ORANGEBURG-CALHOUN TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK
2019-2020

FAX - 803-535-1350
ACEN Accredited 1990
Continuing Accreditation Fall 1995,
Orangeburg-Calhoun Technical
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Telephone: 404-975-5000; Fax: 404-975-5020
Website: www.acenursing.org

Full Approval Status by State Board of Nursing
Orangeburg-Calhoun Technical College is accredited by the Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane, Decatur, Georgia 30033-4097
Telephone Number: 404-679-4500

Susan Chavis, MSN, RN
Traditional and Flex Practical Nursing Programs Coordinator
Date: 8-1-19

Candace Soreg
Dean of Nursing and Health Sciences
Date: 8-1-19

Larry D. Elmore
Vice-President for Academic Affairs
Date: 8-1-19
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Fall 2003, Fall 2011
College’s PN program accredited by
the Accreditation Commission for
Education in Nursing (ACEN).

Full Approval Status by State Board of Nursing

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Commission on Colleges
1866 Southern Lane, Decatur, Georgia 30033-4097
Telephone Number: 404-679-4500

_________________________________________________________                     ______________________
Traditional and Flex Practical Nursing Programs Coordinator Date

_________________________________________________________  ______________________
Dean of Nursing and Health Sciences Date

_________________________________________________________  ______________________
Vice-President for Academic Affairs Date
Welcome Class of 2020

Dear Nursing Student,

Welcome to the Practical Nursing program at Orangeburg Calhoun Technical College (OCtech). We are looking forward to working with you over the next year to assist you in achieving your educational goals. We believe that nursing education is a cooperative and reciprocal effort between student and teacher. Our role is to assist you in identifying your learning needs and guide you in the learning process to develop the competencies of a Licensed Practical Nurse. We are eager to begin this exciting and rewarding endeavor with you.

The purpose of this handbook is to provide the student with information specific to the nursing program and to identify expectations for nursing students. The faculty reserves the right to change, delete, or expand any of the contents with student notification. This handbook is not intended to replace or substitute any policies and procedures addressed in the College Catalog. All nursing students at OCtech are expected to abide by the rules and regulations of both the College Catalog and Nursing Program Student Handbook.

Again, welcome! Please feel free to ask for our assistance.

Practical Nursing Faculty
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SECTION I:

Program Information
A. NURSING PROGRAM ORGANIZATIONAL CHART

Legend: 1989

- - - - Advisory
- - - Communication
- - - Contractual
- - - Reporting

Revised: 1992, 2011, 2018, 2019
Reviewed: 1993 - 2018
B. PRACTICAL NURSING ORGANIZATIONAL CHART

Legend:
- Advisory
- Communication
- Contractual
- Reporting

Chain of Command: For any problems, areas of conflict, etc. students should first discuss these issues with the instructor involved. If no resolution is attained, they should then make an appointment with the Program Coordinator. If any problems persist, the Dean of Health Sciences and Nursing will be contacted.
Prepared: July 10, 2008
C.  PRACTICAL NURSING FACULTY LOCATION AND CONTACT INFORMATION

Faculty members serve as mentors. Faculty will also make themselves available for conference before and after classes and at other times of mutual convenience. A schedule of office hours is posted outside each office at the beginning of each semester for student and faculty information. The Program Coordinator is available for conference by appointment or convenience of both parties. Students are requested to respect posted office hours unless there is an emergency.

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE No.</th>
<th>TELEPHONE/E-Mail</th>
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<tbody>
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<td>Traditional and Flex</td>
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<tr>
<td>Practical Nursing Programs</td>
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<tr>
<td>Coordinator</td>
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Part Time and Adjunct Instructors

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<th>OFFICE No.</th>
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<tbody>
<tr>
<td>Mary Louise Schreiber, M.S.N., R.N., CMSRN</td>
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<tr>
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D. Academic Calendar

See more at http://www.octech.edu/ and http://www.octech.edu/academics/academic-calendar

E. INTRODUCTION: PN STUDENT HANDBOOK and OCTECH COLLEGE CATALOG

This handbook is designed to provide students of the Practical Nursing Program with information concerning the policies and procedures specific to the program. The College and PN Program reserve the right to change, delete, and amend any of the contents of this handbook with proper notification to the students. This handbook is designed as a supplement to the OCtech College Catalog. The Catalog can be located at: http://www.octech.edu/academics/college‐catalog

F. MISSION STATEMENT OF ORANGEBURG-CALHOUN TECHNICAL COLLEGE

The mission of OCtech is to provide relevant training and education in a flexible environment that promotes success and self-reliance for students, and fosters economic development for the region.


G. PRACTICAL NURSING PROGRAM MISSION

The mission of the Practical Nursing Program of Orangeburg-Calhoun Technical College is to prepare competent, accountable, and self-reliant Licensed Practical Nurses to perform in beginning level positions in a variety of health settings, utilizing flexible educational environments. In addition, these nurses will assume responsibility for personal and professional growth as nurses, as members of the community, and as citizens.

H. PRACTICAL NURSING PROGRAM HISTORY

The Practical Nursing Program was established at Orangeburg-Calhoun Technical College in 1975. Previously the program was based in the Orangeburg City School System. It was the first nursing curriculum offered on campus. At the time, the only nursing program in this rural area was a hospital-based three-year diploma program. The PN Program has expanded and evolved and is now one of two nursing programs at the college. The PN Program offers two options: Traditional and Flex.

The PN Program is approved by the South Carolina State Board of Nursing and received initial accreditation from the Accreditation Commission for Education in Nursing in 1990 with continuing accreditation for the maximum eight-year period in 2011. The PN Program at OCtech was the third PN Program in the state of S.C. to be initially accredited by the Accreditation Commission for Education in Nursing. This program has gained respect locally and statewide.
Current enrollment in the PN Program for Fall 2019 is 96 total students. Growth in enrollment supports the increasing need for LPNs. The Program’s annual 100% job placement rate reflects the degree with which PN graduates are sought and validates the continued community support for this level of nursing. Practical Nursing students and faculty are included in community activities each year, such as Relay for Life. Increased enrollment, positive job placement, and positive NCLEX-PN results have added impetus to the Practical Nursing Program’s continuous commitment to quality education.

I. PRACTICAL NURSING PROGRAM PHILOSOPHY

We, the faculty of the Practical Nursing Program at Orangeburg-Calhoun Technical College, believe that each individual is unique, possessing dignity, worth, and potential for growth. Each individual strives to satisfy basic needs. Society consists of individuals and groups of individuals with different and/or similar values, beliefs, and cultures that influence behavior. Nursing encompasses the physical, emotional, psychosocial, spiritual, and educational needs of an individual. The nursing process involves the assessment, planning, implementation, and evaluation necessary to assist the individual, the family, and/or significant others to meet their needs.

Levels of nursing differ in the degree of knowledge, judgment, and problem-solving capabilities expected of the nursing practitioner. Practical nursing is the basic level of nursing with the application of the principles of therapeutic, rehabilitative, and preventive care for people of all ages and cultures in various stages of dependency. The faculty expects the students to display caring behaviors to create an environment of hope and trust.

Nursing education includes preparation in general academics, current technologies, nursing theory and practice, and biophysical and social sciences; and should take place in an accredited post-secondary institution of learning. The teaching-learning process involves active and willing participation of both learner and teacher. In an atmosphere of mutual respect and trust, it is the responsibility of the faculty to provide the learner with guidance and encouragement. It is the responsibility of the student to contribute a mature attitude, an ethical standard, and a willingness to work. The faculty, sensitive to the needs of the learner, guides each student toward nursing competence and becoming a member of the discipline. The faculty encourages the student to assume responsibility for managing his/her own actions when providing nursing care and to delegate and supervise other LPNs and UAPs. The faculty guides students to be aware that the PN through political, economic, cultural, and societal activities can affect nursing and health care.

Faculty and students are encouraged to constantly utilize and create opportunities which will develop and refine knowledge and skills. We believe that education is a life-long process and therefore age is not a constraint to learning.
J. PRACTICAL NURSING PROGRAM CONCEPTUAL FRAMEWORK

The conceptual framework of the PN Program provides a visual depiction of an educational program with broad concepts that are universal to nursing education. The framework concepts, threads, and curricula are reviewed annually. The current Conceptual Framework is comprehensive to include program objectives and competencies.

Within the circle are curriculum components that are specific to nursing education. The client is the central focus of nursing actions. The four concepts of nursing are represented by the interconnecting puzzle pieces:

- **ENVIRONMENT**: the client’s surroundings and/or setting of nursing actions.
- **HEALTH**: the client’s state of wellness and/or illness.
- **NURSING**: the actions by nurses on behalf of, or with the recipient.
- **LAW AND ETHICS**: the use of legal and ethical principles to guide practice.

These four nursing concepts have many sub-concepts contained within them:

- Professional Behaviors
- Communication
- Assessment
- Planning
- Caring
- Managing

Interwoven throughout the program are the threads of the conceptual framework. These threads are used to guide the delivery of content and facilitate attainment of program outcomes.

- Critical thinking
- Teaching
- Professionalism
- Accountability
- Competence
- Collaboration
- Safety
- Confidentiality
- Cultural sensitivity
- Knowledge integration
- Leadership
- Best Practices
The model above shows the curriculum components that build and support the Practical Nursing Program at Orangeburg-Calhoun Technical College. The client is the central focus of planned care provided by the practical nurse. The Practical Nursing curriculum is supported by four broad concepts that are universal to nursing education. The concepts are Health, Nursing, Law and Ethics, and the Environment. Within these concepts are sub-concepts, which are integrated and visible throughout the educational process to provide strength and continuity. These sub-concepts are professional behaviors, communication, assessment, planning, caring, and managing. Interwoven throughout the program are the threads of the conceptual framework. These threads are used to guide the delivery of content and facilitate attainment of program outcomes.

