Policies and Procedures Specific to:

Practical Nursing Program

(This handbook is intended to be utilized in conjunction with the Allied Health Programs Student Handbook)

August 2017-2018
ALLIED HEALTH - PRACTICAL NURSING
1350 Clock Hours | 45 Vocational Credit Hours

The Practical Nursing Program at NFCC is designed to prepare students to function as members of the health team in the prevention of illness and in the care and rehabilitation of the sick and injured. This program will prepare the graduate to apply to take the National Licensure Examination for Practical Nurses (NCLEX-PN). Achievement of a passing score on this exam and licensure by the Florida State Board of Nursing will enable the graduate to seek employment as a Licensed Practical Nurse in the state of Florida.

The Practical Nursing certificate program is an eleven-month program with program start dates in the fall. Access to the program is competitive and limited. The program includes lecture, laboratory, and clinical components. All students will have clinical rotations at locations designated by the College. The application period for the fall program begins on February 1 and concludes on May 1.

LPN Program Student Learning Outcomes:
1. Demonstrate professionalism in the role of the practical nurse within the healthcare system to collaborate effectively with other members of the healthcare team.

2. Utilize the nursing process to provide safe and ethical patient care within the scope of practice for a practical nurse.

3. Synthesize therapeutic communication in providing culturally competent care to promote optimal health and wellness to diverse populations throughout the life span.

4. Incorporate relevant technology with knowledge of nursing skills to deliver exceptional clinical care to clients with a variety of needs.

5. Implement plan of care for patients in a variety of care settings using critical thinking skills.

Allied Health Mission Statement: Our mission is to meet the community healthcare career needs through facilitation of student enrollment and progression through healthcare programs with a student-centered learning environment that promotes student success through flexible and varied learning activities that foster creativity, critical thinking and professional growth.
A. COURSE REQUIREMENTS

Students are admitted to the Practical Nursing program during the fall semester of each academic year. Approximately 600 hours are spent in area health care facilities obtaining clinical experiences in many different areas of health care. Clinical hours may also take place in the Simulation Lab at NFCC. In order to successfully meet the requirements for completion of the practical nursing program, the student must successfully complete all clinical hours/activities as well as each of the following courses:

HSC 0003 Health Careers Core (90 hours) This course serves as an introductory course for all health occupations and the health care delivery system. Topics include interpersonal and communication skills, concepts related to wellness and illness, ethics and legal responsibilities, safety, infection control and CPR certification.

HCP 0121C Articulated Nursing Assistant (75 hours) This course provides the students with the knowledge and skills necessary to safely care for patients in a long term care facility. Satisfactory completion of this course and its associated clinical experiences qualifies the student to apply to take the State Certification examination for Nursing assistants.

PRN 0063C Practical Nurse I (447 hours) The first of three practical nursing courses, PRN 0063C units/modules provide the student with critical information related to the role, function and skills/procedures of the practical nurse, normal body structure and function, nutrition, and growth and development. Supervised laboratory and clinical experiences give the student numerous opportunities to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts.

PRN 0380C Practical Nurse II (451 hours) The second of three practical nursing courses, PRN 0380C units/modules introduce the student to concepts and principles related to the administration of medication and care of the patient with common medical-surgical conditions. Utilizing the nursing process as a framework, students will utilize critical thinking skills to provide patient care within a holistic framework. Supervised laboratory and clinical experiences gives the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts.

PRN 0121C Practical Nurse III (287 contact hours) The third of three practical nursing courses, PRN 0121C units/modules introduce the student to the concepts and principles related to the care of the maternal/newborn, pediatric, and mental health patient living in the community. Utilizing the nursing process as a framework, students will employ critical thinking skills to provide patient care within a holistic framework to a variety of patients. Additional modules/units will provide the graduating student with concepts and principles related to employment, professional roles, relationships and responsibilities. Supervised laboratory and clinical experiences gives the student numerous opportunities to develop proficiency in the application of newly acquired skills and theoretical concepts.

Total Clock Hours: 1350

NOTE: Students are required to buy designated school uniforms and accessories for classroom and

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clinical settings. There is also a supply fee, which includes CPR materials, malpractice insurance, and lab supplies.

B. TABE Requirements
TABE (Test of Adult Basic Education) requirements for the Practical Nursing program is listed in the Practical Nursing program Curriculum Framework published by the Florida Department of Education. All students are expected to meet these requirements prior to program completion. The specific TABE requirements are:
Reading 11.0, Math 11.0, and Language 11.0.

