



# **PRACTICAL NURSING PROGRAM**

## **STUDENT HANDBOOK**

(Revised July 2021)

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# SECTION I: INTRODUCTION

## INTRODUCTION

Welcome to the Practical Nursing Program at Mountainland Technical College! The administration and faculty are excited to have you here and look forward to working with you throughout the program. We are here to help, support, and encourage you as you learn, grow, and progress on your journey. Training to become a health care provider is both rewarding and demanding. We congratulate you on your decision to pursue occupational training in this noble profession.

The Practical Nursing Student Handbook is provided to introduce you to the Practical Nursing Program's philosophy, conceptual framework, educational goals, and policies. This handbook is an addendum to the Mountainland Technical College (MTECH) Student Handbook. The PN Department follows all MTECH student policies. However, some PN Department policies are more stringent than the MTECH student policies. Those policies will be covered in the PN Student Handbook.

All policies are subject to change at any time as needed. Should it become necessary to change a policy within an academic year, students will receive both written (electronic) and verbal notification.

The Mountainland Technical College (MTECH) Practical Nursing Program has been granted accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone: (404) 975-5000, Fax: (404) 975- 5020, Email: [info@acenursing.org](mailto:info@acenursing.org), Web: [www.acenursing.org](http://www.acenursing.org).

The Mountainland Technical College (MTECH) has been granted accreditation by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Phone: (800) 917-2081 or (770) 396-3898, Web: [www.council.org](http://www.council.org).

# MISSION STATEMENTS

## UTAH SYSTEM OF TECHNICAL COLLEGES' MISSION STATEMENT

To meet business and industry needs for technically-skilled workers and promote economic development by providing market-driven technical education to secondary and adult students.

## MTECH MISSION STATEMENT

To enhance the employability of individuals through market-driven career and technical education.

## MTECH PRACTICAL NURSING PROGRAM MISSION STATEMENT

To prepare students as technically skilled workers for employment in the nursing profession as Licensed Practical Nurses in the Mountainland area by providing high quality technical education and clinical experience.

# PRACTICAL NURSING PROGRAM PHILOSOPHY

The philosophy of the MTECH Practical Nursing Program's curriculum is based on the theory of Constructivism. Constructivism assumes that learning is an active process as opposed to a passive one, where the learner is responsible for his or her own learning, constructing meaning and gaining knowledge through active engagement. When the student is actively engaged in learning, he or she is able to construct meaningful connections between prior knowledge, new knowledge, and the processes involved in learning.

In Constructivism, the teacher is a facilitator of learning as opposed to merely an instructor. Constructivism is student-centered; each learner has a unique point of view based on their existing knowledge and values. Multiple learning modalities are used to provide opportunities for learning for students with different learning styles. The PN Program uses group activities and projects, case studies, concept mapping, research-based presentations, videos, PowerPoint presentations, interactive games, role play, group discussions, and so forth to create an environment where active learning can occur. With each activity or lesson, individual learning occurs as each student may interpret the concept differently, based on prior knowledge and values.

With Constructivism, reflection and meta-cognition (becoming aware of one's own thinking) are critical to the construction of knowledge. Throughout the program, thoughtful, open-ended questions and candid dialogue are encouraged to nurture curiosity and self-reflection in students.

From the theory of Constructivism, the MTECH Practical Nursing Program's Basic Assumption was developed, which states: We believe every Practical Nursing student is intelligent, cares about doing their best, wants to improve, and values learning experiences. As the Basic Assumption is the core belief of the program, the Practical Nursing Program feels that each student's success in the Practical Nursing Program is 100% the responsibility of the student. Each student is expected to take full responsibility for his or her learning and progress, and make every attempt possible to find solutions to problems or issues that arise throughout the program before seeking help from others. We believe every student is capable of independent thought and has the ability to problem solve. This problem-solving process will aid the student in becoming proficient in the area of critical thinking.

## PROGRAM STRUCTURE

The MTECH Practical Nursing Program is a 900 clock-hour program. The Program's mission is accomplished through the delivery of a rigorous but relevant educational experience. Students receive both classroom and hands-on learning in lab, simulation, and clinical experiences. The program is designed to be the foundation that prepares students to care for patients in a safe and competent manner. It also allows for a smooth transition into a variety of RN programs where students can continue to gain skills and knowledge as they progress on their career pathway.

The MTECH Practical Nursing Program is a hybrid program, where both distance and traditional education methods are utilized. The majority of the Program is traditional education (face-to-face) and takes place at the Lehi Main campus. While most courses have hybrid modules that students complete on their own, no courses are distance education only. All the hybrid modules align with the specific course and are designed to help the students achieve the course outcomes.

Students begin in the laboratory setting where skills are taught under the guidance of an instructor in a safe and structured environment. Before moving on to direct patient care, students must successfully complete core skills such as assessment, medication administration, and management of a sterile field. Students will progress from the laboratory to the clinical setting where they will gain valuable experience as they are guided to see connections between classroom learning and hands-on, direct patient care.

Simulation is used in the PN Program to create specific patient scenarios where students have the opportunity to begin utilizing clinical judgement in a safe and structured environment.

Upon program completion, graduates will be prepared to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). After passing the NCLEX-PN, graduates will be eligible to apply for a professional license and to work as entry-level, professional nurses. The education received in the PN Program will also provide the foundation needed for continued education in nursing and licensure as a Registered Nurse (RN), if that is the goal.

# PROGRAM OUTCOMES

The MTECH Practical Nursing Program supports the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, safety, and informatics. The graduates of the Mountainland Technical College (MTECH) Practical Nursing Program should achieve the following outcomes. These outcomes are based on the QSEN Competencies.

## End of Program Student Learning Outcomes (EPSLOs)

1. Patient Centered Care: Provide patient-centered care with cultural sensitivity and respect, focusing on the individual needs of the patient.
2. Teamwork and Collaboration: Demonstrate effective strategies for communicating as a member of the interdisciplinary health care team.
3. Evidence-Based Practice: Develop individualized care based on patient values, clinical expertise, and current evidence.
4. Safety: Demonstrate effective use of standardized practices that support safety and quality.
5. Informatics: Utilize an electronic health record to document and plan patient care.

## Licensure Examination

The annual pass rate will be 80% or greater for all first-time test takers.

## Program Completion

80% of all students who begin the first course in the Practical Nursing Program will complete the program within 2 academic terms, which is 100% of the usual timeframe for completion of the PN Program.

## Job Placement

80% of graduates will report employment as an LPN within six to twelve months of graduation.

# MTECH STUDENT RESOURCES AND ACADEMIC STANDARDS

The complete list of student resources and academic standards may be found in the MTECH Student Handbook. The following are some of the student resources and academic standards that are available in the Student Handbook:

## Student Resources

- Student Orientation
- Student Services
- Americans with Disabilities (ADA)
- Utah Eye Safety Law
- Residency Classification
- International Students
- AAS Pathway with Utah Valley University or Utah State University
- Bookstore
- Student ID Cards
- Parking
- Student Calendar
- Media Consent
- Testing Center
- Additional Learning Resources
- Mountainland Grill
- Career Guidance and Placement

## Academic Standards

- Academic Year
- Completion Requirements
- Academic Progress
- Attendance
- Leave of Absence
- Change of Registration
- Refunds and Withdrawals
- Re-enrollment Procedures
- Transcripts and Records
- Confidentiality of Records – FERPA
- Repeating Programs or Courses

## Student Code of Conduct

- Dress Code
- Drug and Alcohol-Free Environment
- Smoking Policy
- Sexual Misconduct Policy
- Cheating and Plagiarism
- Violation of Student Code of Conduct

# SECTION II: PRACTICAL NURSING PROGRAM

## APPLICATION REQUIREMENTS

In order to apply to the PN Program, the applicant must meet the following requirements:

- Must have a current Certified Nursing Assistant (CNA) or Emergency Medical Technician (EMT) certificate.
- Must have completed all three prerequisite courses with a B- or better. The three required prerequisite courses are Anatomy (4 credits), Physiology (4 credits), and Growth and Development (3 credits) OR Psychology (3 credits). These courses must be taken from a regionally accredited college or university (e.g. Weber State University, Salt Lake Community College, Utah Valley University, etc.).
- Must be 18 years or older.
- Must take the most current version of the ATI TEAS entrance exam. Test scores are valid for one year.

All of these prerequisites must be completed and the student must have a grade before August 1 if applying for the Fall semester and January 1 if applying for the Spring semester. The admissions process is competitive. Completion of all requirements does not guarantee admission to the program. See the current MTECH Practical Nursing Program Application for details.

Please be aware that prospective students applying for the Practical Nursing program must have open availability as the program is rigorous and time-intensive. Students will be participating in class, lab, simulation and/or clinical experiences throughout the week. Based on clinical site availability, some clinical experiences may occur on evenings or weekends as well.

PLEASE NOTE: Immunizations will be required once the student is accepted into the program but are NOT required when applying for the program.

PLEASE NOTE: These rules apply to every potential student applying for the Practical Nursing Program. However, the Program Directors and Faculty Review Panel reserve the right to review each application on a case-by-case basis and make exceptions or changes as they see fit.

## PRACTICAL NURSING PROGRAM REQUIREMENTS

COURSE	LAB/CLINICAL	LECTURE	TOTAL
First Semester			
Nursing 1100 Foundations		120	120
Nursing 1110 Clinical I	90		90
Nursing 1120 Lab & Sim I	120		120
Nursing 1200 Pharmacology I		60	60
Nursing 1300 Mental Health		60	60
Total Semester Hours			450
Second Semester			
Nursing 2100 Adult Health		120	120
Nursing 2110 Clinical II	90		90
Nursing 2120 Lab & Sim II	60		60
Nursing 2200 Pharmacology II		60	60
Nursing 2300 Care of Women and Children		90	90
Nursing 2400 Concepts of Leadership		30	30
Total Semester Hours			450
Total Program Hours			900
<b>TOTAL HOURS</b>	<b>360</b>	<b>464</b>	<b>900</b>

## TUITION, FEES, PROGRAM EXPENSES, AND EXPENDITURES

Listed below are the costs associated with the PN Program. Please refer to the Program Details found on the Practical Nursing Page on the MTECH website for the most current information.

<b>TUITION AND FEES (SUBJECT TO CHANGE)</b>	
Practical Nursing Application Fee	\$30.00
MTECH Registration Fee	\$40.00
Facilities Fee	\$50.00
Program Fees	\$1760.00
Tuition	\$1890.00
<b>Total - Tuition and Fees</b>	<b>\$3770.00</b>

<b>REQUIRED PROGRAM MATERIALS (SUBJECT TO CHANGE)</b>	
Textbooks (estimated cost and subject to change)	\$325.00
Practical Nursing Entrance Exam (ATI TEAS)	\$100.00
Clinical uniform and shoes	\$100.00
Background check and drug screen	\$100.00
Immunizations	\$200.00
Nursing supplies (stethoscope, watch with a second hand, etc.)	\$200.00
National NCLEX-PN Exam	\$200.00
Utah State PN License Fee (after program completion)	\$100.00
<b>Total - Program Materials</b>	<b>\$13252.00</b>
<b>TOTAL PROGRAM COST</b>	<b>\$5095.00</b>

All costs associated with the program are the responsibility of each student. Costs may include but are not limited to, tuition, books, supplies, uniforms, educational trips, immunizations, transportation, BLS certification, testing, graduation, lab fees, and make-up fees. If an agency, such as the Division of Workforce Services (DWS), is funding a student, the student is responsible for obtaining the necessary forms from the funding agency and submitting them to the MTECH Financial Aid Office inadequate time to ensure payment. A student will not be

allowed to attend class, laboratory, simulation, or clinical if tuition and fees have not been paid. Registration and fees must be paid in full two weeks before the first day of school. Payment of tuition and fees can be made by contacting MTECH Student Services.

## FINANCIAL AID AND SCHOLARSHIPS

Financial aid may be available to MTECH students and is awarded based on need, merit, and availability. You can obtain information about financial aid resources through the Office of Financial Aid at Mountainland Technical College. In addition, there are a variety of scholarships available that the student may qualify for. Please check with Student Services at 801-753-4100 for more information and further assistance.

### Technology Requirements

While students are not required to have a personal computer to complete the PN Program, students are strongly encouraged to obtain access to a computer if at all possible. A laptop is preferred as it can be used in class and on campus to complete assignments. Canvas can be accessed from a smartphone, but not all assignments can be completed with a phone.

While not required, students are strongly encouraged to obtain access to a reliable internet source. Students can access the internet while on campus, in most public libraries, at various businesses within the community, etc. If a student does not have a computer or reliable internet at home, he or she will need to be diligent in managing his or her time to complete all required assignments. Lack of access to technology is not an acceptable excuse for not completing assignments or completing them on time.

## CLINICAL REQUIREMENTS

### Student Insurance

MTECH has a blanket insurance policy covering each student for malpractice while at an MTECH clinical site. MTECH does not, however, insure for or accept responsibility for injury or illness that occurs while the student is enrolled in the PN Program. Students are strongly encouraged to carry health insurance. Please note: if the student does not have health insurance, the student will not be able to attend clinical experiences at certain clinical sites. An alternate clinical experience will be provided for the student.

### Student Health and Safety

The student nurse is a healthcare provider and, as such, we encourage all students to exert every effort to maintain optimal health. The example set by students will influence others far more than any teaching the student can do.

Clinical sites expect students to be free of contagious diseases or conditions that may lead to patient endangerment. If the student has experienced a severe illness, accident, or surgery, the student may need written physician clearance before attending a clinical experience. Working a shift immediately preceding a scheduled clinical or class is highly discouraged. If a student is determined by an instructor or facility nurse to be unsafe in lab, simulation, classroom, or clinical, they may be dismissed. This dismissal will require the student to make up all of the scheduled hours for that day. All missed clinical hours must be made up (see the Attendance section of this handbook). Missed in-class work cannot be made up.

### Immunizations

Each student must have a current immunization record as specified by MTECH in order to participate in clinical experiences. It is the student's responsibility to provide proof (either by public health vaccination record or by the signature of health care provider administering vaccinations) to the MTECH Practical Nursing Department as requested. The student will need to submit a copy of all of the required immunization listed below with the Admissions Packet by the due date. Please contact the PN Program Director to request a waiver from this policy. Requesting a waiver does not guarantee that a waiver will be granted. Neither MTECH nor the Practical Nursing Program are able to set policies for clinical facilities. Students who are unable to meet the requirements of clinical facilities may not be able to complete the required clinical hours.

### Immunization Requirements

<p>MMR</p> <ul style="list-style-type: none"> <li>• Documentation of two MMR immunizations at least 28 days apart OR</li> <li>• Documentation of positive antibody titer for MMR</li> </ul>
<p>TUBERCULOSIS</p> <ul style="list-style-type: none"> <li>• Documentation of QuantiFERON Gold blood test (required yearly)</li> <li>• If test shows positive results, a clear chest x-ray within 5 years is required</li> </ul>
<p>HEPATITIS B</p> <ul style="list-style-type: none"> <li>• Documentation of Hepatitis B series OR</li> <li>• Documentation of positive antibody titer for Hep B</li> </ul>
<p>VARICELLA (CHICKENPOX)</p> <ul style="list-style-type: none"> <li>• Documentation of two varicella (chicken pox) vaccinations at least 4 weeks apart OR</li> <li>• Documentation of positive antibody titer for varicella</li> </ul> <p>NOTE: A documented history of chickenpox is NOT acceptable</p>
<p>TDAP</p> <ul style="list-style-type: none"> <li>• Documentation of Tdap within the past 10 years OR</li> <li>• TD booster within the past 2 years if Tdap has expired or will expire during the program</li> </ul> <p>NOTE: Tdap is NOT the same as a DTaP, a DPT, a Td, or a Tetanus shot</p>

## INFLUENZA

- Documentation of current immunization

\*Influenza vaccines are administered beginning in September and expire the following June

## COVID-19

- Documentation of COVID-19 vaccine
- Pfizer-BioNTech vaccine: 2 doses-21 days apart OR
- Moderna COVID-19 vaccine: 2 doses-28 days apart OR
- Johnson & Johnson COVID-19 vaccine: 1 dose

All vaccines and/or titers must be current for the entire length of the program. Titers will be considered valid unless a student is symptomatic or has exceeded guidelines published by the Centers for Disease Control and Prevention (CDC). It is the responsibility of the student to ensure his or her vaccinations remain up to date. If a student's vaccinations are not up to date, they will not be allowed to attend clinicals until such time that their vaccinations are current. This may have a significant impact on the student's standing in the program.

### Background Check and Drug Screen

The student must complete a federal background investigation and drug screen following acceptance into the PN Program. Continuation in the Practical Nursing Program is contingent upon submission of a satisfactory background investigation and drug screen by the due date specified in the Acceptance Packet. Please see specific policies for background checks and drug screens in Appendix C of this Handbook.

### Student Badges

A MTECH student ID badge will be issued through Student Services within the first 2-3 weeks of the semester. This badge is required as part of the clinical uniform and must be worn to all lab, simulation, and clinical experiences. The badge must be worn on the upper part of the body with the student's name in plain sight. Lanyards are not allowed. If the badge is lost, replacement badges can be obtained through Student Services for a small fee.

### Clinical Uniform

The following clinical uniform is required for all lab, simulation, and clinical experiences:

- Clean, well-fitting, wine-colored scrub top with the MTECH logo and Student Nurse embroidered on the right chest. Scrub tops MUST be purchased at the MTECH bookstore
- Clean, well-fitting, black scrub pants, 1" above the floor. No skin should be exposed when bending, stooping, or reaching
- Lab jacket with MTECH logo (optional and can be purchased in the MTECH bookstore)
- Clean, well-fitting, solid black, closed-toe, non-permeable shoes (no canvas, no Crocs)
- Solid black socks
- MTECH-issued Student ID with a clip (lanyards are not allowed)
- Plain black shirt worn under the scrub top, if needed for warmth (optional)

- Watch with a second hand (smartwatches are not allowed)
- Stethoscope
- Penlight

PLEASE NOTE: If the student's clinical uniform does not meet requirements, the student will be sent home from the lab, simulation, or clinical experience. The student will be required to make up the entire laboratory, simulation, or clinical experience, if possible.

In addition to the complete clinical uniform, the following are also required:

- Appropriate grooming and daily personal hygiene. Avoid products with strong odors such as perfumes, colognes, aftershave, tobacco, etc.
- Hair must be clean and pulled back.
- Facial hair for men must be short, neat, clean, and trimmed.
- Nails must be clean and short. No nail polish, wraps, gel nails, or artificial nails of any kind may be worn.
- No hand jewelry (except a plain wedding band with no raised stones and a wristwatch) may be worn in laboratory, simulation, or clinical.
- No necklaces may be worn in laboratory, simulation, or clinical.
- No visible piercings of any kind are allowed except a single stud in each earlobe.
- Visible tattoos must be covered while in lab, simulation, or clinical.
- No unnatural hair color shades (pink, purple, blue, green, etc.) are allowed.
- Additional criteria may be required in specific clinical areas or to address specific issues. Students will be notified of these requirements in advance of the clinical experience.
- If differences exist between the PN Program and agency policies, the nursing program will conform to the stricter of the two policies.

PLEASE NOTE: Failure to meet any of the above criteria may result in the student being sent home from the lab, simulation, or clinical experience. The student will be required to make up the entire lab, simulation, or clinical if possible.

#### American Heart Association Basic Life Support (BLS) Certification

The student is required to be BLS certified through the American Heart Association for the duration of the PN Program. The Basic Life Support or Healthcare Provider Certification is the only certification that will be accepted. The American Heart Association BLS will be taught as part of the Nursing 1120 Lab and Sim I. Even if a student has a current BLS card, they will still be required to complete the MTECH BLS class as it counts as lab hours.

#### Travel

Students are expected to provide their transportation to the campus, clinical areas, clinics, field trips, and workshops. These experiences are an integral part of the nursing program and are mandatory. The cost of this travel is assumed by the student. It is the responsibility of the student to ensure that they arrive at all classes, labs, simulations, and clinical experiences on time.

### Emergencies

Emergencies are defined as “an unforeseen combination of circumstances or the resulting state that calls for immediate action” and include, but are not necessarily limited to, death of a first-degree relative; unplanned hospitalization of the student, spouse, or their child; natural disasters; sudden and unplanned road closures by local authorities; or other unexpected extreme events such as a mass casualty situation. If a true emergency arises, the student(s) should contact the Clinical Coordinator as soon as possible.

The PN Program does recognize that unforeseen situations develop on occasion. However, it is the student’s responsibility to come up with a solution that will allow him or her to attend the scheduled class, lab, simulation, or clinical experience as no exceptions will be made for unforeseen events (please see the Attendance Policy in this Handbook).

## STUDENT LEADERSHIP

### Mountainland Nursing Organization (MNO)

MNO is an optional student organization that provides the students with volunteer and leadership opportunities. Each semester, students work with an instructor to form committees and coordinate volunteer and service activities, graduation, pinning ceremony, and other events. Students who meet the participation requirements of the MNO will be eligible for a leadership cords upon graduation.

### PN Class Representatives

Each cohort will have the opportunity to elect two class representatives at the beginning of each semester. Class representatives are expected to attend faculty meetings and advisory board meetings. Students are always invited to offer input and suggestions. They will relay information back to the class as needed. Class representatives are expected to work with their cohort to create committees for class parties, graduation and pinning preparations, service projects, etc. Students must be in good academic standing to serve as class representatives. All students are encouraged to attend faculty meetings and participate in class committees.

## ACADEMIC STANDING

### Student Progression

Due to graduation standards, the PN student academic requirements vary from the MTECH student academic requirements. Practical nursing students MUST maintain an overall course average of 80% (B- grade) or better AND an overall test average of 80% (B- grade) or better. Students can track their progress on Canvas. In addition, students will receive a progress report at least once each semester. If a student is unable to maintain satisfactory progress, the student will be required to meet with his or her Instructor to complete an Academic Improvement Plan

and set a goal for improvement. If progress continues to be an issue, the student will be required to meet with an MTECH Student Counselor and may be placed on probation.

### Unsatisfactory Progress

Any student who has an overall exam average and/or an overall course average less than 80% at the end of the semester has not made satisfactory progress in the PN Program and may not be allowed to move on in the program (1st semester) or graduate (2nd semester). Students have the right to appeal this policy. Please see “Appeals and Grievance” in the MTECH Student Handbook for more information.

### Cheating, Plagiarism, and Falsification

Unless otherwise stated in the assignment directions or by the course instructor, every student assignment in the Practical Nursing Program is designed to be individual student work. Whether assignments are done individually or as a group, every student is required to submit their own work and should practice academic integrity at all times throughout the program. The nursing department will follow the guidelines outlined in the MTECH Student Handbook regarding cheating, plagiarism, and falsification. Please make sure you completely understand and can abide by this policy listed below:

“Students are expected to maintain academic ethics and honesty for all work and interactions with the college in all forms, including but not limited to, cheating, plagiarism, and falsification. Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in any form for academic work. Plagiarism is the act of appropriating another person’s or group’s ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as a product of one’s own work in any academic exercise or activity. Cheating, plagiarism, and/or falsification may result in suspension or dismissal.”

Mountainland Technical College is committed to a high standard of academic excellence and integrity. Students are responsible for an honest and independent effort in all the work they do, including assignments, activities, tests, and so forth. When there is evidence of cheating, plagiarism, and/or falsification, disciplinary action will be taken. This may include but is not limited to receiving a zero for the exam, assignment, etc., being placed on probation, or being dismissed from the nursing program.

## ATTENDANCE

100% attendance is expected in each didactic course. However, students must have at least 85% attendance in order to pass the course. It is the responsibility of the students to notify the instructor as soon as possible as to upcoming absences or emergencies that may arise causing them to miss class.

100% attendance is REQUIRED for all lab, simulation, and clinical experiences.

All students are expected to read and understand the Attendance Policy in the PN Student Handbook and the MTECH Student Handbook.

Students will be provided with a comprehensive schedule of classes, lab, sim, and clinical experiences, as well as other activities for the entire semester on the first day of orientation. The schedule is subject to change at any time. Students will be notified of changes as soon as possible through electronic notification, and in-person if possible.

### Tracking Time

Students will be required to clock in and clock out of all didactic classes, labs, and simulations. The students will be clocked in and out for pass-offs and clinicals by the Administrative Assistant based on feedback from the clinical instructor. For class, students will need to clock out for lunch and clock back in when class starts again. Clocking out for lunch does not apply to labs, simulations, or clinicals. If a student fails to log in or out correctly, the student must notify the Administrative Assistant so it can be corrected in NorthStar.

### Clinical Attendance

100% of lab, simulation and clinical hours must be completed in order to pass Nursing 1100 Foundations, Nursing 2300 Care of Women and Children, and Nursing 2100 Adult Health.

If the student is unable to attend a laboratory, simulation, or clinical experience, the student must notify the clinical instructor as soon as possible. If for any reason the student is unable to get a hold of the clinical instructor, the student will need to contact the clinical coordinator.

### Lab, Simulation, and Clinical Make-Up

- A very limited number of clinical make-up experiences will be built into the schedule. If a student misses a lab, sim, or clinical experience, the student will need to make up the missed experience by attending a make-up clinical. The student will be added to one of the make-up slots IF one is available. There is NO guarantee that a make-up experience will be available.
- In the case that a make-up slot is not available, the student may not be able to successfully complete the course and may be required to retake the course.
- If a slot is available, the student will be able to make up the missed lab, sim, or clinical experience, but no assignment or participation points will be given.
- Students will not be allowed to make up more than one lab, simulation, or clinical during the entire program. If more than one lab, simulation, or clinical experience is missed, the student may not be able to successfully complete the associated course and may be required to retake the course.

PLEASE NOTE: These rules apply to every student for every lab, simulation, and clinical experience. However, the Program Director and Faculty Review Panel reserve the right to review each infraction on a case-by-case basis and make exceptions or changes as they see fit.

### Tardiness

- If a student is 6 or more minutes late to any lab, simulation, or clinical experience the student will be sent home and will be required to make up the experience at a later date if possible.
- If a student is sent home from a lab, simulation, or clinical experience due to tardiness, it counts as an absence. Please see “Lab, Simulation, and Clinical Make-Up” above.
- These rules apply to every student for every lab, simulation, and clinical experience. However, the Program Director and Faculty Review Panel reserve the right to review each infraction on a case-by-case basis and make exceptions or changes as they see fit.

## ASSIGNMENTS, EXAMS, AND SKILLS PASS OFFS

### Assignments

- No late classroom assignments will be accepted for points. Technical difficulties are not an excuse for not completing an assignment on time and will result in a score of zero (0).
- No late or incomplete lab, simulation, or clinical assignments will be accepted and will result in a score of zero (0). Technical difficulties are not an excuse for not completing an assignment on time.
- Pre-class assignments (“ticket to class”) must be completed on time in order for the student to attend class. If the student does not complete the pre-class assignment, he or she may not be able to attend class that day and may miss out on in-class activities and assignments. Missed assignments cannot be made up.
- Pre-laboratory, simulation, and/or clinical assignments must be completed on time in order for the student to attend the scheduled lab, simulation, or clinical experience. If the student does not complete the pre-lab, sim, or clinical assignment, he or she will not be able to attend the lab, sim, or clinical experience and will receive a zero (0). It will count as an absence and the student will be required to make up the experience if possible.
- Post-laboratory, simulation, and clinical assignments submitted after the due date or submitted incomplete will receive a score of zero. The student cannot make up the assignment.
- It is the student’s responsibility to print any pre-lab, sim, or clinical assignment (“ticket to sim”). Printing is available in the student study room with prior notice.
- These rules apply to every student for every assignment. However, the Program Director and Faculty Review Panel reserve the right to review each infraction on a case-by-case basis and make exceptions or changes as they see fit.

### Exams

- All exam dates are available on Canvas, in the course outline, and/or on the student schedule.
- All exams MUST be taken as scheduled. If extenuating circumstances arise that affect taking an exam, the student should discuss the situation with the instructor before the scheduled exam date.

- All exams must be taken when scheduled and on time. If a student is 6 or more minutes late starting the exam, he or she only has the time remaining to complete the exam. In addition, his or her final score may be reduced by 10%.
- If the student fails to take the exam, he or she will receive a zero on the exam.
- Exams cannot be re-taken or made up.
- Exams cannot be taken early.
- If there is a problem at the testing center that prevents the student from starting the exam on time, the testing center will notify the instructor.
- Students will not be allowed to review their tests either in the testing center or without the presence of their instructor. The Instructor may choose to cover content from the test in class if she or he deems it necessary.

PLEASE NOTE: These rules apply to every student for every exam. However, the Program Director and Faculty Review Panel reserve the right to review each infraction on a case-by-case basis and make exceptions or changes as they see fit.

### Skills Pass Offs

- Skills Pass Offs are required throughout the program to ensure that the student is able to safely and correctly perform basic nursing skills. Students are awarded points for the skills pass off based on how many attempts it takes to correctly complete the skill.

ATTEMPT	MAXIMUM SCORE
1st Attempt	100 points
2nd Attempt	70 points
3rd Attempt	0 points

- Students are required to attend skill remediation within one week of an unsuccessful pass-off attempt. Please see the Schedule for remediation times.
- Students may be required to meet with the instructor after any unsuccessful pass-off attempt.
- The 2nd pass-off will be observed by a different instructor than the 1st pass-off. The 3rd (final) pass-off attempt must be observed by three Instructors.
- Students may be dismissed from the PN Program after a 3rd unsuccessful pass-off attempt.
- Unsuccessful pass-off attempts may result in the student not being able to attend simulation and/or clinical experiences until the skill is successfully passed off. The Faculty Review Panel will determine if the student will be allowed to attend simulation and/or clinical experiences or if the failure of the skills pass off poses a risk to student and/or patient safety.
- If the student is unable to attend simulation or clinical due to failure to successfully pass off a skill, it will count as an absence and the student will be required to make up the experience if possible.
- Late arrival to a pass-off is treated as an unsuccessful pass-off attempt.

PLEASE NOTE: These rules apply to every student for every pass-off. However, the Program Director and Faculty Review Panel reserve the right to review each infraction on a case-by-case basis and make exceptions or changes as they see fit.

PLEASE NOTE: At any time, the Program Director or Clinical Coordinator may require the student to complete an additional lab, simulation, and/or clinical hours to ensure competence with safe clinical practice in courses previously completed with satisfactory progress.

## GRADING

- Exams count as 60% of the overall course grade.
- The overall exam average in each individual course must be 80% or above in order to pass the course.
- Classroom assignments count as 40% of the overall course grade.
- The clinical, lab, and simulation courses must have an overall grade of 80% or above in order to pass the course."
- Any time a student misses a lab, sim, or clinical he or she will not receive points for the clinical experience. There may be an opportunity to make up the clinical experience (lab, simulation, or clinical) and receive clinical hours, but the student will NOT receive points for the make-up clinical experience.
- Late, missing, or incomplete lab, simulation or clinical assignments will receive a score of zero. These assignments cannot be made up.
- The total overall score in each individual course must be 80% or above in order to pass the course.
- PLEASE NOTE: grades are NOT rounded up. If a student receives an overall score of 89.9%, the student's final score will be 89% and a final grade of a B+. There are no exceptions to this policy.
- Please see the PN Program grading scale below.

GRADING SCALE			
A	94 -100%	C	73 - 76%
A-	90 - 93%	C-	70 - 72%
B+	87 - 89%	D+	67 - 69%
B	83 - 86%	D	63 - 66%
B-	80 - 82%	D-	60 - 62%
C+	77 - 79%	F	59% or lower

## LEARNING RESOURCES

Students have access to a variety of online resources and libraries. Through these resources, students are able to access current and comprehensive journals, articles, research papers, books, and more.

### Online Libraries

#### Utah's Online Public Library

- o Utah's Online Public Library is a virtual library created by the Utah State Library Division in cooperation with Utah's public libraries. It is one component of the statewide Utah's Online Library project, which serves Utah's public schools and academic institutions, as well as patrons of public libraries. The purpose is: 1) service to Utah residents, and 2) provide quality information resources. Access to resources vary by library depending on contracts and consortia membership.
- o Utah's Academic Online Library is a website under the Utah's Online Library banner, which has been designed to meet the needs of university and college students.
- o Students can access Utah's Online Public Library at <https://library.utah.gov/utahs-online-public-library/>.

#### Library of Congress

- o MTECH students have online access to the Library of Congress which contains an extensive variety of resources. Students can access this resource at <https://eresources.loc.gov/>.

#### BYU Library

- o As one of the top 5 libraries in the nation, BYU allows MTECH students and members of the community access to their rich variety of online resources.
- o Students can access the online BYU Library directly at <https://lib.byu.edu/faq/119473/> or through Utah's Academic Online Library.

## SECTION III: APPENDICES

### Appendix A – Nursing Conduct

The nursing profession defines certain conduct as professional or unprofessional conduct. Some of these are included here for your information so you can familiarize yourself with professional standards common in nursing. See Student Code of Conduct for additional information.

### PROFESSIONAL CONDUCT

(Adopted from the Utah State Board of Nursing Rules and Regulations Governing Conduct of Nurses) Professional conduct is nursing behavior, including acts, knowledge, and practices, which through professional experience, has become established by practicing nurses as conduct which is reasonably necessary for the protection of public interest.

### UNPROFESSIONAL CONDUCT

Nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people shall constitute unprofessional conduct and shall include, but not be limited to, the following:

1. Failure to report mistakes made in a clinical setting.
2. Failure or refusal to complete assigned nursing tasks during laboratory, simulation, or clinical experiences.
3. Failing to utilize appropriate judgment or exercise technical competence in administering safe nursing practice based upon the level of nursing for which the individual is prepared.
4. Failing to follow policies or procedures defined in the practice situation.
5. Failing to safeguard the client's dignity and right to privacy.
6. Violating the confidentiality of information or knowledge concerning the client.
7. Verbally or physically abusing clients.
8. Performing new nursing techniques or procedures without proper education and preparation.
9. Being unfit to perform because of physical or psychological impairment.
10. Using alcohol, drugs, or being sleep deprived to the point that there is interference with job performance.
11. Manipulating drug supplies, narcotics, or client's records.
12. Falsifying client's records or intentionally charting incorrectly.
13. Diverting medications, supplies, or personal items of the client or agency.
14. Violating state and federal laws.
15. Intentionally committing any act that adversely affects the physical or psychosocial welfare of the client.
16. Delegating nursing care, function, tasks, and/or responsibilities to others contrary to the Utah laws governing nursing and/or to the detriment of the client's safety.
17. Leaving a nursing assignment without properly notifying appropriate personnel (the nurse with whom the student is working, if applicable, AND their clinical instructor).
18. Failing to report through the proper channels facts known to the individual regarding the incompetent, unethical, or illegal practice of any healthcare provider.

## Appendix B – Graduation and Licensure

### GRADUATION REQUIREMENTS

To receive a certificate from the MTECH Practical Nursing Program and transcripts from MTECH, the student must meet the following criteria:

1. All classroom, laboratory, and clinical experiences must be completed satisfactorily.
2. Each class must be passed with a total of 80% or above.
3. Exam averages in each class must be 80% or above. Scores are not averaged across classes.
4. One hundred percent (100%) of laboratory, simulation, and clinical hours must be completed.
5. The student must be in good standing with the college.
6. The student must complete an NCLEX-PN predictor examination.

### NCLEX-PN PREDICTOR

The purpose of an NCLEX predictor examination (e.g. PN Predictor, PassPoint, Comprehensive Predictor Exam) is to provide the student with a predicted aptitude score for passing the state board examination. The predictor prepares the student for the future, and higher scores can increase the likelihood of acceptance into an RN program. In addition, the examination provides the student with an area-specific learning tool in preparing for the state board examination (NCLEX-PN). The exam is a required assignment for graduation. If the student does not take the predictor exam at the end of the program, he or she will not be eligible for graduation.

### UTAH LICENSURE PROCESS

Detailed instructions can be found on the Utah Department of Professional Nursing website at [https://dopl.utah.gov/docs/Nursing\\_Licensing\\_Instructions.pdf](https://dopl.utah.gov/docs/Nursing_Licensing_Instructions.pdf)

Create an NCLEX account through Pearson VUE and pay the testing fee to Pearson VUE at <http://www.pearsonvue.com/nclex/>

- Make sure you enter the CORRECT program code when you set up your Pearson VUE account. The program code for Mountainland Technical College Practical Nursing is: US38100500.
- Make sure you enter your information correctly and that the name you use for your Pearson VUE account is exactly the same as the name on your government-issued identification.
- Pearson VUE is a national company. The NCLEX-PN may be taken at any testing location in the country, and the results are valid for licensure in any state.
- Apply for licensure in the state where you plan to practice. In other words, just because you graduate from a program in Utah, you do not need to obtain licensure in Utah.
- New graduates should look online for the application process specific to the state where they plan to practice. Links to all State Boards of Nursing are available at: <http://www.ncsbn.org/contact-bon.htm>

The MTECH PN Department will submit the following to The Division of Occupational and Professional Licensing (DOPL):

- A Request for Authorization to Test form (completed by the student)
- An official transcript verifying program completion (the date of graduation and the degree earned will be posted on the transcript)

If the “Request for Authorization to Test” and the transcripts are approved, DOPL staff will make the applicant eligible to take the NCLEX-PN through Pearson-VUE. DOPL will email the applicant an Authorization to Test (ATT). The applicant will have 30 days to schedule an appointment through Pearson VUE and take the NCLEX-PN exam.

IF THE APPLICANT PASSES THE NCLEX-PN:

- The applicant will be notified via email that he or she passed the NCLEX-PN exam and is now eligible to apply for licensure.
- The applicant will submit the Application for Licensure (by mail or online) along with:
- The \$100.00 application fee and
- Two sets (paper copies) of fingerprints for criminal background checks on form FD-258. Fingerprint services are available at DOPL Monday-Friday (except holidays) between the hours of 0800-1630. Most local police departments or sheriff’s offices also offer fingerprint services.
- The processing time for licensure applications that are complete and without special circumstances (e.g., criminal history) is 10 business days from the date received.

RECOMMENDATIONS FOR APPLICANTS:

- Do not submit your Application for Licensure to DOPL until you have been notified by DOPL that you passed the NCLEX.
- If at all possible, have your fingerprints rolled at DOPL. Fingerprints should be submitted with the application or the same day that the Application for Licensure is completed online.
- Do not call DOPL to inquire about the status of your application until:
- It has been more than 10 business days since you submitted your Request for Authorization to Test or Application for Licensure; or
- It has been more than 5 business days since you sat for the NCLEX and you have not been notified of your results.

## Appendix C – Background Check & Drug Screen

Contractual agreements with the clinical facilities that provide educational and training experiences for students attending the Practical Nursing Department require that students have a clean criminal background check and not be listed on the sex offender registry. These actions have been mandated in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities and are fully supported by the PN Program's Advisory Committee. Students will be responsible for the cost of the background check. Results are valid for one year.

Refusal to complete the background check will be treated the same as not passing the background check, and the student will be dismissed from the program.

A urine drug screen is required of all accepted students in the Practical Nursing Program at Mountainland Technical College. Drug screens will be processed through an approved laboratory facility. Students will be responsible for the cost of the drug screen. Please refer to the Acceptance Packet for instructions on how to purchase the background check and drug screen.

Refusal to submit to the drug screen will be treated the same as a positive drug screen and the student will be dismissed from the program.

### Disclaimer

Students whose background checks show evidence of criminal action will be reviewed on a case-by-case basis to determine if they will be allowed to enter or progress in the Practical Nursing Program.

According to the Nursing Practice Act (§58-31b-302-7.b.), a person convicted of one or more felonies must receive an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application for licensure or registration under this chapter. Therefore, students who have committed felonies and have not met the above-stated criteria will not be allowed to enter or progress in the Practical Nursing program.

Information obtained in the criminal background check may be disclosed on a need-to-know basis to Instructors, Administrators, and contracted clinical facilities.

Students are required to inform the Practical Nursing Director of any criminal charges they may have pending against them.

### Appeals Committee

Students who appeal the decision of the Practical Nursing Program will not be allowed to participate in any clinical experiences until the MTECH Appeals Committee has met and made a decision regarding the case. The student will be informed in writing of the Appeal Committee's decision.

### Students with Charges Pending

Students are required to report any pending criminal charges at the time that they occur (this includes before beginning their educational program and during their educational program.) to the Practical Nursing Program Director. The College reserves the right to place these students on a leave of absence until the courts have made a decision regarding the criminal actions. If a student is convicted of a crime, the Practical Nursing Program Director and the Director of Health Programs will decide as to whether the student will be allowed to return to the Practical Nursing program or be dismissed from the program.

### Due Process

Students who are not permitted to continue in the Practical Nursing Program may appeal the decision by following the MTECH Grievance Procedure.

### Tuition Refunds

MTECH's Tuition Refund Policy will apply to all students who are dismissed or withdraw from the program.

### Failed Drug Screen – Rights and Remedies

Positive results will be reviewed by the Practical Nursing Program Director on a case-by-case basis, and students will be informed in writing of the Director's decision. Students who are not permitted to continue in the Practical Nursing Program may appeal the decision by following the MTECH Grievance Procedure.