Threads:
Leadership, Accountability, Competence
Critical Thinking, Knowledge Integration, Collaboration
Teaching, Safety, Cultural Awareness
Professionalism, Confidentiality, Best Practices

Reference:
K. STUDENT LEARNING OUTCOMES

STANDARDS OF PRACTICE AND EDUCATIONAL COMPETENCIES OF GRADUATE OF PRACTICAL NURSING PROGRAMS IDENTIFIED BY THE NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE (NAPNES) ARE:

1. Professional Behaviors

Professional behaviors, within the scope of nursing practice for a practical nurse, are characterized by adherence to standards of care, accountability for one’s own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in lifelong self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LPN, as well as individual, group, community, and societal endeavors to improve health care.

Upon completion of the practical/vocational nursing program, the graduate will display the following outcome:

♦ Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

2. Communication

Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Upon completion of the practical/vocational nursing program the graduate will display the following outcome:

♦ Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team, incorporating interpersonal and therapeutic communication skills.

3. Assessment

Assessment is the collection and processing of relevant data for the purposes of appraising the client’s health status. Assessment provides a holistic view of the client which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client’s changing needs.

Upon completion of the practical/vocational nursing program, the graduate will display the following outcome:

♦ Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.
4. **Planning**

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person(s’) progress toward positive outcomes.

Upon completion of the practical/vocational nursing program the graduate will display the following outcome:

- Collaborate with the registered nurse or other members of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

5. **Caring Interventions**

Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the “being with” and “doing for” that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.

Upon completion of the practical/vocational nursing program the graduate will display the following outcome:

- Demonstrate a caring and empathetic approach to the safe, therapeutic, and individualized care of each client.

6. **Managing**

Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LPN manages care through the processes of planning, organizing, and directing.

Upon completion of the practical/vocational nursing program, the graduate will display the following outcome:

- Implement patient care at the direction of a registered nurse or licensed physician, through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

*Adapted from National Association of Practical Nurse Education and Service Inc., 2009 Standards of practice and educational competencies of graduates of practical/vocational nursing programs.*
L. PRACTICAL NURSING PROGRAM OUTCOMES

The Orangeburg-Calhoun Technical College Practical Nursing Program utilizes the following indicators as expected outcomes of the educational process:

1. Maintain persistence at 69% or greater.
2. Graduates will score at or above 80 % pass rate on the NCLEX-PN.
3. Ninety percent (90%) of the graduates seeking employment are employed as licensed practical nurses within one year of graduation using the ACEN Job Placement rate, which excludes students enrolled in higher education.
4. Maintain graduate rate at 69% or greater.
5. Maintain program completion rates at 69% or greater.

M. ROLE OF THE LICENSED PRACTICAL NURSE

The following Code of Ethics has been adopted by The National Association for Practical Nurse Education and Service, Inc. as a principal of conduct by which and through which its members, all licensed practical nurses, shall govern their private lives and nursing careers.

The Licensed Practical and Licensed Vocational Nurses shall:

♦ consider as a basic obligation the conservation of life and the prevention of disease;
♦ promote and protect the physical, mental, emotional, and spiritual health of the patient and his/her family;
♦ fulfill all duties faithfully and efficiently;
♦ function within established legal guidelines;
♦ accept personal responsibility for his/her acts, and seek to merit the respect and confidence of all members of the health team;
♦ hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way at any time violate this confidence.
♦ give conscientious service and to charge just remuneration;
♦ learn and respect the religious and cultural beliefs of his/her patient and of all people;
♦ meet the obligation to the patient by keeping abreast of current trends in health care through reading and continuing education;
♦ as a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

N. DACUM

The Technical College system in this state subscribes to the “Develop a Curriculum Process (DACUM).” The basis for implementation is the solution of a panel of experts in the workplace and community. A consumer is also a member of the panel. The group interacts to develop competencies and skills pertinent to success in the workplace. DACUM panels are updated as scheduled to maintain current application.

The DACUM process is led by a college official. Faculty does not assume a dominant role in the process. They interact as directed by the DACUM facilitator. The DACUM is utilized to guide curriculum content. (See below for PN Program DACUM)
# PRACTICAL NURSING COMPETENCY PROFILE

The Licensed Practical Nurse (LPN) is the basic level of nursing that applies principles of therapeutic, rehabilitative and preventative care for people of all ages and cultures experiencing commonly occurring healthcare conditions with the guidance of a Registered Nurse or Provider in a variety of healthcare settings.

## A. PROVIDE TOTAL CLIENT CARE

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<tr>
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<tbody>
<tr>
<td>A-1</td>
<td>COLLECT NECESSARY DATA FROM APPROPRIATE SOURCES AS NEEDED</td>
<td>A-2</td>
</tr>
<tr>
<td>A-3</td>
<td>ACCURATELY CARRY OUT PROVIDER'S ORDERS AND IN A TIMELY MANNER</td>
<td></td>
</tr>
<tr>
<td>A-4</td>
<td>PRACTICE/MONITOR THE EIGHT RIGHTS OF MEDICATION ADMINISTRATION</td>
<td>A-5</td>
</tr>
<tr>
<td>A-6</td>
<td>PROVIDE EVIDENCE-BASED INTERVENTIONS BASED ON CLIENT'S NEEDS AND INSTITUTION'S POLICY/PROCEDURE</td>
<td></td>
</tr>
<tr>
<td>A-7</td>
<td>EVALUATE CLIENT RESPONSE TO CARE; ADJUST AS NEEDED</td>
<td>A-8</td>
</tr>
<tr>
<td>A-9</td>
<td>DEVELOP AND APPLY CRITICAL THINKING</td>
<td></td>
</tr>
<tr>
<td>A-10</td>
<td>ADHERE TO ESTABLISHED CODE OF ETHICS FOR NURSING</td>
<td></td>
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## B. ESTABLISH/PERFORM EFFECTIVE COMMUNICATION TECHNIQUES

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<tbody>
<tr>
<td>B-1</td>
<td>DEMONSTRATE COMPASSION, TACTFULNESS, EMPATHY, AND PATIENCE</td>
<td>B-2</td>
</tr>
<tr>
<td>B-3</td>
<td>USE CULTURALLY APPROPRIATE VERBAL/NONVERBAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>B-4</td>
<td>RECEIVE, RECORD, ORGANIZE, AND VERIFY ORAL/Written/ELECTRONIC INFORMATION</td>
<td>B-5</td>
</tr>
<tr>
<td>B-6</td>
<td>PRACTICE GOOD CUSTOMER SERVICE SKILLS</td>
<td></td>
</tr>
<tr>
<td>B-7</td>
<td>COLLABORATE WITH INTRA/INTERDISCIPLINARY TEAMS</td>
<td></td>
</tr>
<tr>
<td>C. EDUCATE CLIENT/SIGNIFICANT OTHERS ABOUT PLAN OF CARE</td>
<td>C-1 ORIENT CLIENT/SIGNIFICANT OTHERS TO FACILITY/AGENCY</td>
<td>C-2 USE APPROPRIATE TEACHING STRATEGIES TO EXPLAIN TREATMENTS AND PROCEDURES PRIOR TO IMPLEMENTATION</td>
</tr>
<tr>
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</tr>
<tr>
<td>C-4 PROVIDE ONGOING CLIENT EDUCATION (e.g. Preventive care, Medication, Immunizations, Dietary, etc.)</td>
<td>C-5 PROVIDE WRITTEN AND ORAL DISCHARGE INSTRUCTIONS</td>
<td>C-6 OBTAIN AND VERIFY INFORMED CONSENT</td>
</tr>
<tr>
<td>D. DEMONSTRATE PROFESSIONALISM</td>
<td>D-1 ACT AS A ROLE MODEL</td>
<td>D-2 PRACTICE CRITICAL THINKING</td>
</tr>
<tr>
<td>D-4 DEMONSTRATE COMPETENCY</td>
<td>D-5 PARTICIPATE IN LIFE-LONG LEARNING</td>
<td>D-6 PARTICIPATE IN PROFESSIONAL ORGANIZATIONS</td>
</tr>
<tr>
<td>D-7 DISPLAY VISIBLE IDENTIFICATION AT ALL TIMES</td>
<td>D-8 ADHERE TO PROFESSIONAL CODE OF ETHICS AND CONDUCT.</td>
<td></td>
</tr>
<tr>
<td>E. ADHERE TO REGULATORY MANDATES</td>
<td>E-1 PROVIDE CARE WITHIN THE SCOPE OF PRACTICE</td>
<td>E-2 FOLLOW REGULATORY GUIDELINES FOR NURSING PRACTICE</td>
</tr>
<tr>
<td>E-4 RECOGNIZE AND REPORT CLIENT ABUSE/NEGLECT AND ANY OTHER REPORTABLE EVENTS</td>
<td>E-5 DEMONSTRATE RESPECT FOR CLIENT'S RIGHTS</td>
<td>E-6 REPORT UNETHICAL OR ILLEGAL BEHAVIOR</td>
</tr>
<tr>
<td>E-7 IDENTIFY CLIENTS USING APPROPRIATE IDENTIFIERS</td>
<td>E-8 DISPLAY VISIBLE IDENTIFICATION AT ALL TIMES</td>
<td></td>
</tr>
<tr>
<td>F. DOCUMENT INFORMATION</td>
<td>F-1 VERIFY APPROPRIATE CLIENT INFORMATION</td>
<td>F-2 DOCUMENT PERTINENT CLIENT INFORMATION THROUGHOUT CLIENT’S STAY ACCORDING TO INSTITUTION’S POLICIES AND PROCEDURES</td>
</tr>
<tr>
<td>---------------------------------</td>
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<td>-----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>F-4 DOCUMENT CLIENT’S/SIGNIFICANT OTHER’S LEARNING STYLE AND LEVEL OF UNDERSTANDING</td>
<td>F-5 DOCUMENT LEGIBLY AND WITHIN FACILITY AND REGULATORY AGENCY GUIDELINES</td>
<td>F-6 CORRECTLY USE TECHNOLOGY/INFORMATICS AS APPROPRIATE TO OBTAIN AND SHARE CLIENT INFORMATION (e.g. EHR)</td>
</tr>
<tr>
<td>G. PRACTICE MANAGEMENT/LEADERSHIP SKILLS</td>
<td>G-1 DELEGATE, SUPERVISE, AND FOLLOW-UP WITH ASSIGNED PERSONNEL</td>
<td>G-2 PRIORITIZE WORK LOAD &amp; DEMONSTRATE TIME MANAGEMENT</td>
</tr>
<tr>
<td>G-4 COMMUNICATE CLEARLY AND CONCISELY</td>
<td>G-5 MONITOR AND EVALUATE EMPLOYEE PERFORMANCE RECOGNIZING EMPLOYEE’S POTENTIALS, STRENGTHS, AND LIMITATIONS</td>
<td>G-6 ACCEPT AND PROVIDE CONSTRUCTIVE CRITICISM/PRAISE</td>
</tr>
<tr>
<td>G-7 PRACTICE SELF AWARENESS</td>
<td>G-8 DEMONSTRATE CRITICAL THINKING IN PROBLEM-SOLVING</td>
<td>G-9 SUPPORT EMPLOYEE PROFESSIONAL DEVELOPMENT PER IDENTIFIED NEEDS AND MAKE APPROPRIATE REFERRALS</td>
</tr>
<tr>
<td>G-10 PRACTICE CONFLICT-RESOLUTION STRATEGIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. PRACTICE SAFETY</td>
<td>H-1 IMPLEMENT INFECTION CONTROL PER INSTITUTION’S POLICIES/PROCEDURES (e.g. PPE, etc.)</td>
<td>H-2 AVOID USE OF DANGEROUS ABBREVIATIONS</td>
</tr>
<tr>
<td>H-4 PRACTICE PERSONAL SAFETY AND REPORT CONCERNS</td>
<td>H-5 FOLLOW NATIONAL PATIENT SAFETY GOALS</td>
<td>H-6 IDENTIFY CLIENTS USING APPROPRIATE IDENTIFIERS</td>
</tr>
<tr>
<td>H-7 DISPLAY VISIBLE IDENTIFICATION AT ALL TIMES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. USE EMERGING TECHNOLOGY IN CLIENT CARE</td>
<td>I-1 ADVOCATE FOR THE USE OF TECHNOLOGY IN THE HEALTH CARE SETTING</td>
<td>I-2 FOLLOW SAFEGARDS FOR PROTECTED HEALTH INFORMATION</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>I-4 MAINTAIN TECHNOLOGICAL COMPETENCE</td>
<td>I-5 PARTICIPATE IN LIFE-LONG LEARNING</td>
<td></td>
</tr>
</tbody>
</table>

