health:

All newly admitted students are required to complete a medical examination. The examination forms must be completed by the date designated by faculty at the time of orientation. The physical assessment form will be provided at orientation. Failure to comply will prevent clinical attendance. ***Physical examination is an annual requirement.***

During the school year:

- a. Plans sleep, diet, exercise, family and work responsibilities to maintain physical health.
- b. Maintains emotional health by controlling anxiety and stress.
- c. Any injury occurring at school or clinical should be reported to the instructor immediately and an accident report must be completed. Each student may be responsible for the expense of any treatment resulting from an injury. The student may be treated in the emergency room of the hospital to which he/she is clinically assigned. The student may be financially responsible for the bill according to the institution's policy.
- d. A student who is ill at home is responsible for notifying his/her instructor and team leader for the clinical area.

CPR Certification: Maintains American Heart Association certification in CPR (class C card). Certification must be current during entire program. Returning students are required to be certified in CPR and must show evidence of current certification prior to the beginning of classes. i.e. third, fourth, fifth quarters. It is the student's responsibility to

maintain current certification.

Health Care Services:

In cases of serious-accident or illness, the college will refer a student to the hospital of his/her choice. If the student is unconscious or otherwise unable to indicate a hospital of choice, he/she will be transported by ambulance to Memorial Health University Medical Center at 4700 Waters Avenue, Savannah, GA.

Illness/Surgery:

Pregnant students must bring a written statement from her provider to the Department Head as to their ability to perform all expected nursing functions fully and safely. After delivery, the student must bring a written release from her provider.

Any student who has been absent due to surgery, injury, extended illness, or delivery must have a signed statement from his/her physician indicating that he/she may return to clinical at full capacity and that he/she can perform in the classroom and clinical setting.

III. Outside Employment:

Time and energy used in outside employment may lessen the student's ability to perform clinically and academically. The faculty does not recommend that the student work full time.

IV. Responsibilities in the Classroom and Clinical area:

- a. Prepares for class and clinical.
- b. Reports to clinical area on time. Calls to notify clinical instructor/location when unable to attend scheduled clinical.
- c. Seeks appropriate needed clinical skills.
- d. Maintains professional working relationships with other students, instructors and facility personnel.
- e. Reports patient information to appropriate nursing staff before leaving unit.
- f. Recognizes own limitations and need for appropriate assistance from others.
- g. Obeys facility regulations, including HIPPA guidelines.
- h. Understands that clinical hours may vary from quarter to quarter.
- i. Adheres to uniform dress code for classroom and clinical.
- j. Make-up should be minimal. Please do not wear any fragrances.
- k. Nails should be no longer than tips of fingers and clean. Clear nail polish only. No artificial nails.
- l. Hair should be clean, neatly arranged up off the collar and away from the face. No extreme hairstyles or color. Colored ribbons or ornaments of any kind are not allowed with the uniform.
- m. Beards and mustaches must be neatly trimmed. Male students without beards are to be cleanly shaven.

- n. Jewelry can only be a wedding ring or a set of rings and a watch with a second hand. Students with pierced ears may wear small stud earrings (**one per ear**). **No visible body piercing or tattoos are allowed.**
- o. All students are required to wear the adopted school uniform during clinical hours **only** and not on your job.
- p. Clean white lab coat and nametag must be worn over street clothes (no jeans or shorts) in clinical facilities and nursing homes.
- q. A student photo I.D. should be worn *at all times*, and placed to the left-hand side of the top front of the uniform. The uniform should be clean and pressed.
- r. Nurses' shoes should be plain white, low heeled with soft-soles and enclosed toes and heels. No canvas shoes or tennis shoes are permitted. Shoes and laces must be clean.
- s. Women must wear white hose; *lightweight, calf length socks* are allowed when wearing pants. Please, no knee-hi hose or socks with dresses. White socks for men.

V. Responsibilities for working with others:

- a. Accepts constructive criticism.
- b. Places a value on the feelings of others.
- c. Works through interpersonal difficulties to maintain working relationships with individuals or groups.
- d. Recognizes effect of behavior on others.
- e. Admits own mistakes and tries to correct them.

VI. Responsibilities for Attendance:

- a. Absences and holidays are in accordance with Savannah Technical College's policies. If unavoidable absence occurs from either class or clinical session, the instructor should be notified. The student will assume full responsibility for all content covered during the absence and will be held to the same level of performance as that of other students.
- b. Personal appointments must be scheduled at times other than class and clinical time. Please schedule any necessary appointments with your instructor during her office hours.
- c. **It is the belief of the nursing faculty that classroom attendance is important to academic achievement and professional development. Due to the nature of nursing, a practice discipline, safe performance dictates that learning in class be transferred to clinical decision-making. Therefore, the mere fact of absence can leave the student subject to information gaps that can jeopardize patient care. It is recommended that you do not miss any classes.**
- d. Excessive absences from class may jeopardize continued progress through a course. Excessive absence is defined as a situation in which

significant course material is missed, or in which there is concern about the student's ability to maintain satisfactory theory and clinical performance. The student will be asked to meet with his/her instructor for counseling. Appropriate recommendations will be made and action will be taken based on each individual's circumstances and situation.

