The information in this version of the Practical Nursing Student Handbook is subject to change without notice. This handbook is not intended to nor does it contain all regulations that relate to students.
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This Practical Nursing Student Handbook was prepared with the grateful assistance of health care providers in the region, members of the Practical Nursing Program Advisory Committee at the Tennessee College of Applied Technology at Elizabethton and the Tennessee Board of Nursing.
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PURPOSE

Tennessee College of Applied Technology at Elizabethton provides training for high school graduates and others that lead to gainful employment. For those already employed, special upgrading and supplementary training is also available.

PUBLIC LAW 93-380-PRIVACY RIGHTS ACT

Tennessee College of Applied Technology Centers adhere to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records is provided to students and parents of dependent students as it relates to them but limits dissemination of personal identifiable information without the student's consent.

POLICY ON AFFIRMATIVE ACTION

Each Tennessee College of Applied Technology is dedicated to the ideals, principles, and policies of Title VI of the Civil Rights Act of 1964. Each offers equal opportunity for admission into the educational programs and employment to all qualified persons without regard to race, color, religion, sex, national origin, or age so long as the student has an employment objective and can benefit from the instruction.

HISTORY – Tennessee College of Applied Technology at Elizabethton

New emphasis was placed on vocational-technical education in Tennessee in 1963 when the Tennessee General Assembly enacted legislation to establish a statewide system of area vocational-technical schools. In 1994, the name was changed to Tennessee Technology Centers by legislative act. Today, there are 26 technology centers governed by the Tennessee Board of Regents that offer an instructional program designed to prepare persons for employment and to upgrade the skills and knowledge of those already employed.

In 1971, the legislature renamed the State Area Vocational Technical School at Elizabethton in memory of the school’s founder, State Senator Herman Robinson of Elizabethton. Locally, the school is known as the Herman Robinson Tennessee Technology Center. For administration and state records, the school is officially designated as the Tennessee Technology Center at Elizabethton.

The State Area Vocational Technical School at Elizabethton, located at 1500 Arney Street, opened on Oct. 1, 1965 with a class in Auto Mechanics. The second class, Basic Electricity and Electronics, began on October 15, 1965. On December 1, 1965, a class in Office Occupations was added. In July 1998, the first building addition opened at 426 Highway 91 in Elizabethton. It
now serves as the Main Campus and houses classrooms and labs for Electricity-Electronics, Millwright Skills and Business Systems Technology, as well as administrative offices.

In 1973, the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools accredited the Tennessee Technology Center at Elizabethton. Today, TCAT-Elizabethton offers ten full-time training programs, including Automotive Technology, Business Systems Technology, Computer Information Technology, Diesel Powered Equipment, Electricity-Electronics, HVAC-Refrigeration, Millwright Skills, Pipefitting, Practical Nursing and Welding.

Financial assistance programs at TCAT-Elizabethton include the Alliance for Business and Training, Workforce Investment Act, Trade Readjustment Act, the Tennessee Lottery Scholarship and Federal Pell Grant, among others. The training is also approved for Chapter 34 Veterans Administration benefits.

**MISSION STATEMENT AND DEFINITION**

The mission of the Practical Nursing Program of the Tennessee College of Applied Technology at Elizabethton is to continue to be the premier provider of Licensed Practical Nurses for Workforce Development in Carter, Johnson, Sullivan, Unicoi and Washington counties. The program provides a formal planned program of instruction which prepares the motivated person to assume his /her own role as a licensed practical nurse, conscious of the need for continued career growth. Through classroom theory instruction, lab demonstration, and clinical experience, each student will learn skills necessary for employment to fulfill the necessary requirements to be successful in taking the Licensed Practical Nursing Examination.

**OBJECTIVES**

Based on the school’s philosophy, our objective is to provide a practical nurse educational program that will prepare qualified candidates to become competent, entry-level, practical nurses.

Upon completion of this course, the graduate will be able to:

1. Recognize the individuality of the patient.
2. Provide nursing care in a safe and organized manner.
3. Demonstrate sound technical skills reflecting current nursing standards.
4. Identify and fulfill the duties and responsibilities of a practical nurse as a member of the health care team.
5. Participate in the promotion of health in the hospital and the community.
6. Recognize the influence of a physical, psychosocial, and cultural milieu of health.
7. Identify and implement basic scientific principles in giving nursing care.
8. Recognize the need for continued self-direction in personal and professional growth.

