Mississippi Delta Community College
Division of Health Sciences

Practical Nursing Program
Student Handbook
2018-2019
### Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Larry Nabors</td>
<td>President</td>
<td><a href="mailto:lnabors@msdelta.edu">lnabors@msdelta.edu</a></td>
</tr>
<tr>
<td>Teresa Webster</td>
<td>Vice President of Instruction</td>
<td><a href="mailto:twebster@msdelta.edu">twebster@msdelta.edu</a></td>
</tr>
</tbody>
</table>

### Health Science Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Kelly</td>
<td>Dean of Health Sciences</td>
<td>246-6417</td>
<td><a href="mailto:pkelly@msdelta.edu">pkelly@msdelta.edu</a></td>
</tr>
<tr>
<td>Maegan Applewhite</td>
<td>Administrative Support</td>
<td>246-6503</td>
<td><a href="mailto:mapplewhite@msdelta.edu">mapplewhite@msdelta.edu</a></td>
</tr>
</tbody>
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### Practical Nursing

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<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Gardner</td>
<td>Director of Nursing</td>
<td>246-6505</td>
<td><a href="mailto:dgardner@msdelta.edu">dgardner@msdelta.edu</a></td>
</tr>
<tr>
<td>Veronica Caradine</td>
<td>PN Instructor</td>
<td>246-6513</td>
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</tr>
<tr>
<td>Deshundra Meeks</td>
<td>PN Instructor</td>
<td>246-6506</td>
<td><a href="mailto:dmeeks@msdelta.edu">dmeeks@msdelta.edu</a></td>
</tr>
</tbody>
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<td>Signature Page</td>
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</tbody>
</table>
The Practical Nursing Student Handbook provides students with information, policies, and guidelines to be successful in the program. Students must read and follow the policies set forth. The MDCC College Catalog/Student Handbook continues to be the student’s resource for student information and policies.

The College reserves the right to alter or change any statement contained herein [MDCC College Catalog/Student Handbook] without prior notice.

The PN program reserves the right to alter or change any statement or policy without prior notice. Written notification is sufficient to effect policy change.

Students will also find specific information and requirements in respective nursing course syllabi.

NON-DISCRIMINATION POLICY

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Center, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.

AMERICANS WITH DISABILITIES ACT

Mississippi Delta Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The College does not discriminate against any qualified individual with a disability in regard to employment, transportation, accommodations or telecommunications. This policy incorporates the provisions of the Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Section 505 of the Rehabilitation Act of 1973; Title 11 of the Civil Rights Act of 1964, as amended, and the Communications Act of 1934.
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
PRACTICAL NURSING PROGRAM

ACCREDITATION

Mississippi Delta Community College is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Accreditation is also maintained by the Practical Nursing Program through the Mississippi Community College Board (MCCB).

MISSION/GOAL STATEMENT

The mission of the Practical Nursing program at Mississippi Delta Community College is to prepare graduates for entry-level nursing practice in a variety of health care settings. The goal is to provide instruction in the Practical Nursing Program curricula, both didactic and clinical, utilizing the state standardized curriculum framework to prepare students for successful program completion and eligibility to successfully write the NCLEX-PN®.

PHILOSOPHY

The Practical Nursing Program of Mississippi Delta Community College operates as an integral part of the college and functions within its mission and philosophy. The program focuses on meeting the educational and healthcare needs of the community. Fundamental to the philosophy are the faculty’s beliefs about person, environment, health, nursing practice, nursing education, and the role of the practical nurse.

The person is a holistic being who has the ability to grow and adjust to the environment. A person has basic physical, safety, psychosocial, and cultural needs and is a product of both heredity and environment. The person possesses intellect and free will, and is capable of self-direction and accountability.

The environment is comprised of those internal and external forces that affect development and behavior. The environment may be adjusted to promote comfort and enhance health. The person is in constant interaction with a variety of environments which include educational, health care, and community settings.

Health is a dynamic state of well being and not merely the absence of illness. Illness may lead to interferences with the person’s ability to meet basic needs. Health and illness are influenced by the person’s life experiences as well as the environment. A component of nursing practice is to assist the person to cope with their present state of health.

Nursing practice is an art and science which utilizes the nursing process to provide care through critical thinking. Nursing practice is based on establishing a caring, therapeutic relationship and creating positive changes in health. Nursing practice involves assisting the person and family to meet basic needs by promoting optimal health and preventing illness throughout the life span.
Nursing education provides the environment and experiences which will afford the student the opportunity to acquire behaviors necessary to perform safe, effective nursing care within the appropriate scope of practice for the licensed practical nurse. The student is a person with physical, safety, psychosocial, and cultural needs who has the ability to grow and adapt to the environment. The student possesses the intellect and is capable of self-direction. Periodic evaluation of progress and performance is an integral part of self-direction and learning. The PN curriculum is structured through the organized concepts of basic needs, nursing process, communication, law/ethics, safety, growth and development, and the role of the practical nurse.

