

NEMCC
PRACTICAL NURSING
EDUCATION
STUDENT HANDBOOK

Welcome to Practical Nursing Education. You have chosen a field of study that will offer you the opportunity to learn new and exciting facts. This course of study is both difficult and rewarding. Following is a list and description of the courses you will be studying.

◇ PNV 1426-FUNDAMENTALS OF NURSING LECTURE

- This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; causes and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, medical terms, and preparation to assist the patient in meeting basic living needs.
(6 hr. lecture per week) - 90 hours

◇ PNV 1436-FUNDAMENTALS OF NURSING-LAB/CLINICAL

- This course provides demonstrations, supervision and practice for the student to master fundamental nursing skills.
- Concurrent registration in PNV 1426 is required. A passing grade in 1426 and 1436 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.
(6 Sch. 135 lab hours, 67.5 clinical hours,) - 202.5 hours

◇ PNV 1524 – IV THERAPY CONCEPTS

- This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is eligible to apply for IV certification.
(4 sch: 3 hr. lecture, 1 hr. lab)

◇ PNV 1614-MEDICAL/SURGICAL NURSING

- This course introduces nursing theory for the following medical-surgical disorders: cancer, neurological, respiratory, cardiovascular and digestive. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member.
- Prerequisites to this program are all first semester courses.
- Concurrent registration in PNV 1614, and 1622 is required.
- A passing grade in PNV 1614 and 1622 is required in order to progress in the practical nursing program, these courses must be repeated concurrently upon re-admission.*
(4 sch: 4 hours lecture per week)-60 hours

◇ PNV 1622-MEDICAL/SURGICAL NURSING LAB AND CLINICAL

- This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of the nursing process.
- Prerequisites are all first semester courses
- Concurrent registration in PNV 1614 and 1622 is required. A passing grade in PNV 1614 and 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, these courses must be repeated concurrently upon re-admission.*
(2 sch)-90 hours

◇ PNV 1634-ALTERATIONS IN ADULT HEALTH-LECTURE

- This course introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculoskeletal, and skin and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member.
- Prerequisites are all first semester courses
- Concurrent registration in PNV 1634 and 1642 is required. A passing grade in PNV 1634 and 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.*
(4 sch)-60 hours

◇ PNV 1642-ALTERATIONS IN ADULT HEALTH LAB AND CLINICAL

- This course includes supervised laboratory and clinical experience for application of medical/surgical theory and the development of skill and the use of the nursing process.
- Prerequisites are all first semester courses.
- Concurrent registration in PNV 1634 and 1642 is required. A passing grade in PNV 1634 and 1642 is required in order to progress in the practical nursing program.
- If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.*
(2 sch)-90 hours

A passing grade in PNV 1614, and 1622, is required in order to progress in the practical nursing program, If the student does not have a passing grade in each of these courses both courses must be repeated.

A passing grade in PNV 1634 and 1642, is required in order to progress in the practical nursing program, If the student does not have a passing grade in each of these courses both courses must be repeated.

◇ PNV 1715-MATERNAL-CHILD NURSING

- This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child and the family unit during normal and complicated conditions. Clinical experience includes prenatal, labor and delivery, postpartum, newborn, and pediatrics.
- Prerequisites are all first semester courses
(5 sch) 70 Lecture hours and 15 clinical hours - 85 hours

◇ PNV 1813-MENTAL HEALTH CONCEPTS

- This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory.
- Prerequisites : All first semester courses
(3 sch: 40 hr. lecture 15 hr. clinical)-55 hours

◇ PNV 1914-NURSING TRANSITION

- This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities, as well as preparation for the State Board Examination, will be included.
(4 sch: 30 hr. lecture, 30 lab hours and 45 hr. clinical)-105 hours

In order to ensure that learning is progressive a student who is not successful in a semester must repeat that semester before advancing to a different semester.