POLICIES AND PROCEDURES

ADMISSION POLICIES

The school’s policy for admission to the Practical Nursing Program is as follows:

1. Complete and file an application form. 
   The applicant must be seventeen years of age by the time of high school graduation
2. Be a high school graduate or have a G.E.D.
3. Provide the school with transcripts of previous education and/or G.E.D scores.
4. Pass the nursing admissions’ test with a minimum score of 70 for reading and an overall score of 70. A fee is charged for this exam. Test scores will be held for no more than two years.
5. May be asked to attend a personal interview arranged by the practical nursing department.
6. May be asked to provide work and/or personal references
7. If accepted into the program, a physical examination with lab work and immunization record must be performed by a licensed physician, or otherwise qualified person, no more than three month prior to entering the program.
8. A criminal background check through True Screen must be completed prior to entering the program.
9. A negative then panel drug screen may be required as part of the lab work. Date and time will be at the discretion of the nursing department.
10. There is a $12.00 non-refundable fee for malpractice insurance to be paid at the Business Office.

Fees for drug screen and malpractice insurance are subject to change without prior notice.

ADVANCED STANDING, LATE ADMITTANCE, & TRANSFER STUDENTS

When the applicant provides proof of high school diploma or equivalent and has completed all other entrance requirements, the Practical Nursing Director and the Guidance Counselor may review transcripts. Following this review, the applicant may be admitted into the program, which is already underway, provided the required criteria are met. In order to receive any previous credit, the course work must have occurred within two years of admission to the TCAT-Elizabethton Practical Nursing Program and the applicant must have received a grade of “C” or above.
Once admitted, the student must pass each test administered in each course offered, including final exams, while doing his/her own independent study guided by an instructor. During this period of time, the student will continue the required studies with other students in the class. In order to be a graduate of TCAT-Elizabethton, the student must complete at least six months’ residence in the TCAT-Elizabethton Program.

WITHDRAWAL AND RE-ADMISSION

A. If a student is absent for a period of time and unable to make up class assignments, he/she may be permitted to withdraw and be considered for reinstatement in a later class if performance is satisfactory and if those concerned recommend it.

B. If a student wishes to withdraw for personal reasons, he/she should discuss it with their instructor and director of the program and then write a letter requesting to withdraw.

C. A statement as to the advisability of a student entering a later class is to be made by the instructor and the director of the program upon withdrawal and/or termination of the student. Any student who withdraws, but wishes to re-enter a later class, must reapply and complete all admission requirements. In order to receive any previous credit, the readmission must occur within two years.

D. Any student who is terminated because of academic failure may be allowed to re-enter under the following conditions:

1. Contact the Practical Nursing Director for appropriate remediation assignments.

2. The student may be required to sit out a calendar year before being eligible to reapply. Re-entry into training, for any student so suspended, must be approved by the school director. Evidence of remediation must be presented so as to correct any academic deficiencies. The student may appear before a readmission committee and be approved for readmission into the appropriate class, based on space available. The Practical Nursing Advisory Committee may also review the student’s request for re-admission.

3. Complete all paperwork for readmission in the Office of Student Services.

4. Key Train must be completed prior to readmission.

5. Once readmitted, the student must take all tests and submit all homework from the time of readmission and maintain an 80 average score in each class. The student must also maintain an average score of 80 in all repeated courses.
E. Any student who is terminated twice will not be allowed to re-enter the practical nursing program.

F. If desired, a student may challenge the Nurse Aide Examination once at least 180 hours has been completed, including at least 24 hours of clinical, which includes a concentration in geriatric nursing. The student must submit a transcript from the school to verify their education along with the appropriate application from Diversified Technologies (D&S).

Applications may be obtained from:

Tennessee Department of Health
Nurse Aide Programs
227 French Landing, Suite 300
Nashville, TN 376243

or

D&S website: www.hdmaster.com
Call toll free: (877) 201-0758

CONDUCT CODE

All students are expected to behave in a mature, adult manner at all times. Patient and Care setting information is considered confidential information and should not be revealed or discussed, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Patient records, as well as personnel records, are protected documents and are never revealed without due process. All trainees are expected to conduct themselves in an acceptable manner at all times.

Misconduct subject to disciplinary sanctions includes but is not necessarily limited to the following: Conduct dangerous to others, bullying, hazing, disorderly conduct, interference with institutional facilities, misuse of or damage to property, theft, misuse of documents, possession of dangerous weapons or explosives of any kind, consumption or possession of alcoholic beverages, unlawful possession, use sale or distribution of any drug or controlled substance, gambling, financial irresponsibility, unacceptable conduct in hearings, failure to cooperate with institutional officials, violation of general rules and regulations, aiding and abetting the commission of offenses or violations of state and federal laws.

Violation of the school’s drug policy will result in immediate termination and expulsion from school. Application for reinstatement in other programs offered by the school will not be accepted.
The instructor has the primary responsibility for control over classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct that violates the regulations of the institution. Upon exclusion from the classroom, the student is not allowed to participate in any class activity, including tests, quizzes, or laboratory experiences. This time is also counted as absent time.