The practical nurse utilizes basic knowledge of the biological, physical, behavioral, psychological and sociological sciences and of nursing procedures which do not require the substantial skill, judgment, and knowledge required of a registered nurse to care for persons, families and communities. The practical nurse provides care under the direction of the registered nurse, licensed physician or licensed dentist. Functions of the practical nurse include assisting the registered nurse in planning, implementing and evaluating nursing care while providing emotional and physical comfort of patients. The practical nurse practices within the legal and ethical framework established by the Mississippi Board of Nursing as determined by the Mississippi Nursing Practice Law and Administrative Code. Roles may be expanded by the board of nursing to more complex procedures and settings commensurate with additional preparation and experience. The practical nurse advocates professional and technical enhancement through continued education and participation in professional organizations.

**STUDENT LEARNING OUTCOMES**

Upon completion of the Practical Nursing Program at Mississippi Delta Community College, the graduate will be able to:

1. Utilize critical thinking in applying the nursing process to client care in a variety of settings.
2. Practice safe nursing care to assist in the maintenance or restoration of the client’s optimal state of health throughout the life span.
3. Demonstrate a caring, empathetic approach while assisting clients to meet physical, developmental, emotional, psychosocial, cultural, and spiritual needs.
4. Practice clinical competence according to the legal and ethical framework of the practical nurse.
5. Provide assistive support in the implementation of client education on health care and promotion.
6. Communicate effectively with clients, families, significant support person(s), and members of the health care team.
7. Demonstrate professional responsibility and accountability.

**PROGRAM OUTCOMES**

1. The 3 year mean of the NCLEX-PN® pass rate for all takers will be at or above the national mean.
2. At least 60% of students who enter the program will graduate and receive a certificate.
3. The 3 year mean for graduate program satisfaction will be at or above 90%.
4. The 3 year mean for employer program satisfaction will be at or above 90%.
5. The 3-year mean for job placement in a healthcare setting within a year from graduation will be at or above 90%.
The MDCC Practical Nursing (PN) Program is a three semester program that prepares graduates with the knowledge and skills needed to meet the expanding health care needs of the community. The mission of the Practical Nursing Program is to prepare graduates for entry level nursing practice in a variety of healthcare settings. The Licensed Practical Nurse provides care under the direction of a licensed physician, dentist, or registered nurse as determined by the Administrative Code Mississippi Board of Nursing.

Affiliating hospitals are Bolivar Medical Center in Cleveland, Greenwood Leflore Hospital in Greenwood, Delta Regional Medical Center in Greenville, Mississippi State Hospital at Whitfield, South Sunflower County Hospital in Indianola, and North Sunflower Medical Center in Ruleville. Other area nursing home and clinical agencies are also utilized.

The MDCC Practical Nursing Program is accredited by the Mississippi Community College Board (MCCB). Graduates of the program are awarded a certificate and are eligible to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Licensed Practical Nurse in the State of Mississippi.

Legal Limitations for Licensure as a Practical Nurse:

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Law and the Administrative Code Mississippi Board of Nursing, an individual’s application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Licensed Practical Nurse in Mississippi.
MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES  
PRACTICAL NURSING PROGRAM

**REQUIRED COURSES:**

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<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>*PNV 1213 Body Structure &amp; Function (3 hrs)</td>
<td>PNV 1213</td>
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<tr>
<td>PNV 1443 Nursing Fundamentals and Clinical (13 hrs)</td>
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<td>PNV 1443</td>
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<tr>
<td>PNV 1524 IV Therapy &amp; Pharmacology (4hrs)</td>
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<td>PNV 1524</td>
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<tr>
<td>PNV 1682 Adult Health Nursing Concepts and Clinical (12 hrs)</td>
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<td>PNV 1682</td>
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<tr>
<td>PNV 1728 Specialty Areas in Nursing (8 hrs)</td>
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<td>PNV 1728</td>
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<tr>
<td>PNV 1914 Nursing Transition (4 hrs)</td>
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<td>PNV 1914</td>
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**APPROVED ELECTIVES:**

(Optional)

- *BIO 2513 Anatomy & Physiology I (3 hrs)
- *BIO 2511 A & P I Lab (1 hr)
- *BIO 2523 Anatomy & Physiology II (3 hrs)
- *BIO 2521 A & P II Lab (1 hr)
- BIO 2923 Microbiology (3 hrs)
- BIO 2921 Microbiology Lab (1 hr)
- CSC 1123 Computer Applications I (3 hrs)
- ENG 1113 English Composition I (3 hrs)
- ENG 1123 English Composition II (3 hrs)
- PSY 2533 Human Growth & Development (3 hrs)
- FCS 1253 Nutrition (3 hrs)
- MAT 1313 College Algebra (3 hrs)
- NUR 1321 Pre-Nursing Seminar II(1 hr)
- PSY 1513 General Psychology (3 hrs)
- SQC 2113 Intro to Sociology (3 hrs)
- COM/SPT 1113 Public Speaking I (3 hrs)
- TAH 1113 Medical Terms in Allied Health (3 hrs)

Total Hours: 44

Advisor Initials: 
Date: 
16 16 12

*Body Structure & Function is for those students who have not completed BIO 2513/2511 and BIO 2523/2521 with a “C” or better within the last 5 years prior to admission into the program.

Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

Students that complete the program requirements, 3 semesters, as identified by the MS Dept. of Education will be eligible to apply for LPN licensure. A certificate of completion is issued by MDCC.
ADMISSION TO HEALTH SCIENCE PROGRAMS

Applicants should obtain the appropriate application packet from the Health Sciences web page from the MDCC website at [www.msdelta.edu](http://www.msdelta.edu). All required application materials must be submitted by the specified deadline in order for the applicant to be considered for admission.