- **ATTENDANCE POLICY: Clinical attendance is mandatory.** A student is dropped from the course when he/she is absent for one day. The student may appeal. If, reinstated and allowed to make up the absences, the student will be charged a fee of \$200.00 per day to offset the additional expenses FOR EACH CLINICAL MAKE UP.
- A student is dropped from the course if he/she is a no call, no show to clinical, AND RECEIVES "F" grade for the course..
- Any student who is one to ten (1-10) minutes late is considered tardy. Two (2) tardiness constitute one clinical day's absence.
- Any student who is more than ten (10) minutes late for clinical will be sent home and be counted as absent for the clinical day.
- If the student has to leave the clinical area before lunch 1200, the entire day will be made up, if the student must leave after lunch but before the end of the day, ½ day will be made up.
- In case of illness, the student must notify the clinical unit at least 60 minutes prior to the assigned clinical time.
- Students who must be absent must arrange for clinical make-up with their clinical instructor. **Their will be no scheduled make-up days for clinical. A student that is unable to complete the clinical hours required for completion of that course, will be given "F". You will be required to take that course at the next time it is offered based on space availability.**
- A student who arrives for clinical without satisfactory preparation for each patient by having a working care map, care plans and drug cards, or not in the complete uniform will be sent home and counted as an absent for the day.
- Employment cannot be considered a basis for excused absences.
- Students should not be working the night before the clinical. If a faculty finds out that the student has come to clinical straight from work, faculty will send the student home and will be marked as absent and will fail the clinical course with an "F" grade. This is an issue of safe practice and students are expected to be at their best and ready to fulfill their clinical obligation/assignment.
- The student must keep an attendance log of all outpatient clinical sites. This log must be completed at the end of each outpatient clinical day and will include the name of the clinical facility, the number of hours spent at the clinical site, the date, the student's signature, and the authorized clinical facility agent's signature. This

clinical log form must be turned in at the end of the quarter in order to receive a clinical course grade. Failure to turn in the clinical log form will result in a clinical course grade "F".

- **If the student requires a make up day, and can not attend on the scheduled day, a fee of \$200.00/day will be paid and receipt given to the Health Science Office for a clinical reschedule day that will be arranged with another instructor by the Dean or his assistant.**

VIII. Incident Reports:

- a. Incident reports are utilized in the clinical setting when an error or accident has occurred (i.e. medication error, injury involving student, patient, staff, visitor, etc)
- b. In the event that an accident or error occurs, the student will first notify the instructor. The nurse manager, charge nurse and physician will then be notified according to agency policy.
- c. The student and/or instructor is responsible for writing the incident report on the institution's form and filing in accordance with agency policy. If the incident is a medication error, the students will also schedule a conference with the clinical instructor for the purpose of problem solving to prevent further occurrences.
- d. Savannah Technical College maintains its own incident report form, which must be completed if there is an occurrence on campus.

IX. Unsafe Practice Criteria:

- a. The student is responsible for treating patients safely at all times throughout the program. It is essential that the student prevent situations that could lead to physical or emotional jeopardy for the patient and/or his family, other students and/or staff.
 1. Physical Jeopardy-any action or lack of action by the student which could threaten any individual's physical well being
 2. Emotional Jeopardy-any action or lack of action by the student which could threaten any individual's emotional well being
- b. Students who exit the practical nursing program for documented incidents of unsafe practice will not be considered for readmission regardless of the level of the course.

- c. **The Nursing Faculty reserves the right to recommend that a student be dismissed from the nursing program whose health, clinical performance or conduct does not meet professional standards.**

X. POLICY ON CRIMINAL BACKGROUND INVESTIGATION AND DRUG SCREENS FOR STUDENTS:

Clinical Learning Requirements for PN Students:

Students must meet clinical facility requirements regarding health, immunizations, criminal background investigation and drug screening if required by a specific facility. Any facility may request additional information and orientation prior to the students' learning assignment. This information is at the student's expense. Savannah Technical College PN program is strongly committed to professional standards of the health care community for the benefit of patients, students and faculty. The students' failure to consent to background checks, drug screens, or release of personal information when required for clinical assignment will result in failure of placement in a clinical facility, thereby causing the admitted student or enrolled student to be unable to complete the program.

