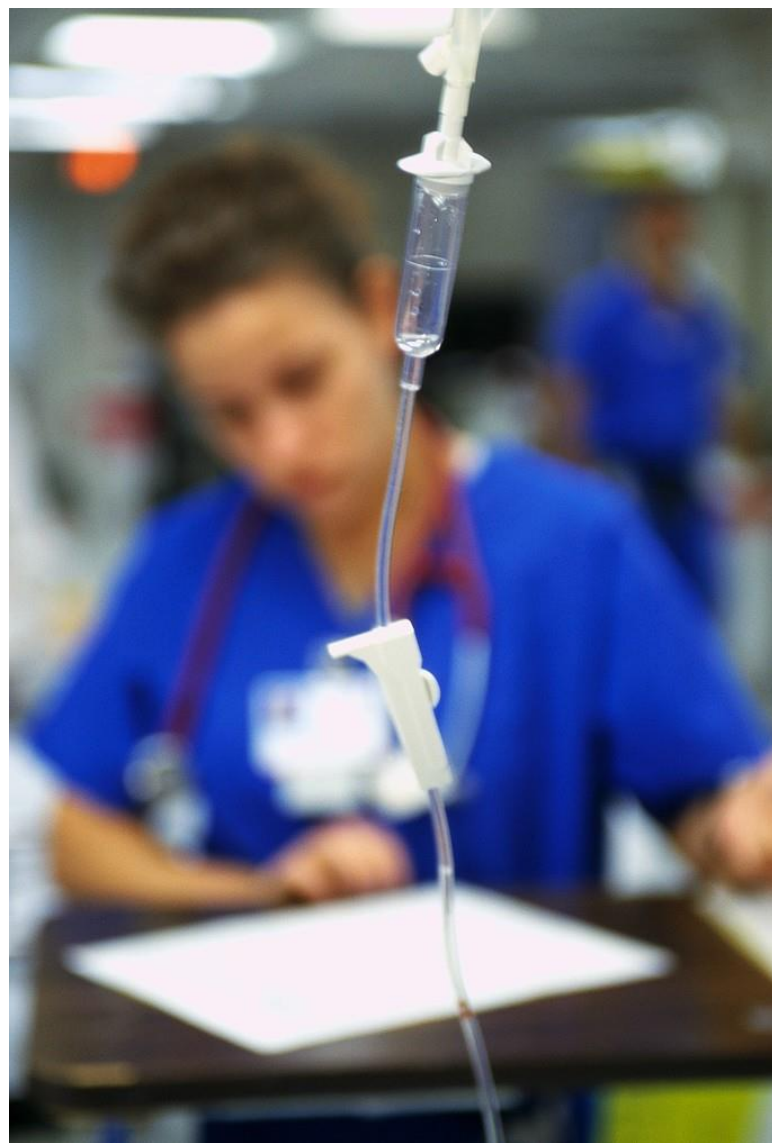
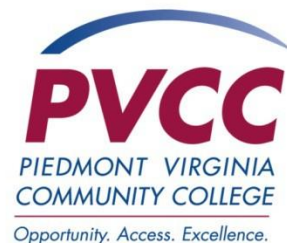


2022 PRACTICAL NURSING STUDENT HANDBOOK

Piedmont Virginia Community College



Accredited by:

**Southern Association of Colleges
and Schools
1866 Southern Lane
Decatur, GA 30033-4097
404-679-4501**

***Approved by:**

**Virginia State Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Richmond Virginia 23233-1463
804-367-4515**

**Please note that the PVCC PN
is on provisional approval status
with the Virginia State Board of
Nursing as of July 31, 2019.***

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Dear Nursing Student:

Welcome to the Practical Nursing Program at Piedmont Virginia Community College. We are happy to have you with us and sincerely hope that we will be able to help you fulfill your desire of becoming a practical nurse. The nursing and other college faculty and advisors are here to assist you in meeting this goal.

You were selected for the practical nursing program because we felt that you possessed the necessary qualities for the successful completion of the program. To be successful in nursing, you must be willing to assume responsibility for your learning. In addition to reading before each class and asking questions about content you don't understand, you should also take advantage of the multiple resources at the college such as the learning center, writing center, First Quadrant math center, make appointments with faculty during posted office hours, and seek out a counselor for personal issues.

For you to become familiar with our policies and procedures, we have prepared this Practical Nursing Student Handbook for you. The college catalog and student handbook are also available to you while you are enrolled in the nursing program. Please read and become familiar with these resources so that you may always remain in good standing with the program and college.

It should be noted that this Handbook is a general guide. The Dean of Health & Life Sciences, Associate Dean of Nursing Program, and nursing faculty reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this Handbook, or in cases where extenuating circumstances influence situations which are addressed in this guide.

If at any time you need clarification concerning items discussed on the following pages, please feel free to seek assistance from us.

