UA-Pulaski Technical College
Practical Nursing Program
Student Handbook
2018-19
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**Philosophy**

The faculty of the Practical Nursing Education Program at UA-Pulaski Technical College accepts and believes the underlying philosophy of the Arkansas Department of Higher Education.

The faculty believes that every person has value and nurses should strive to maintain this to the highest degree of physical and cultural experiences. When certain changes occur, mankind may not maintain his/her independence in life and will require assistance from others.

The faculty believes that nursing provides prevention, rehabilitative, and supportive measures to assist an individual in functioning at his/her own optimum level of health or face death with dignity. Nursing is an art and science, which utilizes the nursing process to assist individuals in meeting their basic human needs.

The faculty believes that the practical nurse is a distinct member of the health care team whose goal is to recognize aspects of the individual’s health. The individual is a unique being who has basic needs common to all age groups within the life cycle. Nursing education and care exist to study responses of man holistically.

The Faculty believes the teacher serves as a guide to direct the student through a learning environment. Learning is an individual process enhanced by an organized program of nursing offered at levels of increasing complexity. The faculty is responsible for planning, implementing, and evaluating the learning experience for the student.

**Program Goal**

The faculty is committed to the preparation of its students to assume the role of the beginning licensed practical nurse capable of functioning at or above *entry-competency levels* under the appropriate supervision.

**Department/Program Learning Outcomes**

The Practical Nursing Program endeavors to develop a practical nurse who:

1. Functions as an effective member of the health care team, providing care to persons with common nursing problems and assists the registered nurse or physician with more complex problems.
2. Implements effective communications skills regarding health care with members of the health care system, the community, the client, family members, and other members of the health care team.
3. Recognizes that each person is a holistic, ever-changing being who is affected by environment changes and is able to apply this concept competently in wellness and in illness.

4. Has adequate knowledge and skills relevant to the health care field which will be gained through study and utilization of scientific principles. This knowledge and the skills obtained will ensure the student has the ability to follow written and verbal instructions, exercise sound judgement, and render safe and effective nursing care within the scope of practical nursing.

5. Observes and responds to the client’s needs on an individual basics utilizing the nursing process.

6. Accepts responsibility for his/her personal growth and actions, understands the need for continuing education, and adheres to moral standards and principles of the profession of nursing.

7. Adheres to the LPNA Nursing Code of Ethics

8. Adheres to the standards set forth in the “Arkansas Nurse Practice Act.”

**Criminal Background Check**

Admittance to the UA-Pulaski Technical College Practical Nursing Program requires a criminal background check. Failure to complete and pass the background check voids the student’s acceptance into the program.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, polo contender, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at [http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx](http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx)

**Academic Due Process**

UA-Pulaski Technical College Academic Appeals process can be found in the Academic Catalog (page 34) located on the UA-Pulaski Technical College website.
College Policies and Procedures

Students are responsible to review the online UA-Pulaski Technical College Academic Catalog for information on current College wide policies and procedures.

Contact Information

Students may reach the UA-Pulaski Technical College Practical Nursing Program by calling (501) 812-2834 or (501) 812-2339. Voicemail is activated 24 hours per day. Please leave a clear and complete voice message, including contact information.

Social Networking

Social Networking Policy

The purpose of this policy is to ensure the prevention of UA-Pulaski Technical College Practical Nursing Program’s identity, integrity, and overall reputation while minimizing risks from online communication and collaboration.

- This policy applies to UA-Pulaski Technical College Practical Nursing program for any written electronic communication published online regarding UA-Pulaski Technical College Practical Nursing Program-related matters and information, whether public or private.
- Confidentiality of students, faculty, staff, and patients is to be maintained at all times. Patient information or clinical situations should never be discussed on social networking sites.
- The use/posting of unauthorized (where written permission has not been obtained from involved parties) pictures, logos, videos,, or UA-Pulaski Technical College Practical Nursing Program, materials is strictly prohibited.
- Social networking, texting, sending/ receiving email, or using any other electronic device should be done during times that are allowable by the instructor.
- Students who is online social networking and identify him/herself as associated with UA-Pulaski Technical College Practical Nursing Program must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of UA-Pulaski Technical College Practical Nursing Program.
- On Campus computing resources and network capacity may not be used for illegal purposes.
- The following examples of illegal purposes:
  - Intentional harassment of other users
- Intentional destruction of or damage to equipment, software, or data belonging to UA-Pulaski Technical College Nursing Program
- Intentional disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyrighted material

The ARSBN recommends before posting anything on a social media site to ask yourself the following questions:

- Is the information I am about to share patient information that is protected by HIPAA laws?
- If I were the patient, would I want this information share about me?