PHILOSOPHY

We believe that each person is an individual with worth, dignity and importance. Each individual has the right to search out their place in life. We feel each person should be viewed as an individual without regard to race, sex or religious belief.

We feel that before entering our program that the prospective student should be aware of their aptitudes and abilities, as well as, factors that would impair their abilities to function as a practical nurse. Basic education skills should be sufficient to allow the student to function within our program. The faculty believes education should be continuous and enjoyable.

We feel that learning is a personal matter. Learning is a process that occurs in a specific orderly manner. In a well planned program, learning should progress from less complex to more complex. Accumulated knowledge should allow the student to function effectively within the progressive framework of the curriculum.

Within our program students should gain information to allow them to function within stated roles and responsibilities in a specified length of time. Learning should change behavior, thus improving the ability of the student to function during the course and upon graduation from the course.

We believe that the student should accept responsibilities that are a part of this course of study. Attendance, punctuality, preparation for class and professional conduct are but a few of these responsibilities. Decision making must be learned and/or improved.

We believe that instructors should possess qualities of leadership. The instructional program should be well planned. The instructor should motivate the student to desire learning. We feel the instructor is the director of learning and should increase his/her knowledge, as well as, direct the student in learning.

We feel Practical Nursing Education should define the roles and responsibilities of the practical nurse. The student will be given opportunities to function within these roles and responsibilities. Practical Nursing Education should provide the student with information and skills needed to succeed in this field of study. Practical Nursing Education should include the highest standards possible concerning honesty, reliability and understanding of the person. The program of study should emphasize the need for caring and concern in meeting daily living needs for individuals. The program should prepare a graduate who can work in various health care settings. The goal of graduates from this program should be the provision of excellent nursing care.

The Practical Nursing program should serve the purpose of preparing efficient, caring members of the health team. These members administer the highest quality of nursing within their roles and responsibilities. The need for practical nurses continues. Economically the practical nurse fills a job that serves health agencies in many areas. New areas of work are constantly being opened to the practical nurse. Without the practical nurse to give tender loving care the quality of patient care would decline.

The goal of primary nursing education should provide students with the opportunity to develop cognitive, affective and psychomotor skills sufficient to provide optimum care during health and illness. The program should emphasize the nursing process as a means whereby client needs are identified; care is planned, implemented and evaluated. Education within the health field should be continuous. We live in a rapidly changing world. Changes in health care are no exception. Nurses should seek to continue their development of cognitive, affective, and psychomotor skills to meet the new demands in nursing. All nurses, nursing educators, hospital administrators and others associated with health care should be aware of the functions of the various levels of nursing. All health care workers should have a threefold goal, knowing, caring and doing.

The instructor should provide opportunities for students to develop or improve self confidence. By choosing appropriate learning situations, the instructor should provide students with the opportunity to perform skills related to decision making and provision of nursing care.

The faculty feels that the curriculum within the program should be continuously evaluated. This continuous evaluation is necessary to provide current information concerning the nursing process and the care of persons during health and illness. Curriculum should provide for continuous and orderly learning. The curriculum should be designed to provide students with cognitive, affective and psychomotor skills that will enable them to function as a practical nurse.

We feel vocational education is important in providing knowledge and skills needed to perform specific vocations. Vocational education provides persons with limited time and finances the opportunity to learn a job or skill and thus become a useful, employed member of society. Vocational education should prepare the student to perform with high standards, thus, providing the general public with quality service.

We believe the practical nurse should be an active member of organizations which promote practical nursing. The practical nurse should be aware of civic responsibilities. The practical nurse should be willing to participate in patient care within their roles and responsibilities.

PURPOSE OF PRACTICAL NURSING EDUCATION

The purpose of Practical Nursing Education at Northeast Mississippi Community College is to provide a program of instruction which will prepare qualified graduates. These graduates will be able to provide quality care, become licensed and become active in civic and community affairs. By producing such graduates, this program will serve the purpose of providing the community college district with needed practical nursing services.