Sincerely,

The Nursing Program Faculty

NURSING FACULTY AND STAFF

Dean, Division Health and Life Sciences	Nicole Winkler, M.Ed; R.T. (R) (ARRT)
Associate Dean of Nursing	Linda Peffley-Firer, MSN, RN, COHN-S
Academic & Operations Coordinator	Will Moran, M.S.
Clinical Compliance Coordinator	Shannon Copeland
Nursing Faculty	Irene Aghahowa MSN, RN Charemon Brooks MSN, RN Lorraine Collins MSN, RN Elizabeth Cook-Riddle, BSN, RN Wendy Diment MSN, RN Kelly Farnsworth MSN, RN Brittany Hinkle, MSN, RN Maria Moore MSN, RN Jason Panek, MSN, RN Farrid Uddin, MSN, RN JoAnna Wade, MSN, RN

PRACTICAL NURSING PROGRAM OBJECTIVES

The PVCC practical nursing program prepares graduates to successfully function in the role of entry-level licensed practical nurse under the supervision of a Registered Nurse or physician in structured settings, providing direct care to clients with common health problems which have predictable outcomes. The graduate is expected to function in the following ways.

The PVCC Practical Nursing graduate will:

1. Collaborate and communicate with interdisciplinary teams to deliver holistic care that is safe, culturally, and developmentally appropriate, and centered on building positive, healthy relationships with individuals and families.
2. Promote optimal health for patients at various points along the health continuum by integrating evolving technologies and principles from the physical, biological, and social sciences when delivering individualized nursing care.
3. Apply the steps of the nursing process in making clinical judgments to ensure safe quality nursing care.
4. Demonstrate professional values and behaviors while providing safe, compassionate, culturally sensitive, and fiscally appropriate nursing care to a diverse patient population.

**PIEDMONT VIRGINIA COMMUNITY COLLEGE
NURSING PROGRAM**

Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the nursing student must, either independently **or with reasonable accommodation**, be able to perform all the following essential standards and functions of a practical nurse.

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural, and intellectual backgrounds.
2. **Hearing and comprehension:** Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand and respond appropriately to verbal directions, and hear faint body sounds.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data, and provide for the safety of clients' condition by clearly viewing monitors and other equipment to correctly interpret data.
4. **Mobility:** Stand and/or walk eight hours daily in the clinical setting. Bend, squat, or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around the client to manually compress the chest and ventilate). Work with arms fully extended overhead.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems, hand surgeon instruments without contaminating the instrument or the sterile field.)
6. **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Tactile ability sufficient for physical assessment.
7. **Mentation:** Maintain reality orientation for at least eight hours. Assimilate and apply the knowledge acquired through lectures, discussions, and readings.
8. **Smell:** Olfactory ability sufficient to monitor and assess health and safety needs.

PIEDMONT VIRGINIA COMMUNITY COLLEGE NURSING PROGRAM

CLINICAL GUIDELINES WHEN CARING FOR PATIENTS WITH COMMUNICABLE ILLNESSES

During clinical experiences in the nursing program, students will be assigned to care for patients with communicable diseases, including HIV-AIDS, COVID-19, hepatitis, and tuberculosis, among others.

Students may be exposed to blood or other unknown potentially infectious materials. It is an expectation of the program that students adhere to the **American Nurses Association Code of Ethics**, which states in part:

The nurse provides service with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Students will be taught current information about communicable diseases, their transmission, and standard protective precautions to be used while caring for patients or handling potentially infectious materials before their first clinical experience. Students are expected to assume responsibility for using the precautions while caring for patients to minimize the risk of disease transmission.

Because students may be at risk for acquiring hepatitis B viral infection, it is strongly recommended that students be vaccinated with hepatitis B vaccine before caring for patients. Students who do not wish to receive the hepatitis B vaccine upon entry into the program must sign a declination form to this effect. Clinical facilities may reject a student for not obtaining the correct immunizations and this would cause the student to be unable to complete the PN program and would result in the student being administratively dropped from the program.

COURSES

Students must demonstrate competency and achieve a grade of "C" or better in each nursing course and all pre-requisite courses to successfully complete program requirements.

For a description of practical nursing program courses, see the college catalog.

For a description of content and expectations relating to specific nursing courses, see course syllabi.

ACADEMIC ADVISING

All current students are provided with academic advising in the Admissions and Advising Center. Nursing course-specific questions should be directed to your nursing course faculty. **IT IS THE RESPONSIBILITY OF THE STUDENT TO MEET WITH AN ADVISOR FOR CURRICULUM PLANNING AND ADVISING THROUGHOUT THE PROGRAM. It is especially important to meet with an advisor before graduation to ensure you have met all the requirements for graduation.**

SKILLS LABORATORY

The classroom laboratories for nursing students are in the Keats Science Building. These labs are specifically designed to enable the student to develop and practice the necessary skills to meet the objectives of the nursing courses. Times have been designated for students to use these classroom labs (see course syllabi) and there may be scheduled open lab times available during the week for extra practice time with an instructor. The open lab schedule is posted on Canvas and the lab doors. During the COVID-19 pandemic, the lab times may be adjusted or scheduled in small groups. Also, lab skills may be taught via Zoom class and the student may be scheduled then for small group practice and/or testing. Students will be purchasing a stethoscope via the bookstore for PNE 186 in the Spring of the first semester (mandatory).