**THIS DACUM WAS CONDUCTED ONO MARCH 18, 2019 AT ORANGEBURG-CALHOUN TECHNICAL COLLEGE**

**FACILITATOR:** DR. ELAINE VINCENT

**RECORDER:** Connie Hoffman

**FOR MORE INFORMATION CONTACT**

**SUSAN CHAVIS, PROGRAM COORDINATOR (803) 535-1294**

**REVIEW COMMITTEE:**

- Joette Kittrell, South Carolina Surgical Association
- Missy Kizer, Calhoun Convalescent Center
- Peggy L. Moore, tRMC
- Johnna Patrick, Regency Hospice
- Bill Reasonover, St. George Nursing Home
- Penny Ryant, The Regional Medical Center
- Tracy Wilson, Laurel Baye, Williston
- Trudy Wingard, Jolley Acres Health Care Center
SECTION II:

Curriculum and Academic Policies and Procedures
A. **NAME AND CONTACT INFORMATION CHANGE POLICY**

The student is responsible for notifying the Program Coordinator and the Office of Student Services of changes in name, address, and/or telephone number **within a week** of change.

B. **MAJOR IN PRACTICAL NURSING SEMESTER CURRICULUM MODEL**

**TRADITIONAL SEMESTER CURRICULUM MODEL**

<table>
<thead>
<tr>
<th>FALL</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>BIO 210 Anatomy and Physiology</td>
<td>3.0</td>
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<td>4.0</td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3.0</td>
<td>0.0</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 101 Beginning Algebra (or higher)</td>
<td>3.0</td>
<td>0.0</td>
<td>3.0</td>
</tr>
<tr>
<td>PNR 110 Fundamentals of Nursing ‡ (First 8 weeks)</td>
<td>3.5</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>PNR 120 Medical-Surgical Nursing I ‡ (Second 8 weeks)</td>
<td>3.5</td>
<td>4.5</td>
<td>5.0</td>
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<tr>
<td><strong>Total</strong></td>
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<th>SPRING</th>
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<th>Lab</th>
<th>Credit</th>
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<tr>
<td>BIO 211 Anatomy and Physiology II</td>
<td>3.0</td>
<td>3.0</td>
<td>4.0</td>
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<tr>
<td>PNR 130 Medical-Surgical Nursing II (First 8 weeks)</td>
<td>3.0</td>
<td>6.0</td>
<td>5.0</td>
</tr>
<tr>
<td>PNR 140 Medical-Surgical Nursing III (Second 8 weeks)</td>
<td>3.0</td>
<td>6.0</td>
<td>5.0</td>
</tr>
<tr>
<td>PNR 182 Special Topics in PN: Pharmacology</td>
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<tr>
<td><strong>Total</strong></td>
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<th>SUMMER</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>PNR 155 Maternal/Infant/Child Nursing</td>
<td>5.0</td>
<td>6.0</td>
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<tr>
<td>PNR 170 Nursing of the Older Adult</td>
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<td>1.5</td>
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<tr>
<td>PSY 201 General Psychology</td>
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<td><strong>Total</strong></td>
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**FLEX OPTION SEMESTER CURRICULUM MODEL**

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<th>FALL</th>
<th>Class</th>
<th>Lab</th>
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<tbody>
<tr>
<td>PNR 110 Fundamentals of Nursing (First 8 weeks)</td>
<td>3.5</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>PNR 120 Medical-Surgical Nursing I (Second 8 weeks)</td>
<td>3.5</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7.0</td>
<td>9.0</td>
<td>10.0</td>
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<tr>
<th>SPRING</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>PNR 130 Medical-Surgical Nursing II (First 8 weeks)</td>
<td>3.0</td>
<td>6.0</td>
<td>5.0</td>
</tr>
<tr>
<td>PNR 140 Medical-Surgical Nursing III (Second 8 weeks)</td>
<td>3.0</td>
<td>6.0</td>
<td>5.0</td>
</tr>
<tr>
<td>PNR 182 Special Topics in PN: Pharmacology (Online)</td>
<td>2.0</td>
<td>0.0</td>
<td>2.0</td>
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<tr>
<td><strong>Total</strong></td>
<td>8.0</td>
<td>12.0</td>
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<table>
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<tr>
<th>SUMMER</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNR 155 Maternal/Infant/Child Nursing</td>
<td>5.0</td>
<td>6.0</td>
<td>7.0</td>
</tr>
<tr>
<td>PNR 170 Nursing of the Older Adult (Hybrid)</td>
<td>1.5</td>
<td>1.5</td>
<td>2.0</td>
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<tr>
<td><strong>Total</strong></td>
<td>7.5</td>
<td>7.5</td>
<td>9.0</td>
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An 80% competency is required for all PNR courses.
CPR certification and immunizations must be current at all times during enrollment in PNR courses.
All PNR courses have a communication/speech component included and all courses prepare students in basic computer applications.
A minimum grade of “C” is required in all General Education courses.
*Federal Gainful Employment Program.*
C. COURSE DESCRIPTIONS

BIO 210 Anatomy and Physiology 3-3-4
This is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 112 with a grade of "C" or better or Biology Placement Test

BIO 211 Anatomy and Physiology II 3-3-4
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 210 with a grade of "C" or better

ENG 101 English Composition I 3-0-3
This is a university transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. Prerequisites: ENG 032 with a grade of "B" or better; or ENG 155 or equivalent with a grade of "C" or better.

MAT 101 Beginning Algebra 3-0-3
This course includes the study of integers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. Prerequisite: MAT 032, MAT 155, or MAT 170 with a grade of "C" or better or equivalent

PNR 110 Fundamentals of Nursing 3.5-4.5-5
This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prerequisite: Admission to the PN program (Flex Option: Prerequisite: Admission to the PN program, MAT 155, ENG 101, PSY 201, BIO 210, BIO 211)

PNR 120 Medical/Surgical Nursing I 3.5-4.5-5
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 110

PNR 130 Medical/Surgical Nursing II 3-6-5
This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 120, MAT 155, BIO 210, ENG 101 Co-requisite: PNR 182 (Flex Option: Prerequisite: PNR 120, Co-requisite: PNR 182)

PNR 140 Medical/Surgical Nursing III 3-6-5
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 130. Co-requisite: PNR 182

PNR 182 Special Topics in PN: Pharmacology 2-0-2
The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration, and calculation of drug dosages. Prerequisites: PNR 120. Co-requisites: PNR 130, PNR 140

PNR 155 Maternal and Infant Nursing 5-6-7
This course is a study utilizing the nursing process, integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. Prerequisites: PNR 140, PNR 182, BIO 211. Co-requisite: PNR 170 (Flex Option: Prerequisite: PNR 140, PNR 182. Co-requisite: PNR 170)

PNR 170 Nursing of the Older Adult 1.5-1.5-2.0
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: BIO 211, PNR 140 Co-requisite: PNR 155 (Flex Option: Prerequisite: PNR 140, PNR 182. Co-requisite: PNR 155)
PSY 201 General Psychology

This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, and abnormal behavior. Prerequisite: ENG 032 and RDG 032 or RWR 032

D. DISTANCE EDUCATION FLEX OPTION
A planned interactive teaching/learning experience designed to facilitate the educational process in a nontraditional format. A wide spectrum of technology is used to reach learners at a distance, to enhance the profession and benefit the individual student and the community, thereby using communication and information technology effectively and appropriately.

