



Practical Nursing

Handbook

EAST MISSISSIPPI COMMUNITY COLLEGE

GOLDEN TRIANGLE CAMPUS

P. O. BOX 100, MAYHEW, MS. 39753

662-243-1910

2018

Disclaimer – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.



East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Office of the Director of Human Resources, Payroll and EEOC/OCR
1512 Kemper Street
Scooba, Mississippi 39358
(662) 476-5274

Office of the Campus Director and Dean of Students Golden Triangle Campus
Disability Services Coordinator
8731 South Frontage Road
Mayhew, MS 39753
(662) 243-1979

Office of the Vice President for Student Life
Title IX Coordinator
1512 Kemper Street
Scooba, Mississippi 39358
(662) 476-5274

EMCC is in compliance with the Student Right to Know and Campus Security Act (Public Law 101-542), the Campus SaVE Act, and the Higher Education Technical Amendments of 1991 (Public Law 102-26).

EMCC agrees to comply with The Principles of Accreditation: Foundations for Quality Enhancement and all related stipulations of the Southern Association of Colleges and Schools Commission on Colleges.

NOTICE

East Mississippi Community College reserves the right to add, delete or modify policies and procedures stated herein as determined necessary for the proper functioning and orderly operation of the institution.



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WELCOME

Welcome to East Mississippi Community College. East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.

Accreditation is also maintained through the Mississippi Community College Board, 3825 Ridgewood Road, Jackson, MS 39211.

The purpose of the program is to prepare men and women for the role of the Practical nurse, competent to function under the supervision of a Registered Nurse, Licensed Physician, or Licensed Dentist. Graduates will receive a Vocational Certificate for Practical Nursing and will be prepared to write the National Council for Licensure Exam for Practical Nurses (NCLEX-PN®).

Please Note: Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

As your faculty, we are here to help you meet your goal. If we can be of any assistance to you, please do not hesitate to let us know. We have prepared this handbook to help you along your journey. In it you will find the nursing curriculum, policies and guidelines that are specific to this program only. Please refer to the EMCC student handbook for general college policies.

Again, welcome to EMCC. Please familiarize yourself with this handbook as well as the college catalog/handbook as you are held responsible for its contents.

Sincerely,
Nursing Faculty



HISTORY

East Mississippi Community College was organized in 1927 following its beginnings in 1912 as Kemper County Agricultural High School. The College serves and is supported by Clay, Kemper, Lauderdale, Lowndes, Noxubee and Oktibbeha counties in east central Mississippi. East Mississippi Community College is one of fifteen state-supported Community Colleges.

The physical plant consists of two principal locations. The Scooba Campus, located at Scooba, Mississippi, in Kemper County and the Golden Triangle Campus, located at Mayhew, Mississippi, in Lowndes County. The College also offers courses at the Columbus Lion Hills Center, Columbus Air Force Base, Macon, Naval Air Station Meridian, and West Point. In 2000, East Mississippi Community College began offering courses through the Mississippi Virtual Community College.

VISION

East Mississippi Community College establishes the standard of excellence for comprehensive community colleges in Mississippi.

THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE

East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.



VALUES OF EAST MISSISSIPPI COMMUNITY COLLEGE

1. Leadership built on respect for self and others and demonstrated in our local communities
2. Excellence in education, service and lifelong learning
3. Access to instructional opportunities on campus and online
4. Freedom in teaching and learning within a supportive, communicative, diverse, and caring environment

EXPECTATIONS OF THE COLLEGE

Students at East Mississippi Community College who have specialized in an academic area and who have received an associate degree should be prepared to meet the requirements for continuing academic work. Similarly, those students who graduate with an associate of applied science degree or are certified in technical or career training areas should be prepared to succeed in employment opportunities in their field of preparation.

Any person reached by the College through participation in instructional, cultural, or workforce services should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs and challenges of the region, the nation, and the world.

PRACTICAL NURSING MISSION STATEMENT

The faculty of the Department of Nursing upholds the mission and values of East Mississippi Community College by supporting the educational and lifelong learning needs of our students and community. The faculty is dedicated to providing excellence in nursing education and evidence based practice, and incorporating innovations aimed at improving quality of life,

development of individuals, and service to the community. Additionally, the faculty will seek to instill the values of:

1. Leadership built on respect for self and others and demonstrated in our local communities
2. Excellence in education, service and lifelong learning
3. Access to instructional opportunities on campus and online
4. Freedom in teaching and learning within a supportive, communicative, diverse, and caring environment

The school of nursing provides quality education which prepares the graduate for entry-level practice of nursing under the supervision of an RN, Physician, or Dentist, for lifelong learning and for future leadership roles.

END OF PROGRAM STUDENT LEARNING OUTCOMES

A graduate of the Practical Nursing Program will be able to:

1. Integrate caring interventions to meet the basic physical and psychosocial needs of a client across the lifespan recognizing cultural diversities.
2. Understand client disorders and nursing care utilizing current evidence based practice.
3. Demonstrate effective therapeutic communication skills.
4. Identify clinical scenarios and situations that fall outside of the PN scope of practice.
5. Demonstrate, proper technique with nursing skills, use of client care equipment and technology in a cost-effective manner.
6. Demonstrate accountability for legal, ethical, and regulatory parameters within the scope of practice of the practical nurse.

7. Function as part of an effective team in providing legal, ethical, safe, and effective care to diverse populations.
8. Demonstrate professional responsibility and accountability.

PROGRAM OBJECTIVES

The general purpose of the East Mississippi Community College Practical Nursing program is to provide education services. These services are designed to give the individual a beginning understanding of the basic sciences and to help him/her develop basic nursing skills necessary for rendering safe patient care under the supervision of the registered nurse, physician, or dentist.

PROGRAM OUTCOMES

Student academic achievement is evaluated by (a) graduation rates, (b) licensure examination pass rates, (c) job placement rates, and (d) employer and student program satisfaction.

1. The 3-year mean for the NCLEX-PN® pass rate will be at or above the national mean for the same 3-year period.
2. At least 50% of students who enter the program will complete the program and receive a certificate.
3. At least 90% of graduates who respond to the graduation survey will express program satisfaction.
4. At least 90% of employers who respond to the six to twelve month post-graduation employer survey will express satisfaction with graduate preparation for entry-level positions.
5. At least 90% of graduates will obtain employment as a Licensed Practical Nurse.

ADMISSION PROCEDURE

To be considered for the Practical Nursing program, applicants must complete all testing, meet the minimum requirements, and submit all required paperwork by June 1st each year.