The nature and value of the equipment in these rooms is such that care must be taken to see that it is properly handled, maintained, and safely stored. No student is permitted to perform lab skills without an instructor in the lab for safety.

CLINICAL EXPERIENCES

Clinical laboratory experiences are determined by faculty who select the facility best able to meet learning needs. The large number of students using facilities may make it necessary for students to obtain experience in the evenings and/or on weekends. Arrangements for transportation and parking at the clinical facility must be planned by each student. PVCC will not accommodate any work schedule for any students as clinical time is too difficult to obtain. It is expected that the student will prioritize their student clinical days as their priority above anything else!

For clinicals, students will be given clinical objectives before the beginning of clinical each day by the assigned instructor.

The procedure for students to follow in the event of lateness or absence from any clinical experience is:

1. Call/text the instructor as instructed during clinical orientation and give the reason for necessary lateness or absence. Please follow guidelines given by the instructor- no middle of the night calls-please!
2. Call the assigned clinical area and leave a message (only if cannot reach the instructor).
3. Communicate as early as possible so that appropriate changes can be made in assignments.
4. A no call/no show for clinical **will result in an automatic clinical failure or U- Unsatisfactory day** unless mitigating circumstances apply.
5. If a student is dismissed from a clinical unit **for any reason**, this will result in automatic dismissal from the practical nursing program.

100% attendance is required in all clinical areas. All absences must be made up by the student at

a time designated by the instructor; failure to do so will result in an unsatisfactory clinical grade. Students are required to arrive on time at all clinical sites.

- **For all group clinicals, students arriving on the clinical unit after pre-conference and/or report have begun will be considered late. For all individual clinical experiences, you will be considered late if you arrive more than 5 minutes after the designated start time.**
- **Students who are late to clinical three times will receive an unsatisfactory day (U) day on the third late day.**
- **A fourth late day will result in a second unsatisfactory (U) day.**
- **Two U days will result in a clinical failure for the course.**
- **Any student who is more than 30 minutes late to clinical will be counted as absent (except for extenuating circumstances as approved by your clinical instructor) and will be sent home and will need to make up that day.**
- **Lateness under 30 minutes is considered a tardy and falls under the tardy policy as stated above.**

Students are strongly advised **not to work the shift immediately preceding the clinical experience or lab**. If the clinical instructor or preceptor believes that patient safety is endangered, the student will receive a grade of "unsatisfactory" for the clinical day and will not be permitted in the clinical area.

If a student arrives at a clinical site unprepared to provide safe patient care (including inadequate clinical prep paperwork) or calls out for the day because they are unprepared, the student will receive a grade of "unsatisfactory" for that day and must make up the day.

No food, drinks, smoking, or chewing of gum will be permitted in client care areas.

Absolutely no photos may be taken in client care areas, including screenshots of any computer screens or charts.

No cell phones are allowed out of your pocket on any clinical unit except for clinical time recording or skill signage on Trajecsys. Students will be signing in and out of clinical for attendance via their smartphone upon arrival and dismissal via the Trajecsys system. Students must sign out for a 30 min lunch and then back in. If a student needs to leave an emergency number for a daycare provider or emergency contact, the clinical instructor will provide his/her number or text info.

For college laboratory experiences, students will be required to wear uniforms and follow all hair and jewelry policies unless otherwise directed by the instructor(s) involved. For all other clinical laboratory experiences, students will appear in uniform unless specifically directed otherwise by the course instructor(s).

Cell phone communication with instructors

Rapid and efficient communication between an instructor and their clinical students is essential to the clinical experience and has been greatly enhanced with the ability to utilize cell phones and texting. This mode of communication allows instructors to quickly inform all students of cancellations or other changes related to the clinical schedule. It also allows students to directly reach their instructor if they are ill or have an emergent situation before clinical. As this method of communication provides a significant advantage, many instructors use this with their clinical groups, which necessitates responsibility on the part of instructors and students alike.

Keep in mind that **cell phone use and texting with instructors should be utilized only for urgent communication** about clinical attendance or other items outlined by the instructor. Other, non-urgent communication should be done via PVCC email, phone during business hours designated by the individual instructor, or in person. **Once the clinical rotation has been completed, texting and the use of an instructor's personal cell phone for communication should be discontinued by students.** If in doubt about what is appropriate, please refer to the class syllabus or your specific clinical instructor's directions about cell phone use.

