



# Practical Nursing Program

## Student Handbook

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Website: [www.tcatelizabethton.edu](http://www.tcatelizabethton.edu)

Extension Campuses

Kingsport: 2533 N John B Dennis Hwy, Kingsport, TN 37660

Boones Creek: 132 Highland Church Rd, Gray, TN 37615

*The Practical Nursing program is approved by the Tennessee Board of Nursing.*

*The Area of Nursing reserves the right to update and change the nursing curriculum and departmental policies at the beginning of any academic semester in conjunction with current professional nursing standards, information about communicable disease, revised or new clinical agency requirements.*

*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.*

## Practical Nursing Contact Directory

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Director of Clinical Education

**Melissa Price, RN, ADN, BS, AAS-ed**

Practical Nursing Instructor

**Meredith Pardee, RN, BSN**

Practical Nursing Instructor

**Kimberly Tipton, RN, BSN**

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**April Bowman, RN, ADN**

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**Casie Garrett, RN, BSN**

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**Trish Furches, RN, BSN**

Practical Nursing Instructor

**Sherron Prosser, RN, MSN**

Clinical Adjunct Faculty

**Madison DePriest, RN, BSN**

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Clinical Adjunct Faculty

**EmmaGrace Stevens, RN, BSN**

Clinical Adjunct Faculty

## PURPOSE

Tennessee College of Applied Technology at Elizabethton provides training for high school graduates and others that leads 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.

### **PROGRAM OUTCOMES**

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 and communicate clearly and effectively by fostering therapeutic interactions across the lifespan of patients and interdisciplinary professionals.
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. Incorporate professional, legal, and ethical nursing standards into their professional nursing practice.

8. Recognize the need for continued self-direction in personal and professional growth.
9. Assume responsibility and accountability for professional development and ongoing evaluation of the effectiveness of their clinical nursing practice.

## POLICIES AND PROCEDURES

### ADMISSION POLICIES

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

1. 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 Register Blast on our home page. An applicant with a transcript from a college or university documenting at least an associate degree may be exempt from the nursing admission exam.
2. Complete and submit the application online at [www.tcatelizabethton.edu](http://www.tcatelizabethton.edu).
3. Provide the school with transcripts of previous education and/or G.E.D scores.
4. Once admitted, the future student must complete a drug screening and criminal background check through Truescreen for clearance. A drug screen may be requested at any time during enrollment in the program and will be conducted at the student's expense.
5. Upon enrollment, the student will be required to obtain a physical examination including lab work and immunization documentation.
6. Students pay for malpractice insurance as part of tuition fees.

### 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 after completion of another nursing program through another college, 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 re-admission to the program. All readmits are admitted on a 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 that were 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 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.

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 in 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 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:

Tennessee Department of Health  
Nurse Aide Programs  
227 French Landing, Suite 300  
Nashville, TN 376243  
D&S website: [www.hdmaster.com](http://www.hdmaster.com)

## CLINICAL COURSE REQUIREMENTS AND POLICIES

All students enrolled in nursing courses must provide documentation of good health, clear all background and drug screenings set forth by affiliating clinical agencies, and be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program.

Students must also meet the following core performance standards:

Critical thinking ability sufficient for clinical judgment, interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds, communication abilities sufficient for interaction with others in electronic, verbal and written form, physical abilities sufficient to move from room to room and maneuver in small places, visual ability sufficient for observation and assessment necessary for nursing care, and tactile ability sufficient for physical assessment.

Admission to and progression in the nursing program is not based on the core performance standards; instead, they will be used to assist in determining whether accommodation or modifications are necessary. If a student believes that she or he cannot meet one or more of the core performance standards without accommodation or modifications, it is appropriate for the student to take the responsibility of identifying her or his need for accommodation to the Office of Disability Services and course instructor. The needs of each self-identified student will be addressed on an individualized basis when considering necessary accommodation, and it is recognized that helping to determine successful accommodation is the responsibility of the student, as well as the faculty member. For assistance in accessing accommodation, please contact Student Services, Director of Disability Services at 423-543-0070 and notify the Director of Nursing that your request is in progress.

To meet health and safety policies of all clinical facilities, new and returning students enrolled in clinical courses must maintain current documentation of Health/CPR/Liability Insurance requirements, listed below. Students who do not have their required Health/CPR/Liability Insurance documentation submitted and approved will not be allowed to attend clinical practicum. All absences related to not having required documentation on file will be unexcused, cannot be made up, and may result in a grade of zero for the clinical day.

### **1. CPR-Basic Life Support (BLS) Health Care Provider**

All students must hold a current card documenting successful completion of an **American Heart Association BLS Healthcare Provider course throughout the entire length of the program.**

### **2. Liability Insurance**

All students enrolled in clinical nursing courses must be covered by professional liability insurance, included in tuition and fees.