Results of the background checks are kept confidential to the clinical facility requiring them. Adverse results will be reported to the Chair or to the Dean of Health Sciences. The head of the nursing department will counsel the student regarding the adverse outcome. Student will have the opportunity to investigate and correct adverse outcomes by presenting certified court documents. Students may appeal by submitting a written statement of appeal with supporting documentation to the Dean of Health Sciences within ten (10) business days of student dismissal.

Academic Progression:

The curriculum of the practical nursing program is based on sequential learning; therefore, a student must have a grade of "C" or better in all required courses (exception: a "B" or better is required in MATH 1012 and ALHS 1011) to progress. All nursing courses must be completed in sequence. A nursing course failed may be repeated only once and only one course may be repeated.

In order for a student to be considered for admission into Practical Nursing Program for **Fall** Semester offering of PNSG 2010(Intro to Pharmacology/Clinical Calculations), PNSG 2030 (Nursing Fundamentals), PNSG 2035 (Nursing Fundamentals Clinical), PNSG 2210(Medical-Surgical Nursing I), and PNSG 2310(Medical-Surgical Nursing Clinical I), all required core courses (TCC) must be completed by the end of **Spring** Semester. In order for a student to be considered for admission into Practical Nursing Program for the **Spring** Semester offering of PNSG 2010(Intro to Pharmacology/Clinical Calculations), PNSG 2030 (Nursing Fundamentals), PNSG 2035

(Nursing Fundamentals Clinical), PNSG 2210(Medical-Surgical Nursing I), and PNSG 2310(Medical-Surgical Nursing Clinical I), all required core courses(TCC) must be completed by the end of Summer Semester.

For **Liberty Campus**, in order to be considered for admission into Practical Nursing Program for **Spring** Semester to PNSG 2010(Intro to Pharmacology/Clinical Calculations), PNSG 2030 (Nursing Fundamentals), PNSG 2035 (Nursing Fundamentals Clinical), PNSG 2210(Medical-Surgical Nursing I), and PNSG 2310(Medical-Surgical Nursing Clinical I), all required courses(TCC) must be completed by the end of Summer Semester.

After successful completion of the core-courses, and in order to continue the pre nursing courses (PNSG 2010 and PNSG 2030, the student must have an overall GPA of 3.00 or better on a four-point scale in post-secondary courses. See Fact Booklet for further details.

Grading Policy

A	=	90%-100%
B	=	80%-89%
C	=	70%-79%
D	=	60%-69%
F	=	59% and below
WF	=	Withdraw Failing
WP	=	Withdraw Passing
I	=	Incomplete
W	=	Withdrawn
EX	=	Exempt
S	=	Satisfactory
U	=	Unsatisfactory

Evaluation

Student progress is evaluated by written tests, checklists, and performance evaluations. Tests are administered after each unit of instruction has been completed. The time and contents of the test are provided and determined by the instructor. Progress reports are issued to all students each quarter; however, all students are to remain informed of their progress within a particular course. Formal notice of a student's unsatisfactory progress will be made to him/her after mid-term, or at any other time deemed necessary by the primary faculty.

Assessment Tests: (ATI)

Each student in PNSG 2030, PNSG 2240, and PNSG 2250 must take an Assessment Exam at the end of each course. The exam will count 25 – 35% of the course.

Refer to specific course syllabi for details. **Students will incur the cost of these tests and the fees must be paid every semester in the campus shop.** The fee for ATI is attached to one of the courses during that quarter. You are required to present the receipt to your instructor on the first day of classes.

ATI Exam:

- Each student is required take and pass a Assessment Test (ATI) with proficiency level 2 at the end of the courses listed above to advance to the next course.
- Students are required to have a test grade point average of **70%** to be eligible to take the ATI exam.
- Any student who does not have a test grade point average of **70%** will not be allowed to take the ATI exam, and will be offered an opportunity to repeat the course on a space available basis.
- Students are required to pay a fee for the ATI exam, at the book store and show proof (receipt of payment) to the instructor prior to taking the exam.
- A Minimum of **Proficiency level-2** is required to pass the ATI Test and to complete the course.
- Those students who meet the Minimum **Proficiency level-2** will continue in the course and attend the scheduled clinical rotation.
- A student's numerical grade for the ATI exam will be calculated for each course based on the proficiency levels for that course. **Refer to individual course syllabi for grading scale.**
- **Re-Test Grading:** a student who is unsuccessful on the first Assessment test (score falls below **Proficiency level-2**) will be allowed to remediate (optional) and re-test, one time only. The student must, on their second attempt, obtain a minimum **Proficiency level-2** to complete the course. If the student is absent for the make up exam a grade of **zero** will be given which results in a course failure.
- The highest possible score for the retake test is **70%**. If the student is unable to achieve at or above the **Proficiency level-2** on this second attempt, they may repeat PNSG courses on a space availability basis.

