PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

(Revised June 2024)

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SECTION I: INTRODUCTION
INTRODUCTION

Welcome to the Practical Nursing (PN) 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 most 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.

Mountainland Technical College (MTECH) Practical Nursing Program has been granted accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, Phone: (404) 975-5000, Fax: (404) 975- 5020, Email: info@acenursing.org, Web: www.acenursing.org.

Mountainland Technical College (MTECH) is accredited by the Commission of the Council on Occupational Education (COE), Information regarding accreditation may be obtained at:
Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone:(770) 396-3898,/ Fax;(777)396-3790 Web: www.council.org.

MISSION STATEMENTS

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

MTECH VISION STATEMENT
To prepare the workforce in the three-county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of: Program Development; Student Achievement; Faculty and Staff Support; Physical Resources; and Community Outreach.

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 is based on the constructivist learning theory, adult learning theory, and the humanistic learning theory. The adult learning theory and the theory of constructivism emphasize self-guided learning as an active process rather than passive taking in of information. Students are encouraged to explore, reflect, and evaluate while taking responsibility for their own learning. This process facilitates gaining knowledge through active engagement. When the student is actively engaged in learning, they can construct meaningful connections between prior knowledge, new knowledge, and the processes involved in learning. Along with reflection, meta-cognition (becoming aware of one's own thinking) is 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.

The role of the teacher in the adult learning theory and the theory of constructivism is as a facilitator of learning as opposed to merely an instructor. These theories advocate student-centered learning; each learner has a unique point of view based on their existing knowledge and values. Multiple modalities are used to provide learning opportunities for students with different learning styles. The PN program uses group activities and projects, case studies, concept mapping, research-based presentations, lesson plans, videos, PowerPoint presentations, interactive games, role plays, service projects, group discussions, labs, simulations, and clinicals, to create an environment where active learning can occur. With each activity or lesson, individual learning takes place as each student interprets the concepts based on prior knowledge and values.

The MTECH Practical Nursing Program's basic assumption states that every practical nursing student is intelligent, cares about doing their best, wants to improve, and values learning experiences. The humanistic learning theory was the basis for the development of this assumption. As the basic assumption is the core belief of the program, each students' success in the program is their responsibility with support from instructors. We believe every student can think independently, build knowledge, and solve problems. This self-guided learning process will aid the student in the development of critical thinking skills vital to their future nursing practice.

PROGRAM STRUCTURE

The MTECH Practical Nursing Program is a 27 credit 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 Registered Nurse (RN) programs where students can continue to gain skills and knowledge as they progress on their career pathway.

The MTECH Practical Nursing Program fulfills the ACEN requirement as a hybrid program. As such, 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. As students integrate into direct patient care, they must successfully demonstrate 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 judgment 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 through the Utah Division of Occupational & Professional Licensing (DOPL) 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 RN, if that is the goal. After students have completed the MTECH PN program, they have the opportunity to transfer credits to a local college or university thus continuing their education.

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 based on the Quality and Safety Education for Nurses (QSEN) Competencies. The QSEN competencies include the American Association of Colleges of Nursing (AACN) essentials.

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
Eighty percent or more of graduates who choose to take the NCLEX within a calendar year of program completion will pass on their first attempt.

Program Completion
Eighty percent or more of all students who begin the first course in the Practical Nursing Program will complete the program "on time" within 2 academic semesters.

Job Placement
Eighty percent or more of graduates will report employment as a licensed practical nurse (LPN) within twelve months of graduation.

MTECH STUDENT RESOURCES

Students are required to view the MTECH new student orientation module in the Canvas course, which contains the MTECH Student Handbook and other student resources.

Student Code of Conduct
- Dress Code
    - Personal scrubs must be worn while on campus
    - Clincal uniforms must be worn during lab, simulation and/or clinical
- Drug and Alcohol-Free Environment
- Smoking Policy (please refer to the MTECH Student Handbook)
- Sexual Misconduct Policy (please refer to the MTECH Student Handbook)
- Cheating and Plagiarism (please refer to the MTECH Student Handbook)
- Violation of Student Code of Conduct
    https://mtec.edu/student-handbook/

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)
- Must have completed all three prerequisite courses with a C or better. The three required prerequisite courses are:
    - Anatomy
    - Physiology
    - Human Growth and Development OR Psychology

    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.
- Must have a current physical exam from a medical provider. Physicals are valid for one year.
- Must have a current American Heart Association (AHA) Basic Life Support (BLS) certification. This certification must remain current throughout the program.
- Effective for the January 2025 cohort a report of health evaluation will need to be completed by a licensed healthcare provider.

