



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— ONEIDA/HUNTSVILLE —

Practical Nursing Student Handbook



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2024-2025

July 7, 2023

Dear Student:

It is my pleasure to welcome you to the Appalachian Regional Practical Nursing Program offered through Tennessee College of Applied Technology – Oneida/Huntsville. Our program will prepare you for a career in a rewarding profession. During your training, you will provide care for and compassion for many clients in a variety of health care settings.

Our goal is to help you develop into a nurse capable of giving thorough, competent, supportive, and safe nursing care. This is possible through the guidance and instruction of faculty, following the program's policies & procedures, and your **active involvement**. (This cannot be accomplished without your **interest and enthusiasm.**) Once you have completed your training, you can sit for the state board licensure exam.

Our Student Handbook and Practical Nursing Handbook are designed to inform you of the program's policies and explain it in more detail. A handbook is provided to each student, and it is the student's responsibility to keep it throughout the school year.

I look forward to working with and getting to know each of you over the next year. If I can ever be of any assistance, please do not hesitate to ask.

Sincerely,

Tiffany Medley BSN, RN

Practical Nursing Program Coordinator

CODE OF ETHICS FOR THE LICENSED PRACTICAL NURSE

THE LICENSED PRACTICAL NURSE shall practice the profession with integrity.

THE LICENSED PRACTICAL NURSE shall be loyal – to the physician, to the patient, and to the employer.

THE LICENSED PRACTICAL NURSE strives to know limitations and to stay within the bounds of these limitations.

THE LICENSED PRACTICAL NURSE is sincere in the performance of duties and generous in rendering services.

THE LICENSED PRACTICAL NURSE considers no duty too menial if it contributes to the welfare and comfort of the patient.

THE LICENSED PRACTICAL NURSE accepts only that monetary compensation provided for in the Contract under which she/he is employed and does not solicit gifts.

THE LICENSED PRACTICAL NURSE holds in confidence all information entrusted to her/him.

THE LICENSED PRACTICAL NURSE participates in and shares responsibility of meeting health needs.

THE LICENSED PRACTICAL NURSE faithfully carries out the orders of the physician or registered nurse under which she/he serves.

THE LICENSED PRACTICAL NURSE refrains from talking with the patient about individual experiences, problems, and ailments.

THE LICENSED PRACTICAL NURSE abstains from administering self-medications, and in the event of personal illness, takes only those medications prescribed by a licensed physician.

THE LICENSED PRACTICAL NURSE respects the dignity of the uniform by never wearing it in public places.

THE LICENSED PRACTICAL NURSE respects the religious beliefs of all patients.

THE LICENSED PRACTICAL NURSE shall be a good citizen.

THE LICENSED PRACTICAL NURSE abides by the Golden Rule in her/his daily relationships with people in all walks of life.

APPALACHIAN REGIONAL PRACTICAL NURSING PROGRAM

INTRODUCTION

The Appalachian Regional Practical Nursing Program consists of four different programs or campuses. The main campus is operated through Tennessee College of Applied Technology – Jacksboro in Caryville, TN. The Tennessee College of Applied Technology also has satellite campuses located at Oneida/Huntsville in Scott County, TN, Jamestown in Fentress County, TN and Harriman in Roane County, TN. The Practical Nursing Coordinator has equal responsibilities at each campus. These Tennessee Colleges of Applied Technology provide equal funding for the administration of the program. These Tennessee Colleges of Applied Technology are Tennessee Board of Regents Institutions and are accredited by the Council on Occupational Education.

The Appalachian Regional Practical Nursing Program is approved by the Tennessee Board of Nursing. It is the intent of this handbook to inform students of their responsibilities and to provide information to ensure successful completion of the practical nursing program. The rules and guidelines contained herein apply equally to all students. The rules in this handbook do not represent the whole of the center's policy. Additional policies are in the center's catalog, student handbook, and other publications available in the center's administrative office.

PROGAM PURPOSE

1. To prepare qualified men and women for the vacation of practical nursing as active members of the health care team concerned with the care of the sick and their rehabilitation, the prevention of illness, and the promotion of wellness.
2. To provide educational opportunities to assist the learner to acquire knowledge, gain understanding and develop skills essential to render safe, effective nursing care.
3. To prepare a person to assume his/her role as a licensed practical nurse and to function under the guidelines defined in the Nurse Practice Act regardless of age, sex, religion, color, race, national origin, or handicap, sexual preference, or veteran status.
4. To provide area hospitals and other health care facilities with qualified persons to meet a definite nursing need.

DEFINITION OF PRACTICAL NURSING

Practical Nursing is defined by the Nurse Practice of 1967 (Tennessee Senate Bill 375) as follows: “The practice of practical nursing means the performance for compensation of selected acts required in the nursing care of the ill, injured, or infirmed and/or carrying out medical orders prescribes by the licensed physician or dentist or a professional registered nurse. The licensed practical nurse shall have preparation in and understanding of nursing but shall not be required to have the same degree of education and preparation as required of a registered nurse.” This law was effective September 1, 1967.

MISSION

The mission of the Practical Nursing Program is to provide quality education. Our goal is to provide learning experiences, which enable graduates to master basic competencies, develop skill, obtain licensure, and enter employment in the health care industry.

PHILOSOPHY

We believe that:

The practical nurse is an integral practitioner on the health care team who renders nursing within a legally defined role.

Practical Nurse Education prepares persons for gainful employment regardless of age, sex, religion, color, race, national origin, or handicap.

The education of practical nurses shall be in an organized approved program with planned learning experiences in a logical sequence.

The curriculum shall include both theory and supervised clinical experience that will enable the learners to obtain the knowledge, skills, and attitudes to function within the scope of practical nursing.

The broad areas of learning shall include Worker characteristics, Professional vocational relationships, anatomy and physiology, nursing fundamentals/principles and skills, geriatric nursing, nutrition, basic IV therapy and administration of medicines, pharmacology I & II, medical and surgical nursing I & II, maternity health, pediatrics, mental health concepts, and advanced vocational relations/leadership.

A local advisory committee shall be involved in the practical nursing educational program.

An evaluation of the student and program will be provided.

PROGRAM OBJECTIVES

Upon successful completion of the Practical Nurse program, the graduate, functioning under the supervision of the Registered Nurse and/or licensed physician, will through written, oral, and practical application, be able to competently:

1. Demonstrate safety competencies in the fundamentals of bedside nursing to all patients.
2. List the functions of the practical nurse on the nursing team.
3. Identify basic nursing and related information necessary for a beginning practitioner of practical nursing.
4. Outline basic health needs as related to the individual, the family, and the community.
5. Demonstrate a beginning skill by differentiating behavior in relation to patients, co-workers, family, and friends.
6. Develop critical thinking and problem-solving skills.
7. Develop an understanding of therapeutic relationships with clients, family members, and significant others.
8. Demonstrate an understanding of scientific principles, which form a background for basic bedside nursing.
9. Demonstrate verbal and written communication skills in observing and reporting.
10. Develop and demonstrate competency in theory and clinical performance, leading to eligibility for graduation and writing state board exams.