Conference/Student Counseling:

Students may request a conference with any instructor when necessary. Instructors will have periodic individual conferences with students as needed.

The program faculty is available to the student during office hours by appointment to assist the student with identified academic problems. Methods of assistance may include mentoring, referral to Student Support Services for tutoring, computer assisted exercises, etc.

Withdrawal:

Students leaving the nursing curriculum for personal, academic or clinical problems are advised to seek an exit interview with nursing faculty and/or Department Head of Practical Nursing.

Readmission Policies:

1. A student will be considered for readmission if he/she has withdrawn from the program for any reason other than substantiated disciplinary action.
2. The Practical Nursing grading system requires a minimum course grade of "C" for progress in the program and only one fundamental or specific nursing course may be repeated. (A withdrawal from a course is considered an attempt) Readmission is not guaranteed.
3. If a student receives a grade less than a "C" for a second time, she/he will not be eligible for a second readmission. The student must sit out for a 3 years and then may go through the application process to begin the program again, starting with all ALHS courses.

Procedure for Readmission:

1. Complete Readmission Request Form and return to Department Head of Practical Nursing Department.
2. The department head will meet with an appeals committee consisting of two nursing faculty.
3. The Department Head will notify the student in writing and by phone call of the committee's decision.

4. In the event of a second failure in the program, the student must sit out for a period of three years, reapply for admission into the program and compete with current applicants.

Other Expenses:

1. Skills USA: students are encouraged to participate in this organization.
2. Students are encouraged to participate in the Practical Nurse Professional Organization, NFLPN and NAPNES.
3. Assessment tests and exit exams. Cost of ATI testing:
 - (i) First Semester- \$130
 - (ii) Second, and third semester- \$95

Requirements for Program Completion:

Each student must pass the mock ATI Comprehensive exit exam with a score of 85% or better (individual score > 63.3) on version 3.0 or on version 2.0 to exit the program. This is a requirement for graduation. Only those students who have successfully completed all required courses for the program will be allowed to take the exit exam. Any student who does not pass the exam will receive a grade of "I" in PNSG 2410 and will be given the opportunity to remediate and then take the exam again. Requirements must be completed prior to midterm of the following quarter or the "I" will convert to an "F". Student will be required to repeat medical –surgical courses. if this is not the student's second failure in the program. In the event a student's last course is in other than PNSG 2410, the "I" will apply to the last attempted nursing course. The second failure of the exit exam will mean termination in the program and the student will not be allowed to graduate.

NO STUDENT MAY GRADUATE FROM THE PRACTICAL NURSING PROGRAM OR RECEIVE A DIPLOMA UNTIL ALL SCHOOL REQUIREMENTS, INCLUDING MAKE-UP WORK AND CLINICAL MAKE-UP HOURS HAVE BEEN SATISFIED.

Guidelines for Licensure:

Upon successful completion of the Practical Nursing Program, the graduate is eligible to write the Georgia State Board of Examiners for Practical Nurse Licensure.


_ Online Registration for PN Students LPN Initial Licensing Application

Students---Please follow this order when completing initial application for LPN Licensure

(It speeds up YOUR license)

1. Pay Pearson Vue FIRST



2. **Name** on Pearson Vue Must **MATCH ID for Testing---** Or you pay & additional **\$200**
4. Technical College **MUST** Send in *Graduation List* by email on Excel spreadsheet to James Cleghorn, LPN Board
5. Get OK from Practical Nursing Director Before YOU Register Online
6. A vertical traffic light with three lights: red, yellow, and green. The green light is illuminated.
7. Register Online Go to Website www.sos.ga.gov
8. *Use Same Name you used for Pearson Vue for Online Registration*

Examples of SOS Website requirements for Registration and Initial Application Process

SOS Online Services Menu on **Right** of Screen
Initial License Online



-- -Submit an

- (Bottom of Page)  Click Here to Begin **Online Application Process**
- **Next page** 

"If you wish to register for a "person" license account (e.g. Registered Nurse, Accountant), click here to continue the Registration Process"

Note:

If a student graduates from the program, but fails to complete the above steps within six months of graduation, the department will not release the State Board application.

The student will be required to retake the ATI Comprehensive Exam and score 85% or better on version 3.0 or version 2.0 to be recommended to State Board.

If the student does not receive Proficiency level-2 on version 3.0 or on version 2.0 of the exit exam, they will be required to attend and audit any of the PNSG 2210, 2220, 2230, 2240 – Med-Surg courses as recommended by faculty based on the test results, take the end of course test again, and meet the above stated score requirement to be recommended to State board.

Class Officers:

Each class of Practical Nursing students will elect the following officers to represent and coordinate class activities as needed. The selection procedures must be done and feedback given to the instructor by the end of the fifth week of school.

