



MAIN CAMPUS

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Richmond, Kentucky

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# PRACTICAL NURSING PROGRAM HANDBOOK

# A Message from our Practical Nursing Program Administrator

Welcome to the Practical Nursing Program my name is Nikki Taylor and I am the Program Administrator. I have been a nurse for over 20 years and practiced in various areas of healthcare. My passion is teaching, both students and patients. I received my Doctorate of Nurse Practice in 2022 from Northern Kentucky University. My goal for this program is for all students to become outstanding nurses and be successful in all they do. The faculty works hard to make sure students have all the resources and assistance they need to make that goal possible. Your faculty have many years of nursing experience combined and have worked in almost all aspects of the nursing profession. With the experience and knowledge, we are able to provide you with the tools you will need to be successful and become that outstanding nurse. On behalf of the faculty and myself I want to welcome all of you to the Practical Nursing Program, we can't wait to see you become your best selves!

Nikki Taylor, DNP, RN, CPN  
Practical Nursing Program Administrator

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## Introduction

The Practical Nursing Program Handbook provides policies and procedures specific to the Practical Nursing Program. You are expected to adhere to all policies in this handbook as well as all policies in the Medical Career & Technical College, College Catalog and Student Handbook. In addition, you are expected to adhere to all classroom policies and any policies of the clinical facilities in which you are placed.

Medical Career & Technical College reserves the right to revise any policies presented in this handbook. Policy changes will be provided to each student through announcements or postings.

Medical Career & Technical College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). Graduates are eligible to sit for the National Council Licensure Examination-Practical Nurse (NCLEX-PN) exam as the program is approved by the Kentucky Board of Nursing.

**Accrediting Bureau of Health Education Schools**  
7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
703-917-9503  
[www.abhes.org](http://www.abhes.org)

**Kentucky Board of Nursing**  
312 Whittington Parkway  
Louisville, KY 40222  
800-305-2042  
[kbn.ky.gov](http://kbn.ky.gov)

## **Accreditation Commission for Education in Nursing (ACEN)**

Effective March 11, 2025, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on March 11, 2027.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org/search-programs?status=Candidate>

Note: Upon granting of initial accreditation by the ACEN

Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

# Contact Information for the Practical Nursing Program Staff Members

## Program Administrator

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Phone: 859-624-1988

Location: Nursing Extension

## **PRACTICAL NURSING PROGRAM PHILOSOPHY**

The philosophy of the Medical Career & Technical College Practical Nursing program reflects the college's purpose in that it provides an opportunity for outcomes-based nursing education. The program is an entry level profession into the field of nursing. The program combines didactic, competency-based education, and clinical rotations providing the student a hands-on learning opportunity to master a required skill set. The program incorporates problem solving, critical thinking, and clinical judgment as the program student learns to provide assessment and decision-making abilities. The faculty of the program focus on quality training to prepare the graduate in providing competent healthcare.

## **PRACTICAL NURSING PROGRAM MISSION**

The mission of the Practical Nursing program is to prepare the practical nurse in providing quality care in the healthcare community. The program will educate committed and caring nurses that will enhance the field with practice as a competent, safe, and compassionate nurse.

# PRACTICAL NURSING PROGRAM LEARNING OUTCOMES

## NUR 101 Fundamentals – Nursing Skills 1

**Objective 1: The History of Nursing** – Analyze key events and figures that shaped the history of nursing.

**Objective 2: Health Care Delivery and Economics** – Evaluate the impact of economic factors on health care delivery systems.

**Objective 3: Ethics, Law, and Delegation in Nursing** – Apply ethical principles and legal guidelines to nursing practice and delegation.

**Objective 4: The Nursing Process, Critical Thinking, Decision Making, and Clinical Judgment** – Synthesize the nursing process with critical thinking and decision-making strategies to enhance clinical judgment.

**Objective 5: Documentation** – Demonstrate accurate and effective documentation practices in nursing.

**Objective 6: Communication and Relationships** – Assess the role of communication in building therapeutic relationships with patients.

**Objective 7: Health and Wellness Promotion** – Design a health promotion plan that incorporates wellness strategies.

**Objective 8: Ethnic, Cultural, and Spiritual Aspects of Care** – Discuss the influence of ethnic, cultural, and spiritual factors on patient care.

**Objective 9: Growth and Development Throughout the Life Span** – Examine developmental stages and their implications for nursing care across the life span.

**Objective 10: Loss, Grief, and Dying** – Interpret the processes of loss and grief, and their effects on patients and families.

**Objective 11: Complementary and Alternative Medicine** – Compare various complementary and alternative medicine practices and their relevance to nursing care.

**Objective 12: Patient Teaching** – Create effective patient education materials that address specific health concerns.

**Objective 13: Safety** – Analyze safety protocols to minimize risks in nursing practice.

**Objective 14: Medical Asepsis and Infection Control** – Implement infection control measures based on principles of medical asepsis.

**Objective 15: Personal Care** – Perform personal care tasks with an emphasis on patient dignity and comfort.

**Objective 16: Moving and Positioning Patients** – Demonstrate proper techniques for moving and positioning patients safely.

