

PRACTICAL NURSING STUDENT

PROGRAM HANDBOOK

Practical Nursing Program Student Handbook Objective: This handbook supplements the college catalog and general student handbook by outlining policies, procedures, and expectations specific to the Practical Nursing Program. Students are responsible for complying with the requirements in all applicable college publications, program policies, and clinical agency guidelines. Students should consult the Dean of Nursing for clarification required.

A Message from the Practical Nursing Program Staff

Welcome to the Practical Nursing Program! Our faculty and staff are committed to supporting your growth as a student and future nurse. We encourage you to approach this journey with dedication, compassion, professionalism, and a commitment to lifelong learning.

Nursing education requires hard work, accountability, and teamwork. We are here to guide you, challenge you, and help you develop the knowledge, skills, and confidence needed to provide safe, quality patient care.

We look forward to working with you and celebrating your success as you take this important step toward a rewarding career in practical nursing.

Sincerely,
Practical Nursing Program Staff

ACCREDITATION AND APPROVALS

Accreditation

Medical Career & Technical College is INSTITUTIONALLY accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Medical Assistant Program has met program specific standards with the Accrediting Bureau of Health Education Schools.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
703-917-9503
www.abhes.org

Practical Nursing Program Accreditation

The Practical Nursing program at Medical Career & Technical College at the Richmond, Kentucky Campus is accredited by the: Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is 'initial accreditation'.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326
(404) 975-5000

State License

Medical Career & Technical College is licensed by the Kentucky Commission on Proprietary Education.

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, KY 40601
502-564-4185
kcpe.ky.gov

State Board Approval

Medical Career & Technical College Practical Nursing program is approved by the Kentucky Board of Nursing.

Kentucky Board of Nursing
312 Whittington Parkway
Louisville, KY 40222
800-305-2042
kbn.ky.gov

Introduction to Program Staff

Dean of Nursing/Program Administrator:
Oversees the nursing program, policies, student progression, and program operations.
Nursing Faculty:
Provides classroom instruction, academic and clinical guidance, and course evaluation.
Clinical Faculty:
Supervises students in clinical settings and evaluates clinical performance.
Laboratory Faculty:
Support skills practice, simulation, and competency validation, if applicable.
Clinical Coordinator:
Coordinates clinical placements, schedules, and affiliations with healthcare facilities; communicates with clinical instructors and agency personnel; monitors student clinical requirements and compliance; and helps ensure clinical experiences align with program objectives and regulatory standards.

DEAN OF NURSING
Kellie Rosanbalm, APRN, FNP-C
krosanbalm@medicalcareerandtechnicalcollege.edu

FACULTY
Kara Horner, BSN, RN
khorner@medicalcareerandtechnicalcollege.edu
Tina Huff, BSN, RN
thuff@medicalcareerandtechnicalcollege.edu
Kristi Laswell, BSN, RN
klaswell@medicalcareerandtechnicalcollege.edu
Jessika Soublo, BSN, RN
jsoublo@medicalcareerandtechnicalcollege.edu

CLINICAL COORDINATOR
Libby Mayfield, BSN, RN
lmayfield@medicalcareerandtechnicalcollege.edu

PROGRAM ADMINISTRATIVE ASSISTANT
Celeste King, BA
cking@medicalcareerandtechnicalcollege.edu

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 MEDICAL-SURGICAL NURSING 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 MEDICAL-SURGICAL NURSING 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/PEDIATRIC NURSING
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

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 Language and Body Systems 1	84
MED101	Medical Language and Body Systems 2	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 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. The Practicum also include NCLEX-PN preparation through a Capstone experience.

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. Students are required to make a score of 85% or higher within 2 attempts on their Dosage Calculation Exam while in NUR 103 Pharmacology/Drug Calculation. 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:

Grade	Percentage
A	100 – 90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	59 – 0%
I	Incomplete
F (Withdrawal Related)	F (Withdrawal Related)

All Practical Nursing student must achieve an 80% in all course (General Education and Core Nursing) classes to pass the class and progress.

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 Withdrawal-Related F grade is given to students that have officially withdrawn from class during the first 2 weeks of class (see Tuition Refund Policy) or to students that disappeared and have not attended for 2 weeks. All attempted clock hours will count

toward the 150% maximum attempt level as stated in the Satisfactory Academic Progress policy. An earned F is given for students that receive a 59% or lower grade. See below on course/program progression.

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

TEAS Exam Information | Register For The TEAS | ATI
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
    - Hepatitis B
    - MMR
    - Varicella (Chicken Pox)
    - Influenza
    - T-Dap
    - 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. Open toed, open heels, or shoes should not be worn. During clinical rotations, school patches are to be placed on the left arm at the top seam of the scrub jacket or scrub top.

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.

