



# Practical Nursing Program Student Handbook

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*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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**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 people 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.

The mission statement of Tennessee Colleges of Applied Technology serves as the premier suppliers of workforce development throughout the State of Tennessee.

The colleges fulfill their mission by:

- Providing competency-based training through superior quality, traditional, and distance learning instruction methods that qualify completers for employment and job advancement.
- Contributing to the economic and community development of the communities served by training and retraining employed workers.
- Ensuring that programs and services are economical and accessible to all residents of Tennessee: and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

### **OBJECTIVES**

Based on the school's philosophy, our objective is to provide a practical nursing 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. An applicant must be seventeen (17) years old by the time of high school graduation.
2. Complete and submit the application online at [www.tcatelizabethton.edu](http://www.tcatelizabethton.edu).
3. Score a minimum of 70 on Reading and an overall 70 on a Nursing Admission Exam (HESI). This is at the applicant's expense and can be scheduled through the main office. This score will be held for two years. An applicant with a transcript from a college or university documenting at least an associate degree is exempt from the nursing admission exam.
4. Provide the school with transcripts of previous education and/or G.E.D scores.
5. An applicant may be asked to participate in a personal interview with admission representatives.
6. An applicant may be asked to provide work and/or personal references.
7. Once admitted, the future student must complete a criminal background check through Truescreen for clearance prior to being allowed in any clinical activities.
8. Upon enrollment, the student will be required to obtain a physical examination including lab work and immunization documentation.
9. In the first semester, the student will be required to provide evidence of accident/health insurance coverage.
10. Students pay for malpractice insurance as part of tuition fees.
11. A drug screen may be requested at any time during enrollment in the program and will be conducted at the student's expense.

### **ADVANCED STANDING, LATE ADMITTANCE, & TRANSFER STUDENTS**

Once admitted into the program, the student must successfully pass each course offered. If an applicant chooses to "challenge" a course, the applicant must successfully pass a final or end-of-course exam typically used to demonstrate proficiency in a specific content area. If the applicant is unsuccessful in their "challenge" they will be enrolled into the course without exception.

It is possible that an applicant may be admitted to the program once it has already begun. This consideration will be given to extenuating circumstances, which rarely occur. In this case, the applicant accepts all liability for making up any missed work and will take personal responsibility for work required to be completed independently while continuing to complete the required work with other students enrolled in the class.

Transfer credits are not traditionally awarded to students enrolling in a Practical Nursing cohort. This will be given consideration as described above in unique and/or special circumstances.

## **WITHDRAWAL AND RE-ADMISSION**

1. An official withdrawal from the Practical Nursing program may be approved for a variety of reasons. Prior to official withdrawal a student is required to speak with instructors, the Director, and Financial Aid prior to such action.
2. A student will be terminated by TCAT-Elizabethton at the completion of a semester due to academic failure after being counseled by instructors and/or the Director.
3. Any student seeking readmission into the Practical Nursing program will be required to schedule advisement with the Director of Practical Nursing. Each case will be evaluated on a case-by-case basis prior to readmission to the program. All readmits are admitted on probationary basis.
4. The re-enrollment process is at the discretion of the Director. Readmission may require an additional application, completion of additional prerequisite activities, and/or remediation assignments and/or testing prior to readmission when content areas are being repeated.
5. Students are only required to re-enroll in courses failed or not completed in the semester *immediately* prior to the re-enrollment. Courses in which a student is successful are not required to be retaken but will require participation in competency exams at the end of each term and other assignments as part of readmission and continuation in the program.
6. Enrollment is limited to 16 months' duration and extensions are granted on a case-by-case basis.
7. Students seeking readmission after two unsuccessful attempts may reapply to the program. Upon readmission into first trimester the 16- month duration of completion will be reset.

For example:

- a. Students who are absent or "taking off" more than **one** semester during current enrollment would extend beyond the 16 months.
- b. Students required to repeat, any or all, content in the same semester more than once during current enrollment would extend beyond the 16 months.
- c. Any situation that requires the student to be enrolled in the Practical Nursing program for more than 16 months.