CLINICAL ABSENCE AND MAKE-UP DAYS

1. At the beginning of each semester, the clinical days are planned and scheduled. It is expected that students will attend as scheduled unless they are ill with a fever or possible contagious illness. It might not be possible to schedule clinical make-up days as facilities are limited. Clinical make-up days are not guaranteed due to student or family illness or emergencies. If a site cannot be scheduled the student may receive an incomplete (I) grade for the semester until clinical time can be completed. If clinical is not completed or unable to be scheduled within the agreed upon timeline, the student will receive an "F" grade and will fail the clinical course and be unable to progress in the program.
2. Clinical absences may be made up by:
 - a. Assigning students to another clinical group, providing
 1. it is appropriate to learning needs and objectives
 2. instructor consents
 3. 1:10 faculty-student ratio not violated
 4. If there is an instructor and facility available.
 - b. Assigning student to scheduled make-up day(s)
3. If make-up requirements cannot be accommodated by (A) or (B), **the student will fail the course.**
4. Exceptions to the above shall be considered only if a student has suffered a catastrophic illness/accident (i.e., hospitalization, broken bone, etc.) that prevents the student from attending multiple clinical days in a row. The absence must be verified by a physician's letter to the Associate Dean of Nursing.

In such cases where the illness/accident occurs before the last day to withdraw without grade penalty, the student may withdraw themselves. The faculty may:

- a. administratively withdraw the student (if the illness/accident occurs before the last day to withdraw without grade penalty)
- b. withdraw the student under mitigating circumstances (if the last date to withdraw has passed) or
- c. award an incomplete grade.

Because clinical nursing courses are offered only once each year, this may require (if the number of missed days is excessive) the student to “drop out of the program” until the course is offered again.

5. If the college is closed due to inclement weather, make-up clinical days will be scheduled as needed based on direct contact hours achieved.
6. If clinical days are missed due to a faculty member’s absence, the procedure outlined in #2 above is followed. If the faculty absence creates a situation that would have a student miss greater than 3 clinical days, the following procedure will be followed:
 - a. The first faculty missed day will be made-up on a different day.
 - b. Additional missed days due to faculty absence will be required to be made up as well. The faculty member will coordinate additional make-up days with the students involved.

PERSONAL APPEARANCE AND BEHAVIOR

The PVCC nursing program reserves the right to withdraw students from the program if it is considered in the best interest of the program. The nursing program will not retain any student who has been determined to be a potential threat. Students may be removed from the program if there is sufficient reason to believe that they present a danger to themselves, other members of the college community, or clients in the clinical setting.

When disruptive or otherwise unacceptable behavior occurs in a classroom, clinical, or lab, the instructor may immediately require that the student who is causing the disruption to leave the instructional setting. It is the student's responsibility to contact the instructor as soon as possible before the next meeting of the class or lab and to address the issue. If not resolved and in the most serious cases, such as when a student has previously been removed from the class or when the behavior is a serious violation of the rights of others, for example, incidents involving the use or threat of violence or other acts of hostility (such as cursing, raising a hand as if to strike out, etc.), the faculty member may deny the student's return to the course.

In these cases, the faculty member must make a written charge to the Dean of Student Services that proposes the removal of the student from the course. Additionally, if deemed appropriate, the faculty may propose an institutional sanction, the most severe being permanent dismissal from the college. Once a charge is filed, the case will be settled by following the College's Procedures for Grievance Policy.

The professional appearance of all nursing students obviously must conform to the highest standards of cleanliness, neatness, good taste, and safety. Adherence to these standards is essential. In cases where personal hygiene, grooming, and dress do not meet these standards,

the instructor will counsel the individual and, when necessary, will refer them to the Associate Dean of Nursing. If this remains a problem, the student may be withdrawn from the program.

DRESS CODE STANDARDS FOR CLINICAL EXPERIENCE

Students should follow the PVCC Nursing Uniform Policy as detailed in their admission packet and this Handbook.

PVCC NURSING STUDENT UNIFORM POLICY

A PVCC student uniform is required for clinical experiences. Our uniform consists of a solid plum scrub top and pants, with the school patch (available from the PVCC bookstore) sewn on the left sleeve. The material and construction of the uniform should be of sufficient quality to allow for one year of wear and laundering. Fit should be loose enough to accommodate ease of movement, but close enough (particularly in the neckline area) to maintain modesty and present a professional appearance. If needed for modesty or warmth, a solid white t-shirt (no graphics) may be worn underneath the scrub top. If the t-shirt sleeves are three-quarter or full length, you must be able to push the sleeves above your elbows. Pants with rib-knit cuffs at the ankles are NOT acceptable. A plain white scrub jacket, also with the school patch on the left sleeve, may be worn with the scrub top and pants if desired. This jacket must be worn over street clothes for certain clinical experiences, as directed by your instructor and/or course syllabus.

Students must also adhere to any other policies set by the clinical facility.

In addition:

1. Hair must be kept out of the face; tied up if long (considered long if it touches your shoulders).
2. Shoes must be clean, leather or vinyl, and white, black, or dark brown in color with matching shoelaces (if applicable). BOOTS ARE NOT ACCEPTABLE. NO CLOTH OR NYLON WEBBING SHOES, HIGH TOPS, OR SANDALS. All shoes must have a fully enclosed toe box and a fully closed heel. Socks are mandatory and must cover ankles.
3. Students should be clean-shaven or, if facial hair is present, have mustaches and beards neatly groomed.
4. The college and/or clinical sites will provide a photo ID badge.
5. No costume rings or bracelets.
6. Only ONE set of post earrings allowed for pierced ears. Earrings cannot dangle below the earlobe.
7. No visible body piercings are allowed in the clinical setting. This includes tongue piercing.
8. No visible tattoos in clinical setting. Please cover.