If a drug test reveals the presence of a non-prescribed controlled substance the student will be contacted by the Program Director and asked to submit a current copy of the prescription for a controlled medication if that is the cause of the positive drug screen. If a legitimate prescribed drug is not identified (in a positive drug screen) the student will be dismissed from the program. The student may choose to reapply for admission. Application to the program does not ensure admission. New application materials will be required. If the drug screen is not definitive because the sample is diluted, the student will have to submit to another drug test. If the second test is dilute, it will be considered positive and the student may be dismissed from the program.

## Appendix D – Computer Policies

### COMPUTER, CHROMEBOOK, AND SAMSUNG GALAXY TABLET POLICIES

The PN Program has a limited number of Google Chromebooks available for use by students in the MTECH Practical Nursing Program for in-class work, study before and after class, and for in-class quizzes, assignments, and exams.

The email address for use with the Google Chromebooks is the same for all students: [matcpnstudent@gmail.com](mailto:matcpnstudent@gmail.com). The password will be provided during orientation. This email address is only for logging into the Chromebooks.

The PN Program has a limited number of Samsung Galaxy Tablets available for recording specific skills pass-offs. These tablets must be signed out and in by the students when needed.

Students are expected to abide by the following rules AND the MTECH computer usage policies found at the end of this handbook and in the MTECH Student Handbook:

- Chromebooks and Galaxy Tablets must stay in the Practical Nursing Department.
- Students will not use the Chromebooks or Galaxy Tablets for personal use or for browsing non-educational websites and resources unless specifically authorized or instructed to do so by their Instructor during a specific class or exercise.
- The Faculty and the Program Director reserve the right to view the usage history on each individual Chromebook and/or Galaxy Tablet at any time.
- Students must not download apps or programs unless specifically told to do so by the instructor or Program Director.
- The student assumes responsibility for the Chromebook or Galaxy Tablet while using it. Damage due to abuse, misuse, neglect, or avoidable accidents (drink or food spills, carelessness, roughhousing, etc.) will be the responsibility of the student, and the student will be required to pay for repair or replacement of the damaged Chromebook or Galaxy Tablet.
- Students will not use the picture-taking or recording functions of the Chromebook unless specifically told to do so by their instructor.
- Under no circumstances will the student take pictures of or otherwise record the instructor or other students without written permission. This is considered a serious breach of privacy and professionalism and may be grounds for immediate dismissal from the program.

The MTECH Testing Center is available to practical nursing students as an alternate site on an emergency basis during posted hours for research and word processing.

### COMPUTERIZED TESTING POLICY

Mountainland Technical College is committed to a high standard of academic excellence and integrity. Students are responsible for an honest and independent effort during testing. When there is evidence of cheating, disciplinary action will be taken. This may include but is not limited

to receiving a zero for the exam, being placed on probation, or being dismissed from the nursing program.

Cheating includes, but is not limited to:

- Looking at or copying from another student's exam.
- Communicating or receiving answers during the exam.
- Using unauthorized notes, texts, or other materials during an exam. No paper can be taken into the testing center. Whiteboards will be provided.
- Obtaining and/or distributing an exam or part of an exam or a test bank.
- Opening additional browser windows before, during, or after the administration of an exam.
- Discussing exam content or questions with classmates who have not yet taken the exam.
- Opening any exam at any time in any location for any reason after the exam has closed.
- Opening any exam for any reason outside of the testing center.
- Obtaining previous student's class notes with notations on exam content.

Policies and Procedures for Computerized Testing:

- All computerized testing will be proctored. Students will look only at their own computer screen during the exam. Looking at the computer screen of another student may result in the student's exam being terminated. The student will receive a zero on the exam.
- Students will log into the software testing platform using a medium or high-security browser as instructed. No other browser window is to be opened before, during, or immediately after the exam.
- Students will not open any exam at any time unless the student is in a proctored setting at the established date and time for the test to take place. If any student opens an exam prior to the established date and time, disciplinary action will be taken.
- Students may not print, copy, save, email, etc. any portion of any exam or exam results at any time.
- Students may not discuss the content of the exam until all students have taken the exam and scores have been recorded.
- During a test, if a student does not save an answer properly, does not answer a question, or skips a question, the student will not be allowed to go back and answer the question. The question will be scored as incorrect.
- All books and personal belongings, including hats, smartwatches, etc. are to be stored in the lockers outside of the testing center.
- No cell phones or other electronic devices are allowed in the testing room.

Policies and Procedures for Computerized Test Problem Solving:

- If the computer network or laptop computer fails to initiate within a timely fashion, the Instructor has the option to provide students with a paper copy of the test.
- If the computer freezes or the student is disconnected prior to completion of the exam, the student must notify the testing center proctor immediately.
- If a student suspects that the computer did not record an answer or has skipped a question, the student must notify the proctor immediately and before submitting the test

for grading. Any questions left unanswered after the exam has been submitted for grading will be marked incorrect.

- The nursing faculty will closely monitor all computerized exams to ensure accuracy of grading.

# SIGNATURE PAGE

## COMPUTERIZED TESTING POLICY

I certify that I have read and agree to the MTECH Practical Nursing Program's Computerized Testing Policy.

Student Signature		Date	
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## CONFIDENTIALITY STATEMENT & RELEASE OF INFORMATION AUTHORIZATION

All personal and health information including Federal Background Check results and Urine Drug Screen results will be kept in my permanent confidential student file at Mountainland Technical College (MTECH). I am aware that the Practical Nursing Program Director(s) and faculty have access to my student file.

I also understand that MTECH and clinical site administration have the right to request access to this information. I recognize that my ability to participate in clinical rotations is contingent upon satisfactory results on my background check and drug screen. I could be denied the opportunity to attend clinicals by MTECH or any clinical facilities based on these results. I am aware that unsatisfactory results could result in suspension or expulsion from the program.

I \_\_\_\_\_ (print name) hereby authorize MTECH to release any requested files or records of any type to Administration of clinical sites used by the Practical Nurse Program as required by law.

I release MTECH from any and all liability related to this release of information.

Student Signature		Date	
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## ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF PN STUDENT HANDBOOK

I have read the entire MTECH Practical Nursing Student Handbook and understand the terms outlined herein and agree to be bound by them.

Student Signature		Date	
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