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
PRACTICAL NURSING EDUCATION
PROGRAM OBJECTIVES

1. Provide a curriculum which will present to the student a scientific foundation for practical nursing, whereby, the student will acquire sufficient knowledge and skills to meet the objectives of each course.
2. Provide the student with opportunities to progress from basic to more complex learning.
3. Provide the student with opportunities for improvement of self awareness.
4. Guide the student in developing and/or improving interpersonal relationship skills.
5. Provide the student with understanding of the roles and responsibilities of the practical nurse
6. Provide the student with knowledge related to legalities of medicine and nursing.
7. Provide opportunities for developing and/or improving problem solving skills.
8. Provide situations of learning and the use of skills related to practical nursing.
9. Encourage self improvement and continuation of education following graduation from the program.
10. Provide a program that will prepare the student to function as efficient members of health care teams.
11. Prepare the student to become a functioning licensed practical nurse who provides quality care.
12. Encourage students to become active members of their organizations.

PROGRAM REQUIREMENTS

THE FOLLOWING REQUIREMENTS MUST BE MET WITHIN TWO WEEKS AFTER CLASSES BEGIN IN ORDER FOR THE STUDENT TO REMAIN IN CLASS

- The student must submit validation of health status. This should include physical examination form, lab value requirements and proof of vaccines.
- The student must submit proof of training in CPR, for the health care provider from the American Heart Association
- The student must submit a signed handbook policy statement.
- The student must purchase malpractice insurance which is available through the northeast business office.
- Submit notarized healthcare criminal history background affidavit as required by Mississippi code 1972, section 43-11-73g.*
- Falsification of this affidavit will require the student to exit the program
- Present proof of purchase of ATI full package
- Alternate Placement students (formerly NEON) present proof of purchase of the partial package

Prior to completion of the program

The student will be required to complete the ATI review course. Failure to meet this requirement will result in failure to complete the program

Complete application for graduation, pay mandatory applicable fees, as well as purchase the PNE pin and lamp package

*be aware that according to Mississippi code 1972, section 45-33-23g a felony offense may result in exclusion from admission. A felony offense may require the student to exit the program

PRACTICAL NURSING EDUCATION-HANDBOOK
HEALTH STATUS

- Students are responsible for provision of their own health care. Should a student contract a communicable disease or become injured in a clinical facility through no fault of the facility, the student must assume the cost and responsibility for diagnosis, treatments, and/or appropriate interventions.
- The Northeast Mississippi Community College, the NEMCC Practical Nursing Education Program and the NEMCC practical nursing faculty are not liable for student health.
- The student is responsible for informing the faculty of health conditions which increase personal risk for example, pregnancy, allergies, immune disease

CLASSROOM POLICIES

- ✿ Each student will be required to review on blackboard the course outline for specific courses of study. These outlines will serve as a guide to study and discussion. Required assignments and the date due will be listed or announced.
- ✿ A letter grade will be dropped from the grade for each day an assignment is late. After five days the student will be given a grade of zero.
- ✿ In order to successfully complete a course, students must have a final average of 80 or above

DRESS CODE

Dress for classroom and laboratory experience should comply with the dress code of NEMCC. This code may be found in the NEMCC student handbook.

The uniform for the clinical area should be as follows:

1. FEMALE UNIFORM: White uniform dress or pantsuit that fits well and allows for freedom of movement.
2. MALE UNIFORM: white uniform pants with appropriate color tunic or polo shirt with Northeast logo.
3. Uniform dresses should not exceed two inches above the knee and pants legs should not drag the floor.
4. A cobbler's apron is to be worn over the white uniform with the Northeast ID at all times while the student is involved in clinical or lab practice. The student shall not wear the student uniform while not in the clinical area as a student. The cobbler's apron is for sale in the bookstore.
5. Shoes should be white clinic shoes or white leather tennis shoes with white laces. Shoes should be closed toe and heel. (No Crocks)
6. White hose or white socks should be worn with the uniform.
7. Student photo I.D badge is to be worn and visible at all times while on campus as well as in clinic, lab and classroom settings.
8. A short white lab coat can be purchased if desired.
9. No jewelry except for wedding band, one set of post earrings per each ear and watch.
10. No tongue rings or facial jewelry.
11. No visible tattoos.
12. No perfume, cologne or strong after shave should be worn.
13. The uniform should be clean and wrinkle free at all times.
14. No body piercing rings shall be worn
15. Because of infection control policies, no acrylic nail overlays are allowed in the clinical area.
16. Hair should be kept neat and secured away from the face.

CONDUCT

The following rules of conduct are designed to insure that you will conduct yourself professionally both in the classroom and in the clinical area.

You are a part of Northeast Mississippi Community College, Practical Nursing Education and nursing in general. The image you present has a bearing on both you and those entities mentioned.

The student must adhere to the NEMCC student handbook as to the student code of conduct that is listed. The handbook is on line at the northeast website under publications. The practical nursing program will honor this code. In addition persons enrolled in Practical Nursing Education will be expected to comply with the following.

Persons enrolled in PNE must assume responsibility for their behavior in both classroom and clinical areas.

1. Responsibility for learning (Classroom and clinical areas)

- Is prepared for and participates in appropriate discussion
- If absent or late to class and or clinical must give explanation to the instructor.
- Hands in written assignments on time.
- Completes assigned tasks competently and on time.
- Evaluates learning needs and clinical experiences and informs instructor of these needs.
- Attends advisor conferences as scheduled and arranges additional conferences with instructor as needed.
- Practices skills at assigned time and completes skills check-off within assigned time frame.

2. Health responsibilities

- Physical health should be maintained by proper organization of sleep, diet, exercise, personal and work schedules.
- Stress and anxiety should be maintained at a level conducive to emotional health.
- Will abide by policies and procedures of affiliating agency as to personal appearance, parking, and confidentiality.
- Will notify instructor if unable to attend clinical or if student is going to be late.
- Must report to instructor upon arrival and before leaving clinical area
- Must report to staff nurse responsible for the clients (to whom the student is assigned) for a report from the staff nurse prior to beginning care and give a client report to the staff nurse before leaving the clinical area.
- The student must actively participate in pre and post conferences.

3. Responsible professional Behavior

- The student must exhibit behavior that is reflective of a professional. Including but not limited to the following.
 - No eating or drinking in the work area or classroom
 - Does not chew gum
 - Does not smoke except in designated areas and at designated times.
 - Will not talk loudly or excessively in the clinical area.
 - Will not discuss client information so that nonprofessional personnel or visitors may overhear.
 - Adheres to the regulations of client confidentiality
 - Does not sit on the nurse's station desk or in the floor.
 - Does not congregate at the nurse's station, or in the hall.
 - Sits at nurse's station only to chart and remains constantly aware of space needed by facility staff.
 - Will not refer to clients, visitors, facility staff, fellow students, or instructors in derogatory or casual manner.
 - Response to and communication with instructor and facility staff will be with respect.
 - Should be aware of clinical schedule and attend facility as a PNE student only during this scheduled time.
 - Will not visit socially with clients while in uniform or visit with client after clinical assignment is completed.
 - Does not participate in clinical experience involving client care without a nursing instructor present.

4. Responsibly filing complaints using the chain of command.

- In the event a student has a complaint, the student must submit the complaint in writing to the instructor involved. A conference time and place will be set by the instructor and the complaint will be addressed in a private conference with the student. In the event the student feels the complaint has not been addressed satisfactorily the student must obtain a signed complaint card from the instructor to be presented to the next person in the chain of command in The Practical Nursing Education Department.

The following is the chain of command for The Practical Nursing Education Department. In the event you have a complaint, you must address it according to the chain of command.