**Objective 17: Vital Signs** - Measure and interpret vital signs to assess patient health status.

**Objective 18: Heat and Cold Therapies** – Apply heat and cold therapies appropriately in patient care scenarios.

**Objective 19: Pain Management, Rest, and Restorative Sleep** – Evaluate pain management techniques to promote rest and restorative sleep for patients.

**Objective 20: Admission, Transfer, and Discharge** – Facilitate the admission, transfer, and discharge process, ensuring continuity of care.

**Objective 21: Physical Assessment** – Conduct a comprehensive physical assessment to identify patient needs.

## NUR 102 Fundamentals - Nursing Skills 2

**Objective 1: Understanding Surgical Asepsis** – Define the principles of surgical asepsis and analyze their application in clinical settings.

**Objective 2: Understanding Nutrition of Client** – Evaluate nutritional needs of clients and design individualized nutrition plans.

**Objective 3: Diagnostic Testing** – Interpret results of diagnostic tests to assess patient conditions.

**Objective 4: Wound Care Identification, Treatment, and Nursing Care** – Apply evidence-based practices for wound care management, including identification and treatment protocols.

**Objective 5: Understanding Musculoskeletal Care and Treatment** – Examine musculoskeletal disorders and formulate appropriate treatment plans.

**Objective 6: Understanding Respiratory Care** – Assess respiratory function and implement care strategies to support respiratory health.

**Objective 7: Fluids, Electrolytes, and Acid-base Balance** – Analyze the role of fluids, electrolytes, and acid-base balance in maintaining homeostasis.

**Objective 8: Bowel Elimination and Urinary Elimination Care** – Demonstrate effective nursing interventions for bowel and urinary elimination issues.

**Objective 9: Understanding Care of the Elderly Adult** – Discuss the unique care needs of elderly adults and develop strategies for providing holistic care.

**Objective 10: Care of Surgical Clients, Phlebotomy, and Blood Specimens** – Perform phlebotomy and evaluate the care of surgical clients, including handling blood specimens.

### **NUR 103 Pharmacology Dosage Calculation**

**Objective 1: Understanding Pharmacological Concepts** – Define key pharmacological concepts and analyze their implications for patient care.

**Objective 2: Dosage Calculations** – Calculate appropriate medication dosages and evaluate the accuracy of calculations.

**Objective 3: Medication Administration and Safety** – Apply best practices for medication administration and assess safety measures to prevent errors.

**Objective 4: Legal and Ethical Responsibilities** – Examine legal and ethical responsibilities in nursing practice and discuss their impact on patient care.

**Objective 5: Patient Education** – Develop effective patient education strategies and evaluate their effectiveness in promoting understanding.

**Objective 6: Critical Thinking and Clinical Judgment** - Utilize critical thinking skills to synthesize information and make sound clinical judgments.

### **NUR 104 Med-Surg 1**

**Objective 1: Understanding Concepts Related to Critical Thinking, Evidence-Based Practice, Issues in Nursing, and Cultural Influences** - Analyze the relationship between critical thinking, evidence-based practice, and cultural influences on nursing issues.

**Objective 2: Understanding Concepts Related to Acid-Base Imbalances, Patients Receiving IV Therapy, and Patients with Infections** - Evaluate the implications of acid-base imbalances and apply best practices for managing IV therapy and infections in patients.

**Objective 3: Understanding Concepts Related to Shock, Pain, and Cancer** - Examine the pathophysiology of shock, pain, and cancer to formulate comprehensive care strategies.

**Objective 4: Understanding Concepts Related to Nursing Care of Patients Having Surgery, with Emergent Conditions, and Chronic Illnesses** - Develop nursing care plans for patients undergoing surgery, experiencing emergent conditions, and managing chronic illnesses.

**Objective 5: Understanding Concepts Related to End-of-Life Care, Immune Disorders, and HIV/AIDS** - Discuss best practices for providing compassionate end-of-life care and analyze the complexities of managing immune disorders and HIV/AIDS.

**Objective 6: Understanding Concepts Related to the Urinary and Integumentary System** - Interpret the functions and disorders of the urinary and integumentary systems to apply appropriate nursing interventions.

**Objective 7: Understanding Concepts Related to the Neurologic System** - Assess neurological health and synthesize knowledge to develop effective care strategies for patients.

**Objective 8: Understanding Concepts Related to the Sensory System** - Evaluate sensory system disorders and create care plans to address patient needs.

### **NUR 105 Med-Surg 2**

**Objective 1: Understanding the Cardiovascular System** - Describe the structure and function of the cardiovascular system and analyze its role in overall health.

**Objective 2: Upper and Lower Respiratory System** - Evaluate the functions of the upper and lower respiratory systems and apply assessment techniques to identify respiratory issues.

**Objective 3: Upper and Lower Gastrointestinal System** - Examine the anatomy and physiology of the upper and lower gastrointestinal systems and formulate care plans for related disorders.

**Objective 4: Understanding the Endocrine System** - Interpret the functions of the endocrine system and discuss its impact on metabolism and homeostasis.

**Objective 5: Genitourinary and Reproductive System** - Analyze the functions of the genitourinary and reproductive systems and develop nursing interventions for related health issues.