Professional Appearance Standards

1. Red scrub top and pant for Allied Health students and dark gray for PN students, well-fitting without skin showing when bending or squatting; keep scrubs clean and wrinkle free. Pants should not drag the floor.
2. Name badge worn to every class and lab session.
3. Solid black or solid white t-shirt may be worn under the scrub top for warmth. Students may also purchase a Medical Career & Technical College t-shirt to wear in place of the scrub top but cannot be worn to externship.
4. White or black lab coats may also be worn over the uniform.
5. Shoes must be solid black or solid white and made of a non-canvas material (i.e., leather, leatherette, vinyl). Open heel or crocs with holes are not acceptable.
6. Hair must be clean, neatly styled and off the collar during clinical classes. Unnatural hair colors such as pink, purple, blue, green, etc. are not professional in the clinical environment.
7. Beards and mustaches must be short, neat, and clean in appearance.
8. Fingernails should be clean, short, natural, or light in polish color.
9. Avoid colognes and perfumes to prevent allergic reactions in others.
10. Personal daily hygiene expected. Deodorant is encouraged. Smokers be especially aware of odor.
11. Proper dental hygiene to include dentition.
12. Tattoos must be professional, non-offensive, and appropriate for a healthcare setting. Visible tattoos may be permitted unless they contain offensive, discriminatory, or inappropriate imagery. Tattoos may need to be covered when required by facility policy or infection-control standards.
13. Facial and tongue piercings must be professional and comply with facility dress code and safety standards. Piercings that pose infection-control risks, interfere with patient care, or present a safety hazard may need to be removed or covered during work hours.

Violations of this policy may result in a verbal warning, conference with Dean of Nursing, during which a student success plan will be developed and acknowledged in writing. Continued noncompliance may result in dismissal from the Practical Nursing Program.

Drug Screening Policy

Students enrolled in the Practical Nursing Program are subject to random drug testing throughout the duration of the program. Drug screening may also be required to meet the requirements of clinical affiliation sites. Students are responsible for complying with all drug testing requests and deadlines. Failure to comply with required testing or meet applicable clinical site requirements may result in removal from clinical experiences and/or dismissal from the program, in accordance with college policy.

Students are responsible for accessing Viewpoint to place their drug screening order and schedule the required appointment. Timeliness is essential, as appointments must be scheduled promptly after the order is placed to ensure results are received by the established deadlines. Students must initiate the process as soon as instructed and allow sufficient time for testing and processing of results. Failure to meet required deadlines may affect clinical eligibility and program progression.

Consequences:

1. Refusal to test – if a student fails to produce the requested sample by the date assigned, the student will be treated as if the test result was positive.
2. Negative test result – if the drug test is negative, the student will be allowed to participate in classroom and clinical activities.
3. Positive test result – the student will not be able to participate in classroom or clinical activities and is at risk for being dismissed from the program at that time.

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 Requirements

Attendance: 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 of 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.

Overall Attendance: 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.

Extreme Circumstances: 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.

Clinical Tardies: 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.

Asked to Leave and Counts as Absence: Always, Always, and always arrive early; a student arriving 10 minutes or more late for clinical will be sent away and required to make up the entire clinical, if approved. A pattern of clinical tardiness or leaving early from clinicals may result in disciplinary action. This may include course failure or program failure.

Clinical Make-Up Request: 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. Clinical make-up days are not guaranteed. Clinical make-up time that is not granted will result in a failing grade in the course.

Notifying Instructor: 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 (On Campus and Clinical Site)

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 Dean of Nursing with a Success Plan identified and acknowledged in writing. If the student continues with the unprofessional behavior, the student may be dismissed from the program.

Behavior Observed	Where/Whom Affected	Date Observed	Outcome/Conference Date
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: Additional policies and procedures governing student conduct, academic requirements, student services, and other college-related matters are outlined in the College Catalog. Students are responsible for reviewing and adhering to all applicable institutional policies in addition to the requirements specified in this Practical Nursing Student Handbook.

Tuition and Fees: Information regarding tuition, fees, payment deadlines, refund policies, and other financial obligations can be found in the College Catalog and/or the college's official website. Students are responsible for reviewing and understanding all applicable tuition and fee requirements.

Academic Support Services: Information regarding tutoring, academic advising, library resources, counseling, accessibility services, and other student support resources can be found in the College Catalog and/or on the college's official website. Students are encouraged to utilize available resources to support their academic success throughout the Practical Nursing Program.

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 the Dean of Nursing. 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 Dean of Nursing.
Chairperson: Dean of Nursing
Members: Faculty, Laboratory Faculty, Clinical Coordinator

GRADUATING STUDENTS

ELIGIBILITY AND SCHEDULING OF NCLEX

All program staff can assist you with the scheduling of your exam. Once a student successfully completes 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.

Signing up starts early in the course prior to the Practicum & Capstone. Students will be provided more information on the steps to sit for the exam and to obtain licensure in the state of Kentucky during Practicum & Capstone orientation.

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

MEDICAL CAREER & TECHNICAL COLLEGE

PRACTICAL NURSING STUDENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed a copy of the Practical Nursing Student Handbook. I understand the importance of the policies, procedures, and expectations outlined in the handbook and agree to comply with them to the best of my ability. I have had the opportunity to ask questions and seek clarification regarding any information I did not understand.

I understand that failure to comply with the policies and expectations outlined in the handbook may result in disciplinary action, up to and including dismissal from the Practical Nursing Program.

By signing below, I acknowledge my responsibility to understand and follow the policies and requirements established by the Practical Nursing Program.

Print Name _____

Student Signature _____ Date _____