9. No heavy cosmetics, aftershave, perfume, or gum chewing.
10. Students should wear uniforms in all clinical areas unless instructed to wear street clothes. Street clothes worn in the clinical area must be appropriate and in good taste. **No mini-skirts, jeans, shorts, shirts with low necklines, or shirts that bare the midriff area.** Extremes must be avoided to maintain a professional appearance.
11. White scrub jackets are required to be worn over street clothes when in hospital or clinical areas, with a photo name badge visible.

UNSUPERVISED MINORS ON COLLEGE PROPERTY

Piedmont Virginia Community College cannot be responsible for the safety and welfare of unsupervised minors. Minors must, therefore, not be left unattended while parents are working or attending classes at the college. Minors are prohibited from any college classroom in which instructional activities are taking place. Parents of unsupervised minors shall be held responsible for any destruction of property or any disruption of the orderly function of the college that their children may cause.

COMMUNICATIONS

Lines of Communication: Throughout the College, the avenues of communication for students to express their concerns, problems, or questions begin with the faculty members who teach a course and the course coordinator. If satisfaction is not obtained, refer to the Associate Dean of Nursing (Mrs. Peffley-Firer), Dean of Health and Life Sciences (Dean Winkler), V.P. for Instruction and Student Services (Dr. John Donnelly), or College President (Dr. Frank Friedman) **in that order.**

Any individual student or group of students in the practical nursing program who wish to express their concerns or questions are encouraged to do so at any time. Valid suggestions for change are always welcome and will be shared with the entire nursing faculty.

Evaluation Forms: At intervals, the nursing program utilizes course/program evaluation questionnaires to elicit information from students which will help to make improvements in the program. Please use these questionnaires to improve PVCC's PN program through constructive evaluations of the program and its faculty.

Bulletin Board: The bulletin boards outside the Nursing Laboratories are used by the nursing faculty to post announcements regarding course activities and requirements. All students are held responsible for noting these announcements. Notices posted by students should have the approval of a nursing faculty member. In addition, announcements are posted on Canvas, an electronic course management system for individual courses. In addition, faculty will communicate with students via the college e-mail system. **Students will be held responsible for all posted materials. Therefore, checking these sources every 24 hours is highly recommended.**

WRITTEN ASSIGNMENTS

Written assignments are to be submitted by the designated time or they will automatically be considered late. The penalty for late assignments will be specified in each course syllabus. If the student has a valid reason for a paper being late and approaches the instructor before the due date, consideration will be given to granting an extension. At that time, a due date for the assignment will be established.

The actual points assigned to written assignments will vary related to the specific course being taught and the nature of the assignment itself. Format requirements for course papers are outlined in the syllabus of each course.

TESTING

Students are required to report promptly to all testing sessions as scheduled. If a student cannot attend a testing session, the student must notify the instructor and/or course coordinator before the scheduled test. Absence from a test without prior notification of the faculty will result in a grade of zero unless mitigating circumstances apply. To plan for a make-up test, the student must contact the faculty as soon as possible. All make-up tests must be taken by the specified day in the Testing Center. Failure to meet this deadline will result in a grade of zero, again unless mitigating circumstances apply.

Note: All tests given within the nursing program have a designated time limit. If a student goes over this time limit, there will be a 10-point deduction from the test grade. Students who have provided written documentation from Susan Hannifan (see Students with disabilities below) will continue to receive the appropriate accommodations but will also receive the point deduction for going over their individual designated time limit.

Tests will be given by computer unless there is an issue and then a scantron will be utilized. **In all courses, the answer marked on the Scantron sheet is the final answer.** Students should always take the time to double-check they have marked the correct answer on the Scantron sheet. In addition, the answer placed on the blank “answer line” in all drug dosage calculation competency tests is the only answer that will be accepted. All PVCC nursing math rules prevail.

ACADEMIC DISHONESTY

Piedmont Virginia Community College sets high standards for academic integrity and takes academic dishonesty very seriously. The following misconduct is considered an honor offense and is subject to disciplinary action: purchasing or using instructor test banks, cheating, plagiarism, knowingly furnishing false information to the college or instructors, and the forgery, alteration or use of college documents or instruments of identification with the intent to defraud. Students are advised that a written summary of this violation and the resulting penalty will be placed in the student’s official college record. After one year of no further occurrences, the student may request that the Dean of Student Services remove the statement from the official record.

