

SOUTHWEST VIRGINIA COMMUNITY COLLEGE



Practical Nursing Student Handbook 2019-2020

Accredited by:
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
404.679.4500

The Practical Nursing Program is approved by the Virginia State Board of Nursing, however, it is not accredited by a nursing education accrediting body.

Approved by:
Virginia State Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463
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<http://sw.edu/catalogs/programs-of-study/certificate/practical-nursing-cert/>

Revised 11/2019

Dear Student:

Welcome to the Southwest Virginia Community College Practical Nursing Program. Congratulations upon being selected to be enrolled in the program. I wish you the best in your journey to become a nurse over the next eighteen months. This program handbook is designed in conjunction with the *Southwest Virginia Community College Catalog and Student Handbook* to provide you with the necessary information and/or policies that are part of the practical nursing program and the college. Both the *Practical Nursing Student Handbook* and the *College Catalog and Student Handbook* should provide information as it relates to both the school and the nursing program.

Throughout the next eighteen months, you will be involved in a new life experience that may require you to make many adjustments and changes at home, at school, and within the clinical facilities. The practical nursing program requires commitment from each student to be committed to nursing as a goal, be able to effectively manage time and utilize study skills, and commit to life-long learning. Each member of the class is expected to act in the atmosphere of mutual respect, showing respect for other's feelings, assisting other students when possible, and showing respect to the faculty and fellow students.

It is the desire of the faculty that each of you will strive to reach your highest potential and achieve your goals of becoming a licensed practical nurse. As a means of evaluating your personal achievement, periodic individual conferences will be held to assist you in evaluation of your progress.

Due to the atmosphere of group interaction, it is necessary to have rules that are applicable to everyone. As adults, we expect you to adhere to these rules without constant supervision and reminders. You will need to read the program handbook and the *Southwest Virginia Community College Catalog and Student Handbook* to familiarize yourself with the rules and policies. The faculty will be available for any assistance you may require. Please contact the director or other faculty members if any clarification or additional information is needed at any time.

Sincerely,

Linda Cline, MSN/Ed., RN
Practical Nursing Program Director

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Introduction

The purpose of this handbook is to assist you throughout the Practical Nursing program. It will provide information that you will need throughout the program. The program will give you a hard copy for you to use as well as have it available for access in Canvas with the practical nursing courses. The handbook is subject to change at any time due to the changes elicited by the accrediting bodies of both the Virginia Board of Nursing and the college. You will be notified verbally and via college email of any changes. You will also be given a written copy of the change. You will need to use this handbook in addition to the college student handbook, which is available online at <http://sw.edu/catalogs/student-handbook/>

It is your responsibility to read and abide by both handbooks.

**Southwest Virginia Community College
Practical Nursing Program
Faculty & Staff Directory**

Health Professions	Room	Telephone
Interim Dean, Jereial Fletcher jereial.fletcher@sw.edu	R223	276.964.7224
LPN Director, Linda Cline linda.cline@sw.edu	R110	276.964.7507
LPN Clinical Coordinator, Melissa Ray melissa.ray@sw.edu	R108	276.964.7360
Adjunct Faculty, Robert Bishop robert.bishop@sw.edu		
Adjunct Faculty, Melissa Childress Melissa.childress@sw.edu		
Adjunct Faculty, Martha Cole Martha.cole@sw.edu		
Adjunct Faculty, Lisa Trent Lisa.trent@sw.edu		
Support Staff, Tammy Austin tammy.austin@sw.edu	R227	276.964.7306

**Southwest Virginia Community College
Mission, Vision, and Core Values**

Vision

Southwest Virginia Community College transforms lives, strengthens communities and inspires excellence.

Mission

Southwest Virginia Community College, a comprehensive two-year institution, provides quality educational and cultural enrichment opportunities for lifelong learners, workforce and community.

Core Values:

SWCC is guided by steadfast core values. As a community of educators we value:

- **Student Centered Learning** – SWCC believes that students are the primary reason we exist and our purpose is to help them achieve their goals and aspirations.
- **Student Success** – SWCC recognizes the potential in individuals and assists them in obtaining their highest level of attainment.
- **Excellence** – SWCC strives for excellence in instruction and service through rigorous academic and professional standards.
- **Inclusiveness and Collaboration** – SWCC reaches out to the communities and partners it serves, supporting and assisting them in achieving their goals.

The above information was taken from the college handbook which is available on the college website at www.sw.edu.

**Southwest Virginia Community College
Practical Nursing Program
Objectives & Mission Statement**

Mission Statement:

- To provide an education that will promote learning and application of skills required to be competent as a Licensed Practical Nurse.
- To provide an opportunity to the students to maximize their individual abilities through education, self-growth, and eventual employment.

Purpose:

- The Practical Nursing Program prepares students to qualify as contributing members of the health care team, rendering patient care as practical nurses in a variety of health service facilities. At the successful completion of the program, and application approval of the state board of nursing, students will be eligible to sit for the NCLEX exam, leading to licensure as a practical nurse. The Practical Nursing Program is approved by the Virginia State Board of Nursing, however, it is not accredited by a nursing education accrediting body.

Occupational Objective:

- Position in health-related facilities such as hospitals, clinics, nursing homes, physicians' offices, certain government agencies, or other health-related agencies.

Program Assessment Goals:

- Eighty percent of all graduating students will pass NCLEX-PN.
- Eighty percent of the PN students will meet or surpass the benchmark score of 850 for the HESI Critical Thinking Exam.
- Eighty percent of the PN students who begin the program will complete the program.

Graduate Objectives:

- Students will demonstrate the knowledge to pass the NCLEX-PN by meeting or surpassing the benchmark on the HESI PN Exit Exam.
- Students will perform nursing care to a patient in a simulation to determine their competency to care for a patient.
- Student's will perform in all nursing classes and health classes with a grade of "C" or better and meet all requirements for graduation from the Practical Nursing Program.

**Southwest Virginia Community College
Practical Nursing Program
Philosophy**

1. Southwest Virginia Community Practical Nursing Program agrees and operates with the mission, vision, and core values of Southwest Virginia Community College, “as a comprehensive two year institution, provides quality educational and, cultural enrichment opportunities for lifelong learners, workforce, and community. Southwest Virginia Community College transforms lives, strengthens communities, and inspires excellence. As a community of educators, Southwest Virginia Community College is guided by core values that include: student-centered learning where students are the primary reason we exist and our purpose is to help them achieve their goals and aspirations; student success where we recognize the potential in individuals and assist them in obtaining the highest level of attainment; excellence where we strive for excellence in instruction and service through rigorous academic and professional standards; and inclusiveness and collaboration where we reach out to the communities and partners we serve and support and assist them in achieving their goals.” (Excerpted from the Southwest Virginia Community College Catalog & Student Handbook)

2. The faculty believes that education is a process that evolves throughout one’s life by obtaining continuous knowledge through educational endeavors, practicing ethical and moral values of life, and incorporation and application of one’s self in the environment of society. The faculty has chosen to implement the NLN Outcomes and Competencies Model for Practical/ Vocational Nursing Programs including four outcomes (spirit of inquiry, professional identity, nursing judgment, and human flourishing), the NLN core values (caring, integrity, diversity, excellence, ethics, holism, and patient-centeredness), Quality and Safety Education for Nurses (QSEN) six competencies with the correlating knowledge, skills, and attitudes (KSA’s) and the five steps of the nursing process (assessment, diagnosis, planning, implementation, and evaluation) as frameworks’ for teaching and evaluating students.

3. The faculty believes that nursing is derived from both the science and art of nursing. The science provides a foundation for learning and applying nursing knowledge/skills; and the art of nursing creates an environment conducive for caring, compassion, and nurturing of humanity.