All of these prerequisites must be completed and the student must have a grade and be able to provide official transcripts before the first day of class. 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 requirements apply to every potential student applying for the Practical Nursing Program.

PRACTICAL NURSING PROGRAM REQUIREMENTS

COURSE	LAB/CLINICAL HOURS	LECTURE HOURS	CREDIT HOURS
First Semester			
Nursing 1100 Foundations		120	4
Nursing 1110 Clinical I	90		2
Nursing 1120 Lab & Sim I	120		4
Nursing 1200 Pharmacology I		60	2
Nursing 1300 Mental Health		60	2
Total Semester Credit Hours			14
Second Semester			
Nursing 2100 Adult Health		120	4
Nursing 2110 Clinical II	120		2
Nursing 2120 Lab & Sim II	60		2
Nursing 2200 Pharmacology II		60	2
Nursing 2300 Care of Women and Children		90	3
Total Semester Credit Hours			13
Total Program Credit Hours			27

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.

TUITION AND FEES (SUBJECT TO CHANGE)	
Practical Nursing Application Fee	$30.00
MTECH Registration Fee	$40.00
Facilities Fee	$50.00
Program Fees	$1760.00
Required Materials	$950.00
Tuition	$ 3,240.00
Total - Tuition and Fees	$6,020.00

REQUIRED PROGRAM MATERIALS (SUBJECT TO CHANGE)	
Textbooks (estimated cost and subject to change)	$0.00
Practical Nursing Entrance Exam (ATI TEAS)	$90.00
Clinical uniform and shoes	$100.00
My Clinical Exchange	$20.00
Background check and drug screen	$100.00
Immunizations	$200.00
Nursing supplies (stethoscope, watch with a second hand, etc.)	$140.00
National NCLEX-PN Exam	$200.00
Utah State PN License Fee (after program completion)	$100.00
Laptop	Varies ($300)
Health Insurance	?

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 sponsoring a student, the student is responsible for obtaining the necessary forms from the funding agency and submitting them to the MTECH Financial Aid Office in adequate 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 in full or a sponsorship has not been approved by the Financial Aid Office. Registration and fees must be paid within three days of starting the course. Payment of tuition and fees can be made by contacting MTECH Student Services.

FINANCIAL AID AND SCHOLARSHIPS

Information about financial aid resources can be obtained through MTECH's website.
https://mtec.edu/financial-aid/

Technology Requirements
Students are required to have a personal computer to complete the PN Program. 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, they will need to be diligent in managing their 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 liability insurance policy covering each student for malpractice while at an MTECH clinical site. MTECH does not, however, insure for or accept responsibility for accident, injury, or illness that occurs while the student is enrolled in the PN Program. Students are required to carry health insurance in order to participate in clinical experiences.

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 an MTECH or clinical facility employee determines a student to be unsafe in lab, simulation, or clinical, they may be dismissed for the remainder of the class/shift. 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).

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 the health care provider administering vaccinations) to the MTECH Practical Nursing department as requested. Submission of vaccination documentation demonstrates the student's permission for MTECH PN program to share this information with clinical facilities upon request. The student will need to submit a copy of all of the required immunizations listed below as instructed during New Student Orientation by the due date. Required immunizations and personal information will be uploaded; by the student to Verified Credentials which is a secure off-site-website. It will be the responsibility of the student to upload the requirements as directed by the practical nursing program. Students who are unable to meet the requirements of clinical facilities may not be able to complete the required clinical hours and may not be able to complete the requirements of the PN program to graduate and license.

Immunization Requirements

MMR
    ● Documentation of two MMR immunizations at least 28 days apart OR
    ● Documentation of positive antibody titer for MMR

TUBERCULOSIS
    ● Documentation of QuantiFERON Gold blood test (required yearly)
    ● If test shows positive results, a clear chest x-ray within 5 years is required

HEPATITIS B
    ● Documentation of Hepatitis B series OR
    ● Documentation of positive antibody titer for Hep B

VARICELLA (CHICKENPOX)
    ● Documentation of two varicella (chicken pox) vaccinations at least 4 weeks apart OR
    ● Documentation of positive antibody titer for varicella
 	
NOTE: A documented history of chickenpox is NOT acceptable

TDAP
    ● Documentation of Tdap within the past 10 years OR
    ● TD booster within the past 2 years if Tdap has expired or will expire during the program
 	
NOTE: Tdap is NOT the same as a DTaP, a DPT, a Td, or a Tetanus shot

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 their 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. Medical, religious, or personal exceptions will be addressed on a case by case basis, and based upon the requirements of the facilities.

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 at the New Student Orientation. Please see specific policies for background checks and drug screens in Appendix C of this Handbook.

Student Badges

An MTECH student ID badge will be issued through Student Services within the first 2-3 weeks of the program. 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 Nursing embroidered on the right chest. Scrub tops MUST be purchased through MTECH PN Program online store through LogoItOn?
- 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 PN online store)
- Clean, well-fitting, solid black shoes (black sole and black outsole), and closed-toe (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/digital 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.
- No unnatural hair color shades (pink, purple, blue, green, etc.) are allowed.
- Facial hair must be short (less than a ¼"), neat, clean, and trimmed to the jaw line.
- 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 for small studs in the ear.
- 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 facility policies, the nursing program will conform to the stricter of the two policies.
- No laptops and/or tablets at clinical sites. Personal use of smart phones by students at clinical is limited for instructor communication only.

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.

American Heart Association Basic Life Support (BLS) Certification
Students are required to be BLS certified through the American Heart Association for the duration of the PN program. Basic Life Support for the 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. Effective January, 2025, BLS will be the responsibility of each student.

Travel
Students are expected to provide their own transportation to and from the campus, clinical sites, 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. Commuting time does not count towards any of the program requirements.

Emergencies
Emergencies are defined as "an unforeseen combination of circumstances or the resulting state that calls for immediate action" and include, but are not limited to, death of a first-degree relative; unplanned hospitalization of the student, spouse, or their child; natural disasters; 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 ensure they attend the scheduled class, lab, simulation, or clinical experience as no exceptions will be made for non-emergent events such as: weather, poor road conditions, alarms, car troubles, etc. (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, pinning ceremony, and other events. Students who meet the participation requirements of the MNO will be eligible for a leadership cord upon graduation.

PN Class Representatives
Each cohort will have the opportunity to elect two new class representatives at the beginning of each semester. Class representatives are expected to attend faculty meetings and occupational advisory committee meetings. Students are always invited to offer input and reasonable feedback. 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, pinning preparations, service projects, etc. Students must be in good academic standing and exemplify positive professionalism to serve as class representatives. All students are encouraged to attend faculty meetings and participate in class committees. If a class representative fails to perform the required expectations, a new class representative may be assigned.

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 grade 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 their instructor to complete a Student Success Plan and set a goal for improvement. If progress continues to be an issue, the student may be required to meet with an MTECH Academic Counselor.

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 advance in the program (1st semester) or graduate (2nd semester). Students who do not meet the academic requirements of the PN program may be dismissed, however, students have the right to appeal this policy. If a student chooses to write an appeal for policy variance, the letter must be submitted to the Program Coordinator of Nursing and on the MTECH website on the Petition for Policy Variance Form within 2 days of the last final of the academic semester. Please note the PN program specifies a 2-day time period rather than the MTECH policy of 45 days for appeals submissions. Please see the MTECH "Satisfactory Academic Progress Appeal Policy" 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 work in any academic exercise or activity. Cheating, plagiarism, and/or falsification may result in suspension or dismissal."

Use of Artificial Intelligence (AI) for Assignment

The World Economic Forum defines generative AI as "a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more." Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly (Mesa Community College. (2024). Primary menu. The Center for Teaching and Learning).