Practical Nursing Education Instructor
Cooper, Patti, Lester, Kimberly, Perrigo, Mary, Stennett, Paula
]
Practical Nursing Education Program Director
Patti Cooper
]
Assistant Academic Head, Division of Health Sciences/Allied Health
Nick Alexander
]
Academic Head Division of Health Sciences
Sherry Shadburn
]
Dean of Instruction
Charles Barnett
]
Executive Vice President
Larry Nabors
]
President
Johnny Allen

5. Interpersonal Relationships responsibilities
 - Accepts constructive feedback
 - Works through any interpersonal conflict in order to maintain a working relationship.
6. **THE STUDENT WILL BE RESPONSIBLE FOR BEING SURE NO PERSONAL CELLULAR PHONES OR PAGERS ARE PRESENT IN CLASS OR CLINICAL.**
7. The student will use no profanity in classroom or clinical/lab setting.
8. Client confidentiality
 - Client confidentiality **MUST** be maintained at all times. This is to include any papers that may be turned in for homework, etc. Social conversation concerning clients is not permitted.
 - Authorized access to client information, which includes charts, computer printouts, and MARs is during clinical hours only. Any attempt to obtain this information at other times is considered breach of confidentiality with possible personal liability.
9. The practical nursing student will at no time: Give medication that has not been checked by the clinical instructor, be in possession of keys to narcotic drug cabinets or perform a skill that has not been taught or authorized by the instructor.
10. Students should empty pockets before leaving the clinical agency and return unused supplies to the proper location.
11. If, in the opinion of the instructors, any student's physical or mental health status is such that the delivery of nursing care is impaired, one or more of the following actions may be taken:
 - The student may be required to leave the clinical area.
 - The student may be required to submit proof of medical assessment by an appropriate physician and/or agency.
 - The student may be required to submit any suggested intervention(s) from the above.
 - Should the student be unable to meet the program standards after recommended intervention, the student shall be dismissed from the program.
 - A student may appeal the dismissal by contacting the dean of the college within 24 hours after notification of dismissal.
12. Students **MUST** notify the instructor when taking any prescription drugs that may affect behavior.

“CRITICAL INCIDENTS”

“Critical Incidents” are defined by the Practical Nursing Education Faculty based on their expertise, knowledge of the standards of nursing practice, the client’s history, the nature of the incident, and the potential liability incurred by all parties.

Examples of “Critical Incident” behavior(s) include, but are not limited to, the following:

1. Functioning outside the roles of the student practical nurse, for example, giving medications or performing skills not included in the scope of practice.
2. Omitting safe, essential care to the client, for example, failure to assess or reassess vital signs, surgical dressings, safety needs, and failure to document.
3. Failure to observe nursing ethics and legalities, for example, chemical impairment, breach of confidentiality, falsifying information, etc.
4. Commission of acts that harm or threaten the client physically or psychologically, for example, not checking doctor’s orders prior to a procedure, administering medications incorrectly, inappropriate communication, etc.
5. Inadequate preparation for clinical assignments.
6. Side rails down on non-ambulatory or sedated or otherwise “at risk” clients.
7. Not providing means of communication for a client.
8. Neglecting to wash hands before a nursing procedure.
9. Sharing personal items between clients.
10. Demonstrating lack of progress in clinical performance.
11. Breach of confidentiality
12. No provision of privacy
13. Failure to check identification before any procedure or treatment.
14. Demonstrating incompetence or lack of preparation in client’s presence.
15. Failure to utilize the five rights when administering medications.
16. Failure to recognize, report and take appropriate actions regarding actual or potential hazards to the client (i.e. intake and output, reactions to medications, level of consciousness etc.)
17. Perform procedures incorrectly according to criteria defined in adopted textbooks or policy and procedure manual at facility.