4. The faculty believes that the goal of the educational process for the licensed practical nurse is to prepare the beginner in rendering direct client care. According to the Code of Virginia, Chapter 30 of Title 54,1: Article 1; §54.1-3000.

“Practical nursing” or “licensed practical nursing” means the performance for compensation of selected nursing acts in the care of individuals or groups who are ill, injured, or experiencing changes in the normal health processes; in the maintenance of health; in the prevention of illness, or disease; or, subject to such regulations as the Board may promulgate, in the teaching of those who are or will be nurse aides. Practical

nursing or licensed practical nursing requires knowledge, judgment, and skill in nursing procedures gained through prescribed education. Practical nursing or licensed practical nursing is performed under the direction or supervision of a licensed medical practitioner, a professional nurse, registered nurse or registered professional nurse or other licensed health professional authorized by regulations of the Board.

5. The faculty believes, like, Florence Nightingale, “in physical, holistic, intellectual, spiritual, emotional, and social components of life; Nightingale viewed people as equal, regardless of birth right, social class, or biological differences”.
(Florence Nightingale, Joyce J. Fitzpatrick, commentary on notes on nursing, 1992, pg. 20).

**Southwest Virginia Community College
Practical Nursing Program
Program Information**

Program Description: The practical nursing program is an 18 month program (4 consecutive semesters). The program is not accredited by a nursing licensure body. It is, however, approved by the Virginia Board of Nursing. The classes are held during the evening hours. Clinical experiences are scheduled on the weekends (Friday, Saturday, and Sunday). Even though the program is mainly evening and weekend, there are times that students must attend clinical, orientations, labs, and other events during the weekdays and daytime hours. After satisfactory completion of the program the student will earn a certificate in practical nursing. The student will also be eligible to apply to the Virginia State Board of Nursing to take the licensure examination for the LPN.

Course Structure: The courses in the practical nursing program are structured and sequenced to meet the educational objectives of the program. The courses are designed to increase in complexity in both knowledge, and skills. Each of the practical nursing courses will have a syllabi that includes what the course objectives are, assignments, grading criteria, and other detailed information about the course. The course syllabus is a contract between you and the instructor. You are responsible for reading and adhering to the syllabus. You will receive a calendar for each of the practical nursing courses that will provide you with dates of tests, clinical, and assignments. The calendar and syllabus are subject to change and you will be notified in writing and by email of the changes. In the practical nursing courses we use resources that require computer access and preferably high speed internet access. In the clinical courses you are required to travel on scheduled dates to clinical facilities during time frames of 8 hours to 12 hours. The Virginia Board of Nursing requires that each student have 400 hours of direct patient care in order to satisfactorily complete the PN program. You are responsible for your transportation to and from clinical facilities. You are also required to do the required orientation for each of the clinical sites. Even though classes are at night and most clinical experiences are on Friday, Saturday, and occasionally Sunday, there are times when you must attend events during the day during the week. We will try to post these days as soon as possible so those who need to make arrangements have adequate time to do so.

Financial Aid/ Scholarships: Please consult the financial aid website at <http://sw.edu/apply-for-financial-aid/> for more information on financial aid and links to apply for scholarships.

Tuition Refund Policy: <http://sw.edu/refundcard-electronic-disbursements/>

Transportation: Students are responsible for their transportation to class, clinical, and to any other required activities. You are to park only in the designated areas at the clinical sites. You should park in the student parking lots while on campus.

Communication and Email: One of the main forms of communication is by email. The faculty and staff will only respond to email that comes from your college email. Proper email etiquette should be followed. It is very important that you check your college email at least once daily. If you email faculty and staff, you should get a reply within 24 hours unless it is on the weekend, then you may not get a reply until the following Monday.

SWCC Alert: The SWCC Alert system is used to alert students to schedule changes due to inclement weather, and other emergency alerts for the college. Each student should sign up to receive these alerts. The instructions to sign up are located at <http://sw.edu/alertinfo/swcc-alert-student-general-signup-instructions/> It will send alerts to cell phones, home phones, and emails. Your family member or others can also sign up for these.

Disability: Southwest Virginia Community College is committed to ensuring that all qualified individuals with disabilities have the opportunity to take part in educational programs and services on an equal basis. The aim is to provide this opportunity in an integrated setting that fosters independence and meets the guidelines in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

Reasonable accommodations are identified for each student on an individual basis and are provided based on the student's documented disability and functional limitation in the academic environment. All documentation, medical information, and any other information are confidential according to Federal Confidentiality laws.

It is the responsibility of the individuals with disabilities to make their needs known and to provide appropriate documentation of a disability. Download the [Eligibility and Documentation Requirements](http://sw.edu/wp-content/uploads/2013/09/Eligibility-for-Disability-Services.pdf) at <http://sw.edu/wp-content/uploads/2013/09/Eligibility-for-Disability-Services.pdf>

In order to receive the accommodation needed, we require that you meet with a disability counselor at least two weeks prior to the beginning of classes.

For more information call: 276-964-7314 or 276-964-7695 (fax)

The information above for disability is taken directly from the SWCC website

Education Facilities: The Practical Nursing program has a designated classroom and lab space, a computer lab available to students, simulation labs, and go to clinical at the following facilities:

Clinch Valley Medical Center
Johnston Memorial Hospital
Niswonger Children's Hospital
Russell County Medical Center/Clearview
Virginia Department of Health
Dogwood Crossing Senior Living

Maple Grove Rehabilitation Center
Commonwealth Assisted Living
Appalachian Agency for Senior Citizens
Clinch Valley Physicians
Cumberland Mountain Community
Service Board

**Southwest Virginia Community College
Practical Nursing Program Outcomes**

The Practical Nursing program uses the National League for Nursing Practical Nursing Program Outcomes of spirit of inquiry, professional identity, nursing judgment and human flourishing. These outcomes include six core values to include: caring, integrity, diversity, excellence, ethics, holism, and patient-centeredness. Each outcome also has six integrating competencies that are included in the outcomes to include: safety, quality, team/collaboration, relationship-centered care, systems-based care, and personal/professional development. In addition to these program outcomes the practical nursing program implements the Quality and Safety Education for Nurses (QSEN), which focuses on knowledge, skills, and attitudes (KSA's) in patient-centered care, teamwork/collaboration, evidenced based practice, quality improvement, safety, and informatics.

Human Flourishing: The practical nursing program will promote the dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.

Professional Identity: The student will articulate a unique role as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care to provide optimal health care for diverse patient and their families.

Spirit of Inquiry: The student by collaborating with other members of the health care team, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status.

Nursing Judgement: The student will make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.

Reference: National League for Nursing (2010). Outcomes and Competencies for Graduates of Practical/ Vocational, Diploma, Associate Degree, Baccalaureate, Masters, Practice Doctorate, and Research Doctorate Programs in Nursing. New York: Author.