**Communication**

UA-Pulaski Technical College student email accounts are an official means of communicating college-related information. Course and/or nursing program specific information may be sent to Blackboard email accounts. Students and faculty are responsible for regularly reading messages to both email accounts.

It is the student’s responsibility to maintain current contact information within the program office. This information includes: address, telephone number, and emergency contact.

Students are required to adhere to the UA-Pulaski Technical College code of student conduct in addition to the Clinical Conduct and Behavior standards.

**Clinical Conduct Standards**

**Clinical Conduct and Behavior Standards:**

The student is accountable to follow the rules and regulations of UA-Pulaski Technical College, the Practical Nursing Program, and all clinical affiliates.

A faculty member has the right to temporarily suspend a student from clinical whenever the student is disruptive and/or creating a situation that is not conducive to the health and welfare of patients or the essential function of the healthcare facility. The faculty member is responsible for contacting the Program Director to discuss the situation prior to suspending the student.
Clinical Requirements and Behavior Expectations:

- Students will be American Heart Association CPR certified before beginning clinical rotations.
- CDC infection prevention precautions (universal Precautions) will be followed by the student at all times.
- Smoking regulations and policies will be followed at each clinical facility.
- Gum chewing, tobacco chewing, or chewing any substance in the clinical area is prohibited.
- SLEEPING is not allowed at any time.
- Park only in designated areas at the clinical facility.
- Emergencies requiring missed clinical time are handled on a case by case basis.
- Adhere to time allotted for lunch breaks.
- The student will report off to the faculty and appropriate personnel when leaving for breaks or at the end of the clinical day.
- If an emergency arises the morning of clinical, the instructor will be notified at least 30 minutes before the shift begins.

Unprofessional and/or inappropriate conduct in clinical may include but is not limited to the following:

- Not following verbal or written directions form the clinical instructor.
- Not following instructions from physicians or the licensed nurse related to patient care in the clinical area.
- Being disrespectful to or argumentative with peers instructor(s), patients, families, clinical facility staff, or medical staff.
- Not being honest (lying) to the clinical instructor, clinical facility staff, or medical staff.
- Being out of uniform. (Scrub Loft approved uniform; see dress code policy.)
- Making medication errors or medication omissions.
- Making medical or procedure errors.
- Neglecting a patient or leaving a patient unattended.
- Providing unsafe nursing care or leaving a patient in an unsafe environment. This would include leaving the side rails sown or turning your back on a patient who is elderly, confused, disoriented, or has received narcotic medications.
- Having pagers, cell phones and other electronic equipment in the clinical area.
- Being in the clinical facility without a clinical instructor present.
- Not following universal infection control precautions.
- Not following patient confidentiality policies.
- Not following medication administration policies and procedures.
- Drug and/or alcohol related behaviors.
- The smell of drugs or alcohol on or in the proximity of the student.
• Clinical no call/no show.
• Behaviors, interaction, or provisions of patient care that place the program or clinical facility at risk of liability or disruption of the clinical agreement between school and institution.
• Leaving the clinical area without prior notification of the clinical instructor.

The list above is not all inclusive. The nursing faculty retains the right to determine what constitutes unprofessional and inappropriate conduct in the clinical setting.

Unprofessional behavior will be reflected on the clinical grading rubric for that week.

Students may receive a clinical grade of (F) when the clinical affiliate deems the student unsafe or asks that the student be dismissed from and not returned to their facility.