**Objective 6: Sexually Transmitted Infections** - Discuss the causes and prevention of sexually transmitted infections and evaluate appropriate treatment options.

**Objective 7: Musculoskeletal Function and Assessment** - Perform assessments of musculoskeletal function and synthesize findings to create effective management plans.

**Objective 8: Understanding Mental Health** - Examine mental health concepts and evaluate strategies for promoting mental well-being in patients.

**Objective 9: Hematologic and Lymphatic System** - Analyze the components of the hematologic and lymphatic systems and discuss their roles in immune function and disease.

#### **NUR 106 Maternity/Peds**

**Objective 1: Knowledge of Maternity Nursing and Culturally Competent Care** - Describe the principles of maternity nursing and analyze the importance of culturally competent care.

**Objective 2: Understand Women's Care Throughout the Lifespan** - Evaluate women's health care needs at different life stages and develop appropriate care strategies.

**Objective 3: Recognize Human Reproduction and Fetal Development** - Illustrate the processes of human reproduction and explain key milestones in fetal development.

**Objective 4: Comprehend Topics as They Relate to Pregnancy** - Discuss essential topics related to pregnancy and apply this knowledge to clinical scenarios.

**Objective 5: Evaluate Ways to Promote a Healthy Pregnancy** - Assess strategies to promote healthy pregnancies in women across various ages, races, ethnicities, and protected classes.

**Objective 6: Be Familiar with Pregnancy Complications** - Identify common pregnancy complications and formulate interventions to effectively manage them.

**Objective 7: Understand All Aspects of Labor and Delivery** - Differentiate between actual and potential problems during labor and delivery and apply appropriate nursing interventions.

**Objective 8: Explain Postpartum Changes** - Explain physiological and psychological changes during the postpartum period and demonstrate knowledge of newborn care post-delivery and after discharge.

**Objective 9: Assess Understanding of Care for the Pediatric Patient** - Evaluate care practices for pediatric patients and analyze their effectiveness in promoting health and development.

### **End of Program Student Learning Outcomes (EPSLO)**

Objective 1: Integrate the components of the nursing process in the delivery of nursing care for the client and family.

Objective 2: Internalize professional behaviors in the practice of nursing within legal, ethical, regulatory and professional standards.

Objective 3: Assimilate therapeutic communication skills verbally, non-verbally, and in writing form with different members of the health team, including patients and families, nurses, and other health professionals from a culturally sensitive perspective.

Objective 4: Integrate caring and holistic interventions that are centered on building and sustaining positive and healthy relationship with individuals, families, groups, and community.

Objective 5: Collaborate as part of an interdisciplinary team to deliver client-centered care to individuals and groups.

Objective 6: Internalize behaviors that advocate for clients and families in ways that promote self-determination, integrity, and ongoing growth as human beings.

Objective 7: Evaluate the effectiveness of evidence-based clinical decisions that are accurate and safe and moves the client and significant others toward positive outcomes.

# PRACTICAL NURSING COMPETENCY REQUIREMENTS

Adding a New Bag of IV Solution to an Existing IV Line  
Adding Medications to a Primary IV Solution  
Administering a Complete Bed Bath  
Administering a Nebulizer Treatment  
Administering Intermittent Bolus Enteral Feedings  
Administering IV Piggyback Medication  
Administering IV Push Medication via PRN Lock or IV Line  
Administering Oral Care for a Conscious Patient  
Administering Oral Care for an Unconscious Patient  
Administering Perineal Care  
Administration of Intradermal Injections  
Administration of Intramuscular Injections  
Administration of Liquid Medications  
Administration of Medication by Metered-Dose Inhaler  
Administration of Medications by Nasogastric or Gastric Tube  
Administration of Ophthalmic Medication  
Administration of Otic Medication  
Administration of Solid Medications  
Administration of Subcutaneous Injections  
Applying a Tourniquet  
Applying Elastic Bandages  
Applying Restraints  
Assessing Body Temperature by Various Routes  
Assessing Oxygen Saturation  
Assessing Peripheral Pulses  
Assessing Respirations  
Assessing the Radial and Apical Pulses  
Assessing Visual Acuity Using Snellen Eye Chart, E Chart or other  
Assessment for Orthostatic Hypotension  
Assessment of Blood Pressure  
Assisting a Patient to Dangle  
Assisting with Ambulation  
Auscultating Breath Sounds  
Auscultating Heart Sounds  
Calculating IV Infusion Rate  
Changing an Ostomy Appliance  
Changing Sterile Dressing and Wet-to-Damp Dressings  
Converting an IV Infusion to a PRN Lock  
Discontinuing an Indwelling Urinary Catheter  
Discontinuing an IV Infusion or PRN Lock  
Donning Personal Protective Equipment  
Donning Sterile Gloves – Open Method  
Drawing Up Medication  
Initiating Peripheral Venipuncture  
Inserting a Nasogastric Tube  
Inserting an Indwelling Urinary Catheter  
Irrigating a Nasogastric Tube