**Southwest Virginia Community College
Practical Nursing Program
Curriculum**

Course Number	Course Title	Lecture Hours	Lab Hours	Simulation Hours	Clinical Hours	Course Credits
First Semester						
PNE 155	Body Structure and Function	3	0	0	0	3
HLT 130	Nutrition Diet Therapy	1	0	0	0	1
SDV 100	College Success Skills	1	0	0	0	1
PNE 146	Fundamentals in Practical Nursing	2	12	0	48	6
PNE 174	Applied Pharmacology (dosage calculation)	3	1	0	0	1
PNE 195	Topics in PNE Student Success	1	0	0	0	1
	TOTAL	11	13	0	48	13
Second Semester						
PNE 151	Medical Surgical Nursing I	3	3	0	0	4
PNE 181	Clinical Experience I	0	15	0	150	5
PNE 173	Pharmacology for Practical Nurses	2	0	0	0	2
ENG 101	Practical Writing I	3	0	0	0	3
	TOTAL	8	18	0	150	14
Third Semester						
PNE 130	Maternity Nursing	3	6	4	20	4
PNE 157	Pediatrics	3	5	4	20	4
PNE 158	Mental Health/Psychiatric Nursing	1	3	0	30	2

Course Number	Course Title	Lecture Hours	Lab Hours	Simulation Hours	Clinical Hours	Course Credits
	TOTAL	7	14	8	70	10
Fourth Semester						
PNE 295	Topics in NCLEX-PN Success	1	0	0	0	1
PNE 152	Medical Surgical Nursing II	3	3	0	0	4
PNE 145	Trends in Practical Nursing	1	0	2	0	1
PNE 182	Clinical Experience II	0	15	0	150	6
	TOTAL	6	18	2	150	12

Total Minimum Credits for Certificate in Practical Nursing 49

**Southwest Virginia Community College
Practical Nursing Program
Course Descriptions**

FALL SEMESTER (1st SEMESTER)

PNE 146- Fundamentals of Practical Nursing-Introduces students to practical nursing history, legal and ethical aspects, and current trends. Teaches nursing knowledge and skills with emphasis on meeting basic patient needs. Utilizes nursing process. Provides learning experiences through classroom instruction, laboratory practices, and supervised clinical experience.

SDV 100-College Success Skills

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.

HLT 130-Nutrition Diet Therapy

Studies nutrients, sources, functions, and requirements with an introduction to diet therapy.

PNE 155-Body Structure and Function

Studies the structure and function of the body.

PNE 174-Applied Pharmacology for Practical Nurses

Applies problem solving skills in preparing and administering medications.

PNE 195-TOPICS IN PNE STUDENT SUCCESS

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses.

SPRING SEMESTER (2nd SEMESTER)

PNE 181-Clinical Experience I-Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions.

PNE 173-Pharmacology for Practical Nurses-Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class

ENG 101-Practical Writing

Develops writing ability for study, work, and other areas of life with emphasis on occupational correspondence and reports. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking.

PNE 151-Medical-Surgical Nursing I

Studies the structure and function of the body.

SUMMER SEMESTER (3rd SEMESTER)

PNE 130-Maternity Nursing-Teaches knowledge, understanding, and nursing skills related to the needs of women and other family members during all phases of childbearing; Presents abnormal conditions of pregnancy.

PNE 157-Pediatrics-Teaches skills related to the needs and care of the newborn, well and sick children, and other family members; Discusses abnormal conditions of infants and children of all ages

PNE 158-Mental Health and Psychiatric Nursing-Recognizes emotional needs of patients; Provides knowledge of the role that emotions play; Enables students to understand their own behavior as well as patient behavior

FALL SEMESTER (4th SEMESTER)

PNE 152-Medical-Surgical Nursing II-Studies etiology, symptoms, prescribed treatment, and experience in the nursing care of patients with selected disorders

PNE 182-Clinical Experience II-Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines; Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Part II of II.

PNE 145-Trends in Practical Nursing-Studies the role of the Licensed Practical Nurse; Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment

PNE 295-TOPICS IN NCLEX PN SUCCESS-This will be a new class; and it will require development of a syllabus that is congruent with the other syllabi at SWCC. This will be a graded class with a textbook; multiple means of presenting learning material, with both formative and summative evaluation of the PN students.

**Southwest Virginia Community College
Practical Nursing Program
Admission Requirements**

Admission to the Practical Nursing Program is based on the following:

- Applicants must:
 - Be a high school graduate or the equivalent (GED)
 - Submit SWCC College Application
 - Request high school transcript to be sent to SWCC; SSN should be on copy
 - Submit GED scores (if applicable)
 - Request other college transcripts (if applicable) to be sent directly to SWCC
 - Demonstrate competency in math and English via either VPT scores or means and measures as determined in the Multiple Measures Placement Policy
 - Have a “C” (2.50 GPA) average in high school or college
 - Must have a “C” or better grade from high school or college in Algebra 1 or MTE 03
 - Must have a “C” or better from high school or college in Biology with a lab or BIO 20 or BIO 101
 - Students who do not meet the above requirements, or who do not achieve a score on math, writing, and reading tests to place in ENG 101 must enroll in the Developmental Studies program to gain proficiency in these areas before submitting an application.
- Practical Nursing Application and application checklist must be completed and turned into the Admissions Office by March 6.
- Priority for acceptance will be given, in the following order: to service region (Russell, Tazewell, Buchanan and Dickenson), Virginia residents, and out-of-state applicants. Out-of-region applicants will be considered after April 1. Out-of-state applicants will be considered for any openings available after May 1.
- After all applications are received and reviewed those applicants meeting the requirements will be invited to take the HESI Admission Exam. The exam will consist of reading comprehension and math.
- After all students invited to take the HESI Admission Exam have taken the exam then scores and applications will be reviewed and admission decisions will be made. Students will be notified via letter from Admissions and an email to the college email address. Students are accepted on the basis of established criteria and without regard to race, sex, religion, or national origin.
- Students accepted into the program will need to send in their confirmation of whether they are accepting or declining their admission to the program by the specified date in the acceptance letter.
- Full acceptance into the program is made **ONLY** after satisfactory completion of admission requirements.

**Southwest Virginia Community College
Practical Nursing Program
Advanced Standing Policy**

Each student seeking advanced placement into the Practical Nursing program using credits previously obtained at Southwest Virginia Community College will need to schedule to meet with the program director Linda Cline before being accepted to evaluate previous coursework to determine any possible course substitutions. Her contact information is as follows: linda.cline@sw.edu or 276-964-7507. If you are bringing in credentials or training from another entity, then you will need to review the prior learning assessment policy available on the college website at www.sw.edu/credit-prior-learning and then consult with the Dean of Mathematics, Science and Health Technologies Mr. Jereial Fletcher. He can be reached via email at Jereial.fletcher@sw.edu or at 276-964-7224.

**Southwest Virginia Community College
Practical Nursing Program
Program Requirements**

In order to successfully complete both the classroom and clinical components of the practical nursing program, the students must either independently or within reasonable accommodation, be able to perform all of the following essential standards and functions of a practical nurse.

Speech: Student should be able to establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and other members of the health care team. This includes rapport and communication with those from a variety of social, emotional, cultural, and intellectual backgrounds in order to initiate problem-solving nursing activities such as data collection, explanation of procedures, and communication of patient responses to others.

Hearing: The student should possess auditory ability sufficient for physical monitoring and assessment of client health care needs, which should include hearing faint body sounds, faint voices, hearing in situations when not able to see lips and hearing auditory alarms.

Vision: The student should possess visual acuity that is sufficient to identify and distinguish colors, read handwritten orders, and any other handwritten or printed data such as medication records, scales, chart data, and provide for client safety by being able to view monitors and other equipment clearly to interpret data.

Mobility: The student should be able to stand and/or walk eight to twelve hours daily in the clinical setting. The student should be able to bend, squat, or kneel. The student should be able to assist in lifting and moving clients of all age groups and weights. The

student should be able to perform cardiopulmonary resuscitation. The student should be able to work with arms fully extended overhead.

Manual Dexterity: The student should demonstrate eye/ hand coordination that is sufficient to manipulate equipment such as infusion pumps, etc.

Fine Motor Ability: The students must be able to use their hands for grasping, pushing, pulling, and fine manipulation. They should have tactile ability that is sufficient for patient assessment.

Mentation: The student should be able to maintain reality orientation for at least an eight hour period of time. The student should be able to assimilate and apply knowledge acquired through lectures, discussion, and readings. The student should be able to comprehend and apply basic mathematical skills, and comprehend and apply abstract concepts from biological, sociological, and psychosocial sciences.

Smell: The student should have olfactory ability that is sufficient to monitor and assess health needs.