Cheating and other forms of academic dishonesty are prohibited and students guilty of such are immediately responsible to the instructor. In addition to other disciplinary sanctions, the instructor has the authority to assign an unsatisfactory grade for the exercise or examination or to assign a failure in the course. Cheating includes knowingly using, buying, stealing, transporting or soliciting in whole or part of the contents of an administered/unadministered test key, homework solution, paper, project, software project or computer program, or any other assignment. This also includes, using, accessing, altering, or gaining entry to information held in a computer account or disk owned by another. The use of “smart pens” or similar devices is prohibited in the classroom. **Having cell phones or “smart” devices out during a test is not allowed.**

Professional communication is of utmost importance in nursing. Internet communication should **NOT** involve Tennessee College of Applied Technology, students, staff, or clinical affiliates. This is considered a breach of confidentiality and may result in dismissal from the school.

A. CONDUCT IN CLASS

1. It is the responsibility of the student to attend all scheduled classes, laboratory sessions, and conferences. If not in attendance, even though on campus, the student is considered absent. Students not present, i.e. being out of the classroom for bathroom, telephone, outside business, etc. at roll call will be considered absent/tardy and must sign in before returning to class.

2. Students should be punctual. Tardiness in excess of six days per trimester will result in suspension.

3. TCAT-E is a smoke free campus. Smoking will not be permitted in the classroom at any time. Smoking is permitted only in personal vehicles at break time and lunchtime. **This includes the use of E-cigarettes.**

4. Children are not allowed in the classroom or school events.

5. Examinations may not be removed from the classroom. The failure to comply with this directive may result in the dismissal from the program.
6. If conduct is disruptive to the classroom session—the individual will be asked to leave the room and will be counted absent.

7. If student fails to call-in or sign-in after the roll has been called, it will be reflected as part of their employability performance.

8. All personal matters such as phone calls, using restrooms, consulting other Instructors, purchasing snacks, should be taken care of during break or after school hours.

9. Due to class size and the large amount of information that must be covered, students are asked to write down questions they have during lecture. Instructors will have a time for questions or comments at the end of lecture, if time permits, or the student can make an appointment to meet with the instructor.

B. CONDUCT IN THE CLINICAL AREA

1. It is the responsibility of the student to be in the clinical area promptly and in proper uniform.

2. Clinical begins at times specified by each clinical instructor (usually 5:30 a.m. or 6:30 a.m. depending on the facility). If student is to be absent or tardy, the student must call the facility 30 minutes prior to the start of clinical and inform the instructor. The student may also call the appropriate school campus: Main Campus, 423-543-0070 ext. 1019 or Kingsport Campus, 423-392-8049. If rotating through an office, the student is required to contact that office when it opens and also leave a voice mail, between 8:30 a.m. and 9:00 a.m.

3. Assignments will be posted unless otherwise indicated

4. During a 6 hour clinical day, there will be one fifteen-minute break assigned by the instructor depending on the student’s duties for that day. During a >9 hour clinical day, there will be one thirty minute break, plus a fifteen minute break assigned by the instructor.

5. If a student is absent from clinical for any reason the day will be considered an absent day. A clinical day is a minimum of 6 hours. **Five (5) points are deducted for each hour missed.** Taking too long during breaks, tardiness, or absenteeism during clinical will result in an unsatisfactory clinical grade and may result in dismissal from the program. A student can only miss a **total of four (4) clinical hours per trimester** in order to receive a passing grade for clinical. If a student
exceeds the number of hours listed above he or she has now failed clinical and will be dismissed from the program.

*If a student exceeds the number of hours listed because of extenuating circumstances he or she will need to meet with the Director of Nursing to discuss options.*

6. Leaving clinical area without instructor knowledge is not allowed. If a student does leave the clinical area without the instructor’s knowledge, the student may be dismissed from the program.

7. Any illness should be reported to the instructor in the clinical area. Do not come to the clinical area unable to care for patients. All clinical time missed must be counted as absent time. If a student is absent for serious illness, he/she must present a written statement from his/her physician before returning to class or clinical. If a student is required to begin taking any therapeutic medications, the nursing instructors must be notified and a statement from the physician regarding the drug’s effects.

8. It is required that all students maintain their own accident insurance.

9. Conversation in the clinical area must be at a professional level only, with no discussion of personal matters.

10. Confidentiality is imperative! Any breach of confidentiality regarding any aspect of the clinical area will be grounds for termination from the program. This includes all information concerning classmates.

