PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

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Section I: Introduction

Welcome to the Practical Nursing Program at Mountainland Technical College! The administration and faculty are excited to offer this program to the community. 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 Guide. 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 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, Web: 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.

Mission Statements

UTAH SYSTEM OF TECHNICAL COLLEGES' MISSION STATEMENT
To meet the needs of Utah's employers for technically skilled workers by providing market-driven technical education to both 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.

We accomplish our mission by providing a rigorous but relevant educational experience delivered through both classroom and hands-on learning in lab, simulation, and clinical experiences. 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 Practical Nursing program will also provide the foundation needed for continued education in nursing and licensure as a Registered Nurse (RN), if that is the goal.

Practical Nursing Program Philosophy

The MTECH PN philosophy is based on the work of Dr. Patricia Benner that describes how a nurse acquires nursing knowledge through learning that is situation-based and experiential, allowing for progression from novice to expert. Nursing is a caring practice where science is guided by the art and ethics of care and responsibility. A caring relationship is one that allows for a condition of connection and concern that makes the giving and receiving of help possible. Nursing competency requires practice and clinical simulation that provide safe and structured learning experiences. Nurses develop skills and understanding of patient care over time through a proper educational background as well as a multitude of experiences. Learning through experience provides nurses the ability to continually expand their knowledge base and to provide holistic and competent care.

The MTECH PN Program is a 900 clock-hour program at a hands-on, technical college. Three hundred sixty (360) of the nine hundred (900) hours are laboratory, simulation, and clinical hours where students take the knowledge they have learned from the classroom and translate that into a foundation for patient care over the course of two semesters. Novice students gain experience starting in the laboratory setting where skills are taught in a concrete and linear way using step-by-step skills lists. Students practice their skills under the supervision and 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 laboratory to clinical under direct supervision and gain valuable experience while they are guided to see connections between classroom instruction and laboratory skills. Simulation is used to create specific and structured situations where students have the opportunity to practice beginning clinical judgement in a

group setting. Students continue to gain experience as they progress onto the Advanced Beginner stage where they can recognize patterns and prioritize care. The program is designed to be a foundation that prepares students to care for patients in a safe and competent manner where they can continue to gain knowledge and progress as an employed LPN and/or continue as an RN student.

Program Outcomes

The graduate of the Mountainland Technical College (MTECH) Practical Nursing Program should achieve the following outcomes.

End-of-Program Student Learning Outcomes
1. Patient Centered Care: Demonstrate patient-centered care that focuses on the individual needs of the patient.
2. Patient Centered Care: Recognize the importance of providing culturally-sensitive nursing care.
3. Teamwork and Collaboration: Communicate effectively with patients, families, and/or members of the health care team.
4. Evidence-Based Practice: Identify and explain evidence-based practice, and how it influences nursing practice.
5. Safety: Demonstrate safety and competence while providing basic nursing care.
6. Informatics: Utilize an electronic health record to document the provision of patient care.
7. Professionalism: Use self-reflection to evaluate readiness for professional nursing practice.
8. Patient Education: Demonstrate effective patient teaching.

Licensure Examination
90% of graduates will pass the NCLEX-PN exam on the first attempt.

Program Completion
90% of admitted student will complete the program within 3 semester, 150% of program length

Job Placement
80% of graduates will be employed as an LPN within six to twelve months post-graduation.

Novice to Expert Framework

MTECH Student Resources
and Academic Standards

The complete list of student resources and academic standards may be found at https://mtec.edu/student-guide. The following are some of the MTECH student resources and academic standards that are available in the student guide:

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

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SECTION II: PRACTICAL NURSING PROGRAM

Application Requirements

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

- Must have proof of current Utah State Certified Nursing Assistant Certification (CNA) or Utah Emergency Medical Technician (EMT) License at the time you apply.
- Must have a high school diploma or GED, or an official high school transcript.
- Must be 18 years or older.
- Must provide documentation of all required immunizations.
- Must take the ATI TEAS entrance exam. The most current version of the ATI TEAS is required. Test scores are valid for one year. The Practical Nursing program accepts one attempt per application period with no more than 2 attempts per 1 year.
- Must have open availability as class times may vary based on clinical site availability, including weekends and evenings.