Tactile (touch): The student should have enough ability to conduct physical assessment and/ or basic functions related to therapeutic nursing interventions.

Writing: The student should have the ability to communicate and organize thoughts and present them clearly and logically. Written documents should be correct in style, grammar, and mechanics.

Reading: The student should be able to read and understand written directions, instructions, and comments in both classroom and clinical settings.

Adapted from “A Validation Study: Functional Abilities Essential for Nursing Practices” by Carolyn J. Yocum, National Council of State Boards of Nursing. 1996 & PDCCC Nursing Student Handbook.

Despite the above mentioned essential functional abilities, a person qualified that has a disability who can perform these essential functions with reasonable accommodations will be considered for admission along with other qualified applicants.

Upon admission, students must undergo a complete physical examination by a health care provider and file the signed physical form and documentation of immunizations with Certified Background before the **first day of classes**.

List of Immunizations

Hepatitis B (series of (3) immunizations) It is highly encouraged that you receive these as you are exposed to blood borne pathogens in clinical. If you choose not to receive these you must sign a declination form.
MMR (2 are required)
DPT (5 are required)
Polio (4 are required)
Varicella (documentation of having varicella or chickenpox or titer also accepted)
Td (Must have been within the past 10 years)
Annual Flu immunization
PPD (TB test)

Criminal Background Information:

The nursing law of Virginia addresses criteria for application for licensure. The Virginia State Board of Nursing has the power to deny opportunity to procure license through testing if the applicant has willfully committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States.

Anyone who has been convicted of a federal or state felony or misdemeanor (excluding minor traffic violations) and anyone with a history of drug or alcohol habituation should arrange a conference with the Program Director upon application to the program.

The following is excerpted from the Virginia Board of Nursing Regulations:

“54.1-3007. (Effective January 1, 2005) Refusal, revocation or suspension, censure or probation.

The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;

7. The denial, revocation, suspension or restriction of a license, certificate, registration, or multistate licensure privilege to practice in another state, the District of Columbia or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.”

Criminal history record check (background check) and drug screen must be completed according to guidelines and dates provided by faculty. Failure to do so will result in dismissal from the program. The Practical Nursing Program uses Castlebranch as the provider of keeping the background checks, drug screens, physical forms, and other forms. You are required to purchase the PN package from Castlebranch and complete all of the requirements before you are allowed to register for fall 2019 classes.

During the course of the program, the practical nursing faculty will carefully observe and evaluate the student’s suitability for nursing.

Financial Requirements

In addition to the usual college tuition and fees, the nursing program requires: Uniforms, Books, Liability Insurance, CPR certification, and Standardized Integrated Tests provided through Health Education Systems Incorporated and a supply package.

Other Requirements

1. Purchase professional liability insurance in amounts of \$2.4 million individual and \$7.2 million aggregate (required by clinical facilities).
2. Be responsible for transportation to classes and to agencies used for clinical rotations.
3. Attain CPR Certification (American Heart Association BCLS Provider and maintain current CPR certification throughout the program.)
4. Purchase uniforms, shoes, and accessories as required for clinical experiences per specifications from Scrubs and Stuff.
5. Obtain photo identification (from campus library). This is a part of your clinical attire, without exception.
6. Be aware that it is the student's professional responsibility to adhere to the policies of the clinical affiliates and to be aware that clinical assignments in the participating facilities are based on space availability.
7. Student is required to complete HIPAA training that is included in the Castlebranch package by the due date of first day of classes 8-21-19.
8. Student is required to sign and upload the following documents into Castlebranch by 08-21-19; release of information, confidentiality and HIPAA form and Social Media.
9. Students are required to be covered by health insurance. If uncovered students may visit the following website for options for college students:
<http://www.ejsmith.com/health-plans/>

Liability Insurance

Each student participating in the practical nursing program must have liability insurance as a “student”. You must have or purchase a policy for the practical nursing program. If you already have a policy, you may check to see if your policy covers you as a student. Students must provide proof of insurance in the specified \$2.4/\$7.2 million coverage amount to Castlebranch before you are allowed to register for classes for fall 2019.

Retention/ Remediation: The practical nursing program’s standard for passing is 80%. The faculty feel very strongly about students having a good solid understanding of concepts and the ability to apply these concepts. Any student in a PNE course that scores less than 80% on a test or assignment will be required to meet with the instructor to develop a remediation plan. The student must comply with this plan and have it completed by the due date. If the student fails to complete the remediation plan, then the student will be withdrawn from the PN program as it is imperative that the student know the concepts to pass the NCLEX-PN exam, be competent, and to safely provide patient care. Faculty are available by making an appointment to work with the student to help them be successful. Students are encouraged to reach out for assistance. Tutoring from student support services is available for other courses. You can call Mary Margaret Thompson to see about getting a tutor at 276-964-7399. The Practical Nursing Program uses HESI specialty exams and exit exam. **It is required that you score at least 850 or above on the specialty exams and a minimum score of 900 on the exit exam.** You have two attempts at the specialty exam and these are counted as final exams. If after taking the first exam, you do not score the desired score you will be required to complete intensive HESI remediation and sign a remediation contract. You will not be allowed to take the second version until you have completed the required remediation. This applies for all HESI testing except the admissions test. The HESI exams are administered as part of your courses and you need to be sure to read your syllabus and determine the HESI requirements for each course. **You can fail a course by not meeting the HESI requirement as stated in the syllabus.**

Progression Policy: In order to progress in the program the student must make a “C” in each of the PNE/HLT courses. The PN program uses a point system in each course and the student must have a total of 400 points to earn a “C”. If students make less than a “C” in the PNE/HLT course, they will be dropped from the program. In the first semester of the program students are required to pass a drug calculation test called the CDCE with a score of 90%. The student will be given 3 attempts with remediation in between attempts. If the student does not score 90% after 3 attempts, they will be withdrawn from the program. In the program students will be required to score satisfactorily in clinical skills. The student will be given three attempts to satisfactorily pass a skill with remediation in between attempts and if they are not successful after three attempts, then they will be withdrawn from the program.

Resignation Policy

Any student that desires to withdraw from the practical nursing program must submit a letter of resignation to the Director of Practical Nursing Program stating the reason for withdrawal in order to be considered for readmission into the program.

If, at any time, in the judgment of the Director of the Practical Nursing program, faculty and/or administration, a student fails to meet the requirements in scholastic achievement, (theory and practice), attitude, standards of health and conduct, standards of nursing performance, or attendance, the Director has the right to request a meeting with the students and Dean of Health Technologies to discuss their continuation in the program. Physical and emotional adequacies and accepted moral conduct must be in accordance with the State Board of Nursing Rules and Regulations.

Readmission Policy/ Procedure

In order to be considered for return into the program, the student must meet the following criteria:

1. Apply in writing to the program head at least one semester before the readmission semester for permission to repeat the course(s) in which a grade lower than a “C” was earned or the student resigned.
2. Have at least a 2.5 cumulative GPA at the time of application for readmission and continue to meet all of the admission requirements.
3. Re-enrollment must occur no later than one year after withdrawal or the student will have to repeat all nursing courses.
4. Have a conference with the program director and/or a designated representative to discuss and/or review:
 - a) personal or professional factors which may have an influence in the student’s success.
 - b) academic or professional activities in which the student may have undertaken since interruption of the program.

*Decisions on readmission will depend on the student having met the above criteria and upon the availability of clinical placement. Students will be notified of readmission four to six weeks before the requested admission date, except in situations where there are mitigating circumstances.