Practical Nursing Program

Course Outline

<u>Theory</u>	<u>Hours</u>	
Worker characteristics	18	
Basic Nursing (VR, Geriatrics, Nutrition)	90	
Anatomy & Physiology	96	
Nursing Fundamentals	124	
Med. Administration/ Basic IV Therapy		80
Pharmacology I	51	
Pharmacology II	42	
Mental Health	60	
Maternal & Infant Care	60	
Pediatrics	60	
Medical Surgical Nursing -1	75	
Medical Surgical Nursing- 2	75	
Advanced Vocational Relations	24	
	Subtotal	855
<u>Clinical Practice:</u>		
Clinical I	36	
Clinical II	180	
Clinical III	225	
	Subtotal	441
Total Course Hours:		1296

COURSE DESCRIPTIONS

PROFESSIONAL VOCATIONAL RELATIONSHIPS

Personal and Vocational Relationships introduces the student to nursing. Personal and Vocational Relationships is concerned with the need for individual integrity as a basis of adequate functioning as a practical nurse. This course begins the study of human behavior and its pertinence to the milieu of the practical nurse. One's personal identification as a practical nurse begins to emerge. Nursing functions, roles, rights, and responsibilities are defined. Trends in nursing and nursing education will be explored in the light of current realities, as well as the origins of nursing and trends for the future of practical nursing. Emphasis will be placed upon the practical nurse's functions, ethical and legal rights, and responsibilities as a health care provider.

ANATOMY AND PHYSIOLOGY

Basic science for the practical nursing student is designed to familiarize him/her with the structure and function of the human body and the interrelationships and interdependency of the body systems to maintaining a homeostatic condition. The effect of microbes on the human body will be studied as well as the basic mechanics of biochemistry and biophysics as they are related to the body systems.

NURSING FUNDAMENTALS

This course is the foundation for all nursing care and highlights basic nursing concepts and measures from the simple to the complex. The student is guided to formulate his/her identity as a beginning nursing student by a careful correlation of the biological, physical, and social sciences. Emphasis is placed on the normal to comprehend the abnormal. The comfort, safety, maintenance of health; and the recovery of the client will be stressed. Upon completion of the course, the student should also be able to apply the principles of emergency nursing care. A planned schedule of laboratory experience allows the student the opportunity to practice and demonstrate proficiency prior to the clinical setting. Also, the importance of the practical nurse as a member of the health team; and the significance that nursing is a social discipline is stressed.

GERONTOLOGICAL NURSING

This course introduces geriatric nursing and the leadership role of the practical nurse caring for older adults in long-term care environments. The normal aging process is explored with emphasis on promoting, maintaining, and restoring health in older adults. Besides the sociological, psychological, and physiological aspects of aging, this unit will also incorporate the financial, safety, and pharmacological aspects of aging. The curriculum, using the nursing process and basic human needs as a framework, will integrate cultural diversity, legal/ethical considerations, and the communication process to provide holistic care to the geriatric client.

NUTRITION

Nutrition provides the student with a practical nurse with information related to the fundamental principles of normal nutrition. Included in the course is a study of the basic nutrients; the use of guides for evaluation and planning of normal diets; principles for the safe, economic selection and preparation of food; and a study of selected food legislation. Factors such as age, cultural and religious practices, and socioeconomic conditions are presented as influences on a person's nutritional well-being. The study of basic nutrition is presented as applicable to the student's daily living habits and patient care situations. The need for an understanding of normal nutrition as a basis for the study of therapeutic diet is discussed.

ADMINISTRATIONS OF MEDICATION/ BASIC IV THERAPY

This course's purpose is to acquaint the student with pharmacokinetics and nursing skills relative to the safe administration of medications and the basic scientific principles underlying these skills. The student will be familiarized with different routes of administration, including the purposes of drug therapy and its importance in maintaining and restoring health. A review of basic mathematics will be included followed by mathematics of drugs and solutions. Emphasis will be placed on the practical nurse's legal and ethical responsibilities in administering medications, the ability to calculate drug dosages accurately and demonstrate safe administration skills. An emphasis will be placed on proficiency not only in clinical skills related to intravenous therapy but also in documentation, client teaching, demonstrated continuous performance improvement, and risk management.

PHARMACOLOGY

This course introduces essential concepts of pharmacology for the Practical Nurse. This course will expand on the basic concepts of anatomy, physiology, and chemistry while building on the pharmacological principles from Administration of Medications/Basic IV therapy course in relation to pharmacologic agents. The focus will be on the study of pharmacological classifications, actions, therapeutic uses, and side effects of medications. The course will emphasize major drug classes and specific agents within each class. This course will also emphasize standardized practices and technologies related to medication safety to minimize the risk of harm and maximize the benefit to the client. Students will be taught to accurately interpret data to monitor the outcomes of client interventions. Emphasis will be placed on the nursing process as it relates to the nurse's responsibilities in the provision and administration of medications to clients across the life span. Legal and ethical responsibilities in the safe administration of medications will be reviewed, and a foundation of medication knowledge will be established.

MENTAL HEALTH NURSING

This course is a brief overview of the current concepts of psychiatric nursing. It will emphasize the role of the nurse in the prevention and treatment of mental illness. Included will be discussions of the nursing management of the neurotic and psychotic client; the client with organic brain syndrome; the suicidal client; and the client with a chemical dependency. The increasing role of community psychiatry will be stressed.

MEDICAL – SURGICAL NURSING

Medical- surgical Nursing will provide the student with theory related to selected medical – surgical problems affecting the adult client. The student will demonstrate the knowledge and ability to provide safe & effective nursing care in the medical – surgical setting with major emphasizes on wellness. Disorders of the body systems are studied in terms of diagnostic procedures, treatment modalities, and the nursing process. Throughout this course, concepts learned in previous courses as well as concepts introduced in this course will be reinforced and applied to the theory and care of the adult Medical-Surgical client.

MATERNAL AND INFANT CARE

The core material presented in this course is in chronological order, allowing the student to develop a strong understanding of the interrelationships involved in the family unit from time of conception through prenatal, antepartum, and postpartum care. Emphasizes are placed upon normal nutrition and importance of adequate nutrition during pregnancy, lactation and different periods of growth and development in the infant. Diet therapy, relative to the complications of pregnancy, will be presented. Considerations will be given to the socioeconomic, cultural, and developmental factors influencing dietary patterns. Emphasis will be upon the therapeutic uses and effects of commonly used drugs during pregnancy. The nursing implications of the drugs will be stressed.

PEDIATRIC NURSING

This course introduces the student to the care of the well-child, the child with special needs, and the child with acute and chronic healthcare needs. A strong emphasis on maintaining the dignity of the child and promoting healthy growth and development, even during illness, will be manifested. Students will also examine the family's role and importance to the child's care. This course will give the student a chance to identify the pediatric patient as a family unit member. In the pediatric nursing rotation, the principles and concepts of nursing care are adapted to the child's care. The growth and development of the child is studied along with specific diseases and disorders affecting each age group – from the neonate to the adolescent.

ADVANCED VOCATIONAL RELATIONS

This course focuses on the leadership aspect of the Licensed Practical Nurse's role. This includes the characteristics necessary for successful transition from student to a Licensed Practical Nurse, including employability skills, principles of work ethics, and professional responsibilities. It also focuses on licensure exam process, licensure requirements, and continuing education requirements.

EVALUATION CRITERIA:

GRADING SYSTEM – The grading system will be:

A = 100 – 94 B = 93 – 87 C = 86 – 80 F = Below 80

STANDARDS OF CONTINUATION IN THE PROGRAM LEADING TO GRADUATION

The successful completion of a course is determined by the student's character, daily work performances, and evaluation results. Evaluations may be written, oral, and/or practical.

Consideration of the health and comfort of the patient shall be the primary concern of all students and shall be criteria for continuation in the program.