CLASS PRESIDENT

Qualities:

Must be in good standing
Academically. has good
leadership skills. Relates
well with people.

Responsibilities:

Organizes and coordinates
group activities
Act as a spokesperson for the group.

CLASS VICE PRESIDENT

Will assist the President as
Needed. Will temporarily
assume the President's
position in the absence
of the President. Will permanently
assume the President's
position in the event the
President leaves the program.

CLASS SECRETARY REPRESENTATIVE

Takes minutes and keeps
record of group activities

NEWSPAPER REPORTER

Writes and submits
articles about program,
Conferences, courses, etc.
Reports to the instructor.

CLASS TREASURER

Will be responsible for
all class monies to
include accurate bookkeeping.

STUDENT COUNCIL

Representative
Alternate

Class Historian:

Will record (in the form of pictures, scrapbook, etc.) any activity in which the students participate.

Practical Nursing Program Policies

CLINICAL CALCULATION TEST POLICY

1. All students must take and pass a drug calculation test with **90%** accuracy at the beginning of each quarter before they are allowed to progress into clinical. A student will take the test once and if she/he does not pass with a score of **90%** or better, the student will be allowed two (2) repeats. If the student does not pass after **three (3) attempts**, she/he **cannot** progress in the clinical course(s) she/he is enrolled in that quarter. Each student unsuccessful on third attempt will meet with the **LPN Program Director** and course faculty to determine action to be taken.
2. Each test will be composed of **20 items**. Students will have one (1) hour to complete each test. Calculators will be allowed. Cell phones cannot be used as calculators.
3. Each test will contain the MINIMUM number of questions, as indicated below, in each listed category. Faculty is free to have five (5) questions from any of the categories, dictated by the level of students and the demands of clinical settings. Faculty may state the questions as they want: i.e., there is no format for each actual question
4. **TYPE OF QUESTIONS:**
 - 1) Conversions (metric to and from apothecary systems)
 - 2) I.V. drip rate in gtt/min or cc/hr
 - 3) Liquid oral dosage
 - 4) I.M./S.C. injections-volume and /or dosage
 - 5) Dosage based on weight of patient
 - 6) Tablets/capsules per dose (scored or unscored)
 - 7) Heparin and/or Insulin injection
 - 8) Instructor's choice- five (5) questions
5. Equivalent tests will be administered to students at all levels.
6. Faculty teaching students at the same level during the same quarter may collaborate with the development of clinical calculation tests.
7. The First clinical calculation test for 2nd, 3rd, and 4th quarter will be administered on the first day of classes. For students who are unsuccessful on first attempt, a structured review will be mandatory prior to administration of the second clinical calculation test. **This review session may be an independent study review session or an instructor lead review session.** The three tests will be completed during the first week of each quarter with the first test taken on the first day. If the test is not taken on the first day, the student will lose the opportunity to take the clinical calculation test one and therefore only have two attempts at passing the clinical calculation test with the required 90%.

Infectious Disease Policy/Procedure:

PURPOSE: To establish policy and procedure for dealing with students and faculty with infectious diseases.

POLICY:

A. Definition

Infectious diseases, for the purpose of these guidelines, are defined as those diseases that are considered contagious. Such diseases include but are not limited to:

1. Hepatitis B (HBV)
2. HIV Positive Serology
3. Acquired Immunodeficiency Syndrome (AIDS)
4. Chickenpox
5. Measles (Rubeola)
6. German Measles (Rubella)
7. Mumps
8. Tuberculosis
9. Herpes

B. **Operating Guidelines**

1. Savannah Tech practical nursing program shall adopt and communicate safety guidelines as proposed by the Center for Disease Control, for the handling of blood and body fluids of people with infectious disease.
2. Students and faculty who have an infectious disease shall be allowed regular classroom and clinical attendance based on the guidelines of CDC and affiliating clinical agencies. During an infectious stage, restrictions may be imposed as deemed appropriate.
3. Laboratories used in a teaching context are to be safe experiences. Given the fact that the existence and identity of those with infectious diseases may not be known, procedures for decontamination of environmental surfaces and objects soiled by blood and body fluids adopted by CDC will be followed.
4. The department guidelines for reporting infectious disease shall be observed. In addition, the requirements of affiliated clinical agencies for reporting faculty and students with infectious disease shall be followed.