* Students readmitted to the PN program will have to purchase the Castlebranch package and upload all of the required documents. The student will have to meet all of the same requirements for uniforms, books, CPR, liability insurance, physical examination, etc

Grading Scale

Students in the practical nursing program must earn at least a “C” grade or better to remain in the program each semester. **An 80% overall (400) average in each subject must be maintained for promotion into the following semester.** Students who receive a grade lower than required will not be allowed to continue in the program. A point system will be used for **every** course. The point system is as follows:

Grading system:

A= 470-500

B= 435-469

C= 400-434 ** Minimum number of points to pass the class

D= 365-399

F= 364- below

Academic Integrity:

Students must do their own work! Students who plagiarize or cheat in the program risk dismissal from class and the college. Cheating on any exam, test, quiz, lab performance, or project, as well as plagiarism is prohibited.

1. Cheating: Any act of unauthorized material or help from another person in any academic work submitted for the course.
2. Plagiarism: any act of submitting the work of another person without appropriate citing of the source.
3. Facilitating works of dishonesty: Providing unauthorized work to another person, or resubmitting another person’s work for academic credit.
4. Fabrication: inventing sources or information in clinical or academic work.
5. Unprofessional behavior: unauthorized acts against Faculty/student.
6. Unauthorized Exam behavior: talking, passing material, copying answers, picture taking of exam/answers (cell phone), or leaving exam site during an exam.

Before testing begins, **ALL** personal; belongings will be placed at the front of the room or on the counters. The only items at the table during testing will be pencils & scantron sheet. **ALL** cell phones will be turned OFF and placed with other personal belongings. There will be no electronic media including electronic watches allowed during testing. Testing may be done in the testing center. **Please see each course syllabus for the specific testing requirements of the course.**

Honor Code

Southwest Virginia Community College “student code of conduct” is in the college handbook. SWCC student catalog and student handbook may be accessed at the following website: www.sw.edu. The practical nursing program expects each student to adhere to academic honesty and abide by the honor code. This requires that the student be responsible for not only his or her conduct, but that he or she report any infraction of the honor code observed. Cheating and or/plagiarism may include using any unauthorized assistance on examination, paper or project, presenting the work of someone else without acknowledging the source, stealing or sharing test examinations

from an instructor or student. Dishonesty is a serious matter that will lead to disciplinary action by the instructor of the course. Dismissal from college could result.

Achievement Tests

Standardized integrated testing is provided through HESI testing and are administered throughout the practical nursing program to coincide with the curriculum content. Benchmark scores will be discussed and made known to the students with the progression of the program. **Students are responsible for reading their syllabus and knowing the benchmark scores and how the test is used in the course. Some courses you will fail if you do not meet the achievement test requirement upon 2 attempts.** All students are required to take these tests. Taking these tests will aid the student in identifying areas of strengths and weaknesses. Payments for these achievement tests will be processed by the SWCC Bookstore.

Attendance

Attendance is vital for success in the practical nursing program. Lecture time is especially important for success in passing tests and clinical time is difficult to make up. Therefore, the following policy applies to **all** students in the program:

- Prompt and regular attendance is required of all students. Attendance records will be maintained.
- Excused absences include a written medical excuse, family illness or death (death/illness includes immediate family members: mother, father, sibling, child, spouse, and grandparent), hazardous weather conditions. Frequent absences may result in faculty action and could have an impact on whether or not the student passes the semester. Absence of greater than 2 days of class time or clinical time can **result in a failing grade.**

If the student cannot attend class or clinical, it is the student's responsibility to notify the instructor as soon as possible and to obtain make-up work. No makeup tests will be given. If a student misses a test, the makeup will be weighted on the final exam according to how many tests are missed by the student. It is imperative that students in the PN program attend class, skills labs, orientation to facilities, scheduled simulations, and scheduled clinical experiences in order to obtain the knowledge, skills, and competencies necessary to become a practical nurse. It is also important that they not be tardy as this will not be tolerated on a consistent basis. Students must be punctual in order to be professional and hold a job as a LPN once they graduate the program and become licensed. The attendance policy of the PN program is that if a student is tardy 2 times then that will constitute an absence. If you have more than 2 absences in a class, you are at risk for failure. If 2 absences should occur, then the student will be required to meet with the program director and clinical coordinator to discuss their continuation in the PN program. Based on the outcome of this meeting, the student may be allowed to continue with a plan of action in place or withdrawn from the program. If you are absent from any clinical experience then that time must be made up as the student has to have the required number of clinical hours per the state board of nursing.

Alcohol and Drug Policy: In addition to the college's alcohol and drug policy that is located in the student handbook the following also applies:

- If a student's statements and/or behavior in the class, lab, or clinical suggests possible influence of either drugs, alcohol, or other drug use, the faculty member will:
 - a. Confront the student in a confidential manner with their observations of inappropriate behaviors that may suggest alcohol or drug use.
 - b. Inform the students that is the responsibility of the faculty to dismiss them from campus or clinical facility.
 - c. The faculty member will write a summary of the incident which will be sent to the program director and the Dean.
- The student will need to schedule a meeting with the program director, faculty involved, and the Dean to discuss the issue. This should be done before the student is allowed to attend clinical sessions.
- The student will be counted absent from class or lab, and if in clinical will be clinically unsatisfactory for the day. The clinical hours will have to be made up when the students is determined fit to return to clinical.

Under no circumstances should a nursing student be purchasing or drinking alcoholic beverages and/or using drugs while in their uniform, lab coat, or polo shirt that has SWCC Practical Nursing on it.

Health Changes while in the Program: Students with existing health problems such as diabetes, seizures, or are pregnant should notify faculty before the first day of clinical. If a student develops a health issue that may result in incapacitation in the clinical area or one that could potentially jeopardize patient safety such as diabetes or seizures, the student should notify the faculty as soon as they are aware of the issue. Students who become pregnant during the program must inform the faculty so appropriate precautions can be taken and must submit documentation of pregnancy and any limitations imposed by the physician. Students are expected to meet all program requirements. Reasonable accommodations will be made if possible. After delivery the student must produce a note to return to clinical. If a student develops a health issue the student should still be able to perform the essential functional abilities listed previously. Students that have been under medical treatment for surgery, any restrictions, or after childbirth will be required to produce a physician's note providing clearance for return to clinical before the student can return.

Medical Leave or Limitations: If at any time during the program a student has to take a medical leave or has specific restrictions, the faculty member should be presented with a physician's note giving specific instructions. Faculty will determine based on the written instructions what the student will be able to do. When the restrictions are lifted, then the faculty must receive a note from the physician stating there are no longer limitations.

Professional Behavior: The practice of nursing is considered to be a profession that requires professional behavior. The faculty believe that practical nursing students should also act as professionals. Students are expected to act in a professional manner at all times when representing the SWCC PN program.

Expectations of professional behavior are as follows:

1. The student will maintain integrity at all times (honesty and trustworthiness).
2. The student will demonstrate dependability and accountability.
3. The student will adhere to the attendance policy for both the classroom and clinical.
4. The student will be punctual to class and clinical.
5. The student will submit work by the date assigned.
6. The student will demonstrate proper documentation.
7. The student will seek assistance when needed by scheduling an appointment with the appropriate faculty.
8. The student will refrain from using electronic devices in the classroom and clinical unless approved by faculty in the classroom only.
9. The student will maintain an appropriate dress in both the classroom and in clinical.
10. The student will adhere to the social media policy.
11. The student will abide by the testing policies and submit their own work.
12. The student will abide by the confidentiality policy and HIPAA.
13. The student will follow the chain of command in dealing with problems.

Classroom Expectations: Students are expected to arrive to class on time. Students are not to have cell phones out in class. They should be set on silent and left out of sight. If there is a special circumstance that the student needs to have access to their phone, then this should be discussed with the faculty member before the beginning of class. If a student is using a cell phone without prior permission then the student will be excused from class with an unexcused absence. Students are to be respectful and courteous to other students. You are not allowed to bring children into the classroom or lab sessions.

