

2021-  
2022

# Practical Nursing Student Handbook



<b>Augusta Campus</b>	<b>Thomson Campus</b>	<b>Waynesboro Campus</b>
<b>3200 Augusta Tech Drive</b>	<b>388 Tech Drive, NW.</b>	<b>216 Highway 24 South</b>
<b>Augusta, Ga 30906</b>	<b>Thomson, Ga 30824</b>	<b>Waynesboro, Ga 30830</b>
<b>(706) 771-4000</b>	<b>(706) 595-0166</b>	<b>(706) 437-6801</b>

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## **Equal Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

For information on Equity/Title IX, employees should contact: Shannon Patterson, Title IX Coordinator, Augusta Campus-Building 100, (706) 771-4013, [sbently@augustatech.edu](mailto:sbently@augustatech.edu); Brenda Norman, Deputy Title IX Coordinator, Columbia County Center and Thomson Campus Library-Room #121, (706) 595-0166, [bnorman@augustatech.edu](mailto:bnorman@augustatech.edu); Joan Teresa Evans, Deputy Title IX Coordinator, Burke Campus Library-Room #103, (706) 437-6806, [tevans@augustatech.edu](mailto:tevans@augustatech.edu). For information on Equity/Title IX, students should contact Nichole Kennedy, (706) 771-4035, [nichole.kennedy@augustatech.edu](mailto:nichole.kennedy@augustatech.edu). For information on ADA/504, contact Karissa D. Wright, ADA/504 Coordinator, (706) 771-4067, Augusta Campus Counseling Center-Building 1300, [kdavis@augustatech.edu](mailto:kdavis@augustatech.edu).

The Title IX Educational Act of 1972 prohibits violence, harassment, and discrimination based on sex and gender. Under this law, instructors and other college staff are required to report knowledge of any student being harmed, harassed, or discriminated against. If a student is in immediate danger, call 911 or 9-911 from a campus phone for Police assistance or call 706- 771-4021.

If a student needs support and wishes to keep the information confidential, contact one of the following off-campus confidential support centers:

- Rape Crisis Sexual Assault Services 1-800-656-Hope (4673) or 706-725-5200 (24 Hour Crisis Line)
- Safe Homes 1-800-799-SAFE (7233) or 706-736-2499.

## **Academic Counseling Services**

Counselors provide support for students who request assistance or who may be referred for assistance by an instructor through the Technical College System of Georgia Early Alert System (TEAMS). Issues addressed by the Academic Counselor through individual sessions and workshops include Study Skills, Test Taking, Time Management, Test Anxiety, Testing Skills, Critical Thinking, Stress Management, and Learning Styles. Students occasionally need help that involves career exploration and program selection, program changes, wellness, and referrals to campus and community resources. Students who need academic or career counseling should contact:

Academic Counselor  
Amy Laughter, Augusta Campus  
Building 1300, Room 240  
706-771-4068 | [alaughter@augustatech.edu](mailto:alaughter@augustatech.edu)

## **Special Needs/Disability Services**

Special assistance is provided for students with disabilities so that they have an equal opportunity to enroll and to participate in college programs and activities. Students with disabilities must self-identify each term and provide documentation of the disability to a

counselor in the Counseling Center to receive assistance. Available services include accommodation

during the admission process and modification in the instructional setting. In addition, various community agencies may be contacted for additional support resources. Students with documented disabilities must register and request academic adjustments.

ADA/504 Coordinator Karissa  
D. Wright, Augusta Campus  
Building 1300, Room 241  
706-771-4067/4068/4070 | [kdavis@augustatech.edu](mailto:kdavis@augustatech.edu)

## **Special Populations Services**

The Special Populations Coordinator provides supportive assistance to: single parents, including single pregnant women; displaced homemakers who have experienced divorce, legal separation, disability, or death of a spouse; nontraditional program students (females in mostly- male programs such as Engineering or Automotive Technology, or males in mostly-female programs such as Nursing or Early Childhood Care/Education); and students with Limited English Proficiency (LEP) due to having a language other than English as their first language. Information and advice regarding use of available school and community resources may help these students overcome barriers to the successful completion of their education and career goals. There is no charge for any of these services. Students who may benefit from this type of assistance can contact:

Special Populations Coordinator  
Sherry Givens, Augusta Campus  
Building 1300, Room 244/245  
706-771-4070 | [sherry.givens@augustatech.edu](mailto:sherry.givens@augustatech.edu)

## **Georgia Campus Carry**

For Campus Carry information, go to <http://www.augustatech.edu/CampusCarry.html>

# *Section I*

## **Program Welcome**

Welcome to the Augusta Technical College Practical Nursing (PN) Program! We are excited and pleased that you were selected to join our elite group of nursing students in the PN Program at Augusta Technical College. The profession of nursing continues to evolve, and providing quality health care is becoming more complex. We, the faculty at Augusta Technical College, are committed to keeping up to date on the profession of nursing and utilizing all the resources available to provide you with a quality educational experience.

As a nursing student, your accepted into a very competitive program. Practical Nursing Students will function in an increasingly professional manner. Your education instructional design is to integrate you into the role of the entry-level nurse. You will assume responsibility for your education as an independent learner and uphold the integrity of the College, your faculty, and your peers. The faculty in the PN program will give you the support necessary for completing the program. Please read this handbook carefully and feel free to ask questions. It is the students' responsibility to be familiar with the content of this handbook. Please sign the acknowledgment form in the Trajecsyst reporting system before the first day of class. This handbook is used in coordination with the Augusta Technical College's catalog and Student Handbook and Wellness Guide.

## **Program Description**

The PN programs' design is to prepare students to practice as a professional practical nurse in a variety of settings. The program is designed as a four-semester program of study, culminating in the ability to sit for the NCLEX-PN exam. The PN program is a competitive program that requires an entrance exam and a core curriculum designed to provide foundational knowledge before progressing. The program has a student-centered nursing curriculum in a learner-based environment. A variety of teaching techniques, as well as multiple clinical sites, develop the nursing student's skill level in a rapidly changing health care environment.

## **Program Approval and Accreditation Status**



The Accreditation Commission for Education in Nursing (ACEN) currently accredits the Practical Nursing Program. This status is valid through spring 2021.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

[www.acenursing.org](http://www.acenursing.org)

The Georgia Board of Nursing (GBON), currently approves the Practical Nursing Program.

Georgia Board of Nursing (GBON)

237 Coliseum Drive

Macon, Georgia 31217,

478-207-2440 or 844-753-7825

<https://sos.ga.gov/PLB/acrobat/Forms/38%20Reference%20-%20LPN%20Approved%20Programs.pdf>

## Department Head and Nursing Faculty

### Department Head

Dr. Ebony N. Story DNP,  
MSN, RN

### Email

[ebony.story@augustatech.edu](mailto:ebony.story@augustatech.edu)

### Office Number

706-771-4187

### Faculty

Mrs. Tamara Alicea, MSN, RN

### Email

[talicea@augustatech.edu](mailto:talicea@augustatech.edu)

### Office Number

706-437-6801

Ms. Demetrial Chandler, MBA,  
BSN, RN

[Demetrial.chandler@augustatech.edu](mailto:Demetrial.chandler@augustatech.edu)

Office Number

706-771-4759

## **Program Purpose**

The purpose of the Practical Nursing Program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of practical nursing and assist in meeting the practical nursing health care needs of the community. The program provides educational opportunities regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, disabled veteran, veteran of Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law). The program is intended to prepare graduates who are theoretically, clinically, ethically, and legally safe entry-level practitioners of licensed practical nursing. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Graduates are to be competent in the occupational areas of anatomy and physiology; drug calculations; administration of medications; nutrition and diet therapy; nursing ethics; client care; and wellness and prevention of illness. These individuals will be prepared to pass the licensure examination, NCLEX-PN.

## **Mission of the Practical Nursing Program**

The primary mission of the Practical Nursing Program of Augusta Technical College is to prepare competent entry-level graduates, who possess compassion, empathy, honesty, and add value to the nursing profession in many settings, upon successfully passing the NCLEX-PN examination.

Subsidiary missions are to:

1. Prepare practical nurses who understand the significance of evidence-based practice, teamwork/collaboration, quality improvement, safety, and informatics in contemporary health care delivery.
2. Educate students in the core nursing values of patient-centered care to include:  
respect for the dignity and value of all persons, regardless of age, sexual orientation, ethnicity, culture, disabilities, and religious preference.
3. Develop a caring and supportive academic environment for students so that students can access the resources needed to complete the nursing curriculum and pass the NCLEX-PN examination.

## Philosophy of the Program

The program uses the **metaparadigms of person, environment, health, and nursing** to organize and unify the curricula. Concepts related to the metaparadigms are integrated throughout the curricula. These concepts include professional behaviors, cultural competence, communication, legal/ethical principles, safety, caring for the individual as a whole (holistic care), clinically relevant care, evidence-based practice, competent care, health management, maintenance, and disease prevention, therapeutic interventions (e.g., medication administration, dietary management), client education, and member of the health care interdisciplinary team.