The Nursing Program reserves the right to suspend a student from the program for any clinical performance or behavior (s) deemed unsafe, as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient’s family, health team, or facility in jeopardy.

**Clinical Grading**

*Safe clinical practice is defined as:*

• Functioning within the boundaries of the Arkansas Nurse Practice Act.
• Practicing within the parameters of the ALPNA’s Code of Ethics.
• Demonstration of accountability for own practice including continuity in preparation, documentation, and care of patients; verbal and written communication; and practicing within the scope of preparation.
• Demonstration of respect for individuals including patients, families, health team members, other students, and faculty.

**Clinical Grading:**

Students who place themselves, other students, residents, patients, patient’s family members, staff, or faculty in an unsafe situation may receive a failing grade (F).

The program instructors have expectations that students must abide by during their clinical rotations. These expectations will enhance individual learning experiences and promote the development of sound nursing skills, positive interaction among patients, health care providers, and families.
**Attendance:**

- An absence is considered a no call/no show when a student has failed to notify the instructor of a clinical absence within two (2) hours of the start of the clinical day. A clinical absence and loss of points will be recorded based on the clinical grading rubric.
- Arrive on time and be ready for the day’s assignment. Make sure you leave home in plenty of time to arrive at your destination safely and on time.
- In the event of an emergency, you must call the appropriate clinical instructor at least 30 minutes prior to the beginning of your shift.
- Do not assume that an instructor has received your message if you leave a voice mail. You must actually talk to that instructor and receive verbal acknowledgement of your call.
- If you do not hear from the instructor within 15 minutes, call them again. Keep calling until you reach the instructor. **Voice mails do not count.**
- Students are expected to remain on duty the entire shift.
- You must arrive at your clinical pre-conference and post-conference on time. If you find you cannot arrive on time, you must contact your instructor and inform them that you will be late.
- **At no time** will a student be allowed to remain on a clinical site after the clinical day has ended and the instructor has left.
- Students may not use the unit phone for personal calls.
- After completion of patient/unit assignment, students will make themselves available to unit staff.

**Personal Appearance & Dress:**

- Students are expected to adhere to body cleanliness standards, with no offensive odors (Including perfumes after shave lotions, etc.).
- The uniform will be complete, neat, clean, and pressed. The white lab jacket will at least be worn coming into and out of the building. Wearing the jacket inside the clinical facility is optional.
- Shoes will be clean white leather, with clean shoestrings. Shoes without a back must have a strap in place across the heel. Very, worn, scuffed and dirty white shoes will be replaced. White socks or white hose must be worn.
- Nails are to be kept clean and short. No artificial nails, tips, or appliques are permitted. No nail polishes, including clear polish.
- Beards/mustaches must be well kept.
- Hair must fit into one surgical cap.
- Make-up must be of natural tone.
- Hair will be clean, neat, pulled back, and up off the collar, No strands of hair may hang down in the face. Hair must be of natural tone.
• Hair bands, clips, and “scrunches” must be the color of the hair, or gold/silver. No extremely large hairstyles will be worn. Remember your appearance is to be professional.
• Appropriate jewelry only may be worn.
  o 1 plain, smooth weeding band—absolutely no stones, etchings, or engravings
  o 1 watch
  o 1 small pair stud earrings to be worn in the ear lobes only (one in each ear).
  o No facial jewelry, tongue rings, tongue studs, or ear cuffs are allowed.
• Students who present to clinical in other than approved uniforms will be sent home for the remainder of the clinical day. The student will accrue an absence or early departure on their attendance record.

**Environmental Control/Safety:**

• The student will keep the unit clean and uncluttered. The bed will be in a low position with side rails up per institutional policy. Personal items and call light will be within reach of the patient.
• The student will follow standard precautions in providing patient care, including handwashing before, after and between patient contacts.
• The student will follow CDC universal precautions for infection control.
• The student will use hospital equipment safely, as it is intended, and will properly dispose of sharps.