A student who has been absent from the Practical Nursing program for one calendar year has the right to challenge the first semester's final exams (ATI Fundamentals, Anatomy/Physiology, Medication/Dosage Calculation and Skills Demonstration).

Proficiency on these assessments may exempt the student from repeating the first semester. Failure to demonstrate proficiency will require re-enrollment in the entirety of the program.

## **NURSING ASSISTANT CERTIFICATION**

After successful completion of at least 432 hours of Practical Nursing content has been completed, including at least 36 hours of clinical/laboratory work, with a concentration in geriatrics, a student may challenge the exam for certification as a nursing assistant.

A transcript must be obtained from the school documenting successful completion of the achievement described above. Required preparation for this challenge is the responsibility of the student.

Additional information and applications may be obtained from:

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](http://www.hdmaster.com) Call toll free:  
(877) 201-0758**

## **CONDUCT CODE**

All students are expected to behave in a mature, adult manner always. 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 always conduct themselves in an acceptable manner.

Misconduct subject to disciplinary sanctions includes but is not necessarily limited to the following:  
Possession of cell phone in clinical facilities. 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 will be disciplined as appropriate. 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 any 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, which includes sharing personal log-in to testing sites. 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. Communication via any social media outlet 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 be punctual in all scheduled classes, clinical, and laboratory sessions. Any student absence at the time attendance is taken will be considered absent/tardy.
2. Tardiness or absences in excess of 42 hours 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 immediate dismissal from the program.
6. Any student whose conduct is disruptive to the classroom will be asked to exit and will be counted absent for the remainder of the class hours.

7. It is the student's responsibility to sign-in with an instructor in the event of any absence to prevent accumulation of absent hours.
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. **PLEASE NOTE: Any absence from the classroom for ANY reason when a pop quiz is delivered will be scored as zero.**
9. Due to class size and the large amount of information that must be covered, students may be asked to write down questions during lectures. Instructors will provide time for questions or comments at the end of lecture. If necessary, students may 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 times vary per institution and location. Report times will be determined by your Clinical Instructor. Please note that some facilities require students to report at 5:30 am. If the student is to be absent or tardy, it is the sole responsibility of the individual student to notify the instructor of any delays or absences via phone call or text message. This form of communication applies to clinical occurrences specifically.
3. If the student is assigned an office location for clinical activities and the student is going to be absent or tardy, the student must also notify the office manager of the attendance infraction as well as instructors.
4. Clinical assignments are created by classroom instructors. Once the clinical schedule with assignments has been published, it will not be changed. Clinical assignments are made to satisfy learning expectations of the Practical Nursing Program.
5. Meals and breaks will be offered in compliance with customary workdays associated with employment. However, be aware, in health care, patient care is of utmost importance and will be prioritized over personal matters.
6. Absence from assigned clinical times will affect grades in Workers Characteristic, Clinical, and your ability to register for the National Licensure Exam upon completion of the Practical Nursing Program. The Board of Nursing requires 430 hours of clinicals to be eligible for application for the National Council Licensure Examination exam.
7. If a student fails to meet the number of hours required to maintain a passing clinical grade, he or she will be asked to meet with a team of instructors and the Director to discuss options, if any, to make up clinical time. The student is expected to bring any documentation they believe to be helpful in addressing absenteeism to this meeting.