Students will be evaluated periodically through the trimester, and when deemed necessary. The student will receive written notification of unsatisfactory performance. If deemed necessary, the student will be placed on probation for a period determined by the instructor and/or coordinator. If satisfactory progress is not made within the probation period, the student will be dropped from the program. All situations will be evaluated individually.

Students must maintain a theory grade point average of **80 in each subject area** to successfully progress in the program. Students **must** complete computerized practice ATI (Assessment Technologies Institute) tests **with a score of 90% or better** by a set deadline prior to taking final exams. (Failure to do so prevents students from taking the final exam.) This will become effective after students set up their ATI accounts and become familiar with the site. Failure to complete the assigned ATI practice tests can & will result in disciplinary action. Keep in mind **theory and clinical grades are not averaged together.**

Students must meet the attendance and dress requirements of his/her area of training.

Clinical performance will be evaluated on a numerical grade. A numerical grade of 80 in the clinical area and satisfactory student performance as determined by the instructor's subjective observation is required. Clinical practice evaluation criteria:

- Basic knowledge of skills; application of knowledge; ability to function as a team player; nurse/patient relationship; flexibility; personal appearance; safety; reliability; following clinical guidelines & facility regulations, and attendance.

Pass – Student met the behavioral expectations of the clinical area with moderate guidance and a clinical grade average of 80.

Fail – Student was unable to perform at the expected level. The student did not exhibit improvement after much guidance. The student did not meet the course's behavioral objectives, did not consistently carry out the expected nursing activities, and needed excessive guidance and instruction and/or had a clinical average less than 80 for the trimester.

Students who receive clinical failure will receive an “**F**” in the course and be dismissed from the program.

ATTENDANCE

The Practical Nursing Program at Tennessee College of Applied Technology – Oneida/Huntsville is such that every student must attend regularly to be successful. Excessive absences may have an adverse effect on student progress. Students are expected to call and/or email their instructor and report their absences on the day it occurs (preferably the morning of the absence.) Failure to report an absence by the end of the third consecutive day of absence will result in termination from class. Students can be officially dropped from the program for excessive absenteeism - (42 hours or more per trimester.) Students must attend 91% of class time allotted per trimester. After being tardy five (5) times, an instructor will counsel a student, and a warning statement will be signed. At six (6) tardies, a student will be sent to the designated authority for counseling and possible disciplinary action. Seven (7) tardies during any one trimester warrants a visit to the President of the school and may result in suspension. (Refer to the school handbook for the official policy.)

REPORTING ABSENCES

Students must account for all absences and tardies. All absences and tardies are recorded and kept in the school records. A student who misses up to 10% (or more) of the entire program length or more than 11 hours in clinical may not be eligible for graduation.

Students must notify a member of the Practical Nursing staff on the day they are absent.

If training is in the classroom, call the school at (423)663-4900 ext. 117 and speak to the instructor or leave a voice mail message before the start of class. For the Jamestown location, please send a message to the instructor via teams or canvas. If training is at the clinical facility, call the school and leave a voice mail message for the instructor who enters your attendance. Also call the facility & leave a message for the attending instructor, or the contact person. (These calls are to be made **before** clinical start time.) If this is not followed – disciplinary action **will** be taken.) Texting your classmate to relay the message to your instructor is **not** acceptable.

When a student returns to school following an absence, he/she must report to the instructor with the appropriate/necessary paperwork or documentation. It is at the instructor's discretion if/when make-up work will be completed.

Leaving school without authorization can be grounds for suspension/dismissal. The student will inform the instructor(s) as to why and when you plan to leave. There is a designated book for signing in/out used by students to accurately document missed hours.

False information pertaining to reasons for absences can be grounds for dismissal.

POLICY & PROCEDURE FOR STUDENT ABSENCE OR ILLNESS IN THE CLINICAL AREA

It is of the utmost importance that students be present for all clinical days that are scheduled. Clinical experience prepares the student to pass the State Board examination and provides the hands-on experience to be a good nurse. Students should not be absent from clinical experiences unless it is absolutely necessary. With the recent curriculum revisions, a student can only miss 11 clinical hours throughout the program. With a valid excuse a student can make up clinical time with instructor generated assignments and/or ATI assignments but only up to 18 hours total. This will be scheduled on the student's own time & not during scheduled school hours. Missing more than the 18 hours of clinical that can be made up will prevent the student from passing the clinical portion of the course.

CLINICAL ABSENTEEISM

Please make every attempt to be present in clinical. Clinical schedules are made out well in advance – so any absence creates complications. Make all appointments at alternate times. You should have a plan A and a plan B for transportation to the clinical site, as well as childcare, and any other event/circumstance that may keep you from attending.

ILLNESS:

When a student is scheduled for clinical activities and has a temperature or any communicable condition (ex: pink eye, open lesions, herpes zoster etc.), they will not be allowed to attend clinical and are encouraged to see their family physician, (A Dr.'s note will be needed for verification.)

CALL IN:

The student is responsible for calling in before 6:00 A.M. if they are going to be absent from the clinical that day. The student should ensure they call the clinical instructor to whom they are assigned. If assigned to a clinical site away from the instructor, the student is to notify the facility as soon as the site opens and notify the appropriate person. Failure to follow this procedure will result in disciplinary action, including extra assignments, oral class presentations, and even suspension if warranted. **STUDENTS ARE RESPONSIBLE TO CALL IN FOR THEIR OWN ABSENCES!!!!!!**

CLINICAL AGREEMENTS:

The College has contractual agreements with local health care agencies/facilities to provide clinical experiences for students. The student shall conform to and be subject to all policies of the clinical agency set for its regular employees, unless such policies are contrary to the terms of the contract- which will be explained to the student up front.

MAKE UP AND MISSED EXAMINATIONS

PURPOSE: To provide examinations for students who were absent from class during an examination. However, there needs to be a good reason for all absences. Make-up tests create more work for your instructor – which is unnecessary unless unavoidable.

All missed examinations will be given on the student's first day back to school, whether it is a classroom day or clinical day, at the instructor's discretion. All make-up tests will be given on the student's own time at the instructor's discretion. Under no circumstances are make-up tests to take away from the instructor's time with other students.

The make-up exam will be a different examination and/or may consist of a different number of questions. A make-up exam will be more difficult.

WRITTEN ASSIGNMENTS

All written assignments are to be completed & turned in on their due date. Failure to comply will result in letter grade deduction (minimal numeric equivalent) for every day late for that assignment. No assignments will be accepted three (3) days past their due date and a grade of zero (0) will be recorded for that assignment. Incomplete assignments will not be accepted.

EXIT POINT

Tennessee Board of Regents has a recognizable exit point during the first trimester of the nursing program. This is only available for those students who successfully complete certain theory components/requirements of the course and are not already certified nursing assistants. Once enough clinical hours are successfully obtained, those students who are unable to maintain the PN academic requirements in theory, or are unable to return for the second trimester, would be eligible to apply to challenge the Certified Nurse's Assistant test, if so desired. This can be discussed with the PN Coordinator in more detail individually. The student must agree to maintain good attendance and be in good standing to qualify for this opportunity.

SOCIAL NETWORKING POLICY

Professional communications are of utmost importance in nursing. The use of social media is highly discouraged while enrolled in a nursing program. Internet communications (including use of smartphones) should **NOT** involve Tennessee College of Applied Technology Oneida/Huntsville, students, staff, and/or any clinical affiliate. This is considered a breach of confidentiality and can result in disciplinary action, depending upon the severity of even dismissal from the school.