Social Networking Policy: The PN program utilizes the guidelines set forth by the Virginia Board of Nursing in Guidance Document 90-48. This document is located in the Appendix. You are required to sign a statement saying that you will abide by this.

Estimated Program Costs (Total): This is just an estimate of entire program costs.

Tuition: \$7860.75 in state

Books: \$1370

HESI Package: \$525.75

Certified Background (Castlebranch): \$120.75

Liability insurance: \$50.00

American Heart Association BCLS course: \$153.00 + book is \$17.75

Pinning Uniform/ Supplies: \$100.00

Nursing Pin: \$70-350 depending on your choice

State Board & NCLEX fees: \$370.00

Class and Clinical Items: \$258.25

Physical Exam and immunizations: Costs vary.

Your uniforms must be purchased from Scrubs and Stuff at 2687 Steelsburg Hwy., Cedar Bluff, VA. They are located in the Steelsburg Plaza between Leonard Automotive and Bellacinos. Their phone number is 276-345-9300. You will need to have time to try on the uniforms when you go. You must have your uniforms ordered by **September 7, 2019**

Polo shirts (58604) with embroidery: Size S-XL= \$24.99

Size 2X-3X= \$26.99

Lab Coat with Embroidery:

Female: Style 7202 up to XL = \$26.99

2XL and up= \$30.99

Male: Style 7102 up to XL= \$26.99

2XL and up= \$30.99

Ladies Scrub top: Style 4801: Size XXS-XL= \$18.99

Size 2X-5X= \$21.99

(Add \$5.00 for embroidery to scrub tops)

Ladies Scrub pants: Style 44200- (Disc style-while supplies last):

Size XXS-XL= \$18.99

Size 2XL-5XL= \$21.99

Style 4200- Size XXS-XL= \$18.99

Size 2XL-5XL= \$21.99

Ladies skirt (if preferred): Style 4509: Size up to XL= \$17.99 2X-5X= \$20.99

Ladies long sleeve undershirt: (for those with tattoos covering arm or those that are cold natured): Style 2009: Size up to XL -\$16.99, Size 2X-3X= \$19.99

Ladies Cammie Tops: XS/M = \$12.99

LG/XL = \$12.99

Men's Scrub top: Style: 4876: Size S-XL \$19.99

Size 2X-5X= \$21.99

(Add \$5.00 for embroidery to scrub tops)

Men's Scrub pants: Style 4000: Size S-XL= \$21.99

Size 2x-5X= \$24.99

Men's long sleeve undershirt: (for those with tattoos on the arms or those that are cold natured): Style C34109: Size S-XL \$22.99 and Size 2X-3X- \$24.99

You are required to have white shoes that must be closed toe and closed back. You are also required to wear plain white socks that come over the ankles. Scrubs and Stuff has shoes available as well as socks, including compression socks. If you choose to wear the skirt then you should have on white hose or white compression hose with the skirt.

The following are available at Scrubs and Stuff to complete your uniform.

Ladies Shoes: \$59.99-129.95 These include Klog Footwear, Cherokee, and Alegria

Mens Shoes: \$59.99-139.99 These include Klog Footwear, and Cherokee

Ladies 100% Cotton Briefs-Fruit of the Loom--Sz 6-10 available. \$2.99 each

Unisex socks- \$8.99 Single pack

Ladies socks - \$7.99 Single Pack

Clinical Supplies:

Scissors

EKG calipers

Penlight

Watch with a second hand: Lapel watch (preferred but can have wrist watch)

Stethoscope (Student should try different stethoscopes and purchase the one they hear better out of)

BP cuff

Pulse oximeter is great for them to have also to use in clinical

Students will also need a clipboard to use in clinical as well as something to carry their supplies and drug book in for clinical. There is not a specific bag required but should be one that is big enough to hold their supplies. Scrubs & Stuff has the clipboards and bags that they can use.

Pinning Ceremony: The Practical Nursing program finishes in December. In December before the completion of the semester a pinning ceremony is held. The nursing pin is a symbol with a rich history dating back to the Maltese Cross. The Crusaders wore the cross as a symbol of service to Christianity. Over the centuries various symbols represented service to a ruler or to the community. As a result of Florence Nightingale's influence, the importance of "nurses' training" was recognized and hospitals began developing programs. The Nightingale School of Nursing at St. Thomas's Hospital in

London designed and awarded a badge with a Maltese Cross to the nurses as they completed their program.

By 1916, a ceremony awarding the badges was a tradition in England and the United States. The badge symbolized educated women who were prepared to serve the health needs of society. Eventually, each school of nursing designed and awarded a customized pin. In the United States the first pin presented to a graduating class occurred at Bellevue Hospital in New York City, 1880. The pin featured a crane in the center for vigilance. This center relief is encircled by a band of blue for constancy, and an outer band of red for mercy and relief of suffering.

The nursing pin and accompanying ceremony represented a meaningful experience for nursing students

Reference: Mary W. Rode (1989), *The Nursing Pin: Symbol of 1,000 Years of Service*, *Nursing Forum*, Vol. XXIV, issue 1, pgs. 15-17.

The student will wear a white uniform and will be pinned with the SWCC practical nursing pin. The pin must be purchased by the student. The program will purchase the Florence Nightingale lamp for each student. The student is expected to participate in this ceremony. Program awards are also given at this ceremony to include the Academic Excellence Award, Clinical Excellence Award, Florence Nightingale Award, and the Dolores Mulkey Award. In order for the student to graduate from the program the student must meet the program requirements to be eligible to sit for the NCLEX-PN exam. **The pinning ceremony is not a graduation ceremony.** The graduation ceremony is held in May.

Graduation Requirements: In addition to passing all of the required courses with a “C” or better, the student must score a minimum of 900 on the HESI Exit Exam and successfully pass a competency simulation. These requirements are included in the PNE 145 course. So if the students are unsuccessful in this course, they are unable to graduate. Students will have two attempts at the HESI Exit Exam and up to three attempts on the competency simulation.

Licensure Requirements-Commonwealth of Virginia

1. High School Diploma or GED.
2. Has received a diploma from an approved practical nursing program.
3. Has passed a written examination as required by the state board.
4. Has committed no acts which are grounds for disciplinary action set forth as in the Code of Virginia-54.1-3007.

Practical Nursing Clinical Information

Clinical Contracts

Individual contracts are in effect with each affiliate clinical agency and these contracts differ in requirements made of students. The general stipulations are as follows:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with any due cause. This will be done with advance notice except in an emergency.
2. Proper uniform must be worn while in the clinical facility. Photo ID is required in clinical areas at all times. If the student is in the facility for any reason other than clinical rotation, the following dress code will be observed:
 - For women: dress clothes, closed toe shoes & hose, lab coat and photo ID, with hair off the collar & contained.
 - For men: dress clothes, shirt with collar, tie (optional), shoes, socks, lab coat and photo ID.
3. Published policies of hospital/clinical affiliate must be observed.
4. Immunizations must be current and include Hepatitis B and MMR. Proof of tuberculin skin test (PPD) must be shown on initial physical examination form and annually thereafter. Previous positive reactors are exempt but must be addressed by the Program Director
5. Student releases the hospital, its agents, and employees from any liability for any injury or death to him/herself or damage to his/her property arising out of agreement of use of hospital's facilities and other clinical site affiliates. Contracts for each agency are available in the Nursing Office and may be reviewed by the students upon request.
6. Clinical facilities require a criminal history record check and/or drug screen as a condition for placement. All nursing students will be required to provide proof of the background checks and drugs screens prior to clinical placement. Associated costs for the background checks and drug screens are the responsibility of the students

Clinical Evaluations:

A clinical evaluation summary will be used each clinical semester. A satisfactory/unsatisfactory rating will be used in addition to the point system to rate performance of students. Grades, attendance, attitude, integrity, courtesy, and conduct are to be considered. Unsatisfactory in the clinical component results in an "F" for the course, regardless of the theory grade. **If a student is clinically unsatisfactory, the student will meet with the clinical instructor and the program director to determine a remediation plan (if the mistake was not life threatening). The second time a clinically unsatisfactory is given, the student will be placed on warning. The third clinical unsatisfactory shall result in dismissal from the LPN program.**

CLINICAL GUIDELINES WILL INCLUDE, BUT ARE NOT LIMITED, TO:

1. Students will have completed all preclinical requirements & have all documents uploaded to Certified Background site by August 21,2019.
2. Students will **promptly** report to clinical facility as assigned by faculty. Tardiness **WILL NOT** be tolerated.
3. Students will adhere to the clinical affiliate policies.
4. Students will improve and expand nursing clinical skills through guidance and direct supervision by clinical faculty.
5. Students will respect human dignity, patient rights, families, peers, and faculty at all times.
6. Students will maintain patient confidentiality.
7. Students will neither receive nor make personal telephone calls while in the clinical areas (except in cases of extreme emergencies). Cell phones, electronic watches of any type, and pagers are **NOT** permitted in the clinical area.
8. Students will care for patients and keep the area neat, clean and free of clutter.
9. Students will be in full uniform and be prepared for clinical upon arrival to facilities.
If students do not adhere to the dress code, they will be dismissed from the clinical facility. This results in an unexcused absence, an unsatisfactory clinical grade, and possible dismissal from the program.
10. If an unavoidable absence is imminent, then the students will notify clinical instructor **and** the clinical facility 1 hour prior to the beginning of the clinical day. When calling the facility, ask and document the name of the person with whom you speak.
11. Students are not to leave assigned clinical site prior to completion of clinical day.
12. Students are not allowed to take verbal or telephone orders.
13. Students are not allowed to give any medications without a clinical instructor or preceptor present. **NO EXCEPTIONS!!!!**
14. Students are not allowed to administer cytotoxic medications or blood products.
15. Students should not witness any documents.
16. Students are responsible for attending clinical orientations to facilities.
17. Per the Virginia Board of Nursing Guidance Document 90-21: “In accordance with §54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.”
18. Student will complete an Emergency Contact Form that will be kept with each clinical instructor during clinical rotation, in case of an emergency.
19. Students are required to abide by infection control practices and policies of the institution during clinical due to exposure to blood borne pathogens and body fluids.

All students are required to take a comprehensive math calculation exam prior to medication administration. A dosage and calculation exam will be administered in every subsequent semester of the PN program. Students will be given (3) opportunities to obtain the benchmark score of 90%. Correct medication dosage calculation is a **CRITICAL SKILL** for all nurses. If the student is unable to achieve the required score, then the student will be considered unsafe for clinical practice and will be dismissed from the program.

CLINICAL DRESS CODE

The uniform for female students will consist of the following:

1. The uniforms are to be purchased through Scrubs and Stuff. The uniforms are specific to the PN Program at SWCC. Student should plan to go and try on the uniform so the correct size is ordered. The uniform consists of a white scrub shirt with SWCC Practical Nursing Program embroidered on it and white pants or skirt, and white lab coat with SWCC Practical Nursing Program embroidered on it. Skirt length will be below the knee. Students are advised to listen to the staff at Scrubs and Stuff with relation to fitting of scrubs.
2. **ONLY** White or light beige undergarments. For those with visible tattoos or those that would like to wear an undershirt then you should purchase an undershirt that has been approved by the faculty and ordered from Scrubs and Stuff.
3. White hose and/or white over-the-ankle socks. No colored, striped or patterned hose/socks.
4. Flat white leather shoes. Shoe laces should be kept clean and neat. (Must be approved by faculty if purchased somewhere beside Scrubs and Stuff).
5. Accessories: You must have these EVERY clinical day
 - Name badge (Photo Identification)
 - Watch with second hand (We prefer the lapel watch that can be purchased at Scrubs and Stuff due to infection control) **NO ELECTRONIC DEVICE WATCHES**
 - Medical bandage scissors
 - Small notebook/ Black ink pens (no felt tip or gel writer)
 - Stethoscope
 - Blood pressure cuff
 - Pen light
 - Drug Reference book
6. You are required to purchase a burgundy polo shirt from Scrubs and Stuff that is embroidered with SWCC Practical Nursing Program to wear to mental health clinical and other areas as specified by faculty. These will be worn with your white pants and white shoes.

The uniform for male students will consist of the following:

1. The uniforms are to be purchased through Scrubs and Stuff. The uniforms are specific to the PN Program at SWCC. Student should plan to go and try on the uniform so the correct size is ordered white pants and white shirt and white lab coat purchased from Scrubs and Stuff. Students are advised to follow the advice of staff at Scrubs and Stuff in regards to sizing.
2. White/ light beige underclothing.
3. White over-the-ankle socks and white leather shoes. Shoe laces are to be kept neat and clean.
4. Accessories: You must have these EVERY clinical day
 - Name badge (Photo Identification)
 - Watch with second hand (We prefer the lapel watch that can be purchased at Scrubs and Stuff due to infection control) **NO ELECTRONIC WATCH**

DEVICES

Medical bandage scissors

Small notebook/ Black pens (no felt tip or gel writers)

Stethoscope

Blood pressure cuff

Pen light

Drug Reference Book

5. You are required to purchase a burgundy polo shirt from Scrubs and Stuff that is embroidered with SWCC Practical Nursing Program to wear to mental health clinical and other areas as specified by faculty. These will be worn with your white pants and white shoes.

Grooming guidelines while in uniform (Male and Female).

1. All uniforms are to be clean neat, and wrinkle free; with color appropriate undergarments. Uniform pants should not be too long. If they are they should be hemmed.
2. Shoes should be professional and shoelaces are to be kept clean and white.
3. Hair is to be kept clean, neat and off the collar. Hair color should be of natural color. (I.E. purple, pink, blue, green, etc. are not appropriate)
4. Perfume/Cologne will not be worn while in uniform but, the use of deodorant is a **MUST**.
5. Mustaches and beards are to be kept short, neat and well-trimmed at all times. Otherwise, the student should be cleanly shaven each clinical day.
6. Jewelry will not be permitted with the exception of the following:
Earrings- One pair of post type earrings in lower lobe only (no other locations on ears) and wedding band ONLY. NO necklaces, bracelets or other body jewelry. If you have a body piercing it must be removed or a clear piece of jewelry worn.
7. No visible tattoos. These **MUST** be covered with make-up, bandaids, or clothing.
8. Fingernails will be kept clean and well-trimmed. Only colorless nail polish is allowed. **No artificial nails of any kind to include gel nails.**
9. No gum chewing in the patient care areas.
10. Smoking is NOT allowed in any clinical facility.

SWCC Student Handbook Policies

****The SWCC Student Handbook can be found at <https://sw.edu/catalogs/student-handbook/> You are responsible for going to the website can reading the student handbook as well as this one. When you sign that you have read this handbook then you are signing that you also have visited and read the student handbook.****

SWCC Academic Calendar

The academic calendar can be found at <https://sw.edu/schedule/>

Virginia Board of Nursing

Guidance on the Use of Social Media

Applicability

This guidance document of the Board of Nursing applies to all *practitioners* regulated by the Board - including registered nurses, licensed practical nurses, certified massage therapists, certified nurse aides and registered medication aides.

Definition

What, exactly, is social media? Merriam-Webster defines social media as:

...forms of electronic communication...through which users create online communities to share information, ideas, personal messages, and other content...

About.com clarifies that:

...social media would be a social instrument of communication...a website that doesn't just give you information, but interacts with you while giving you that information...a two-way street that gives you the ability to communicate too. Any website that invites you to interact with the site and with other visitors falls into the definition of social media.