8. Attendance in clinical assignments is critically important. Students are expected to make all required childcare arrangements, or otherwise, necessary to meet this expectation.
9. Once arriving and being assigned to a specific clinical location/unit, the student is not allowed to leave the clinical area without the facility personnel and/or instructor's knowledge. If a student leaves the area or facility without instructor knowledge, the student may be dismissed from the program. NOTE: Leaving the clinical area with a preceptor for a break or meal is not considered leaving without instructor notification.
10. Instructors or clinical facility managers have permission to send a student home for reasons that are unbecoming toward the student, the program, or the facility. For example: Reporting to a clinical assignment while experiencing an illness will result in being sent home and no credit will be given for that day.
11. It is required by our clinical facilities that students maintain their own health/accident insurance coverage. Fees paid along with tuition cover malpractice insurance. Students must provide evidence of health/accident insurance coverage.
12. Conversation in the clinical area must be maintained at a professional level. Personal matters are not to be discussed with clients, staff, or among student peers while in a clinical setting. In addition, as a reminder, communication via social media outlets should not involve TCAT (Tennessee College of Applied Technology), other students, staff, or clinical affiliates. This is considered a breach of confidentiality and may result in suspension or dismissal from the Practical Nursing Program. **NO CELL PHONES OR SMART WATCHES ARE ALLOWED IN CLINICAL FACILITIES.**
13. Tobacco use and smoking is prohibited by most clinical affiliates. This includes the use of E-cigarettes and vaping devices. If allowed, tobacco use is limited to areas designated by the facility ONLY. Students are expected to observe these guidelines.

## UNIFORMS AND DRESS REGULATIONS FOR CLINICAL

All student uniforms will be garments of professional appearance. Uniforms should be clean, pressed, and of appropriate fabric, style, and length for the work to be performed. A nursing uniform company must produce uniforms. Royal blue garments of any other type are not acceptable. The uniforms must be royal blue pants and top with a white lab coat of appropriate length. 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.

### A. UNIFORM:

1. **Tops and Pants: Must be Purple Label Royal Blue.** Tops should be a basic solid top without zippers, snaps, or buttons. Pants can vary in style of waste band and leg style. Skirts should not be above the knee more than two (2) inches.

2. **Lab coats: Must be White.** Lab jacket should not extend past the hips and must be “nursing” style.
3. **The TCAT school logo embroidery must be on all tops and lab jackets placed on the left chest.** This is a requirement for all clinical activities.
4. Appropriate under garments are to be worn under uniforms.
5. **Shoes:** Shoes worn in clinical settings must be professional, clean, and in good condition. Cleanliness includes shoelaces if appropriate. Students must consider comfort and safety when selecting shoes. For student safety it is required that shoes be waterproof, non-porous, and of puncture resistant materials. The shoes must be either black or white.
6. A TCAT-Elizabethton T-shirt is available for purchase from the school bookstore. There are occasions on which this is the required dress for certain activities. The purchase of this T-shirt is recommended at the beginning of the first semester but may be purchased as needed.

#### **B. COMPLETE UNIFORM INCLUDES:**

Black or white leather/leather like shoes (non-porous, puncture resistant)  
Royal blue TCAT embroidered scrub top and pants/skirt  
White TCAT embroidered lab coat  
Penlight  
Wristwatch with second hand (No smartwatches)  
Bandage scissors  
Stethoscope  
Name badge  
Penlight  
Black pen

#### **C. APPEARANCE WHILE IN UNIFORM:**

1. Approved uniforms should be clean, in good repair, and appropriately sized. Hemlines on pants should not touch the floor when the individual is standing.
2. Hair neat and off the collar; away from face. Hair styles/color and jewelry should reflect principles of asepsis and safety. Fabric head/hair covering may be worn without images or words. Fabric head/hair covering should be clean and in good repair. Exceptions for certain areas may apply.