The **person** is a collective recipient (individual, group, family, communities, and populations) of nursing care (ANA, 2010, p. 22). Faculty members believe in the dignity and worth of the individual within the framework of a democratic society. Faculty members further respect the right of individuals to seek fulfillment of their physical, spiritual, psychosocial, educational, emotional, and economic needs. The program does not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, a veteran of Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law).

**Health** is "an experience of a continuum of well-being ranging from optimal health to illness" (ANA, 2010, p. 4). Faculty members believe that an individual's response to illness may depend on his or her previous experiences, cultural background, and adaption/coping skills. Faculty members further believe that the practical nurse must be **culturally competent** to meet the holistic needs of the individual experiencing illness.

The **environment** is the milieu in which the individual lives, works, and plays (ANA, 2010, p. 7). Faculty members concur with the contemporary systems theory perspective of the environment as

an open system. Continuous interaction between the individual and the environment may have a positive or negative impact on his or her physical, psychosocial, spiritual, and emotional well-being.

Faculty members believe that **education** is a life-long, essential process in developing productive, responsible members of our existing and changing society. Education allows for upward and/or horizontal career mobility according to the individual's capabilities. Faculty members further believe that the teacher and learner must understand their roles in the learning process. The teacher manages a variety of selected instructional resources. The teacher organizes instruction using meaningful educational objectives, progressing from simple to complex using learning activities to meet the needs of individual learners. The student assumes responsibility for learning by actively participating in the learning process.

Faculty members believe that **practical nursing education** builds on a foundation of basic education within the concept that **nursing** is an art, expanding science, and caring discipline. This science is concerned with the practical nurse using current **evidence as the scientific rationale** to provide **clinically relevant, competent, and safe care**. Faculty members further believe that the quality of nursing care influenced by the **professional behaviors and ethical characteristics** of the practical nurse.

Faculty members believe that each **member of the interprofessional health care team** makes a significant contribution to meeting the holistic needs of clients. Nursing education should prepare students to **communicate** effectively with members of the interprofessional health care team, clients, and families/significant others. The practical nurse should have an understanding of the physical and psychosocial needs of individuals.

technologically current curriculum. The curriculum enables the student to understand the relationship between knowledge, skills, and **ethical/legal standards**. A practical nursing program should prepare the student to make safe nursing judgments as a practitioner of nursing.

Faculty members believe that the practice of practical nursing encompasses the giving of direct client care including therapeutic interventions (e.g., administration of treatments and medications, dietary management) **client education, and health management, maintenance and prevention of illness** under the direction of a registered nurse, a licensed physician, a licensed podiatrist, or a licensed dentist. Practical nursing also involves participation in assessing, planning, implementing, and evaluating nursing care. The ultimate goal of the faculty is to prepare practitioners who will be assets to the nursing profession, function safely within the framework of their defined role, and continue their **professional development**.

## **Conceptual Framework**

The organizing/conceptual framework for the Practical Nursing curriculum is derived from concepts in the purpose statement and philosophy, Maslow's (1970) hierarchy of needs theory, and the National Association for Practical Nurse Education and Service (NAPNES) competencies and standards. The concepts that evolve from the conceptual framework components and are integrated throughout the curriculum are holistic care, client education, clinically relevant care, communication, cultural competence, evidence-based practice, health care interdisciplinary team, health management, maintenance, and disease prevention, legal and ethical standards, professional behaviors, life-long learning, safety, therapeutic interventions, and the nursing process.

The faculty believes that the learning environment should be student-centered and that learning

should advance from simplex to complex guided the decision to select Maslow's Hierarchy of Needs  
PN revised 7/06/2021

Theory as the frame of reference when working with students. According to Maslow's hierarchy, basic needs must be achieved prior to higher-level need fulfillment.

## **DEFINITIONS OF THE CURRICULUM CONCEPTS/ THREADS**

### **Caring for the Individual as a Whole (Holistic Care)**

Holistic care involves nursing interventions that address total client needs (physical, spiritual, emotional, psychosocial, and educational).

### **Client Education**

Client education is providing teaching/learning strategies to the client and family/significant others in order to promote and maintain health and reduce or prevent complications of illness and/or procedures.

### **Clinically Relevant Care**

The use of evidence to provide care that is appropriate/significant to increasing the client's level of well-being on the health-illness continuum.

### **Communication**

Communication is the interactive process through which there is an exchange of information. This information may occur verbally, non-verbally, in writing, or through technology.

### **Critical Thinking**

Critical thinking is both an attitude and a rational reasoning process involving several intellectual skills, including conceptualization, reflection, cognitive (thinking) skills, attitude (feelings), creative thinking, and knowledge.

### **Cultural Competence**

Cultural competence involves the attainment of proficiency in the various social and ethnic backgrounds of clients. The attainment of cultural competence allows the nurse to respond appropriately to the holistic needs of clients from various cultural backgrounds.

### **Evidenced-Based Practice**

Evidence-Based practice involves the use of current research and practitioner expertise for clinical decision-making and practice.

### **Health Care Interprofessional Team**

The health care interprofessional team includes representatives from various disciplines that work cooperatively to meet the holistic needs of the client.

### **Health Management, Maintenance, and Disease Prevention**

Health management, maintenance, and disease prevention involve patient-centered care directed at early detection and prevention to promote and preserve the optimal level of wellness for the client.

### **Legal/Ethical Standards**

Legal and ethical standards are professional behaviors/actions that meet the standards and scope of practice delineated by the Nurse Practice Act and professional organizations.

**Nursing Process**

The nursing process is the systematic problem-solving process that includes data collection, planning, implementation, and evaluation (NCSBN, 2011)

**Professional Behaviors**

Professional behaviors are acquired behaviors learned in the process of becoming a member of a discipline and those commonly expected by society when interacting with a member of a health discipline.

Professional behaviors are also ethical behaviors that meet the standards of practice delineated by a discipline's professional and governing body.

**Life-Long Learning**

Life-long learning is a lifetime commitment to formal or informal education to promote personal and professional growth.

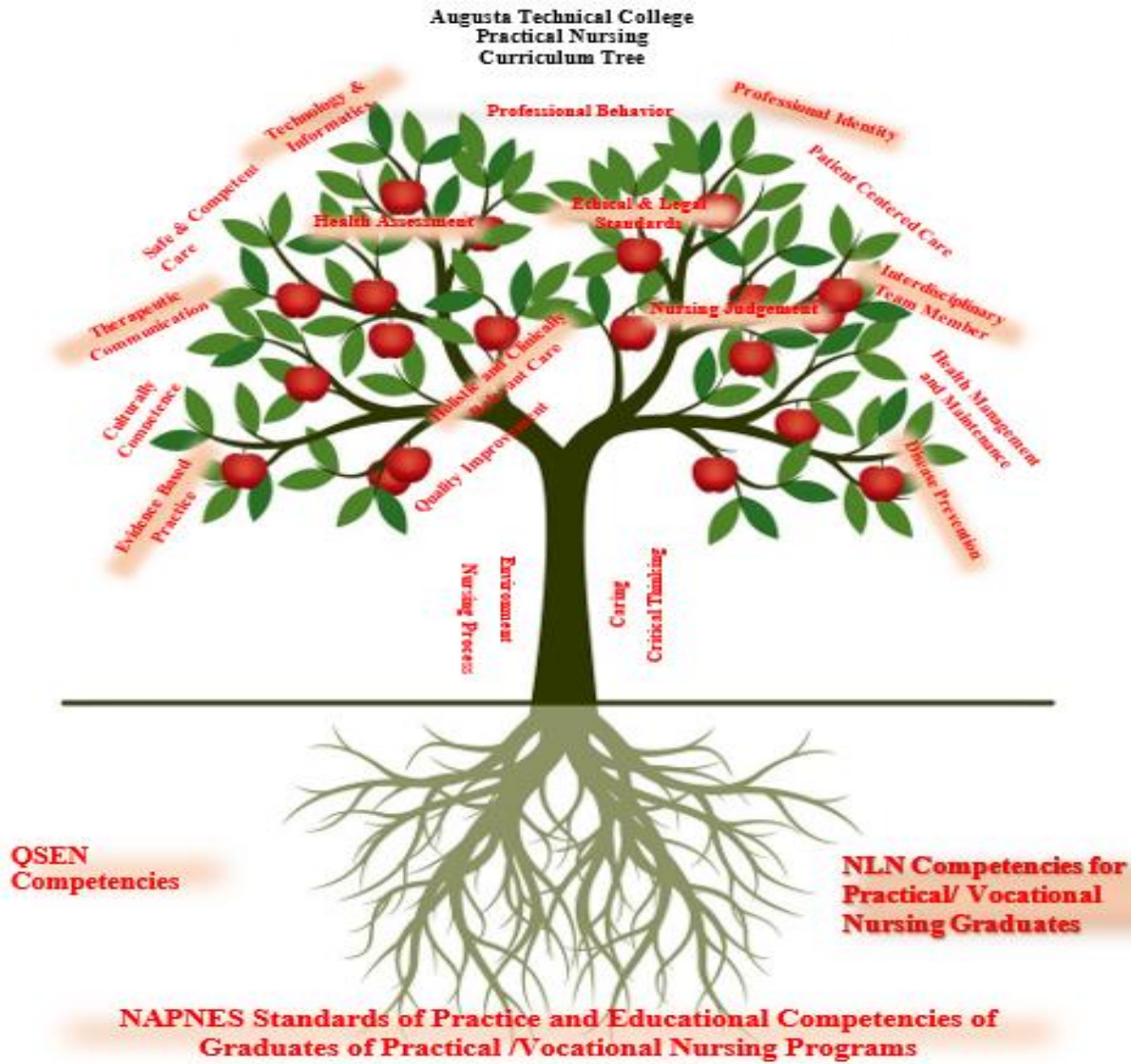
**Safety**

Safety is the process of "minimizing the risk of harm to individuals, populations, and providers" (NLN, 2010, p. 68).