C. ACADEMIC POLICIES AND PROCEDURES
Refer to the Nursing and Allied Health Programs student handbook for details.
A. Academic Standards ................................................................. 7
B. Professional Standards ............................................................ 7
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D. CLINICAL EVALUATION
- The clinical evaluation tool will be used to assign grades for clinical activity associated with each individual theory/clinical course in the Practical Nursing Program. The tool will be provided to students with the course syllabus at the beginning of each course that has a clinical component.
- Clinical rotations are graded as Pass or Fail.
- All courses offered within the LPN program include both didactic (theory) and clinical components (indicted by a C)
- Failure of the clinical portion of any course will result in failure of the theory portion of the course
- Students who have any unsuccessful course completion (refer to Nursing and Allied Health Student Handbook)

E. GRADING SCALE
- Refer to the Nursing and Allied Health Programs Student Handbook for specific information regarding examination attendance.
• Students attending the Practical Nursing Program at NFCC will be evaluated according to the following scale:

<table>
<thead>
<tr>
<th>Theory</th>
<th>Clinical/skills laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 94-100</td>
<td>S = Satisfactory or Pass</td>
</tr>
<tr>
<td>B = 85-93</td>
<td>U = Unsatisfactory or Failing</td>
</tr>
<tr>
<td>C = 77-84</td>
<td></td>
</tr>
<tr>
<td>D = 70-76</td>
<td></td>
</tr>
<tr>
<td>F = below 70</td>
<td></td>
</tr>
</tbody>
</table>

• To remain in the program, a student must maintain a minimum grade of “C” in each course. Specific course/modules/units may have more aggressive grading requirements. If so, these will be provided to you in the individual course syllabus. The instructor will discuss student progress with each student for the purpose of guiding and helping them to meet the educational standards set for the program.

F. COMPETENCY TESTING

• Mandatory participation in the program’s “Testing Package” is required for all nursing students. The package includes multiple specialty exams and an exit exam. The student’s initial and second attempt at this exam is covered under the program cost. A student who fails to meet the benchmark score (provided prior to exams by faculty) on each exam will set up a contract for review of the content and utilization of an individual remediation plan. If the student does not reach the benchmark score on the second attempt, he/she will be required to participate in a formal remediation program recommended by the faculty and strongly encouraged to retake the exam for the third time and at their additional expense.

G. EMERGENCY CALLS

• Refer to the Allied Health Programs Handbook for information regarding phone calls, including emergencies and the use of cell phones. You will want to keep the following numbers handy in case you need to make a call. If someone you need to speak with is not available, ask, “May I leave a message?” Additional clinical agencies may be utilized. Contact information will be provided by faculty prior to clinical.

<table>
<thead>
<tr>
<th>Clinical Agencies</th>
<th>Number</th>
<th>Contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison Health &amp; Rehab</td>
<td>850-973-4880</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Madison Co. Memorial Hospital</td>
<td>850-973-2271</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Doctors Memorial Hospital</td>
<td>850-584-0800</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Madison Co. Health Dept.</td>
<td>850-973-5000</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Brooks County Hospital</td>
<td>229-263-4171</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Shands at Live Oak</td>
<td>386-362-0800</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Facility</td>
<td>Phone Number</td>
<td>Ask for</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Advent Christian Village Home Health</td>
<td>386-658-3333</td>
<td>Ask for</td>
</tr>
<tr>
<td>Advent Christian Village Copeland Clinic</td>
<td>386-658-3333</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>ARC Big Bend</td>
<td>850-253-0000</td>
<td>Ask for Patricia Johnson</td>
</tr>
<tr>
<td>Big Bend Hospice Perry</td>
<td>850-838-3096</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Big Bend Hospice Madison</td>
<td>850-973-8131</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Down Home Medical</td>
<td>850-973-4590</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Family First Wellness Clinic</td>
<td>850-973-8851</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Jefferson County Health Department</td>
<td>850-342-0170</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Little Pine Pediatrics Madison</td>
<td>850-253-2275</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Little Pine Pediatrics Perry</td>
<td>850-584-2141</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Madison Academy</td>
<td>850-973-2529</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Madison Osteopathic Medicine</td>
<td>850-253-8000</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Premier Medical Clinic</td>
<td>850-584-3278</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Taylor County Health Department</td>
<td>850-584-5087</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Lafayette Health Care Center</td>
<td>386-294-3300</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Lake Park of Madison</td>
<td>850-973-8277</td>
<td>Ask for nurses station</td>
</tr>
<tr>
<td>Suwannee Valley Nursing Center</td>
<td>386-792-1868</td>
<td>Ask for nurses station</td>
</tr>
</tbody>
</table>

**Faculty and Staff**
DeShala Frazier (850) 973-9471
Amanda Williams (850) 973-9459
H. CHAIN OF COMMAND

- Any time a student has an issue, complaint, suggestion etc., it should be brought to the attention of the person involved. Issues should be resolved at the lowest level possible (between the individuals involved). If the issue cannot be resolved or if there are additional issues that cannot be resolved, the student(s) involved should approach the next person in the chain of command. It is neither appropriate nor professional to eliminate steps in the chain of command in any organization. The PN Program operates under the direct supervision of the PN faculty. Student issues, problems, concerns, suggestions, etc. that cannot be solved by the individual(s) should be brought to the attention of the PN faculty. Issues and concerns are advanced using the chain of command; as follows:

President of NFCC
(Mr. John Grosskopf)

Dean of Academic Affairs/Chief Academic Officer
(Ms. Frances Adleburg)

Associate Dean of Economic Development and Technical Programs
(Mr. David Dunkle)

Director of Allied Health Programs
(Ms. Julie Townsend, DNP, RN)

Instructor, PN Program
(Ms. Amanda Williams, BSN, RN)

Instructor PN Program
(Ms. DeShala Frazier, RN)

Clinical Instructor, PN Program
(TBA)
PROCEDURAL GUIDE FOR CLINICAL EXPERIENCE

The student will:

- Report to the designated location at the designated time for pre-conference and be ready for discussion.

- Determine all necessary treatments and drugs during or immediately following report.

- Visit the patient immediately after receiving report.

- Implement safe and effective nursing care within the limits of his/her capabilities through the direction of the clinical nursing instructor.

- Notify the clinical nursing instructor so that he/she may be present when carrying out any nursing procedure as directed.

- Remember the cleaning of the patient unit is basically the responsibility of the housekeeping department, but the student nurse is responsible for keeping the unit in order. This includes straightening articles, watering plants and flowers, disposal of used items, stripping beds of linens when patients are discharged, etc.

- Use free time to review the chart and, using an accepted nursing text, gain knowledge of the patient’s disease entity/surgical procedure.

- Remember that your primary responsibility is to give nursing care to assigned patients, but assisting other members of the nursing team will provide additional learning experience.

- Report any difficulty related to an assignment to the clinical nursing instructor immediately.

- Leave the assigned area only with permission from the clinical nursing instructor. The instructor must know the whereabouts of the student at all times.

- Report the following to the patient care nurse upon leaving the clinical area at the end of the shift:
  - Nursing care administered
  - Pertinent observation of the patient; and
  - Anything that has not been done for the patient.

- Complete all procedures at the designated time.

- Verify all nursing procedures with instructor and doctor’s order/s prior to performance.
• Correctly identify the patient before performing any nursing procedure or giving any medication.

• Check the chart and discuss the procedure or medication with the clinical nursing instructor and charge nurse if he/she has any doubts about the procedure or medication.

• Students may be assigned to a clinical experience outside of normal operating hours of the college. At times, this may take place without the direct supervision of a NFCC Allied Health faculty member although a faculty member is always available. In these instances, if you need to contact your instructor, please contact your designated clinical instructor via cell phone. If you are unable to locate the instructor in a reasonable amount of time, please contact the next designated faculty member via cell phone. These numbers will be provided to you prior to the clinical experience.

NOTE: Any unusual condition or complaint should be charted and reported to the charge nurse and the clinical instructor IMMEDIATELY and then documented. DO NOT WAIT UNTIL YOU ARE READY TO GO OFF DUTY!
COUNSELING DOCUMENTATION

Please refer to the Allied Health Programs student handbook. Counseling forms may be utilized to provide documentation for any type of student activity which the instructor feels needs to be monitored or corrected in order for the student to progress in the program. Counseling forms and medication variance reports require student input and will become part of the students’ official program records.

Counseling Documentation Form

Date Prepared: ______________________________________________

Student: ______________________________________________________

Instructor(s) providing counseling: _________________________________

Circumstances: (May be attached to this document):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Instructor signature: _____________________________ Date: __________

Revised June 2017
Instructor signature: ___________________________ Date: ___________________________

Student response with comments and plan for correction, if applicable:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Initial) ________ I agree ________ I do not agree with the information provided

I have read and understand all of the information listed on this counseling document and understand that I have been given the opportunity to provide a written statement.

Signature: ____________________________________________

Date: ________________________________________________

__________________________
NORTH FLORIDA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
CHANGE IN HEALTH STATUS FORM

To be completed by licensed health care provider:

Change of Health Status Statement:
Exam Date: ____________
Student’s Last name, First, Middle, SS #

- History of recent illness requiring a change in health status form:
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- Treatment recommendations (surgery, counseling, medication initiation and/or adjustment in dosage, other):
  ____________________________________________________________
  ____________________________________________________________

- Follow-up recommendations:
  ____________________________________________________________
  ____________________________________________________________

Revised June 2017
• In your opinion, is there any reason that the above named student cannot safely participate in the provision of direct (clinical) patient care activities related to the role and responsibilities of a Practical Nurse? If yes, please provide or attach explanation.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

PROVIDER SIGNATURE ___________________________ LICENSE # ____________
CITY ___________________________ STATE ___________________________

You may return this form to the student or mail the form to the attention of:

    Julie Townsend, Director of Allied Health Programs
    North Florida Community College; 325 NW Turner Davis Drive; Madison, FL 32340