E. EMPLOYMENT

Time and energy used in outside employment may lessen the student's ability to perform clinically and academically. Because the curriculum is so demanding, the faculty does not recommend that you have outside employment. If it is necessary that you be employed, we recommend it be no more than 6-8 hours per week and no night work.

F. RETENTION AND PROGRESSION

For retention and progression in the Practical Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the College, the student:

1. must schedule all courses in a curriculum sequence pattern as outlined in the College catalog and by faculty advisors in order to meet the requirements for this course of study.

2. must make a minimum grade of "C" or better in all of the required general education courses in order to graduate from the PN Program.

3. must make a minimum grade of "79.5 or greater" (B) or better in all nursing theory courses and maintain a satisfactory level of clinical/laboratory performance.

   NOTE: A student who does not make a "79.5 or greater" in nursing theory courses and a satisfactory clinical grade must withdraw from the PN curriculum and will be advised to enter the Health Careers Preparation Curriculum or another curriculum of interest.

4. may only be admitted to the Practical Nursing Program two (2) times. (Students who present evidence of extenuating circumstances that precipitated failure to achieve acceptable progress such as (illness injury, death of an immediate family member) may appeal for approval for readmission to the PN Program after two (2) times.)

5. must meet established criteria for drug calculation test (DCT).

6. must maintain current CPR and annual PPD or equivalent test, after initial admission criteria met.

7. must complete all required clinical agency requirements.

8. must have the ability to attend clinical at every health care agency utilized to meet course objectives. Any student that is denied by a clinical agency will not be able to progress.

9. must complete PNR 110 and PNR 120 skills by the date designated on the course calendar (See Course Syllabus).

10. must have negative results on random drug tests when done for cause.

11. must meet Core Performance Standards for the Didactic and Clinical Environment
G. TRANSFER PROCEDURE FROM OCTECH ADN PROGRAM

1. Students must meet the current admission and program criteria for the PN Program.

2. Students must abide by policies regarding related courses and health and clinical requirements when transferring into the curriculum from the ADN Program.

3. Students may transfer nursing credits from the OCTECH ADN curriculum into the PN curriculum at the discretion of the PN Program Coordinator.

4. Students must have a recommendation from the ADN Program Coordinator.

5. Faculty will review student’s prior academic performance, clinical performance, and scores on standardized tests. Based upon this information, students may be required to validate theory, drug calculations, and skills.


H. READMISSION REQUIREMENTS

Students seeking to re-enter the PN Program must adhere to the following requirements:

- Students who have not been enrolled in Practical Nursing within the past year are not eligible for exemption of any course. All students must reapply as a new applicant. (Attend a health information session and reapply.)

- Students who are unsuccessful in PNR 110 or PNR 120 and plan to return the following Fall semester are not eligible for exemption of any course. All students must reapply as a new applicant. (Attend a health information session and reapply.)

- Students who are unsuccessful in PNR 130/182 and plan to return the following Fall semester may seek to exempt PNR 110 and enter the program in PNR 120. The following requirements must be met by set deadline prior to consideration for acceptance:
  - Submit a written letter of intent for readmission to the PN Program to the PN Program Coordinator by May 1, 2020
  - Achieve at least 80% on a written PNR 110 Final exam
  - Achieve at least 80% on a written PNR 110 Drug Calculations Test
  - Satisfactorily complete skills check offs on PNR 110 selected skills

- Students who are unsuccessful in PNR 140/182 and plan to return the following Fall semester may seek to exempt PNR 110 and PNR 120 and enter the program in Spring semester (PNR 130/182). The following requirements must be met by set deadline prior to consideration for acceptance:
  - Submit a written letter of intent for readmission to the PN Program to the PN Program Coordinator by May 10, 2020.
  - Achieve at least 80% on a written PNR 120 Drug Calculations Test
  - Satisfactorily complete skills check offs on PNR 110/120 selected skills
  - Achieve at least Level 2 on the ATI Fundamentals Proctored exam (1 attempt)

- Students who are unsuccessful in PNR 155/170 and plan to return the following Fall semester may seek to exempt PNR 110 and PNR 120 and enter the program in Spring semester (PNR 130/182). The following requirements must be met by set deadline prior to consideration for acceptance:
• Submit a written letter of intent for readmission to the PN Program to the PN Program Coordinator by July 25, 2020.
• Achieve at least 80% on a written PNR 120 Drug Calculations Test
• Satisfactorily complete skills check offs on PNR 110/120 selected skills
• Achieve at least Level 2 on the ATI Fundamentals Proctored exam (1 attempt)

Requirements for Readmission:

For consideration for readmission, the student must ensure the following is completed and up to date based on current guidelines:

1. Submit proof of current CPR (American Heart Association BLS Health Care Providers) that covers infant, child, adult, and AED.
2. Submit completed medical form (dated within one year of readmission date) with current immunizations and quantitative titer documentation.
3. Submit 2 step PPD or Quantiferon gold.
4. Submit new background check and drug screen as required by PN Program.
5. The student must meet the Core Performance Standards for the Didactic and Clinical Environment.

All requirements for readmission must be completed before the student will be advised and acceptance is official.

A student may only be admitted to the PN Program two (2) times. (Students who present evidence of extenuating circumstances that precipitated failure to achieve acceptable progress such as illness, injury, death of an immediate family member) may appeal for approval for readmission to the PN Program after two (2) times.
I. Core Performance Standards for the Didactic and Clinical Environment

Practical Nursing Program
Orangeburg-Calhoun Technical College

2017

Purpose
To communicate the physical demands and communication skills required for Practical Nursing Students.

Description
The clinical and didactic environment will include:

1. Constant contact and communication with the patient/s, the public, and the multidisciplinary health care team, follow oral and written instructions. Correctly read aloud written instructions.

2. Making decisions based on the nursing process, identifying cause-effects relationships in clinical situations.

3. Moving and manipulating equipment.

4. Operation of computers, and telephones, call lights, etc.

5. Moving patients for such activities as walking (ambulation of patient), transporting in a wheelchair/stretch/stretcher/bed without assistance, lifting of patients, moving from a chair to a bed or from a stretcher to a bed and vice versa, administering CPR, etc.

6. Exposure to pathogens through bodily secretions, mucous and blood.

7. Listening for and monitoring alarms, body sounds, cries for help, and detecting audible and visual alarms.

8. Interpersonal abilities sufficient to interact with individual, family, groups from a variety of cultural and intellectual back grounds.

9. Put on and remove isolation and surgical attire correctly without assistance (i.e. surgery clothes, shoe covers, isolation gown, mask, etc.)

10. Stand from a seated position and walk 300 feet without any impairment. (i.e. exaggerated limp or swagger.). Walk up and down several flights of stairs. Lift 20 pounds from the floor, carry and place on a surface 36 inches in height without assistance.

11. Move from a standing to a squatting position and vice versa. Extend legs forward and backward to provide patient support as needed. Perform pivoting movements.

Applicant/Student: Receives technical standards policy prior to admission to the program and declares accommodations based on identified standards.

Physical Requirements
Constant walking, standing, seeing, hearing, talking, public contact, and decision-making. Frequent operation of computers, usage of telephone, pushing wheelchairs, turning patients, helping patients walk, lifting patients, helping patients sit-up, reading, handling, reaching, grasping, feeling, exposure to stressful situations, and concentration. Sitting in class for extended periods. Occasional operation of office machines, lifting more than 20 lbs., bending, and exposure to trauma, grief, or death.