**Therapeutic Interventions**

Therapeutic interventions are treatment regimens (e.g. communication, medication administration, dietary management) implemented by the nurse to promote well-being for the client.

## Curriculum Tree



The Practical Nursing Program's philosophy is rooted in concepts incorporated in the Quality and Safety in Nursing Education (QSEN) Competencies, National League for Nursing (NLN) Competencies for Graduates of Nursing Programs©, and the National Association for Practical Nurse Education and Service© (NAPNES). Faculty developed a curriculum, which flows from the program's philosophy and student learning outcomes that students will achieve upon completion of the program. The curriculum and end-of-program student learning outcomes incorporate the following concepts: ethical/legal values, critical thinking, nursing process, clinical decisions, caring and compassionate care, culturally competent care, therapeutic communication techniques, therapeutic and safe competent care, evidence-based practice, collaboration with the healthcare team, principles of teaching and learning, patient and family education, and professional behaviors.



## End-of-Program Student Learning Outcomes

Graduates of the Augusta Technical College Practical Nursing Program will:

Student Learning Outcomes (Program Level)	
1.	Apply ethical and legal standards of practice in the delivery of nursing care;
2.	Implement therapeutic communication skills when interacting with patients and families/significant others and members of the interprofessional healthcare team
3.	Participate as a member of the interprofessional health team in meeting the needs of the patient and family/significant others;
4.	Deliver therapeutic, safe, competent, holistic, and clinically relevant care that is based on current evidence as a scientific rationale;
5.	Provide culturally competent care to the patient;
6.	Apply the nursing process when making clinical decision within the scope of practice to meet the needs of the patient and family/significant others;
7.	Provide client/health education as a component of health management, maintenance, and disease prevention for patients, families/significant others, and the community;
8.	Demonstrate behaviors consistent with professionalism; and
9.	Utilize technology and information management as it relates to quality and safety and patient care.

## Core Performance Standards

The Southern Council on Collegiate Education for Nursing (SCCEN) taskforce (2017) defined nursing as "a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements" (para 6). Core performance standards are essential in the delivery of safe patient care. In compliance with the American Disabilities Act, students currently enrolled in the PN program must be able to with or without accommodations meet the core performance standards. Students who determine that they may have a cognitive, sensory, affective, or psychomotor limitation that would interfere with meeting the core performance standards should contact the Disabilities Services Coordinator (Karissa Wright), Building 1300, Room 241, Phone Number (706) 771-4067. The core performance standards listed in Table-1 (one) was adapted from SCCEN (1993, reapproved 2004).

Performance Standard Table-1	Examples of Functional Abilities (The examples are an inclusive list)
	<b>The student must be able to:</b>
Gross Motor Skills	<ul style="list-style-type: none"> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above and below waist</li> </ul>
Fine Motor Skills	<ul style="list-style-type: none"> <li>• Grasp small objects with hands such as pencil, and IV tubing</li> <li>• Squeeze with fingers</li> <li>• Write using a pencil</li> </ul>

<b>Performance Standard Table-1</b>	<b>Examples of Functional Abilities (The examples are an inclusive list)</b>
Physical Endurance	<ul style="list-style-type: none"> <li>• Work an 8 to 12 hours shift</li> <li>• Sustain repetitive movements (i.e. CPR)</li> <li>• Stand (i.e. during a procedure)</li> </ul>
Physical Strength	<ul style="list-style-type: none"> <li>• Push and pull 25 pounds</li> <li>• Lift 25 pounds</li> <li>• Use upper body strength</li> <li>• Transfer patients in and out of bed safely</li> </ul>
Mobility	<ul style="list-style-type: none"> <li>• Stoop, bend, or twist to respond quickly to an emergency</li> <li>• Maintain balance when sitting or standing</li> <li>• Climb</li> <li>• Walk</li> </ul>
Hearing	<ul style="list-style-type: none"> <li>• Hear normal speaking sounds</li> <li>• Hear faint body sounds (i.e. blood pressure, bowel sounds)</li> <li>• Hear auditory alarms (i.e. heart monitors, fire alarms, call bells)</li> </ul>
Visual	<ul style="list-style-type: none"> <li>• Visualize objects more than 20 feet away</li> <li>• Distinguish colors and color intensity</li> </ul>
Tactile	<ul style="list-style-type: none"> <li>• Feel sensations or vibrations (i.e. pulses)</li> </ul>
Smell	<ul style="list-style-type: none"> <li>• Detect various odors (i.e. foul-smelling drainage)</li> </ul>
Reading	<ul style="list-style-type: none"> <li>• Read, and comprehend documents (i.e. policies, textbooks)</li> </ul>
Arithmetic Competence	<ul style="list-style-type: none"> <li>• Tell time</li> <li>• Add, subtract, multiply, and divide numbers</li> <li>• Compute fractions</li> <li>• Write numbers</li> <li>• Read instrument marks</li> </ul>
Emotional Stability	<ul style="list-style-type: none"> <li>• Focus on tasks</li> <li>• Establish therapeutic relationships</li> <li>• Adapt to environmental stress</li> </ul>
Analytical Thinking	<ul style="list-style-type: none"> <li>• Prioritize tasks</li> <li>• Problem solves</li> <li>• Transfer knowledge from one situation to another</li> </ul>
Critical Thinking	<ul style="list-style-type: none"> <li>• Sequence information</li> <li>• Identify cause, and effect relationships</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Establish rapport with patients</li> <li>• Respect cultural diversity</li> <li>• Establish rapport with co-workers</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Conduct patient teaching</li> <li>• Give verbal report</li> <li>• Interact with other health care workers</li> </ul>

## Nursing Program Curriculum Outline

Completion of the courses listed below is required to complete the Practical Nursing Program. Courses must be completed with a grade of "C" or higher.

Award: Practical Nursing Diploma, Campus: Augusta, Thomson, And Waynesboro

### First Semester: Prerequisite Courses

Subject	Course #	Course Title	Credits
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
ALHS	1011	Structure and Function of the Human Body	5
ALHS	1090	Medical Terminology	2
PSYC	1010	Introduction to Psychology	3
		Total Credits	16

\*After the first semester, students are evaluated and selected for advancement into their PNSG prefix courses. Note: Students must score at the proficient level (cut score of 58.7) or higher on the TEAS Test for Practical Nursing.

### Second Semester

Subject	Course #	Course Title	Credits
PNSG	2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG	2030	Nursing Fundamentals	6
PNSG	2035	Nursing Fundamentals Clinical	2
PNSG	2210	Medical Surgical Nursing I	4
PNSG	2310	Medical Surgical Nursing I Clinical	2
		Total Credits	16

### Third Semester

Subject	Course #	Course Title	Credits
PNSG	2220	Medical Surgical Nursing II	4
PNSG	2320	Medical Surgical Nursing II Clinical	2
PNSG	2230	Medical Surgical Nursing III	4
PNSG	2330	Medical Surgical Nursing III Clinical	2
PNSG	2240	Medical Surgical Nursing IV	4

PNSG	2340	Medical Surgical Nursing IV Clinical	2
		Total Credits	16

#### Fourth Semester

Subject	Course #	Course Title	Credits
PNSG	2250	Maternity Nursing	3
PNSG	2255	Maternity Nursing Clinical	1
PNSG	2410	Nursing Leadership	1
PNSG	2415	Nursing Leadership Clinical	2
		Total Credits	7
		<b>Total Program Credits</b>	<b>57</b>

# *Section II*

## **Admission, Progression, and Graduation Requirements**

Admission, progression, and graduation requirements for the Practical Nursing (PN) student at Augusta Technical College is specified in the college catalog. A copy of the catalog may be viewed online at Augusta Technical College's website: [www.augustatech.edu](http://www.augustatech.edu).