Incomplete admission packets will not be considered for admission. Students are allowed to have pre-requisite courses in progress at the time of application. All pre-requisites must be completed with the required grade prior to final acceptance. Any work in progress will not be used in scoring the applicant's overall GPA.

Please note: Meeting all admission requirements does not guarantee acceptance into the Practical Nursing program. Admission is competitive and enrollment is limited.

1. Go to <http://www.eastms.edu/> and select the "Apply Now!" link to submit an online application for admission to East Mississippi Community College. You must indicate nursing under your major. Do not designate RN or Practical Nursing, just "nursing" Acceptance to East Mississippi Community College does not guarantee acceptance to the Practical Nursing program. Letters of pending acceptance will come from the Director of Nursing and Allied Health.
2. Submit a completed School of Nursing Application to The Allied Health Administrative Assistant.
3. Submit an official high school transcript from an accredited high school showing date of graduation and principal's signature;
or
Submit an official GED transcript with satisfactory scores.
4. Submit official transcripts from all colleges previously attended. Transcripts cannot be stamped "issued to student"
5. Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. A letter of good standing indicates that the student is eligible for

immediate readmission into the former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants who have been unsuccessful more than once in any nursing school will not be eligible for admission into the Practical Nursing program at EMCC for a period of five years from last attendance in a nursing program.

6. Applicant must have:

- a. A minimum composite score of 16 with sub score of 16 in reading on the ACT.
- b. A grade of "C" or higher in Anatomy and Physiology I&II-prerequisite science classes must have been completed within the last 5 years.
- c. Cumulative GPA of 2.0 or higher on a 4.0 scale for all previous college work attempted.
- d. A Kaplan Nursing School Admission exam score of at least 50%. Applicants may register to take the Kaplan Nursing School Admission exam with the Allied Health administrative assistant. The cost of the testing must be paid when you register. Entrance tests may be retaken once in order to achieve a higher score. If you would like to prepare for the exam, Kaplan has developed a preparatory book titled Nursing School Entrance Exams (Kaplan Nursing School Entrance Exam) by Kaplan. This book is available on Amazon.com and local book stores.

SELECTION CRITERIA:

If the prospective student fails to complete the application process, is unsuccessful in prerequisite courses, fails to register, or is not accepted into the program, the application process must be repeated for consideration for the next program as a wait list is not maintained.

Selection of applicants is made by using a point system. (The Practical Nursing Applicant scoring sheet is included in this packet for informational purposes only.) Extra points may be earned in one of three ways: Two years of High School Medical Technology with a letter of recommendation from instructor, Current CNA certificate with letter of recommendation from employer, or an Associate degree or higher in another field. Extra points are awarded only if letters of recommendation, current CNA certificate, and/or transcripts are included in required

admission paperwork packet. Applicants are ranked numerically and the top-ranking students are offered admission pending completion of admission paperwork. The remaining applicants will be placed on the alternate list in rank order. If one of the students offered pending admission does not accept, the alternate applicants, in rank order, will be offered pending admission. Points will be awarded on the following criteria:

- a. Cumulative GPA from most recent record. (High school or college)
- b. ACT scores (minimum of 16 with an 16 in reading)
- c. Admission test score of 50 or greater

If there is a tie, the applicant with the higher GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first. Further ties will be decided based on Admission test scores.

All students selected are considered pending admission until all required paperwork is turned in and a “clear” criminal background check is received.

All students meeting the requirements for the program will be sent a letter stating they are pending admission, not accepted, or on the alternate list.

Students pending admission will receive a packet including a health form and CPR information. The health forms must be dated no earlier than 45 days before the first day of class. All health forms, immunization forms, lab results, and proof of CPR certification must be turned in to the nursing Administrative Assistant by the deadline given in letter of pending acceptance. All required paperwork must be submitted as a complete package. **INCOMPLETE PACKAGES WILL BE RETURNED TO THE STUDENT.** Without completed paperwork, you will not be allowed in class.

1. Each pending student must have a Health Care Provider “C” CPR card. The expiration date must not be earlier than the anticipated date of graduation. CPR certification must be issued by the American Heart Association. Red Cross certification is not acceptable. If you need

a CPR class you may contact Amy Thorn at 328-6391 or Brenda Waldrop at 251-2190 to arrange a class. Additionally, you may check with the education department of your local hospital to arrange a CPR class. CPR certification must remain current while enrolled in the program.

2. A history and physical exam
3. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the PN program. Cost of the drug screen is the responsibility of the applicant.
4. Evidence of measles and mumps vaccination or evidence of immunity documented by having one of the following:
 - a. Documentation of having received two (2) live measles vaccinations (MMR) after first birthday.
 - b. Documentation of having had physician-diagnosed measles
 - c. Laboratory evidence of measles/mumps immunity, or
 - d. Birth before 1957 and with Rubella immunity.
5. A negative **two step TB skin Test** or proof of a previous two step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine which test is necessary. This is a yearly requirement. A copy of the results of the test must be submitted to the Allied Health Administrative Assistant annually.
6. Proof of vaccination for Hepatitis B or a waiver signed by students who choose not to protect themselves with the vaccination series. Please note that some facilities will not allow the waiver.

7. Flu vaccines are required by clinical facilities. Students who are unable to or choose not to take the flu vaccine will be required to wear a face mask from October until March when entering a clinical site.

8. Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility. Each student pending admission must receive a “clear” criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, , (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason they will not be eligible to enter or continue in the program.

READMISSION PROCEDURE:

If the student leaves the program after successfully completing the first semester and desires readmission, he/she must:

1. Request readmission in writing to the Director of Nursing and Allied Health.
2. The student will be given credit for any semester satisfactorily completed within the previous twelve (12) months, but will be required to repeat all courses within the semester during which the student was terminated. The student seeking readmission must pass a competency test for all previous nursing theory, including Pharmacology content and must show competency in previous lab skills. In order to be considered for readmission, the student must complete all requirements with at least an 80% on the first attempt. The student must complete the remaining semester (s) during this enrollment or become ineligible for readmission for a period of 5 years.
3. Readmission will be dependent on whether there are openings in the class. Applicants demonstrating competency in theory and skills will be ranked using the Practical Nursing applicant scoring sheet included in this packet. If there are more applicants than space, the highest ranked applicant will be offered admission first. If there is a tie, the applicant with the highest GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first.
4. Applicants who have been unsuccessful more than once in any nursing school (including EMCC) will not be eligible for readmission into the Practical Nursing program at EMCC for a period of five years from last attendance in a nursing program.
5. For consideration for readmission to the program after being terminated due to drug or alcohol problems, a lapse of two (2) years, documentation of completion of a certified rehab/detox program, and repeating all previous levels of the program will be required. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN®. A Board of Nursing may, at its discretion, refuse to accept the licensure application

of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

All students selected are considered pending admission until all required paperwork is turned in and a “clean” criminal background check is received.