Exemptions: There are no exemptions- if any changes occur in the student’s physical or mental condition, that interferes with class or lab/clinical while in the Practical Nursing Program, you must notify the Program Coordinator immediately!
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)</th>
<th>STUDENT DECLARATION OF MEETING TECHNICAL STANDARDS FOR ADMISSION TO THE LICENSED PRACTICAL NURSING PROGRAM</th>
</tr>
</thead>
</table>
| Critical Thinking      | Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation. | 1) Identification of cause/effect relationships in clinical situations. 2) Use of the scientific method in the development of patient care plans. 3) Evaluation of the effectiveness of nursing interventions/medical or surgical treatments 4) Make decisions based on the nursing process. | Critical Thinking:  
  - I am capable of meeting these requirements.  
  - I am not capable of meeting these requirements.*  
  - I am capable of meeting these requirements with the following accommodations.* |
| Problem Solving        | Make adjustments in therapies based on patient responses.                 | Notify appropriate member of Health Care Team of changes in patient’s condition.                   | Problem Solving:  
  - I am capable of meeting these requirements.  
  - I am not capable of meeting these requirements.*  
  - I am capable of meeting these requirements with the following accommodations.* |
| Interpersonal/Professional Relationships | Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups. | 1) Establishment of rapport with patients/clients, colleagues, staff and faculty.  
2) Capacity to engage in successful conflict resolution  
3) Peer accountability | Professional Relationships:  
— I am capable of meeting these requirements.  
— I am not capable of meeting these requirements.*  
— I am capable of meeting these requirements with the following accommodations.* |
| Communication | Communication adeptness sufficient for verbal and written professional interactions. | 1) Explanation of treatments/procedures, initiation of health teaching.  
2) Documentation and interpretation of nursing actions and patient/client responses.  
3) Correctly read aloud written instructions.  
4) Ability to follow oral and written instructions (testing). | Communication:  
— I am capable of meeting these requirements.  
— I am not capable of meeting these requirements.*  
— I am capable of meeting these requirements with the following accommodations.* |
| Motor skills | Gross and fine motor abilities sufficient for providing safe, effective nursing care | 1) Calibration and use of equipment, operation of computers, telephones, call lights, etc.  
2) Therapeutic positioning of patients/clients.  
3) Put on and remove proper clothing (isolation/surgical) and use equipment correctly without assistance (i.e. surgery suit, shoe covers, isolation gown, mask, etc.)  
4) Demonstrate fine motor skills in manipulating small objects | Motor Skills:  
— I am capable of meeting these requirements.  
— I am not capable of meeting these requirements.*  
— I am capable of meeting these requirements with the following accommodations.* |
<table>
<thead>
<tr>
<th>NAME:  ________________________________________________________________</th>
<th>Hearing</th>
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<tbody>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for monitoring and assessing health needs of patient/clients.</td>
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<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in patient care.</td>
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<tr>
<td>Tactile Sense</td>
<td>Tactile abilities sufficient to perform physical assessment.</td>
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<tr>
<td>Olfaction</td>
<td>Olfactory senses sufficient to maintain environmental and patient's safety.</td>
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<tr>
<td><strong>Self-Care</strong></td>
<td>Ability to present professional appearance and implement measures to maintain personal health.</td>
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<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>1) Implement standard precautions.</td>
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<td>2) Follow established procedures for personal hygiene.</td>
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<tr>
<td></td>
<td>3) Follow published classroom and clinical dress code.</td>
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<tr>
<td></td>
<td><strong>Self-Care:</strong></td>
</tr>
<tr>
<td></td>
<td>__ I am capable of meeting these requirements.</td>
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<tr>
<td></td>
<td>__ I am not capable of meeting these requirements.*</td>
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<tr>
<td></td>
<td>__ I am capable of meeting these requirements with the following accommodations.*</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mobility</strong></th>
<th>Physical abilities sufficient for movement from room to room and in small spaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) Movement about patient's room, work spaces and treatment areas</td>
</tr>
<tr>
<td></td>
<td>2) Administration of rescue procedures - cardiopulmonary resuscitation</td>
</tr>
<tr>
<td></td>
<td>3) Lift 20 pounds from the floor, carry and place on a surface 36 inches in height.</td>
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<td></td>
<td>4) Stand from a seated position and walk 300 feet without any impairment. (i.e., exaggerated limp or swagger)</td>
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<td>5) Lift and support patient from a bed, stretcher or wheelchair safely.</td>
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<td>6) Move from a standing position to a squatting position and vice versa. Walk down a flight of stairs and pivot.</td>
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<td></td>
<td>7) Extend legs forward and backward to provide patient support as needed.</td>
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<tr>
<td></td>
<td>8) Move a patient from a bed, stretcher or wheelchair safely.</td>
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<tr>
<td></td>
<td>9) Move a patient on a stretcher, in a wheelchair or bed without assistance.</td>
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<tr>
<td></td>
<td>10) Transport a patient in a wheelchair, bed or stretcher with oxygen or IV fluids.</td>
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<tr>
<td></td>
<td><strong>Mobility:</strong></td>
</tr>
<tr>
<td></td>
<td>__ I am capable of meeting these requirements.</td>
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<tr>
<td></td>
<td>__ I am not capable of meeting these requirements.*</td>
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<tr>
<td></td>
<td>__ I am capable of meeting these requirements with the following accommodations.*</td>
</tr>
<tr>
<td>Temperament/Awareness</td>
<td>Deal effectively with stress produced by work and interpersonal interaction situations.</td>
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<td>-----------------------</td>
<td>---------------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>2) Maintain professional composure under stress.</td>
</tr>
<tr>
<td></td>
<td>3) Demonstrate awareness of the potential exposure to pathogens through bodily secretions, mucus and blood.</td>
</tr>
<tr>
<td></td>
<td>4) Demonstrate professional and ethical behaviors in all settings.</td>
</tr>
<tr>
<td>Temperament:</td>
<td></td>
</tr>
<tr>
<td>__</td>
<td>I am capable of meeting these requirements.</td>
</tr>
<tr>
<td>__</td>
<td>I am not capable of meeting these requirements.*</td>
</tr>
<tr>
<td>__</td>
<td>I am capable of meeting these requirements with the following accommodations.*</td>
</tr>
</tbody>
</table>

I, the undersigned, do hereby testify that I have read and understand the Core Performance Standards for the Licensed Practical Nursing Program and the above statements, as indicated, are true.

* Indicates awareness of applicant to make an appointment with the Special Needs Counselor, Tracy Dibble, by calling 535-1225 between 8:30 AM and 3:00PM and delivering this form to the Special Needs Counselor for determination of reasonable accommodations.

Applicant's Signature/Date
J. STANDARDIZED TESTING

Standardized assessment tests will be administered each semester to measure student achievement in specific nursing content areas. These assessments are based on the NCLEX blueprint and will identify specific areas of content weakness for directed study. Students will receive feedback during practice tests on all response options. Rationales will be given for all correct and incorrect responses. Refer to course syllabus and Standardized Testing Contract for specific content that will be incorporated.

K. GRADING SYSTEM

The following division of points (grade averages) will be given for various criteria upon which the student will be graded:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 and below

Lab/Clinical courses will be graded on a Satisfactory or Unsatisfactory basis.

L. ATTENDANCE PROCEDURE FOR CLASS, LAB, AND CLINICAL

The college class attendance policy states that all students are expected to attend all classes and laboratory sessions and that any student, who abuses attendance or is remiss in academic performance, may be required to withdraw from the course. It also states that by the act of enrollment, the student is responsible for all course work and is obligated to punctually attend all classes and laboratory sessions. The PN Program attendance policy supports the published college policy.

The Practical Nursing Faculty is committed to instilling behaviors compatible with professional work ethics. We believe that skills such as self-discipline, responsibility, punctuality, and dependability are characteristics of a professional nurse and desired by employment settings. The college and program attendance policies stems from this commitment.

The faculty also believes that absences from class, lab, or clinical deter student reception of content. All classes, labs, and clinical are considered of utmost importance. Nursing students are expected to attend all classes and labs (simulated and clinical) punctually as scheduled. If a student must be absent, it is the student’s responsibility to notify the instructor on the day of the absence. There are no excused absences.

The total days of absence in any course shall not exceed twice the number of days per week which the course meets over a semester (this is prorated for mini-semesters and summer semester). Lecture hours and lab/clinical hours will be considered separately. Refer to course syllabi for specific attendance requirements.

A student arriving to class late, but within ten (10) minutes after the time for class/lab/clinical to begin is tardy. Tardiness in excess of ten (10) minutes and leaving class/lab/clinical early in excess of ten (10) minutes is counted as an absence for that day. Three (3) tardies will be regarded as one (1) absence.

NOTE: Attendance Records can be accessed through D2L. It is the student’s responsibility to keep up with their attendance.

***If a student is tardy to class, it is the responsibility of the student to fill out the Tardy Form at the designated area as soon as he/she arrives to class.

***If this form is not completed, the attendance record will remain as marked by the instructor. ***
Lab/Clinical attendance is mandatory.

See course syllabus and clinical guidelines for specific attendance details.

- If it is necessary to be absent on a clinical day, the instructor must be notified no later than 15 minutes prior to scheduled clinical time. (Do not send messages by other students or call other students to have them relay your message.)
- If the clinical day involves an observational site, the student must call the clinical agency and the program coordinator and leave a message. The reason for being absent must be given.
- Violations of these rules may result in dismissal.

A student who is ill will not be allowed in the clinical area. If a student in the clinical area appears ill, the instructor will make the decision as to whether or not the student should leave the clinical site. The student may be expected to bring a statement from a physician verifying that the student is physically able to resume clinical activities.

Make-up lab/clinical day(s) will be outlined per the course syllabus for each course requirement. See course syllabus for each course requirements. Further absences will be evaluated on an individual basis by the faculty and may result in a clinical failure. Students may be required to make up clinical absences. Faculty reserves the right to make decisions about clinical make-up days, including, but not limited to days, lost days because of weather and other unforeseen events.

If a student must be absent to attend the funeral of an immediate family member, he/she is required to bring a death announcement. This will count as a class/lab absence.

For all absences:

The student is responsible for ALL material presented in class during his/her absence.

If more than the allowed absences for class and/or lab/clinical are taken, the student will be withdrawn from the PN Program. ONLY extenuating circumstances may be taken into consideration.

M. WITHDRAWAL PROCEDURE

Students who desire to withdraw from the nursing program must meet with the Program Coordinator. At that time a drop/add form will be initiated. Course grade(s) will be assigned according to point in the semester at which student is requesting to withdraw and his or her academic standing.

Students must turn in all clinical agency student ID badges.

Students who withdraw from curriculum courses but continue in general education courses must change their curriculum status on the appropriate form.

N. SUBSTANCE ABUSE IN LAB/CLINICAL/OFF-CAMPUS WORKSITE

Participating in lab, clinical, or off-campus worksites while under the influence of any substance can affect judgment and/or precision in required activities. Students under the influence of drugs and alcohol are considered dangerous in the lab or clinical setting.

Students suspected of any substance abuse by the instructor or supervisor while in a lab, clinical or off-campus worksite setting will be dismissed immediately and will be considered absent for the day. Dismissed students will be reported to the Vice President for Student Services. Subsequent incidents may result in dismissal from the program. Any absences due to suspected substance abuse will count toward the Attendance Policy and may result in the student being withdrawn from the class due to excessive absences.

If a student suspected of substance abuse refuses to leave the lab, clinical, or off-campus worksite setting immediately, the instructor or supervisor will alert security and ask for their assistance in the matter.
O. PROFESSIONAL CONDUCT

Students suspected of alcohol/substance abuse may be subjected to one or more of the following:

1. Counseling by the faculty or appropriate College personnel.
2. Clinical or classroom dismissal.
3. A drug/ETOH level drawn (at student's expense).
4. Documentation of evidence of professional counseling (at student's expense).
5. Dismissal from the program.
6. Periodic blood or urine screening (at student's expense).
7. Consumption of alcoholic beverages the night before a clinical assignment is unacceptable.