PROCEDURE FOR “CRITICAL INCIDENT”

1. The “Critical Incident” will be documented on the student evaluation form. This form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified.
2. Once the behavior has been documented a student/instructor conference will be held. The behavior will be reviewed, recommendations will be made and the student’s comments and signature will be obtained.
3. The instructor will meet with the program coordinator, the other faculty members and the director of the program. From this meeting a decision of action to be taken will be reached.
4. Copies of the “Critical Incident” will be given to the student, the instructor, and the director of the program.
5. If deemed appropriate, the academic dismissal procedure of the college will be followed.

DISMISSAL PROCEDURE

The procedures outlined below will be followed in the process of a dismissal hearing for a student due to an act committed in classroom, laboratory or clinical setting that is not in compliance with the standards taught or not within the role of the student practical nurse. The procedures outlined are in compliance with the dismissal procedure of The Northeast Mississippi Community College.

1. The instructor of the student, program instructors and the director of the program will initially serve as a screening committee to determine if a dismissal hearing is appropriate. If it is felt a hearing is appropriate this committee will confer with the Dean of Instruction and if the dean concurs written charges will be submitted. These charges will include time and place where the offense occurred. These charges will be presented to the Dean of the College immediately.
2. The Dean of the College will then assemble the Disciplinary Committee to review the charges brought against the student. The Dean of the college will notify the student in writing of specific charges brought against him/her within three (3) working days of notification from the Screening Committee. The letter will include time and place of said offense and time and place of a formal hearing before the Disciplinary Committee. The letter will also notify the student that he/she may be accompanied by a legal advisor at his/her own expense. The student will receive notification three (3) working days in advance of the hearing. The student will be informed that witnesses may appear in his/her behalf. The student charged may confront and question witnesses testifying against him/her at the hearing. The chairman of the committee will take necessary action to maintain an orderly hearing.
3. A recommendation for dismissal will require two-thirds (2/3) of the Disciplinary Committee membership voting against the student a record of the vote will become a part of the record of the hearing.
4. The Dean of the College will notify the student in writing within three (3) working days from the date of the hearing of the committee's findings and the action to be taken. By means of this letter, the student will be informed that he/she may appeal to the Grievance Committee provided the appeal is in writing and presented to the Dean of the College no later than three (3) working days of receipt of the letter. A copy of this letter will be placed in the student's permanent record in the College's records office. The same appeal procedure will be followed as indicated with the Disciplinary Committee. The Grievance Committee will hear the final appeal.
5. The student may not attend class or clinical until the situation has been resolved.
6. The record of the hearing will be kept on file in the Office of the Dean of the College with a copy in the Office of the Dean of Instruction and Division Head in the division in which the student is enrolled.

POLICY FOR READMISSION OF STUDENTS

1. Submit an application to the college and to the Practical Nursing Program prior to May 1 or September 15, depending on when the student wishes to return.
2. To be considered for re-admission to the Practical Nursing Program, the applicant must make application to the program again and follow the guidelines set forth in the Practical Nursing Handbook. All applicants applying for re-admission will be re-ranked with all first time qualified applicants. Re-admission will be contingent upon the rating score.
3. A letter of acceptance or non acceptance will be mailed.
4. Students that wish to be considered for Alternate Placement will need to make application by filling out the Alternate Placement application. Admission will be contingent upon space availability as well as rating score of the applicant.

Failure to complete any two semesters due to failure or withdrawal will result in denial of readmission for five years. A student who successfully or unsuccessfully completes a semester and fails to apply for readmission for more than 15 months must repeat the entire program.

Each case will be considered as a unique situation, examined on its individual circumstances and merits, no precedent will be set by the decision of the committee. Readmission may be denied, based on relevant data regarding the individual application. Students enrolled in Practical Nursing Education are responsible for their learning. Students are encouraged to seek help from advisors.