**UNIFORMS AND DRESS REGULATIONS**

All students’ uniforms will be garments of professional appearance. Clothing should be clean, pressed, and should be appropriate in fabric, style and length for the work to be performed. A nursing uniforms company must produce uniforms*. Royal blue garments of any other type are not acceptable. Uniforms must be Purple Label royal blue pants and top with a white V-necked lab coat. Uniforms must be a comfortable fit, appropriate for movement and bending. School embroidery will be worn on the left chest of all uniform tops and lab coats.
* Read’s or Best Uniform will come to campus to size and order uniforms.

A. UNIFORM:

1. **Tops and Pants: Must be Purple Label Royal Blue.** Tops should be a basic solid top that has no zipper, snaps, or buttons. Pants can vary in style of waist band and leg style.

2. **Lab coats: Must be White.** Lab Jacket should be a basic lab/scrub jacket with a V-neckline.

3. Cuffed pant leg can be worn but may increase the price per item at student’s expense. **School logo embroidery must be on all tops and lab jackets; placed on the left chest.** This is a requirement at all clinical activity.

4. Appropriate under garments are to be worn under uniforms (no bikinis or thongs). Women should wear appropriate bras under white tops to maintain modesty. No see through bras.

5. Lab jackets are mandatory and must cover the tunic hemline, but cannot be below the knee. They are to be worn to the clinical areas when required by that facility or for warmth. If a jacket is needed at the site, students should wear their lab jacket.

6. **Shoes:** They must be professional white nursing shoes. Athletic shoes can be worn must be white leather, with little to no color showing. All shoes must be maintained in good condition, including cleanliness of shoestrings.

7. Students may wear support white hosiery or knee hi hose. White socks are also appropriate for men or women.

8. **TCAT-Elizabethton shirt (available from school bookstore) with khaki pants (no low rise) may also be required for various clinical experiences.**

B. COMPLETE UNIFORM MEANS:

| Royal blue top and pants/skirt | Wristwatch with second hand |
| White Lab jacket | Bandage Scissors |
| Caps for females (optional) | Stethoscope |
| Name Badge | Penlight |
| Black ballpoint pen |  |
C. APPEARANCE IN UNIFORM MEANS:

1. Hair neat and off the collar; away from face.

2. Approved uniforms should be clean, in good repair, and appropriately sized. Hemlines on pants should not touch the floor when the individual is standing.

3. Hair styles/color and jewelry should reflect principles of asepsis and safety. Small stud earrings only, one in each ear. Avoid hoop or dangling earrings/chains for the interest of patient care and their own safety.

4. Eyebrow, nose, tongue, or lip jewelry – including clear retainers; is not considered compliant with the schools or its clinical affiliates business image.

5. Wedding band and/or engagement rings only.

6. Moderate make-up

7. No perfumes, colognes, or aftershaves in patient care areas.

8. Good personal hygiene and good grooming are very important in every area of schooling.

9. Beards and mustaches are allowed as long as they are trimmed neatly and do not interfere with the safety.

10. Shoes should be all leather, clean, polished and in good repair. Safety, comfort, and appearance are important considerations for footwear. Shoes should be clean.

11. Smoking is permitted **only** in areas designated by the facility. **This also includes the use of electronic cigarettes.** Most facilities are smoke free.

12. Lab coats must be removed when at the bedside and administering patient care.

13. Fingernails must be clean and short with natural polish only.

14. Students are required to wear their nametags during clinical hours. Students should report to all clinical areas with nametag in place, stethoscope, bandage scissors, and black ink pen. These items are considered an integral part of the nursing uniform. If a student arrives in the clinical area with no name tag, they are to immediately report to their instructor. There are exceptions to this in psychiatric units; the instructor will discuss this information with students.
15. Cleanliness is imperative for infection control. Stethoscopes, pen lights, bandage scissors, etc. should be cleaned appropriately between patients.

16. **Students who do not comply with these guidelines will be sent home and not allowed to return to the clinical area until the clinical instructor approves their appearance. Corrective action will be for failure to comply with school policy.**

D. **CLASSROOM DRESS AND GROOMING POLICY**

Students at Tennessee College of Applied Technology are expected to dress appropriately for the occupation for which they are training. Good grooming habits and safety of dress are considered to be a major part of the skills training in vocational education. The instructor in each area of training will make the determination of what is considered appropriate attire by business and industry standards for that particular area of training. The nursing student must dress in an appropriate manner as would be required for visiting area hospitals. There should be no short shorts, no short dresses (above the mid-thigh), no halter-tops, and no apparel which reveals the midriff.

**Personal Appearance for Healthcare**

**Purpose**

To outline the personal appearance (dress code) standard expected of team members in our local health care facilities. Compliance is necessary to maintain public confidence in the professional services provided to customers.