P. DISMISSAL

Dismissal will result if a student:

1. Misrepresents any information on required forms for admission.
2. Violates the policies and regulations of Orangeburg-Calhoun Technical College, the contractual agencies, or the program.
3. Is found cheating.
5. Displays unprofessional behavior in classroom, clinical, and college-related off-campus activities.
6. Students who are dismissed from the program will not be considered for readmission to Nursing Programs.
SECTION III:

Administrative Policies
A. FOOD AND DRINK POLICY

Food and drinks (with the exception of screw top containers) are not allowed in class or lab settings. Please do not bring cans, cups, or other containers into the classroom.

B. NURSING TESTING CENTER

1. No talking is allowed in the testing center.

2. You are not allowed to have food or drinks in the testing center.

3. Cellular phones, iPods, and other electronic devices must be turned off and placed in designated area in the testing center.

4. Your behavior should reflect professionalism, respect, courtesy, and honesty.

5. Inappropriate behavior will not be tolerated, and you will be asked to leave the testing center or main library. This will be reported to the PN Program Coordinator.

*VIOLATIONS OF ANY OF THESE POLICIES WILL RESULT IN DISCIPLINARY ACTION.*

C. CHILDREN ARE NOT ALLOWED IN NURSING BUILDING (U)

Children are not allowed in the classrooms, lab/clinical, testing center, or left unattended in waiting areas. Students are requested not to bring children to counseling or evaluation sessions.

D. ADMINISTRATIVE ASSISTANT AREA MANAGEMENT

Students must respect the work area of the Administrative Assistant. The reception area is to be utilized by those who have appointments. This is not a study area.
E. PROFESSIONAL DRESS STANDARDS FOR A CASUAL ENVIRONMENT

All nursing students in a casual environment (Classroom, Lab, and Service Learning Areas) must wear appropriate clothing as per the dress code. Students must be clean and should look neat and appropriate in the lab and clinical settings (see lab/clinical dress code). **OCtech ID badge must be visible on upper left or right chest area at all times while on campus.**

**The following is prohibited:**

- Bars, gauges, and dermal piercings.
- Tight clothing and tops that reveal too much cleavage or midriff.
- Shirts worn without a bra, short skirts/shorts in which thighs are not covered, high slits, and pants/shorts that expose lower back and buttocks.
- High heels.
- Head gear in buildings (e.g., hoodies, earbuds, hats).
- An increasing number of individuals have chemical sensitivities. We ask that all students be mindful of this and not wear perfumes, aftershave, or other scented personal products in class or in clinical situations.

**PROPER undergarments should be worn with all attire. Non-adherence to this policy will result in a visit to Dean Tooley.**

F. PROFESSIONAL ENVIRONMENT

Students are required to maintain a professional environment at all time.

1. Talking, sleeping, and excessive leaving and reentry during class is distracting to your peers and to the instructor. Students may be asked to leave class if this is a problem. Continued disruptions will be referred to the Dean of Student Services. Assigned seating may be implemented during the school year. The lecturer has the authority to reprimand and/or exclude from the classroom any student or students who are disruptive.

2. Cell phones are **strictly prohibited** during class, lab, clinical time, and in the testing center! See course syllabus for further instructions.

**COLLEGE ELECTRONIC COMMUNICATIONS DEVICES POLICY:** Before entering any OCtech building or classroom, all students, staff and visitors are required to use the silent mode on all electronic devices (pagers, cellular phones, etc.). Devices unequipped with a silent mode should be turned off before entering these areas.

G. TELEPHONE USAGE

Students may use faculty and office telephones only for emergencies and with the permission of the instructor. The College will accept only emergency telephone calls for students. No personal messages will be taken for students by faculty or staff. Please inform your employer and family members of your class schedule each semester, and remind them of telephone restrictions.
SECTION IV:

Classroom Policies and Procedures
A. COMMUNICATION

D2L is the communication mode for faculty to get information to students. Students are responsible for accessing D2L for communication from faculty, grades, and course information daily. It is required that students have a computer, high speed internet access, and printer at home for classroom work and assigned tests.

D2L GUIDELINES

Please refer to the following link: http://www.octech.edu/student-resources/d2l-information

CONNECT GUIDELINES is where you can locate important information related to admissions, financial aid, registration, and transcripts.

Please refer to the following link: https://www.octech.edu/student-resources/connect-to-my-accounts/

- Make sure when researching information you have the correct term in the drop down box-example: FA2020 August Mini-Session or FA2020 October Mini Session.

B. FEE ASSESSMENT

Students are required to pay various fees for the PN Program that include but are not limited to:

- Malpractice insurance offered through the College (Annually in the Fall)
- Standardized Testing Fees per semester
- Professional Organization Fees in the Spring semester
- Other web based applications

These fees are NON-REFUNDABLE.

C. STUDENT RESPONSIBILITIES FOR CLASSROOM BEHAVIOR

Students are responsible for coming to class prepared to participate in a courteous and respectful manner in their learning process. Incivility is defined as “speech or action that is discourteous, rude, or impolite” (Merriam-Webster Online Dictionary, 2008). Each student is also expected to engage in behaviors that promote an effective and safe learning environment for their peers.

Examples of expected behaviors that promote an effective learning environment include:

1. Coming to class on time and prepared with needed materials.

Faculty acknowledges that textbooks are costly; however, they represent the beginning of a professional library. Some textbooks are used in more than one course. Many serve as research and reference sources. Students are expected as part of their classroom preparation to bring required textbooks to class. Faculty encourages students to utilize workbooks as an ancillary study aid.

Textbooks are ordered for the semester that they are published in the syllabus and are not necessarily available in the bookstore every semester. Students are encouraged to buy their books prior to the first day of class. Bookstore personnel return textbooks that are not purchased by a specified date in the semester to
the publisher.

Devices (computers) are required, which you can buy in the OCtech bookstore or use your personal tablet or laptop. No cell phones will be used as the device. Please contact the Program Coordinator to ensure that the programs utilized in the program are compatible if you choose to use an Apple or Mac product. Please ensure that your computer is fully charged for class or that you have a wireless charger. **Outlet usage in the classroom is prohibited.**

Computers will be utilized in class to access course content or/and programs/apps during the program. Students will be permitted to use computers during class for note-taking and other class-related work only. Those using computers during class for work not related to that class must leave the classroom for the remainder of the class period. This includes surfing the web, instant messaging, etc.

Textbooks are required in this course. Attempting to take the course without purchasing the required textbook and any other required materials will seriously jeopardize your ability to pass this course. If you have financial aid other than South Carolina Lottery Tuition Assistance, you may be able to charge your books and/or other required materials against your financial aid in the OCtech bookstore. You should have all materials by the published add/drop date. If you are having difficulty, please see the Financial Aid Office.

2. Not holding distracting side conversation while faculty or peers are speaking. Being respectful during conversations with faculty and peers, e.g., no sarcastic comments or non-verbal, disapproving groans, etc.

3. Being alert and attentive during class - no sleeping.

4. Being honest during tests and in all assignments.

5. Not dominating classroom discussions but giving everyone an opportunity to participate.

6. Not texting during class and refraining from using computers for purposes other than class work.

7. Recorders may be utilized in class with the permission of individual instructors. All recorders will be placed at the front of classroom during this time. Recorders must be turned off at breaks and during test reviews.

8. No program activities should be posted on social media. **(See Social Media Policy)**

**D. STUDENT RESPONSIBILITIES DURING TESTING**

1. Enter the room prepared to stay during the entire testing session. (Except in emergencies, students are expected to finish the test **before** leaving the room.)

2. All testing will begin **PROMPTLY** at the scheduled time.

3. If you arrive within 10 minutes of the test being started, you are considered “tardy”, and the following applies:
   
   a. You may take the test within the remaining allotted time.

4. If you arrive for a scheduled test **more than** 10 minutes after the test has started, you are considered "absent" and will be required to take a make-up test at the designated time determined by the faculty.

5. Bring your fully charged laptop and two (2) sharpened #2 pencils. No ink pens.
6. **NO** books, paper, pocketbooks, coats, hats, cell phones, tablets, ipads, ipods, Smart watches, etc., at or around your desk WHEN TESTING OR DURING TEST REVIEW. Nothing on your person (ear buds for noise reduction when testing are permissible) All you can have at your desk are pencils and your laptop. Scratch paper will be provided to you by the test proctor. If a student refuses to follow this policy, he/she will not be allowed to test.

7. Direct communication is ONLY to the proctor during a test. **No** noise or other disruptions allowed during testing. No explanation of test questions or definition of words will be given.

8. Testing will require your laptop. You will download each test from Exam Soft the evening before you take the test. Specific instructions will be provided. A test code will be provided to you to open the test in the classroom.

In the event that a paper test must be administered, a Scantron will be used. Make sure that the paper test and Scantron have your name clearly identified. The Scantron must be filled out completely with the test number, course number, and date. No stray marks are to be made on the Scantron; please erase all notations before turning in for grading. The Scantron sheet must be covered at all times. No scratch papers or copies of questions may be taken from the classroom. **Students are responsible for checking their Scantron for accuracy prior to submitting.**

9. Report any suspected cheating and/or collaboration. Cheating will be handled according to the college policy.

10. You may leave the room or sit **quietly** at your desk, if class follows testing. You may not reenter the room after leaving if others are still testing. Upon leaving the testing area, there will be no loitering outside of the classroom.

11. Students are not to ask permission to miss a test because they are not prepared. If you come to class, you are expected to test.

**E. TEST REVIEW PROCEDURE**

See course syllabi. **No Review of Tests May Be Photographed or Recorded.**

**F. MAKE-UP TEST PROCEDURE**

If a student is absent from an assigned test, the student must take the test according to the make-up test guidelines. (See course syllabus.)
SECTION V:
Lab and Clinical Policies and Procedures
A. PATIENT PRIVACY AND PROTECTED HEALTH INFORMATION

Students will have access to protected health information (PHI) of individuals. It is the student’s obligation to protect the patient’s privacy from unauthorized use and abuse. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 (HIPAA) (effective April 2003), clearly defines the regulations and rules regarding PHI protection. The rule states that the student nurse, as part of the health care team, must take reasonable measures to protect against unauthorized uses and disclosure of personal medical information. This law has severe penalties for non-compliance or violation of the regulations. PHI includes all medical information, which could identify an individual including written, oral, or electronic data. Each student is expected to display competence in understanding the HIPAA guidelines and maintain highest compliance with PHI protection. Each student will be instructed in HIPAA guidelines. Prior to each clinical experience the institution’s HIPAA guidelines will be reviewed and the student will comply with the institution’s guidelines.