Students admitted to the PN program will be expected to comply with the general policies and procedures for the College and specific policies, as outlined in this handbook. It is the student's responsibility to be aware of and meet all the requirements for progression and graduation from the Practical Nursing program at Augusta Technical College.

All students must complete an application for graduation by the designated deadline. Students must complete all courses in the nursing curriculum with a grade of a "C" or higher and have a minimum of a 2.0 cumulative grade point average on a 4.0 scale to be eligible to graduate from the practical nursing program. In addition to the grade and cumulative GPA requirement, students must complete an exit portfolio and pass the ATI Comprehensive Achievement Exam.

## **Program Selection Process**

1. A ranking system is used to evaluate students for progression into the nursing program. The ranking criteria for the program include: GPA in the courses listed below – 70% of the ranking score

Courses Included in GPA Ranking		
ALHS	1011	Structure and function of the Human Body
MAT	1012	Foundations of Mathematics

2. TEAS exam will represent 30% of the ranking score.

The student will not be eligible for admission to the PN program with a composite percentile score of less than 58.7% on the TEAS exam. The ATI-TEAS examination includes four sections: Reading, Mathematics, Science, and English and Language Usage. Additional information about the examination can be obtained from the ATI website at <https://www.atitesting.com/teas/register>.

Note: Students must score at the proficient level (cut score of 58.7) or higher on the TEAS exam to be ranked. The exam dates will be posted on the college webpage and will be available in student services.

## **Academic Standing, Grading, and Readmission Policies**

The PN program complies with policies and procedures established by the College for academic standing. The following policies and procedures have been developed specifically for the program.

**Program Suspension:** If a student does not complete a course (by either failure or withdrawal), he or she will have to wait for the term in which the course is offered.

If program suspension is the result of failure of a PNSG course, the suspension will last until the course before the unsuccessful course is offered. Students wishing to re-enter the course before the unsuccessful course should submit the re-entry form in Appendix C to the Department head at least four weeks before the start of the semester. If the student withdraws or fails PNSG2030 they must submit an application for ranking in the next cohort.

The student must reapply to the College if he or she has not been enrolled for two consecutive semesters. Readmission is based on space and resource availability.

**Program Expulsion:** If a student receives two failures (<70%) in a nursing course (PNSG prefix), then the student will be dismissed from the nursing program for academic reasons. The two failures in any combination will prevent the student from returning to Augusta Technical College's PN Nursing Program for no less than five (5) years.

## **Course Grading**

Students will be awarded academic grades for each course. The College academic grading scale below will be used to award grades. It is the policy of the Practical Nursing program **not** to round grades. For example, if a student's final grade calculation is 69.1% to 69.9%, the grade **will not** be rounded to a 70. The student will receive a "D", thus failing the course. If a student receives two (2) failures (<70%) in any nursing course (PNSG prefix), then the student will be dismissed from the nursing program for academic reasons. The two failures in any combination will prevent the student from returning to Augusta Technical College PN nursing program for no less than 5 years. The student is not eligible for remediation or readmission.

### **College Academic Grading Scale**

Letter Grade	Numerical Grade Range	
A	90 -- 100	
B	80 -- 89	
C	70 -- 79	Must maintain a 'C' or better to progress in the Nursing Program
D	60 -- 69	
F	59 -- Below	

### **Work Ethics Grades**

A work ethics grade will be assigned in all courses. Therefore, students are encouraged to apply appropriate work ethics in class using the determining factors. The Instructor will monitor these skills and will document those situations in which students exceed or fail to meet these factors.

### **Work Ethics Traits:**

1. **APPEARANCE:** Displays appropriate dress, grooming, and hygiene.
2. **ATTENDANCE:** Attends class; arrives/leaves on time; notifies Instructor in advance of planned absences.
3. **ATTITUDE:** Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
4. **CHARACTER:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
5. **COMMUNICATION:** Displays appropriate nonverbal, verbal, and written skills.
6. **COOPERATION:** Handles criticism, conflicts, and complaints appropriately; works well with others.
7. **ORGANIZATIONAL SKILLS:** Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
8. **PRODUCTIVITY:** Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.

9. **RESPECT:** Tolerates other points of view; acknowledges and appreciates the rights of others, has regard for diversity.
10. **TEAMWORK:** Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

At mid-term, students will receive a rating that reflects these documented situations. A student deficient in any particular area will be allowed to bring their performance up to industry standards before the end of the semester. The work ethics grade will be placed on the student's permanent record. The work ethics grade does not affect the academic grade point average. The numerical scale for work ethics is as follows:

Exceeds Expectations – 3	Meet Expectations – 2
Needs Improvement – 1	Unacceptable – 0

## **Standardized Testing**

All students in the PN program are required to take and complete nationally normed tests in each semester (ATI Achievement Exams). Percentage awarded for scores is identified in the syllabus for each course. The standardized testing system assists the nursing department in providing consistency in the education of common concepts with national standards. The use of the ATI testing system assists the nursing department in making improvements and the development of academic achievements. Students purchase additional materials in support of their education and achieving their certification of ability to sit for the NCLEX-PN. Special accommodations are available if needed by contacting our disability coordinator, Karissa Wright at 706-771-4067.

## **Course Competencies**

Competencies for each course are designed to ensure that any student who satisfactorily completes the course has demonstrated their mastery of the material presented. If you are unable to complete the competencies for the courses in which you are enrolled, you will receive "F" for the course grade.

## **Assignments**

Class and clinical assignments must be handed in on time and be legible. In the event of absence on the date that an assignment is due, you will be expected to turn in the assignment as soon as you return and



grading will begin with a ten (10)-point deduction. You are responsible for all material presented in class, lab, or clinical during your absence. All exam will be on the syllabus and will cover textbook and laboratory assignments, class discussions, information sheets, and multimedia materials. If you miss an exam, there will be a makeup date posted on the syllabus that you must make up the exam. No exams will be given except on these makeup dates. The grading scale for all makeup tests will begin with a ten (10) point deduction. If you fail to make up any exam on the makeup date, you will receive a zero for the exam grade.

## **Drug Calculation and Administration**

Students are expected to increase proficiency in medication and drug calculation problems as you progress in the program. In PNSG 2010 Introduction to Pharmacology and Clinical Calculations, a minimum grade of 70% is required to complete this course successfully. In subsequent semesters, drug calculation and medication knowledge are a part of the clinical grade. The medication and drug calculation exams are a competency needed to pass medication in clinical. If the minimum grade is not obtained on the drug calculation and medication exam, one chance to retake, one exam to meet the minimum grade will be allowed. If minimum grade after the retake is not obtained, the student will receive an "F" for the clinical course, as the competency is not met to pass medication.

### **Expectations by Course**

PNSG2310: Must obtain 70%

PNSG2320: Must obtain 70%

PNSG2330: Must obtain 70%

PNSG2340: Must obtain 75%

PNSG2255: Must obtain 75%

PNSG2415: Must obtain 80%

## **Chain of Command**

Students should notify the Instructor and proceeds as follows:

1. The current Instructor begins the chain of command.
2. Department Head of Practical Nursing Program (*Dr. Ebony Story*)
3. Dean, Allied Health Sciences and Nursing (*Dr. Gwendolyn Taylor*)
4. Executive Vice President for Academic Affairs, and Institutional Effectiveness and Research (*Dr. Melissa Frank-Alston*)

It is the right of a student to voice concerns and to follow the chain of command, as listed.

Verbalizing concerns in the appropriate manner will in no way affect academic standing. Please refer to the online Student Handbook and Wellness Guide and the College Catalog for the procedure for filing a grievance or complaint.

## **Grade/Academic Decision Appeals**

A student may appeal a final grade. Grade appeals are not considered a grievance as outlined by the college catalog. The student should first discuss the issue with the Instructor who awarded the grade or made the academic decision. This appeal should take place within two weeks of the awarded grade. If the consultation with the Instructor does not satisfy the student, he or she may appeal in writing to the Department Head. The written appeal must occur within one week of meeting with the Instructor in regard to the contested grade or decision. If the student is not satisfied with the decision of the Department Head, he or she may appeal to the Dean of Nursing (form available in the Dean's office). A written submission of the form must be completed before an appointment will be established. This appeal should occur within one week of meeting with the Department Head. If the student is not satisfied with the decision of the Dean of Nursing, the student may appeal in writing to the Executive Vice President, Academic Affairs and Institutional Effectiveness and Research. This appeal should occur within one week of the decision from the Dean of Nursing. The decision of the Executive Vice President, Academic Affairs, and Institutional Effectiveness and Research concerning the approval of a grade change is final.