Assignments are intended to encourage learning by helping the student develop critical thinking skills through analysis, applications, and implementation. The use of artificial intelligence (AI) will limit the learning of the student. The nursing profession requires critical thinking development. All assignments must be of the student's own work unless instructed to use AI in the learning process

The use of generative AI tools will be considered academic misconduct according to MTECH's code of conduct. (see Cheating Policy 2022 at
https://go.boarddocs.com/ut/mtc/Board.nsf/goto?open&id=C76LVU587400#)
If a student is instructed to use AI for any portion of an assignment the student must cite the use of AI.

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 MTECH and the PN program.

ATTENDANCE

100% attendance is expected in each didactic course. However, students must have at least 90% 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. Being late to class greater than 5 minutes constitutes a tardy, having three tardies = 1 absences. Missing more than 30 minutes of class (at the beginning, middle, end, or combination of the three) constitutes an absence.

100% attendance is REQUIRED for all lab, simulation, and clinical experiences.
All students are expected to read, understand, and abide by the Attendance Policy in the PN 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 written electronic notification and in-person, if possible.
Attendance at new student orientation and the first day of class is mandatory in order to remain in the program.

Didactic courses are face to face and virtual options are not available.

Please note: Acceptance to the program requires availability Monday thru Friday 0700-1630, based upon this commitment please handle a schedule change with respect and understanding.

Lab, Simulation and Clinical Attendance
100% attendance of lab, simulation and clinical hours in Nursing 1110 Clinical I, Nursing 1120 Lab & Sim I, Nursing 2110 Clinical II, and Nursing 2120 Lab & Sim II is required.

If the student is unable to attend a laboratory or simulation, the student must notify the appropriate instructor at least 30 minutes before the lab or simulation. If the student is unable to attend a clinical, the student must notify the PN Clinical Coordinator at least 30 minutes prior to the start of the clinical. A make up clinical may be offered in case of an emergency, and will be determined on a case by case basis. Students may not be allowed to make up more than one lab, simulation, or clinical during the entire program.

If clinical clearance or site availability changes occur, the student must make up the clinical and will be provided with a replacement clinical of similar acuity. It is expected the student will show flexibility during schedule changes and be prepared to accept alternate clinical options to complete clinical hours.

Tardiness/Absence

- If a student is 5 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.
  - Example: If the student arrives at 0805 for a 0800 lab this constitutes a tardy, and will be sent home.
- If a student is sent home from a lab, simulation, or clinical experience due to tardiness, it counts as an absence. Refer to the "Lab, Simulation, and Clinical Make-Up" below.
- These rules apply to every student for every lab, simulation, and clinical experience. However, the Program Coordinator and Faculty Review Panel reserve the right to review each non-compliance on a case-by-case basis and make exceptions or changes as they see fit.

Lab, Simulation, and Clinical Make-Up
- **Students may 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.**
- Clinical
  - If a student misses a clinical experience, 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. The student may need to pay an additional $375 to cover the cost of a clinical instructor; this will be determined on a case-by-case basis.
  - No points will be awarded for assignments related to the absence or make up clinical. The assignment must still be completed for the clinical experience.
- Simulation
  - If a student misses a simulation experience, 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 will be required to view the simulation recording (if available) AND complete simulation assignments receiving 0 points. The student must complete this activity within 2 school days of missing the simulation. The student may need to pay an additional $150 to cover the cost of a simulation instructor; this will be determined on a case-by-case basis.
  - **If** a recording is unavailable an additional assignment will be given and must complete this activity within 2 days of missing the simulation. This will be decided by the instructor on a case by case basis.
- Lab
  - If a student misses a lab experience, 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 will be required to attend and pay $375 to cover the cost of a clinical instructor for an additional 12-hour clinical experience; this will be determined on a case-by-case basis.

PLEASE NOTE: If continual absences occur the student may run the risk of dismissal from the program.

These rules apply to every student for every lab, simulation, and clinical experience. However, the Program Coordinator and Faculty Review Panel reserve the right to review each non-compliance event will be considered 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 may result in a score of zero (0).
- Incomplete lab, simulation, or clinical assignments may be accepted and may 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, they may not be able to attend class that day and may miss out on in-class activities and assignments. Missed assignments may not 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, they may 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 may receive a score of zero. The student may not make up the assignment.
- It is the student's responsibility to print any pre-lab, sim, or clinical assignment ("ticket to sim"), if required. Printing is available in the student study room.
- These rules apply to every student for every assignment. However, the Program Coordinator 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 in 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 and will be determined on a case-by-case basis. The student must take the exam within a time frame determined by the instructor.
- All exams must be taken when scheduled and **on time.**
- If the student fails to take, upload, or arrive on time to the exam, they will receive a 10% deduction from the overall score they earned on the exam.
- Exams may, or may not, be re-taken or made up. This will be determined on a case-by-case basis and must be taken in the time frame determined by the instructor.
- Exams may not be taken early.