SUBSTANCE USE AND ABUSE

- Substance use and abuse is inconsistent with the ethics of nursing, the practical nursing education program and the Northeast Mississippi Community College.
- Substance use/abuse adversely affects cognitive, sensory, affective and psychomotor behaviors.
- Students may be asked by the practical nursing program, the college or the clinical agency to submit to individual, group and/or random drug screening at any time. The college reserves the right to determine the agency to conduct the drug screening.
- Students may be asked to submit to drug screening as a component of the admission or readmission procedure.
- Random and group drug screening cost will be paid by the college. Drug screening costs for individual screening, initial admission, or readmission will be the responsibility of the student.
- Refusal to comply with requested screening within the time frame directed will result in recommended dismissal from the practical nursing program.

STUDENT EVALUATION

Classroom knowledge will be evaluated with written tests following the completion of each unit. A comprehensive final examination will be given. Daily tests, homework, written and oral assignments may be given.

Clinical and laboratory performance is evaluated using specific evaluation tools that will be explained.

An average of 80 or above must be maintained in each course in order for the student to advance to the next semester. In a course that includes both class and lab clinical components an average of 80 must be maintained in each component.

Any semester started by the student must be completed before advancement to a different semester is possible.

When grades are averaged, the following values will be given to the areas listed:

CLASSROOM-ALL COURSES

- UNIT AND DAILY TESTS AND MID-TERM TEST-----60%
- FINAL TEST-----40%

CLINICAL

- CLINICAL PERFORMANCE-APPROVED CLINICAL EVALUATION TOOL WILL BE USED TO ASSIGN GRADES.

CLASSROOM, LABORATORY/CLINICAL EVALUATION-MATERNAL CHILD HEALTH NURSING, MENTAL HEALTH CONCEPTS AND TRANSITIONS

- CLASSROOM AVERAGE-----1/2 (See above)
- CLINICAL AVERAGE-----1/2

EVALUATION

You will be given an outline for each theory unit in each course. The number of class hours will be indicated on the outline. Once the material has been covered, you will be given an examination on the unit content. The test will be graded and a review will be conducted by the instructor over the content.

You will be able to access outlines for laboratory procedures taught in each course on blackboard. The material will be presented and you will be assigned laboratory time to practice. A time will be assigned for procedure check-offs. The student must have a satisfactory check off within two attempts. Should the first attempt be unsatisfactory, the instructor will assign time for the second (final) check off. In the event of an unsatisfactory performance after two attempts, the student will be dismissed from PNV 1436, PNV 1426.

After receiving notification by the instructor of any theory and/or clinical grade, the student:

1. Has 24 hours to request an appeal with the instructor issuing the grade.
2. Must make an appointment for the appeal with the instructor issuing the grade and another practical nursing instructor. The instructor issuing the grade will not discuss grades or consider an appeal unless another practical nursing instructor is present.

ATTENDANCE

Students are strongly advised to attend all scheduled classroom, laboratory, and clinical hours in order to meet the minimum number of hours in the SBCJC approved curriculum required to receive a certificate in Practical Nursing Education. Failure to meet the objectives of the course due to absences can result in failure of the course.

A student absent from any scheduled classroom, laboratory or clinical hours will be counted absent and will be responsible for obtaining the missed work such as notes, handouts, announcements etc.

In order to write state board, each student must attend a minimum number of hours set by the State Board of Community and Junior Colleges (SBCJC) in the model curriculum for Practical Nursing Education. The attendance policy for Practical Nursing Education at Northeast Mississippi Community College is as follows:

- There are no allowed absences.
- Absences must be emergency only.
- Students must be in the classroom at the scheduled time for the class to begin.
- If a student is not in the classroom at ten minutes past the beginning time, the student will not be allowed to enter the classroom until first break. The student will be counted absent for the entire first hour.
- In order to receive credit for a course, students must be present 86 % of the hours assigned to a course.
- Students must not be absent more that the following number of hours in each course listed. Any further absences will result in dismissal from the course.