**Policy**

Health Care team members are required to comply with the personal appearance guidelines developed by the facilities, and other business units. Where facility or departmental guidelines are developed, they may not conflict with organization-wide standards unless a specific exception has been approved because of the nature of the departments work.

**Procedure**

I. Personal appearance guidelines must be observed at all times when on duty.

II. Uniforms will be approved at the department level and be worn in accordance with departmental policies. Uniforms should be clean, in good repair, and appropriately sized to the wearer. All direct caregivers should wear a uniform, even if only a lab coat over street clothes, to distinguish them from patients and visitors.
III. Non-uniformed students are expected to wear business or business casual attire regardless of whether or not they routinely interact with patients and other guests. Whenever a student is wearing a TCAT-E or Healthcare Facility badge he/she is expected to be dressed in conformance with these guidelines.

IV. The following are examples of attire which do not support the healthcare business and professional image:

- Western style jeans of any color
- Bib Overalls
- Blue denim pants, any style
- Shorts, cropped pants, capri pants, leggings, parachute pants, low rise pants.
- Sweatshirts except as part of uniform, also with the exception of seasonal motif sweatshirts may be worn between Thanksgiving and Christmas
- T-shirts with messages and logos, although solid color T-shirts may be worn for extra covering under a uniform or other jacket/jumper.
- Tank tops or any tops with a low neckline; sundresses or any backless or low back dress unless worn with a jacket/sweater.
- Any revealing fabrics or styles
- Skirts should be no shorter than mid-thigh.
- Full underwear should be worn with unlined white pants.
- Hose must be worn unless a long skirt or pants conceal the legs.
- **No visible tattoos**
- Shoes should be clean, polished, and in good repair. Clean white athletic shoes are acceptable with uniforms. Safety, comfort, and appearance are the main considerations for acceptable footwear.
- Jewelry should be conservative. Nose, tongue, eyebrow, lip, or cheek jewelry is not compliant with the professional image. Patient caregivers should not wear hoop or dangling earrings and necklaces.
- Hair should be clean and well groomed. Long hair should be pulled back and restrained for all patient care positions. **Very artificial colors (pink, green, purple, etc.) are not compliant with professional image.**
- Beards and moustaches must be neatly trimmed.
- Out of consideration for patient who may have allergies, team members who have direct patient care should not wear perfumes, colognes, and after-shaves. In other areas their use should be kept to an absolute minimum out of consideration for the comfort and well-being of other team members.
Good personal hygiene and good grooming are very important in every area and organizations.

V. Occasional exceptions may be made to this policy when a student is engaged in work activities that may be destructive to their normal business attire.

VI. All students are required to wear their approved name identification badges during working hours. Pins, stickers, ribbons, extra emblems, etc. may not be attached to the ID cards itself because they may interfere with its purpose. An additional card which pins, etc. may be attached may be obtained to wear behind the ID card. ID badges should be worn on a lapel, collar, or chest pocket- always above waist level.

VII. Students who do not comply with these guidelines will be sent home and not allowed to return to school until their appearance is in conformance with this policy. Corrective action will be the same as failure to comply with any other school policy.

CONTRACTS

There shall be a written agreement between the school system and the facility providing the clinical experience for students. The administrative authority of the school system and the clinical facility shall sign this agreement. The contractual agreement will define the responsibilities and the authority of both the school and the clinical facility.

A. Responsibility of the school (student’s experience)

B. The kind and amount of learning experiences to be provided by the clinical facility

COUNSELING

Each faculty member is available for advisement and assistance, by appointment, during office hours. Students who are having difficulty with any subject in the nursing curriculum should make an appointment, as soon as possible, to meet with the faculty member teaching that subject. Hopefully, this will allow sufficient time for a successful remediation or suggestions from the faculty member on ways to improve student test scores and better understanding of the subject matter. It is the sincere desire of each member of the nursing faculty for every student to be successful in the nursing program.

The school counselor will provide individual counseling services to students who are experiencing personal, academic, behavioral, or financial problems. The counselor will either
assist the student with his/her problems or refer the student to agencies to develop a solution to his/her problems.