All students meeting the requirements for readmission will be sent a letter stating they are pending admission, or were not accepted.

After an unsuccessful attempt during the first semester, those seeking readmission must follow regular admission guidelines. Students successfully completing the first semester are eligible to sit for the Certified Nursing Assistant exam. Please see your advisor for further information.

PROGRESSION, RETENTION, AND GRADUATION

1. Students must maintain an overall grade of “C” or better in all curricular coursework in order to continue in the nursing program and to be eligible to graduate.
2. Students must maintain at least an 80 in all clinical courses.
3. Students must demonstrate continuous progress in the nursing sequence.
4. Students who fails a nursing course must repeat that semester the next time it is offered, or restart the program from the beginning.
5. Students must take and pass each nursing course in sequence.
6. All assignments and all Kaplan testing and assigned remediation must be satisfactorily completed in order to progress in each course
7. The following are EMCC requirements for graduation:
 - a. A student in an academic field must have successfully completed sixty (60) semester hours which must include six (6) semester hours of English Composition, three (3) semester hours of

Public Speaking (SPT 1113), three (3) semester hours of College Algebra (or above), six (6) semester hours of a laboratory science, six (6) semester hours of social/behavioral science, three (3) semester hours of fine arts, and six (6) semester hours of humanities. Students also must complete a battery of assessments as part of the graduation exit exam.

b. A student in a technical field must have successfully completed the prescribed program of study as set by the College which may include general education coursework. To be eligible for graduation in any technical field, the student must have successfully completed all program requirements including any occupation specific skills assessment. Student must also complete a battery of assessments as part of the graduation exit exam.

c. A student in a Career program must have successfully completed the prescribed program of study as set by the College, including a college predetermined score on the Accuplacer or COMPASS test, and any occupation specific skills assessment. Students also must complete a battery of assessments as part of the graduation exit exam.

d. The prospective graduate must have a 2.0 or above on the final overall Grade Point Average.

e. For a student to be eligible for graduation, at least 25% of the credit semester hours required must be completed through instruction offered at EMCC.

WITHDRAWAL:

If withdrawing from a nursing class or from the program, the student should first see their adviser for counsel.

Before considering withdrawal from a course, a student should be aware of the following information:

1. Students receiving Financial Aid, Veteran Benefits, Scholarships, or Loans should note that dropping a course(s) may lower benefits or cause repayment to be due immediately.

2. Students must maintain full-time enrollment (12 semester hours on-ground or more) to live in a residence hall.

Students must initiate withdrawals from each/all courses. If appropriate paperwork is completed and submitted on or before the last date for a “W” as specified in the calendar, a “W” will be recorded in the student’s permanent record. After the “W” date, a grade of “WP” or “WF” will be assigned by the instructor on student-initiated withdrawals and recorded for courses discontinued after the last day specified in the calendar and before final examinations. It is the student’s responsibility to go to the Registrar’s office to officially withdraw from a course.



PROGRAM OF STUDY:

The Practical Nursing Program is a course of study designed to prepare individuals to become a Licensed Practical Nurse. The program is designed to be completed within 12 months of admission into the first nursing class. All students must maintain full time status once beginning the program.

The Practical Nurse will gain classroom and laboratory instruction in such areas as: vocational adjustments, basic nursing skills, nutrition, anatomy and physiology, human growth and development, pharmacology, maternal child nursing, emotional and mental illness, and medical/surgical nursing. Affiliating hospitals and healthcare agencies provide clinical experiences.

A student must apply to the program, meet all requirements and be selected in order to register for Nursing Courses. Pre-requisites are listed below. See the East Mississippi Community College Catalogue for description of pre-requisites. All science courses must have been completed within the last 5 years. Students must receive a C or higher in all prerequisites.



PRE-REQUISITES:

BIO 2514—ANATOMY AND PHYSIOLOGY I	4 HOURS
BIO 2524—ANATOMY AND PHYSIOLOGY II	<u>4 HOURS</u>
	8 HOURS

FALL SEMESTER:

*(PNV 1213) Body Structure and Function	3 HOURS
(PNV 1426) Fundamentals of Nursing	6 HOURS
(PNV 1437) Fundamentals of Nursing Lab/Clinical	<u>7 HOURS</u>
	16 HOURS

SPRING SEMESTER:

(PNV1615) Medical/Surgical Nursing	5 HOURS
(PNV 1622) Medical/Surgical Nursing Clinical	2 HOURS
(PNV 1635) Alterations in Adult Health	5 HOURS
(PNV 1642) Alterations in Adult Health Clinical	2 HOURS
(PNV 1524) IV Therapy & Pharmacology	<u>4 HOURS</u>
	18 HOURS

SUMMER SEMESTER:

(PNV 1714) Maternal-Child Nursing	4 HOURS
(PNV 1814) Psychiatric Concepts	4 HOURS
(PNV 1914) Nursing Transitions	<u>4 HOURS</u>
	12 HOURS

* BIO 2514—ANATOMY AND PHYSIOLOGY I and BIO 2524—ANATOMY AND PHYSIOLOGY II will be substituted for PNV 1213 Body Structure and Function

ACCEPTANCE OF PRIOR CREDIT

Classes from other nursing programs are not accepted for transfer. Anatomy and Physiology I&II is accepted in the nursing program in lieu of PNV 1213 Body Structure and Function. Prior learning credit is granted to students readmitted to the program within 12 months of withdrawal. Credit is given to any FULL semester successfully completed by the student if the program is completed within 12 month of the withdrawal date. The student must repeat all classes from the semester not successfully completed.

LEGAL LIMITATIONS FOR LICENSURE

The Mississippi Board of Nursing regulates the licensure of nurses in the state. To be considered for licensure in the state of Mississippi one must:

- Graduate from an accredited school of Practical Nursing
- Submit a notarized application, official school transcript, and payment for testing
- Submit to a fingerprint background check
- Pass the NCLEX-PN®

Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

STUDENT LIFE INFORMATION

Please refer to the 2018-2019 College Catalog and Student Handbook (pg 204 & pg 217) for a full listing of Student Organizations and activities.

The STUDENT PRACTICAL NURSES ASSOCIATION (SPNA) is a student chapter of the Mississippi LPN Association. The purpose is to increase awareness of nursing roles, issues, and medical technology through hand- on experiences, educational conferences, guest speakers and community services.