## **Re-entry to the Program**

Upon re-entry to the practical nursing program the student will be required to repeat the course before the course they failed or withdrew. The student must also repeat the corresponding nursing clinical rotation (i.e., a student fails PNSG2210 Medical Surgical Nursing 1, the student will need to retake PNSG2030 Fundamentals of Nursing and PNSG2035 Fundamentals of Nursing clinical before reentry into PNSG2210 and PNSG2310). A student who fails PNSG2030 must be reranked for the program and follow the procedures for a new student. Re-entry will be granted based on space availability. You must also complete all remediation assigned by the Instructor or Department Head.

To be considered for re-entry to the PN Program, a student must:

- Have at least an overall 2.75-grade point average (GPA) on a four-point scale in PN prerequisites.
- Reapply to the College if he or she has not been enrolled for two consecutive semesters.
- The student for graduation must complete the curriculum in effect at the time of re-entry.

- A re-entry plan will be put into place with the head of the department of Nursing once a failure has been determined.
- You will register and pay for the classes with the assigned CRN# through continuing education. You will attend class(s) based on the attendance policy specified in the PN student handbook and in your syllabi. You will receive a Pass (>70%) or Fail grade in Banner. You must pass the remediation course to progress forward in the program.
- Students will not automatically be considered for readmission into the program if they have been out of the program for more than two (2) semesters. Any student who is out more than two (2) semesters must reapply to the program. The student must contact the Admissions Department.
- A student who has withdrawn from a class or been withdrawn from a class may request reinstatement subject to the approval of and conditions set by the department head. To be reinstated, the student must provide the Department Head with evidence that the extenuating circumstances which necessitated the withdrawal will no longer be a problem. The reinstatement will be based on space availability.

## **Readmission to the Program**

Readmission is defined as a second admission into the nursing program. A student who withdraws or is unsuccessful in the Fundamentals of Nursing course must seek readmission through the ranking process for new students. Student must complete the ranking application by the deadline set forth by the ranking committee.

## **Transfers**

The PN Program defines a transfer student as a student who has been enrolled in a practical nursing program for at least one semester or quarter at another college or university. Students must meet the admission criteria for Augusta Technical College and the PN program to be considered for admission/progression as a transfer student.

Student must complete the following actions for transfer admission:

1. Apply for admission to the College.
2. Submit official transcripts for all post-secondary institutions attended to the Registrar's office to be reviewed by the Nursing Department Head.
3. Submit an official transcript showing successful completion of high school or GED;
4. Students will not be considered for admission into the program if they have been out of a program for more than two (2) semesters. Any student out for more than two (2) semesters must apply to the program through the admission process and be ranked with other qualified students. The student must contact the Admissions Department.

## **Class Attendance**

The PN program must meet the requirements of the Georgia Board of Nursing minimum requirements for course hours. The program must also meet the requirements and standards necessary for successful employment in businesses and industries. Given the intensive nature of the practical nursing program, students must be present and on time every day for all class and clinical, as is required in the "world of work." Therefore, there are no excused absences from any course(s). Attendance is counted from the first scheduled class meeting of each semester. If a student misses more than ten (10) percent of the total lecture hours in any course during a semester, the student will fail the course(s) involved. All clinical hours must be completed prior to progressing.

A student will receive a written warning after the first absence. All work missed due to tardiness or absences must be made up at the discretion of the instructor. Three (3) tardies equal one (1) absence for the course involved. Once a student is counted as present in class, the student is not allowed to leave the classroom without informing the instructor ahead of time. All efforts should be made not to disrupt the class when departing. The time missed will be recorded in the instructor's grade book. Students who miss a scheduled clinical day will receive a zero for that day. If the hours cannot be made up in the current course, the student will receive an "I" and must complete the course with the next cohort.

## **Student Disciplinary Policy and Procedure**

Augusta Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as well. To achieve these ends, the College reserves the right to maintain a safe and orderly educational environment for its students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary actions will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

Academic misconduct includes but is not limited to, the following,

1. Aiding and Abetting Academic Misconduct:
  - a. Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.
2. Cheating:
  - a. Use and or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation, a grade, such as recorders, notes, tests, calculators, computer programs, cell phones, smart phones, smart watches, or other electronic devices.
  - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
  - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, utilizing unauthorized resources (i.e. e-test banks), or any other written or oral work submitted for evaluation and/or a grade.
  - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
  - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
  - g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
  - h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrators or faculty members.
3. Fabrication:
  - a. The falsification of any information or citation in an examination or any other written oral work submitted for evaluation and/or a grade.
4. Plagiarism:
  - a. Submitting another's published or unpublished work in whole, in part, or in paraphrase, as one's own, without fully and properly crediting the author with

footnotes, quotation marks, citations, or bibliographical reference.

- b. Submitting as one's original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

5. Critical Incident (defined in section IV)

## **Probation**

The student can be placed on probation for disciplinary action before further action for poor academic performance, discipline problems in clinical or the classroom, attendance issues, or any other academic-related issues as determined by the faculty of record. This is a written notification to the student of academic-related issues that threaten performance.

## **College Honor Code**

"It is my honor to be an Augusta Technical College student. I pledge to do honor to my classmates, the College, and myself by doing my best and by following the College Honor Code. I will not dishonor the College or myself by lying, cheating, stealing, or harming another person or property. I understand that following an honor code reflects my work ethic, which is important to my success on the job and in life."

## **Code of Ethics**

The Code of Ethics of the Practical Degree Nursing program is derived from the American Nurses Association Guide to the Code of Ethics for Nurses: Interpretation and Application (ANA, 2015).

## **Academic Honesty Policy**

The primary goal of education is to increase individual student knowledge. Healthcare is a profession in which comprehensive and accurate knowledge is vital for appropriate performance. Therefore, academic dishonesty will not be tolerated in the Practical Nursing program at Augusta Technical College. The objective of corrective action is to address performance or behavior concerns and is not designed to be punitive. Corrective action may include verbal and/or written warnings. A verbal warning is intended to help the student maintain academic success and to correct any inappropriate behavior. Violation of

academic integrity (i.e., academic dishonesty) will warrant the appropriate faculty member issuing a written warning. The student will also receive a "zero" on the assignment or examination. Also, the student will receive a "zero" on their ethics grade for the grading period. The faculty member will provide documentation to the student along with the grade of "zero."

Documentation will include the date, issues discussed, recommendations made, and student's response. The student will be asked to sign the document to indicate understanding, but this is not necessary to be included in the student file. Documentation will then be forwarded to the Department Head for endorsement and retained in the student's file for one year. Documentation will not be placed in the student's college academic file under these circumstances.

If a written warning was given to a student and the student did not correct their behavior (or in cases where a faculty member believes that more significant corrective action is appropriate), then the student will be referred to the Disciplinary Officer for the College.

## **Procedure for Exam Reviews**

The purpose of this policy is to allow students the opportunity to have faculty review examination questions on unit exams. Items on the final examination or ATI are not subject to this policy. Examinations are administered electronically during a specified timeframe. After students complete the unit exam, there is an immediate opportunity to review questions or any given rationales. In the event a student disagrees with the exam item or options, they will be allowed to submit a request for individual item review. The following guidelines are to be utilized when submitting an Exam Question Review.

1. Item reviews are to be submitted no more than 24 hours after the scheduled examination. Discussion and review of items after 24 hours is not permitted.
2. Students will complete and submit the Exam Question Review form and include the requested information. (See Appendix E)
3. Upon receipt of the Exam Question Review form, the faculty will review the question and make any decisions related to the validity of the student concern. The faculty will provide a brief explanation regarding the concept in question and the outcome.
4. To maintain the integrity of the examination, students will not share Exam Question Review information with other students. Sharing of Exam Question Reviews or exam items violates the Department of Nursing Education Academic Integrity Policy and subject to disciplinary action outlined in the policy.

## **Confidentiality**

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Augusta Technical College PN students is mandatory. The following guidelines will be enforced:

1. All personal client information will be on a "need to know" basis.
2. All personal client information with which the student is entrusted with will be maintained confidentially at all times.
3. Any student discussion regarding clients, including procedures, diagnosis, symptoms, etc., will be limited to the learning environment (clinical conference, lab, or classroom).
4. Client names must never be utilized in discussion or written assignments (initials only).
5. Taping of class activities is not allowed in any clinical facility.
6. PN students will respect the rights of others at all times. This includes colleagues, other students, college faculty and staff, facility staff, etc. This includes but is not limited to, information, discussions, computer or paper data.
7. Photocopying client records is prohibited. All computer-generated records must be destroyed according to facility policy before the student leaving the clinical site.

## **Social Media**

Many students use various forms of social media, including but not limited to wikis, blogs, websites, and social networking sites. Facebook, Myspace, Instagram, Snapchat, and Twitter are specific and frequently used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies to the use of social media too.