**CURRICULUM**

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<td>1296</td>
<td>Diploma</td>
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**Tennessee Board of Nursing Clinical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Medical/Surgical Nursing</td>
<td>300</td>
</tr>
<tr>
<td>Obstetrical Nursing</td>
<td>60</td>
</tr>
<tr>
<td>Pediatric Nursing</td>
<td>35</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total Minimum Hours</strong></td>
<td><strong>430</strong></td>
</tr>
</tbody>
</table>
Preparation for the State Board Licensing Examination is an integral part of the nursing program. The testing and remediation system utilized is Assessment Technologies Institute (ATI). You must pass all ATI readiness tests in order to progress in the practical nursing program at a **minimum of Level Two** proficiency. *Remediation is required if the student scores below a Level Two before advancing in the practical nursing program.*

The Comprehensive Predictor will also be used as an exit exam. The student **must** score an **85% on the exam.** *Please refer to the ATI policy for additional information.*

ATI tests, books and DVDs will be utilized through the Practical Nursing course. Students should not purchase ATI books from previous students. Students are accountable to complete all assignments, take tests, etc.

**EMPLOYMENT**

In most cases, it is very difficult for students to be employed and perform satisfactorily in the program. Therefore, student employment is strongly discouraged.

**FINANCIAL ASSISTANCE**

The school is approved for various programs of financial assistance. Information and applications for aid/grants are available in the counselor’s office. Tuition is set by the Tennessee Board of Regents and is subject to change.

**A. EXPENSE**

The Practical Nursing Student will be responsible for the following expenditures:

- HESI Test
- Preclinical Criminal Background Check
- Physical Exam
- Nursing Books
- Skills Lab Kit
- Watch with a second hand
- Stethoscope Penlight
- Bandage scissors
- Student uniform and lab coat
- Name Pin
- White leather shoes
- CPR Certification
- Liability Insurance*
- Health Insurance
- Picture for State Board
- State Board Fees with Pre-licensure Criminal Background Check
- Graduation Pin

Total expenses are approximately $6,900.00.

EVALUATION CRITERIA

A. Students are expected to maintain an average grade of 80 on each academic course and comply with the ATI policy in order to remain in the program.

B. **No early examinations will be given for any tests.** If you are present on test day, you **must** take the test with the class. If not present for the exam, make-up tests must be taken on the date set by the instructor of that subject. **The make-up test may be in a varied format as preferred by instructor; if a varied format is not available, 10 points will be taken off of the make-up exam.** Students will have two weeks to make-up a missed exam, after two weeks a grade of zero will be given for the missed exam.

C. All written assignments are to be turned in on due date. **A penalty of 10% for each day late will be placed on all assignments not submitted by due date. No assignment will be accepted 5 days past due date.** If the student is absent during a pop quiz, **there is no make-up for that activity. A grade of zero is then assigned. Announced quizzes will have ten points deducted from the final score if not taken with the class.**

D. At the completion of a course, all unit test, quizzes, homework, and/or final tests are averaged. Final tests weigh the most, with unit tests next, and quizzes and homework weighing the least.

E. At the end of each course, academic grades are averaged to provide the student with an indicator of his/her progress. Each course receives a final grade after completion of that course. This grade is recorded in the transcript. **If the grade is unsatisfactory for the course, the student is then terminated from the program. There is no retaking of any test.**

F. Final clinical evaluation is done at the completion of each clinical rotation by the clinical instructors. **Clinical evaluations must be maintained at an average of 80 or greater.** Clinical evaluations are based on clinical performance, attendance, and assignments. If the student is absent **greater than four (4) clinical hours per trimester** he or she will receive a **failing grade for clinical.**

G. Clinical performance will be evaluated on a satisfactory/unsatisfactory performance of nursing skills. **Students can only perform skills that have been taught and are within**
the Scope of Practice for the Practical Nurse. Students who receive an unsatisfactory score will be subject to dismissal from the program.

H. Practical Nursing program faculty at TCAT-E reserves the right to dismiss any student who fails to conform to program policies and guidelines. Excessive tardiness, poor health, absenteeism, unsatisfactory grades in academics or clinical, general untidiness, falsifying records, and inappropriate attitude and/or conduct are causes for dismissal.

I. ACADEMIC GRADING SYSTEM:

A 94-100
B 87-93
C 80-86

LESS THAN 80 = UNSATISFACTORY

Admission to National Technical Honor Society requires an overall average of 95 and no attendance violations.

J. Key Train must be completed during the first trimester to continue into the second trimester.

HEALTH REQUIREMENTS

EMERGENCY HEALTH CARE POLICY

First aid and supportive treatment will be provided in the event of an accidental injury or sudden illness as available resources allow. Each student is responsible for his/her medical expenses for services rendered. It is required by the school’s clinical affiliations that all students maintain their own accident insurance.

GENERAL RULES:

1. All illness should be reported to the instructor in the clinical area.

2. If a student is absent for a serious illness he/she must present a written statement from his/her physician before returning to class or clinical. If a student is required to begin taking any therapeutic medications, the nursing instructors must be notified and a statement from the physician regarding drug effects is required.