GENERAL POLICIES

HEALTH

Prior to being fully admitted into the Practical Nursing program, students must submit a packet with the following information:

1. Health Form (physical must be within 45 days of the beginning of class).
2. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the PN program. Cost of the drug screen is the responsibility of the applicant
3. HIV testing (required by area affiliates)
4. Current CPR card. The CPR card has to be an American Heart Association Health Care provider or "C" (cannot expire before the end of the program). If you need CPR you may call A

Terasa Harpole at 243-1945 or Brenda Waldrop at 251-2190 for class times. You may also call your local hospital to see if classes are scheduled.

5. Current Immunization form and proof of Tetanus vaccination within the last 5 years.
6. Proof of heptavax immunization
7. Proof of uniform order
8. A negative **two step TB skin Test** or proof of a previous two step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine which test is necessary. This is a yearly requirement. A copy of the results of the test must be submitted to the Allied Health Administrative Assistant annually.
9. Proof of vaccination for Hepatitis B or a waiver signed by students who choose not to protect themselves with the vaccination series. Please note that some facilities will not allow the waiver.
10. Proof of current flu vaccination or sign a waiver and agree to wear a face mask from October thru March while in the clinical setting will be due by October 1st of each year.

INFECTION CONTROL AND EXPOSURE

Allied Health students and faculty should be particularly aware of the potential contamination from infectious agents in the health care environment. Clients with transmissible disease may not be readily identified. Therefore, it is imperative for health care providers to treat all clients at all times as though they were a potential source of infection. This is called “Standard Precautions” by the Center for Disease Control (CDC). All students will receive information regarding infection control during orientation. Rigorous adherence to these guidelines will be required of all students and faculty. Failure to follow standard precautions will result in

disciplinary action ranging from written counseling to removal from the program, depending on severity of the breach.

An exposure is considered one in which a person comes into contact with a communicable disease that could potentially lead to acquiring the disease. Examples of exposure include:

1. A puncture wound from a source contaminated with blood or body fluids.
2. Direct contact of non-intact skin with blood or body fluids.
3. Mucous membrane contact of blood or body fluids.

In the event of exposure to a blood borne pathogen in the clinical setting the faculty member and student should follow the agency's exposure policy. The faculty/student will:

1. Initiate immediate treatment by:
 - a. Cleansing the wound/skin area with soap and water.
 - b. Flushing mucous membranes with tap water or saline.
2. Notify the appropriate agency representative
3. Notify the Director of Nursing and Allied Health

Additionally, students must promptly report to the faculty of the nursing program any signs or symptoms of a communicable illness. Students will be referred to their private physician for evaluation and may be excluded from client contact based on recommendation of physician and facility policy. The faculty member is responsible for documenting the information and

notifying the Program Director. The program policy regarding absences due to illness will be adhered to.

COMPROMISED IMMUNE SYSTEM

Health care workers are at high risk for exposure to Hepatitis B and other contagious diseases. The immunizations suggested by the department may reduce the risk but does not eliminate the risk. Additionally, students with impaired or deficient immune systems may be at higher risk for contracting serious illness. Students with impaired immune systems must have written permission from their personal physician before beginning a clinical rotation. This policy is designed to protect the student from undue exposure to communicable diseases. It is the responsibility of the Students covered under this policy to notify faculty of any changes in their health status. All course and clinical objectives must be met in order to progress in the program.

PREGNANT STUDENTS

Pregnant students may be required to submit a written statement from their obstetrician giving permission for classroom attendance, laboratory work, or before beginning each clinical rotation. Absences during pregnancy will be considered the same as any other absence under the Department of Practical Nursing attendance policy. All course and clinical objectives must be met to progress in the program. Pregnant students are responsible for notifying the faculty of any change in their condition that will affect their ability to attend class, laboratory work or clinical work.

CRIMINAL BACKGROUND RECORD CHECK

Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility. Each student pending admission must receive a “clear” criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, , (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason they will not be eligible to enter or continue in the program.

EMCC will fingerprint each provisional student and submit those prints to the Mississippi State Department of Health (MSDH). The MSDH will send the finger prints to the MS Criminal Information Center (Department of Public Safety) and from there, the prints will be sent to the FBI for a national criminal history record check. If the report is returned “no disqualifying event”, the student will be issued a notarized clearance letter from the Director of Nursing and Allied Health that is good for two years, as long as the student is continuously enrolled. Letters issued by the Nursing Director can be used for school purposes only.

If the report is returned as “may have a disqualifying event”, the student is required to bring the RAP sheet and any supporting documentation to the Nursing Director for a decision. If unsatisfied with the Director’s decision, the student may request the Clinical Review Committee to review any supporting documentation regarding the charge(s). The decision of the committee is final with no opportunity for appeal. Appeals to the committee must be made in writing to the Director within 48 hours. The committee will take the following into consideration: the type and seriousness of the event, extenuating circumstances surrounding

the event, the age at which the event occurred, if the event was isolated, or repetitive, length of time since the event, and accuracy of information provided by the student. The decision of the committee is final with no further opportunity for appeal.

If the background check reveals a disqualifying event as outlined in State Code 43-11-13, Mississippi Code Annotated the student will be dismissed from the program with no opportunity for appeal.

Graduates of the program receive a certificate of proficiency in Practical Nursing which meets the educational requirement needed to apply for the National Committee of State Boards of Nursing licensure examination for Practical Nurses. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

DRUG SCREEN POLICY

A drug screen performed at a time and location designated by the school is required prior to admission. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the PN program. Cost of the drug screen is the responsibility of the applicant.

Admission will be withdrawn for students with positive drug screens and no documented medical reason for those drugs. Students may be required to have random drug screens at any point during their enrollment in the Practical Nursing program. Drug screens for probable cause (reasonable suspicion) may be conducted. The student will be notified in writing when they are selected for a random drug screen, or screening for cause. When notified, the student must have the screen within 24 hours. If the drug screen results are positive, the student will be required to provide evidence from their physician of the reason for the positive result. Failure

to provide appropriate documentation or failure to have the lab work done within 24 hours will result in dismissal from the program. The cost of all drug screens will be the responsibility of the student.

CARDIOPULMONARY RESUSCITATION (CPR)

Health Care Provider “C” CPR certification must remain current while enrolled in the program.

HEALTH INSURANCE

All students are encouraged to maintain an acceptable health insurance policy since students are responsible for their own health care costs. Neither East Mississippi Community College nor the clinical agencies assume any responsibility for student health care expenses. While clinical facilities will provide emergency care for nursing students when necessary, students are responsible for payment of care provided and any transportation required.

LIABILITY INSURANCE

All students enrolled in the EMCC nursing program will be covered under professional liability insurance. Insurance will be purchased by the school with student fees which will be paid during registration. Each student will be covered in the amount of \$1,000,000 limit each claim and \$5,000,000 limit aggregate.