3. Beards and moustaches must be neatly trimmed and allow for respirator mask {i.e., N95, Powered Air Purifying Respirator (PAPF)} in patient care areas. Beards should not interfere with safety and infection control policies.
4. Small stud earrings only, one in each ear. No hoop or dangling earrings/chains for the interest of patient care and student safety. Wedding band and/or engagement rings only for infection control purposes.
5. Gauge earrings, eyebrow, nose, face, tongue, or lip jewelry is not compliant with the school's or its clinical affiliates policy for business image. Any student with these types of piercings must have them removed for clinical rotations. No retainers are approved by our clinical affiliates and cannot be worn during clinical experiences or associated clinical simulations in simulation labs.
6. Tattoos may offend some patients and affiliates. All visible tattoos must be covered by clothing, bandages, or cosmetics. Any tattoo that cannot be covered must be vetted by the Director of Nursing and/or affiliate prior to clinical attendance. Tattoos that cannot be covered must be vetted, free from words of discrimination, profanity, and sexually explicit content.
7. Moderate make-up. Cosmetics should be used sparingly, avoiding shocking colors (blue, pink, purple, black eye shadow). False lashes are not allowed.
8. No perfumes, colognes, or aftershaves in patient care areas.
9. Good personal hygiene and good grooming are especially important in every area of schooling.
10. Black or White leather/leather type shoes must be waterproof, non-porous, puncture resistant and in good repair. Safety, comfort, and appearance are important considerations for footwear. Open-toed shoes, bare feet, and every other essentially barefoot sandal and high heeled backless shoes are not acceptable or permitted in any patient care areas.
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 providing bedside patient care.
13. Fingernails must be short. Nails should be trimmed, clean and conservatively polished with no chipped polish. Bright or dark colored polish or nail art is not appropriate. All nail enhancements (false nails) are prohibited.
14. Students are required to wear badge identification during clinical experiences. Name badges may be issued by TCAT and/or a clinical affiliate. Students should report to all clinical areas with nametag, pen light, stethoscope, bandage scissors, and black pen. These items are considered part of the nursing uniform. If a student arrives to clinical areas without 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. Stethoscopes should not be worn around the neck.**

**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/Director approves their appearance. Corrective action will take place 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 appropriateness of dress are important components of Worker Characteristics in vocational education. Each day a student reports to class is equivalent to reporting to work as an employee. Students must regard classroom days as indicators of professional behaviors expected to be demonstrated on any other workday by an employer.

##### **Guidelines**

- I.** Personal appearance guidelines must always be observed, including participation in classroom activities.
- II.** A lab coat over street clothes may be worn, as indicated, for a specific activity, to distinguish students from patients and visitors.
- III.** Non-uniformed students are expected to wear business or business casual attire regardless of interactions with patients and guests. Whenever a student is participating in a school associated event, wearing a TCAT Elizabethton 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 or shoes 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, except for seasonal motif sweatshirts, if approved, may be worn between Thanksgiving and Christmas
- T-shirts with messages and logos. Solid color T-shirts may be worn for extra covering under a uniform or jacket.
- 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-thighs.
- Full underwear should be worn with unlined white pants.
- Jewelry should be conservative. Nose, tongue, eyebrow, lip, or cheek jewelry is not compliant with the professional image.
- 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 consistent with a professional healthcare image.**
- There should be no short shorts, short dresses (above the mid-thigh), halter-tops, and any apparel which reveals the midriff.
- Out of consideration for patients and others who may have allergies or other sensitivities, the use of colognes, perfumes and aftershaves should be kept to a minimum.
- Good personal hygiene and good grooming are especially important in every area and organization.

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. **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 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 posted 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 successful remediation or suggestions from the faculty members 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. Each faculty member is available by email in the format `firstname.lastname@tcatelizabethton.edu`.

Student Services is available to 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 Tennessee College of Applied Technology at  
Elizabethton**

**Practical Nursing Curriculum**

<b>Program</b>	<b>Trimester</b>	<b>Code</b>	<b>Description</b>	<b>Hours</b>	<b>Award</b>
Practical Nursing	1	LPN0000	Worker Characteristics	6	
Practical Nursing	1	LPN1010	Basic Nursing: Professional Vocational Relations Nutrition Geriatrics	90	
Practical Nursing	1	LPN1020	Fundamentals	124	
Practical Nursing	1	LPN1030	Administration of Medications/Basic IV Therapy	80	
Practical Nursing	1	LPN1035	Anatomy & Physiology	96	
Practical Nursing	1	LPN1045	Clinical I	36	
			<b>Nurse Aid</b>	<b>432</b>	<b>Certificate</b>
Practical Nursing	2	LPN0000	Worker Characteristics	6	
Practical Nursing	2	LPN2010	Pharmacology I	51	
Practical Nursing	2	LPN2020	Mental Health	60	
Practical Nursing	2	LPN2030	Medical/Surgical Nursing I	75	
Practical Nursing	2	LPN2040	Maternity Health	60	
Practical Nursing	2	LPN2050	Clinical II	180	
				<b>864</b>	
Practical Nursing	3	LPN0000	Worker Characteristics	6	
Practical Nursing	3	LPN3010	Clinical III	225	
Practical Nursing	3	LPN3020	Advanced Professional Vocational Relations	24	
Practical Nursing	3	LPN3030	Pediatric Nursing	60	
Practical Nursing	3	LPN3040	Pharmacology II	42	
Practical Nursing	3	LPN3050	Advanced Medical/Surgical Nursing II	75	
			<b>Practical Nursing</b>	<b>1296</b>	<b>Diploma</b>