Irrigating a Wound  
Making an Occupied Bed  
Making an Unoccupied Bed  
Measuring a Patient's Height  
Measuring a Patient's Weight  
Measuring an Infant's Weight and Length  
Moving a Patient Up in Bed  
Nasal Administration  
Obtaining a Throat Culture Specimen  
Obtaining a Urine Specimen from an Indwelling Urinary Catheter  
Obtaining a Wound Culture  
Performing a 12-Lead Electrocardiogram  
Performing a Basic Neurological Examination  
Performing a Shift Assessment  
Performing Dermal Puncture for a Finger Stick Blood Sugar  
Performing Guaiac Testing: Testing Stool Specimen for Occult Blood  
Performing Hand Hygiene  
Performing Nasopharyngeal and Oropharyngeal Suctioning  
Performing Neurovascular Checks  
Performing Tracheostomy Care  
Performing Tracheostomy Suctioning  
Performing Venipuncture  
Positioning Patients  
Rectal Administration  
Removing a Nasogastric Tube  
Removing Personal Protective Equipment  
Removing Sutures and Staples  
Setting Up a Sterile Field, Opening Sterile Packs, and Pouring  
Transdermal Patch Administration  
Transferring a Patient from a Bed to a Chair, or Wheelchair  
Turning a Patient in Bed  
Using a Feeding Pump  
Vaginal Administration  
Z-Track Administration

# PROGRAM CURRICULUM AND PROGRESSION

## Total Program Clock Hours

912

## Weeks to Complete Program

54

## Program Courses and Corresponding Clock Hours Required for Program Completion

| Course Number | Course Name                      | Clock Hours Required               |
|---------------|----------------------------------|------------------------------------|
| MED100        | Medical Terminology              | 84                                 |
| MED101        | Anatomy & Physiology             | 84                                 |
| NUR101        | Nursing Skills I                 | 84                                 |
| NUR102        | Nursing Skills II                | 84                                 |
| NUR103        | Drug Calculations & Pharmacology | 84                                 |
| NUR104        | Medical Surgical Nursing I       | 84 (24 Clinical)                   |
| NUR105        | Medical Surgical Nursing II      | 84 (24 Clinical)                   |
| NUR106        | Maternity & Pediatric Nursing    | 84 (24 Clinical)                   |
| NUR107        | Nursing Practicum and Capstone   | 240 (120 Capstone<br>120 Clinical) |

## Course Schedule

The classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday, or a Tuesday/Thursday class and meets from 9-4. Clinical hours occur throughout the program with the program completing with an unpaid practicum. The practicum must be completed during a 7-week term and will require additional weekly hours with a varying schedule.

## Program Course Descriptions

**NUR101/Nursing Skills I (84 Contact Hours):** Students will be introduced to nursing and the healthcare system. The nursing process to include critical thinking, assessment and planning, and implementation and evaluation is discussed. Documentation and communication along with patient education skills are developed. Basic nursing skills are practiced such as vital signs, lifting, and moving patients, assisting in personal care, and specimen collection. Practicing of infection prevention, infection control, and patient safety is applied.

**NUR102/Nursing Skills II (84 Contact Hours):** The course includes the practice of diagnostic testing with specimen collection, the practice of the nutrition therapy and assisting with oxygen delivery, and the practice of skills relative to the urinary system, and bowel function. Theories of pain control, sleep factors, and complementary and alternative therapies are discussed. Modalities of the surgical patient, the treatment of wound care, and the therapeutics of musculoskeletal function are applied. The course concludes with the care of the older adult.

**NUR103/Drug Calculations & Pharmacology (84 Contact Hours):** Students will learn to apply drug calculations and to apply pharmacology nursing practice. Drug classifications and the effects on various body systems are discussed. Practice of drug administration to include percutaneous, enteral, and parenteral technique is applied.

**NUR104/Medical Surgical Nursing I (84 Contact Hours):** Students will be introduced to various medical-surgical nursing settings and the role the practical nurse provides. The understanding of healthcare, health and illness, the influences on health and illness, the immune system, and cardiovascular system in nursing care is discussed.

**NUR105/Medical Surgical Nursing II (84 Contact Hours):** Students will be introduced to various medical-surgical nursing settings and the role the practical nurse provides. The understanding of the hematologic and lymphatic systems, respiratory system, gastrointestinal, hepatic, and pancreatic systems is discussed. The understanding of the urinary system, endocrine system, genitourinary and reproductive systems, with the musculoskeletal system, neurologic system, the sensory system, the integumentary system are also discussed. The course completed with the understanding of mental health care.

**NUR106/Maternity and Pediatric Nursing (84 Contact Hours):** Students will be introduced to maternity and pediatric nursing. Topics include fetal development and care of the prenatal patient, care of the woman in labor, and care post-delivery. Growth and development from infancy to adolescence is discussed to include various developmental and physical disorders.

**NUR150/Nursing Practicum and Capstone (240 Contact Hours):** This course requires the practical nursing student to integrate and apply knowledge and skills from all clinical courses in an actual healthcare setting. Students perform duties under the supervision of trained site clinical supervisors to effectively help transition to the role of a confident practical nurse. This is a supervised, unpaid, clinical experience.

### **Program Progression**

Students must complete all courses in the program with a successful passing grade of a 80% in each nursing course to graduate. Progress is identified when a student is successful in passing their courses both in didactic and competency. The goal is to ensure students have the foundational competencies necessary to be successful in subsequent courses and as a graduate.