HIPAA is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Augusta Technical College PN students is mandatory. Regardless of where or when students make use of these media, students are responsible for the content they post or promote. No student shall abuse

or violate the confidentiality of any member of the faculty, staff, student body, or off-campus activity



(clinical).

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media could negatively influence educational and career opportunities. Using social media to discuss any information regarding patients will not be tolerated in the Practical Nursing program at Augusta Technical College. Your program involves confidential information. Do not disclose this information. Any student, acting individually or in concert with others, who violates any part of this policy shall be subject to disciplinary procedures including dismissal from a class session by the Instructor and/or suspension or expulsion by the supervising Dean, director, or duly authorized administrator. All personal client information with which the student is entrusted will be maintained in a confidential manner at all times.

To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the College. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
- If you post content concerning the College, make it clear that you do not represent the College and that the content you are posting does not represent the views of the College.
- Make sure the content you post is in harmony with the ethical or other codes of the PN program.

## *Section III*

## Health Requirements

The practical nursing department utilizes Precheck to obtain and manage student's background checks, drug screens, and immunization records. Students are required to sign an authorization to allow PreCheck and Augusta Tech faculty member to release health information to clinical sites. Students are responsible for all costs related to the health requirements for clinical. The following health/other requirements must be met before beginning the nursing core:

### Upon acceptance into the PN program

1. ALL students are required to have a 2-step TB Skin test. A chest x-ray is needed if a TB Skin test or PPD results are positive. A 2-step TB Skin test is completed using the following guidelines:
  - a) The initial TB skin test is administered, and in 48-72 hours, the healthcare practitioner interprets results.
  - b) The second step is completed 7-21 days AFTER the initial test is completed, and in 48-72 hours, the healthcare practitioner interprets the results.
2. Hepatitis B Vaccine series (3 doses), and a titer reflecting an "immune status", OR declination form.
3. Diphtheria/Tetanus – within ten years. TDAP preferred.
4. Mumps, Measles, Rubella vaccine (2 doses) and a titer reflecting an "immune status."
5. Varicella vaccine (2 doses), OR documented history of disease, and a titer reflecting an "immune status."
6. Flu Vaccine to be completed during the first week of October.
7. Physical (signed by the physician, **NOT** a nurse practitioner or physician's assistant).
8. Drug Screen and Background Check (Administered by PreCheck). Submit actual reports.
9. Obtain the American Heart Association Basic Life Support Certification or Recertification and maintain certification throughout the PN program.
10. Copy of active Medical Insurance Card or letter from carrier reflecting coverage.

### Annual Requirements

1. A one-step Mantoux Tuberculin Skin Test or PPD is required annually. A chest x-ray is needed if TB Skin test or PPD results are positive.
2. Drug Screen, Background Check, and Immunization Tracker (Administered by PreCheck).

3. Flu Vaccine to be completed during the first week of October.

## **Criminal Convictions**

Conviction of a felony or gross misdemeanor may prohibit employment in the nursing field and may make a student ineligible to participate in clinical rotations and take the licensing exam. The Georgia Board of Nursing requires a "state and federal criminal history/background records check for all applicants by examination, endorsement and reinstatement" before issuing licenses. Successful completion of the Practical Nursing Program at Augusta Technical College does not guarantee licensure or employment. Students should contact the Georgia Board of Nursing for further details related to personal background issues.

## **Background Checks and Drug Screens**

Clinical agencies require a background check and drug screen before a student attends a clinical practicum. Students must accept clinical sites as assigned by the College instructor. Students' failure to consent to background checks, drug screens, or release of personal information will result in failure of placement in a clinical facility, thereby causing the student to be unable to complete the program.

The College uses PreCheck to secure criminal background checks, drug screens, and immunization trackers. Students are responsible for securing their background checks (scheduling and cost). Students will receive the PreCheck instruction sheet outlining the steps to obtain a background check, a drug screen, and an immunization tracker. Each clinical site is responsible for reviewing student background checks and drug screens. Augusta Technical College does not assume any responsibility for the evaluation of background checks and drug screens. The designated representative at the clinical site will make the final decision related to background checks and drug screens. Students who cannot attend clinical because of issues within their background check or drug screen will not be able to complete the program requirements. College faculty members do not handle, deliver, or review drug screen results. A second background check or drug screen will need to be completed if there is a break in enrollment.

## **Conduct Code**

In order to provide a harmonious learning environment at Augusta Technical College, the following student conduct code has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures including dismissal from a class session by the instructor and/or suspension or expulsion by the supervising Dean, director, or duly authorized administrator. Additional rules or regulations may be initiated under established procedures during the year. If approved will become effective as a part of the official code at the time of inclusion.

A student is responsible for the observance of all Federal, State, and Local laws. The Institution, as a member of the community, is responsible for contributing to the enforcement of all laws. The College has a profound concern for those students experiencing educational or personal difficulties and provides counseling or referral to appropriate agencies to aid those students. However, when a student's continued presence on campus may create a danger to the educational process of the College community, the College may find it necessary to take disciplinary action. The Institution considers that students are adults and expects students to obey the law and to take personal responsibility for their conduct.

## **Employment of Unlicensed Student**

Practicing as a licensed practical nurse without a license is prohibited and violates the Georgia Practical Nurse Practice Act: Article 1, Code Section 43-26-10. As a student nurse, you cannot be employed as a Licensed Practical nurse. You shall not use any words, abbreviations, figures, letters, title, sign, card, or device, implying that you are a licensed practical nurse. Doing so can result in expulsion from the program and or criminal charges, as indicated in the Practical Nurse Practice Act.

# *Section IV*

## **Clinical Performance**

Clinical performance is graded on the college grading scale. Clinical performance is a separate grade from your theory grade. Clinical failure is defined as the failure to achieve clinical requirements that demonstrate a level of competency in the clinical setting.

## Clinical Makeup Hours

If you must be absent on a clinical day, you must notify your clinical Instructor at least **45** minutes before the scheduled clinical time. You must give this message directly to the instructor. If you could not contact the instructor and are forced to leave a message with someone at the clinical site, be sure to write down their full name, title, and the time that you called. If your instructor does not receive the message for any reason, it will be considered a critical incident. It will result in a 40-point deduction from your clinical evaluation grade for the week. This applies to all clinical courses starting with PNSG 2035.

If you appear to be ill, you will not be allowed to remain in the clinical area. Some illnesses will require a statement from a physician verifying that you may return to the clinical area. Your instructor will notify you if a physician's statement is necessary.

In order to assure quality care to your assigned patient, you must be on the clinical unit, ready for work, at the assigned time. If you are unavoidably late, you must notify the clinical unit and Instructor directly. Any student who is late by 15 minutes will be sent home and will be marked absent for the day.

All clinical hours that are missed must be made up. Guidelines for clinical makeup time are as follows:

1. **All** clinical hours must be made up in the course in which they are missed.
2. Sites for clinical makeup hours will be left up to the discretion and approval of the Instructor (s).
3. Clinical makeup experiences should be compatible with the required clinical competencies.
4. Makeup hours must be completed in the area missed. Ex. - Medical-Surgical, Obstetrics, Pediatrics, or Mental Health.
5. Missing an excess of 8 clinical hours in PNSG 2035, 2310, 2330, 2330, and 2340 would make it difficult to complete the competencies for that course. The student would receive an "F" and would have to return the next semester the course is offered on that campus, on a space-available basis, to complete the course.
6. Makeup hours for PNSG 2255 and PNSG 2415 – Maternity Nursing Clinical and Leadership Clinical may not be available. In case of absence, the student would receive an "F" and return to complete the course on a space-available basis.
7. In cases of death in the immediate family or self-hospitalization, the case will be reviewed and

handled on an individual basis.

## **Dress Attire**

Students in the Practical Nursing program are expected to be professional in appearance. In order to arrive at a consistent standard of appearance, the following guidelines have been developed. Students who do not adhere to the standard of appearance will be excused from lab or clinical, and a grade of zero (0) will be given.

1. Uniforms must be of washable, permanent-press fabric, and always clean and in good repair.
2. They must be purchased through the approved uniform shop.
3. Bandage scissors, penlight, stethoscope, and blood pressure cuff will be required prior to your first clinical rotation and may be purchased at the store of your choice.
4. Uniforms are to be worn in ALL practicum and clinical environments.

## **Uniform**

1. The student should arrive at the scheduled clinical facility in a clean, well-pressed uniform.
2. The uniform should be well-fitting with proper undergarments that do not draw attention through the pants.
3. White hosiery without designs should be worn with uniform dresses and white socks or knee-high hose with pants. Plain white socks must cover the ankle and with no visible skin when sitting or standing. Support hose are recommended.
4. Only white shoes that enclose the entire foot should be worn without colored designs. Shoes must be kept clean and polished. Shoestrings should be bleached or replaced as needed.
5. No smoking/use of e-cigarettes while in uniform [this includes travel to or from school/clinical assignments]. Many facilities will refuse to allow students in clinical areas that have a smell of smoke on hair, breath, or uniform.
6. No drinking of alcoholic beverages while in uniform.