Protocol for Accidental Needle Stick:

1. Report immediately to your instructor any of the following:
 - a. Puncture wound from a contaminated needle.
 - b. Contamination of any obviously open wound by saliva, blood or both.
2. Immediately cleanse the wound thoroughly with soap and water.
3. The person who was exposed should:
 - a. Have blood drawn to test for anti-HBs and anti-HIV the same day as the exposure.
 - b. If the exposure recipient receives hepatitis B vaccine and was post-tested to prove seroconversion and immunity, hepatitis testing is not required.
4. If the incident occurs at a clinical facility the supervisor should obtain the patient's permission for blood testing.
 - a. And/or follow the protocol of that facility.
5. The exposure recipient should be notified of the signs and symptoms associated with anti-HIV seroconversion and given the opportunity for clinical evaluation.
6. Hepatitis Blood Test Results and Treatment Recommended.
7. Complete an incident report and maintain a copy in the student's file.

**SAVANNAH TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
HEPATITIS B VACCINATION CONSENT FORM**

HEPATITIS is a viral disease that causes systemic infection with primary liver involvement. There is no treatment for this disease. The outcome of Hepatitis B is variable but it can be lethal and 5-10% of infected persons will become carriers.

Vaccination is strongly recommended for health care workers, allied health and nursing faculty and students as well as others whose jobs or training programs involved an inherent potential for skin or mucous membrane contact with blood, body fluids body tissues or a potential for spills of these items.

Purpose:

The purpose of the vaccination series is to provide prophylactic HBV protection to these faculty members and students in program areas that have the potential of exposure to blood or other potentially infectious body materials.

Hepatitis E vaccination may be required: by clinical facilities/work sites for both faculty members and students prior to any patient/client contact.

Preparation:

The vaccine is safe, immunogenic, and effective in preventing Hepatitis B.

Vaccine:

The vaccine is produced in yeast cells, purified by a series of physical and chemical methods and is free of any human blood product.

DOSAGE AND ADMINISTRATION:

1. Given IM only into the deltoid muscle
2. Three doses of 1 ml. each
 - a. 1st dose
 - b. 2nd dose one month later
 - c. 3rd dose six months after 1st dose
3. The duration of the protective effect unknown at the present time.

Adverse Reactions:

1. As with any vaccine, an anaphylactic reaction may occur. (<1.0%
2. Redness, swelling, warmth, and soreness at the injection site.
3. Low-grade fever (~101F) is usually confined to the 48-hour period following the injection.
4. Malaise, headache, nausea, dizziness and aching, usually limited to the first few days following the injection.
5. Urticaria (rash) rare.
6. In a small number of persons, neurological reactions, including the Gullian-Barre syndrome, have occurred in the period following hepatitis B vaccination. The rate of occurrence of Gullian-Barre syndrome is not thought to be significantly increased above that observed in normal adults. These reactions are not thought to be related directly to the hepatitis B vaccine.

Contraindications:

If any of the following are present, the vaccine should not be taken:

1. Hypersensitivity to yeast
2. Hypersensitivity to any component of the vaccine.

Precautions:

If any of the following are present, the faculty member/student should consult their private physician before starting the vaccination series.

1. Serious, active infection or illness.
2. Severely compromised cardiopulmonary function.
3. Pregnancy or lactation

Warning:

Faculty members or students who are immunocompromised or receiving immunosuppressive therapy should consult their private physician for guidance and dosages prior to starting the vaccination series.

**SAVANNAH TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM**

___ Faculty member
___ Student

I, _____, by my signature below, I consent to the Hepatitis B vaccination. I have read the information contained in this document and have had the opportunity to ask questions which were answered to my satisfaction.

I understand that completion of the Hepatitis B vaccination series is necessary to insure the greatest degree of protection. I understand the importance of completing the three-dose series as scheduled (defined as seven calendar days before or after the due date of the injection series) unless medically contraindicated.

I understand that, as with any medical treatment, there is no guarantee that I will become immune, that the Hepatitis B vaccine will prevent me from developing Hepatitis B or that I will not experience any adverse side effects of side effects from the vaccine.

SIGNATURE

DATE

Lot # Date: _____

Administered by: _____

Manufacturer: _____

1st Dose _____

2nd Dose _____

3rd Dose _____

Booster (if necessary) _____

**SAVANNAH TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
HEPATITIS B VACCINATION DECLINATION STATEMENT**

Student Name _____

Social Security Number _____

Program _____

I understand that due to my occupational training exposure to blood or other potentially infectious body material, I may be at risk of acquiring Hepatitis B virus infection.

I have been counseled regarding the recommendation to be vaccinated with the Hepatitis B vaccine. However, I decline the Hepatitis B vaccine at this time.

I understand that by declining this vaccine I continue to be at risk for acquiring Hepatitis B, which is a very serious disease. If in the future I continue to have occupational training exposure to blood or other potentially infectious body materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the Hepatitis B vaccine at cost.