\*Please refer to the College Catalog for further policy on Academic Regulation

### **Evaluation Methods and Grading Scale**

#### **Grades**

Grades are a means of communicating student achievement. The college measures progress based on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the students' GPA. The following grading scale applies:

| <b>Grade</b> | <b>Percentage</b> |
|--------------|-------------------|
| A            | 100 – 90%         |
| B            | 89 – 80%          |
| C            | 79 – 70%          |
| D            | 69 – 60%          |
| F            | 59 – 0%           |
| I            | Incomplete        |
| W/D          | Withdraw          |

An "Incomplete" grade is used for emergencies only and when only a minor portion of the assignments and/or skills have not been completed. A one week "incomplete" is the extent and must be approved with the instructor and Administration. See course syllabus for specifics on externship incomplete policy. An "Incomplete" grade may also be used for those students in good standing on externship for a period of one term.

A "W/D" grade is given to students that have officially withdrawn from class during the first 2 weeks of class (see Tuition Refund Policy); otherwise, a grade of an "F" is given to students that disappeared after sitting in class the first 2 weeks. All attempted clock hours will count toward the 150% maximum attempt level as stated in the Satisfactory Academic Progress policy.

### **Methods of Evaluation**

May include testing, homework, attendance, and competencies.

\*Please refer to the class syllabi for further policy on evaluation

# PROGRAM ADMISSIONS POLICIES

## Admission to the College

\*Please refer to the college catalog on admission eligibility to the college.

## Practical Nursing Program Admission

Once the applicant has been accepted into the college and met the eligibility requirements for the college, additional admission eligibility requirements are required to be eligible for entry into the Practical Nursing program.

### Routes of Entry:

Practical Nursing Applicants

#### Routes of Entry:

##### (a) Meet Entry Assessment:

TEAS – Minimum Score of 50/Proctored remotely (\$120); TEAS scores can be accepted from other schools; TEAS can be taken an unlimited number of times with the college accepting the TEAS within the most recent two years of testing.

ATI TEAS Exam | TEAS Prep | TEAS Registration | ATI

[www.atitesting.com/teas](http://www.atitesting.com/teas)

TEAS Exam Information | Register For The TEAS | ATI

[www.atitesting.com/teas/register](http://www.atitesting.com/teas/register)

#### Required document submission:

- CPR certification (American Heart Association BLS)
- Cleared background checks
- 2 Step TB test or QuantiFERON Gold
- Cleared drug screening
- Immunization certificate
  - o Hepatitis B
  - o MMR
  - o Varicella (Chicken Pox)
  - o Influenza
  - o T-Dap
  - o Tetanus

The school will run the following background checks:

- Office of Inspector General Check
- National Sexual Offenders Registry Check
- Criminal Background Check for the past 7 years
- Kentucky Adult Caregiver Misconduct Registry

Financial Aid Office clearance is also required.

Dismissal from the program may result if a student is not capable of meeting clinical agency requirements for criminal background check and/or is found to have a positive drug screen.

# PROGRAM POLICIES

## Uniform Policy

The Practical Nursing student is expected to be in proper uniform daily to both class, labs, and clinicals. The proper uniform consists of a dark gray scrub pant and scrub top. Students may also choose to wear a black lab coat. Shoes should be all white or all black non-canvas.

## Professional Appearance Policy

The Practical Nursing student is expected to be in proper uniform daily to class, labs, and clinical experiences. The proper uniform consists of dark gray scrub pants and dark gray scrub top. Students may choose to wear a black lab coat if they wish. School patches are to be placed on the left arm at the top seam of the scrub jacket or scrub top. Shoes should be close toed, non-canvas in all black or all white. Open heels, or shoes with holes are not acceptable.

In addition, students are expected to cover tattoos, be without display of facial or body jewelry including tongue piercings. Students must comply with the college's dress code while attending class, skills lab, clinical, or practicum.

Personal hygiene is also advised, and students must take daily preventative measures to maintain cleanliness. Hair must be clean and conservatively styled. For lab and clinical, long hair must be pulled off the collar. Weaves, dreadlocks, hair extensions, and unnatural colors are not acceptable and do not meet dress code. Excessive eyelashes are not professional for the medical field and therefore are not acceptable while in uniform. Nails must be manicured with a short length and be free of polish or decoration. For lab and clinical, artificial nails are not permitted. Mustaches and beards must be trimmed and well groomed. Avoid colognes and perfumes. Acceptable jewelry includes a plain wedding band, a watch with a second hand, and one pair of small earrings if desired.

Any violation of this policy will first be addressed with 1 verbal warning. Further violation will result in a conference with the Program Administrator, having a student action plan identified and acknowledged in writing. If noncompliance with this policy continues, the student can be dismissed from the program.

## School Patch

A patch will be provided to each student at the start of the Medical Surgical Nursing I class. Patches are to be placed on the left arm at the top seam of the scrub jacket. If a student wishes to have more than one patch, those are available for purchase at \$20 each additional badge.

## Student Identification Cards

Students are required to wear identification badges while in uniform. Identification badges are given to each student at orientation. Replacement badges will require a fee.