3. When accepted into the program, a licensed physician or qualified person must perform a physical exam.
LIBRARY

An assortment of nursing/reference books is maintained in the nursing computer lab for use by the students.

The library also provides the students with computer access. The computers will have limited internet access. There is not an option to print on the library computers.

ATTENDANCE POLICY

If a student receives an attendance violation, he or she must meet with the Practical Nursing Director prior to meeting with Student Services.

See general school policy on attendance. All graduates must have 1296 hours.

All students must sign in and out when joining or leaving class and must document a reason for all missed time. Failure to sign in or out may result in being counted a full day’s absence.

Documentation should be kept for your own record or given to student services if placed in probation or suspension. This is a requirement for financial aid and non-compliance by the student may result in the loss of financial aid.

PROMOTION AND GRADUATION CRITERIA

A. LEVEL OBJECTIVES

Students will be evaluated on a continuing basis. The student must maintain an 80 theory average in each subject area and in clinical performance. After the completion of 180 hours, including a minimum of 24 hours of clinical, the nursing student is eligible to receive a nursing assistant certificate. This certificate will enable a student to sit for the state’s Certified Nursing Assistant exam.

B. TERMINAL OBJECTIVES

Graduation shall depend upon satisfactory completion of total requirements of the program. Students shall complete all subjects with at least an 80 average in each subject area and shall successfully complete clinical requirements to be eligible for graduation. After graduation the student shall proceed within the proper guidelines to write the State Board Examinations for LPN Licensure.
MISCELLANEOUS POLICIES

A. FOLLOW-UP
   An effort is made to keep in touch with the graduate after he or she enters employment to determine his or her success and to make the training more relevant to future students. All graduates are requested to keep the school informed as to their employment and any change therein within the first three months of graduation.

B. BOOKSTORE
   All required texts for the program may be purchased through the school bookstore. The bookstore can accept checks. All purchases are final; Money cannot be refunded.

C. AWARDS
   Diplomas are awarded after meeting all course requirements satisfactorily. Special awards will be presented at graduation exercises for having highest grade point average and perfect attendance.

D. ADVISORY COMMITTEE
   A General Advisory Committee composed of interested businesses and community leaders plays an important role in Tennessee College of Applied Technology by providing information and recommendations which may assist the administrative staff in making decisions favorable to the effective operation of the school.

E. AUTOMOBILES AND PARKING
   Student parking is provided on all campuses. Parking in staff areas can result in fines and towing (depending on campus). Please drive slowly and cautiously on campus. Student parking while at clinical areas will be announced for each specific clinical site.

F. TELEPHONE AND COPIERS
   The office telephones are for official school business. Students may use the office telephones only for local calls in case of an emergency. Personal calls on institutional or facility telephones are not allowed. Student should instruct their family not to call except in cases of emergency.

   Copiers are for official school business. Students are not allowed to use facility copiers. Because they create distractions and disrupt regular work routines, the use of personally owned communication devices are prohibited in clinical areas. Students are
asked to make calls during breaks and meal periods. Students are expected to make friends and family aware of this policy. **Cell phones cause disruption**, but if necessary cell phones should be **kept on vibrate** in the classroom.

**G. HALLWAY**

**The hallway is not a student lounge.** Please go outside during breaks or after completing exams if classes are going on in the building to avoid disturbing ongoing class.

**H. CLINICAL SNOW SCHEDULE (only for clinical days)**

An automatic one hour delay will be provided if the road is covered with snow and slippery. The student, depending on his or her situation, will determine this. Listen for Tennessee College of Applied Technology at Elizabethton school closure or delay on the radio station WBEJ and WJCW and television stations WJHL and WCYB. Phone numbers and email addresses will be collected and reported to Tyler Hanks to provide students with alerts for changes in the school schedule.

**DEFINITION OF PRACTICAL NURSING**

Tennessee Code Annotated, Section 63-7-108. The practice of practical nursing means the performance for compensation of selected acts required in the nursing care of the ill, injured or infirm and/or carrying out medical orders prescribed by a licensed physician or dentist under the direction of a licensed physician, dentist, or professional registered nurse. The licensed practical nurse shall have preparation in and understanding of nursing, but shall not be required to have the same degree of education and preparation as required of a registered nurse.

**QUALIFICATIONS OF PRACTICAL NURSING**

**TENNESSEE CODE ANNOTATED SECTION 63-7-109**

An application for a license to practice as a licensed practical nurse shall submit to the board evidence in such form as the board may prescribe that the applicant:

1. Is in good physical and mental health

2. Has completed the twelfth grade or its equivalent or has successfully passed the test for and has received a general equivalency diploma and such other preliminary qualifications and requirements as the board may describe
3. Has successfully completed a course of study in an approved school for practical nurses, as defined by the board, and the applicant holds a certificate there from, or the approved school has certified to the board that the applicant has met all requirements for a certificate.