TARDINESS/ABSENCE

It is especially important for Practical Nursing students to be on time and to have good attendance. It is important to a student's academic success and for work reference calls upon graduation. During these next three terms, we will train students to become nurses and professionals. This means being dependable, punctual, motivated, prepared, and enthusiastic about whatever assignment is given for the day.

The following is an example of how time is deducted according to the amount of time missed.

1 minute to 30-minutes tardy results in a 30-minute deduction.

31 minutes to 1-hour tardy results in a full hour deduction, and so on.

(Time is documented in Banner as 30-minute increments.)

PRACTICAL NURSING DRESS CODE

CLASSROOM DRESS CODE

Clothing must not be offensive to others. Shorts are to be no shorter than 2” above the knee. Biker shorts, athletic leggings, hoodies and/or hats are not to be worn during class. No open toe shoes in skills lab and no smart watches during test days. No hats or hoods are to be worn during class. No open toed shoes (flip- flops, sandals, crocs, or slides) in the classroom, skills lab or clinical. No strong perfume or body lotion is used; however, clean hygiene is a must in the classroom and in the clinical setting. **No smart watches are to be worn-especially but not limited to test days. Hoodies or sweatshirts may NOT be worn over top of the scrub tops.**

FIELD TRIPS

Classroom scrubs or school shirts with khaki, navy, or black slacks may be worn on field trips, per the discretion of the PN Faculty. No denim or leggings are allowed. No sandals or open toed shoes. Remember you are representing Tennessee College of Applied Technology Practical Nursing Program, and any behavior or dress that is not a 100% positive reflection of this school will not be tolerated.

CLINICAL DRESS CODE

- A. New nursing uniform with school patch, clean wrinkle-free (ironed) and in good repair. Students will be provided style numbers for the required scrub uniform. Appropriate width & height for body size is required. (At least 2 uniforms are required.) No used uniforms permitted. If uniform becomes too tight due to weight gain or visibly stained- a new uniform must be purchased. Students are advised to purchase uniforms that fit loose- they should not fit like jeans. Students need to be able to move around comfortably in clinical uniforms.
- B. Undergarments are not to be visible through uniform.
- C. Clean black or white leather professional duty closed toe shoe required. No mesh. Shoes are to be always kept clean. *Style to be determined by nursing faculty.*
- D. Student name tag.
- E. Picture ID (with picture facing out) **MANDATORY**
- F. Optional Gray lab jacket with school emblem patch.
- G. Only the following jewelry may be worn:

1. Flat wedding band only.
 2. Watch must have a second hand, and a smooth waterproof band. No smart watches.
 3. One pair of stud earrings acceptable. No hoops, barbells, gauges allowed.
 4. Medical alert identification.
- H.** If a student colors their hair, the color is expected to be a natural color only. Non-natural colors such as green, pink, blue, purple etc. are not acceptable. Hair and/or mustache/beard must be clean, neat well kept, must be kept out of eyes, pulled back out of face, and off the collar. **No hanging ponytails.**
- I. Artificial eyelashes (including professionally done) are not allowed.
- J. Bows, hair clasp, and other hair decorations will be kept to a minimum and cleared with practical nursing instructor before worn.
- K. No perfume or strong body lotions.
- L. Uniform clothing must be clean without the smell of cigarette smoke.
- M. No chewing gum. Breath mints are acceptable.
- N. No acrylic nails allowed. Nails are to be clean and short at the discretion of the clinical instructor/director of practical nursing. Clear nail polish only is allowed without chips in polish.
- O. Visible tattoos must be covered while in the clinical setting or on field trips and at pinning/graduation. Long sleeve black, flesh tone, or white undershirts may be worn under uniform top.
- O.** **ALL** adorned visible body pierces are not to be visible during clinicals-including but not limited to brow piercings, tongue rings, nose rings, etc. **NO EXCEPTIONS!**
- P. Any instructor may excuse a student from the clinical area if his/her personal appearance does not meet the appropriate dress code. The student may make appropriate corrections and return. The absence will be considered in the same manner as a tardy and will go on the student's attendance record and may even be reflected on the student's clinical evaluation.

Clinicals are performed in a variety of settings - included but not limited to nursing homes, hospitals, doctor offices, clinics, schools, etc. Some travel will be involved with this, as well as with class field trips that are taken through the school years. As students, you are guests in these facilities and have to abide by all agency policies. All clinical facilities require a criminal background check and/or drug screen before a clinical rotation starts. These will be at the student's expense and will be completed by the agency of the school's choice. Any clinical site has the authority/ability to deny a student's access to their facility should anything negative appear on a background check or if a drug screen returns a positive finding. If this occurs, the student would not be able to complete the clinical requirement of this program and could not

progress. And, if this occurs, the student agrees not to contact the clinical facilities. Once the decision is made to deny a student clinical access, the student accepts the decision. Leaving the premise after supplying a specimen or not submitting a specimen the day the random test is performed- is treated as a positive finding.

As of June 2006, The Tennessee Board of Nursing and of July 2011, the Kentucky Board of Nursing also requires a thorough criminal background check (with fingerprinting) to be completed no earlier than 6 months prior to graduation. (This cost is listed on the cost sheet as well.) Anyone who is currently on probation will not be granted a license. The Tennessee Board of Nursing can also deny issuing a license for previous convictions, depending upon severity.

CONDUCT POLICIES

Health Occupations Education students are expected to conduct themselves as law-abiding members of the community. Individual or organizational misconduct, which is subject to disciplinary sanction, shall include but not be limited to the following examples:

1. *Conduct that is dangerous or hazardous to another person's health, safety, or personal well-being, including verbal/physical abuse, bullying, or immediate threat of abuse.
2. *Disorderly conduct, including behavior that is abusive, obscene, lewd, indecent, violent, disorderly, argumentative, or inappropriate for the classroom or affiliating agency.
3. *Misuse of or damage to personal property of the school's, affiliating agencies', instructors/teachers, patients, and their families.
4. *Giving false information or withholding necessary information in student admission, enrollment, or status in the institution.
5. *Any unauthorized or illegal possession or use of firearms or lethal weapons of any kind.
6. *Any unlawful possession, use, or sale of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogen, or marijuana).
7. *Under the influence of, or possession of, or the consumption of alcohol beverages on school grounds, in clinical agencies, or while acting in the capacity of the Health Occupation student.
8. *Gambling resulting in legal incarceration.
9. *Failure to meet financial responsibility to the institution promptly including, but not limited to, passing of worthless checks or money orders in payment of financial obligations to the institution.
10. *Failure to cooperate with or violation of the schools or affiliating agency's policies.

11. *Violation of state or federal laws or regulations prescribing conduct or established offenses.
12. *Failure to cooperate with the schools or affiliating agency's supervisors and/or instructors.
13. *Plagiarism, inability and/or gross or repeated negligence in performance of assigned clinical duties.
14. *Altering, falsifying, or making a willful misstatement of facts on any patient's record or chart.
15. *Leaving the school premises or affiliating agency without notifying instructor or clinical supervisor.
16. *Tardiness or absences beyond the approved number as stipulated in the attendance policies.
17. *Receiving personal visitors in the classroom or clinical facility except in emergency or prior approval of the instructor.