Applicants to the health science programs must meet the requirements for admission to the college. In addition, health science program applicants (with the EXCEPTION of Medical Laboratory Technology and Practical Nursing) must complete BIO 2513/2511 and BIO 2523/2521 with a grade of “C” or higher prior to program admission.

The admission process is competitive. Each program uses an objective rating scale to evaluate each applicant. Specific areas that are evaluated include (but are not limited to) ACT scores, entrance test scores, academic course work required for the major, GPA or specific course grades, and timely submission of the application.

Acceptance into a Health Science Program is conditional pending results of a physical examination indicating satisfactory health, a drug screen and criminal background check at the applicant's expense. According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult. Additional requirements include CPR certification and specific summer course work, if applicable.

Applicants are notified by letter of conditional acceptance or non-acceptance into a program. Applicants who are conditionally accepted must comply with all orientation requirements in order to preserve a place in the class. Academic and career counseling is available for applicants who are not accepted into Health Science Programs.

MINIMUM ADMISSION REQUIREMENTS

Applicants must:
- meet general admission requirements.
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)
- have a minimum ACT score of 16 (12 if taken before October 28, 1989).
- take the entrance test at the applicant’s own expense. Must be taken within 18 months of application deadline.

PROCEDURE

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Practical Nursing Program:
- MDCC application for admission or readmission
- MDCC application to the Practical Nursing Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript from all colleges previously or presently attending
• ACT score
• Entrance test scores
• One academic and one personal reference form

Students are encouraged to submit all parts of the application well in advance of the deadline. Incomplete applications will not be reviewed for admission.

SELECTION

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance test scores, health care work experience, performance on core courses, and references submitted in a timely manner. All documents must be submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their conditional acceptance or non-acceptance to the program. The conditional acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

• completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better within the last 5 years to be exempt from Body Structure and Function (PNV 1213)
• satisfactory completion of Healthcare Providers CPR taught during the summer
• satisfactory completion of Math (MAT 1102) during the summer based on entrance test score
• satisfactory background check (see Policy on Admission to Health Science Program)
• health evaluation form completed by a physician or nurse practitioner
• proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test
• acceptable pre-admission drug screen

STUDENT RESPONSIBILITIES

Students who are accepted into the program must:
• attend a Health Science orientation session.
• be aware that, in addition to the regular college fees, Practical Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state licensing examination fees, and review seminars. Fees are not limited to these listed.
• be responsible for their own transportation to the college campus and clinical agencies.

PROGRESSION

Practical Nursing students must complete all courses with a final grade of C or better and a satisfactory clinical grade to progress to the next semester.

READMISSION TO HEALTH SCIENCE PROGRAMS

A student may be considered for readmission to a specific health science program one time only. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception may be: a student who had a passing grade in the classroom and
Students requesting readmission into a health science program will be considered on an individual basis. The student should contact the appropriate program director for the readmission procedure. Space must be available in the class. No precedent will be set by the decision of the Admission Committee.

At the discretion of the Dean of Health Sciences, with the recommendation of the Admission Committee, a student requesting readmission to a health science program may be required to take a challenge exam to assess placement. It may be necessary for the applicant to repeat courses.

PROCEDURE FOR PRACTICAL NURSING PROGRAM
1. The student should submit a request for readmission in writing to the Director of Nursing.
2. The student will be required to meet with the Director of Nursing and PN faculty.
3. The student will be required to complete an Assessment Tool for Readmission of Students.
4. A decision will be made and the student will be notified.
5. Readmission may be conditional upon completion of remediation activities if assigned.

ACCEPTANCE OF TRANSFER STUDENTS INTO HEALTH SCIENCE PROGRAMS

The acceptance of transfer students into health science courses is based on the following:
- space available in the specific course being requested
- evaluation of applicant’s college transcript and course materials including:
  - appropriate grades in all course work being considered for transfer
  - comparable content, semester hours, and clinical experiences in courses being considered for transfer
- letter documenting good standing from administrator of the transferring program.
- ability to meet all MDCC requirements for graduation individual program guidelines
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
PRACTICAL NURSING PROGRAM

ASSESSMENT TOOL for READMISSION of STUDENTS

____________________________
Student

____________________________
Date

I. Average in Nursing Course at time of departure. __________

II. Directions: Evaluate your past performance in the nursing program as satisfactory or unsatisfactory.
If unsatisfactory, please explain under comments.

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<thead>
<tr>
<th>Item</th>
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<tbody>
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<td>Attendance/punctuality</td>
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<td>Need for additional courses</td>
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<td>Ability to provide nursing care</td>
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<tr>
<td>Acceptance of constructive criticism</td>
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Comments:
Assessment Tool for Readmission of Student (continued)

**DIRECTIONS:** Briefly discuss the following:

1. Date of withdrawal from program.

2. Specific reasons for unsuccessful program completion.

3. Actions taken to correct items identified in #2.

4. Activities since withdrawal (educational, vocational, professional).

5. Interpersonal and financial status.


7. Attitude toward readmission and plans if not readmitted.
This estimate of costs is meant to be used only as a guide. The figures are based upon previous school year averages and are not binding on the college or the nursing program. In addition to these estimates, students will incur expenses related to travel necessary for clinical laboratory experience. This cost will vary with clinical assignment. Students are expected to provide their own transportation.

<table>
<thead>
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<th>Fall 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
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<tr>
<td>August - December</td>
<td>January - May</td>
<td>May - July</td>
</tr>
<tr>
<td>Tuition</td>
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<tr>
<td>Books</td>
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<td>Insurance</td>
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<td>Lab Coats/Watch</td>
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<td>Customized Nurse Kit</td>
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<td>Stethoscope Kit</td>
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<td><strong>TOTAL</strong></td>
<td>$3,173.00</td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

EACH STUDENT MUST HAVE A DRUG SCREEN IN ADDITION TO PHYSICAL EXAMINATION PRIOR TO ENTERING THE PROGRAM. PN STUDENTS ARE REQUIRED TO TAKE THE HEPATITIS B VACCINE. THREE INJECTIONS ARE REQUIRED. THESE COSTS ARE IN ADDITION TO THOSE LISTED ABOVE.
The following core performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful practical nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modifications/accommodations can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the practical nursing program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.** *Examples:*
   - prioritize information and identify cause-effect relationships in the clinical setting
   - analyze assessment findings and use findings to plan and implement care
   - evaluate plan of care and make revisions as appropriate
   - make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
   - demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.** *Examples:*
   - respect differences among clients and exhibit an attitude accepting of clients as individuals
   - establish rapport in order to communicate effectively with clients, families, significant others, and health team members
   - work effectively in small groups as a team member and a team leader
   - recognize crises and institute appropriate interventions to help resolve adverse situations

3. **Demonstrate appropriate verbal and written communication skills.** *Examples:*
   - speak English coherently to clients, families, and other staff members
   - clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
   - provide clear, understandable written client documentation based upon proper use of the English language
   - convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.** *Examples:*
   - physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
   - stand, walk up to 75% of 6 to 12 hour shifts
   - stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
• lift a minimum of 20 pounds of weight
• transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
• provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
• perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care.**
   **Examples:**
   • demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
   • hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
   • pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
   • calibrate and use equipment
   • maintain sterile technique when performing sterile procedures

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**
   **Examples:**
   • hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
   • perceive and receive verbal communications from clients, families, and health team members
   • read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
   • discriminate colors; changes in color, size and continuity of body parts
   • discriminate alterations in normal body activities such as breathing patterns and level of consciousness
   • observe hazards in environment (water spills, safety rails, restraints) and harmful situations
   • perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

Please sign and return this form to the Practical Nursing Program.

I understand the Core Performance Standards described for the Practical Nursing Program.

Signature ___________________________     Date _______________________

Please Check *(Completion is optional)*: Information provided is not evaluated as part of the admissions criteria.

_____ I do not require special accommodations to meet the performance standards.

_____ I will need the following accommodations to meet the performance standards.

Please list

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
Due to the nature of nursing, students in the practical nursing program are expected to conduct themselves in an accountable, responsible and ethical manner. The American Nurses Association (ANA) has developed a Code of Ethics that describes a set of ethical principles that are widely recognized as professional guidelines for nurses.

- The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse safeguards the client’s rights to privacy by judiciously protecting information of a confidential nature.
- The nurse acts to safeguard the client and the public when health care and safety are affected by incompetent, unethical, or illegal practice of any person.
- The nurse assumes responsibility and accountability for individual nursing judgments and actions.
- The nurse maintains competence in nursing.
- The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- The nurse participates in activities that contribute to the ongoing development of the profession’s body of knowledge.
- The nurse participates in the profession’s effort to establish and maintain conditions of employment conducive to high-quality nursing care.
- The nurse participates in the profession’s effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

When a student in the course of classroom or clinical learning activities demonstrates a pattern of repeated irresponsible and/or unethical behavior; the nursing faculty may recommend to the Dean of Health Sciences that the student be placed on ethical probation. Acts constituting misconduct are listed on the following pages under “Articles of Conduct Which Constitute a Violation of the Ethical Code”.

When a student in the course of clinical learning activities demonstrates behavior resulting in danger to a patient, the nursing faculty may recommend to the Dean of Health Sciences immediate dismissal of the student.

The definition of the Term “Ethical Probation” is: Period of time designated by the nursing faculty and administration in which the student’s behavior must meet criteria set in the terms of probation in order to remain in the program. The purpose of probation is to redirect student behavior toward desired ethical conduct. Probation is considered a warning.

The definition of the term “Dismissal” is: Permanent removal from the nursing program. The purpose of dismissal is to enforce the maximum penalty for violation of the ethical code. Readmission to the practical nursing program at Mississippi Delta Community College after dismissal for violation of the ethical code requires a recommendation from the nursing faculty.
Articles of Conduct which Constitute Violation of the Ethical Code

If a student(s):

1. Behavior in the college or clinical area exhibits characteristics consistent with the suspected use of mind-altering substances.
2. Demonstrates dishonest behavior in assigned written work, testing, or any other aspect of the program of study. Falsifies admission application.
3. Fails to follow proper procedure in notifying clinical instructor prior to absence from a clinical learning experience. (See Clinical Regulations in the PN Student Handbook).
5. Behavior and/or nursing performance indicates mental or emotional incompetence. This decision is based upon an incident which endangers either the student’s and/or the patient’s safety.
6. Falsifies or alters a patient’s record.
7. Administers medications and/or treatments in a negligent manner.
8. Performs treatments or procedures on a patient beyond the limit of her past or present instruction in the practical nursing program.
9. Misappropriates drugs, equipment and/or supplies.
10. Leaves a nursing assignment without properly advising appropriate personnel.
11. Administers medications and/or treatment without a physician’s order or without permission of nursing instructor.
12. Violates the confidentiality of information or knowledge concerning a patient and/or significant support person(s).
13. Discriminates in the rendering of nursing services as it relates to human rights and dignity of the individual.
14. Takes articles belonging to other person(s) which do not belong to them.
15. Fails to follow specific rules and guidelines for each nursing course.
16. Fails to follow guidelines as stated in the student handbook materials.
17. Insubordination – willfully refuses to carry out instructions which are within the role of the student given by their clinical supervisor. This may include the nurse manager, unit director, clinical instructor, or preceptor.
18. Has a pattern of unsatisfactory clinical performance. A pattern is defined as consistent and recurring unsatisfactory behaviors.
**Procedure for Placing Students on Ethical Probation and/or Program Dismissal**

1. A description of the incident(s) shall be written by the clinical/classroom instructor involved the student and witnesses if pertinent. It will include a statement of each person’s account of the incident(s). If the incident occurs in the clinical setting, the Incident Report will be completed and documented on the clinical evaluation form.
2. The student will be counseled by the instructor regarding the incident(s) and documentation of the counseling will be made by the instructor.
3. The student will sign a copy of the incident(s) stating have that the violations of the articles of ethical conduct have been read.
4. The nursing faculty will meet, review the documented behavior and present a recommendation to the Director of Nursing, who will then meet with the instructor(s) to decide on the appropriate action. The Director of Nursing will then meet with the instructor and student to discuss the action to be taken.
5. A statement of the decision of the Director of Nursing will be signed by the Director of Nursing, the instructor, and the student. A copy of the statement will be given to the student and a copy kept in the student’s file in the Health Sciences office.
6. All students are responsible and accountable for their own actions. Therefore, students will be considered for ethical probation and dismissal from the nursing program if evidence indicates violation of the ethical code.
7. The student may appeal dismissal by requesting a due process hearing according to the Student Complaint Process in the MDCC Catalog/Student Handbook.
MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
Incident Report

Student: ____________________________ Date of incident: __________________________

Instructor: ____________________________ Course/Semester: __________________________

Type of incident:

<table>
<thead>
<tr>
<th></th>
<th>Safety Violation</th>
<th>Medication/Treatment Error</th>
<th>Other Performance</th>
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<tbody>
<tr>
<td></td>
<td>[ ] physical</td>
<td>[ ] right patient</td>
<td>[ ] unprepared for clinical</td>
</tr>
<tr>
<td></td>
<td>[ ] psychosocial</td>
<td>[ ] right drug</td>
<td>[ ] nursing process</td>
</tr>
<tr>
<td>[ ] microbiological</td>
<td>[ ] right dosage</td>
<td>[ ] skills</td>
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<td></td>
<td></td>
<td>[ ] right route</td>
<td>[ ] decision making</td>
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<td>[ ] documentation</td>
<td>[ ] professionalism</td>
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<td>[ ] other</td>
<td>[ ] other</td>
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</tbody>
</table>

Other questions/issues related: (check if yes; leave blank if no)
[ ] Did the incorrect medication and/or treatment reach the patient?
[ ] Was there any harm done to the patient?
[ ] Was the physician notified?
[ ] Was there a “system problem” that contributed to the error? (Please describe briefly.)

____________________________________________________________________________________

Description of incident by student:

Signature/Date________________________

Description of incident by instructor:

Signature/Date________________________

Description of incident by witness:

Signature/Date________________________

Recommended action:
[ ] Counseling [ ] Education [ ] Remedial [ ] Other

Describe Details:

Student Response:

Referral: [ ] yes [ ] no If yes to whom: ____________________________ Date: ________________

Instructor Signature: ____________________________ Date: ________________

Student Signature: ____________________________ Date: ________________
MISSISSIPPI DELTA COMMUNITY COLLEGE
HEALTH SCIENCES
SUBSTANCE USE POLICY

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other substances affecting behavior. It is our belief that a drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community.

Preadmission drug screening is required as a part of the physical exam for all students admitted to the Health Science Programs. A satisfactory drug screen is required for admission. All drug screening will be done in a manner to assure verification of an accurate specimen. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the collecting agency. If there are any discrepancies with the specimen, the student may be subject to retesting. If any student(s) is caught falsifying a urine specimen or in possession of a falsified urine specimen that individual(s) will be immediately re-tested and be subject to disciplinary action by the College and the Health Science Department. If a student does not report for drug testing at the designated time or leaves the drug testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program. All prescription medications taken regularly or as needed should be listed on the medical form. The student must notify the program director when taking prescription drugs which affect behavior.

Random and/or group drug screening may take place each semester. Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. The student will be suspended pending test results. Refusal by a student to participate in a drug screening is in violation of the established policy and will result in dismissal.

If any drug screening is positive, the student is dismissed immediately from the program. Any drug screening, whether it is done for employment purposes, law enforcement purposes or school purposes, that is positive during the period of time the student is enrolled in the Health Science program, the student will be dismissed immediately from the program. The student will be given an opportunity to meet with the Program Director and the Dean of Health Sciences. The student will be considered for probationary readmission following completion of a chemical dependency program approved by the Health Science Program at the student’s expense. If probationary readmittance is granted, after-care monitoring will be required for the duration of the course of study at the student’s expense.

Drug testing procedures will be carried out at the direction of the Vice President of Student Services and the laboratory personnel conducting the screening. Testing may be in the form of urine testing or hair sampling as deemed necessary by the Vice President of Student Services in consultation with the collecting agency. Lab results are submitted directly from the lab to the Vice President of Student Services. The Vice President of Student Services sends notification of drug testing results to the Dean of Health Sciences or Program Director. Results are confidential and will be placed in the student’s file.

I, __________________________, have read and understand the substance use policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

Student Signature __________________________ Date __________________________
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES

POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any incriminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on incriminating background information.

The background record check is completed by submission of fingerprints by MDCC Campus Police Department to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check MUST be completed prior to admission to a Health Science program or prior to clinical experiences, as defined by the program. Students who have a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program director. If the background clearance expires during a student’s program of study, the student must repeat the background records check. Students will also be subject to repeat a background record check based on clinical agency requirements, changes in the Mississippi law, rules or regulations, or any suspicion of criminal behavior.

Procedure for Background Record Check:
1. Student will be assigned a time to be fingerprinted by the MDCC Campus Police Department. This will be done in the Campus Police Department office in Tanner Hall or in the Allied Health Building as determined by the Program Director. Failure to attend assigned time may deter a student’s admission into a program. Students WILL NOT be fingerprinted without an assigned time.
2. Student must complete Criminal History Background Application Information form.
3. At the assigned time of fingerprinting, the student MUST bring a photo ID driver’s license.
4. Upon the completion of the background record check, the student will receive either a Criminal History Record clearance letter from the Mississippi Department of Health or a notarized clearance letter from MDCC, OR determination of non-suitability for employment.
5. If the student receives the clearance letters, a copy is maintained in the student record in the respective Health Science program office. The student is to maintain the original copy for use as indicated by clinical agencies. The student is to carry the original letter to clinical orientation as determined by each agency.
6. If the student receives a non-suitability for employment or “RAP” sheet, the student will be required to meet with the Dean of Health Sciences and Program Director/Supervisor as indicated. Review of the criminal history record check findings will determine if the student is able to participate in clinical experiences based on disqualifying events. If a student does not meet the requirements of the
Mississippi law, the student will not be allowed to participate in clinical and will be dismissed from the program. If a student has a non-disqualifying event, it is possible that the student will be able to participate in patient care activities and progress in the program.

If a student has a “RAP” sheet, it is the student’s responsibility to meet with the Human Resources Department, as determined by the clinical agency, to review the student’s “RAP” sheet for EACH clinical agency attending. The clinical agency has the right to restrict any student with a criminal history record from participating in patient care activities. In the event this occurs, the school will attempt to change clinical sites. However, if the student is not able to attend clinical, the student will not be able to meet the requirements of the program and thus, will not progress.

A copy of the “RAP” sheet will be maintained in a sealed envelope in the student’s record in the respective Health Science program office. The student should maintain the original copy of the “RAP” sheet.

**MISSISSIPPI NURSING PRACTICE LAW AND ADMINISTRATIVE CODE**

All nursing students should be advised that according to the Mississippi Nursing Practice Law and Administrative Code Mississippi Board of Nursing, an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense. Any questions regarding a past conviction should be directed to the Mississippi Board of Nursing; 601-957-6300; www.msbn.ms.gov.
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
PRACTICAL NURSING PROGRAM

CONFIDENTIALITY GUIDELINES

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information provided on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers is provided to all students.

Each student is to view the DVD: **HIPAA: A Guide for Healthcare Workers** or a DVD specific to the appropriate field of study.

All patient medical and financial records and any other information of a private or sensitive nature are confidential. Students should not read or discuss confidential information unless it pertains to his/her learning requirements. Under HIPAA Regulations, you can only discuss patient information directly related to treatment, and then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient’s presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by the guidelines.
AGREEMENT TO MAINTAIN CONFIDENTIALITY GUIDELINES

I acknowledge that I have been instructed on the guidelines regarding patient protected health information and the HIPAA guidelines as it relates to healthcare workers.

I agree to abide by the confidentiality guidelines. I understand that in meeting the requirements of my education I will have access to protected health information. I understand I must maintain confidentiality of this information unless it relates to the performance of my assigned responsibilities.

I understand that health care agencies may require additional instructions on specific HIPAA policies and matters of confidentiality as it relates to their agency.

_______________________________________
Student Signature

_______________________________________
Witness Signature

_______________________________________
Date
Health Science Students

During the course of study as a Health Science student, the student may be in contact with patients who have communicable diseases, including HIV and Hepatitis. The student may be exposed to blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions used while caring for patients or handling potentially infectious materials are taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student is expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for the student and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that the student be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

Pregnant Health Science Students

Pregnant health science students have no greater risk of contracting HIV than students who are not pregnant. However, if a student develops infection with HIV during pregnancy, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

HIV-Positive Students

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have altered immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

_________________________________________________________  ________________
Student's Signature                                           Date

_________________________________________________________  ________________
Instructor's Signature                                        Date

_________________________________________________________  ________________
Parent/Guardian Signature (STUDENTS UNDER 18)                 Date
MUST BE NOTARIZED

*****  PLACED IN THE STUDENT'S PERMANENT FILE  *****
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCE

STUDENT INCIDENT/EXPOSURE REPORT

Complete as soon as there is a known incident, even with no injury, and return to the instructor.

1. Name of Student: ____________________________________________

2. Class _________________________________________________________

3. Date of injury, illness or exposure ________________ Time __________

4. Date report completed__________________________________________

5. Check appropriate category:
   ___ A. INJURY – Any incident that results in harm, wound or impairment.
   ___ B. EXPOSURE – Any undesirable exposure that causes injury or may cause harm or loss to you.
   1. Needle stick with contaminated needle to ________________
   2. Piercing of skin with contaminated sharp to ________________
   3. Splashing/spraying of blood or other potentially infectious material to _________________________________
   4. Other (describe) ______________________________________
   ___ C. OTHER

6. Description of the student’s duties relating to the exposure incident:
   __________________________________________________________________________
   __________________________________________________________________________

7. Describe circumstances of incident and be specific: (Name objects, substances, equipment, what you were doing when injured or exposed.)
   __________________________________________________________________________

8. Have you had the Hepatitis B vaccine? Yes _____ No _____

9. Names of witnesses: __________________________________________________________________

10. Student was advised to see: ______ 1. Dean of Students
    ______ 2. Personal Physician
    ______ 3. Public Health
    ______ 4. Other ____________________________

If you have any complications or problems from this incident, notify your physician.
GRADING AND EVALUATION

GRADING SCALE
A  93-100
B  84-92
C  75-83
D  68-74
F  Below 68

1. All course work must be completed before a student is allowed to take the final examination for any course. Students will also be required to write classroom instructor evaluations and course evaluations prior to taking the final exam.

2. Students will receive a final grade at the end of each course. Students may access final grades at the MDCC website on Banner.

3. Grades will be computed in courses according to the “Methods of Evaluation” contained within the course syllabus.

4. Students must make a “C” or better in lecture/theory, satisfactory skills check-offs, and a final satisfactory clinical grade in order to progress in the program.
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
PRACTICAL NURSING PROGRAM

ATTENDANCE POLICY

The Practical Nursing Program abides by the Mississippi Delta Community College absentee policy with the following adaptation made for the purpose of maintaining the standards of the nursing program.

Classroom Absences

1. Each hour of class missed is considered as **one class absence**. (Example: If a student missed a 3 hour class, it counts as 3 absences.)
2. Classroom absences are not to exceed the following guidelines:
   a. PNV 1443 - no more than 12 absences
   b. PNV 1524 - no more than 6 absences
   c. PNV 1682 – no more than 8 absences
   d. PNV 1782 – no more than 15 absences
   e. PNV 1914 – no more than 6 absences
3. At the beginning of the class time, the classroom door will be closed. Students are not allowed late entry until the next break and the missed time will be counted as an absence.
4. Students who leave a class or clinical experience before dismissal will receive an absence.
5. Homework or assignments due on the day of absence must be turned in to the instructor on the day of return to class.
6. Students will be allowed to make up missed unit tests. Make-up tests will be limited to two unless extenuating circumstances are documented and make-up is approved by the faculty.
7. Absences from campus labs must be made up within two weeks. The student is responsible for making an appointment with the instructor who taught the lab.
8. If a student will be absent or tardy, the student should notify the instructor scheduled to teach. Messages will not be accepted from another student.

Clinical Absences

Clinical Learning is described as all assigned off campus clinical experiences.
1. The first clinical absence must be made-up with a clinical instructor.
2. The second clinical absence will be a case study or other activity as determined by the clinical instructor.
3. The third clinical absence will result in a failing grade for the course.
4. Students who are more than 30 minutes for a clinical learning experience will be considered absent.
5. Students anticipating unavoidable absences should plan ahead with the clinical instructor to make up clinical time prior to absence, if possible.

Students who have officially cut out of the course may appeal to the Dean of Health Sciences for consideration of readmission to class according to the procedure outlined in the **MDCC Catalog/Student Handbook**.
MDCC PN Make-up Policy:

Students will be allowed to make up missed unit tests by the instructor according to the MDCC Catalog/Student Handbook Attendance Policy. The student should submit the Absentee Test Make-up Form to the instructor the next scheduled class day after the absence.

All unit tests should be made up after the scheduled test. Make-up tests will be limited to two unless extenuating circumstances are documented and make-up is approved by the faculty.

Please complete the following information and turn in to the instructor.

Name: ________________________________ Date: ________________

Date of class missed: ________________ Unit Test missed: _______

Instructor who taught content missed: ____________________________________________

Reason for absence: ____________________________________________________________

____________________________________________________________________________

____________________________________

Student Signature

____________________________________

Instructor
MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

REGULATIONS/POLICIES & PROCEDURES

1. Mississippi Delta Community College is a **TOBACCO FREE** campus. Smoking and/or the use of tobacco products is not allowed anywhere on the campus.