It is the policy of the nursing program and the college that academic dishonesty in any form (giving or receiving aid on tests, quizzes, or written assignments) will not be tolerated. If the instructor determines that a student’s work has been intellectually dishonest, the instructor may

award the student a 0 (zero) for the specific task/assignment determined to have been dishonestly accomplished or the student will be dismissed from the program. Such action will be preceded by a meeting with the student to provide an occasion for refutation, explanation, or mitigation. **A student who is found guilty of academic dishonesty loses their right to voluntarily withdraw from the course in which the violation occurred and will be withdrawn from the nursing program.**

GRADING

Most nursing program tests are graded using the standard method of calculating the point value of each question by dividing the total number of questions into 100. On tests not using this method, the point value is displayed with each question. Nursing program tests are not graded on a curve. However, the nursing faculty reserve the right to discard problematic test items. When this occurs those students who answered the problematic question incorrectly will have their test grades recomputed with the new total number of items (i.e., on a 50-item test, if 2 questions are eliminated, the scores will be recomputed as a 48-item test - therefore instead of each item having a 2 point value, each item will have a 2.1 point value). However, those students who answered the problematic question(s) correctly will have no change in their test grades.

To demonstrate competency in the clinical component, the student must successfully perform all required skills and earn a clinical grade of "satisfactory" which is a "Minimum of Safety" level of performance. Those students not maintaining "satisfactory" in the clinical area will be considered unsatisfactory in the clinical course. Criteria for obtaining a satisfactory clinical grade are contained in each course syllabus and/or clinical evaluation form.

Grades

A = 92 - 100

B = 84 - 91

C = 80 - 83

D = 66 - 79

F = 65 and below

I = incomplete

Each course syllabus will contain more detailed information concerning the system of grading.

NOTE: Each student must achieve a satisfactory grade in clinical and a minimum score of 80 on the theoretical component of each course and a course grade of "C" to pass that course and proceed to the next course in the nursing program sequence. Final course grades will not be rounded!

WITHDRAWAL FROM PROGRAM OR COURSE

Nursing students are required to notify the course instructor and Associate Dean of Nursing in writing of their intention to withdraw from any nursing course or the nursing program. The Associate Dean of Nursing will schedule an exit interview to discuss student concerns and clarify reasons for withdrawal. Students who withdraw must apply for re-admission according to the procedure outlined in the PVCC nursing information booklet and college catalog.

CRITERIA FOR DISMISSAL FROM THE NURSING PROGRAM

The nursing faculty members believe that the habits and work patterns that are established when an individual is a student will be carried over into the work setting when the transition is made to a graduate nurse. Every effort should be exerted to establish positive patterns of professional behavior, which include arriving at least 15 minutes before report time for each clinical assignment, notifying the instructor of unavoidable absence, and when indicated, contacting the appropriate instructor concerning the make-up of work missed during an absence.

The following criteria will be used for the dismissal of any nursing student from the nursing program:

1. Unprofessional conduct which shall include but not be limited to:
 - a. Performing acts beyond the limits of legal practice
 - b. Assuming duties and responsibilities without adequate training or when competency has not been maintained
 - c. Diverting supplies, equipment, or drugs for personal or other unauthorized use
 - d. Falsifying or otherwise altering patient or agency records
 - e. Failure to maintain patient confidentiality
 - f. Abusing, neglecting, or abandoning patients/clients
 - g. Conduct unbecoming a nursing student or detrimental to the best interests of the public
 - h. Actual or threatened hostile acts, including verbal abuse, against patients, clinical agency staff members, or PVCC faculty
 - i. Intellectual dishonesty
 - j. Breach of conduct in any way on social media sites such as Facebook, Twitter, etc.
2. Willful commission of any act which is a felony under the laws of the State or of the United States or any act which is a misdemeanor under such laws and involves moral turpitude.
3. Student nursing practice in a manner contrary to standards of ethics or such a manner as to make their practice a danger to the health and welfare of patients or the public. Any student dismissed from a clinical agency by agency administrative personnel for any reason will be dismissed from the practical nursing program.
4. Inability to practice student nursing with reasonable skill and safety to patients by reason of illness, excessive use of alcohol, drugs, narcotics, chemicals, or any other type of material or because of any mental or physical condition.

The rationale for these criteria is based on Regulations Governing the Practice of Nursing: Virginia Board of Nursing, 18 VAC 90-20-10 et seq.

The student will be counseled and advised of their unacceptable behavior. Evidence of the conference will be documented and signed by the instructor and the student.

All incidents will be brought to the attention of the Associate Dean and Division Dean.

READMISSION TO THE NURSING PROGRAM

Students who fail to complete the program for **academic** or **personal** reasons may apply in writing to the Associate Dean of Nursing no later than **March 15** for the summer semester and **June 15** for the fall semester in which the student is seeking readmission. In the letter, students are encouraged to state why they believe that they will be successful upon readmission and describe any actions they have taken to remedy weaknesses. **Students who do not provide this information will receive the last consideration for readmission.** Students seeking readmission to PNE 186 must follow the same admission procedure as new applicants. Applicants will be screened by the Associate Dean of Nursing in collaboration with practical nursing faculty.