## Classroom Attendance Policy

It is expected that students will attend 100% of the scheduled class time. Considerable information is covered in each course. Class attendance is an absolute requirement and is linked to successful program completion. It is the student's responsibility to attend every class for the scheduled length of time.

\*See College Catalog on additional classroom attendance requirements

## Clinical Attendance Policy

1. Clinical attendance is 100% mandatory. Students are required to make-up all missed clinical hours resulting from an approved absence or an approved tardy. Students are only granted a total of one make-up day, if approved. Students are only permitted one clinical absence for the entirety program. Students will have a total of 9 clinical experiences (3 in NUR 104 Med-Surg 1, 3 in NUR 105 Med-Surg 2, and 3 in NUR 106 Maternity/Peds) and are only permitted to miss 1 of

those 9 experiences. If a student misses more than the 1 approved missed clinical day they will fail the term and be dismissed from the Practical Nursing Program.

Clinical attendance is counted in the overall course attendance. If a student is absent in the classroom 1 day and absent in clinical 1 day, this would be the 2 absences for the term. If the student misses more than the allotted 2 days it will result in failure for the term.

2. Under extreme circumstances only, any student not attending a clinical must notify the instructor 1 hour prior to the start of the shift. A no call/no show is defined as a student who does not call 1 hour prior to the missed clinical experience. A no call/no show student will receive a critical incident and may not be eligible for a clinical make-up, thus failing the course and possible continued program progression.

3. A student arriving less than 10 minutes late for clinical will be required to make up all missed minutes, but at the discretion of the instructor. This is only allotted if the student communicates with their instructor prior to the start of the shift.

4. A student arriving 10 minutes or more late for clinical will be sent away and required to make up the entire clinical, if approved.

5. A pattern of clinical tardiness or leaving early from clinicals may result in disciplinary action. This may include course failure or program failure.

6. A clinical make-up request form must be completed and submitted to your instructor within 24 hours of the clinical absence or tardy. Supporting documentation must also be attached to the form. This form may only be used once during the students' entire program. Make-up time must be approved by the instructor and only if the clinical site also approves this time and provides the availability. Approval is only granted for one make-up day.

7. Clinical make-up days are not guaranteed.

8. Clinical make-up time that is not granted will result in a failing grade in the course.

9. Students who do not notify their instructor prior to the occurrence or complete the clinical eligibility form within the 24-hour timeframe will not be permitted to attend and not eligible for a clinical make-up.

### **Adhere to Professionalism**

In addition to the Professional Code of Conduct found in the Student Handbook, nursing students are assessed using the following Behavior System. If a student is found in violation of the unprofessional behavior, the student will be required to attend a conference with the Program Administrator with an action plan identified and acknowledged in writing. If the student continues with the unprofessional behavior, the student will be dismissed from the program.

| <b>Behavior Observed</b>  | <b>Where/Whom Affected</b> | <b>Date Observed</b> | <b>Outcome/Conference Date</b> |
|---|----------------------------|----------------------|--------------------------------|
| Unprofessional/Negative/Challenging Behavior – Verbal   |                            |                      |                                |
| Unprofessional/Negative/Challenging Behavior – Non-Verbal   |                            |                      |                                |
| Lack of Adherence to Uniform or Professional Grooming Policy  |                            |                      |                                |
| Lack of Adherence to Institutional Policy (i.e., smoking, parking, attendance, etc.)                  |                            |                      |                                |
| Lack of Adherence to Student Handbook Policy on Professionalism and Code of Ethics Policies           |                            |                      |                                |
| Lack of Adherence in Positive Communication Amongst Students, Staff, Faculty, or Administration       |                            |                      |                                |
| Negative Sidebar Conversations During Class or Outside of Class Amongst Classmates Via Text or Verbal |                            |                      |                                |

|  |  |  |  |
|--|--|--|--|
| Unprofessional/Disrespectful Behaviors Towards Classmates                |  |  |  |
| Unprofessional/Disrespectful Behaviors Towards Faculty or Administration |  |  |  |
| Noncompliant Adherence to Classroom Policies                             |  |  |  |

### **Clinical Compliance Policy**

Clinicals occur during Medical Surgical Nursing I, Medical Surgical Nursing II, and Maternity and Pediatric Nursing. Students will receive competency evaluations for each course in professionalism and in patient-centered care.

Students will receive a clinical evaluation at the end of each term indicating whether they pass or fail the clinical experience. If a student receives 2 unsatisfactory or more on their clinical evaluation, they will fail the clinical for the term. Additionally, if a student receives any behavioral policy violation, they will automatically fail the clinical for that term.

Students will receive a Practicum orientation under the Practicum Coordinator the term prior to placement. The Practicum is a graded course with evaluation by their reporting supervisor.

### **Audio and Video Recording Policy**

Audio and video recording is prohibited in the classroom and skills lab unless permission is given by the instructor/administrator and entire class.

## **INSTITUTIONAL POLICIES**

### **Transfer of Credit**

Transfer of credit is always the decision of the individual college. Accreditation does not guarantee transfer of credits. Requests for transfer credit must be submitted prior to enrollment. For consideration of transfer credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), it is the students' responsibility for obtaining their specific transcripts of previous college credit for the school to review.