Please keep in mind that all of these prerequisites must be completed before you apply, so plan accordingly. 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.

Practical Nursing Course Outline

	Lab Hours	Lecture Hours	Hybrid Hours	TOTAL HOURS
First Semester				
N 1010 Foundations of Nursing Care	168	80	52	300
N 1011 Nursing Care of the Mental Health Patient	0	48	12	60
N 1012 Pharmacological Nursing Care I	0	54	6	60
Second Semester				
N 1013 Pharmacological Nursing Care II	0	54	6	60
N 1014 Nursing Care of the New Family	96	98	10	204
N 1015 Nursing Care of the Adult Patient	96	96	24	216
TOTAL HOURS	**360**	**430**	**110**	**900**

Tuition and Fees, Expenses, and Program Expenditures

Please refer to the Program Details found at <u>https://mtec.edu/programs/practical-nursing/</u> for the most current information.

<u>Tuition and Fees (subject to change)</u>
- Practical Nursing Application Fee $ 30.00
- MTECH Registration Fee $ 40.00
- Facilities Fees $ 50.00
- Program Fees $1,720.00
- Tuition $1,800.00

<u>Required Program Materials (subject to change)</u>
- Textbook (included in Program Fees) $ 0.00
- Practical Nursing Entrance Exam (ATI TEAS) $ 100.00
- Clinical uniforms and shoes $ 100.00
- Federal Background Investigation $ 42.00
- Drug Screen $ 35.00
- Immunizations $ 200.00
- Nursing supplies $ 200.00
       (e.g. stethoscope, watch with second hand)
- National NCLEX-PN Exam $ 200.00
- Utah State PN License Fee $ 100.00

Tuition and Fees (subject to change)   **$3,640.00**
<u>**Required Program Materials (subject to change)**</u>   <u>**$ 977.00**</u>
TOTAL: **$4,617.00**

All costs associated with the program are the responsibility of each individual 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 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. <u>Registration and fees are due two weeks before the first day of orientation</u>. All payment of tuition and fees can be made by contacting MTECH Student Services.

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Financial Aid and Scholarships

Financial aid may be available to MTECH students and is awarded on the basis of need, merit, and availability. You can obtain information about this resource through the Office of Financial Aid at Mountainland Technical College. Financial Aid resources can be found at https://mtec.edu/financial-aid/. You may also check with Student Services at 801-753-6282 for further assistance.

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 you are enrolled in the PN Program. You are strongly encouraged to carry health insurance.

Student Health and Safety
As a student nurse, you are a healthcare provider and, as such, we encourage you to exert every effort to maintain optimal health. Your example will influence others far more than any teaching you can do.

Clinical sites expect students to be free of contagious disease or conditions that may lead to patient endangerment. If you have experiences a severe illness, accident, or surgery, you 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 laboratory, simulation, or clinical, or is disruptive in class they may be dismissed and will be required to make up all of the scheduled hours that day, not just the hours missed due to being dismissed. All missed clinical hours must be made up and may include an additional fee (see the *Attendance* section of this handbook). Missed in-class work will not be available for make-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 signature of health care provider administering vaccinations) to the MTECH Practical Nursing Department as requested. A copy will be placed in the student's file. Please notify the PN Program Director if you need to request a waiver from
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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

MMR	Documentation of two MMR immunizations at least 28 days apart OR Documentation of positive antibody titer for MMR
Tuberculosis *	Two-step intradermal PPD test (2 tests at least a week apart but not more than 3 weeks apart in a consecutive 12 month period) OR blood test (titer). If the student has a positive PPD, documentation of adequate workup for tuberculosis indicating student is not currently communicable (chest x-ray and/or physician note within 5 years) is required.
Hepatitis B	3 dose series OR Twinrix 3 dose series OR Documentation of positive titer for Hepatitis B
Varicella (chicken pox)	Immunization record (1 immunization if vaccinated before age 13; two immunizations after age 13) OR Documentation of positive antibody titer for Varicella OR Documentation of disease
Tdap	Documentation of current immunization for Tdap *(This is not the same as a DTaP, a DPT, a Td, or a Tetanus shot)*
Influenza **	Documentation of current immunization

*Two-step TB tests and influenza vaccines must be current for the entire length of the program.
**Influenza vaccines expire annually in June.
Note: Titers for different antibodies are valid for different amounts of time. Titers will be considered valid unless a student is symptomatic or has exceeded guidelines published by the Centers for Disease Control and Prevention (CDC).

Background Check and Drug Screen
You must complete a federal background investigation and drug screen following acceptance into the PN Program. Admission and successful progression through the Practical Nursing Program is contingent upon submission of a satisfactory background investigation and drug screen. Please see specific policies for background checks, drug screens, and confidentiality agreement in Appendix D of this Handbook.

Student Badges
A student ID badge will be issued through Student Services. This badge must be worn on the

upper part of the body and with the name in plain sight. Replacement badges can be obtained through Student Services for a fee. Some clinical facilities may also issue ID badges, which must be returned at the end of each semester.

Clinical Uniform
- Clean, well-fitting wine scrub top with embroidered MTECH logo and *Student Nurse* and black scrub pants (length must be 1" above floor). Scrub tops must be purchased at the MTECH bookstore.
- No skin should be exposed when bending, stooping, or reaching.
- Clean, well-fitting, solid black closed-toe, non-permeable shoes (no canvas and no Crocs) and black socks.
- MTECH Student ID must be worn to all laboratory, simulation, and clinical experiences.
- Lanyards are not allowed in laboratory, simulation, or clinical.
- If you need to wear a shirt under your scrub top for warmth, it must be a plain black shirt (no logos, designs, or other colors that can be seen).
- If your uniform does not meet requirements, you may be asked to leave laboratory, simulation, or clinical, and make up the experience at another time.

Laboratory, Simulation, and Clinical Requirements
- Appropriate grooming and daily personal hygiene, including deodorant, are essential because of the close proximity to clients and others. Since odors of any kind may be offensive to clients, products with strong odors are to be avoided while working in the clinical setting (i.e., perfumes, colognes, aftershave, tobacco, etc.).
- Hair must be clean and pulled back.
- Facial hair for men must be neat, clean, and trimmed.
- Nails must be clean and short (1/16"). No nail polish, wraps, gel nails, or artificial nails of any kind may be worn.
- Hand jewelry, with the exception of a plain wedding band with no raised stones and a wrist watch, may not be worn in laboratory, simulation, or clinical.
- No necklaces may be worn in laboratory, simulation, or clinical.
- Visible piercings of any kind, in any location, are not allowed except a single stud in each ear.
- Tattoos must be covered.
- Students must have naturally occurring hair colors. Shades that do not occur naturally may not be worn.
- Additional criteria may be defined by nursing instructors in specific clinical areas or to address specific issues.
- Please Note: Failure to meet any of the above criteria may result in the student being

> sent home from a clinical shift and being required to make up the lab, simulation, or clinical hours.
>   - Please Note: If differences exist between the nursing program and agency policies, the nursing program will conform to the stricter of the two policies.

American Heart Association Basic Life Support (BLS) Certification

You are 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 N1010 Foundations of Nursing Care lab. Even if a student has a current BLS card, they will still be required to complete the MTECH BLS class because it does count as lab hours.

Travel

Students are expected to provide their own 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.

Student Leadership

Mountainland Nursing Organization (MNO)

MNO is an optional student organization which provides the students with volunteer and leadership opportunities. Each semester, students work with an instructor to coordinate volunteer and service activities, graduation and pinning activities, committees, 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 Class Representatives at the beginning of each semester. Class representatives may participate in Practical Nursing Faculty Meetings and are invited to offer student input and suggestions. They will relay information back to the class as needed. Class Representatives also work with their class to plan and coordinate group activities such as class parties, and help with graduation and pinning preparations in coordination with the PN faculty. Students must be in good academic standing to serve as Class Representatives.