In compliance with HIPAA regulations, PHI obtained from the students will also be protected. The student will identify individuals who may receive PHI, and the student will sign and authorization for disclosure of PHI. The PN faculty will track all disclosure of PHI. Any complaints of violation will be documented and reviewed.

All information and issues concerning clients and families is considered confidential.

- No chart and/or client formation may be electronically copied or discussed in an area where the conversation could be overheard.
- The patient’s or family member’s name is never used on data collection sheets.
- Patient scenarios presented during lecture/lab/clinical to clarity concepts are confidential and to be utilized for educational purposes only.
- Electronic tapes of lectures are considered confidential and cannot be shared with anyone who is not enrolled in the class.
- Students are not to discuss patient conditions (even if the name is omitted) with anyone who is not directly on the health team that cares for this patient.
- Photos/recordings of patients or any aspect of their care are not authorized.
- Students are not to access information from charts of patients to whom they are not assigned.

A breach of confidentiality is grounds for dismissal from the program.


***Social Media: Use of all social media (Facebook, Twitter, texting, emailing, etc.) to capture and/or communicate PHI or confidential information of any type is strictly prohibited. ***
(See Social Media Policy)

ANA’s Principles for Social Networking
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems
1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Reference:
https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf

B. CLINICAL/LAB SKILL REQUIREMENTS

Skills/procedures must be performed accurately in the clinical and/or lab setting. Skills are taught from simple to complex. See course syllabus for Lab/Clinical grading techniques.

Once a skill has been passed, the student will be held responsible for continued application and correct procedure throughout the Practical Nursing Program. If incorrect application and/or procedure are observed by the faculty, the skill may be retested with a satisfactory performance. If skill performance is unsatisfactory the student may be unable to progress.

See course syllabus for specifics.

C. UNIFORM CODE

Nursing students will:

1. **Wear lab coats with a picture ID when obtaining patient information from clinical facilities.**
   
   a. RMC provides picture ID badges to students and they must be worn on the chest area and be clearly visible at all times when in clinical.
   
   b. OCtech picture ID badges are to be used at all other clinical sites. The badges must be worn on the chest area and be clearly visible.
   
   c. Professional clothing must be worn for clinical experiences including times when obtaining information from an agency for clinical assignment or during facility orientations. No blue jeans, shorts, high heels, flip flops, hats, scrubs, sweats, yoga pants, spaghetti strap shirts, etc., are to be worn in a clinical facility.

2. **Be in full uniform, including ID badge, in instructional and observation clinical areas when on duty.**
   
   a. Uniforms must be clean and ironed.
   
   b. Uniform should be loose enough to provide ease of movement in clinical activities.
   
   c. If shirt is worn under uniform it must be solid white and long enough to tuck inside of trousers.
3. Wear student uniforms only when functioning as a nursing student of Orangeburg-Calhoun Technical College.

4. Maintain proper personal appearance:
   a. Hair:
      1. Female: must be clean, off the face and shoulders, and off the collar while in uniform. Long hair must be worn up, tied back, or braided. Hair cannot be secured with bows, ornamental clips, or ribbons.
      2. Male: must be clean, of moderate length, side burns no longer than the tip of the ear lobe. Beards and mustaches conservatively styled, neatly trimmed. Long hair must be worn up, tied back, or braided; must be off the face and shoulders, and off the collar while in uniform. Hair cannot be secured with ornamental clips.

      NOTE: No unnatural hair color (blue, green, etc.) allowed during clinical rotations. Decisions will be made at the discretion of the faculty.

   b. Jewelry:
      1. Wedding rings, engagement rings, and watches are allowed.
      2. Silver, gold, or pearl post (small button sized) earrings only and must be small in appearance. Limit pierced earrings to one pair (in ear lobe only!)
      3. No other jewelry allowed (i.e., anklets, necklaces, bracelets, pins.). Medical alert bracelets are allowed.
      4. No visible body piercing jewelry allowed. This includes tongue jewelry, as it impedes communication.

      NOTE: Piercings that are not visible may prevent access to certain clinical areas such as MRI. Situations will be dealt with individually.

   c. Cosmetics:
      1. Must be used in moderation.
      2. Fingernails clean and short: NO polish or artificial nails.
      3. No perfumes.
      4. No visible body tattoos. If tattoo is extensive, you may need to wear a long sleeve shirt or lab coat in clinical.

   d. Uniform:
      1. Dress length must be at or below the knees.
      2. Shoes are to be clean, white leather, (usually oxford style.) Shoes may be nursing shoes or plain white athletic shoes.

      NOT PERMITTED: clogs, moccasins, sandals, canvas, cloth, or mesh tennis shoes, or athletic shoes with visible writing or symbols.
3. Appropriate under garments are to be worn. No fashion colors, patterns, or styles.

4. Required clinical equipment consists of goggles, scissors, watch with second hand, black ballpoint pen, stethoscope, blood pressure cuff, pen light, black sharpie, and hemostats. These must be on your person while in the clinical setting.

5. If you smoke on the way to clinical, be sure you have a breath freshener before arriving on the unit. Your uniform is not to smell like smoke.

6. Chewing gum is not allowed during any clinical rotation. Food and drinks are not allowed at the nursing station or at the medication cart.

7. Each student is required to purchase the required OCTech PN polo shirt for special program events.

Faculty reserves the right to send a student home if not in compliance with the student uniform requirements. This will count as a clinical absence.

D. ALLERGIES

Healthcare providers with certain allergies (latex, Betadine, Iodine, etc.) must be aware that these sensitivities increase with additional exposure. There will be exposure to latex and Betadine, iodine, etc. in various forms in the OCtech Nursing Lab, the hospital environment, and other clinical settings. We strongly recommend that you consult with your physician regarding this medical condition about whether pursuing a degree in nursing is an appropriate choice for you at this time.

The Nursing Program will help you attempt to minimize your exposure while in the lab. Latex free gloves will be provided for those with latex allergies. However, if you have a Betadine or iodine allergy, the risk is harder to minimize. Many of the packs that are used for sterile procedures contain iodine or Betadine (catheterizations, central line dressings, tracheostomy care).

Should you continue this line of study, you hereby accept full responsibility for any and all symptoms, manifestations, illnesses, or injuries incidental to latex, Betadine, iodine and any other allergen/substance that you may encounter. Furthermore, if you are aware of your pre-existing allergy, it is imperative that you keep your medicines and treatment regimens readily accessible to you as ordered per your physician while attending class, lab, and clinical at OCtech.

E. LAB KITS

The student supply kits are purchased from the bookstore for instructional and educational purposes only. They are NOT intended for human or animal use. By purchasing these supply kits, you acknowledge and agree that you will use these products for instructional/educational purposes only. You will not apply, inject, ingest, or otherwise use these products on humans or animals. To use them otherwise is outside the scope and purpose for which they are intended, and may be harmful to your health or the health of others. If a student is found to be in breach of these regulations, the student will be withdrawn from the program.

F. PATIENT ABANDONMENT

Any student who leaves a clinical facility during assigned times without notifying the instructor and receiving permission will automatically be dismissed from the PN Program.

Patient abandonment is included as a specific ground for disciplinary action under Regulation 91-19(c) (3) (p). Patient abandonment is defined as “leaving a patient requiring nursing care without properly notifying
appropriate personnel." In order to assist licensees and employers, the Board provides the following examples of what constitutes "patient abandonment".

For patient abandonment to occur, the nurse/registrant must:

1. have first ACCEPTED the patient assignment, thus establishing a nurse-patient relationship;

   AND then,

2. DISENGAGED the nurse-patient relationship without giving reasonable notice to the appropriate personnel (supervisor, director of nursing etc.) so that others can make arrangements for continuation of nursing care.

Examples of patient abandonment include, but are not limited to:

1. Leaving the patient without adequately providing arrangements for coverage.
2. Leaving abruptly without giving the appropriate personnel adequate notice for replacing the nurse.
3. Leaving without reporting to the oncoming shift.
4. Accepting an assignment of patient care and then leaving the nursing unit or patient care setting without notifying the appropriate personnel.
5. Being unavailable to assigned patients for all or a portion of his/her assignment.

G. CLINICAL PROTOCOLS

1. Students are not to receive personal telephone calls in the clinical area. Emergencies should be routed through the administrative assistant at 803-535-1338.

2. **No cell phones** are allowed on the clinical floor.

3. Family members are not allowed to visit students in the clinical area without permission of the clinical instructor.

H. POLICY AND ACADEMIC EVALUATION FOR UNSAFE CLINICAL PRACTICE

Unsafe Practice is defined as behavior, in providing nursing care to clients, that fails to achieve standards of care; violates the Nurse Practice Act; violates the standards of practice and educational competencies of graduates of practical nursing programs identified by the National Association for Practical Nurse Education and Service (NAPNES); fails to perform within the boundaries of the Practical Nursing course and clinical objectives; violates the clinical agency policies, procedures, and unit specific protocols; or calls into question the professional accountability of the student. The behavior causes harm or has the potential to cause harm to a client or other person. The student performs within the boundaries of the state nurse practice act; current professional standards of practice; Practical Nursing course and clinical objectives; and clinical agency policies, procedures, and unit specific protocols.