NURSING RULE 1000-1.13 AND 1000-2

Effective June 1, 2006, applicants for initial licensure in Tennessee (not renewal or reinstatement) must obtain a criminal background check. This background check will be submitted to the Board’s administrative office directly from the vendor identified in the Board’s licensure application materials.

The Board of Nursing is concerned about the number of individuals with criminal conviction histories who apply for licensure as a Practical Nurse or registered nurses. The Board’s concern stems from the fact that nurse’s care for clients and families in a variety of settings where there may be no direct supervision. Individuals to whom care is given are often vulnerable, both physically emotionally. The nurse has access to personal information about the patient and/or his/her family, has access to the client’s property and provides intimate care to the client.

The Board of Nursing believes that persons who receive nursing care in Tennessee should be able to have confidence that an individual licensed by the Board does not have a history of mistreatment, neglect, violence, cheating, defrauding the public, or otherwise taking advantage of another person. The Board will deny an application for initial licensure, temporary permit, or renewal following the provisions of the Administrative Procedures Act to persons who have been convicted as an adult or adjudicated as a juvenile of the following crimes within ten years preceding said application or renewal:

A. Aggravated assault, as in T.C.A 39-13-102
B. First Degree Murder, as in T.C.A. 39-13-202
C. Second Degree Murder, as in T.C.A. 39-13-207
D. Voluntary Manslaughter, as in T.C.A. 39-13-211
E. False Imprisonment, as in T.C.A 39-13-302
F. Kidnapping, as in T.C.A 39-13-303
G. Aggravated Kidnapping, as in T.C.A 39-13-304
H. Especially Aggravated Kidnapping, as in T.C.A. 39-13-305
I. Robbery, as in T.C.A 39-13-401
J. Aggravated Robbery, as in T.C.A. 39-13-403
K. Especially aggravated Robbery, as in T.C.A. 39-13-403
L. Aggravated Rape, as in T.C.A. 39-13-502
M. Rape, as in T.C.A. 39-13-503
N. Aggravated Sexual Battery, as in T.C.A. 39-13-504
O. Sexual Battery, as in T.C.A. 39-13-505
P. Statutory Rape, as in T.C.A. 39-15-506
Q. Theft of property, as in T.C.A. 39-14-103 or of services, as in T.C.A. 39-14-104
R. Forgery, as in T.C.A. 39-14-114
S. Falsifying of Educational and Academic Records, as in T.C.A. 39-14-136
T. Arson, as in T.C.A. 39-14-301
U. Aggravated Arson, as in 39-14-302
V. Burglary, as in T.C.A. 39-14-402
W. Aggravated Burglary, as in 39-14-404
X. Incest, as in T.C.A. 39-15-302
Y. Aggravated Child Abuse, as in T.C.A. 39-15-402
Z. Sexual Exploitation of a Minor, as in T.C.A. 39-17-1003
AA. Aggravated Sexual Exploitation of a Minor, as in T.C.A. 39-171004
BB. Especially Aggravated Sexual Exploitation of a minor, as in T.C.A. 39-17-1005
CC. Assisted Suicide, as in T.C.A. 39-13-216
DD. Rape of a Child, as in T.C.A. 39-13-522

1000-1-13(3) Any individual who applies for initial licensure, temporary permit, or licensure renewal and supplies false or incomplete information to the Board on an application for licensure regarding the individual's criminal conviction record will be denied said initial licensure, temporary permit, or renewal. 100-1-13(4) The Board considers any criminal conviction, whether or not listed in Rule 1000-1013(2) above, to be a violation of T.C.A. 63-7-115

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

A preclinical criminal background check is required.

Based on the results of these checks an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program.

Clearance from our affiliated clinical sites does not guarantee that the student will receive clearance to sit for licensure.

STUDENT AGREEMENT

All students must read and sign the Student Statement of Agreement (on following page).
STUDENT STATEMENT OF AGREEMENT

I hereby state that I have read and understand fully all of the policies as stated in the Student Practical Nurse Handbook and will abide by these rules of conduct. Furthermore, I understand that because my training requires that I spend time in affiliating agencies, I am subject to all of the codes / policies of that particular agency including random drug screens. To the best of my knowledge, I have and will continue to be honest and forthcoming in all interactions regarding my nursing profession, and that it is my responsibility to read these codes / policies and to abide by them. Failure to do so will result in inability to complete clinical training, suspension and/ or termination from the Nursing Program.

Name: __________________________________________ Date: ___/___/___

(Please Print)

Signature __________________________________________