All students are welcome to attend faculty meetings.

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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.

We do recognize that unforeseen situations develop occasionally. If a true emergency arises, follow the clinical absences procedure (See Attendance below).

Academic Standing

Progression Procedure
The PN Student Academic Standing procedure varies from the MTECH Student Academic Standing due to PN graduation standards. Practical nursing students must maintain progress at a rate of 80% (B- grade) or better.

- Total score in each individual course must be 80% or above **and**
- Exam average in each individual course must be 80% or above
- One hundred percent (100%) of laboratory, simulation, and clinical hours must be completed and all laboratory, simulation, and clinical assignments must be completed and submitted on time.
    - Late or missed laboratory, simulation, and clinical assignments will result in a score of zero (0) which will not be re-graded upon submission.
    - All laboratory, simulation, and clinical assignments must be completed in order to pass the laboratory, simulation, or clinical portion of the course, even though they won't get a grade for the assignments.
- Students will receive a progress report at least once each semester.
- Failing to maintain satisfactory progress may result in the student being placed on probation by the MTECH counselor.

Re-Taking Courses
Any student who earns less than 80% exam average and/or less than 80% total score in any course is considered to have unsatisfactory progress and may not be allowed to progress in the program (1st semester) or may not be allowed to graduate (2nd semester). Students with unsatisfactory progress may follow the MTECH Appeals and Grievance (See MTECH Student

Guide).

If the student's appeal is accepted, the student will be required to
- o Complete all course requirements for the failed course(s) including all class, laboratory, simulation, and clinical components;
- o Take the mid-term and final exams in courses previously completed with satisfactory progress in that semester (80% exam average and 80% total); and
- o Pass all skills pass offs.
- o Requirements may change at the recommendation of the MTECH Appeals Committee.

The student may be required to complete additional lab, simulation, and/or clinical hours to ensure competence with safe clinical practice in courses previously completed with satisfactory progress.

Attendance

In addition to the MTECH Student Attendance policy (See MTECH Student Guide), practical nursing students are required to complete 100% of all laboratory, simulation, and clinical hours.

Students will be provided with a calendar of classes, laboratory, simulation, clinical, and other activities at orientation. The schedule is subject to change. Students will be notified of changes as soon as possible through electronic notification, and they should check the calendar often for changes.

Clinical Absences
All lab, simulation, and clinical hours must be completed in order to complete N1010 Foundations of Nursing Care, N1014 Nursing Care of the New Family, and N1015 Nursing Care of the Adult Patient.
- Immediate Notification Process
    - o If you are unable to attend a laboratory, simulation, or clinical, you must first attempt to contact the laboratory, simulation, or clinical instructor by phone call or text message (up to 3 attempts over a 15-minute period).
    - o If you are unable to contact the instructor, contact the Clinical Coordinator by phone call or text message (up to 3 attempts over a 15-minute period).
    - o If you are unable to contact the instructor or the Clinical Coordinator, contact the Program Director by phone call or text message.

- o You are expected to make contact and receive confirmation (verbal or text) that the instructor, Clinical Coordinator, or Program Director understands you are calling about being absent. You are still responsible to complete all assignments, quizzes, exams, or lab, simulation, or clinical experiences. However points will not be awarded for missed in-class learning experiences or participation. All missed lab, simulation, and clinical time must be made up (See make-up fees).
- Follow-Up Notification Process
  - o The student is responsible for notifying the Clinical Coordinator of the clinical absence in writing or electronic format within 48 hours. The notification must include the student's name, the name of the lab, simulation, or clinical that was missed, the date missed, and the number of hours that need to be made up.
  - o The Clinical Coordinator will contact the student with the date and time for the make-up lab, simulation, or clinical.

Clinical Make-Up
- There is no guarantee that make-up experiences will be available. All efforts will be made to provide a make-up experience; however, make-up experiences are dependent upon clinical site availability.
- In the case that make-up experiences are not available, the student will not be able to successfully complete the course and will be required to retake the course(s).
- No assignment or participation points will be given for make-up lab, simulation, or clinical.
- Make-Up Fees must be paid in full prior to attending the make-up lab, simulation, or clinical.
- Students must pay the entire make-up fee regardless of the number of students in attendance and the number of faculty contact hours.
- Make-Up Fees

Laboratory and Simulation	$120	10-Hour Clinical	$300
5-Hour Clinical	$150	12-Hour Clinical	$360
8-Hour Clinical	$240		

Assignments, Exams, and Skills Pass Offs

Assignments
1. Classroom assignments are worth 30% of the overall course grade. No late 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).
2. Laboratory, simulation, and clinical assignments are counted as part of clinical hours. One hundred percent (100%) of all laboratory, simulation, and clinical assignments must be completed in order to receive a passing grade for the associated course.
3. Laboratory, simulation, and clinical assignments which are due prior to the laboratory, simulation, and clinical must be completed on time in order for the student to attend the scheduled laboratory, simulation, or clinical. Failure to complete laboratory, simulation, and clinical assignments will result in the student receiving an assignment score of zero (0) as well as a participation score of zero (0).
4. Laboratory, simulation, and clinical assignments which are due after a laboratory, simulation, and clinical must be completed on time.
   - Laboratory, simulation, and clinical assignments submitted after the due date will receive a score of zero.
   - The student will have seven (7) calendar days from the original due date to submit the late assignment or corrections to the assignment, without points.
   - Failure to complete late laboratory, simulation, and clinical assignments or corrections within seven (7) calendar days will result in a participation score of zero (0).

Exams
1. All exam dates are available on Canvas, in the course outline, and/or on the student calendar.
2. 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 or Program Director prior to the scheduled exam date.
3. All exams must be taken on time. Failure to start an exam on time will result in a reduction of the score as follows.
   a. 5-10 minutes late: 20% reduction of overall test score
   b. 10-15 minutes late: 40% reduction in overall test score
   c. 15-20 minutes late: 60% reduction in overall test score
   d. 20-25 minutes late: 80% reduction in overall test score
   e. More than 25 minutes late: 100% reduction in overall test score (score of zero)
4. Time will be calculated based on exam log in time recorded in Canvas.

Skills Pass Offs

- Skills Pass Offs are graded as pass/fail. A passing score is 80%.

Attempt	Maximum Score
1st Attempt	100%
2nd Attempt	70%
3rd Attempt	0%

- Students are required to attend skill remediation within one week of an unsuccessful pass off attempt.
- Students may be required to meet with the instructor, Program Director, or MTECH Counselor after any unsuccessful pass off attempt.
- Students may be placed on probation for a 2nd unsuccessful pass off attempt.
- Students may be dismissed from the PN program for a 3rd 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 3 nursing instructors.
- 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.
- Inability to attend a simulation or clinical due to failing a pass off will result in an assignment score as well as a participation score of zero for the missed lab, simulation, or clinical and may also incur make-up fees. It is up to the discretion of the Faculty Review Panel to determine if the student will be allowed to attend simulation and/or clinical experiences or if the failure of the skill pass off poses a risk to student and/or patient safety.
- Late arrival to a pass off is treated as an unsuccessful pass off attempt.

Grading

1. Exams are weighted at 70% of each overall course grade.
2. Assignments are weighted at 30% of each overall course grade.
3. Laboratory, simulation, and clinical are graded as pass/fail. The minimum passing score is equivalent to 80%. Students will receive points in laboratory, simulation, and clinical to help the students determine their level of achievement.

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

Shift Change Requests

- Laboratory, simulation, and clinical shift changes will <u>only</u> be allowed during the first week of classes each semester.
- Laboratory, simulation, and clinical shift changes must be approved by the Program Director.

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 and so you can familiarize yourself with professional standards common in nursing. See <u>Violation of Student Code of Conduct</u> for additional information.

<u>Professional Conduct</u>
(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.

<u>Unprofessional Conduct</u>
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 Mountainland Technical College Practical Nursing Program, the student must meet the following criteria:

1. All classroom, laboratory, and clinical experiences must be completed satisfactorily.
    a. Each class must be passed with a total of 80% or above.
    b. Exam averages in each class must be 80% or above. Scores are not averaged across classes.
    c. All laboratory, simulation, and clinical work must be passed at 80% average or above.
    d. One hundred percent (100%) of laboratory, simulation, and clinical hours must be completed.
2. Be in good standing with the college.
3. Complete an NCLEX-PN predictor examination.

NCLEX-PN PREDICTOR

The purpose of an NCLEX predictor examination (e.g. PN Predictor, PassPoint) 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 considered an assignment and is, therefore, required.

GENERAL LICENSURE INFORMATION:

1. Registering with Pearson VUE.
    a. 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.
    b. 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.
    c. Pearson VUE is a national company. The NCLEX-PN may be taken at any testing location, and the results are valid for licensure in any state.
2. 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.

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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

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

1. Create an NCLEX account through Pearson VUE and pay the testing fee to Pearson VUE at http://www.pearsonvue.com/nclex/
2. The MTECH PN Department will submit the following to DOPL:
    a. A *Request for Authorization to Test* and
    b. Official transcript verifying program completion (date of graduation and degree posted on the transcript)
3. If the "Request for Authorization to Test" is approved, DOPL staff will make the applicant eligible through Pearson-VUE. Pearson VUE will email the applicant an Authorization to Test (ATT) and the applicant will have 30 days to sit for the NCLEX-PN.

IF THE APPLICANT *PASSES* THE NCLEX-PN:

1. The applicant will be notified via email that he/she passed and is now eligible to apply for licensure;
2. The applicant will submit the *Application for Licensure* (by mail or online) along with:
    a. The $100.00 application fee; and
    b. **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.
3. 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:

1. Do not submit your *Application for Licensure* to DOPL until you have been notified by DOPL that you passed the NCLEX.
2. 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.

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3. Do not call DOPL to inquire about the status of your application until:
    a. It has been <u>more than</u> 10 business days since you submitted your *Request for Authorization to Test* or *Application for Licensure*; or
    b. It has been <u>more than</u> 5 business days since you sat for the NCLEX and you have not been notified of your results.

Appendix C – Background Check

Contractual agreements with the clinical facilities that provide portions of the educational/training experience for students attending programs in the College's 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 our program advisory committees.

The background check will be conducted through the Utah Department of Health's (UTDOH) Direct Access Clearance System (DACS) and made available to Mountainland Technical College. The Utah DACS was developed to assist licensed health care providers perform registry checks and process fingerprint-based background checks of applicants in an efficient and effective manner, as required by Utah Code Annotated §26-21 Part 200. Students will be responsible for the cost of the background check and fingerprints if not already available in DACS. Results are valid for one year.

BACKGROUND CHECK INSTRUCTIONS
1. Complete the demographics form and criminal background screening authorization form in the acceptance packet.
2. When notified, pay the $50 background check fee to Student Services.
3. Obtain fingerprints as directed.

If the results show an arrest record or criminal charges, the Practical Nursing Director will contact the student directly, and the report will be reviewed by the Practical Nursing Director in consultation with the Director of Health Programs on a case-by-case basis and students will be informed in writing of the decision. Students will be allowed an opportunity to appeal the decision according to appeal procedures outlined in the MTECH Student Guide.

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/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/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 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 Director 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 in consultation with the Director of Health Programs will make a determination 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 their education 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.

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

Appendix D – Drug Screen

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 and payment is due to CastleBranch at the time the service is provided. 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.

DRUG SCREEN INSTRUCTIONS
1. To place your order with CastleBranch, go to https://portal.castlebranch.com/MZ28
2. Click on *Place Order*.
3. Select package **MZ28dt: Drug Test**. (Do not select the MZ28bg: Background Check or MZ28: Background Check-Drug Test. These are not required at this time but may be used on an as needed basis.)
4. After selecting the Drug Test, follow the instructions to complete the order.
5. Check your email for login information to http://www.mycb.castlebranch.com. You will find a to-do list in your CastleBranch portal that will guide you through the drug screen process.

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 will be allowed an opportunity to appeal the director's decision according to appeal procedures outlined in the MTECH Student Guide. Results are valid for one year.

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 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 dilute, 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.

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<u>Appendix E – Computer Policies</u>

COMPUTER AND CHROMEBOOK POLICIES

<u>Google Chromebooks</u>
The PN program has purchased Google Chromebooks to be used 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. The password will be provided during orientation. This email
address is only for logging into the Chromebooks.

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 must stay on campus in the Practical Nursing Department.
- Students will not use the Chromebook 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 at any time.
- Do not download apps or programs unless specifically told to do so by your instructor or
  the program director.
- The student assumes responsibility for the Chromebook while using it. Damage due to
  abuse, misuse, neglect, or avoidable accidents (drink or food spills, carelessness,
  roughhousing, as examples) will be the responsibility of the student, and the student shall
  pay for repair or replacement of the damaged Chromebook.
- 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.

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MOUNTAINLAND TECHNICAL COLLEGE NURSING PROGRAM
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 may be taken; including, but not limited to, receiving a zero for the exam or being withdrawn from the course or from the nursing program.

Cheating includes, but is not limited to:
1. Looking at or copying from another student's exam.
2. Communicating or receiving answers during the exam.
3. Using unauthorized notes, texts, or other materials during an exam. No paper can be taken into the testing center. Grease boards will be provided.
4. Obtaining and/or distributing an unauthorized exam or part of an exam or a test bank.
5. Opening additional browser windows before, during, or after the administration of an exam.
6. Discussing exam content or questions with classmates who have not yet taken the exam.
7. Opening any unauthorized test without a proctor/instructor present.

Policy and Procedure for Computerized Testing
1. All computerized testing will be proctored. You will look only at your own computer screen during the exam. If you look in the direction of another screen, you will be verbally warned once. If the behavior continues, your exam will be terminated and a zero will be recorded.
2. You 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.
3. You will not open any exam at any time unless you are 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.
4. You may not print out or email any portion of any exam or results.
5. You may not discuss content of the exam until all students have taken the exam and scores have been recorded.
6. If you do not save an answer properly, or have not answered a question, or skipped a question, you will not be given an opportunity to answer the question. The question will be scored as incorrect.
7. All books and personal belongings, including hats, are to be placed at the front of the testing room away from individual students.
8. No cell phones or other electronic devices are allowed in the testing room.

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Policy and Procedure for Computerized Test Problem Solving:
1. If the computer network or laptop computer fails to initiate within a timely fashion, the nursing instructor has an option to provide you with a paper copy of the test.
2. If the computer freezes or you are disconnected prior to completion, you must notify the testing center proctor.
3. If you suspect that the computer did not record an answer or is skipping a question, you must contact the proctor before submitting the test for grading. Any question left unanswered when submitted for grading will be marked incorrect.
4. The nursing faculty will closely monitor all computerized exams to ensure accuracy of grading.

Policy and Procedure for Computerized Test Review:
1. You may have an opportunity to review the exam in a proctored formal setting.
2. The nursing instructor will not accept questions concerning answer rationales during the discussion of the test.
3. You may only review an exam in a proctored formal setting. Accessing or reviewing an exam outside of a proctored formal setting is prohibited.
4. During a proctored formal review you may submit in writing a rationale or any concerns about specific question(s). The written item of concern must be given to the nursing instructor during the review. You may not take notes or write information specific to a test question during the exam review.

I certify that I have read and agree to MTECH'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 nursing director 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 clinical by MTECH or any or all clinical facilities based on these results. I am aware that unsatisfactory results could result in suspension or expulsion from the program.

I_____ hereby authorize the MTECH to

      (Print Name)

release any requested files or records of information of any type to administration of clinical sites used by the Practical Nurse Program as required by law.

I release the 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 Program Handbook and understand the terms outlined herein and agree to be bound by them.

Student Signature_____ Date_____

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