- Medication calculation exams must be passed with an 80%. If the student does not score 80% they must retake the exam until they reach the benchmark of 80%. Remediation may be required on a case-by-case basis. If a retake is needed, the highest possible score will be 80%.
- If there is a problem at the testing center that prevents the student from taking the exam, the testing center will notify the instructor.
- Students will be allowed to review their tests at the testing center once the exam closes at the scheduled time. The student will have a maximum of 15 minutes to review their exam at the testing center. Students will only be able to see the incorrect answers. Students are encouraged to research rationales of questions once they have finished reviewing their exam outside the testing center. The Instructor may choose to **review content** from the test in class if they deem it necessary.
- Because no exam will take more than two hours, students may NOT take a break once they have started the exam. If an emergent situation arises, the student must notify the proctor, end the exam, and then contact their instructor for follow-up directions. Students should plan drinks and bathroom breaks accordingly.

PLEASE NOTE: These rules apply to every student for every exam. However, the Program Coordinator 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 the student is able to safely and correctly perform basic nursing skills. Students are awarded points for skills pass-offs based on how many attempts it takes to correctly complete the skill.

FIRST SEMESTER		SECOND SEMESTER	
ATTEMPT	MAXIMUM SCORE	ATTEMPT	MAXIMUM SCORE
1st Attempt	100 points	1st Attempt	100 points
2nd Attempt	70 points	2nd Attempt	50 points
3rd Attempt	0 points	3rd Attempt	0 points

- Skills Pass-offs are to be treated with confidentiality and are not to be discussed at anytime with fellow students. Any disclosure of skills, scoring, and feedback will be considered cheating.
- Students may be required to attend skill remediation. Refer to 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.

- For 1st semester, unsuccessful pass-off attempts may result in the student not being able to attend clinical experiences until the skill is successfully passed off. The Faculty Review Panel will determine if the student will be allowed to attend 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 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 or failure to attend 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 Coordinator 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. At any time, the Program Coordinator 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

The following applies to each individual course, as applicable:

Didactic Courses
- 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 total overall score in each individual course must be 80% or above in order to pass the course.
- 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.
- Refer to the PN program grading scale below.

Lab, Sim and Clinical Courses
- 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 they will not receive points for the clinical experience. There may or may not 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. The assignment must still be completed for the clinical experience.
- 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.
- Refer to 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

Technology Resources and Support

Canvas Learning Management System
MTECH uses Canvas as the school-wide Learning Management System (LMS). Students are provided with instruction on how to use Canvas during the first week of class. Students can access Canvas on or off campus and have access to Canvas support 24/7 through the help feature on Canvas. They can chat with an expert, submit a ticket, or call for help using the number provided. Information on how to get started with Canvas is also available on the MTECH website at https://otl.mtec.edu/knowledge-base/brief-canvas-introduction-for-students/.

Wolters Kluwer-Lippincott
All PN students have access to a variety of Wolters Kluwer- Lippincott resources, including eBooks. On the first day of class, new students are walked through the process of accessing the resources, joining classes, and learning how to navigate resources. Studentshave access to Lippincott resources on and off campus, and can access support 24/7 through the help feature on The Point. Students can review topics or chat with an expert.

Wolters Kluwer-Lippincott Clinical Cases
NurseThink incorporates a framework for the Next Gen NCLEX, encouraging and engaging students to develop a clinical judgment model of thinking. NurseThink uses realistic client cases that engage current evidence-based practices enhancing the prioritization, delegation, and clinical judgment nurses need. The NurseThink bundle (The Notebook, The NCLEX-PN Review Guide, CJEs, and Conceptual Clinical Cases) will be physical copies given to each student. The CJSim incorporates case studies that didactic instructors use, including but not limited to media, images, audio and video files, and interactive EHR pages. Students are oriented to the NurseThick Resources during orientation week and individually in each didactic, lab, and simulation class. Online support for these resources can be found at https://nursethink.com/contact. Support can also be obtained through telephone Monday- Friday 8:00-5:00 CST (866.861.2896 Ext 2) or via email at help@nursethink.com.

ExamSoft
MTECH uses a digital testing platform that integrates with the Canvas LMS. Examsoft is a secure testing platform incorporating NGN NCLEX-style questions containing but not limited to case studies, hot spot, bowtie, EHR, and matrix questions. Students will be oriented to the platform during orientation week and receive an individual login code. A mock exam will be given to ensure students can access the software and are familiar with the test-taking process of downloading and uploading their answers. Online support is available 24/7 at https://examsoft.com/contact/#phone-suppofrt. Students may access support through phone communication 24/7.

Hurst Review (supplemental)
Hurst Review is a platform that helps nursing students successfully pass the NCLEX-PN on their first-attempt. Practical nursing students are oriented and introduced to Hurst Review in the last weeks of the second semester. Support for Hurst Review is available Monday through Friday, 8:00 a.m. until 5:00 p.m. Central Standard Time. Students may access technical support through email, or phone communication.

Testing Center
All students have access to MTECH computers in the testing center. All Practical Nursing Program exams are taken at the testing center. If there are issues or problems with the MTECH computers, any MTECH employees can request support from the MTECH IT Helpdesk. The Helpdesk is available from 7:30 am until 9:00 pm Monday through Thursday and 7:30 until 5:00 pm on Friday.

Simulation Technology

CAE Learning Space
CAE Learning Space is the technology used during simulation scenarios and may also be used during lab skills pass-offs. Simulations are recorded and faculty may use the annotation feature to make note of areas to discuss during debriefing. Faculty and students review the recordings together and use the recording to open discussions that lead to improved learning. Students may also use the CAE Learning Space to record lab skills and upload this to the Canvas LMS. As students review their recording, they can identify areas of strength or areas that need improvement. CAE is only accessed on campus at the nursing building during regular school hours. Support through CAE is available Monday through Friday 8:00 a.m. until 8:00 pm Eastern Standard Time. Students may access technical support through email, chat or phone communication.

Elsevier SimChart
Labs and simulations may require students to utilize an electronic health record (EHR) in order to complete their assignments and course work. SimChart is used in the nursing program and is accessed through the Elsevier Education resources. Students are oriented to this technology during their first lab. Support for Elsevier Educational products is available Monday through Sunday, 6:00 a.m. until 12:00 a.m. Central Standard Time. Students may access technical support through email, chat, or phone communication.

KbPort MedSkills and MedManager/SimEMR
KbPort Medskills and MedManager/SimEMR are programs that are used in conjunction with the automated medication dispensary carts. Students are orientated and introduced to this program in the lab during their first semester. Support for the KbPort Medskills and MedManager/SimEMR programs is available by submitting a ticket within the account or website at any time.

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.

<u>Online Libraries</u>

Mountainland Technical College (MTECH) has resources available from a variety of libraries and learning centers. Like most technical colleges, MTECH relies upon other public and private library systems, mainly higher education institutions. Resources can be accessed through MTECH's website https://mtec.edu/library-resources/ or through The Learning Resources Media Plan 2023. https://go.boarddocs.com/ut/mtc/Board.nsf/files/D4MPTT6561F5/$file/Educational%20Resources%20and%20Media%20Services%20Plan%202024.pdf

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 the MTECH Student Code of Conduct (section 3.2 of the MTECH Student Handbook) for additional information. https://mtec.edu/student-handbook/

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 setting.
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.

Practical Nursing Program

Civility and Professionalism Contract

The purpose of the Civility and Professionalism Policy is to provide guidelines for the expected behavior of students enrolled in the nursing program. Practical nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom.

The American Nurses Association's Code of Ethics (2001) states that a nurse "practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual. "Nurses are also expected to collaborate and communicate with peers and patients effectively" (ANA, 2010). The Wisconsin Board of Nursing Administrative Code also outlines unprofessional conduct that could result in sanction or punishment (2014). Therefore, our nursing students are held to the same standard of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, and/or classroom, lab, simulation, and/or clinical activities. This type of behavior makes teaching and learning difficult for others.