**Medicine Administrations and Procedures:**

• The student will ensure that the patient has been properly identified using 2 patient identifiers prior to performing any procedures or giving medications.
• The student will check the physician’s orders, review procedures and explain them to the patient prior to care.
• The student will contact the instructor prior to performing any procedure or giving any medications. The instructor will supervise all medication given by the student.
• The student will perform all procedures with confidence and require no prompting by the instructor.
• The student will organize and prepare supplies and be ready to perform the procedure by the time the instructor arrives.
• The student will check physician’s orders and verify the medicines on the MAR prior to administering medications.
• The student will look up the medications ordered and will know the classifications, action, and side effects prior to giving them. The student will also explain the medications to the patient prior to administering them to the patient.
• The student will provide for privacy and leave the patient comfortable.
• The student will organize time and patient care needs in a prioritized manner.
• The student will report observations/information to the instructor and the patient’s primary nurse.

**Clinical Documentation:**

• Clinical documentation assignments are given by the clinical instructor each week. The assignments are due on the date and time indicated by the instructor. Students who submit clinical documentation that is up to twenty four hours late will receive 25% deduction in clinical grade. If clinical documentation is greater than 24 hours late and up to 48 hours late, the student will receive a 50% deduction in clinical grade. Clinical documentation received after 48 hours will receive a 100% deduction in clinical grade.
• Correct use of medical terminology and abbreviations is required.
• Hand writing must be clear and legible, All errors must be corrected appropriately,
• Spelling must be correct.

**Break and Lunches:**

• Students will be given one (1) 30-minute lunch period taken at the appropriate time.
• Students may not leave the clinical site for the break or lunch.

Each instructor may have their own guidelines for their particular clinical situation. Students are to abide by them. Students are expected to follow directions given by their clinical instructor. Any questions or concerns will be directed to the clinical instructor first, then to the Program Director. Students must follow the chain of command. Every effort will be made to resolve issues at the lowest level possible.

**Dress Code**

**Dress Code:**

The Nursing Program at UA-Pulaski Technical College is professional training program. It is the intent of the program to instill professional attributes and attitudes in each student consistent with the requirements and expectations of employers and the community we serve. Student clinical dress codes are components of this intent.

**Clinical Dress Code:**

Uniforms worn in clinical area are purchased from Scrub Loft Uniforms. Scrub Loft has the appropriate style and color order numbers available for students.
Students will wear only designated blue scrubs and white jackets purchased from Scrub Loft. Pant hems may not touch the floor. Long sleeve white t-shirts may be worn under the scrub top.

UA-Pulaski Technical College name badges are a required part of the uniform and must be worn at all times.

Shoes will be white Leather. Nursing shoes or an all-white leather shoe may be worn. Open-toed shoes are not allowed. Crocs or other rubber shoes may not be worn. If open-backed nursing shoes are chosen, the shoe must have a strap on the back. Shoes and shoe strings will be clean at all times. Solid white socks that cover the ankles must be worn with shoes.

Tattoos are often not appropriate for the healthcare and professional work environment. The nursing faculty has the right and authority to require the student to cover the tattoos (s) with a while long sleeve crew neck shirt, turtle neck or waterproof makeup.

Nursing faculty has the right and authority to request that students cover up visible tattoos and remove piercings.

No perfumes, colognes, after shaves, or perfumed soaps may be worn in the clinical area.

Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

**Student Heath Requirements**

Students entering the UA-Pulaski Technical College Practical Nursing Program will be in a good physical and/or emotional/mental health and will meet health requirements that enable them to provide safe and effective nursing care without placing the client or themselves in danger. Students are taught principles of infection control and risk control recommendations with in the program curriculum.

*Health requirements are as follows:*

- Current Tuberculin (PPD) shin test or QuantiFERON-TB blood test. Within 12 months of beginning clinical rotations.
- Hepatitis B series to begin before clinical (s).
- Influenza immunizations required seasonally as recommended by the Arkansas Health Department.
- Visual ability enabling the student to read fine print and see fine lines on medical equipment and supplies, aided or unaided.
- Hearing ability enabling the student to communicate effectively with clients and families speaking in a normal voice at short distances, aided or unaided.
• Verbal ability enabling the student to communicate effectively and safely with faculty, staff, clients, and families members.
• The student will be free of communicable/infectious disease while in the clinical area.
• The student will be able to transfer an average-sized adult client without difficulty, with or without the assistance of other personnel in the clinical area.
• The student will be free of illegal or nonprescription drugs at all times.
• The student will have mental abilities enabling them to follow detailed directions with or without written instruction.
• The student will be free of mental and/or emotional illness impeding their abilities to deal with stressful and/or crisis situations within the theory or clinical portion of the program.