CLASS RULES

1. The student is responsible for attending all scheduled classes, laboratory sessions, and conferences. Students **must** also have the textbooks(s) needed on the **first** day of each course. If not, the student will be sent home for the day. New textbooks are preferred, new workbooks are required.
2. Students should be punctual, including returning from lunch and break. If coming in late or leaving early- proper steps will be taken such as signing the attendance book & notifying the instructor.
3. Children are not allowed in the classroom.
4. Students should use their cell phones during breaks and lunch only, except in the event of an emergency, which requires prior approval from instructor. Cell phones **must be muted and kept facedown at all times at the corner of your desk while in class or in the designated cell phone area (PN faculty to determine)**. No texting under your desk is allowed. **No** cell phones are allowed while in the computer lab testing. Violation of the cell phone policy can result in the student being sent home for the day. Repeated offenses can & will result in further disciplinary action. No pictures are to be taken of posted grades. Tape recorders may be used only at the instructor's discretion.

5. Cell phones are **not** permitted in the clinical setting at all. They are to be left in the car and checked on breaks only. Violation of this policy will result in the student being sent home for the day.
6. Examinations may **NOT** be removed from the classroom, nor may questions from examinations be copied, photographed, or written down. Failure to comply with this directive may result in dismissal from the program. Exams are not to be written on – will result in a zero.
7. Please respect fellow students and instructor. Rude and loud behavior is undesirable and will not be tolerated. Learning is an active process. Sometimes this involves class discussion. Please respect your fellow students and allow others to speak with the same attentiveness that you expect.
8. Please keep our classroom clean. **Drinks and food are privileges. Abuse will result in privilege being taken away.** Do your part to keep the lab area clean also. Students will participate in weekly cleaning crews.
9. Students must be alert during class. **SLEEPING IN CLASS WILL RESULT IN THE STUDENT BEING SENT HOME FOR THE DAY.**
10. **NO STUDENT SHOULD BE IN THE INSTRUCTORS'/ COORDINATOR'S OFFICE** unless the instructor/ coordinator is in their office, or you have been given permission to get something for class.
11. Cheating in any form **will not** be tolerated. This is grounds for dismissal.
12. Theft of any kind **will not** be tolerated. These are grounds for dismissal and possible criminal charges.

DISMISSALS

- A. Before a student will be dismissed, there shall be:
 1. Evidence of previous conference(s) or probationary periods with instructors(s), and other involved parties, if appropriate.
 2. A written statement including an explanation of the specific problem(s), methods for correction, and time allowed for correction.
 3. A documented follow-up conference to determine if progress has or has not occurred.
 4. A procedure to appeal the dismissal shall be outlined in accordance with policies of the Tennessee Colleges of Applied Technology.
- B. The student is subject to dismissal on the following grounds:

1. Failure to meet minimum grading scale.
 2. Exceeding the maximum number of hours of absence allowed.
 3. Unsatisfactory clinical performance.
 4. Failure to comply with the codes of ethics and standards for continuation in the program leading to graduation. (Codes of ethics refer to the different codes of conduct, dress, dismissal codes, standards etc., set forth in the Student Handbook of Practical Nursing.)
 5. Breach of patient confidentiality / HIPPA violation.
 6. Dishonesty of any kind.
 7. Misuse of social media.
- C. Unprofessional Conduct, as identified in Chapter 1000-1-.11 (21), Rules, Regulations, of Registered Nurses and Licensed Practical Nurses, may result in dismissal. Defined as, but not limited to:
1. Being under the influence of alcoholic beverages, or under the influence of drugs, which impair judgment while on duty in any health care facility, school, institution, or other workplace.
 2. The use of any intoxicating beverage or the illegal use of any narcotic or dangerous drug while on duty in any health care facility, school, institution, or other workplace.
 3. Unauthorized use of or removal of narcotics, drugs, supplies, or equipment from any health care facility, school, institution, or other workplace.
 4. Intentionally or negligently causing physical or emotional injury to a patient, visitor, or co-worker.
 5. Abandoning or neglecting a patient requiring nursing care.
 6. Discriminating in the rendering of nursing services as it relates to age, race, sex, religion, national origin, or condition of patient.
 7. Crime conviction may result in dismissal.

POLICIES OF COOPERATING AGENCIES

The student shall confirm to and be subject to all policies of the clinical training agency. Students will receive an orientation to clinical agencies and complete orientation packets. Students will be held to the same standard as the employees of each facility they work i

INCLEMENT WEATHER AND SCHOOL CLOSURE

It is the philosophy of the Tennessee College of Applied Technology – Oneida/Huntsville that students are being prepared for the workplace. For this reason, the colleges normally do not close because of inclement weather even though public schools may be cancelled.

We recognize that inclement weather, especially winter ice and snow, occasionally makes it difficult for students to attend school and clinical. The practical nursing attendance policy allows a maximum of 42 hours per trimester for full time students per trimester for necessary absences. If you have not taken advantage of this, should severe weather occur- you will have some time to use if weather conditions are bad. However - usually weather conditions improve as the day progresses so do not take advantage of this.

In the event of snow, ice, or other severe weather conditions, students should use their own judgment in deciding whether to travel to school. When weather conditions are severe, information regarding school closing will be provided by the school cast phone notification system and on local radio stations. For a list of radio stations please ask your instructor.

In the event of school closure, the school may move class to a virtual platform. Therefore, the student will be responsible for checking in with their instructor on that virtual platform. If the student fails to complete class and/or assignment during the virtual day, they will be counted absent for the class day and receive a zero for any assignment posted.

LIABILITY INSURANCE

It is mandatory for all students to purchase malpractice insurance prior to entering clinical facilities. We currently use a group policy through Marsh. The price for this is collected on your first day of school and it is a non-refundable fee. The current price for this is on the program cost sheet. This insurance will cover you through the entire year.

ACCIDENT INSURANCE

Students are encouraged to have & produce proof of coverage under a reliable accident insurance policy or adequate medical insurance coverage. This protects you, the student, from any expenses that would be incurred should you receive an injury while performing clinical rotations, since clinical facilities cannot be held responsible for accidents and injuries.

RESOURCES/LIBRARY

Students will have access to reference books and magazines available in the nursing area while enrolled as a PN student. These are signed in/out as they are utilized. Students will also have access to a virtual library offered through Roane State's website. Students will be given this information at the beginning of class.

PROCEDURE FOR COMPLAINTS BY STUDENTS AT

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY – JACKSBORO

The purpose of this guideline is to provide a procedure through which students at the Tennessee Colleges of Applied Technology may submit a complaint if the student has a concern regarding a situation or condition at the College and the student believes he/she has been treated unfairly or inequitably.

It is the philosophy of the Colleges that any complaints can be resolved through open and clear communication and should be resolved at the lowest level possible. Therefore, the following steps will be taken:

STEP 1:

MEET with your Instructor. If the issue/concern is not addressed to the student's/instructor's satisfaction. On to step 2.

STEP 2:

Put your concern in writing to the Nursing Coordinator. The Nursing Coordinator will meet with the student to discuss the issue/concern.

STEP 3:

If the student is not satisfied with the decision per the Nursing Coordinator, the student may appeal to the school President within five (5) school days of receipt of the Nursing Coordinator's decision. The school President may discuss the matter with the student and the Nursing Coordinator, and any other personnel he feels appropriate. The President will provide a written decision to the student within (5) days of receipt of the appeal. **The President's decision will be final.**

STUDENT PREGNANCY

In the event of pregnancy, the student must have verification from an authorized health care provider stating eligibility to continue in the program. This statement shall indicate whether the student can safely perform all duties necessary for her training program without limitations or danger to her personal health or that of the unborn child. This form can be picked up from your instructor of the nursing program and must be returned as soon as possible.