Student Signature

Date

Signature of Authorized
Savannah Technical College Official

Date

SAVANNAH TECHNICAL COLLEGE

ESSENTIAL STANDARDS FOR NURSING PRACTICE

For admission and progression, an applicant to the Practical Nursing Program must have abilities and skills according to the standards listed below. Reasonable accommodations will be made on an individual basis; however, the applicant must be able to perform in an independent manner. Examples provided below do not comprise an exhaustive list.

COMPETENCY

EXAMPLES

MENTAL/EMOTIONAL:

Possesses the mental and emotional ability to adapt to the environment, function in everyday activities, and cope with stressors.

Demonstrates behaviors appropriate to the situation, uses appropriate coping strategies.

SENSORY:

Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately.

A. Visual

1. Has normal or corrected vision within the range of 20/20 - 20/80
2. Distinguishes color shades and/or changes.

Observes patient responses, visualizes the appearance of surgical or traumatic wounds; recognizes changes in skin color or color of drainage; distinguishes gradations on syringes when drawing up medications, etc.

B. Auditory

1. Has normal or corrected hearing ability within the 0-45 decibel range.

Hears alarms, emergency signals, cries for help, auscultatory sounds.

C. Tactile

1. Possesses in at least one hand the ability to perceive temperature changes and pulsations and to differentiate different structures and textures

Performs functions of physical assessment and/or functions related to therapeutic interventions, e.g. insertion of catheters or IV's

MOTOR:

- A. Possesses four (4) functional limbs (normal or artificial) that allow the student to perform abilities sufficient to move from room to room and maneuver in small places and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care.

Moves among patient rooms and treatment areas, moves physical patients, performs CPR, calibrates and uses equipment

COMPETENCY

EXAMPLES

MOTOR continued:

- B. Possesses the ability to exert 20 - 50 lbs. of force occasionally; 10-25 lbs of force frequently; and negligible to 10 lbs of force constantly to move objects.

Positions and moves patients and equipment

INTERPERSONAL/COMMUNICATION:

- A. Possesses communication abilities sufficient for appropriate and effective interaction with others in both oral and written form
- B. Possesses interpersonal abilities sufficient to interact appropriately and effectively with individuals, families, and group from a variety of backgrounds

Explains treatment procedures and/or initiates health teachings, documents nursing actions and patient responses

Establishes rapport with patients and colleagues

CRITICAL THINKING:

- A. Possesses critical thinking ability sufficient for clinical judgment
- B. Applies principles of logical or scientific thinking to define problems, collect data establish facts, and draw valid conclusions Interprets and implements a variety of technical instructions. Deals with several abstract and concrete variables.

Identifies cause and effect relationships; develops nursing care plans; demonstrates personal organization

Practical application of fractions, percentages, ratio and proportion, and measurements

Procedure for Implementation of Essential Standards for Nursing Practice

In order to implement the policy, the student must provide complete and accurate information on the health forms required at the time of admission and annually thereafter. If conditions exist outside the stated parameters, the student cannot be admitted or allowed to progress.

It will be the responsibility of the faculty and department head in Practical Nursing Program to review the health forms for all entering and progressing students for completeness and compliance with the Essential Standards. If, during the process of review, additional information is needed, faculty may request the information with the consent of the student. If problems arise during the academic year to change a student's health status, an updated physical exam and release form from the health care provider responsible for the ongoing care of the student will be required as per policy.

All information will be maintained in the strictest confidence subject only to the stipulations made in the Memoranda of Understanding. Failure to provide the needed information will result in the denial of admission to or dismissal from the program.

If a student is denied admission/progression based on inability to meet any of these standards, documentation must be forwarded to the student as well as copies placed in her/his file. The Program Director will bear the ultimate responsibility for ascertaining that all requirements are met.

Change in Health Status Policy

Students who enter the nursing program are expected to complete all assigned academic and clinical activities. If a student develops a change in health status (including, but not limited to pregnancy and illness) that requires restrictions on his/her academic or clinical activities, the student must notify the Program Director. The student must notify the course faculty and provide the Program Director with written confirmation of the restrictions from the health care provider. The restrictions must include the duration and the specific restrictions. If the restrictions affect the ability of the student to meet program or course outcomes, the Program Director, in consultation with the appropriate faculty, will determine whether to assign a grade of "incomplete" or to support an administrative withdrawal. A release form from the health care provider responsible for the ongoing care of the student is required when the restrictions are no longer necessary and the student can return to full participation as outlined in Essentials Standards of Nursing Practice.

Student Notification Policy

All Savannah Technical College students are provided with an e-mail address within 24 hours of student registration. The E-mail address is the official means of communication between the college and the student. It is the student's responsibility to check his or her e-mail each school day. There is no justifiable excuse for failure to respond to a STC communication or failure to act on a STC communication in a timely manner.