CONFIDENTIALITY

All students must adhere to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) in classroom, practice laboratory, and clinical placements. Information obtained by the student through their activities and experiences in nursing classroom, practice laboratory, or clinical situations related to patients, personnel, peers, and facilitates shall be considered confidential. Such matters may be discussed for the purpose of learning in nursing conferences

and classes only. No photographs of classroom or practice laboratory may be uploaded to any public or social network site. Papers related to clinical/laboratory experiences shall not identify any person by name, other than the student and instructor. Students in violation of this policy are subject to dismissal from the Practical Nursing program.

APPROPRIATE USE OF TECHNOLOGY

The use of any personal computational, video, audio, or communications devices in the classroom, laboratory, or clinical setting is subject to the approval of the course instructor. This includes (but is not limited to) calculators, cameras, computers, text messengers, pagers, cell phones, and Personal digital assistants. Any use of such devices without explicit instructor approval is NOT permitted. Any student found to be in possession of an unauthorized electronic device during class, lab, or clinical time will be asked to leave the setting. Cell phones are explicitly prohibited in the clinical area. Students should not bring a cell phone into any clinical area. Missed time will be deducted from the student and any graded assignments during the time missed will receive a grade of zero.

During simulation time, audio video recording of student performance of nursing skills may be required. Any audio and/or video recordings submitted as part of a course requirement, will be handled according to FERPA guidelines. All recordings of student performance will be viewed by faculty to determine if course requirements have been met. Recordings will be stored in a secure location for an appropriate amount of time (until the end of the course, the student graduates, or as required by law).

TRAVEL AND TRANSPORTATION

Students are responsible for providing their own transportation for clinical and other required experiences, some of which may be located outside of the Golden Triangle Area. Lack of transportation is not an acceptable excuse for missing any type of required experience.

SOCIAL MEDIA

The faculty understands that social media sites are becoming important communication tools in our society. The following policy will help guide the student in making wise choices regarding social media while in school and as a new nurse.

1. Canvas is the official form of communication for all students and is the most reliable form of online communication other than direct school emails. For this reason, all students must be able to access Canvas.
2. Faculty or staff will not communicate any information about school related functions via social media, unless it is the officially sanctioned EMCC page/website.
3. Students may not set up any groups using the EMCC name without the written permission of the Dean of Students and a faculty member to monitor the site.
4. In order to avoid any appearances of favoritism, students are not allowed to “friend” faculty on social media sites.
5. ROARcast, television and radio, and the EMCC web site will be used in the event of an emergency. Any information from other sources may not be accurate.

EXAMINATION POLICY

1. In the event of illness which prevents the student from writing the exam, it is the student’s responsibility to notify the appropriate course faculty prior to the time of test administration. If unable to speak directly to an instructor, a message may be left on the instructor’s voice mail. (Please refer to Attendance Policy.)
2. The student must bring an acceptable legal or medical excuse in order to make up the exam.

3. The student must be prepared to take the exam on their first day back at school.
4. If a student fails to notify faculty of absence or fails to arrange for make-up exam by the specified times, a grade of 0 will be given for the exam.
5. The student must provide validation of illness by written statement from the personal health care provider in order to make up any graded work.
6. A student who is less than 5 minutes late will be permitted to take the exam but will not be given any extra time to finish the exam.
7. A student who is 5 minutes late or more will not be permitted to take the exam.
8. A grade of 0 will be given for exams missed without an acceptable legal or medical excuse.
9. Make up exams may consist of essay questions or other question formats at the discretion of the course instructors.
10. Unannounced/Pop quizzes will be given at the discretion of the faculty. These quizzes cannot be made up for any reason. This will not affect the student's grade if they have an acceptable medical or legal excuse.
11. There will be an overall review following each exam. Any student scoring below 80 on a unit exam must meet with their advisor prior to the next scheduled exam. There will not be a formal review of the final exam; however, students may view their final exam by contacting their advisor.

During the examination:

1. Place all personal items at the side/back/front of the classroom. You may have only a pencil/pen at your computer/desk. No food or drinks are allowed in the computer room, classroom, or while using a laptop.

2. Academic dishonesty of any sort will not be tolerated. Any student cheating on an exam or graded assignment of any type will receive a zero on the work and is subject to possible further disciplinary action. Behavior that may be perceived as cheating include, but are not limited to:

- a. Talking immediately before, or during the administration of an exam
- b. Use of any type electronic device while taking an exam
- c. Looking in the direction of another student's exam
- d. Fumbling through a book bag, bag, purse, etc
- e. Presence of scrap paper that is not blank prior to administration of an exam.

3. Place all cell phones, beepers, and other electronic devices on OFF in an area designated by your instructor. Electronic devices (including cell phones) CANNOT be used for any reason during any exam. Students found with electronic devices, unauthorized calculators or papers during a lab validation or exam of any type will be asked to leave the area immediately and will receive a grade of zero for that exam/lab validation.

4. For computer testing, log on to Canvas, go to Assessments, find the correct assessment, and click Begin Assessment. For paper and pencil exams, please read and listen to any instructions given by the proctor. Wait until the proctor says that you may begin the exam

5. Make sure that you answer all questions before submitting your test. Any questions not answered will be counted as incorrect. The computerized exams will give you several prompts to answer questions you may have left out. For paper and pencil exams, no credit will be given for answers not recorded correctly on the scantron.

6. If you desire to review your answers before submitting the exam for grading, press the continue button, then press continue to move through the examination. If you choose to change an answer, you must click on the new answer and press Enter or Save. You may review your paper and pencil exams as desired until time is called. If you change any answers on the answer sheet, be sure to erase the original answer completely. Do not make any stray marks on the answer sheet. Only answers marked on the answer sheet will be considered for grading purposes.

7. If you do not want to review your exam before it is graded, you may finish and submit it for grading. Turn in any test booklets, answer sheets, scratch paper and instruction pages.

8. If you have a question during the exam, remain in your seat and raise your hand. The test proctor will come to you.

After the exam

1. All instruction pages, answer sheets, scratch paper and examination booklets are returned to the proctor at the end of the exam, EVEN if you did not make any comments.

2. You may leave the testing room upon completion of the exam- you may not reenter the classroom until the exam is complete. Information about exam review will be provided at the start of each exam.