Courses for consideration must have been taken within the previous 5 years (60 months) and have received a minimum grade of a B. Students must complete 75% of their courses from Medical Career & Technical College and courses with clinical competencies are not approved due to the nature of the profession and the clinical competencies required. Tuition and/or fee credit is not granted for transfer hours.

No credit is given for on the job or experiential learning. The college does not admit students on advanced placement (see entry requirements for the Practical Nursing program).

### **Transferability of Course to Another Institution**

Institutions are required to review any credit of training received, if requested by the prospective student. The individual institution makes the determination as to the receiving of any courses for transfer credit from other colleges or schools.

### **Bypass Examinations**

If a student feels their previous course work, where no transfer credit applied, for the Medical Terminology course or the Anatomy & Physiology course, is at competent level, the prospective student may request bypass examination. Application with a \$50 bypass exam fee must be made and exam scheduled with the admissions office. A bypass exam grade of an 85% must be obtained for course credit to be accepted. A maximum of 1 bypass exam can be attempted for programs under 52 weeks in length. Both exams may be attempted for programs beyond one year in length.

## **Withdrawal Procedures**

Official Withdrawal - If a student chooses to withdraw from their course after the course has already begun or chooses to withdraw from the school, the student must sign a withdrawal form with administration. The student may be responsible for tuition owed to the school or to the Department of Education. There is also a \$250 withdrawal fee that is applied to the student account. See tuition refund policy regarding dates of withdrawal and policy. Effective date of withdrawal will be the date of written notification provided by the withdrawn student, or the date of the last day of attendance or where coursework or class participation occurred.

Failure to Attend – Attendance policy states that if a student misses more than the allotted time, the instructor is required to drop the student from the course and the student may receive a failing grade for the course. If the student repeats the course, the failing grade will be replaced with the new grade.

Note – Students contemplating withdrawing from a term should be cautioned with the following:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat the course they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course to be offered again.
- Their graduation date will change.
- Their financial aid and/or tuition costs may be affected.

## **Repeating a Course**

If after one attempt in the course the student fails the course, or if a student has been dropped from the course due to absences, and the student wishes to repeat the course, the students' academic record will be assessed to see if the student meets Satisfactory Academic Progress. Students are not automatically granted permission to repeat a course. Tuition and lab/supply fee will be assessed for the repeat course. Students are only allotted one attempt of repeat per course, and only if the student meets Satisfactory Academic Progress. If a student is not successful in this repeat, the student will be dismissed from the program.

## **Leave of Absence**

Students who need to interrupt their program of study because of a medical condition, active military service, or other severe or unanticipated personal circumstance may make an application for a Leave of Absence (LOA) and make request in advance. Students experiencing these types of circumstances should meet with the Campus Manager or the Campus President to discuss the need to temporarily interrupt their education.

The applicant for the LOA should have successfully completed at least one grading period and have a minimum GPA of a 2.0 and making Satisfactory Academic Progress and be current in his or her tuition obligation. The college policy allows for a two term (12 week), or 90-day leave of absence only. Except for approval of extreme circumstance approved by the Campus Director, an additional 90-day leave of absence may be granted to total 180 days. If the student does not return, enrollment is terminated, and the student must then follow the school's readmission policies if he or she pursues to return. The students' federal student loans will have entered their federal loan "grace period" as of the applicant's actual last day of class attendance. Further, repayment of the student's loans will begin six months after his or her last day of class attendance.

## **Readmission to School**

Former students who withdrew in good standing wishing to re-enroll must make a new application to the school. All fees and tuition will be assessed. Previous courses taken at Medical Career & Technical College will be reviewed as to their current acceptance and credit approval. Courses previously taken within the past five (5) years will be considered for credit if the student received a C or better in that course.

## **Satisfactory Academic Progress**

The Satisfactory Academic Progress (SAP) policy is based on the quality of each student's academic performance. This is represented by a student's cumulative grade point average (GPA) and a quantitative and qualitative review of progress. Students are made aware of their academic progress through various methods including testing, skills assessment, attendance, and other as indicated on the course syllabus. Instructors may provide academic counseling at mid-term with arrangements made per student as indicated on the counseling form. To maintain financial aid academic eligibility, a student must also comply with this policy.

\*See College Catalog for the standards on the SAP Policy

**Grievance Procedure:**

Under extenuating circumstances beyond the student's control or ability to foresee, an appeal or grievance may be filed with the institution's administration for an exception to any stated policy. A grievable offense is any alleged action that violates school policy and the grievant is personally affected by such violation.

Step 1: The college first asks that the complaint attempt to be resolved with the individual or department it pertains to. If the student-instructor or department discussion does not resolve the issue, the student should contact the school's grievance personnel to seek a solution. If the issue can be resolved at this level, then the case is closed.

Step 2: If communicating with the party involved did not resolve the issue, submit a completed grievance form. To state a formal grievance, after attempting to resolve with the individual party it pertains to, submit a formal grievance with a complete detailed statement to administration. The grievance must be submitted for review within 14 calendar days the student knew or should have reasonably known about the action.