### **3. Health Insurance**

All students enrolled in clinical nursing courses must carry and maintain health insurance or at minimum an accident policy.

### **4. Satisfactory Physical Condition**

All students must submit a completed physical exam form (provided by the Area of Nursing) from a duly licensed physician, physician assistant, or nurse practitioner for their initial clinical year.

### **5. Tuberculosis Screening**

Written documentation of no risk for communicability of tuberculosis must be provided in one of the following ways:

- a. Negative two-step Mantoux TB skin test for initial clinical year, and negative one-step Mantoux TB skin test.
- b. For students with a positive PPD or history of disease, annual negative chest x-ray and documentation by the health care provider the student is symptom free from tuberculosis.

### **6. Hepatitis B Vaccine**

Documentation of one of the following;

- a. Positive antibody titer **OR**
- b. Three doses according to the following schedule: 1<sup>st</sup> dose: at elected date  
2<sup>nd</sup> dose: at least 4 weeks after the first dose  
3<sup>rd</sup> dose: at least 8 weeks after the second dose AND 16 weeks after the first dose

### **7. MMR (Measles, Mumps, Rubella)**

Documentation by one of the following:

- a. Receipt of MMR vaccine: The dates of the 2 doses with 1<sup>st</sup> dose given after 12 months of age must be provided.
- b. Results of serologic testing (titers) documenting immunity to measles, mumps, and rubella.
- c. Health care provider documented allergy to any component of the vaccine.

### **8. Td (Diphtheria/Tetanus):**

Tetanus immunization must be documented within the last 10 years.

### **9. Varicella (Chickenpox)**

Evidence of one of the following:

- a. 2 doses of varicella vaccine at least 1 month apart if given at age 13 or later
- b. 1 dose of varicella vaccine if given before age 13
- c. Positive antibody titer

- d. Health care provider documented history of disease. **Self-reported or parent-reported disease history is not acceptable.**

### 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, papers, 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 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 prohibited.**

**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 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.
9. **PLEASE NOTE: Any absence from the classroom for ANY reason when a pop quiz is delivered will be marked as zero.**
10. 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.

#### CONDUCT IN THE CLINICAL AREA AND ABSENCES

1. Students are expected to arrive on time and remain on their assigned unit during the entire clinical experience. Permission from supervising faculty/preceptor is to be obtained before leaving the clinical unit. Clinical schedules are created by instructors to satisfy learning requirements of the Practical Nursing Program.
2. Use of or possession of personal cell phones or other electronic devices is strictly prohibited in clinical agencies. During clinical, emergency contacts for instructors can be provided or messages (notification of an event requiring the student to leave clinical immediately) may be sent to a student by calling the Nursing Office at 423-349-3979.
3. Students who are 30 minutes or greater late to a clinical will be sent home and receive an unexcused absence as well as a grade of zero for the day of the clinical.
4. 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
5. Use of tobacco, tobacco related products or products which simulate the use of tobacco; alcohol, illegal drugs and/or misuse of legal, therapeutic drugs while engaged in any portion of the nursing educational experience is in violation of Student Conduct Guidelines found in the Student Handbook and may result in suspension or expulsion of the student from TCAT and the Nursing program.
6. Students who are symptomatic of any contagious illness (i.e., nausea, vomiting, diarrhea, elevated temperature, skin rash, drainage from eyes) on the day of clinical should consult with the faculty **prior** to the clinical experience to determine eligibility to provide patient care.

7. Students who arrive at a clinical site with symptoms of any illness will be dismissed by clinical faculty. Faculty may require students to obtain certification of health status before returning for clinical/sim lab experiences.
8. Absences: Sim lab and clinical absences are highly discouraged and are detrimental to the ability of the student to meet clinical nursing skills and course objectives. The Board of Nursing requires 430 hours of clinicals to be eligible for application for the National Council Licensure Examination. Students should avoid scheduling appointments during clinical course meeting times as noted on their schedule. Absences should only be for personal illness or extreme emergency and may:
  - a. necessitate make-up work at faculty discretion to assure completion of course objectives  
OR,
  - b. require repetition of the course if course objectives cannot be met and a grade assigned.
9. A medical excuse from a physician, physician assistant or nurse practitioner may be required for any clinical absence.
10. Students are responsible for their own transportation to and from all assigned clinical course activities.
11. TCAT nor clinical agencies are liable for the diagnosis and treatment of any illness contracted while in the agency for clinical experiences. Neither are liable for the loss of any student's personal property.
12. Clinical faculty will notify students of weather-related clinical schedule changes via email or RAVE. Students are responsible for checking emails for clinical updates prior to travel. Clinical faculty's decision and announcement through email may precede and/or supersede a weather/schedule announcement made by the campus (ex. morning clinical sections may begin on time even though the campus is operating on a snow schedule). Students should use their best judgment as to the safety of travel in the event of inclement weather regardless of changes and should notify faculty if they will be absent.
13. Students must inform their clinical faculty and designated clinical representatives of an absence prior to the scheduled reporting time.
14. Students must participate in and provide documentation of completion as necessary for all clinical agency orientation requirements before being allowed to provide direct patient care. Students must adhere to all clinical agency policies to participate in any clinical assignment/activity.
15. Students are expected to adhere to the guidelines for professional dress consistent with a professional image and appropriate to the clinical assignment setting. If a student comes inappropriately dressed to a clinical rotation, the instructor may send the student home. Clinical absences due to dress code violations will be considered as an unexcused absence. Students are expected to always adhere to the TCAT uniform policy and student code of conduct.
16. 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.