Readmissions will be made based on past performance in the theoretical and clinical components of nursing courses, curricular GPA, and fulfillment of any contingencies outlined at the time of withdrawal. Students accepted for readmission will be ranked according to these criteria. All students seeking readmission to courses other than PNE 186 may be interviewed by a readmission subcommittee. **Readmission is based on space available and is limited to one opportunity within the next calendar year only. Failure to qualify for readmission the next calendar year will mean the student would have to apply for full readmission as per the policies of that year.**

UNIFORMS AND EQUIPMENT

Each student is responsible for purchasing the following items: textbooks, ATI software package, Trajecsyst system, Acemapp scheduling system, student uniform, appropriate shoes and socks as previously outlined, watch with seconds indicator, stethoscope, and penlight. Most of these items are available in the PVCC bookstore.

ATI ONLINE SERVICES

Computerized standardized tests are required to be taken at selected times through the program. Students will pay for access to this system online.

ESTIMATED STUDENT EXPENSES (in addition to college tuition and fees)

1. Upon admission
 - a. Physical exam, TB test, and immunizations- consult your primary care provider for costs
 - b. Criminal Background check and Drug Screening - \$112
 - c. Trajecsyst record keeping – \$100 for 12 months

2. First semester

a. Books/supplies	\$280
b. Uniforms	\$100
c. Stethoscope	\$100
d. ATI	\$225

3. Second semester

a. Books/supplies	\$190
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- b. ATI \$225
4. Third semester
- a. Books/supplies \$100 estimate
 - b. ATI learning system \$225
 - c. NCLEX \$200
 - d. VA license application \$170

There may be additional fees for parking at clinical sites throughout the program. These figures are estimates and are for nursing courses only. Actual expenses may vary.

Student Liability Insurance

Nursing students have a definite personal responsibility for their activities in contact with patients, even though they are not yet licensed. As an individual, a student is legally and financially responsible if another person is injured or suffers loss because of negligence. **Nursing students do not practice under the license of the clinical instructor or co-assigned staff nurse in the clinical setting.** Students who practice unsafely or outside the boundaries of their responsibilities are responsible for their actions. Piedmont Virginia Community College cannot assume financial or legal responsibility for negligent activities performed by students. Therefore, it is strongly recommended that students purchase individual liability insurance.

Hospitalization Insurance

Nursing students are also responsible for hospitalization costs or other medical expenses should an accident/illness occur while enrolled in the Practical Nursing Program. THE COLLEGE AND/OR CLINICAL AGENCIES ARE NOT RESPONSIBLE FOR INJURIES OR ILLNESSES INCURRED IN THE CLINICAL SETTING. Students must maintain their own health care coverage.

FINANCIAL ASSISTANCE

It is the desire of Piedmont Virginia Community College that no qualified student be denied the opportunity of college attendance because of a financial need. The College has many sources of financial aid, including programs funded by the Federal Government and the Commonwealth of Virginia.

Students wishing to apply for financial assistance should secure a brochure giving detailed information about the various programs and an application for financial aid from the Financial Aid Officer at the College.

COUNSELING AND GUIDANCE SERVICES

Instructors in each of the nursing courses will periodically review student progress through individual conferences. If a student has a problem related to classwork or clinical laboratory

performance, the course instructors will welcome the opportunity to discuss this during scheduled office hours. Problems of a personal nature such as difficulties in courses other than nursing, family, home, social life, or finances, may be discussed with either a nursing faculty member or a professional counselor in the Counseling Office. Confidentiality procedures apply to any matter discussed with a college counselor or nursing faculty member.

STUDENT ACTIVITIES

At Piedmont Virginia Community College, student groups or clubs are organized through the coordinator of co-curricular activities, under the jurisdiction of the Dean of Student Services. A more detailed discussion of the regulations governing such student activities can be found in the current college catalog. We strongly suggest that all students familiarize themselves with this information.

PINNING CEREMONY

Upon completion of the practical nursing program, a Piedmont Virginia Community College nursing pin may be purchased by each student, but it is optional. The nursing pin is presented in a ceremony.

The pinning ceremony is conducted by the nursing faculty. Families and friends of the graduates are invited as well as the entire college faculty and staff.

PREPARATION FOR GRADUATION

1. Students should be sure all courses required for the nursing program and adequate credits required for graduation are credited to their transcript.
2. **Students must complete the Application for Graduation at the beginning of the semester in which they intend to graduate (Fall) and submit it to the Admissions and Records office.** Watch carefully for signs posted with the graduation application deadline date. Failure to apply can delay your processing of info to the Board of Nursing.

GRADUATION EXERCISES

Upon successful completion of all practical nursing program curriculum requirements, the student will become a candidate for the Practical Nursing certificate. This certificate will be awarded at the formal graduation ceremony held by the college.

APPLICATION FOR STATE BOARD OF NURSING LICENSE and NCLEX- PN EXAMINATION

1. Guidelines for applying to take the NCLEX-PN examinations are found at the National Council of State Boards of Nursing website: www.ncsbn.org and the Virginia Board of Nursing website. More information is provided during the last semester of the program.
2. Following graduation, **Do Not request an official transcript** from the Registrar's office to send to VBON as this will delay your license processing! This will be done by the Associate Dean of Nursing for you as a group. Due to the holidays and campus closure, the formal attestation letter of transcripts showing completion of the Practical Nursing Program will be

sent to the Virginia Board of Nursing by January 15 each year by the Associate Dean of Nursing.

