EQUAL OPPORTUNITY STATEMENT

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

For information on Title IX, contact: Shannon Patterson, sbentley@augustatech.edu (706) 771-4013, Title IX Coordinator – Augusta Campus (Building 100). For information on ADA/504, contact the ADA/504 Coordinator, Karissa D. Wright, kdavis@augustatech.edu (706) 771-4067 or go to the Counseling Center in Building 1300.
A MESSAGE FROM THE DEPARTMENT HEAD AND FACULTY

Dear Practical Nursing Student:

On behalf of the Allied Health Sciences and Nursing Faculty and Staff, congratulations on your acceptance into the Practical Nursing Program at Augusta Technical College! The nursing faculty and I are pleased that you have chosen to pursue your education here. Nursing is one of the most challenging and fulfilling careers in healthcare. As a nurse, you will assist in client care and make a difference in the lives of others. Caring for clients gives deep personal meaning to all that we do as nurses.

This handbook includes nursing program policies, procedures and other information that will guide you in your role as a nursing student. Be assured that every faculty member is eager to help you succeed in your nursing career. I encourage you to call my office with any questions and/or concerns.

Best wishes for a successful and positive nursing education experience.

Terry H. Richardson, RN, MSN, MBA, MHA
Chair, Nursing Department, Associates Degree Nursing (ADN) and Practical Nursing (PN) Program

Practical Nursing Faculty:
Tamara Alicea, RN, MSN
Gertrude Avery-Dunn, RN, MSN
Ebony Story, RN, BSN
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PROGRAM DESCRIPTION
The Practical Nursing program is designed to prepare students to write the state board examination for licensure as practical nurses, NCLEX-PN. The program prepares graduates to give competent nursing care. This preparation is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

PROGRAM PURPOSE
The purpose of the Practical Nursing Program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of practical nursing and assist in meeting the practical nursing health care needs of the community. The program provides educational opportunities regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, disabled veteran, veteran of Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law). The program is intended to prepare graduates who are theoretically, clinically, ethically, and legally safe entry-level practitioners of licensed practical nursing. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Graduates are to be competent in the occupational areas of: anatomy and physiology; drug calculations; administration of medications; nutrition and diet therapy; nursing ethics; client care; and wellness and prevention of illness. These individuals will be prepared to pass the licensure examination, NCLEX-PN.
PROGRAM PHILOSOPHY

The program uses the metaparadigms of person, environment, health, and nursing to organize and unify the curricula. Concepts related to the metaparadigms are integrated throughout the curricula. These concepts include professional behaviors, cultural competence, communication, legal/ethical principles, safety, caring for the individual as a whole (holistic care), clinically relevant care, evidence-based practice, competent care, health management, maintenance, and disease prevention, therapeutic interventions (e.g. medication administration, dietary management), client education, and member of the health care interdisciplinary team.

The person is a collective recipient (individual, group, family, communities, and populations) of nursing care (ANA, 2010, p. 22). Faculty members believe in the dignity and worth of the individual within the framework of a democratic society. Faculty members further respect the right of individuals to seek fulfillment of their physical, spiritual, psychosocial, educational, emotional, and economic needs. The program does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law).

Health is “an experience of a continuum of well-being ranging from optimal health to illness” (ANA, 2010, p. 4). Faculty members believe that an individual’s response to illness may depend on his or her previous experiences, cultural background, and adaption/coping skills. Faculty members further believe that the practical nurse must be culturally competent in order to effectively meet the holistic needs of the individual experiencing illness.

The environment is the milieu in which the individual lives, works, and plays (ANA, 2010, p. 7). Faculty members concur with the contemporary systems theory perspective of the environment as an open system. A continuous interaction between the individual and the environment may have a positive or negative impact on his or her physical, psychosocial, spiritual, and emotional well being.

Faculty members believe that education is a life-long, dynamic learning process resulting in changes in knowledge or behavior enabling individuals to develop their potential in becoming productive, responsible members of our existing and changing society. Education allows for upward and/or horizontal career mobility according to the individual's capabilities. Faculty members further believe that the teacher and learner must understand their roles in the learning process. The teacher is a manager of a variety of selected instructional resources. The teacher organizes instruction using meaningful educational objectives, progressing from simple to complex using learning activities to meet the needs of individual learners. The student assumes responsibility for learning by actively participating in the learning process.

Faculty members believe that practical nursing education builds on a foundation of basic education, within the concept that nursing is an art, expanding science, and a caring
discipline. This science is concerned with the practical nurse using current evidence as the scientific rationale to provide clinically relevant, competent, and safe care. Faculty members further believe that the quality of nursing care is influenced by the professional behaviors and ethical characteristics of the practical nurse.

Faculty members believe that each member of the health care interdisciplinary team makes an important contribution in meeting the holistic needs of clients. Nursing education should prepare students to communicate effectively with members of the interdisciplinary health team, clients, and families/significant others. The practical nurse should have an understanding of the physical and psychosocial needs of individuals.

Faculty members believe that practical nursing is a dynamic field which requires a curriculum that is technologically current, enabling the student to understand the relationship between knowledge, skills, and ethical/legal standards. A practical nursing program should prepare the student to make safe nursing judgments as a practitioner of nursing.

Faculty members believe that the practice of practical nursing encompasses the giving of direct client care including therapeutic interventions (e.g. administration of treatments and medications, dietary management) client education, and health management, maintenance and prevention of illness under the direction of a registered nurse, a licensed physician, a licensed podiatrist, or a licensed dentist. Practical nursing also involves participation in assessing, planning, implementing, and evaluating nursing care. The ultimate goal of the faculty is to prepare practitioners who will be assets to the nursing profession, function safely within the framework of their defined role, and continue professional development.

CONCEPTUAL FRAMEWORK

The organizing/conceptual framework for the Practical Nursing curriculum is derived from concepts in the purpose statement and philosophy, Maslow’s (1970) Hierarchy of Needs Theory, and professional standards and competencies from the Quality and Safety Education for Nurses (QSEN) Institute and the National Association for Practical Nurse Education and Service (NAPNES) competencies and standards. The concepts that evolve from the conceptual framework components and are integrated throughout the curriculum are holistic care, client education, clinically relevant care, communication, cultural competence, evidenced based practice, health care interdisciplinary team, health management, maintenance, and disease prevention, legal and ethical standards, professional behaviors, life-long learning, safety, therapeutic interventions, and the nursing process.

The faculty beliefs that the learning environment should be student-centered and that learning should advance from simplex to complex guided the decision to select Maslow’s Hierarchy of Needs Theory as the frame of reference when working with students. According to Maslow’s hierarchy, basic needs must be achieved prior to higher level need fulfillment.
DEFINITIONS OF THE CURRICULUM CONCEPTS/ THREADS

Caring for the Individual as a Whole (Holistic Care)
Holistic care involves nursing interventions that address total client needs (spiritual, emotional, psychosocial, and educational).