Exam review

1. A table top review of exam questions will be conducted following each unit exam. There is no review for final exams.
2. Exam review will be conducted in the specified classroom beginning 30 minutes after the start of the exam and ending 30 minutes after the completion of the exam (start and end times are provided on the student calendar).
3. One faculty member will be assigned to proctor the table top review. The proctor is responsible for ensuring the integrity of the review and preventing any compromise of the exam.
4. A maximum of 5 students at one time will be allowed in the review for a maximum of 15 minutes/student. Students must sign in and out of the review and may only enter the review once.
5. No personal items are allowed in the review classroom. No cell phones or smart watches of any type allowed. No food or drinks are allowed.
6. There will be a pencil and paper at each portion of the exam for students to comment regarding questions. Faculty will review the comments or questions at the completion of the review.
7. Absolutely NO talking or communication of any kind will be tolerated. This includes communication with the proctor. Anyone attempting to communicate with the proctor or another student will be escorted out of the room and will forfeit his/her exam review.

Anyone suspected of compromising the security of the test (talking, writing on something other than the provided paper, use of smart phone or watch, fumbling through pockets) will be escorted out of the room and will forfeit his/her exam review.

STUDENT ADVISING

The following policy has been developed by the faculty of EMCC to enhance a student's success in the Practical Nursing Program.

1. Each student in the Practical Nursing program is assigned a faculty advisor who will assist in planning courses on a semester-to-semester basis. The student is responsible for the completion of the nursing program requirements. Advisors will be posted and the administrative assistant will keep a list.
2. Practical Nursing students will schedule an appointment to meet with their faculty advisor every semester during pre-registration for evaluation of their transcript for completion of required courses. Scheduling appointments during pre-registration allows adequate time for evaluation of courses taken and for planning the appropriate course of study. Students who have not completed the appropriate courses according to the curriculum will be unable to progress to the next semester.
3. If a student is unsuccessful in a required nursing course they must see their faculty advisor to withdraw from the necessary courses and to schedule an exit interview with the Director of the Nursing program.
4. When a student falls below an 80 average, they must meet with their faculty adviser. Recommendations for improvement of test taking skills and study habits will be given. An academic conference form will be completed during this time and will be placed in student's permanent record. Students will be informed of academic counseling appointment via canvas. Failure to keep a scheduled appointment will result in the student being unable to return to class until they meet with their adviser.
5. During the course of each semester and during the final semester of the program each student will be administered a comprehensive specialty Kaplan exam. Standardized assessment testing provides students the opportunity to practice their test taking skills and demonstrate



knowledge of subject content. If a student fails to achieve a satisfactory level on any of these exams, a faculty adviser will meet with the student to explore their options for remediation.

6. In order to progress in each course, it is mandatory that students follow the Kaplan testing plan, remediation and other activities assigned by the course faculty. The student must provide their advisor written confirmation that they have appropriately completed the mandatory remediation.



DEPARTMENT OF NURSING AND ALLIED HEALTH

ACADEMIC CONFERENCE

NAME:

DATE:

TEST GRADE:

Hours worked per week:

Hours studied per week:

Interruptions to study:

Methods used to prepare for the test:

Attitude toward testing:

Reasons you think you did poorly:

Recommendations:

Student plan for self-improvement:

Faculty Advisor

Student

Faculty follow up:

Date:



Has student followed recommendations:

Has student followed plan of self-improvement:

GRADES AND GRADING SCALE

All course assignments, unit tests, projects, quizzes, and final exam must average an 80. (NOTE: 79.5 rounds to 80 but 79.45 does not). An overall theory grade of 80 or higher, overall clinical grade of 80 or higher, and successful completion of the Kaplan test plan (including any assigned remediation) is required for completion of each course. Any student not meeting theory or clinical requirements at midterm will be counseled by the instructors and may be assigned remediation.

Completion of all assigned work (including, but not limited to: remediation, computer work, computer testing, computer training class, daily assignments) is a requirement for progression in each course. Failure to complete all assigned work will result in failure of the course.

The instructor will not calculate tentative averages such as a cumulative course average. The instructor will not advise the student as to what they should make on their final exam in order to pass the course. The instructor will not advise as to whether or not a student withdraw from the course. Only the student is capable of knowing their potential for future success. Extra credit assignments will not be given in the nursing program.

Below is the grade scale used in the Practical Nursing program:

GRADING SCALE:

100-94	A
93-88	B
87-80	C
Below 79.5	F

79.5 will round up to 80, 79.45 will not

ATTENDANCE POLICY

1. Attendance at all scheduled classes, laboratory and clinical experiences is required. If one must be absent, the instructor must be notified prior to the absence. A medical or legal excuse will be required or a grade of zero will be given for that day's work. It is further expected that every student will be present on time and prepared to participate in the class session.
2. Students must sign the roll when entering the classroom and when leaving for the day. Students who enter a class meeting late during the first 5 minutes will be counted as tardy. Students should note that three (3) tardies constitute one (1) day's absence, or six (6) hours. At five (5) minutes after class begins the door will be closed and students should not disrupt class by entering. The student should wait until the next break. When returning from break or lunch, the instructor will set the return time and will close the door at that time. Students may not enter the classroom until the next break. Students who leave the class early must have a documented excuse in order to return to class. Time missed (tardies, absences, and early departures) will be documented on the students' record.
3. Students are allowed to miss 18 hours of time in the fall and spring semesters and 14 hours in the summer. Of the 18 (14 hours in the summer) hours allowed, only 8 hours can be clinical. Students missing more than the allotted time will be administratively withdrawn from the program. Students wishing to appeal may follow the Classroom Complaints/Appeals policy found on page 24 of this handbook. Clinical make up time is not possible due to scheduling conflicts with clinical agencies and other institutions. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing clinical.
4. If a student is subpoenaed for jury duty, the student must present the subpoena to the nursing director so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will be excused. All work missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused.

5. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school. The student is responsible for contacting the faculty immediately upon returning to school and completing all missed work within two (2) days of return. Failure to follow this policy will result in a grade of zero (0) on all work missed.
6. Pop quizzes will not be made up. Unexcused absences will receive a grade of zero. In the case of students, with a medical (physician or nurse practitioner) or legal excuse there will be no grade penalty for missing the quiz.
7. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and other appointments.
8. Any student arriving ten (10) minutes or more late to any lab or clinical setting will be sent home and counted as absent for the clinical or lab experience. All clinical paperwork required for the missed day will receive a grade of zero (0).
9. During inclement weather, listen to the radio for an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the VP of the school as early as possible. Absence without official closure will be treated as an unexcused absence. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the nursing instructor as soon as possible.
10. Students will not be allowed to leave clinical settings for reasons other than illness or a family emergency. Prior to leaving, the student must report first to the nursing instructor and then to the primary nurse. Upon return to school, students must present a medical (physician or nurse practitioner) or legal excuse.
11. Any school related function the student is required to attend is considered official school time and all school policies, general regulations, and Practical Nursing Handbook are enforceable and must be followed. Students are also required to abide by all rules and regulations of host facilities and clinical sites.

12. Students must have access to a personal car or other appropriate transportation to clinical sites at various facilities.

KAPLAN TESTING

Kaplan offers integrated testing throughout the PN curriculum and NCLEX-PN Review. Learning is centered around critical thinking and remediation to deliver measurable results. The Kaplan Testing Program includes books, online practice tests, online videos, remediation sources, and proctored integrated tests in the major content areas of the nursing curriculum.

You will receive an orientation to the Kaplan Testing Program by a trained Kaplan representative and learn how to use the program.

At the end of each semester each student will be required to take an integrated test pertaining to the major content areas of each course throughout the curriculum. Failure to complete the Kaplan testing and required remediation will result in failure of the course.

The focus review tests will be assigned and required by the instructors throughout the semester. Prior to the final exam in each course the students will take an integrated test proctored by your instructor. The dates of the integrated proctored test will be included in the course calendar. The following integrated tests will be given during the following semesters:

PN Program

- i. 1st Semester: PNV 1426 Fundamentals
 - Foundations of Nursing
- ii. 2nd Semester:

1. PNV 1614 Med/Surg Nursing & PNV 1634 Alterations in Adult Health
 - Adult Health
 - Gerontology

2. PNV 1524 IV Therapy & Pharmacology
 - IV Therapy
 - Pharmacology

- iii. 3rd Semester:
 1. PNV 1714 Maternal Child
 - Developing Family
 2. PNV 1814 Mental Health
 - Psychosocial
 3. PNV1914: Transitions:
 - PN Readiness Test

The included remediation sheets should be completed according to the percentile ranking on the completed integrated test.



Practical Nursing Remediation Plan Less than 50th Percentile

Date Of Test _____ %Correct _____

Click on "Analysis of Test"

Percentile Ranking _____%

Number of Answers changed from CORRECT to INCORRECT _____ (If this is a high number, you need to work on staying with your first answer.)

Number of Answers changed from INCORRECT to INCORRECT _____ (If this is a high number, you need to review and remediate content area.)

Look further at graphs Level of Difficulty – (Write in the percentage on the top bar for each question.)

Which area was your STRONGEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Which area was your WEAKEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Clinical Concept – (Write in the percentage on the top bar for each area)

Diagnostic Procedures _____ Therapeutic procedures _____

Meeting Client Needs: Physical _____ Meeting Client Needs: Psychosocial _____

Health Promotion & Maintenance _____ Communication _____

Critical Thinking _____

Click on the “BACK” button; Click on “REVIEW” Each incorrect answer is marked with a Red “X” in the left hand column

In the last column you can click on ‘View Explanation’. Click on each topic that was answered incorrectly and make a 4x6 note card for it. Write the topic on one side and information from Topic Review on the back. The topic review area can have up to 3 levels (Kaplan Overview, Essentials of Nursing Care, and Background of Nursing Care. You will include information on the back of the 4x6 note card from ALL available levels. Place enough information so you will be able to study and discuss the topic. Ask other students/persons to quiz you on the topics.

Further Study – FOCUS REVIEW Go to the Focus Review area, click on ‘Take Available Test’, click on ‘Create your own test’ by searching for remediation on topics you missed. Take the test and study any content available.

Practice in BASICS BOOK Locate appropriate chapter. Look in the index for specific topics from the test for location in the Basics book.

NCLEX PREP BOX Click on NCLEX Review; Click “Go” to the right of “Review of Content”; Each Category listed is from the NCLEX Blueprint (<https://www.ncsbn.org/nclex.htm>) Click on the appropriate categories and video modules assigned by your instructor. These have been reviewed by your instructor and they are aware of the content included. Watch the video modules and complete a summary on a 4x6 note card.



Practical Nursing Remediation Plan 50th- 75th Percentile

Date Of Test _____ %Correct _____

Click on "Analysis of Test"

Percentile Ranking _____%

Number of Answers changed from CORRECT to INCORRECT _____ (If this is a high number, you need to work on staying with your first answer.)

Number of Answers changed from INCORRECT to INCORRECT _____ (If this is a high number, you need to review and remediate content area.)

Look further at graphs _____ Level of Difficulty – (Write in the percentage on the top bar for each question.)

Which area was your STRONGEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Which area was your WEAKEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Clinical Concept – (Write in the percentage on the top bar for each area)

Diagnostic Procedures _____ Therapeutic procedures _____

Meeting Client Needs: Physical _____ Meeting Client Needs: Psychosocial _____



Health Promotion & Maintenance _____ Communication _____

Critical Thinking _____

Click on the “BACK” button; Click on “REVIEW” Each incorrect answer is marked with a Red “X” in the left hand column

In the last column you can click on ‘View Explanation’. Click on each topic that was answered incorrectly and make a 4x6 note card for it. Write the topic on one side and information from Topic Review on the back. The topic review area can have up to 3 levels (Kaplan Overview, Essentials of Nursing Care, and Background of Nursing Care. You will include information on the back of the 4x6 note card from ALL available levels. Place enough information so you will be able to study and discuss the topic. Ask other students/persons to quiz you on the topics.

Further Study – FOCUS REVIEW Go to the Focus Review area, click on ‘Take Available Test’, click on ‘Create your own test’ by searching for remediation on topics you missed. Take the test and study any content available.



Practical Nursing Remediation Plan 75th- 85th Percentile

Date Of Test _____ %Correct _____

Click on "Analysis of Test"

Percentile Ranking _____%

Number of Answers changed from CORRECT to INCORRECT _____ (If this is a high number, you need to work on staying with your first answer.)

Number of Answers changed from INCORRECT to INCORRECT _____ (If this is a high number, you need to review and remediate content area.)

Look further at graphs _____ Level of Difficulty – (Write in the percentage on the top bar for each question.)

Which area was your STRONGEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Which area was your WEAKEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Clinical Concept – (Write in the percentage on the top bar for each area)

Diagnostic Procedures _____ Therapeutic procedures _____

Meeting Client Needs: Physical _____ Meeting Client Needs: Psychosocial _____



Health Promotion & Maintenance _____ Communication _____

Critical Thinking _____

Click on the “BACK” button; Click on “REVIEW” Each incorrect answer is marked with a Red “X” in the left hand column

In the last column you can click on ‘View Explanation’. Click on each topic that was answered incorrectly and make a 4x6 note card for it. Write the topic on one side and information from Topic Review on the back. The topic review area can have up to 3 levels (Kaplan Overview, Essentials of Nursing Care, and Background of Nursing Care. You will include information on the back of the 4x6 note card from ALL available levels. Place enough information so you will be able to study and discuss the topic. Ask other students/persons to quiz you on the topics.