NURSING PROGRAM POLICY ON THE RELEASE AND CONFIDENTIALITY OF STUDENT RECORDS

The nursing program policy on the release and confidentiality of student records is consistent with that of the College.

Every endeavor is made to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty administration and clerical staff must respect confidential information about students which they acquire in the course of their work. At the same time, the program should be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits. This policy is intended to fully comply with The Family Educational Rights and Privacy Act of 1974, Pub. L.90-247, as amended.

POLICY STATEMENT

A. Disclosure to the Student

1. With regard to a student's access to their own records, it is assumed that a major purpose of student records is to aid in the personal and academic growth of that student.

The following generally lists the types of records maintained in the Nursing Program files:

- a. Nursing Program Application/High School transcripts, TEAS scores
- b. Medical Health Record
- c. Documentation of criminal background and drug screening clearance
- d. Documentation of Successful Completion of Hospital Competencies
- e. Clinical Evaluation Form(s)
- f. Progress Reports
- g. Correspondence
- h. Documentation of current CPR certification
- i. Documentation of Declination of Hepatitis B Vaccination (if appropriate)

Students wishing to review the contents of their nursing program file will be required to make an appointment with the division dean and indicate at that time the purpose of their appointment. The review must take place within thirty (30) days from the date of request.

- B. Request to Amend Educational Records (see college catalog for the procedure.)
- C. Right to a Hearing (see college catalog for the procedure.)
- D. Disclosure to School Officials (see college catalog for the procedure)

INVASIVE PROCEDURES BY PVCC NURSING STUDENTS

Students enrolled in PVCC's nursing program may NOT perform invasive procedures on themselves or each other in an attempt to improve their skills and comfort level with these procedures. This includes (but is not limited to): venipuncture; injections (IM, SC, IV); and insertion of nasogastric tubes and/or other catheters.

Students may perform glucose sticks on THEMSELVES with direct supervision from a nursing faculty member in the laboratory setting.

If students have any questions about whether a particular skill is invasive, they should consult a faculty member or the Associate Dean of Nursing.

By signing the student verification form, students acknowledge their understanding of this policy and accept personal responsibility to observe it.

RECEIPT AND ACCEPTANCE OF RESPONSIBILITY

As stated in the introductory letter, we have prepared these policies and procedures to assist students in the successful completion of the Practical Nursing Program. We expect students to become thoroughly familiar with this Handbook and to keep it available for ready reference.

If students have difficulty understanding anything in this Handbook, the PVCC Catalog, the PVCC Student Handbook, or nursing course syllabi, they should consult a faculty member or the Associate Dean of Nursing Programs.

By signing the student verification form, students accept responsibility for the policies and procedures contained in this Handbook.

PVCC PRACTICAL NURSING PROGRAM ADMISSION STUDENT VERIFICATION FORM

Name:

Empl ID#

VCCS email address:

**REMINDER: ALL OFFICIAL SCHOOL EMAIL MESSAGES ARE SENT TO VCCS
EMAIL ACCOUNTS ONLY.**

I verify that I must have the following documentation on file in the Health & Life Sciences division office before beginning clinicals. If my file is not complete, I will not be able to begin clinicals and will receive an Unsatisfactory for one clinical day.

- Physical form completed and signed by a primary care provider with documentation of appropriate immunizations and/or titers
- Annual 2 step PPD current through December 20, 2022 - with negative result or record of negative chest x-ray or appropriate lab screening
- Healthcare Provider CPR certification current through December 20, 2022
- Hepatitis B vaccine series or titer verification of immunity or signed declination form
- Completion of mandatory hospital web-based competency modules per agency
- Completion of mandatory Criminal Background check and Drug Screening verification

Also, I verify that I have carefully read and am responsible for all of the following:

- I acknowledge that email and Canvas are the official modes of communication for the program and I am responsible for correcting problems and reviewing email messages and CANVAS throughout the semester beginning one week before classes start. I acknowledge that I am responsible for using my VCCS email account for all school-related communication.
- I acknowledge that it is my responsibility to seek academic advising in the Admissions and Advising Center.
- I acknowledge I am responsible for knowing and following the requirements and policies of the Practical Nursing Student Handbook, the Piedmont Virginia Community College Catalog, the Piedmont Virginia Community College Student Handbook, and all nursing course syllabi.
- I acknowledge that clinical agencies with which I am placed as a student may have policies including but not limited to drug testing, immunizations, criminal background checks, and manner of dress or appearance and that I am responsible for knowing and following these policies.
- I have never been charged or convicted of any crime in the past, excluding minor traffic violations which did not involve bodily injury to others. I understand that if I am arrested, I must report that arrest to the Associate Dean of Nursing Programs or Dean of Health and Life Sciences before returning to class and failure to report criminal charges will result in program dismissal.

My signature indicates that I am in compliance with all the conditions stated above.

Signature:

Date:

