



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— MURFREESBORO —

2023-24 PROGRAM HANDBOOK

**Stones River Practical Nursing
TCAT Murfreesboro
1303 Old Fort Parkway, Murfreesboro, TN 37129**

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**2023-24 PROGRAM HANDBOOK
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INTRODUCTION

Institution Mission

The mission of the Tennessee College of Applied Technology Murfreesboro is to be the leading training provider for workforce development by delivering the best in technical education to our region.

Institution Accreditation

Tennessee College of Applied Technology is accredited by the Commission of the Council on Occupational Education (COE). The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

Program Mission

The mission of the TCAT Murfreesboro Practical Nursing Program is to provide technical instructions and skills development for the students to become gainfully employed in the nursing field.

Program Accreditation and Evaluation

The program was initially approved on November 22, 2019. On May 19, 2022, the Stones River Practical Nursing Program received full approval from the Tennessee Board of Nursing.

To ensure the Nursing Program is meeting its intended purpose, the program is evaluated on an on-going basis. Information used to evaluate the program includes the following:

- State Board of Nursing survey visits
- Advisory committee input
- Student Evaluation of instructor/Program
- Program Evaluation Data Review by School Administration and Tennessee Board of Regents each year (enrollment, completion, and placements rates)
- Alumni and Employer Surveys
- Standardized Testing and State Licensure testing results
- Clinical Affiliation Evaluations of student performance

Welcome

I would like to welcome you to the Practical Nursing program at the Tennessee College of Applied Technology – Murfreesboro. Throughout the course of your program, you will be exposed to the tools, skills, and theory lessons needed to earn and maintain an entry-level position in the field. There are many opportunities and pathways for this program, and you will be learning about them throughout your time here.

It is important that you stay on task and push your limits to learn and grow. This program is designed to act as a mock job setting. You should arrive on time and leave when class is dismissed, interact with fellow students respectfully, operate a safe and clean workspace, and develop professional traits that will be used for the rest of your career. If you treat this class like it is your job, the transition into employment will be smoother and easier for you and your employer.

I am here to assist you with questions, concerns, and anything else that may arise. All of us at TCAT – Murfreesboro is dedicated to your success, so please don't hesitate to reach out. I sincerely hope this course will be of help to you in your career journey.

Best,

Shelly DeBerry BSN RN

Susan Gates BSN RN

Acknowledgement Page

(Please return the completed form to your instructor.)



I have received and read my copy of the Program Handbook in preparation for my course of study at TCAT – Murfreesboro.

The Program Handbook describes important information about TCAT – Murfreesboro. I understand that if I have questions or concerns at any time about the Handbook, I will consult my instructor for clarification.

I will act in accordance with the standards of conduct outlined in this Program Handbook and in the TCAT – Murfreesboro Student Handbook as a condition of my enrollment.

I acknowledge that in order for my transcripts to be sent to the Tennessee Board of Nursing to qualify for the NCLEX licensing exam, I must successfully score a grade of 68.0 on the ATI comprehensive exit exam.

Student's Signature

Student's Name (Print)

Date

PROGRAM INFORMATION

Definition of Practical Nursing

Practical Nursing is defined by the Nurse Practice Act of 1967 (Tennessee Senate Bill 375) as follows:

“The practice of practical nursing means the performance for compensation of selected acts required in the nursing care of the ill, injured, or infirm and/or carrying out medical orders prescribed by a licensed physician or dentist or professional registered nurse. The licensed practical nurse shall have preparation in and understanding of nursing but shall not be required to have the same degree of education and preparation as required of a registered nurse.” This law is effective September 1, 1967.

Program Description

The Practical Nursing Program is a 12-month diploma program, which consists of a combination of classroom, laboratory, and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today’s practical nurse.

Program Outcomes and Objectives

Upon completion of the program, the student is prepared to take the State Board of Nursing Exam, and may upon passing become a Licensed Practical Nurse.

The objective of vocational education is to instruct individuals in occupational skills to meet the demands of specific jobs. It involves the development of skills, abilities, attitudes, understanding working habits and work ethics that result in a satisfying useful life of work and good citizenship. Additionally, the practical nurse will attempt to meet other objectives, which will aid the improvement of health, the recovery from illness or the support in death of those coming into his/her care.

Upon completion of the course, the graduate will be able to:

- Understand the functions of the practical nurse on the nursing team.
- Practice basic nursing in a safe manner and understand related information necessary for a beginning nurse.
- Appreciate health as related to the individual, the family, and the community.
- Demonstrate a beginning skill of understanding behavior in relation to patients, co-workers, family and friends.
- Recognize scientific principles, which form a background for nursing.
- Demonstrate communication skills in observing and reporting.
- Develop and demonstrate competency in theory and clinical performance, leading to eligibility for graduation and written state board exams.
- Recognize the need for continued self-direction in personal and vocational growth.
- Give nursing care to clients under the supervision of a registered nurse, licensed physician, or dentist.

Program Philosophy

We believe that:

- The practical nurse is an integral part of the nursing team and the practical nurse should be trained in an organized nursing program.
- Only persons who are mature, of good character, in good physical and mental health, and who have sufficient innate intelligence to profit from the instruction should be selected for practical nursing classes.
- The curriculum shall include both theory and supervised clinical experience, and the learning experience should be planned and related to provide a logical sequence and continuity of learning.
- The content of the curriculum shall include both classroom and clinical situations; and the content of each course shall cover everything within the law, which is necessary for carrying out competently the duties of the practical nurse in a beginning nurse position.
- During the clinical phase of the instruction, the student shall be placed in an environment using the same equipment and the same procedure as used in that health care facility.
- The community will be involved in the practical nursing program through the local advisory committee.

Practical Nursing Advisory Committee

The Tennessee College of Applied Technology Murfreesboro Practical Nursing Program utilizes an Advisory Committee composed of local area employers who assist in the development and guidance of the Practical Nursing Program. These committee members are chosen because of their expertise in the field of nursing and their commitment to the role of the nursing education.

The functions and responsibilities of the Advisory Committee to the Tennessee College of Applied Technology Murfreesboro Practical Nursing Program staff and faculty are as follows:

- To support the state standards for Practical Nursing education.
- To recommend and advise the school on the need for Practical Nursing.
- To be informed about the educational needs of the program.
- To assist in the setting of criteria for the selection of students.
- To interpret the program to the community and to interpret community needs to the Tennessee College of Applied Technology Murfreesboro Practical Nursing Program.
- To assist in the development of a good public relations program.
- To assist in the recruitment of students.
- To recommend students for admission to the program.
- To assist with placement of new graduates.
- To aid in enlisting both local and state legislative support for the program.

Special Notes

- A medical clearance may be required for previous or existing conditions. Examples include, but are not limited to, back or other orthopedic problems, and hearing or vision problems. The student must be able to perform all nursing duties required by the program.
- Admission to the Practical Nursing Program is not automatic even though the applicant may be academically qualified.
- If you have been convicted of ANYTHING other than a minor traffic violation you may or may not be licensed by the Tennessee State Board of Nursing.

Program Outline

Course	Title	Customary Hours
LPN 0001	Worker Characteristics	6
LPN 1010	Basic Nursing Principles	90
LPN 1xxx	Medical Math/Dosage Calculations	20
LPN 1020	Fundamentals of Nursing	160
LPN 1xxx	Medical Surgical Nursing I	40
LPN 1030	Administer of Medication & Basic IV Therapy	80
LPN 1050	Clinical I	36
LPN 0002	Worker Characteristics	6
LPN 2xxx	Medical Surgical Nursing II	60
LPN 2040	Maternity Health	60
LPN 2020	Mental Health Nursing	60
LPN 2xxx	Pharmacology I	39
LPN 2xxx	Clinical II	207
LPN 0003	Worker Characteristics	6
LPN 3030	Pediatric Nursing	60
LPN 3xxx	Medical Surgical Nursing III	81
LPN 3xxx	Pharmacology II	54
LPN 3020	Adv Professional Vocational Relationships	24
LPN 3xxx	Clinical III	207

Program Awards

Practical Nurse Diploma

1296 hours

Pinning Ceremony

The pinning ceremony/graduation will be held at the end of the program, usually held in the evening at the Smyrna Campus auditorium. Students wear white scrub set of their choice. White shoes required. If a dress is worn, white stockings are required. White nursing cap to be worn with blue stripes. Students will purchase their class pin and lamp for the ceremony.

Tattoos to be covered if deemed inappropriate by nursing instructors. No facial piercing permitted. Jewelry per clinical requirements. Artificial nails will not be permitted.

Transcript and Licensure

After all theory and clinical work have been successfully completed, the student will graduate and will be recommended to take the NCLEX. Upon successfully completing the Comprehensive ATI exit exam, with a minimal score of 68.0, all information, State Board of Nursing application and transcript will be sent to the Tennessee Board of Nursing. After receiving an Authorization to Test (ATT) an appointment can then be scheduled for the student to take the NCLEX.

GRADING AND PROGRESS STANDARDS

Grading Standards for Nursing and Allied Health Programs

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term.

Those evaluations shall be based on the following scale of progress:

A	90-100
B	80-89
C	70-79 (failing)
D	60-69 (failing)
F	0-59 (failing)

Students will be graded in the following categories:

- Theory/Related Information
 - Theory grades are based on written tests and completion of all assignments (written, oral and computer). A minimum final average of 80 must be made in each subject area to remain in the program.
- Skill Proficiency (Clinical)
 - Laboratory performance requires satisfactory completion of each skill. The student will be allowed three attempts. If unable to satisfactorily complete each skill by the third attempt, the student will not be allowed to continue in the program.

Students are responsible for keeping track of their progress in the program. It is the student's responsibility to seek counseling when having difficulty in a particular area.

Academically, grades of A, and B are considered satisfactory progress; grades of C, D or F are considered unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of the term or unit will be suspended from the program due to failure to progress.

ATI testing is given during Basic Nursing, Fundamentals, Mental Health, Maternity Nursing, Med Administration, Med-Surg I, II and III, and Pediatrics. These tests will count as a regular test grade in the perspective course. Grading scale to be provided to class separate from the handbook. Additional ATI quizzes will be assigned and completed throughout the program.

The Comprehensive ATI test will be given at the end of the program which covers all topics. The student must pass this test with at least a score of 70.0 for their transcripts to be submitted to the Board of Nursing for the NCLEX exam.

At the end of the program, a NCLEX prep course is mandatory. It is usually 3 full days. This prepares the student for success on the comprehensive ATI test and NCLEX exams.

Passage of Pre-NCLEX review test (Predictor) is required. If not passed the first time, remediation is required. This remediation will continue until performance standards are met. The student's transcript will not be forwarded to the TN Board of Nursing for testing authorization until the student has achieved the green light from ATI or passed predictor exam. A score of 70.0 is required for the ATI predictor exam.

Retention Standards

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course will be placed on suspension at the end of the term.

Standard:

- Students must maintain a satisfactory average (80) for each unit of the curriculum.

Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

Makeup Exams and Quizzes

Make up Exams – If tardy or absent for an exam, the student will not be allowed to take the exam. One make-up exam per course is allowed for excused absence and prior notification. Without proper documentation of the excused absence and prior notification, the student will NOT be allowed to make up the exam and will receive a zero (0) for that exam. The make-up exam may be a different exam. It is the student's responsibility to seek out the instructor for making up the exam; the instructor will NOT remind or seek out the student. The exam must be made up on the first scheduled TEST MAKE UP DAY. There will be NO make-up for final exams. Makeup exams will not include any "bonus points" offered on the original exam.

An excused absence includes:

- Illness of self, Illness of immediate family member—documented.
- Death in the immediate family--documented by written statement.
- Scheduled court appearance--documented by written statement.

Quizzes – In-class make-up quizzes will be allowed for quizzes missed due to an excused documented absence. The make-up quiz may be different from the original quiz. This will be at the instructor's discretion. The quiz must be made up on the first scheduled TEST/QUIZ MAKE UP DAY. Any quiz not made up on the first scheduled TEST/QUIZ MAKE UP DAY will result in a grade of zero (0). Any quiz missed for an unexcused and/or undocumented absence will result in a grade of zero (0).

Student Counseling Record

The student's instructor will advise a student if there is a problem with his/her progress or attendance. It will be the student's responsibility to schedule an appointment with the instructor either before or after class. Appointments should be made in advance.

Instructors will initiate any paperwork necessary to document counseling sessions. After meeting with the individual instructor, if the student still needs assistance, he/she may schedule an appointment with the Director/Coordinator of Practical Nursing.

If a student is having academic problems in a particular class, he/she needs to initiate an appointment with the instructor who teaches that class.

Should the student be deficient in the clinical area, a conference will be scheduled with the student, clinical instructor, and the Director of Allied Health. Each time a student is counseled by the nursing faculty, written documentation including recommendations for improvement will be placed in their file. The student has the option and is encouraged to write comments prior to signing the counseling record. If improvements are not made as recommended, and the student shows no sign of improvement, he/she is subject to dismissal.

Withdrawals

An official withdrawal requires:

- An official withdrawal form must be completed.
- Any student who withdraws but wishes to re-enter a later class must reapply and complete all admissions requirements. The student's request for re-admission will be reviewed.
- Any student who is terminated because of academic failure MAY be allowed to re-enter with the recommendation of their instructors.
- Any student who terminates twice will not be allowed to re-enter the Practical Nursing Program.

Transfer Students

Transfer students will not be accepted into the Practical Nursing Program class at this time.

Worker Characteristics

Worker characteristics measure a student's professionalism in the workplace. The instructor will observe your actions throughout your time in class and give you an evaluation based off the following categories. A number grade will be issued to you during mid-term and at the end of the trimester.

- **Attendance:** Attends class, arrives/leaves on time; notifies the instructor in advance for planned absences
- **Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
- **Teamwork:** Respects the rights of others; respects confidentiality; is a team player; is cooperative; displays a customer service attitude; seeks opportunities for continuous learning
- **Appearance:** Displays appropriate dress for the profession (grooming, hygiene, etiquette, uniform)

- **Attitude:** Demonstrates a positive attitude; appears self-confident; has realistic expectations of self
- **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates in class
- **Organizational Skills:** Manifests skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.
- **Communication:** Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills
- **Cooperation:** Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command
- **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind

TCAT – MURFREESBORO POLICIES

Attendance

As stated in the Student Handbook, “The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.”

5.5% Absences – Instructor Counseling and Documentation

- Students who miss 5.5% of their enrolled hours for the term (24 hours for full-time students enrolled in 432 hours) must be formally counseled by their instructor. Absences affect the work ethic grade and could affect financial aid.
- The instructor documents the meeting with a signed attendance counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

9.7% Absences – One-Term Suspension with Appeal Opportunity

- Students who miss 9.7% of their enrolled hours for the term (42 hours for full-time students enrolled in 432 hours) are reported by the instructor to Student Services.
- The Student Services Office notifies the student of the option to (1) accept the one-term suspension or (2) appeal the suspension within three business days of notice. An appeal form is provided to the student.
- Student appeals are forwarded to an Attendance Appeal Committee (appointed by the Vice President of Student Services) for review of the documentation. Only one appeal will be granted within a 12-month period.
- If approved to continue, the student and the instructor are notified via email of the stipulations for approval (e.g. not missing additional classes for the term); if the student fails to meet the stipulations, the instructor notifies Student Services to proceed with suspension. If the initial appeal is not approved and suspension is recommended by the committee, the appeal is then reviewed by the Vice President of Student Services.
- In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

Three-Day No Call/No Show

Students are responsible for notifying their instructor each time they are absent. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college and will be exited from the program.

Tardies

As stated in the Student Handbook, “A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline.”

5 Tardies – Instructor Counseling and Documentation

- Students who are tardy five times in the term (four times for part-time students) must be formally counseled by their instructor. Further tardies can lead to probation and other sanctions.
- The instructor documents the meeting with a signed tardy counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

6 Tardies – Probation and Student Success Plan

- Students who are tardy six times in the term (five times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office places the student on probation, and the student is required to complete a Student Success Plan with the appropriate Student Services representative.

7 Tardies – Review by Vice President for Possible Suspension

- Students who are tardy seven times in the term (six times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office notifies the Vice President of Student Services for review. In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

TBR General Policy on Student Conduct and Disciplinary Sanctions

TCAT – Murfreesboro is governed by the Tennessee Board of Regents (TBR). Students enrolled in a TBR postsecondary educational institution are citizens of their civic communities as well as the academic community. As such they are expected to always conduct themselves as law-abiding members of each community.

Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain conditions on institution-owned and controlled property and to preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed this policy, which is intended to govern student conduct at the institutions under its jurisdiction.

In addition, students are subject to all federal, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of

its educational objectives, an institution may enforce its own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

Students are responsible for compliance with this policy and with institutional policies and regulations.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

Academic Misconduct

Academic misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty. For purposes of this policy the following definitions apply:

- Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. Examples include but are not limited to copying of passages from works of others into one's own work without acknowledgment; summarizing or paraphrasing ideas from another source without proper attribution, unless such information is recognized as common knowledge; and using facts, statistics graphs, representations, or phrases without proper attribution;
- Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Examples include but are not limited to copying another's work; obtaining or giving unauthorized assistance; unauthorized collaboration or collusion with another person; having another person take a test for a student; and the use of unauthorized materials or devices. The term academic exercise includes all forms of work submitted for credit or hours;
- Fabrication. Falsifying, fabricating, or misrepresenting data, research results, citations or other information in connection with an academic assignment. Unauthorized falsification or invention of any information or citation in an academic exercise.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the alleged academic misconduct.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

Acceptable Computer Use

All computer use, including Internet use must be in support of education and research and appropriate for the assignment. The College is not responsible for a student's access to any inappropriate material. All students at the College will be taught ethics and acceptable use of the computer system and the Internet. If there is a complaint about inappropriate usage, the instructor will resolve it. If not resolved by the instructor, the President or Vice Presidents will review the complaint. Inappropriate usage may be grounds for suspension or dismissal from the College.

This policy is in conjunction with TBR Policy IT Acceptable Uses 1.08.05.00.

Inappropriate usage includes but is not limited to:

- Using the network or Internet for personal and private matters including electronic mail outside the College.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors including spamming.
- Accessing pornographic or obscene material.
- Accessing confidential material including but not limited to test files and personal/personnel records.
- Destroying, inappropriate deleting or changing, or otherwise damaging hardware or software.
- Downloading and/or installing programs or data files on College computers without permission of the Instructor.

Removal from Class for Disruptive Conduct

As stated in the TCAT – Murfreesboro Student Handbook, "Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times." This includes:

- actively and routinely participating in all class functions in a timely manner
- coming to class with the necessary tools and equipment required to participate in class activities
- wearing appropriate attire for the program area and displaying their name tag
- maintaining a respectful and cooperative demeanor at all times with instructors, institutional officials, and classmates
- avoiding inappropriate language or conduct deemed disruptive to the institution's learning environment
- following all institutional procedures related to absences and tardiness (e.g. arriving to class on time, notifying instructor of planned and unplanned absences, etc.)

Pursuant to Tennessee Board of Regents (TBR) policy, students who engage in disruptive conduct or other conduct that violates the TBR's General Policy on Student Conduct and Disciplinary Sanctions 3:02:00:01 may be temporarily removed or excluded from class by the

instructor for each class session in which the conduct occurs. Repeated infractions may result in additional disciplinary sanctions.

Smoking

TCAT Murfreesboro's campuses are smoke free. This includes all tobacco and electronic cigarettes, vape products, and smokeless tobacco. Students may only use tobacco products in their personal vehicles.

CLASSROOM POLICIES

Dress Code

Appropriate attire must be worn that is representative of what the industry requires in the workplace. Scrubs must be worn to class daily, top and bottom.

See Clinical Performance Policies section for clinical dress code.

ID Badge

Students must always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges must be displayed so that they are readily visible. If a student loses his or her student ID badge, the student may request a replacement from Student Services after paying a \$5 fee to the Business Office.

Inclement Weather and School Closure

It is the philosophy of the Tennessee Colleges of Applied Technology that students are being prepared for the workplace. For this reason, the college normally does not close because of inclement weather, even though city and county public school classes may be cancelled.

We recognize that inclement weather, especially winter ice and snow, occasionally make it difficult for students to attend school and clinical. The practical nursing attendance policy allows the student maximum of 42 hours full time and 6 tardies per trimester for necessary absences.

In the event of snow, ice or other severe weather conditions, students should use their own judgment in deciding whether to travel to school. When weather conditions are severe, information regarding school closing will be provided by 5:30 a.m. to the TCAT information system, local TV, radio stations, and on websites.

Health and Accident Policy

All students enrolling in the Tennessee College of Applied Technology Murfreesboro Practical Nursing Program are required to complete a Medical Information Form. This information will be needed if the student becomes seriously ill or involved in an accident on the school campus or clinical site. In cases of emergency, students may be taken to a hospital or physician. It is the student's responsibility for any charges accrued at this time.

Due to the nature of nursing and the possibility of acquiring infectious diseases, students are encouraged to have some type of health insurance during the program. Students will be taught Standard Precautions for infection control, and we require the student to obtain the Hepatitis B Vaccine series. If, however, a student sustains a needle stick or other accidental injury, treatment will be offered at the student's expense.

Food/Drink

Eating and drinking is allowed in the classroom and lab at the instructor's discretion.

Cell Phones

Cell phone use in the classroom is at the instructor's discretion. Texting is prohibited during the class lecture and study time,

Class Break Times

Class begins at 7:45am. Students are to be in their seats when the roll is taken. The lunch break is 11:00-11:45am.

Sleeping in Class

Students are expected to develop proper work habits and to remain engaged and on task in class. Students are not permitted to sleep in class. Repeated violations may result in the student being sent home for the day.

Classroom/Lab Space Maintenance

Good housekeeping practices should always be followed. Trash must be picked up on site; tools, equipment, etc. should be kept in appropriate places-not on benches, machines, and floors when not in use. As an integral part of instruction, each student is expected to participate in housekeeping and cleanup activities at the conclusion of each day to maintain efficient, high-level training programs. Instructors and students are responsible for cleanliness and orderliness of classroom work areas at all times. Each program will establish a daily routine for cleaning and students are expected to carry out duties as assigned. Housekeeping is a part of nursing, and a sanitary work area is essential to a healthy environment.

Attitude and Conduct

You are expected to be cooperative and to demonstrate a professional and respectful attitude at all times. Everyone is encouraged to work as a team. Horseplay, hazing, inappropriate language, and any other behavior deemed inappropriate for this program will be reflected in a reduction of the worker characteristics grade and may be referred to the Vice President of Student Services for progressive disciplinary action.

Absence Notification

If you know in advance that you will be absent, you must notify your instructor. If you do not know in advance that you will be absent, call the instructor as soon as possible. If you leave class before the class is over, you must inform the instructor. Failure to notify the instructor will result in a deduction in your worker characteristic grade.

Computer/Internet Privileges

The classroom computers and internet are provided only as a resource for research and learning. They are not to be misused in the classroom.

Additional Classroom Rules

- Please observe the 15mph speed limit in the parking area.
- The hearing process is applicable to all students. A copy of Guideline NO. AVTS-023 may be obtained in the administrative office, which details the hearing procedures.
- Questions from exams may not be copied. Failure to comply with this directive will be considered academic dishonesty and may result in dismissal from the program.
- Students are asked to be alert during class time and are responsible for attending all lectures and virtual classes.
- Respect for peers and instructors shall be the norm, NOT the exception.
- Students are expected to notify the instructor when leaving early or coming in late.
- Smart watches are not permitted.
- Students are responsible for any statement made on social media (Facebook, Instagram, Edmodo, etc.) and realize that there may be consequences for postings.
- The following can lead to dismissal from the program.
 - Inefficiency, inability, and/or gross or repeated negligence in performance of assigned clinical duties.
 - Altering, falsifying, or making a willful misstatement of facts on any patient's record or chart
 - Leaving clinical without permission will be considered abandonment of patient/s.
 - Use of cell phones in clinical sites

CLINICAL PERFORMANCE POLICIES

Clinical Dress Code

1. The student uniform is to be clean, wrinkle-free, ironed and in good repair. A dress is worn no shorter than knee length. Shoes are to be clean and in good repair.
2. The complete uniform is to be worn with appropriate undergarments and white hosiery with dresses.
3. Hair is to be worn neat and clean. If hair is long, it must be worn away from the face and up off the collar. Extreme hair fashions or ornaments are not acceptable.
4. Jewelry, while in uniform, is limited to a wedding band- no stones and one pair of post earrings in ear lobes only.
5. Nails are to be clean and short. Acrylic and gel nails are not allowed. No gel polishes.
6. No perfumes are allowed in the clinical area.
7. Shoes are to be all WHITE and leather. No cloth tennis shoes. All white socks with no decorations must be worn.
8. Name badge, watch, stethoscope, scissors, and pen light are part of the uniform.
9. A white lab coat may be worn in clinical if desired.
10. Excessive or heavy makeup is not allowed. If in doubt, ask your clinical instructor about appropriate makeup.
11. All tattoos must be covered while in uniform.
12. Any instructor may excuse a student from the clinical areas if his/her personal appearance and/or hygiene do not meet the appropriate area dress code. The student will be documented as absent for the day.
13. When street clothes are worn, clothing must be clean, neat, and professional; lab coats, with name badges must be worn. No jeans, shorts, bare midriffs, or flip flops.
14. Smoking is NOT permitted while in uniform on any clinical day. No vaping or oral tobacco.
15. Sideburns, beards, and mustaches will only be allowed if kept clean and neatly trimmed close to the face and if allowed by clinical facility. Sideburns must be kept at or above the earlobe level.
16. No false eyelashes.
17. Students will also be required to have any other special requirements that a clinical site mandate.

Confidentiality

Confidentiality means that your conversations with patients and your nursing observations and assessments are to be shared only with the appropriate healthcare givers in the proper setting. What you record and show to the patient and other health professionals is never to be shared with anyone else. Don't discuss patients in the cafeteria or the elevator; you may be overheard.

We abide by all HIPAA (Health Insurance Portability and Accountability Act) laws and a student who "breaches confidentiality" will be subject to disciplinary action, which may include immediate termination from program.

Employment During Training

Employment during training is discouraged. The nursing faculty feels that it is very difficult to make satisfactory progress when working part-time and nearly impossible when working full-time. However, this is the choice of the student. When this choice interferes with the academic progress or behavior in the classroom, students will be sent home with the hours deducted from their total hours. Sleeping in class will be considered a behavior problem, and the student may be sent home.

A full-time Practical Nursing student WILL NOT be allowed to work during the hours 11:00 p.m. - 7:00 a.m. (nights) and then report to clinical. If this occurs, the student will be sent home for the day and the total hours deducted.

Student Liability Insurance

Practical Nursing students are required to obtain professional liability insurance. Students will be required to pay the necessary premium selected by the Practical Nursing Program.

Clinical Vaccination Requirements

Students are required to provide the following to attend onsite clinical hours. TCAT follows the requirements of the clinical sites. Proof of vaccination or immunity required.

1. Complete physical exam
2. CPR certification – must be by American Heart Association (a class will be provided if needed)
3. Criminal Background check
4. Urine drug screening
5. Proof of negative TB skin tests 2 phase. Students may provide a CXR if there is a history of positive test. Serum QuantiFERON Gold test also accepted.
6. MMR – 2 vaccines required, or titer.
7. Varicella- 2 vaccines required, or titer.
8. Hepatitis B series – 3 vaccines required or titer.
9. TDAP/pertussis within the last 10 years
10. Influenza vaccine during flu season (Sept-March)
11. Covid vaccination and boosters- maybe required per the clinical sites- depending on their standards at that time.

Conduct Policy in Clinical Setting

Conduct codes are specific for the nursing program, as students are functioning in a clinical setting where visitors, family members and hospital staff constantly observe behavior. Violations of this policy may lead to immediate dismissal from the nursing program.

1. Hospital business is highly confidential - information must not be revealed, discussed, or photocopied.
2. Patient records are protected documents and are NEVER to be revealed without due process.

3. Students are required to show respect for peers and faculty.
4. The Nursing Instructor's approval is required before the student leaves the facility floor.
5. Students are required to always exercise Standard Precautions for infection control.
6. Students are required to always exercise professionalism.
7. To protect the well-being of the patient, any student that is chemically impaired should report to the instructor prior to taking an assignment. (This refers to the taking of a prescribed medication that alters the thinking and rationalizing process.) A student who is impaired due to other reasons, such as lack of sleep, should also report to the instructor prior to accepting an assignment. If at any time the student is chemically impaired or otherwise cognitively impaired while in clinical, he/she will be dismissed from clinical and sent home at the instructor's discretion. This is grounds for dismissal from program.
8. The use of any medication that is not prescribed to the student for medical purposes, or use of illicit drugs and/or alcohol is strictly prohibited.
9. No smoking, no vaping, and no oral tobacco products.
10. No cell phones. No smart watches.
11. If students are unable to complete clinical rotations, they are unable to graduate; this includes a facility requesting students not to return.

Drug and Alcohol Testing

- Testing Prior to the Clinical Experience
 - Students should be aware that the clinical facilities with which the program contracts may require successful completion of a background check and a drug/alcohol screen prior to commencement of participation in clinicals. Testing positive will result in termination in the program.
- Reasonable Suspicion Testing
 - Nursing students engaged in clinical/classroom activity may be required to undergo a blood or urine screening for drugs and alcohol if reasonable suspicion exists to believe the student is using or under the influence of drugs or alcohol such as to interfere with the safe performance of duties.
 - Prior to testing, the student will be asked to sign a Statement of Understanding and Consent to Drug/Alcohol Screen. A student who refuses to undergo testing will be subject to termination.
 - Testing positive will prevent the student from continuing in the program (termination).
- **Background Check**

All students will be required to have a background check done prior to observing at the clinical site. Clinical contracts require the program to comply with this request. Every student will have the same parameters evaluated for their background check. The parameters for the background check are determined by the clinical contracts. Students are required to provide the instructor with receipt of payment for the background check by the due date set by the instructor. The instructor is required to verify the background

check is completed prior to the first day of clinicals. Students that do not complete the background check will not be allowed to attend clinical. The clinical sites have the right to refuse students based on their background check results. Clinical hours are required to complete this program of study.

Health Care Rules

The student must maintain a good health status to work in the healthcare field and perform the duties of a practical nurse. You may not attend clinical if you are ill.

All illnesses should be reported to the instructor prior to the beginning of the class or clinical day. If absent for a serious illness, or injury, written permission must be given to return to school.

Emergency care is available at the local emergency room or a private physician of choice. Each student is responsible for his/her expenses for services rendered.

Pregnancy

If a student is pregnant, she will be allowed to continue in the program if she adheres to all the Practical Nursing school policies. The student will be required to perform ALL necessary skills. In the event she can no longer abide by the rules of maintaining patient safety options will be discussed with student.

Clinical Attendance Policy

The nature of the nursing programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.

Students must call the clinical area at least one hour prior to clinical if not going to be present.

Due to difficulty making and completing assignments in the clinical area, students will NOT be allowed to attend clinical less than assigned hours per day. Therefore, if you are more than 15 minutes late or need to leave early you will be counted as absent for the total number of hours for that day. Clinical absences are cumulative throughout the program. Any missed clinical day results in an unsatisfactory evaluation.

Any doctor's appointment other than emergencies should be made after completion of the school day.

HOURS ABSENT SHOULD BE RESERVED FOR TRUE EMERGENCIES ONLY!

Clinical Evaluation

Students are permitted to have three (3) "Unsatisfactory" evaluations for the ENTIRE program. If a fourth (4th) Unsatisfactory is received, this is grounds for dismissal from the program. See Clinical Evaluation form for specific grading rubric.

All absences are considered a "U". If a student misses more than one clinical in a row due to illness, consecutive days will be counted as one "U". Being 15 minutes tardy for a clinical day is also considered as a "U". Hours missed in clinical will be deducted in attendance hours (42 permitted per trimester).

Other examples - but not limited to - Unsatisfactory performance: medication errors or near misses, unprepared for clinical day, clinical required documentation incomplete, skills performed incorrectly, failure to follow clinical guidelines, HIPPA violations, violation of cell phone policy, failure to assure patient safety, failure to follow instructor's directions, poor or disruptive attitude, improper communication with peer, patient, staff, inappropriate posting on public venues, violating employment rules/policy, or arriving impaired.

A student can receive a grade of NI (needs improvement), meaning that their performance is not satisfactory, but does need improvement. If the student receives TWO grades of NI for their performance or required clinical paperwork, and they do not improve their performance, the student is subject to receive a grade of Unsatisfactory for the day.

* Clinical sites requesting that a particular student not return can be grounds for dismissal. *

SAFETY POLICIES

First Aid Kit

A first aid kit is available on the wall in the main classroom. If you are injured, you should notify the instructor as soon as possible.

Fire Procedures

In the event of a fire drill or an actual fire, students should immediately exit the building and report to back parking lot outside.

Tornado Procedures

In the event of a tornado drill or an actual tornado, students should immediately seek shelter in the hallway outside the classroom.