PROMOTION AND GRADUATION

Students will be evaluated on a continuing basis. The student must maintain an individual theory average of eighty (80) in the following subjects:

1. Basic Nursing- (Vocational Relationships, Nutrition, Geriatrics)
2. Anatomy and Physiology
3. Nursing Fundamentals
4. Medical/Surgical Nursing 1 & 2
5. Pharmacology 1 & 2
6. Med Administration/Basic IV T
7. Mental Health
8. Obstetrics
9. Pediatrics
10. Advanced Vocational Relations
11. Worker Characteristics
12. Clinical

Graduation shall depend upon satisfactory completion of all requirements of the program- including maintaining an average of 80 or above; maintaining satisfactory clinical performance; maintaining the required attendance record; and adhering to the code of conduct.

Students will not be allowed to participate in pinning ceremony with a failing grade in any area.

Eligibility for writing the State Board Examination will require completing necessary documents before graduation. Application for licensure will not be processed until the ATI Comprehensive Predictor test is satisfactorily passed with 90% or better. Remediation will occur until the student is ready to take a re-test & this may be scheduled after classes have finished. All students will be required to attend a Hurst live review course at the end of the program for NCLEX preparation.

Upon graduation, a diploma will be issued resulting in a Graduate Practical Nurse. A graduate Practical Nurse may apply to the State Board of Nursing for NCLEX examination and license. A license will be granted to qualified graduates by the Board of Nursing after satisfactorily passing the NCLEX-PN. Criminal background checks are required on all applicants for initial licensure. Efforts are made to stay connected with graduates, to gather employment information & to ensure training is relevant for future students.

STUDENT TRANSFER/READMISSION

Prospective students wanting to transfer to the Tennessee College of Applied Technology Practical Nursing Program – Oneida/Huntsville from another nursing program must apply to the school. The individual must submit an official transcript from their institution, a letter of reference from a nursing coordinator at the previous institution, and/or other documentation as deemed appropriate. The individual must meet the entrance guidelines of the Tennessee College of Applied Technology – Oneida/Huntsville. In addition, the individual may be required to take tests to verify competency. If the student petitioning for enrollment fails to meet the placement guidelines, the student must follow the procedure for applying for initial enrollment in Practical Nursing Program. The Nursing Coordinator will review each application for transfer with the school President, and acceptance into the nursing program will be at the discretion of the school administration.

A student wanting to re-admission to the Tennessee College of Applied Technology Nursing Program – Oneida/Huntsville will be evaluated individually. Class size is limited by clinical, classroom space and faculty availability. A student applying for readmission must be in good standing with the school and with the PN faculty. Each student reapplying to the program must submit a detailed plan to the PN Coordinator outlining probable reason(s) for not completing it and steps to prevent recurrence. This will allow the student to focus on steps for success. The student requesting re-admission must stay in contact with the Nursing director and keep him/her informed of the students desire to return to the program. Students requesting readmissions into the classroom or clinical area will be considered for re-admission when that rotation or subject matter is being covered and if space is available. Students on academic suspension to be considered for re-admission prior to returning to the program must meet with the school President for final approval. After the second suspension, there will be no re-entry to the Practical Nursing Program.

A student applying for admission to the Tennessee College of Applied Technology – Oneida/Huntsville, after having been suspended for a second time from another school, will not be eligible for admission to the program.

The Tennessee Board of Nursing requires students to complete the PN program within a two-year period from the original start date. This must be considered when students reapply and request advanced placement.

EMERGENCY HEALTH CARE POLICY

First Aid and supportive treatment will be provided in the event of an accidental injury or sudden illness while in the clinical facility, however, it will be at the expense of the student. Each student is responsible for his/her medical expenses for services rendered.

CDC GUIDELINES

So far, no one has reported AIDS transmission to a health care worker during patient care, and CDC does not recommend routine HIV testing for health care workers who care for AIDS patients. Nevertheless, to minimize risks, you should take some precautions during any procedure that might bring you in contact with the patient's body fluids. Follow these guidelines based on CDC recommendations.

Initiate blood and body fluid precautions, according to hospital policy.

Wash your hands before and after contact with the patient or any soiled items.

Do not handle patient care equipment or assist with invasive procedures if you have any open sores or irritated skin on your hands.

Wear gloves when touching the patient's mucous membranes or broken skin. Remove the gloves and dispose of them before touching any other patient or equipment. If you tear gloves (for example, if needle punctures it) change the glove and remove the offending instrument from the sterile field.

Dispose of needles in a puncture-proof container immediately after use. Do not blend, cut, recap, or break needles before disposal.

Label laboratory specimens BLOOD AND BODY FLUID PRECATUIONS. Place them in plastic bags for transport (according to hospital policy).

Clean blood and other fluids spill with a 1:10 solution of household bleach with water.

If you assist an AIDS patient during childbirth, handle the infant with gloves until amniotic fluid has been removed from the baby's skin.

Covid-19 Pandemic

Because of the Covid-19 pandemic, you need to be informed about the risk of exposure to Covid-19 and make an informed decision about whether to attend clinical/laboratory experiences because it is possible you will have contact or come into proximity with persons exposed to or samples containing, the Covid-19 virus.

- The virus is believed to be transmitted via respiratory droplets.
- Clinical experiences occurring in a living treatment environment where students have direct contact with patients will be required compliance with the affiliate site's PPE and other precautions, policies, and practices.
- Laboratory experiences are conducted in a clinical lab(s) with limited patient care contact. However, the possibility of exposure to the virus exists. Students should comply with all affiliate laboratory PPE and other precautions/practices.
- Some people are at higher risk for severe disease. This includes older adults and people who have underlying medical conditions like heart disease, diabetes, and lung disease.
- Be informed by viewing the information at the CDC.
<https://www.cdc.gov/coronavirus/2019-ncov/>
- Please be aware, the Tennessee Board of Nursing still requires that a minimum of 50% of clinical hours are live in-person clinical to qualify for NCLEX testing.
- If you are unable, or choose not, to complete your clinical experience(s), you may request an incomplete grade. Other options might be available, but students should speak to the appropriate College offices to determine how best to proceed with electing to not complete a clinical/laboratory rotation. Students who receive financial aid (Pell, TN Promise, TN Reconnect) may be impacted when enrolling for subsequent academic terms if they do not complete clinical/laboratory rotations required by the program curriculum. Students should contact a financial aid advisor before choosing not to complete a clinical rotation or withdraw from the program.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY –
ONEIDA/HUNTSVILLE
PRACTICAL NURSING**

STUDENT EXPOSURE CONTROL POLICY

The students prior to entering the clinical setting will have completed blood and body fluid hazardous waste training. Students will have been taught policies and procedures concerning personal protective equipment and the proper use of these items. While working in the clinical area it is possible to become exposed to blood or other body fluids. In the event an occurrence was to happen, the student should adhere to the following procedure:

1. **First Aid Immediately- Wash** site with soap and water, follow with alcohol or other disinfectant and apply sterile dressing. If the exposed area were to be an eye or other mucus membrane, then water would be sufficient.
2. **Immediately Notify Your Clinical Instructor, Supervisor, or Nurse** of the occurrence.
3. **Complete the Employee Occurrence Report (EOR)** – Have the clinical instructor, supervisor, or nurse assist you and sign the report.
4. **Document the source’s Medical Record Number** on the Employee Occurrence Report.
5. **Notify the “Nursing House Supervisor”** for the order of “Needle Stick Panel” to be written on the patient's chart and notify the laboratory.
6. **All reporting of occurrences must be done immediately.** Lab work **must** be done STAT, so medications can be given within two hours.
7. **An evaluation will be done regarding exposure risk,** OSHA forms will be completed, and permission to “treat” forms will be signed.
8. A conference will be held with attending facility to discuss the risk and benefits of Prophylactic Medications. If you elect to take Prophylactic medications, additional laboratory work will be required for Liver Function Tests, Kidney Function Tests, and Complete Blood Count.

The hospital will draw the necessary lab from the patient and the initial lab draws from the student. The student will be responsible for following through with any remaining lab sticks.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY –
ONEIDA/HUNTSVILLE
NURSING PROGRAM POLICY ON
USE AND/OR ABUSE OF DRUGS AND ALCOHOL**

The Practical Nursing program at Tennessee College of Applied Technology – Oneida/Huntsville must maintain a safe, efficient, and academic environment for students, and must provide for the safe and effective care of patients while students are in clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in this setting, poses unacceptable risk for patients, colleagues, the institution, and the health care agencies. Therefore, the unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or “over the counter” drugs or being under the influence of such substance while engaged in any portion of the clinical nursing experience poses and unacceptable risk for patients, colleagues, the institution, and the health care agency, and is prohibited. For purposes of this policy, “being under the influence” is defined as meaning of the students’ judgment or motor coordination is impaired due to the presence or use of any one of the substances mentioned above. Clinical sites request a random drug screen be completed prior to starting clinical rotations. This will be at the expense of the student. The clinical sites can deny any person with a positive drug screen access to their facility - which would cause a failing clinical grade. This would prevent progression in the PN program.

Drug and Alcohol Testing

I. Reasonable suspicion testing

Nursing students engaged in clinical activity may be requested to undergo a breathalyzer test or blood/urine screening for drugs and alcohol if reasonable suspicion exist to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Reasonable suspension requires some specific, objective basis that the student is then using or is under the influence of drugs or alcohol prior to requiring testing. Reasonable suspension may include;

- *Observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestation of being under the influence of such; or
- *Abnormal conduct or erratic behavior

When a supervisor (faculty or agency personnel responsible for the student or client care) has basis to believe reasonable suspension exists, that supervisor must:

Contact another supervisor to corroborate his/her observation. In situations in which it is believed the student may endanger the safety of patients, employees or self, the students’ supervisor will immediately remove the students from the clinical situation before taking further action. If reasonable suspension is corroborated, the student should be confronted with the

observations and asked to undergo screening as soon as possible. School personnel will arrange the testing. A student who refuses to undergo testing will be subject to disciplinary action.

Detailed documentation of the basis for reasonable suspension and the subsequent steps taken should be made as soon after the event as possible. Please follow the “Suggested Information to Include when Reporting Reasonable Suspension of Drug/Alcohol Use” format (attached). The documentation should include the date, time and people involved, and should be signed by the supervisors involved, along with the information listed on the following page.

II. READDMITTANCE

Re-admittance to the program will require showing proof of completion from a drug/alcohol rehabilitation program and a drug test may be done at the Nursing Coordinator’s discretion. It must be a clean test result for Consideration of re-admission.

The cost of drug/alcohol testing for re-admittance to the Nursing Program is strictly the student's expense.

In addition to passing a drug/alcohol test, a student returning to school following re-admission will be subject to drug/alcohol testing each trimester. The nursing Coordination of Tennessee College of Applied Technology – Jacksboro will determine when the testing occurs.

A positive drug test after re-admittance will result in termination without returning to the program.

**Suggested Information to Include when Reporting
“Reasonable Suspension” of Drug/Alcohol Use**

1. State the date and time that you contacted the office of student affairs (include name of person contacted)
2. Write report and include student name, date and time of observation and location
3. Include and behavioral/ visual/olfactory/auditory observations
 - a. SPEECH

a. Normal	Incoherent	Confused	Change in Speech	Slurred
	Rambling	Shouting	Using Profanity	
 - b. COORDINATION

a. Normal	Swaying	Staggering	Lack of Coordination
	Grasping for Support		
 - c. PERFORMANCE

a. Change in Performance	Unsafe Practices	Unsatisfactory Work
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 - d. ALERTNESS

a. Change in Alertness	Sleepy Confused
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 - e. DEMEANOR

a. Change in Personality	Fighting	Excited	Combative	Aggressive
	Violent		Argumentative	Indifferent
	Threatening	Antagonistic		
 - f. EYES

a. Bloodshot	Dilated
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 - g. CLOTHING

a. Inappropriate	Dirty	Disheveled
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 - h. ODER OF ALCOHOL ON BREATH
 - i. OTHER OBSERVED ACTIONS OR BEHAVIORS
4. List unexplained absences or tardiness
5. Include if student admitted using drugs/alcohol
6. Describe if drugs/alcohol were discovered on student
7. List reports or complaints of student behavior from personnel or other students
8. List witnesses to behavior
9. Describe specific incident in detail
10. Sign and date report
11. Send copy of report to office of student affairs ASAP (Note date and time you sent copy of report)
12. Forward any recommendations of discipline to office of student affairs

DRUG AND ALCOHOL TESTING

Prior to testing, the school will sign a Statement of Understanding and Consent to drug/Alcohol screen.

If it is determined that a student cannot safely continue assigned tasks, the student will not be allowed to return to the clinical setting that day, regardless of whether the student is tested or not.

The positive result may affect the students' status within the program, up to and including dismissal for academic reasons. If the positive result indicates a violation of the institution's social disciplinary policy the test result will be discussed immediately with the Student Services Councilor. If the Drug/Alcohol test is positive, the student can be terminated from the nursing program. If the student refuses to submit the testing, this will be considered a positive result and termination will be implemented. The student will also be provided with information for counseling and rehabilitation. The student shall incur the cost of all testing done, on a reasonable suspicion basis.

Procedure for drug and alcohol testing

I. List of substances being tested for:

Amphetamines	Barbiturates	Opiates
Phencyclidine	Marijuana	Alcohol
Cocaine	Methadone	Propoxyphene
Benzodiazepines		

II. A summary of the actual procedure:

- a. The collection of the specimens will be performed under reasonable and sanitary conditions.
- b. Individual dignity will be preserved to the extent possible.
- c. In the case of urine testing, the student will be requested to remove any unnecessary outer clothing and to leave and briefcase, purse, or other personal belongings he or she is carrying with the outer garments. The student may retain his or her wallet.
- d. For urine screening, the student will obtain the specimen with the collector present.
- e. The specimen is given to the collector immediately with a witness present.
- f. The results of all tests will not be released to any person other than the student, and personnel of the school who have a need to know unless the student gives express, written authorization to do so, specifying to whom the results may be released to.

- g. The lab currently being used for the random drug screening tests is a certified lab and stands by their results. If a screening returns with a positive finding, a second test is automatically performed for confirmation.

**STATEMENT OF UNDERSTANDING
AND
CONSENT TO DRUG/ALCOHOL SCREENING**

I, _____, am a nursing student at Tennessee College of Applied Technology – Oneida/Huntsville and have previously received, read, and understand the drug/alcohol abuse policy (“the policy”) of the Practical Nurse Program.

I understand that a positive result may require a subsequent confirmation test (at students’ expense). A policy result from that test will prevent me from attending clinical rotations at the clinical affiliate sites and may affect my status in the nursing program, up to and including dismissal for academic reasons.

I further understand that a positive result which indicates a violation of the social disciplinary may result in disciplinary action being taken against me, up to and including dismissal from the nursing program and this institution. I understand the due process protections of the social disciplinary policy will have afforded me, including an opportunity for a hearing, should the school seek my suspension or dismissal.