**Tennessee Board of Nursing Clinical Requirements**

Medical/Surgical Nursing	300
Obstetrical Nursing	60
Pediatric Nursing	35
Mental Health Nursing	35
<b>Total Minimum Hours</b>	<b>430</b>

## EXIT EXAM AND NCLEX TESTING REQUIREMENTS

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). Students are expected to pass all course proficiency assessments with a **minimum of Level Two** to progress in the Practical Nursing program.

***Remediation is required if the student scores below Level Two before advancing in the practical nursing program.***

The Comprehensive Predictor is used as the exit exam. The student **must** score a minimum of **90% on the Comprehensive exam**. Failure to achieve this standard will result in remediation and a hold placed on transcripts sent to the Board of Nursing for NCLEX testing until remedial requirements assigned by Tennessee College of Applied Technology and ATI are met and a greenlight received from ATI for NCLEX testing. *Please refer to the ATI policy and Promotion and Graduation Criteria (Terminal Objectives) for additional information.*

ATI products will be utilized throughout the Practical Nursing course. Because ATI resources are primarily on-line, 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 Admission Exam
- Pre-clinical Criminal Background Check
- Physical Exam and Drug Screening
- Nursing Books
- Skills Lab Kit
- Watch with a second hand
- Stethoscope
- Penlight
- Bandage scissors
- Student uniform and lab coat
- Shoes for clinicals

- CPR Certification (American Heart Association BLS for Healthcare Providers)
- Liability Insurance
- Health Insurance
- Passport style photo for Tennessee Board of Nursing application to test for licensure
- Pre-licensure Criminal Background Check
- Testing fees for licensure
- Graduation Pin

**Total expenses are approximately \$7,500.00.**

## EVALUATION CRITERIA

- A. Students are expected to complete each semester maintaining an average grade of 80 in each academic course and comply with the ATI policy 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 deducted from the make-up exam score.** Students will have 72 hours, (three class days) from the date of return to make up any missed exam, after 72 hours or 3 class days, a grade of zero will be given for the missed exam. Extensions may be granted based on extenuating circumstances.
- C. All written assignments are to be turned in on the due date. However, individual instructors reserve the right to reject or accept late assignments. If accepted, a **penalty of 10 points for each day late will be placed on all assignments not submitted by due date. No assignment will be accepted 5 days after the 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 each course in any semester, all quizzes, homework, classwork, unit exams and final exams are calculated for a final grade. Course scores are weighted based on each course syllabus provided by the instructor. Each instructor will determine how final grades are calculated. **A final grade below 80 in any course will cause the student to be terminated from the semester. There is no option for retaking an exam.**
- E. At the end of each course students receive documentation of their progress in the program. Each course in the semester is assigned a final grade and recorded on the student's transcript. **If the grade is unsatisfactory for the course, the student is then terminated from the semester/program. Options for retaking the course are offered.**

- F.** Final clinical evaluation is done at the completion of each clinical rotation by the clinical instructors. Clinical attendance is scored as already described, one point deducted from 100 for each hour or portion of an hour missed in a clinical setting. Clinical performance is based on professionalism, safety, skill performance, simulation lab performance, and work ethic. Students are only to perform skills within the Scope of Practice for the Practical Nurse and within guidelines issued by any clinical affiliate. Students who receive an unsatisfactory clinical performance evaluation will be subject to dismissal from the program.
- G.** The Practical Nursing Program faculty and administration at TCAT Elizabethton reserves the right to dismiss any student who fails to conform to the program policies and guidelines. For example, excessive tardiness, absenteeism, unsatisfactory grades in academics or in clinical, falsifying records, and inappropriate attitude and/or conduct are causes for dismissal.