Client Education
Client education is providing teaching/learning strategies to the client and family/significant others in order to promote and maintain health and reduce or prevent complications of illness and/or procedures.

Clinically Relevant Care
The use of evidence to provide care that is appropriate/significant to increasing the client’s level of well-being on the health illness continuum.

Communication
Communication is the interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through technology.

Cultural Competence
Cultural competence involves the attainment of proficiency in the various social and ethnic backgrounds of clients. The attainment of cultural competence allows the nurse to respond appropriately to the holistic needs of the clients from various cultural backgrounds.

Evidenced Based Practice
Evidence Based Practice involves the use of current research and practitioner expertise for clinical decision-making and practice.

Health Care Interdisciplinary Team
The health care interdisciplinary team includes representatives from various disciplines that work cooperatively to meet the holistic needs of the client.

Health Management, Maintenance, and Disease Prevention
Health management, maintenance, and disease prevention involves patient centered care directed at early detection and prevention to promote and preserve the optimal level of wellness for the client.

Legal/Ethical Standards
Legal and ethical standards are professional behaviors/actions that meet the standards and scope of practice delineated by the Nurse Practice Act and professional organizations.

Nursing Process
The nursing process is the systematic problem solving process that includes data collection, planning, implement, and evaluation (NCSBN, 2011)
Professional Behaviors
Professional behaviors are acquired behaviors learned in the process of becoming a member of a discipline and those commonly expected by society when interacting with a member of a health discipline. Professional behaviors are also ethical behaviors that meet the standards of practice delineated by a discipline’s professional and governing body.

Life-Long Learning
Life-long learning is a life time commitment to formal or informal education to promote personal and professional growth.

Safety
The process for “minimizing the risk of harm to individuals, populations, and providers” (NLN, 2010, p. 68).

Therapeutic Interventions
The treatments regimens (e.g. medication administration, dietary management) implemented by the nurse to promote well-being for the client.

STUDENT LEARNING OUTCOMES AND PROGRAM OUTCOMES
Faculty members have developed student learning outcomes that reflect the qualities and characteristics that they desire the PN student to possess upon completion of the program (refer to Table 1). Program outcomes were also developed by the faculty to measure the effectiveness of the educational program (refer to Table 2).

Table 1 Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the completion of this program, the student will be able to:</td>
</tr>
<tr>
<td>1. Apply ethical and legal standards of practice in the delivery of nursing care;</td>
</tr>
<tr>
<td>2. Implement therapeutic communication skills when interacting with patients and families/significant others;</td>
</tr>
<tr>
<td>3. Participate as a member of the interdisciplinary health team in meeting the needs of the patient and family/significant others;</td>
</tr>
<tr>
<td>4. Deliver therapeutic, safe, competent, holistic, and clinically relevant care that is based on current evidence as a scientific rationale;</td>
</tr>
<tr>
<td>5. Provide culturally competent care to the patient;</td>
</tr>
<tr>
<td>6. Apply the nursing process when making clinical decision within the scope of practice to meet the needs of the patient and family/significant others;</td>
</tr>
<tr>
<td>7. Provide client/health education as a component of health management, maintenance, and disease prevention for patients, families/significant others, and the community;</td>
</tr>
<tr>
<td>8. Demonstrate behaviors consistent with professionalism; and</td>
</tr>
</tbody>
</table>
Table 2 Program Outcomes

<table>
<thead>
<tr>
<th>Program Outcomes</th>
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<tbody>
<tr>
<td>1. The program’s three year mean for the licensure pass rate will be at or above the national mean for the same three year period.</td>
</tr>
<tr>
<td>2. The program’s annual licensure pass rate will be a minimum of 80% for first time test takers.</td>
</tr>
<tr>
<td>3. At least 50% of the students will graduate within 18 months (150% of the program length) of enrolling in their first nursing prefix course.</td>
</tr>
<tr>
<td>4. At least 80% of the graduates responding to the survey will report overall satisfaction with the quality of nursing education received at the College.</td>
</tr>
<tr>
<td>5. At least 80% of the employers responding to the satisfaction survey will report satisfaction with the performance of the graduates.</td>
</tr>
<tr>
<td>6. At least 80% of the program graduates will be employed in the position for which the program prepared them within one year.</td>
</tr>
</tbody>
</table>

**CORE PERFORMANCE STANDARDS**

The Southern Council on Collegiate Education for Nursing (SCCEN) taskforce (2004) defined nursing as “a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements” (para 6). Core performance standards are essential in the delivery of safe patient care. In compliance with the American Disabilities Act, students currently enrolled in the PN program must be able to with or without accommodations meet the core performance standards. Students who determine that they may have a cognitive, sensory, affective, or psychomotor limitation that would interfere with meeting the core performance standards should contact the Disabilities Services Coordinator (Karissa Wright), Building 1300, Room 241, Phone Number (706) 771-4067-4067. The core performance standards listed in Table 2 were Adapted from SCCEN (1993, reapproved 2004).

Table 3: Core Performance Standards

<table>
<thead>
<tr>
<th>Performance Standard</th>
<th>Examples of Functional Abilities (The examples are not an inclusive list)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The student will be able to:</td>
</tr>
<tr>
<td>Gross Motor Skills</td>
<td>• Sit and maintain balance</td>
</tr>
<tr>
<td></td>
<td>• Stand and maintain balance</td>
</tr>
<tr>
<td></td>
<td>• Reach above and below waist</td>
</tr>
<tr>
<td>Fine Motor Skills</td>
<td>• Grasp small objects with hands such as pencil, and IV tubing</td>
</tr>
<tr>
<td></td>
<td>• Squeeze with fingers</td>
</tr>
<tr>
<td></td>
<td>• Write using a pencil</td>
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<tr>
<td>Physical Endurance</td>
<td>• Work an 8 to 12 hours shift</td>
</tr>
<tr>
<td></td>
<td>• Sustain repetitive movements (i.e. CPR)</td>
</tr>
<tr>
<td></td>
<td>• Stand (i.e. during a procedure)</td>
</tr>
<tr>
<td>Physical Strength</td>
<td>• Push and pull 25 pounds</td>
</tr>
<tr>
<td></td>
<td>• Use upper body strength</td>
</tr>
<tr>
<td></td>
<td>• Transfer patients in and out of bed safely</td>
</tr>
<tr>
<td>Performance Standard</td>
<td>Examples of Functional Abilities</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>Examples of Functional Abilities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The examples are not an inclusive list</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The student will be able to:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Mobility | • Stoop, bend, or twist to respond quickly to an emergency situation  
• Maintain balance when sitting or standing  
• Climb  
• Walk |
| Hearing | • Hear normal speaking sounds  
• Hear faint body sounds (i.e. blood pressure, bowel sounds)  
• Hear auditory alarms (i.e. heart monitors, fire alarms, call bells) |
| Visual | • Have depth perception  
• Visualize objects more than 20 feet away  
• Distinguish colors, and color intensity |
| Tactile | • Feel sensations or vibrations (i.e. pulses) |
| Smell | • Detect various odors (i.e. foul smelling drainage) |
| Reading | • Read and comprehend documents (i.e. policies, textbooks) |
| Arithmetic Competence | • Tell time  
• Add, subtract, multiply, and divide numbers  
• Compute fractions  
• Write numbers  
• Read instrument marks |
| Emotional Stability | • Focus on tasks  
• Establish therapeutic relationships  
• Adapt to environmental stress |
| Analytical Thinking | • Prioritize tasks  
• Problem solve  
• Transfer knowledge from one situation to another |
| Critical Thinking | • Sequence information  
• Identify cause and effect relationships |
| Interpersonal Skills | • Establish rapport with patients  
• Respect cultural diversity  
• Establish rapport with co-workers |
| Communication Skills | • Conduct patient teaching  
• Give verbal report  
• Interact with other health care workers |
ADMISSION AND PROGRESSION PROCEDURES

Practical Nursing is a competitive progression program. In addition to meeting the admission criteria for the College, students must meet all of the following criteria to be considered for program progression:

1. Students must score at the proficient level (cut score of 58.7%) or higher on the TEAS Test and complete the prerequisite courses (ENGL 1010, MATH 1012, PSYC 1010, ALHS 1060, ALHS 1011) with a GPA of 2.75 on a 4.0 scale by the designated deadline in the College catalog (page 16) to be eligible for progression evaluation. The Test of Essential Academic Skills (TEAS) is an examination for students considering nursing programs and is composed of four areas: reading, mathematics, science, and English and language usage. A TEAS test score older than five years at the time of progression evaluation will not be accepted.

2. Students must have received a grade of a “C” or less in order to retake a course for ranking purposes. The first grade and the retake grade(s) will be averaged to determine the grade used for ranking purposes.

3. A student who receives a grade of less than a “C” in two or more prerequisite courses is not eligible for program progression/admission. This includes less than a “C” in the same or a different course. This includes courses taken under any program of study at Augusta Technical College.

4. Unsuccessful course attempts that led to ineligibility for competitive progression evaluation will expire after five years.

5. ALHS prefix courses older than 5 years will not be considered for program progression evaluation. Students will need to retake these courses to become eligible for program progression evaluation.

6. The grade point average for ALHS 1011 and MATH 1012 will be used for ranking students for progression. Students who are not selected for progression should consider a program change or resubmit an application by the designated deadline for the next progression term. Refer to Table 4 for the program curriculum plan/course sequence.
### Table 4 Curriculum Plan/Course Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1060</td>
<td>Diet and Nutrition for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>First Semester of Program Courses</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td>PNSG 2010</td>
<td>Introduction to Pharmacology and Clinical Calculations</td>
<td>2</td>
</tr>
<tr>
<td>PNSG 2030</td>
<td>Nursing Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>PNSG 2035</td>
<td>Nursing Fundamentals Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PNSG 2210</td>
<td>Medical Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2310</td>
<td>Medical Surgical Nursing I Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Second Semester of Program Courses</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td>PNSG 2220</td>
<td>Medical Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2320</td>
<td>Medical Surgical Nursing II Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PNSG 2230</td>
<td>Medical Surgical Nursing III</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2330</td>
<td>Medical Surgical Nursing III Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PNSG 2240</td>
<td>Medical Surgical Nursing IV</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2340</td>
<td>Medical Surgical Nursing IV Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Third Semester of Program Courses</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td>PNSG 2250</td>
<td>Maternity Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PNSG 2255</td>
<td>Maternity Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td>PNSG 2410</td>
<td>Nursing Leadership</td>
<td>1</td>
</tr>
<tr>
<td>PNSG 2415</td>
<td>Nursing Leadership Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Credit Hours</strong></td>
<td><strong>57</strong></td>
</tr>
</tbody>
</table>
ACADEMIC STANDING

The PN program complies with policies and procedures established by the College for academic standing. The following policies and procedures for program suspension and expulsion have been developed specifically for the program.

*Program Suspension:* Students who obtain less than a “C” in a nursing course will be suspended from the program for one semester. Before reentering the program, the student must complete an individualized remedial program assigned by the course instructor.

*Program Expulsion:* Students who obtain less than a “C” in two nursing courses (PNSG prefix) will not be allowed to reenter the program.

Off-Track Students

Students who do not remain on the prescribed course sequence will be classified as “off-track”.

GRADING PROCEDURES

*Academic and Work Ethics Grades:* Students will be awarded academic and work ethics grades for each course. The College academic and work ethic grading scale will be used to award grades. Students can access final grades by logging into their Smart Web accounts.

**College Academic Grading Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 -- 100</td>
</tr>
<tr>
<td>B</td>
<td>80 -- 89</td>
</tr>
<tr>
<td>C</td>
<td>70 -- 79</td>
</tr>
<tr>
<td>D</td>
<td>60 -- 69</td>
</tr>
<tr>
<td>F</td>
<td>59 -- Below</td>
</tr>
<tr>
<td>WF</td>
<td>0 -- 59</td>
</tr>
<tr>
<td>W</td>
<td>Signifies the student withdrew before midterm.</td>
</tr>
<tr>
<td>WP</td>
<td>Signifies the student withdrew after midterm with a passing grade.</td>
</tr>
<tr>
<td>WF</td>
<td>Signifies the student withdrew with a failing grade after midterm. “WF” carries a grade point average of “0.”</td>
</tr>
</tbody>
</table>

*Work Ethics Grades:* A work ethics grade will be assigned in all courses. Therefore, students are encouraged to apply appropriate work ethics in class using the following determining factors: attendance, productivity, punctuality, teamwork, character traits, leadership, personal organizational skills, communication, respect, confidence, and appearance. The instructor will monitor these skills, and will document those situations in which students exceed or fail to meet these factors.
Work Ethics Traits:

1. **Attendance**: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
2. **Productivity**: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.
3. **Teamwork**: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.
4. **Character**: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
5. **Leadership**: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.
6. **Organization**: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.
7. **Communication**: Displays appropriate nonverbal (eye contact, body language) or oral (listening, telephone etiquette, grammar) skills.
8. **Respect**: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.
9. **Self-Esteem**: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
10. **Appearance**: Displays appropriate dress, grooming, hygiene and etiquette.

At mid-term students will receive a rating that reflects these documented situations. If a student has been deficient in a certain area, the student will be given the opportunity to bring his or her performance up to industry standards before grades are issued at the end of the semester. The work ethics grade will be placed on the student’s permanent record. The work ethics grade does not affect the academic grade point average. The numerical scale for work ethics is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Expectations</td>
<td>3</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>1</td>
</tr>
<tr>
<td>Meet Expectations</td>
<td>2</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>0</td>
</tr>
</tbody>
</table>

**GRADE/ACADEMIC DECISIONS APPEALS PROCEDURE**

A student may appeal a final grade or any other academic decision. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision. This should take place within two weeks. If the consultation with the instructor does not satisfy the student, he or she may appeal to the Department Head (see Appendix A) and then the Academic Dean if no resolution is reached with the Department Head. This should occur within
four weeks of the contested grade or decision. If the student is not satisfied with the decision of the Department Head and Dean, the student may appeal in writing to the Vice President of Academic Affairs. This appeal should occur within six weeks of the contested grade or decision. The decision of the Vice President of Academic Affairs concerning the approval of a grade change is final.

READMISSION TO THE PROGRAM

To be considered for readmission to the Practical Nursing Program the student must:

- Have at least a 2.75 GPA on courses required in the PN program.
- Complete the Readmission Form accurately and completely.
- Have current CPR card for Basic Life Support and current First Aid card by American Heart Association
- Have up-to-date Clinical Clearance Form, criminal background check and urine and drug screen completed through Pre-Check, and have up-to-date current personal valid health insurance card
- Submit the Readmission Form to one of the following: Secretary (900 Building, Augusta Campus) or one your instructors if enrolled on the Thomson or Waynesboro/Burke Campus.

Students who do not earn a grade of “C” or higher in any one course with the PNSG prefix will be suspended from the program. Before reentering the program, the student will retake the course and/or courses that preceded the failure. This will be granted on space availability. The student will register and pay for the classes with the CRN# of the course and/or courses through continuing education. The student will attend class per attendance policy specified in the syllabi. The student will receive a pass or fail in Banner. The student must make 70 or above in the course and/or courses. The student will proceed to the course that was previously failed upon space availability. A student who does not earn a grade of “C” or higher in any two courses with the PNSG prefix will not be allowed to reenter the program. It is College policy that students who are not enrolled for two consecutive semesters must re-apply. Students must follow and complete the program of study in effect, at the time of reentry, for graduation.

A student who is not reenrolled in the Practical Nursing program for more than one year will have to submit an application to the Admissions Office for the Practical Nursing Program. The student will be ranked for admission to the first semester of the Practical Nursing Program. The first semester classes are PNSG 2030-Nursing Fundamentals, PNSG 2035-Nursing Fundamentals Clinical, PNSG 2010-Introduction to Pharmacology and Clinical Calculations, PNSG 2210 Medical-Surgical Nursing I and PNSG 2310 Medical-Surgical Nursing Clinical I. A grade of “C” or above is required for all courses in the Practical Nursing curriculum outline.
ADVANCED PLACEMENT

The procedure for advanced placement is as follows:

1. Official transcripts are reviewed by registrar for credit on ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, and ALHS 1060.
2. Registrar refers all PNSG courses to Practical Nursing Department Head for review and recommendation.
3. Nursing Courses from an accredited institution are no more than one year old.
4. Knowledge is verified on PNSG courses by scoring greater than 80% on final exam for course.
5. Clinical hours are verified through documentation from previous nursing program.
6. Department Head notifies Registrar of recommendation on all PNSG courses based on review and testing described above.
7. Registrar awards transfer credit.
8. All admission procedures including submission of a completed application with the required fee and submission of all official transcripts must be completed prior to placement in the Practical Nursing Program.
9. Student is placed based on credit awarded and space availability.
10. If limited spaces are available, placement will be determined by the following in the order listed:
   a. Cumulative GPA for all courses required for the Practical Nursing Program;
   b. Grade average on knowledge verification examinations; and
   c. Date of application to the Practical Nursing Program.
11. A student must complete at least 25 percent of the credit hours required for graduation in residence regardless of the amount of transfer and exemption credit awarded.

ATTENDANCE AND TARDIES

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the "world of work." Therefore, there are no excused absences from any course (s). Attendance is counted from the first scheduled class meeting of each semester. If a student misses in excess of five (5) days or misses more than 10 percent in any course (special class or lab) during a semester, the student is subject to being suspended from the course (s) involved. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Three (3) tardies equals one (1) absence for the course involved. Once a student is counted as present in class, the student is not allowed to leave the classroom without informing the instructor ahead of time. All efforts should be made not to disrupt the
class when departing. The time missed will be recorded in the instructor’s grade book. Students who are withdrawn from a course due to attendance will be notified via their Smartweb email address.

A student who has been withdrawn for attendance reasons has the right to appeal in writing and will remain in school during the appeal process. When the appeal process is completed, the final decision is made retroactive to the date of the original notice of suspension. Suspension from a course may influence a student’s financial aid status.

**Attendance Appeal Procedures**
A student withdrawn for violation of attendance regulations may appeal first to the instructor by filing a written notice within two (2) days after receiving the notification of withdrawal. If the student is not satisfied with the appeal response from the instructor, he or she may appeal to the dean in writing within two (2) days of receiving response from the instructor. Lastly, the student may appeal the decision of the dean by filing a written notice within two (2) days after official notification to the Senior Vice President for Academic Affairs.

The content of the attendance appeal is as follows:
1. A copy of the suspension letter;
2. A written narrative stating the reason for each absence;
3. Supporting documentation that supports your reason(s) for being absent (i.e. doctor’s excuse, hospital documentation); and
4. Your grade average and a list of any tests or assignments you have not completed for each class you are suspended from, signed by the instructor (s) and your current schedule.

**COURSE COMPETENCIES**
The competencies for each course are designed to ensure that any student who satisfactorily completes the course has demonstrated their mastery of the material presented. If you are unable to complete the competencies for the courses in which you are enrolled, you will receive “F” for the course grade.

**CLASS/CLINICAL ASSIGNMENTS**
Class and clinical assignments must be handed in on time, be legible, and include the correct evaluation form. **If you do not turn in assignments on time with the correct evaluation form, points will be deducted from your grade.** In the event of absence on the date that an assignment is due, you will be expected to turn in the assignment as soon as you return. You are responsible for all material presented in class and/or clinical during your absence.

**TEST/QUIZ MAKE-UP**
All major tests will be announced and will cover textbook and laboratory assignments, class discussion, information sheets, and multimedia materials. **If you miss a test you should be**
prepared to make up the test and/or quiz on the day that you return to class or when informed by the instructor.

The grading scale for all make-up tests will begin at 90. Ten points will be deducted for EACH day that the test and/or quiz is not made-up. You are responsible for scheduling any make-up tests with your instructor.

If you fail to make-up any test by the end of the semester, you will receive an incomplete “I” for the course and you will not be allowed to proceed to the next semester. If you do not make up the material by midterm of the following semester, the “I” will be changed to a grade of "F" for the course. Additional guidelines for make-up tests are included in the syllabus for each course.

DRUG CALCULATION AND ADMINISTRATION
You will be expected to increase your proficiency in calculation of dosage problems as you progress in the program. In PNSG 2010 – Introduction to Pharmacology and Clinical Calculations, a minimum grade of 70% is required for successful completion of this course. In subsequent semesters, drug calculation and administration is not a separate grade. You will be expected to achieve a 70% average in dosage calculation each semester in order to meet the course competency for medication administration in the clinical setting. If you are unable to achieve the 70% average, you cannot complete the competencies for the course and you will receive a grade of “F” for the clinical course.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)
The Practical Nursing program utilizes the Assessment Technologies Institute (ATI) Comprehensive Assessment and Review Program. Students are required to complete practice and proctored assessments for each content area of the program. ATI proctored test will count as a percentage of your final grade. Achieving Level 2 or 3 on the proctored exam indicates mastery and you will receive the full percentage assigned to the proctored test. Achieving a score of Level 1 or less indicates that the material has not been mastered. You will receive 0% for the proctored test, if you score below Level 2. You will be required to complete remedial work if you receive a score of Level 1 or less.

STUDENT DISCIPLINARY POLICIES AND PROCEDURES
Augusta Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as well. In order to achieve these ends the college reserves the right to maintain a safe and orderly educational environment for its students and staff. Therefore, when in the judgment of College officials a student’s conduct disrupts or threatens to disrupt the college community, appropriate disciplinary actions will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.
Filing a Complaint for Violation of the Code of Conduct
Please refer to the College student handbook for the procedure of filing a complaint against a student for violation of the Student Code of Conduct. The College student handbook may be accessed at www.augustatech.edu.

ACADEMIC DISHONESTY
The primary goal of education is to increase each student’s own knowledge. Healthcare is an area in which comprehensiveness and accurate knowledge is vital for appropriate performance. Academic dishonesty, therefore, will not be tolerated in the Practical Nursing program at Augusta Technical College. Initial violation of the academic dishonesty policy may result in a lowering of grade by your instructor. Academic dishonesty includes:

1. Cheating on an examination;
2. Stealing course or examination materials before or after a scheduled test (i.e. writing down questions, taking photos of exam);
3. Plagiarizing or submission of another’s ideas or papers (whether purchased, borrowed or otherwise obtained) as the student’s own work;
4. Falsifying records; and
5. Knowingly and intentionally assisting another student in commission of any of the above acts.

COLLEGE HONOR CODE
It is my honor to be an Augusta Technical College student. I pledge to do honor to myself, my classmates, and the College by doing my best and by following the College Honor Code. I will not dishonor myself or the College by lying, cheating, stealing, or doing harm to another person or property I understand that following an honor code is a reflection of my work ethic which is important to my success on the job and in life.

GRADUATION REQUIREMENTS
All students must complete an application for graduation by the designated deadline. Students must complete all courses in the nursing curriculum with a grade of a “C” or higher and have a minimum of a 2.0 cumulative grade point average on a 4.0 scale to be eligible to graduate from the Practical Nursing Program.

CONFIDENTIALITY
Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Augusta Technical College PN students is mandatory. The following guidelines will be enforced:

1. Any and all personal client information will be on a “need to know” basis.
2. Any and all personal client information with which the student is entrusted with will be maintained in a confidential manner at all times.
3. Any student discussion regarding clients, including procedures, diagnosis, symptoms, etc, will be limited to the learning environment (clinical conference, lab, or classroom).
4. Client names must never be utilized in discussion or written assignments (initials only).
5. Taping of class activities is not allowed in any clinical facility.
6. Telephone usage is not allowed in any clinical facility.
7. PN students will respect the rights of others at all times. This includes colleagues, other students, college faculty and staff, facility staff, etc. This includes but is not limited to, information, discussions, computer or paper data.
8. Photocopying client records is prohibited. All computer generated records must be destroyed according to facility policy prior to the student leaving the clinical site.

**CONFIDENTIALITY AND THE USE OF SOCIAL MEDIA**

Many students use various forms of social media, including but not limited to wikis, blogs, websites, and social networking sites. Facebook, MySpace, Twitter, and Snap Chat are specific and frequently-used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies to the use of social media too.

HIPPA is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Augusta Technical College PN students is mandatory. Regardless of where or when students make use of these media, students are responsible for the content they post or promote. No student shall abuse or violate confidentiality of any member of the faculty, staff, student body, or off campus activity (clinical).

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. Using social media to discuss any information regarding patients will not be tolerated in the PN program at Augusta Technical College. Your program involves confidential information, do not disclose this information. Any student, acting individually or in concert with others, who violates any part of this policy shall be subject to disciplinary procedures including dismissal from a class session by the instructor and/or suspension or expulsion by the supervising dean, director, or duly authorized administrator. Any and all personal client information with which the student is entrusted will be maintained in a confidential manner at all times.

To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the College. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
• Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
• Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
• If you post content concerning the College, make it clear that you do not represent the College and that the content you are posting does not represent the views of the College.
• Make sure the content you post is in harmony with the ethical or other codes of the PN program.

CLINICAL GUIDELINES

Health and Other Clinical Requirements
Students are required to sign an authorization to allow the College faculty member to release health information to clinical sites. Students are responsible for all costs related to the health and other requirements for clinical. The clinical requirements listed below must be met before beginning lab activities in PNSG 2030 and PNSG 2010.

1. Mantoux Tuberculin Skin Test or PPD is required annually. A chest x-ray is needed if TB Skin test is positive.
2. RPR (VDRL) – within one year
3. Hepatitis B Vaccine 3 (three) vaccines and titer, or declination form if applicable
4. Diphtheria/Tetanus – within ten years
5. Mumps, measles, rubella titer- if negative you must receive a booster and provide documentation
6. Varicella Titer- if negative you must receive a booster and provide documentation
7. Seasonal Flu Vaccine or declination form if applicable- 1 per year
8. Physical and dental exam – within one year
9. Background Check, Ten Panel Urine and Drug screen-Performed through Pre-Check.
10. Health Insurance Verification-Submit a copy of a current Health Insurance Card

Medical, dental, PPD or chest x-ray, and RPR are valid for one year and must remain current while the student is enrolled in the program.

Background Checks and Drug Screens
A background check and a urine and drug screen are required by clinical agencies before a student attends a clinical practicum. Students must accept clinical sites as assigned by the College instructor. Students’ failure to consent to background checks, urine and drug screens, or release of personal information will result in failure of placement in a clinical facility, thereby causing the student to be unable to complete the program.

The College uses PreCheck to secure criminal background checks and urine and drug screens. Students are responsible for securing their own background checks (scheduling and cost).
Students will receive the PreCheck instruction sheet outlining the steps to obtain a background check and urine and drug screen. Each clinical site is responsible for reviewing student background checks urine and drug screens. Augusta Technical College does not assume any responsibility for evaluation of background checks and urine and drug screens. The designated representative at the clinical site will make the final decision related to background checks and urine and drug screens. Students who cannot attend clinical because of issues within their background check or urine and drug screens will not be able to complete the program requirements.

College faculty members do not handle, deliver, or review urine and drug screen results. The frequency of background checks and urine and drug screens are yearly.

**Criminal Convictions**

Conviction of a felony or gross misdemeanor may prohibit employment in the nursing field and may make a student ineligible to participate in clinical rotations and take the licensing exam. **Successful completion of the Practical Nursing Program at Augusta Technical College does not guarantee licensure or employment.** Students should contact the Georgia Board of Nursing for further details related to personal background issues.

**Clinical Absentees and Make-up Hours**

If you must be absent on a clinical day, you must notify your clinical instructor **15 minutes prior to the scheduled clinical time.** You must give this message directly to the instructor. If you could not contact the instructor and were forced to leave a message with someone at the clinical site, be sure to write down their full name, title and the time that you called. **If your instructor does not receive the message for any reason, it will be considered a critical incident and will result in a 40 point deduction from your clinical grade for the week. This applies to all clinical courses beginning with PNSG 2035.**

If you appear to be ill, you will not be allowed to remain in the clinical area. Some illnesses will require a statement from a physician verifying that you may return to the clinical area. Your instructor will notify you if a physician statement is necessary.

In order to assure quality care to your assigned patient, you must be on the clinical unit, ready for work, at the assigned time. If you are unavoidably late, you must notify the clinical unit and/or instructor directly. **Any student who is late by 10 minutes will be sent home and will be marked absent for the day.**

All clinical hours that are missed must be made up. Guidelines for clinical make-up time are as follows:

1. All clinical hours must be made up in the semester in which they are missed.
2. Sites for clinical make-up hours will be left up to the discretion and approval of the instructor(s).
3. Clinical make-up experiences will be compatible with required clinical competencies.
4. Make-up hours must be completed in the area missed (e.g. Medical-Surgical, Obstetrics).

5. Missing an excess of 9 clinical hours in PNSG 2035, 2310, 2330, 2330, and 2340 would make it difficult to complete the competencies for that course. The student would receive an Incomplete, WP, WF, or F and would have to return the next semester the course is offered on that campus, on a space available basis, to complete the course.

6. Make-up hours for PNSG 2255 and PNSG 2415 – Maternity Nursing Clinical and Leadership Clinical may not be available. In case of absence, the student would receive an Incomplete and return to complete the course on a space available basis.

7. In cases of death in the immediate family or self hospitalization, the case will be reviewed and handled on an individual basis.

**Dress Code**

Students in the PN program are expected to be professional in appearance. In order to arrive at a consistent standard of appearance, the following guidelines have been developed.

Uniforms must be of washable, permanent-press fabric, and always clean and in good repair. They may be purchased through International Uniform Inc. Bandage scissors, penlight, stethoscope and blood pressure cuff will be required prior to your first clinical rotation and may be purchased at the store of your choice.

**Uniform**

The student should arrive at the scheduled clinical facility in a clean, well pressed uniform.

1. The uniform may be purchased at the store indicated by the department.
2. The uniform should be well fitting with proper undergarments that do not draw attention through the pants.

White hosiery without designs should be worn with uniform dresses and white socks or knee high hose with pants. Plain white socks must cover the ankle and with no visible skin when sitting or standing. Support hose are recommended.

3. Only white leather shoes that enclose the entire foot should be worn without colored designs. Shoes must be kept clean and polished. Shoestrings should be bleached or replaced as needed.

**Identification**

The Augusta Tech student name pin and/or picture ID should be visible at all times. Student identification should be transferred to the outside if wearing a lab coat or hospital scrubs.

**Lab Coat**

Lab coats and student uniform tops must have school patch on left upper sleeve.
**Professional Attire for Clinical Visitation**

When visiting the clinical facilities for workshops or orientations, students should present themselves in professional dress-- no jeans, shorts, tee shirts, or tennis shoes.

**Jewelry/Adornments**

Nursing students may only wear a watch with a second hand and wedding ring (when appropriate). *Jewelry and adornments for tongue and other visible body piercings are prohibited in the clinical area.* Tattoos must be covered and not visible through clothing.

**Hair**

Hair must be clean, neat, and styled to give a professional image. It **must be off the collar.** Minimal hair color, pins, barrettes, etc. should be used. Buns, braids, and secured pony tails work best for long hair. Beard/mustache must be neatly groomed.

**Cosmetics**

Perfume, perfumed lotion or cologne **is not allowed.** Effective deodorants are mandatory to assure no body odors are present. The student must also practice excellent oral hygiene and exhibit a clean, healthy mouth with no hint of halitosis. Gum chewing is not permitted at any time during clinical rotations. Make up should not be excessive. Breath mints should be kept discreet.

**Nails**

Fingernails should be clean and well-manicured. **They may not be longer than the fingertips.** No fingernail polish is allowed.

**Electronic Devices**

Electronic devices (i.e. MP3 players, beepers, iPods, and cell phones) are not allowed in the clinical area.

**Emergencies**

Please advise your family members to call the division secretary at (706) 771-4175 (Augusta), (706) 595-0166 (Thomson), (706) 437-6801 (Waynesboro) for emergencies during clinical rotations. To save time in case of an emergency, please provide family members with a copy of your schedule and names of your clinical instructor (s). The secretary will make every attempt to contact you through your instructor.

**Miscellaneous**

1. Supplies and tools for clinical depend on your program. Please refer to course syllabi for clinical tools and supplies.
2. It is recommended to carry a small coin purse (instead of a book bag or purse) that would fit in your uniform pocket for incidentals. Clinical sites generally do not provide a safe place for storing personal items.
3. Anytime you are wearing your student uniform, all policies apply. You should not come to school or go out in public wearing your uniform with prohibited accessories.

Conduct in Clinical

1. Students will obey the rules and regulations of the clinical facility or office where they are assigned. A review of hospital or office policy will be provided during orientation or by the instructor. Familiarity with hospital safety and emergency codes and infection control practices will be followed by all students for each facility or office. Many facilities require testing prior to attending clinical. You should remember this information!

2. Students should arrive at the assigned clinical facility at least 10-15 minutes early. Any tardiness or absence should be reported to the clinical area and to the instructor prior to the start of your shift or scheduled rotation time. Failure to do so will result in a deduction of points on your clinical evaluation.

3. Students are not allowed in the clinical area unless assigned. Visiting of classmates should be limited to meeting for lunch or after clinical hours - not during the course of the day. Also, visitors picking you up from clinical should meet you in the lobby. If you are being picked up from an office, they should remain outside. They should not come into the clinical area.

4. Obey all parking regulations for students at clinical facilities. Students will be held accountable for parking violations received for not following parking regulations at clinical facilities.

5. If disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area. A meeting will be set up the next business day with the clinical instructor and Dean.

6. While at the hospital for rotation, it is not recommended that you leave clinical for lunch. Most areas do not allow enough time to leave and return to your area without being late. You may bring your lunch or eat in the hospital cafeteria.

7. Smoking is not allowed in any clinical facility. Do not request a smoke break during the course of a clinical day. SMOKING is not permitted in uniform. Some facilities will send you home if your uniform or hair smells of smoke.

8. No student shall abuse, threaten or intimidate any member of the faculty, staff, or student body or any off-campus official. There will be no tolerance for physical or verbal
abuse, disorderly/disruptive behavior, and infliction of emotional distress, theft or destruction of personal property or sexual harassment.

**Blood or Airborne Exposure**

If a student should experience an exposure to blood or airborne pathogens through a needle stick or some other patient care procedure, the student must notify the clinical facility and clinical instructor immediately. You will be instructed to go to Urgent MD at 2011 Walton Way if blood testing or other medical care is needed. The instructor will telephone the office at 706-798-1700 to let them know you are coming to receive services. Upon arriving, identify yourself as an Augusta Tech student. Fees for services provided there should be covered by the student accident insurance policy. If another facility is used, the student will bear the responsibility for filing their own insurance and assuming costs of any service not covered under student accident insurance policy. **Accident forms must be filled out and the Instructor will submit the form to the Business Office at Augusta Technical College the next business day.**

**Liability Insurance**

All Early Childhood Care and Education, Cosmetology, and Allied Health Sciences and Nursing students are required to obtain professional liability insurance for coverage in the internship and clinical education and training areas that are a required part of each of these programs.

**CLASS AND LABORATORY SAFETY**

Classroom and laboratory organization and operation will reflect as closely as possible standards in the health facilities. Neatness and orderliness will be expected in these areas. Everyone will be expected to obtain their supplies and clean work areas. It is important for you to use good safety practices at all times. Safety and operational instructions will be discussed with you prior to your performance of any procedure or skill. Any malfunction or loss of equipment should be reported immediately to your instructor who will then notify the dean. Equipment and supplies should be used in the same manner as you would use them in the clinical areas.

**EXPOSURE CONTROL PLAN**

Your instructor will review the exposure control plan which will help you to recognize tasks, procedures, and activities which present the potential for occupational exposure to blood and air-borne pathogens and means of eliminating or minimizing exposure in the performance of instructional duties and activities. You will receive initial training and an annual refresher, which will include but not be limited to CFR-29 1910.1030 and the CDC Guidelines for Prevention of Transmission of Tuberculosis.

**HAZARD COMMUNICATION PLAN**

Augusta Technical College is committed to a healthy, safe and secure workplace, and educational setting for all employees, students, volunteers, visitors, vendors, and contractors. Everyone who works with or has the potential for exposure to hazardous chemicals will receive initial training on the hazardous communication standard and an annual refresher. The content of the training includes the following:

1. Overview of the OSHA Hazard Communication Standard;
2. Hazard Chemicals present in the lab/training area;
3. The physical and health risks of the hazard chemicals;
4. How to determine the presence or release of hazard chemicals in the training/lab area;
5. How to reduce or prevent exposure to hazardous chemicals through use; of control procedures, lab/training practices and personal protective equipment;
6. Steps the College has taken to reduce or prevent exposure to hazardous chemical;
7. Procedure to follow if overexposed to hazardous chemicals;
8. How to read labels and Safety Data Sheets (SDSs) to obtain hazard information; and the
9. Location(s) of the SDS file and Written Hazard Communication Program Plan.

FIRE SAFETY AND EMERGENCY PLAN
Safety must be maintained at all times. Posted in each classroom is a copy of the Emergency Plan and fire exit routes. Quarterly fire drills and monthly tornado drills during tornado season will be conducted. Please take these drills seriously. In case of a fire or fire drill, exit the building immediately and stand clear of the building.

NCLEX-PN GUIDELINES
At the completion of the Practical Nursing program, you will apply to the Georgia Board of Examiners to take the NCLEX-PN licensing examination. You may not practice as an LPN without passing this examination. Graduates of the Practical Nursing Program are eligible to apply online to the Georgia State Board of Nursing. To register online, go to website www.sos.ga.gov and follow registration instructions. The PN faculty members recommend that students complete the licensure exam within six months of graduation.

NOTE: Please be advised that a prior or current misdemeanor or felony may delay or prevent you from being licensed by the Georgia Board of Nursing.

COUNSELING AND EVALUATIONS
Your advisor(s) are available for counseling during posted office hours. Advisor(s) counsel students any time there is a need identified by the student or advisor. Counseling is also available through Student Services.

You will evaluate the instructor(s) and the course(s) at the end of each semester by completing an online evaluation. These evaluations are strictly confidential and anonymous. The instructor(s) will review these evaluations with the Department Head and/or Dean of Allied Health Sciences and Nursing (Augusta Campus) and/or the Dean of Operations for Thomson and the Coordinator of the Waynesboro campuses. The Senior Vice President for Academic Affairs will also review the evaluations. Please take the time to let the faculty know verbally and on these online evaluations what you feel has helped or hindered you in the learning process. The faculty uses your comments for personal and professional growth as well as to improve the course of instruction.