Since the faculty-student ratio in the clinical area is 1:10 for long term care and 1:8 in acute care settings, it is impossible for a faculty member to be present continually with each student to observe each and every situation. It is therefore imperative that each student assume personal responsibility to prepare for clinical practice experiences. Each student is expected to check with the instructor and/or facility staff if in doubt about patient care and to report to the instructor and staff when leaving the clinical area to assure continuity of care.
A student whose clinical performance is judged to be unsafe and/or unprepared may be dismissed from the clinical experience. The student will be notified verbally of their unsafe performance. In order to be eligible to resume the clinical experience, the student who has been dismissed must comply with the stipulations prescribed by the faculty.

Depending upon the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe and warrant failure of the clinical component.

**Behaviors that may be indicators of unsafe practice include but are not limited to the following:**

1. **Lack of accountability, unprofessional practice**
   - Does not accept responsibility for own actions, does not admit mistakes, covers up errors
   - Is dishonest
   - Does not recognize potential for doing harm, lack of insight
   - Is reluctant to assume a professional role
   - Does not make the effort to learn; is not interested
   - Breaks confidentiality
   - Does not ask for help when unsure
   - Demonstrates inappropriate boundaries
   - Does not adequately prepare for clinical assignments
   - Attempts activities without adequate knowledge or supervision

2. **Patterns of behavior**
   - Demonstrates a pattern of problems in clinical areas
   - Disregards policy; does not know policies
   - Is frequently late or absent
   - Does not change behavior in response to feedback; continues to make mistakes even after feedback
   - Acts of omission or commission related to client care.

3. **Unmet competencies**
   - Has a poor knowledge base
   - Is unable to apply concepts and theory in practice
   - Poor and/or inconsistent skills in assessment and client care
   - Unable to set priorities; unable to care for clients at level of complexity expected for the course
   - Failure to administer and calculate medications safely

4. **Inconsistent communication and lack of respect**
   - Lack of respect for clients; aggressive with clients
   - Ineffective communications with client and staff

5. **Lack of judgment**
   - Poor clinical judgment
   - Goes beyond own scope of practice
   - Evidence of impaired judgment due to drugs, alcohol, or lack of sleep
   - Demonstrates extreme anxiety that is disproportionate to the situation

The faculty responsible for the clinical experience will review the unsafe behavior documented on the clinical evaluation tool. A copy of the clinical evaluation will be forwarded to the Program Coordinator. The faculty will develop an action plan with student and identify specific criteria that must be met in the current and/or subsequent course. If the student fails to improve or successfully meet identified criteria, he/she will be unsuccessful in the clinical component of the course and will not be able to continue in the program. A copy of the record of the clinical evaluation plan and action plan will remain in his/her student record.
I. PROCEDURE FOR CLINICAL INCIDENT

Following a clinical incident, the STUDENT WILL:

1. Take IMMEDIATE and APPROPRIATE action to ensure the safety of the patient.

2. Report the incident to clinical faculty member IMMEDIATELY.

3. Complete clinical agency’s and OCtech’s incident reports, if applicable.

4. Acknowledge that reporting an incident of this nature is an expectation of professional ethics and clinical behavior.

5. Meet with PN faculty to discuss and document incident.

J. NATIONAL PATIENT SAFETY GOALS AND QUALITY AND SAFETY EDUCATION FOR NURSES

The PN Program, in order to maintain a safe environment for the client’s we serve, has adapted and interwoven the following safety items into our curriculum. These measures will be covered in theory and lab/clinical.

1. Current National Patient Safety Goals (NPSG) for the hospital and long-term care settings

2. The Quality and Safety Education for Nurses (QSEN)

**NPSG**- The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them. Detailed Information can be found at: [http://www.jointcommission.org/standards_information/npsgs.aspx](http://www.jointcommission.org/standards_information/npsgs.aspx)

**QSEN**- The Quality and Safety Education for Nurses (QSEN) project addresses the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. Detailed information can be found at: [http://qsen.org/competencies/pre-licensure-ksas/](http://qsen.org/competencies/pre-licensure-ksas/)
SECTION VI:

Student Organizations and Special Events
A. FUTURE NURSES’ CLUB

Student Representatives

1. The Class President will serve as the student representative to attend faculty meetings as scheduled. This will provide for a formal channel of communication between faculty and students.
   a. Purpose: To bring student comments/concerns to the attention of the faculty. This should improve communication and evaluation efforts to continually strengthen the program.
   b. Constructive results are expected. Students will present objective information without allowing it to become a gripe session directed at one instructor or course.

2. A student is selected by the class as a representative to the Student Advisory Board.
   The Student Advisory Board (SAB) consists of representatives nominated and elected by students. The SAB consists of three officers: president, vice president, and secretary. One elected representative from each curriculum, and the presidents from registered clubs and honor societies on campus serve as advisory board members. The SAB is an organization committed to providing services and activities for students that promote and enhance the total growth and development of students.

Student Nurse Organization

Bylaws:

1. Election of officers will be held during the fall semester. Nominees must meet selected criteria.

2. Each class will elect a president, vice-president, secretary/treasurer, and student advisory board representative. Committees will be appointed as needed. NOTE: The Flex Program Option will elect only a President (who will also serve as the student advisory board representative) and a Vice-president (who will also serve as the Secretary and Treasurer)

3. The President will preside over meetings, with the vice-president presiding in his/her absence.

4. Meetings will be held monthly or as needed.

5. Roberts Rule of Order will be used for conducting meetings.

6. The President will serve as the liaison between faculty and PN students.

7. Minutes of each meeting will be recorded and held by the secretary.

8. Each motion or decision will pass by a majority rule with a quorum present

9. Any officer who is found to be dishonest, unprofessional, or in violation of any policies/procedures of the PN Program/College will be dismissed from office immediately.

10. If an office is vacated, it must be filled through the election process

11. No campaigning will be allowed. This includes no purchasing of gifts, food, etc. Posters are acceptable.
PRACTICAL NURSING STUDENT OFFICERS RESPONSIBILITIES/SELECTION CRITERIA:

PRESIDENT:

This person is to serve as a role model for the class by demonstrating accountability, striving to make good grades, exhibiting promptness and few absences, keeping peace among classmates, and avoiding making negative comments about his/her peers.

- Conducts class meetings and keeps order during these meetings
- Conducts/coordinates class activities
- Represents the PN class and attends faculty meetings as needed;
- Communicates student concerns to faculty
- Attends OCtech Student Advisory Board meetings to serve as a liaison between the PN class and the college if SAB member is unavailable
- Oversees and/or assists with class community service projects and/or fundraising projects; assists treasurer to collect money from fundraising; notifies faculty of problems/concerns with fundraisers in a timely manner.

VICE-PRESIDENT:

- Assumes president’s duties if president is absent
- Assists with keeping order during student meetings
- Assists with maintaining peace and communication among students
- Assists with communicating student concerns to faculty

SECRETARY/TREASURER

- Records minutes during student meetings
- Maintains a notebook of class meeting minutes
- Serves in the absence of the VP
- Assists with communication
- Collects money from fundraising, keeps records as needed, and turns in monies collected to Future Nurses Club Faculty Advisor

STUDENT ADVISORY BOARD MEMBER

- Attends Student Advisory Board meetings; serves as liaison between PN class and college
- Takes/obtains minutes from SAB meetings and presents them at PN class meetings. Also forwards these minutes to Future Nurses Club Faculty Advisor to be presented at faculty meetings.

* NOTE: Class officers are responsible for classroom bulletin board during the Spring and Summer Semesters.

B. GRADUATION/PINNING

For graduation from the Nursing Program, the student must do the following:

1. Satisfactorily complete all required courses with 79.5 or greater (B) competency and satisfactorily complete all clinical components.
2. File a graduation application in Student Services during the summer semester by the published due date. Filing a late application may cause a delay in processing and postpone graduation.
3. Complete all exit loan counseling and Student Success Center requirements.

4. Complete all standardized testing as required.

5. Pay all fees and financial obligations to the College.

C. GUIDELINES FOR CEREMONIES AND PROFESSIONAL ACTIVITIES

The PN Nursing faculty deems professionalism to be of utmost importance. Students are expected to participate in various offerings that foster the development of attitudes of professionalism.

Within the nursing program, there is a pinning/graduation ceremony that students are expected to attend. Pinning is held after the successful completion of the program. This program is the culmination of dedication and hard work. Students receive their nursing pins, diplomas, and various other awards at this service. The class is expected to attend this service dressed in full uniform (dress for females).

Guidelines for Pinning:

Students are expected to:

1. Attend practice.

2. Wear attire to the practice as required by faculty.

3. Abide by the uniform code for formal services. This includes hair, jewelry, etc.

Because of the limitation of suitable auditorium space in Orangeburg, several local churches are rented for these occasions. Students who have personal concerns are to see the PN Program Coordinator to discuss a resolution during the first month of admission to the program.
D. **ELIGIBILITY FOR LICENSURE**

1. Upon successful completion and graduation from the nursing program, graduates are eligible to take licensure examination administered by the South Carolina Board of Nursing.

2. If a student has any criminal record more serious than a traffic violation, he or she must notify the South Carolina Board of Nursing no later than 90 days prior to the date of program completion. Licensure candidates who have criminal records may be required to appear before the State Board of Nursing. The board will determine eligibility to take the NCLEX-PN.

3. Upon passing the licensure examination (NCLEX-PN), the graduate will be designated as a Licensed Practical Nurse.

Information for PN licensure can be located at: [https://llr.sc.gov/nurse/](https://llr.sc.gov/nurse/)

The NCLEX-PN candidate bulletin is available at [https://www.ncsbn.org/1213.htm](https://www.ncsbn.org/1213.htm)
SECTION VII:

Additional Policies
A. The following policies can be located in the 2019 – 2020 OCtech College Catalog at:

https://www.octech.edu/academics/college-catalog/

1. Service for students with Disabilities
2. Academic Honors during Program
3. College Alcohol/Drugs/Smoking Statements/Firearms
4. Student Code
5. Academic Records
6. Academic Honesty/Dishonesty Policy
7. Student Grievance Procedure
8. Inclement Weather (sign up for D2L Alert System)
9. Safety
10. Other Emergency Situations
11. Library Services