**H. ACADEMIC GRADING SYSTEM:**

**LESS THAN 80 = UNSATISFACTORY**

1. A = 90 – 100
2. B = 80 – 89
3. C = 70 – 79
4. D = 60 – 69
5. F = 0 - 59
6. P = Pass
7. Cont = Continuing/Incomplete
8. W = Withdrew

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

## 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 illnesses 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

The attendance policy is fully explained in the Tennessee College of Applied Technology Student Handbook. A student can be notified with a warning, probation, or suspension notice. A probationary or suspension notification requires that the student make an appointment with Student Services to be counseled.

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 of absences should be retained by the student and made available should a counseling session be required with Student Services. Attendance is a required component for vocational education.

Absenteeism can negatively impact financial aid distribution.

## PROMOTION AND GRADUATION CRITERIA

### A. LEVEL OBJECTIVES

Students will be evaluated on a continuing basis. The student must complete each semester with a minimum average of 80 in each subject area and in clinical performance in order to progress in the Practical Nursing program.

### B. TERMINAL OBJECTIVES

Graduation shall depend upon satisfactory completion of the total requirements of the program. Students shall complete all subjects with at least an 80 average in each subject area and shall successfully complete the 430-hour clinical requirements to be eligible for graduation. After graduation, the student is eligible to make an application to the Board of Nursing upon achieving 100% VATI, 90% benchmark on TCAT Practical Nursing Exit Exam, and receives a greenlight from ATI for an opportunity to test for licensure as a Licensed Practical Nurse. Transcripts will be held until completion of the previously stated requirements.

## 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 a key 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. PHONES AND COPIERS

The office phones are for official school business. Students may use the office phones only for local calls in case of an emergency. Personal calls on institutional or facility telephones are not allowed. Students 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 is 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 exit the building for breaks or enter the student lounge after completing exams to avoid disturbing ongoing class.

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

Lead classroom instructors will determine if a clinical day schedule requires an adjustment due to weather. Students can assume an automatic 1-hour delay for inclement weather in any part of our region. If the clinical schedule is to be altered, students will receive an email no later than 5:30 am indicating any closure or delay. It is incumbent on each student to determine if the roads in his/her area are too dangerous to travel. No student is to take unnecessary risks to attend clinical in inclement weather. TCAT will notify local radio and TV stations of closures. Students are encouraged to sign up with RAVE for notifications of TCAT closures or schedule changes.

## 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 be submitted 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 nurses 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 and 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
- EE.**

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. 63-7115

## CRIMINICAL 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 a student will receive clearance by any state Board of Nursing for eligibility for licensure.**



### Practical Nursing Handbook Student Agreement

All students must read and sign the Student Statement of Agreement

#### STUDENT STATEMENT OF AGREEMENT

I hereby state that I have read and understand fully all 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 the codes / policies of that 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 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 \_\_\_\_\_



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## ELIZABETHTON

### **Tennessee State Board of Licensure and transcript availability.**

Practical Nursing students are required to complete the ATI's Comprehensive Predictor as an exit exam for the Practical Nursing program. Tennessee College of Applied Technology will issue a Practical Nursing Diploma upon successful completion of all Practical Nursing courses as set by the Tennessee Board of Regents.

By signing this agreement, I am aware and confirm that I will be required to complete 100% of Virtual ATI if my Comprehensive Predictor score is below the benchmark of 90%. I further understand that if my Comprehensive Predictor score is below 90%, I am required to complete 100% of VATI and achieve a greenlight for testing from ATI. If I am unsuccessful in achieving 100% and greenlight, TCAT will not send my transcripts to Tennessee Board of Nursing until a greenlight has been achieved.

I further confirm that I will be given the opportunity to complete the Comprehensive Predictor after graduation through ATI and upon achievement of set benchmark TCAT will then provide transcripts to Tennessee Board of Nursing for licensure application.

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Please Print)

Signature \_\_\_\_\_