**Special considerations:**

The student is financially responsible for the cost of the program health requirements, screenings, and immunizations.

Students who have not received and provided documentation of tuberculin skin testing (PPD) or begun and provided documentation of their Hepatitis B series will not be able to enter the clinical component of the program.

Students who do not receive and provide documentation of their seasonal influenza vaccination in the time allotted by the Program Director will not be able to continue in the clinical component of the program.

Students on prescription medication classified as barbiturates, amphetamines, hypnotics, narcotics, and/or sedatives will provide proof of valid prescription of any drugs outside the above classification when requested by the faculty.

Students who become ill or injured while in the program, whether due to physical, emotional, or mental issues may be asked to seek medical care and obtain written physician’s verification of their ability to return to the program.

Falsification of any medical information necessary will result in student dismissal from the program. All medical information should be photo copied prior to the nursing department for the student file.
**Student Agreement (Initial each line)**

______ I do hereby agree to abide by the rules, regulations, policies and procedures of UA-Pulaski Technical College and the Practical Nursing Program.

______ I do hereby agree to abide by the rules, regulations, policies and procedures of affiliating hospitals and other health care facilities where I receive clinical experience.

______ I agree to submit to the UA-Pulaski Technical College Administrative Rule for “Student Drug Testing” random screening. I also agree to submit to drug screening at any time while enrolled in the program when requested by the nursing faculty or the clinical nursing administrative staff.

______ I understand and agree the drug screen may be collected immediately upon request or within a specified time frame. I understand that positive results will lead to dismissal from the Practical Nursing Program at the UA- Pulaski Technical College.

______ Authorization is hereby given to UA-Pulaski Technical College and the Practical Nursing Program to release information from my records to prospective employers, licensing agencies, or other educational institutions.

______ I understand that failure of a course within the program will lead to being administratively withdrawn from the program.

______ I understand that I am responsible for my grade and progress within the program. I understand that the PN Program has a different grading scale than the rest of the college and I understand that the passing point is 79%.

______ I know and understand that I am responsible to complete all assignments in the allotted timeframe, I understand that skipping or not completing assignments can lead to progressive disciplinary action up to and including course failure or administrative withdrawal from the PN program of study.

______ I understand that I am responsible to have all textbooks purchased before the course(s) begin. I understand that I will be unlikely to pass nursing courses without the required text.

______ I understand that this program of study is time consuming and that my success is related to the amount of time I read, study, and prepare for class and exams.

______ I understand that if any UA-Pulaski Technical College clinical affiliate refuses to allow my attendance for any reason that I will be administratively withdrawn from the program.

Students Name
(Print)________________________ (Signature)_________________________ Date_______

Faculty Signature: ___________________________________________
I have read and understand ACA §17-87-312 and the specific offences which, if pleaded guilty, nolo contender, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas.

I have been given a copy of ACA §17-87-312 and can access the information at http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx

Name: (Print) ______________________________________________________________

Signature: ______________________________________________________________

Date: ____________________
Student Drug Test Administrative Rule of

UA-Pulaski Technical College

Student Acknowledgement

I acknowledge that I have received a copy of the Student Drug Testing Administrative Rule of UA-Pulaski Technical College and understand that I will be subject to random drug testing during this term. I realize that a positive drug screen will result in being dropped from the class and from this program of study (if referenced in the Administrative Student Drug Testing Rule). Further, there will be no tuition or fee refunds for courses that are dropped as a result of the drug screening process and if I receive financial aid, it may be affected.

Printed Name: ________________________________________________________

Signature: _______________________________________________________________

Program: _______________________________________________________________

Today’s Date: ____________________________________________________________