Background

The use of Social Media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Practitioners often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by practitioners have been reported to boards of nursing and, in some cases, reported in nursing literature and the media. This document is intended to provide guidance to practitioners using electronic media in a manner that maintains patient privacy and confidentiality.

Social media can benefit health care in a variety of ways, including fostering professional connections, promoting timely communication with patients and family members, and educating and informing consumers and health care professionals.

Practitioners are increasingly using blogs, forums and social networking sites to share workplace experiences particularly events that have been challenging or emotionally charged. These outlets provide a venue for the practitioner to express his or her feelings, and reflect or seek support from friends, colleagues, peers or virtually anyone on the Internet. Journaling and reflective practice have been identified as effective tools in health care practice. The Internet provides an alternative media for practitioners to engage in these helpful activities. Without a sense of caution, however, these understandable needs and potential benefits may result in the practitioner disclosing too much information and violating patient privacy and confidentiality.

Health care organizations that utilize electronic and social media typically have policies governing employee use of such media in the workplace. Components of such policies often address personal use of employer computers and equipment, and personal computing during work hours. The policies may address types of websites that may or may not be accessed from employer computers. Health care organizations also maintain careful control of websites maintained by or associated with the organization, limiting what may be posted to the site and by whom.

The employer's policies, however, typically do not address the practitioner's use of social media outside of the workplace. It is in this context that the practitioner may face potentially serious consequences for inappropriate use of social media.

Confidentiality and Privacy

To understand the limits of appropriate use of social media, it is important to have an understanding of confidentiality and privacy in the health care context. Confidentiality and privacy are related, but distinct concepts. Any patient information learned by the practitioner during the course of treatment must be safeguarded by that practitioner. Such information may only be disclosed to other members of the health care team for health care purposes. Confidential information should be shared only with the patient's informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions the practitioner's obligation to safeguard such confidential information is universal.

Privacy relates to the patient's expectation and right to be treated with dignity and respect. Effective practitioner-patient relationships are built on trust. The patient needs to be confident that their most personal information and their basic dignity will be protected by the practitioner. Patients will be hesitant to disclose personal information if they fear it will be disseminated beyond those who have a legitimate "need to know." Any breach of this trust, even inadvertent, damages the particular practitioner-patient relationship and the general trustworthiness of the profession of nursing.

Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual.

Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways. Practitioners may breach confidentiality or privacy with information he or she posts via social media.

Examples may include comments on social networking sites in which a patient is described with sufficient detail to be identified, referring to patients in a degrading or demeaning manner, or posting video or photos of patients.

Board of Nursing Implications

Instances of inappropriate use of social and electronic media may be reported to the Board, and it may investigate reports of inappropriate disclosures on social media by a practitioner on the grounds of:

- Unprofessional conduct;
- Unethical conduct;
- Moral turpitude;
- Mismanagement of patient records;
- Revealing a privileged communication; and
- Breach of confidentiality.

If the allegations are found to be true, the practitioner may face disciplinary action by the Board, including a reprimand or sanction, assessment of a monetary fine, or temporary or permanent loss of licensure, certification or registration.

A 2010 survey of Boards of Nursing conducted by the National Council of State Boards of Nursing indicated an overwhelming majority of board responding (33 of the 46 respondents) reported receiving complaints of practitioners who have violated patient privacy by posting photos or information about patients on social networking sites. The majority (26 of the 33) reported taking disciplinary actions based on these complaints. Actions taken included censure of the practitioner, issuing a letter of concern, placing conditions on the practitioner's license or suspension of the practitioner's license.

Possible Consequences

Potential consequences for inappropriate use of social and electronic media by a practitioner are varied. The potential consequences will depend, in part, on the particular nature of the practitioner's conduct.

Improper use of social media by practitioners may violate state and federal laws established to protect patient privacy and confidentiality. Such violations may result in both civil and criminal penalties, including fines and possible jail time. A practitioner may face personal liability. The practitioner may be individually sued for defamation, invasion of privacy or harassment. Particularly flagrant misconduct on social media websites may also raise liability under state or federal regulations focused on preventing patient abuse or exploitation.

If the practitioner's conduct violates the policies of the employer, the practitioner may face employment consequences, including termination. Additionally, the actions of the practitioner may damage the reputation of the health care organization, or subject the organization to a law suit or regulatory consequences.

Another concern with the misuse of social media is its effect on team-based patient care. Online comments by a practitioner regarding co-workers, even if posted from home during nonwork hours, may constitute as lateral violence. Lateral violence is receiving greater attention as more is learned about its impact on patient safety and quality clinical outcomes. Lateral violence includes disruptive behaviors of intimidation and bullying, which may be perpetuated in person or via the Internet, sometimes referred to as "cyber bullying." Such activity is cause for concern for current and future employers and

regulators because of the patient-safety ramifications. The line between speech protected by labor laws, the First Amendment and the ability of an employer to impose expectations on employees outside of work is still being determined. Nonetheless, such comments can be detrimental to a cohesive health care delivery team and may result in sanctions against the practitioner.

Common Myths and Misunderstandings of Social Media

While instances of intentional or malicious misuse of social media have occurred, in most cases, the inappropriate disclosure or posting is unintentional. A number of factors may contribute to a practitioner inadvertently violating patient privacy and confidentiality while using social media. These may include:

- A mistaken belief that the communication or post is private and accessible only to the intended recipient. The practitioner may fail to recognize that content once posted or sent can be disseminated to others. In fact, the terms of using a social media site may include an extremely broad waiver of rights to limit use of content. The solitary use of the Internet, even while posting to a social media site, can create an illusion of privacy. □ A mistaken belief that content that has been deleted from a site is no longer accessible.
- A mistaken belief that it is harmless if private information about patients is disclosed if the communication is accessed only by the intended recipient. This is still a breach of confidentiality.
- A mistaken belief that it is acceptable to discuss or refer to patients if they are not identified by name, but referred to by a nickname, room number, diagnosis or condition. This too is a breach of confidentiality and demonstrates disrespect for patient privacy.
- Confusion between a patient's right to disclose personal information about himself/herself (or a health care organization's right to disclose otherwise protected information with a patient's consent) and the need for health care providers to refrain from disclosing patient information without a care-related need for the disclosure.
- The ease of posting and commonplace nature of sharing information via social media may appear to blur the line between one's personal and professional lives. The quick, easy and efficient technology enabling use of social media reduces the amount of time it takes to post content and simultaneously, the time to consider whether the post is appropriate and the ramifications of inappropriate content.

Guiding Principles and Tips

Social networks and the **Internet** provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Practitioners and students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online

content and behavior has the potential to enhance or undermine not only the individual practitioner's career, but also the profession. The following information includes principles for Social Networking provided by the American Nurses Association (ANA).

- Practitioners must not transmit or place online individually identifiable patient information.
- Practitioners must observe ethically prescribed professional patient — practitioner boundaries.
- Practitioners should understand that patients, colleagues, institutions, and employers may view postings.
- Practitioners should take advantage of privacy settings and seek to separate personal and professional information online.
- Practitioners should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
- Practitioners should participate in developing institutional policies governing online conduct

How to Avoid Problems

It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, practitioners can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

- Recognize the ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Do not transmit by way of any electronic media any patient-related image. In addition, practitioners are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the practitioner-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.

- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the practitioner has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the practitioner does not permit the practitioner to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

Conclusion

Social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers. Practitioners need to be aware of the potential ramifications of disclosing patient-related information via social media. Practitioners should be mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, practitioners may enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality.

Excerpted from the Virginia Board of Nursing Guidance Document 90-48.

Program Handbook Disclaimer and Signature Form

This PN Program 2019-2020 Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Your signature on this page is simply your acknowledgement that you have received and agreed to read this handbook.

Student's name (printed)

Date

Student's Signature