GRIEVANCE PROCEDURE
Students should follow the chain of command when communicating concerns. The chain of command begins with your current instructor/advisor and proceeds as follows:

1. Current Instructor/Advisor
2. Department Head of Practical Nursing
3. Dean, Allied Health Sciences and Nursing or the appropriate Dean of Operations or Coordinator if enrolled on a branch campus
4. Vice President for Academic Affairs
5. President of the College
6. Augusta Technical College Board of Directors
7. Commissioner, Technical College System of Georgia
8. State Board of Technical College System of Georgia

PROGRAM ADVISORS
Faculty for the semester in which you are currently enrolled will serve as your academic advisors. Students are asked to make appointments with their advisors during their office hours which are posted outside of each office. Refer to Table 4 for program advisors contact information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Number</th>
<th>Email Address</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Richardson, Department Chair</td>
<td>706-771-4168</td>
<td><a href="mailto:trichardson@augustatech.edu">trichardson@augustatech.edu</a></td>
<td>100 Building Augusta Campus</td>
</tr>
<tr>
<td>Gertrude Avery-Dunn, Instructor</td>
<td>706-595-0166</td>
<td><a href="mailto:gaverydunn@augustatech.edu">gaverydunn@augustatech.edu</a></td>
<td>Thomson Campus</td>
</tr>
<tr>
<td>Ebony Story, Instructor</td>
<td>706-771-4187</td>
<td><a href="mailto:estory@augustatech.edu">estory@augustatech.edu</a></td>
<td>900 Building, Room 911 Augusta Campus</td>
</tr>
<tr>
<td>Tamara Alicea, Instructor</td>
<td>706-437-6830</td>
<td><a href="mailto:talicea@augustatech.edu">talicea@augustatech.edu</a></td>
<td>Augusta/Waynesboro Campus</td>
</tr>
</tbody>
</table>

ACKNOWLEDGEMENT FORM
Refer to Appendix C for a copy of the PN Policies Acknowledgement Form. Please sign, date, and return this form to your instructor after she reviews the policies with you.
References


Appendix A

Academic Appeal Petition Form
Augusta Technical College
Allied Health Sciences and Nursing Division

**Academic Appeal Petition**

Student’s Name ___________________________________ ID Number ______________________

Program of Study _______________________________________________________________

College (SmartWeb) Email Address________________________________________________

Alternative Email Address_____________________________________________________

Mailing Address _______________________________________________________________

Phone Number ________________________________________________________________

Please check the type of appeal you are submitting.

___________ Grade Appeal ____________ Academic Suspension

___________ Administrative Withdrawal __________ Academic Expulsion

Other _______________________________________________________________________

**Appeal Guidelines and Process**

1. Address and submit your typed appeal letter to the appropriate administrator (Department Head or Dean).
2. The purpose of your appeal letter is to convince the Department Head or the Dean that you are committed to improving your academic standing.
3. You should provide an explanation for your academic situation (i.e. low or failing grades) and your plans to improve your academic performance if you are given another opportunity.
4. Circumstances that may have affected your academic performance should be included in the letter with supporting documentation (i.e. doctor’s excuse).
5. The Academic Appeal Petition Form must be completed and returned with your letter.
6. The appeal letter and petition form can be hand delivered, emailed, or mailed to the attention of the Department Head or Dean at the following address:

   Augusta Technical College
   900 Building
   Augusta, GA  30906

   Telephone Number: 706-771-4175

   If you are emailing or hand delivering your appeal, please submit to Phillip McCants, Administrative Support Specialist. Mr. McCants email address is pmccants@augustatech.edu

7. You will be notified of the decision regarding your academic appeal via your College (SmartWeb) email address.

**OFFICE USE ONLY**

Date Received ______________________ Decision: __________ Approved_________ Denied

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Appendix B
Program Readmission Form
Augusta Technical College  
Practical Nursing Program  
Readmission Request Procedure and Form

To be considered for readmission to the Practical Nursing Program you must:

- Have at least a 2.75 GPA on courses required in the PN program;
- Complete this form accurately and completely;
- Have current CPR card for Basic Life Support and current First Aid card by American Heart Association
- Have up-to-date Clinical Clearance Form, Criminal Background Check and Urine and Drug Screen completed through Pre-Check, and have up-to-date current personal valid health insurance card
- Submit the Readmission Form to one of the following: Secretary (900 Building, Augusta Campus) or your instructor if enrolled on the Thomson or Waynesboro/Burke Campus.

Date Form Submitted ______________________________________________________

Full Name _______________________________________________________________

Student ID Number _______________________________________________________

Address ________________________________________________________________

Phone Number __________________________________________________________

Last term and year enrolled in PN Program __________________________________

NOTE:
Students who do not earn a grade of “C” or higher in any one course with the PNSG prefix will be suspended from the program. Before reentering the program, the student will retake the course and/or courses that preceded the failure. This will be granted on space availability. The student will register and pay for the classes with the CRN# of the course and/or courses through continuing education. The student will attend class per attendance policy specified in the syllabi. The student will receive a pass or fail in Banner. The student must make 70 or above in the course and/or courses. The student will proceed to the course that was previously failed upon space availability. A student who does not earn a grade of “C” or higher in any two courses with the PNSG prefix will not be allowed to reenter the program. It is College policy that students who are not enrolled for two consecutive semesters must re-apply. Students must follow and complete the program of study in effect, at the time of reentry, for graduation.

A student who is not reenrolled in the Practical Nursing program for more than one year will have to submit an application to the Admissions Office for the Practical Nursing Program. The student will be ranked for admission to the first semester of the Practical Nursing Program. The first semester classes are PNSG 2030-Nursing fundamentals, PNSG 2035-Nursing Fundamentals
Clinical, PNSG 2010-Introduction to Pharmacology and Clinical Calculations, PNSG 2210 Medical-Surgical Nursing I and PNSG 2310 Medical-Surgical Nursing Clinical I. A grade of “C” or above is required for all courses in the Practical Nursing curriculum outline.

Course(s) in which you were last enrolled

_____________________________________________

Course(s) in which you need to enroll

_____________________________________________

Campus you would be willing to attend: _______ Augusta _______ Thomson _____Waynesboro

Your readmission will be based on space availability and GPA on courses required by the PN Program (Courses with PNSG prefix) and secondly by the date the Readmission Request Procedure Form was submitted.

If you are not readmitted, you must resubmit this form each semester you wish to be considered for readmission.
Appendix C
Acknowledgement Form
AUGUSTA TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
POLICIES ACKNOWLEDGEMENT FORM

I _______________________________ (Print Name)

Acknowledge by signing this form that:

1. I have received a complete copy of the Augusta Technical College Practical Nursing Policies.

2. I have read and understand the information contained in the Augusta Technical College Practical Nursing Policies.

3. The information contained in the Augusta Technical College Practical Nursing Policies has been explained to me on

_____________________________________________

Date

_____________________________________________

Signature of the Student