## **School Picture Identification**

1. The Augusta Tech student name pin and picture ID will be visible at all times, whether in class,

lab, or clinical. Student identification should be transferred to the outside if wearing a lab coat or hospital scrubs.

## **Lab Coat**

1. Lab coats and student uniform tops must have the College patch on the left upper sleeve.

## **Professional Attire**

When visiting the clinical facilities for workshops or orientations, students should present themselves in professional attire. Professional attire is defined as the program Polo Shirt with the Augusta Tech logo and Black slacks or scrub pants with white socks, white closed-toe shoes, ATC name badge, and the ATC Clinical Lab coat with the patch.

## **Jewelry/Adornments**

1. Nursing students may only wear a watch with a second hand and wedding ring (when appropriate). Jewelry and adornments for tongue, nose, and other visible body piercings are prohibited in the clinical area [including earrings].
2. Tattoos must be covered and not visible through clothing.

## **Hair**

1. Hair must be clean, neat, and styled to give a professional image.
2. It must be off the collar.
3. Minimal hair color and matching hairpins, barrettes, etc. should be used.
4. No bright colored headbands are allowed. Buns, braids, and secured ponytails work best for long hair.
5. Beard/mustache must be neatly groomed.
6. Extreme hair color is not allowed, (i.e. orange, green, blue, etc.)

## **Cosmetics**

1. Perfume, perfumed lotion, or cologne is not allowed. Effective hygiene is mandatory to assure no body odors are present. Gum chewing is not permitted at any time during clinical rotations.

Breath mints should be kept discreet.

2. Makeup should not be excessive, (No eyelash extensions, or bright colored eye makeup).

## **Nails**

1. Fingernails should be clean and well-manicured. They may not be longer than the fingertips.
2. Fingernail polish is not allowed.
3. Artificial nails are not allowed, (i.e. gel nails, acrylic nails, etc.)

## **Electronic Devices**

1. Electronic devices (i.e. MP3 players, beepers, iPods, iWatches, and cell phones) are not allowed in the clinical area. Use of electronic devices in clinical areas may be grounds for an "Unsatisfactory" for the day.
2. Recording devices are not allowed in the classroom unless approved by the Instructor.

## **Emergencies**

Please advise your family members to call the division secretary at (706) 771-4175 for emergencies during clinical rotations. To save time in case of an emergency, please provide family members with a copy of your schedule and names of your clinical Instructor (s). The secretary will make every attempt to contact you through your Instructor.

## **Miscellaneous**

1. Supplies and tools for clinical depend on your program. Please refer to course syllabi for clinical tools and supplies.
2. It is recommended to carry a small coin purse (instead of a book bag or purse) that would fit in your uniform pocket for incidentals. Clinical sites generally do not provide a safe place for storing personal items.
3. Anytime you are wearing your student uniform, all policies apply. You should not come to school or go out in public wearing your uniform with prohibited accessories.

## **Conduct While in Clinical**



1. Students will obey the rules and regulations of the clinical facility or office where they are assigned. A review of hospital or office policy will be provided during orientation or by the instructor. All students for each facility or office will be familiar with hospital safety and emergency codes and infection control practices. Many facilities require testing prior to attending clinical. You should remember this information!
2. Students are not allowed in the clinical area unless assigned. Visiting of classmates should be limited to meeting for lunch or after clinical hours - not during the course of the day. In addition, visitors picking you up from clinical should meet you in the lobby. If you are being picked up from an office, they should remain outside. They should not come into the clinical area.
3. If a student should experience an exposure to blood or airborne pathogens through a needle stick or some other patient care procedure, the student must notify the clinical facility and clinical Instructor immediately. You will be instructed to go to the Urgent MD at 2011 Walton Way if blood testing or other medical care is needed. This follows the Augusta Tech Exposure Control Plan protocol. The instructor will telephone the office at 706-798-1700 to let them know you are coming to receive services. Upon arriving, identify yourself as an Augusta Tech student. Fees for services provided there should be covered by the student accident insurance policy. If another facility is used, the students will bear the responsibility for filing their own insurance and assuming costs of any service not covered under student accident insurance policy. Accident forms must be filled out and the instructor will turn the form into the Business Office at Augusta Technical College the next business day.
4. Obey all parking regulations for students at clinical facilities. Students will be held accountable for parking violations received for not following parking regulations at clinical facilities.
5. If disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area immediately, not to return. A meeting will be set up the next business day with the clinical Instructor and Department Head.
6. Students will not be allowed in clinical without required health forms being complete. Students under the care of a physician for a medical condition must provide written documentation of activity limitations. If your activity limitations prevent you from meeting the clinical competencies, you will not be able to complete your clinical course. Please schedule an appointment with your instructor to discuss any activity limitations that may influence your ability to achieve the clinical competencies.
7. While at the hospital for rotation, you cannot leave clinical for lunch. Most areas do not allow enough time to leave and return to your area without being late. You may bring your lunch or

eat in the hospital cafeteria.

8. Tobacco (including cigarettes, snuff, dip, or chew), Vapes, or *e*-cigarettes are not allowed in any clinical facility. Do not request a smoke break during the course of a clinical day. **SMOKING** is not permitted in uniform. You may be sent home if your uniform or hair smells of smoke.
9. No student shall abuse, threaten, or intimidate any member of the faculty, staff, or student body or any off-campus official. There will be no tolerance for physical or verbal abuse, disorderly/disruptive behavior, and infliction of emotional distress, theft, or destruction of personal property or sexual harassment. Taping of any individual without their permission is a violation of the college and TCSG policies and grounds for dismissal.
10. **Clinical Attendance Policy:** To complete this program successfully, students are required to participate in clinical, complete assignments on time, and attend all scheduled clinical. Students are expected to arrive on time and remain in clinical for the entire session. Failure to follow the attendance policy will result in failure of the course. Withdrawal from a course may affect a student's present and future academic and financial aid status as well as the class work-ethics grade. Students are allowed to miss 10 percent of their theory class. If a student misses a day of clinical, they must make it up as determined by the clinical Instructor if possible. If an absence or tardy occurs, it is the responsibility of the student to notify the lead Instructor before the start of clinical.
11. All Care Plans/Concept Maps and must be submitted on time, and an overall average grade of 70% or better is required to pass clinical. Late assignments will not be accepted.
12. All clinical documentation must be received by the clinical Instructor to pass clinical.
13. If a student has a documented Critical Incident, he or she will receive an automatic 40-point deduction for the week. If the critical Incident would or did harm a patient, the student will be dismissed from the program immediately.

## **Critical Incident**

A critical incident is defined as a potentially life-threatening event that could compromise a patient's health or safety. A critical incident includes, (but is not limited to):

- The performance of an illegal act
- Intentionally acting outside the scope of the student's practice
- Falsifying medical records

- Repeated occurrence of unsafe practice after correction
- Unprofessional behaviors (inappropriate dress; tardiness; inappropriate cell phone use, laptop use, or conduct deemed inappropriate by Instructor and/or others; posting unprofessional comments/pictures on email or social media sites; violation of agency, and/or Augusta Technical College policy. This includes health requirements, CPR Certification, Drug Screen and Background Check.
- Dependent nursing interventions, for example, failure to carry out physician orders safely and competently, failure to comply with the instruction of agency staff or clinical Instructor).
- Independent nursing interventions, for example, failure to perform patient care safely and completely, including administering medications safely with clinical Instructors.
- Failure to obtain information related to the client's diagnosis, treatment, medications, lab values, diagnostic test, medical and surgical history.
- Failure to complete any part of basic care before the end of the shift.
- Failure to notify instructor of absence or tardy.
- Reported complaints from the nursing staff.

Any of the following will be considered a critical incident and will result in a 40-POINT deduction from your clinical grade for the week.

## **Critical Incident Procedure**

- The instructor completes the appropriate documentation and notifies the clinical facility (if necessary) and Augusta Technical College.
- A follow-up meeting is scheduled with the student, the instructor, and Department Head within 48 hours.
- The instructor completes the Critical Incident Form (Appendix D) detailing the event. The instructor, the student, and the Department Head sign this form.
- Final documentation is placed in the student's permanent file.

A student may appeal a final grade or any other academic decision by following Augusta Technical College's appeal process, which is included on page 20 of this handbook. The student should first discuss

the issue with the instructor who awarded the grade or made the academic decision before advancing up the chain-of-command.

# *Section V*

## ***Health Insurance***

All Nursing Students are required to provide their own Health Insurance and submit a copy of their insurance card with their medical clearance packet.

## **Liability Insurance**

All Early Childhood Care and Education, Cosmetology, and Allied Health students are required to obtain professional liability insurance for coverage in the internship and clinical education and training areas that are a required part of each of these programs.