Disruptive behavior may result in any of the following actions:
● 	Disciplinary warning
● 	Temporary probation
● 	Removal from class for the remainder of the day and being marked absent
● 	Removal from the MTECH campus by MTECH campus security for a determined amount of time and being marked absent
● 	Dismissal from the program
● 	Other appropriate authorized penalties in accordance with local, state and federal law.
Absences from class that exceed 10% of the class/clinical time may result in dismissal from the program. The instructor, in coordination with the Program Director, has the authority to determine which behaviors are disruptive to the learning environment.

Types of disruptive behavior in the learning environment may include, but are not limited to, the following

● Making distracting noises; persistent speaking without being recognized; repeated interruptions to the person presenting in the educational setting; failing to sit in a chair

● Personal insults or physical threats

● Profane, disrespectful, or threatening language

● Harassing, demeaning, or degrading behaviors

● Studying or working on an assignment for another class during class lecture

● Use of cell phones and/or social media/email during class time without permission

● Sleeping during class

● Questioning faculty's knowledge and/or credibility should be done in private if necessary.

● Refusal to participate in class activities (group work, games, etc)

● Coming to class under the influence of any substance that is illegal or may impair the ability of the student to receive an education, make sound decisions, or be a safety risk to themselves, their classmates, an MTECH employee, or any member of the community, including a patient

POLICIES REGARDING PROFESSIONALISM AND CIVILITY

A. The student is expected to adhere to the professional Code of Ethics for Registered Nurses adopted by the American Nurse Association (2015a).

B. Students must maintain all health requirements, such as current immunizations, and a current BLS for the Healthcare Provider.

C. Students may be dismissed from the program and/or enter into a probationary period, if, in the judgment of the faculty and in coordination with the Program Director, the actions of the student may be detrimental to the patient, their classmates, the learning environment, the program, the clinical setting/staff and/or the nursing profession.

Failure to comply with the Civility and Professional Contract will jeopardize progression in the nursing program

I, _____(print name legibly) acknowledge that I agree to hold myself to the above-mentioned standard and may be subject to penalty, up to and including dismissal from the program, if a violation occurs.

Student Signature: _____ Date: _____

Student ID # _____

Appendix B – Graduation and Licensure

<u>GRADUATION REQUIREMENTS</u>

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 a proctored NCLEX-PN predictor examination that is completed ONLY in the testing center.
7. Attendance in didactic courses must be 90%.

<u>NCLEX-PN PREDICTOR</u>

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. 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, they will not be eligible for graduation.

<u>UTAH LICENSURE PROCESS</u>

Detailed instructions can be found on the Utah Department of Professional Nursing website at
https://dopl.utah.gov/nursing/apply-for-a-license/registered-nurse-or-licensed-practical-nurse/

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: https://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 they 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.
  - 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.
  - 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 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 program duration.

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. The results will be stored and validated with Verified Credentials, a secure contracted company, and can be accessed through their website at https://www.verifiedcredentials.com/. Students will be responsible for the cost of the drug screen. Please refer to the new student orientation course in Canvas for instructions on how to purchase the background check and drug screen.

Refusal or inability to submit to the drug screen within the appointed time frame 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 Nurse Coordinator 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 Coordinator. 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 Coordinator 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 Refund Policy will apply to all students who are dismissed or withdraw from the program.

Failed Drug Screen – Rights and Remedies

If a drug test reveals the presence of a non-prescribed controlled substance the student will be contacted by the Program Coordinator. Student will be asked to submit a current copy of the prescription for applicable controlled medication(s) to the Program Coordinator as well as to the screening company if that is the cause of the positive drug screen. If a prescribed drug is not identified (in a positive drug screen) the student will be dismissed from the program. Medical marijuana will not be recognized as a prescribed drug. 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 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

- 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.

COMPUTERIZED TESTING POLICY

MTECH 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 MTECH and the PN 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.
- Leaving the testing center after having already starting the exam and returning to finish it without permission from the testing proctor and/or the PN Program Director

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(s) may receive a zero on the exam.
- A photo ID is required to test
- 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 outside of these parameters, disciplinary action may 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 with any student 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.
- 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	

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 Coordinator 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 and 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	

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	