Step 3: Grievance committee investigation. If it is determined to be grievable, the statement will be reviewed and shared with the participating party, who will also provide a statement as to the grievance. He said/she said grievances between student to student will not be addressed without evidence from witnesses or other. Administration will render a decision and make determination as to the complaint's resolution. A response to the grievance party, after thorough investigation has been made, will occur within 30 days of the submitted grievance. If after the steps of the grievance policy have been followed and all efforts have been exhausted, a student may contact the following:

Accrediting Bureau of Health Education Schools

ABHES

7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043

703-917-9503

## **TUITION AND FEES**

**Tuition**

Tuition is assessed per program and divided into two equal payment periods. The first payment period includes the first one-half hours of the program. The second payment period includes the second half of the clock hours of the program. See the tuition table below.

**Enrollment Fees**

Fees include the following: Registration Fee \$100, Liability Insurance \$150, Lab/Supply Fee \$1050, Graduation Fee \$150, Program Fee \$975, and an Academic Services Fee of \$1100. Fees are also divided into two payment periods as the tuition.

If a student withdraws during the first payment period one-half of the fees are charged. If a student withdraws during the second payment period the full amount of the total fees for the program is charged.

**Tuition per Program**

| Program           | Contact Hours | Tuition  | Cost per Payment Period | Fees Total | Total Cost |
|-------------------|---------------|----------|-------------------------|------------|------------|
| Practical Nursing | 912           | \$17,050 | \$8,525                 | \$3,525    | \$20,575.  |

## **Additional Fees**

Additional fees not covered includes required scrubs, lab coat, and shoes. In addition, Practical Nursing students are recommended to purchase a watch with a second hand, penlight, bandage scissors, and a stethoscope. Practical Nursing students may also choose to purchase a program patch that is worn to clinical sites. Average pricing includes the following:

- Set of Scrubs: ~\$35; Lab coat: ~\$25; Shoes: ~\$60
- Watch: ~\$30; Penlight: ~\$10; Bandage Scissors: ~\$10; Stethoscope: ~\$30; Drug screening as required: ~\$35
- Program Patch: \$20 (if choose to purchase additional patches)
- Student Documentation Tracking Program (ie: Castlebranch, Bridges)

## **ACADEMIC SUPPORT**

**ASSIST:** Academic tutoring services are available Monday – Thursday, 8:30 a.m. to 9:00 a.m. and 4:00 p.m. to 4:30 p.m. and may be individualized or group study. ASSIST may be assigned by the instructor for make-up exams or help with assignments. ASSIST is also available on Friday mornings from 8:30 – 12:30. Please sign in with administration.

**Faculty Access:** Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty contact information is published on course syllabi. All faculty maintain office hours Monday – Thursday from 8:30 a.m. to 9:00 a.m. and 4:00 p.m. to 4:30 p.m.

**Open Labs:** The nursing laboratory is made available during ASSIST, Monday to Thursday 8:30 a.m. to 9:00 a.m. and again 4:00 p.m. to 4:30 p.m. Open labs are also available on Friday's from 8:30 a.m. to 12:30 p.m. It is recommended that you schedule an open lab with your instructor.

**Learning Resources:** Medical Career & Technical College provides students with the services and resources needed to support academic progress. Students can access learning resources, such as books, journals, and databases through the institution's online library at <https://proxy.lirn.net/MedCareerTechCollege> (Username: MedicalCareer with Password: MCTCollege).

**Student Participation in Program Development:** Students may participate in program development, program implementation, program governance, and program evaluation. Selected students will work alongside the program faculty or the program's advisory board. If a student is interested in serving in this capacity, please reach out to your instructor. The nursing faculty would like to invite students to their faculty meetings. If you are interested in attending and making a difference in your program, please see one of your faculty members or the chairperson.

Chairperson: Nikki Taylor, DNP, RN, CPN

Members: Cheyenne Barnett, BSN, RN; Missy Trosper, BSN, RN; Tina Huff, BSN, RN; Kristi Laswell, BSN, RN; Kara Horner RN, BSN

## GRADUATING STUDENTS

### ELIGIBILITY AND SCHEDULING OF NCLEX

The Practical Nursing Program Administrator and faculty will assist you with the scheduling of your exam. If a student has successfully completed all the programs courses, the student is then eligible to sit for the NCLEX-PN and the institution will make attestation to the Kentucky Board of Nursing.

Students will be provided more information on the steps to sit for the exam and to obtain licensure in the state of Kentucky.

Information regarding licensure can be found at: Kentucky Nursing Statute (KRS 314) <http://www.lrc.ky.gov/KRS/314-00/chapter/htm>

Information regarding NCLEX can be found at: [National Council of State Board of Nursing – testinghttps://www.ncsbn.org/nclex.htm](https://www.ncsbn.org/nclex.htm)

**MEDICAL CAREER & TECHNICAL COLLEGE**  
**PRACTICAL NURSING STUDENT PERFORMANCE COMMITMENT**

I have read and received a copy of the Practical Nursing Student Handbook. I choose to abide by its policies. I have made every attempt to have items of misunderstanding clarified. I also understand its importance for the program. I choose to apply these policies and commitments as stated in the handbook to the best of my knowledge and abilities. I also understand that if I do not abide by the policies, I will receive reprimand and possible school termination.

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

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