I authorize the confidential release of any information and records, including test results relating to the screening or testing of my blood/urine specimen to the Director of Nursing or Coordinator of nursing and others included in the policy deemed to have a need to know. I waive any privilege I may have in connection with such information only to the limited extent set forth in the document and understand that my written consent must be obtained prior to release to other individuals or entities.

I understand that my blood/urine specimen will be sent to the laboratory, hospital, medical professional, or physician retained by Tennessee College of Applied Technology – Oneida/Huntsville to conduct such actual testing.

I hereby release Tennessee College of Applied Technology – Oneida/Huntsville, the Tennessee Board of Regents, their officers, employees and agents from legal responsibility or liability arising from such test, including but not limited to, the testing procedure, analysis, the accuracy of the analysis or the disclosure of the results.

Student’s signature

Date

**ACKNOWLEDGEMENT OF RECEIPT OF DRUG/ALCOHOL
ABUSE POLICY
FOR NURSING PROGRAM**

I hereby acknowledge receipt of Tennessee College of Applied Technology –Oneida/Huntsville policy is governing the use and/or abuse of drugs and alcohol, its intention to test for such substances and the possible penalties for violation of that policy.

I understand the policy's purpose is to provide a safe working environment for people (patients, students, hospital, and school staff). I further understand that I am subject to urine/blood testing required by clinical sites and/or based on a reasonable suspicion that I am using or am under the influence of drugs or alcohol such that it impairs my ability to completely preform the tasks required of me.

I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy may affect my ability to participate in a clinical experience and may also result in dismissal for academic reasons.

Additionally, I understand that should a positive result from testing occur indicating a violation of Tennessee College of Applied Technology – Oneida/Huntsville social discipline policy, disciplinary action up to and including dismissal from the program at Tennessee College of Applied Technology – Oneida/Huntsville may result.

I hereby authorize and physician, laboratory, hospital, or medical professional retained by Tennessee College of Applied Technology – Oneida/Huntsville to conduct such screening and provide the results thereof to the College. I thereby release Tennessee College of Applied Technology – Oneida/Huntsville from any liability arising from such tests, including but not limited to, the testing procedure, the analysis, the accuracy of the analysis or the disclosure of the results

I also understand that I am subject to the terms of the general student social disciplinary policy of Tennessee College of Applied Technology – Oneida/Huntsville and to the Drug-Free Schools and Communities Policy of the College, as well as federal, state, and legal laws regarding drugs and alcohol.

Students signature

Date

**Tennessee College of Applied Technology – Oneida/Huntsville
Nursing Program**

The following statements must be signed and submitted to the PN Coordinator/Instructor at Orientation. It will become a permanent part of the student file.

I hereby state that I have read and received a written copy of Tennessee College of Applied Technology – Oneida/Huntsville’s Practical Nursing Program Handbook. I have been explained and fully understand all the policies as stated in the PN Handbook and have been given an opportunity to ask questions for clarification. I agree to abide by these rules of conduct while enrolled as a student. Furthermore, I understand that because my training requires spending time in affiliating agencies, I am subject to all the codes/ policies of those agencies too. I understand that it is my responsibility to read those codes/ policies and to abide by them unless it expressly interferes with the other policies set by Tennessee College of Applied Technology – Oneida/Huntsville’s Practical Nursing Program.

Signature

Date

Witness

Date

RECORD OF INSTRUCTION IN SAFETY

**TENNESSE COLLEGE OF APPLIED TECHNOLOGY –
ONEIDA/HUNTSVILLE**

I, _____, on this date, _____
(Students name) (date)

have had the school regulations related to safety explained to me. Having been informed and understood that which has been explained to me, I hereby promise to observe all rules of safety. Furthermore, I will try to protect others from hazards and accidents and, if necessary, call to the attention of the instructor any violation of these rules.

(Students signature)

In addition to the above, students are taught and tested on safety measures throughout the program as they relate to nursing and hospital policy.

(Signature of instructor)

Affiliation Agreement

Confidentiality Statement

The undersigned hereby acknowledges his/her responsibility under the applicable federal law and the agreement between TCAT Oneida/Huntsville and Big South Fork Medical Center, to keep confidential any information regarding Big South Fork Medical Center. The undersigned agrees under penalty of law, not to reveal any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient information privacy policies and procedures of TCAT Oneida/Huntsville and Big South Fork Medical Center. The undersigned further acknowledges that he/she has been educated regarding Big South Fork Medical Center patient information privacy practices in its entirety and has had an opportunity to ask questions regarding Big South Fork Medical Center and TCAT Oneida/Huntsville privacy policies and procedures and privacy practices.

The undersigned hereby acknowledges that in the event of violation of this confidentiality statement this will result in immediate suspension from the Practical Nursing Program.

Signature: _____ Date: _____

Print Name: _____

Affiliation Agreement

Confidentiality Statement

The undersigned hereby acknowledges his/her responsibility under the applicable federal law and the agreement between TCAT Oneida/Huntsville and Lifecare of Morgan County, to keep confidential any information regarding Lifecare of Morgan County. The undersigned agrees under penalty of law, not to reveal any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient information privacy policies and procedures of TCAT Oneida/Huntsville and Lifecare of Morgan County. The undersigned further acknowledges that he/she has been educated regarding Lifecare of Morgan County patient information privacy practices in its entirety and has had an opportunity to ask questions regarding Lifecare of Morgan County and TCAT Oneida/Huntsville privacy policies and procedures and privacy practices.

The undersigned hereby acknowledges that in the event of violation of this confidentiality statement this will result in immediate suspension from the Practical Nursing Program.

Signature: _____ Date: _____

Print Name: _____

Affiliation Agreement

Confidentiality Statement

The undersigned hereby acknowledges his/her responsibility under the applicable federal law and the agreement between TCAT Oneida/Huntsville and Mountain Peoples Health Clinic, to keep confidential any information regarding Mountain Peoples Health Clinic. The undersigned agrees under penalty of law, not to reveal any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient information privacy policies and procedures of TCAT Oneida/Huntsville and Mountain Peoples Health Clinic. The undersigned further acknowledges that he/she has been educated regarding Mountain Peoples Health Clinic patient information privacy practices in its entirety and has had an opportunity to ask questions regarding Mountain Peoples Health Clinic and TCAT Oneida/Huntsville privacy policies and procedures and privacy practices.

The undersigned hereby acknowledges that in the event of violation of this confidentiality statement this will result in immediate suspension from the Practical Nursing Program.

Signature: _____ Date: _____

Print Name: _____

Affiliation Agreement

Confidentiality Statement

The undersigned hereby acknowledges his/her responsibility under the applicable federal law and the agreement between TCAT Oneida/Huntsville and Myrtle Recovery Centers, to keep confidential any information regarding Myrtle Recovery Centers. The undersigned agrees under penalty of law, not to reveal any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient information privacy policies and procedures of TCAT Oneida/Huntsville and Myrtle Recovery Centers. The undersigned further acknowledges that he/she has been educated regarding Myrtle Recovery Centers patient information privacy practices in its entirety and has had an opportunity to ask questions regarding Myrtle Recovery Centers and TCAT Oneida/Huntsville privacy policies and procedures and privacy practices.

The undersigned hereby acknowledges that in the event of violation of this confidentiality statement this will result in immediate suspension from the Practical Nursing Program.

Signature: _____ Date: _____

Print Name: _____

IMPORTANT NUMBERS:

Tennessee College of Applied Technology – Huntsville (423) 663-4900

Front office staff

Amy Lyons Ext. 101

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