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

### 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 uniform 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 patch will be worn on the left arm of all uniform tops and lab coats.

#### A. UNIFORM:

1. **Tops and Pants: 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. **Scrub coats: Must be White.** Scrub jacket should not extend past the hips and must be “nursing” style.
3. **The TCAT school logo patch must be on all tops and lab jackets placed on the left shoulder.** This is a requirement for all clinical activities.
4. Appropriate undergarments 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. For student safety it is required that shoes be black or white, waterproof, non-porous, and of puncture resistant materials. Socks should be free of design, solid colors only.

#### B. COMPLETE UNIFORM INCLUDES:

Black or white leather/leather like shoes (non-porous, puncture resistant)  
Royal blue TCAT scrub top and pants/skirt with patches on shoulder  
White TCAT scrub coat with appropriate patch on shoulder  
Penlight, Wristwatch with second hand (No smartwatches), Bandage scissors, Stethoscope  
Name badge (TCAT or Ballard Health badge where appropriate), 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. Only wedding band and/or engagement rings should be worn for infection control purposes.

5. Gauge earrings, eyebrows, 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. 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 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 of any type are prohibited during clinical rotations.
8. No perfumes, colognes, or aftershaves in patient care areas.
9. 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 high heeled backless shoes are not acceptable or permitted in any patient care areas.
10. Lab/scrub coats must be removed when providing bedside patient care.
11. Fingernails must be short. Nails should be trimmed, clean and void of any polish or enhancements. **All nail enhancements (false nails) are prohibited.**
12. 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.**

Students who do not comply with these guidelines will be dismissed and not be allowed to return to the clinical area at that time. Corrective action will take place for failure to comply with school policy. Absences related to clinical behavior and dress code violations will be considered unexcused, will result in a grade of zero for all assignments for the day.

#### 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. 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.
- III. 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 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.

**IV.** 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.

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					
Program	Trimester	Code	Description	Hours	Award
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	325
Obstetrical Nursing	35
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 expenditure:

- 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

- 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 the 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 ethics. 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 from 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 or campus simulation labs 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.

**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.** See general school policy on attendance. All graduates **must** have **1296 hours**. 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 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 green light 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 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 people 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

### **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 not to 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 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 the inability to complete clinical training, suspension and/or termination from the Nursing Program may occur.

**Tobacco Products Use, Substance Abuse and Public Safety:** I have read and understand the TCAT Practical Nursing policies and procedures regarding tobacco products, drugs, alcohol, and public safety. I am aware of the penalties which may result from behavior described by these policies.

Yes/Initial

**Clinical Requirements:** I have read and understand the TCAT Practical Nursing clinical policies and requirements. I agree to abide by these policies and am aware of the penalties which may result from failure to do so.

Yes/Initial

**Code of Honor:** I have read and understand the TCAT Practical Nursing Program policies concerning personal and professional behavior. I have read and understand the ANA Code for Nurses and the TCAT Practical Nursing Program Honor Code and Testing Policies. I pledge to adhere to these policies and guidelines and am aware that penalties may result from failure to do so.

Yes/Initial

**Area of Nursing Admission, Progression, Retention, and Graduation Policies:** I have read and understand the Admission, Progression, Retention, and Graduation policies of TCAT Practical Nursing and the benchmark requirements for exiting and transcript processing for NCLEX testing.

Yes/initial

**Nursing Handbook:** I have read and understand the information and polices in the Nursing program Handbook. I am aware the Nursing Handbook is accessible to me at all times at <https://tcatelizabethton.edu/programs/practical-nursing>.

Yes/Initial

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

(Please Print)

Signature \_\_\_\_\_



**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 any 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 any Board of Nursing for licensure application.

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

(Please Print)

Signature \_\_\_\_\_