## **Accident Insurance**

All credit students are required to purchase accident insurance at the time of registration. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified below.

1. College — Time Coverage protects students while engaged in college activities during the semester.
2. Traveling — To or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator), traveling in a college-furnished vehicle or chartered transportation going to or from a college-sponsored activity.
3. On the College Premises — During the hours on the days when the College is in session or any other time while the student is required to participate in a college-sponsored activity (not as a spectator).
4. Away from the College Premises — As a member of a supervised group participating in a college-sponsored activity requiring the attendance of the student (not as a spectator). Students are responsible for reporting claims to the Vice President for Administrative Services.

## **Classroom and Laboratory Safety**

Classroom and laboratory organization and operation will reflect as closely as possible standards in the health facilities. Neatness and orderliness will be expected in these areas. Everyone will be expected to obtain their

supplies and clean work areas. It is important for you to use good safety practices at all times. Safety and operational instructions will be discussed with you prior to your performance of any procedure or skill. Any malfunction or loss of equipment should be reported immediately to your instructor who will then notify the Department Head. Equipment and supplies should be used in the same manner as you would use them in the clinical areas. No student should be in the lab area without an instructor present.

## References

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# *Section VI: Appendix*



## Appendix A

<b>Definitions</b>	
<b>Admission</b>	The first acceptance into a nursing program.
<b>Advanced Placement</b>	Returning to the nursing program at a level higher than a first semester nursing course.
<b>Clinical Day</b>	One shift in which a student is assigned the care of at least one patient, observation experience, or lab activities.
<b>Corrective Action Plan</b>	Written communication between student and instructor regarding violations that put student at risk for failure of the course.
<b>Critical Incident</b>	A critical incident is defined as a potentially life-threatening event that compromises a patient's health or safety. This includes the performance of an illegal act, intentionally acting outside the scope of the student's practice, falsifying medical records, and/or repeated occurrences of unsafe practice after written correction. Any student who fails a nursing course due to a critical incident will be terminated from the program without the option of returning. Termination from the nursing program due to a critical incident shall be by a majority vote of the nursing faculty.
<b>Readmission</b>	Second admission through the ranking process to the first nursing courses.
<b>Re-entry</b>	Returning to the nursing program at a level higher than the first nursing course
<b>Tardy</b>	Tardy is defined as 1 minutes late or greater according to the Instructor's watch. Leaving class early or returning to class late after a break is counted as tardy. Three tardies to class, clinical, or skills lab constitute one absence. If an absence occurs, or a student will be tardy for any reason it is the responsibility of the student to notify the Instructor prior to the time for the session to start.
<b>Termination</b>	Termination is defined as a removal from the nursing program. A student that is terminated will receive a failing grade of "F" in all currently enrolled courses. A student can not return to Augusta Technical College Practical Nursing program for at least 5 years. Termination may be extended due to circumstances.

**Appendix B**  
**Academic Appeal Form**

Augusta Technical College  
Allied Health Sciences and Nursing Division  
**Academic Appeal Petition Form**

This form is available from the Dean's Administrative Assistant in Building 900. Submission of the form must be submitted before an appointment with the Dean will be established.

**Appendix C**  
**Augusta Technical College**  
**Practical Nursing Program**  
**Request for Re-entry**

**This form is to be used only after completion of the Fundamentals course.**

You will be required to repeat the course you completed **prior** to the course you failed or withdrew. This is inclusive of the nursing clinical rotation. You will also be required to complete all remediation assignments required by the program. Your readmission will be granted based on space availability.

You will register and pay for the classes with the assigned CRN# through continuing education. You will attend class(s) based on the attendance policy specified in the PN Student handbook and in your syllabi. You will receive a Pass or Fail grade in Banner.

You must make a seventy percent (70%) or above in the continuing education course(s) enrolled. In order to attend clinical, you must have a current CPR Basic Life Support (BLS) training issued by the American Heart Association. You must have current clinical clearance through PreCheck. Clinical clearance includes completion of a criminal background check, urine drug screen, and current immunizations. You are required to show proof of current health insurance by the submission of a health insurance card.

**Students granted re-entry will receive a readmission letter and personal remediation plan from the Department Head no later than three weeks before the start of the course via their College email.**

Your readmission will be based on space availability and GPA on courses required by the PN Program (Courses with PNSG prefix) and secondly by the date the Readmission Request Procedure Form was submitted.

***If you are not readmitted, you must resubmit this form each semester you wish to be considered for readmission.***

**\*\*Submit the Re-entry Form via email to the PN Department Head no later than 4 weeks before the start of the course.**

**Augusta Technical College  
Practical Nursing Department  
Re-Entry Form**

Date: \_\_\_\_\_ Student ID# \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Last Course and Year Attending \_\_\_\_\_

1. Reason for leaving Nursing program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. When was your first day (month and year) of admission into the PN Program? \_\_\_\_\_

3. Is this your first attempt for re-entry? (If no, indicate the previous semester that was attempted.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

4. Which course are you requesting re-entry into the PN program? \_\_\_\_\_

5. Have you received a "D", "F", "I" or "W" in any nursing course? Yes \_\_\_\_\_ No \_\_\_\_\_

6. I understand that re-entry into the nursing program is based on space availability. \_\_\_\_\_  
Initials

7. I have attached my degree works print out to this form? Yes \_\_\_\_\_ No \_\_\_\_\_

8. I understand that all re-entry students will attend the Augusta Campus for the duration of the  
Program. \_\_\_\_\_  
Initials

9. I understand that if allowed to reenter the program I will be subject to the PN Student handbook for the  
year in which I re-enter. \_\_\_\_\_  
Initials

10. I understand that all remediation work must be turned in one week prior to the first day of class.  
\_\_\_\_\_  
Initials

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Appendix D**  
**CRITICAL INCIDENT FORM**

Student: \_\_\_\_\_ Date completed: \_\_\_\_\_

Clinical Site: \_\_\_\_\_ Educator: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Incident Description:

A. Handbook or Syllabi violation reference:

B. Detailed description of the Incident:

C. Instructor Recommendation:

D. Facility Recommendation:

E. Student Response

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Original: Student File

CC: Head, Nursing Department

**Appendix E**  
**Exam Question Review**

Student Name: \_\_\_\_\_ 900 \_\_\_\_\_  
Date: \_\_\_\_\_ Course: \_\_\_\_\_ Semester: \_\_\_\_\_ Exam: \_\_\_\_\_  
Date of Exam: \_\_\_\_\_

*Challenge must be submitted within 24 hours of exam review*

Exam item number or description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale with sources cited: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

---

Date received: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Resolution (include rationale for any changes made and alternate answer choices if given):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

## Appendix F Corrective Action Plan

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Beginning date of Corrective Action Plan** \_\_\_\_\_

**Description of Problem:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of the Problem	Supportive Evidence	Recommendation/ Obligation
Absenteeism Tardiness		
Exam Failure		
Unprepared for Clinical/ Class		
Unsatisfactory Client Care		
Unsafe Clinical Practice: 1. Did not demonstrate appropriate skills level. 2. Unable to calculate medication dosages or rates. 3. Unable to communicate clearly or comprehend the English language. 4. Other:		
Noncompliance with dress code/		
Lacking professional demeanor 1. Unable to effectively communicate with faculty, staff, peers or clients. 2. Violated client confidentiality. 3. Irresponsible behaviors demonstrated. 4. Does not follow faculty/ staff directions or instructions. 5. Using electronic devices in clinical/lab setting 6. Other		

Written Work deficit		
<b>Possible Consequences</b>		
<b>Follow-up Comments</b>		
<p>After the development of the corrective action plan, the instructor(s) and student will sign below. This plan remains in effect until the student completes the PN Program.</p>		
<b>Student Signature:</b>		<b>Date:</b>
		<b>Follow-up date:</b>
		<b>Follow-up date:</b>
<b>Instructor Signature:</b>		<b>Date:</b>
		<b>Follow-up date:</b>
		<b>Follow-up date:</b>
<b>Department Head Signature:</b>		<b>Date:</b>



## **Appendix G**

### **ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a copy of the Augusta Technical College, Practical Nursing Program Student handbook. I recognize I am responsible for abiding by standards within the most current student handbook. My signature indicates that I have read, understand, and agree to comply with the Augusta Technical College Practical Nursing Student Handbook Policies throughout the entire nursing program. I have been given the chance to ask questions and clarify any concerns about the content of the Student Handbook to include:

- The Program's Mission
- Professional Standards and Dress
- Attendance
- Health Requirements
- Re-admission
- Re-entry
- Critical Incident
- Progression

I understand and accept the above standards and agree to comply with the Augusta Technical College Practical Nursing Student Handbook during my entire enrollment in the PN program.

Any questions may be directed to the Department Head or to any member of the nursing faculty.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID# \_\_\_\_\_ Date: \_\_\_\_\_