Approved by the Practical Nursing Program Faculty: April 5th, 2010
Policy implemented on: April 7th, 2010

SAVANNAH TECHNICAL COLLEGE
Practical Nursing Program Policy on SMOKING

Smoking at Savannah Technical College Campus

Smoking is allowed in designated areas only. This is due to state/federal smoking regulations and protection of persons covered within the Americans with Disabilities Act. Persons found smoking in areas other than the gazebo will be subject to disciplinary procedures as designated by the policies and procedures of Savannah Technical College.

Students and faculty are to report to class room in timely manner after the breaks and should pay attention to bodily odor. Please be sensitive to the people surrounding you who may have respiratory problems associated with secondary smoking/allergies.

Smoking at Clinical Facilities for STC students and faculty

Smoking is not allowed during the Twelve (12) hour clinical time. Students and faculty smelling of tobacco/cigarettes will be asked to leave the clinical facility immediately. Clinical site representatives including nurses, doctors, and administrators can bring it to the instructor's attention and/or department head's attention and dismiss the students or faculty from the site. A disciplinary action will follow such behavior.

Disciplinary Action:

1. First occurrence: a verbal warning will be given to the student/faculty.
2. Second occurrence: a written warning will be given to the student/faculty.
3. Third occurrence: Student dismissal from the program and positive disciplinary action for the faculty.

Approved by Practical Nursing Faculty: June 17th, 2010
Implemented on: July 1st, 2010

SAVANNAH TECHNICAL COLLEGE

Policy on Substance Abuse by Nursing Students

The Savannah Technical College policies on alcoholic beverages and drugs are described in the Student Conduct Code which state in part, "The possession or use of drugs (without a valid medical prescription) controlled by the Federal Government is prohibited". In accordance with these policies, the Practical Nursing Program has adopted the following policy for nursing students in the clinical setting.

1. If a student reports to clinical under the influence of drugs/alcohol, he/she will not be allowed to remain in the clinical setting that day and the matter will be referred to the Practical Nursing Program Director for further evaluation. If the student insists he/she is not impaired, he/she has the option of having a drug/alcohol screen done at his/her expense.
2. The clinical instructor and Program Director will tell the student when the student can return to clinical, if the student has been asked to leave the clinical setting due to being under the influence of drugs/alcohol.
3. If deemed necessary by the Program Director and the clinical instructor, the student will be referred to a certified addiction counselor for evaluation at student's expense. Further action will depend on the recommendation of the counselor.
4. If the addiction counselor feels treatment is necessary, the student may have the option of returning to the nursing program upon completion of treatment. A drug/alcohol screening must be performed with negative results within one week of returning to clinical.
5. If the student does not comply with the above recommendations, he/she will be referred to the Program Director for further action.
6. The student will need to attend an after-care program. The student needs to provide the Practical Nursing Program Director with documentation of attendance.

Detailed documentation of the incident(s) need to be written by the clinical instructor and signed by the student, indicating it has been read by the student. The documentation(s) will be placed in the student's folder.

7. A letter of appeal needs to be submitted to the Program Director requesting readmission in to the clinical/class. This appeal will be reviewed by the faculty and a decision will be made by the committee. Student will receive in writing the status of the request from Program Director.

Approved by Practical Nursing Faculty: April 5th, 2010
Implemented on: April 7th, 2010

**Savannah Technical College
Practical Nursing Program Policy on Grade Appeal**

GRADE and OTHER ACADEMIC APPEALS

A student may appeal a final grade or other academic decision in the following manner:

Step 1: The student may appeal in writing to the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action complained of.

Important Note: Practical Nursing Program instructors should have the Department Head review the appeal and the decision made by faculty before the instructor hands over his/her decision to student.

Step 2: If the consultation with the instructor does not resolve the appeal, a student may appeal to the academic dean by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action complained of.

Step 3: If the student is not satisfied with the decision of the academic dean, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within six weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. The decision of the Vice President for Academic Affairs shall be final.

**Approved by Practical Nursing Faculty: June 17th, 2010
Implemented on: July 1st, 2010**

Student Agreement Form

****Savannah Technical College is accredited by the Southern Association of Colleges and Schools.***

****The Practical Nursing Program is accredited by the National League for Nursing Accrediting Commission, Inc.***

I, _____, have received and understand the student policies and procedures of Savannah Technical College Practical Nursing Program, and agree to abide by all set policies.

Student's Signature

Class

Date

THIS FORM SHOULD BE RETURNED TO YOUR INSTRUCTOR WHEN COMPLETED.

Confidentiality:

I, _____, hereby acknowledge that information acquired about patients through records, physicians, co-workers or other health care workers will not be disclosed to any third party unless the patient consents or unless disclosure is required by law. Failure to comply with the stated policy will be grounds for termination from the program.

Signature

Date

Witness

Date