COURSE NUMBER	COURSE NAME	HOURS
PNV 1426	FUNDAMENTALS OF NURSING LECTURE	13 HOURS
PNV 1436	FUNDAMENTALS OF NURSING LAB/CLINICAL	28 HOURS
PNV 1614	MEDICAL SURGICAL NURSING LECTURE	9 HOURS
PNV 1634	ALTERATIONS IN ADULT HEALTH LECTURE	9 HOURS
PNV 1622	MEDICAL SURGICAL NURSING LAB/CLINICAL	13 HOURS
PNV 1642	ALTERATIONS IN ADULT HEALTH LAB/CLINICAL	13 HOURS
PNV 1524	IV THERAPY CONCEPTS	11 HOURS
PNV 1715	MATERNAL/CHILD HEALTH NURSING LECTURE/CLINICAL	12 HOURS
PNV 1813	MENTAL HEALTH CONCEPTS LECTURE/CLINICAL	8 HOURS
PNV 1914	NURSING TRANSITIONS LECTURE/CLINICAL	15 HOURS

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
PRACTICAL NURSING EDUCATION

I have read the Practical Nursing Education Handbook, the College Handbook and the college catalogue. I do understand the policies contained in each and do agree to abide by these policies while I am a student in this program. I do understand the consequences if I do not abide by these policies.

PLEASE INITIAL EACH BLANK BELOW

_____ COURSE DESCRIPTIONS AND COURSE REQUIREMENTS

_____ PHILOSOPHY

_____ PURPOSE

_____ PROGRAM REQUIREMENTS

_____ ATTENDANCE

_____ HEALTH STATUS

_____ CODE OF CONDUCT FROM STUDENT HANDBOOK

_____ SUBSTANCE USE AND ABUSE

_____ CRITICAL INCIDENTS

_____ ACADEMIC DISMISSAL PROCEDURE

_____ CLASSROOM POLICIES

_____ STUDENT EVALUATION

_____ DRESS CODE

_____ READMISSION

STUDENT SIGNATURE _____ DATE

WITNESS _____ DATE

INSTRUCTIONS: Read the Practical Nursing Education Handbook, the College Handbook, and the College Catalogue. Once you understand the material, sign this form and hand it in to your instructor.

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize the release of information to clinical agencies, other nursing programs, and/or potential employers regarding my name, address, social security number and my performance while enrolled in the program. I further certify that I will not hold liable the Practical Nursing instructors, the Practical Nursing Education Program or Northeast Mississippi Community College.

STUDENT SIGNATURE

DATE

INSTRUCTOR SIGNATURE

DATE

**RECOMMENDED/REQUIRED SUPPLY LIST FOR PRACTICAL NURSING
EDUCATION**

TWO (2) WHITE UNIFORMS PER SEMESTER

TWO (2) COBBLERS APRONS OF APPROPRIATE COLOR

ONE PAIR WHITE SHOES AS DESCRIBED UNDER DRESS CODE

WHITE HOSE OR SOCKS (NO BOBBY SOCKS)

NEMCC ID BADGE AS DESCRIBED UNDER DRESS CODE

SHORT WHITE LAB COAT

WATERPROOF WATCH WITH SECOND HAND

ONE (1) PAIR BANDAGE SCISSORS

ONE (1) PEN LIGHT

ONE (1) STETHOSCOPE

APPROPRIATE TEXTBOOKS ** (Required)

SIX (6) BLACK INK PENS PER SEMESTER

SIX (6) #2 PENCILS

SIX (6) HIGHLIGHTERS PER SEMESTER

SIX (6) NOTEBOOKS OR LOOSELEAF EQUIVALENT

SKILLS PACKAGE FOR PNV 1436 FUNDAMENTALS

MALPRACTICE INSURANCE FROM NEMCC BUSINESS OFFICE ** (Required)

ONE (1) CERTIFIED PRACTICAL NURSE PIN AND LAMP
PACKAGE ** (Required)