Practical Nursing Remediation Plan 85th Percentile and Above

Date Of Test _____ %Correct _____

Click on "Analysis of Test" Percentile Ranking _____%

Number of Answers changed from CORRECT to INCORRECT _____ (If this is a high number, you need to work on staying with your first answer.)

Number of Answers changed from INCORRECT to INCORRECT _____ (If this is a high number, you need to review and remediate content area.)

Look further at graphs Level of Difficulty – (Write in the percentage on the top bar for each question.)

Which area was your STRONGEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Which area was your WEAKEST?

Recall _____ Understanding concepts _____ Making nursing judgements _____

Setting Priorities _____

Clinical Concept – (Write in the percentage on the top bar for each area)

Diagnostic Procedures _____ Therapeutic procedures _____

Meeting Client Needs: Physical _____ Meeting Client Needs: Psychosocial _____

Health Promotion & Maintenance _____ Communication _____

Critical Thinking _____

SKILLS VALIDATION/CHECK OFF

Clinical skills are essential to the practice of nursing. Students will be required to demonstrate mastery of clinical skills before being allowed to perform those skills in the clinical setting. Each skill has an associated validation/Check off sheet. Students will be provided requirements for successful completion of each required skill. A student will receive theory content, written instructions, a demonstration, and practice time for each skill. A student has three attempts to successfully complete a skill. If the student is unsuccessful on their first attempt, mandatory practice will be assigned. If the student is unsuccessful on their second attempt, mandatory practice with an instructor will be assigned. A different faculty member will evaluate the student on each of their attempts. Failure to validate mastery of any skill within three attempts will result in failure of that class. Failure of a nursing class renders a student unable to progress in the nursing program.

UNIFORM GUIDELINES/DRESS CODE

1. The regulation (white) uniform must be worn in the clinical setting.
2. Uniforms and lab coats are to be worn only to clinical experience areas.
3. Uniforms must be clean and pressed at all times, including the lab coat.
4. Uniform (dress) should not be shorter than the middle of the knee.
5. Name pins must be worn in the upper left hand corner of the uniform and lab coat at all times. Patches should be centered one inch below the shoulder of left arm of the lab coat.
6. The student must wear the lab coat and name pin to and from the clinical facility. The lab coat must be worn when leaving the unit. The lab coat must be removed when performing direct patient care. The name pin must be present at all times. A plain white sweater may be

worn over the uniform if needed while the student is on the nursing unit. The sweater must be removed and the uniform covered with a lab coat when leaving the unit.

7. When clinical experiences do not require wearing regulation uniforms, students are required to wear the official red scrub suit with the school patch, unless instructed otherwise. The red scrub suits are required for all lab time.
8. Students must bathe daily, use deodorant, and practice good oral hygiene.
9. Students must keep hair (including beards) well-groomed. Long hair must be off collar, pulled back in a ponytail, or other instructor approved upswept style at all times. Decorative hair ornaments are not allowed. Hair coloring must be of a natural color.
10. Jewelry must be conservative. Acceptable jewelry includes: a solid wedding band without stones, a watch with a second hand, and one pair of small stud earrings for pierced ears, no hoops allowed. No other body piercings or jewelry will be allowed.
11. Nails must be clean, short, and without nail polish. Artificial and/or acrylic nails must not be worn in the clinical or lab.
12. Perfumes and colognes are not to be worn to clinical. If make-up is worn, it must be worn in moderation.
13. Visual tattoos must be covered while in the clinical setting.
14. Neutral or white underclothes must be worn at all times. No thongs.
15. Hosiery must be white, clean and without runs. Students wearing pants should wear knee length white socks.
16. Uniform shoes must be white with rubber soles. The ties must be clean and the shoes polished at all times. Solid white leather tennis shoes may be worn. Canvas shoes or shoes with open toes or heels are not allowed.

17. Classroom attire must be appropriate as specified by the instructors and the EMCC Student Catalog/Handbook.
18. In order to participate in the Graduation/Pinning Ceremony, the student must be in proper attire as specified by the instructors.

CLASSROOM COMPLAINTS/APPEALS PROCESS

The following policy should be followed in all cases of complaints or appeals involving the nursing department.

1. Discuss the problem with the faculty member, staff member or administrator involved. Direct communication between the parties usually resolves most conflicts.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Director of Nursing and Allied Health for assistance in resolving the issue.
3. If the complainant wishes to file a formal complaint, she/he should express the specific nature of the complaint in writing and within 24 hours to the Director of Nursing and Allied Health. If the matter cannot be resolved, the Director will refer it to the proper authority at the College for disposition.

STUDENTS MUST REMAIN IN CLASS WHILE AN APPEAL IS IN PROGRESS.



ESSENTIAL FUNCTIONS

1. Meet admission requirements.
2. Stand for prolonged periods.
3. Ability to lift 50 pounds.
4. Communicate orally, in writing, and with auditory skills.
5. Possess manual dexterity with fine motor skills.
6. Ability to use computer to retrieve and transmit information.
7. Maintain a professional appearance.
8. Demonstrate knowledge of the English language.
9. Possess skills and knowledge to perform basic mathematical calculations using percentages, decimals, and equations.
10. Ability to work well with diverse populations.
11. Must be flexible and able to adapt to rapidly changing situations.



EAST MISSISSIPPI COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

VERIFICATION OF RECEIPT OF THE PRACTICAL NURSING STUDENT HANDBOOK

I have read and understand the Practical Nursing Handbook. I have been given the opportunity to ask questions and I understand that compliance with these policies is mandatory. Failure to abide by the Handbook policies will be grounds for dismissal from the program.

In addition, I HEREBY RELEASE East Mississippi Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting from any required nursing experience or travel.

Student Name (print) _____

Student signature _____

Witness _____

Class enrolled in _____

Date: _____

Adopted January 2012

Revised July 2018

Revised August 2013

Revised July 2014

Revised July 2015

Revised January 2016

Revised January 2017



EAST MISSISSIPPI COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

VERIFICATION OF RECEIPT OF COLLEGE CATALOG AND EMCC STUDENT HANDBOOK

To access the college catalog and EMCC student handbook go to:

<http://www.eastms.edu/about/policies-notifications/Pages/default.aspx>

I have been given instructions on how to access the college catalog and handbook and am aware I am responsible for knowing and following its rules and regulations.

Student Name (print) _____

Student signature _____

Witness _____

Class enrolled in _____

Date: _____