2. Students must wear their MDCC Student ID at all times with the name visible.

3. Break times do not always coincide with other program classes. Please be very quiet on breaks from nursing class. If a 15 minute break is given, students are expected to be seated at the end of the break. Students are **not** to meet with instructors at this time unless pre-arranged. **Students should not be outside or in the break areas after the allotted time even if the instructor has been delayed.**

4. Students desiring a conference with an instructor may contact the instructor to schedule an appointment or sign the appointment schedule on the door. Students **must not** enter the office of any instructor unless the instructor is present in the office. If the instructor is on the phone or has someone in the office, students should wait in the hall until invited in by the instructor.

5. No purses, books, backpacks, or personal items are allowed on the desks when tests are being given. No one will be allowed to leave the classroom once the test has started. Cell phones, smart watches, or any electronic devices are allowed at desks or in your personal possession (e.g. clothing pockets). They **must** be off, placed in purses or in the designated area defined by the instructor. Failure to comply with these regulations will result in disciplinary action.

6. Unit tests will be reviewed as necessary to assist in the learning process at a date and time scheduled by the instructor. Students will be allowed 15 minutes to silently review tests. No questions will be addressed during the silent review. Final exams will not be reviewed.

7. Students will be required to attend class wearing scrubs (dark navy or brown), and appropriate shoes.

8. Food and drinks are allowed in the designated areas only. No food or drinks will be allowed in the computer lab.

9. Please respect our building and help keep it clean. Put all trash in waste receptacles provided.

10. Students are not allowed to use campus lab for lounge purposes, only for planned laboratory experiences.

11. Campus laboratory must be kept clean and neat at all times. Students are responsible for cleaning their unit and returning equipment to its proper place after use.

12. Students are not allowed to use the copy machine located in the Allied Health Building.

13. Students involved in healthcare delivery have a responsibility to protect the privacy of patients at all times. Confidential information should not be discussed with anyone not directly involved in the care of the patient. Any information the student obtains regarding patients is confidential information and protected under HIPPA whether discussed through traditional communication channels or through social media. Examples of social media include, but are not limited to, Facebook, Twitter and YouTube. Students that reveal confidential information or post unprofessional comments (such as offensive or defamatory remarks) in regards to professional and personal relationships will be disciplined and/or dismissed from the program according to program guidelines. Cellular devices and computers (cell phones, I-Pads, Notebooks, PDA’s, etc.) are not to be used for personal or social media during class, campus laboratory check-offs. The use of these devices should be restricted to note taking and classroom activities as allowed by facility.

14. Students are subject to all policies and regulations as stated in the Practical Nursing Student Handbook, MDCC College Catalog / Student Handbook, and clinical agencies where assigned.

15. Students subject to the Code of Ethics of the Practical Nursing Program at all times.
MISSISSIPPI DELTA COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM

CLINICAL/LABORATORY REGULATIONS

Skills Practice/Check-Offs
Practice laboratory time is provided at the time of skill introduction. Each faculty member is available to assist with skill practice by appointment. Independent practice time is available any time the campus lab is open. Mandatory practice time may be assigned to specific skills. See course syllabus for details.

Skills Check-Off
Faculty verify that students can perform critical nursing skills with a skills-check off.
1. The student is expected to be fully prepared for skill check-offs.
2. The student will gather the appropriate supplies and equipment for the skill to be performed.
3. The instructor will observe the student for successful completion of the skill.
4. A record of student performance of skills will be maintained and placed in their file.
5. Dates and times for skills check-off and competencies will be identified on the course calendar.

Unsuccessful Skills Performance
If unsuccessful with first attempt, the student has two additional opportunities to successfully demonstrate competence in the performance of the skill.
1. The student must schedule at least one remediation session prior to attempting another skill check-off.
2. The student must complete the third check-off attempt with a different instructor from the instructor who initially failed the student.
3. If the student fails to demonstrate competence on the third attempt, the student will not be allowed to progress in the program.
4. A record of the student performance skills will be maintained and placed in student’s file.

Skill Remediation
The faculty reserve the right to request a student return to the campus lab for additional skills practice if needed. The faculty may also request that the student demonstrate competency with an additional skill check-off.

Learning Environment
MDCC PN Program fosters a cooperative, collaborative, non-threatening learning environment. It is essential that civility, polite, reasonable, and respectful behavior, is exhibited within the learning environment. Acts of incivility, which is defined as any action that is offensive, intimidating or hostile that interferes with the learning and/or practice environment, will not be tolerated.

Drug Calculation Competency:
A drug calculation competency unit test is administered in PNV 1443 (Nursing Fundamentals and Clinical). A grade of 80% is required. A student will be given two attempts to pass the dosage calculations test. In the event a student is required to take both dosage calculations tests, the two scores will be averaged to determine the unit test score. The 2nd attempt will be scheduled by the instructor. If the student does not pass the test after two attempts, the student will not be allowed to progress in the program. Verification of drug calculation practice is required before the 2nd attempt.
Clinical Regulations:
1. Students are responsible for getting their assignments prior to the clinical experience as directed by their clinical instructor.
2. If it is necessary for the student to be absent or late for an off campus clinical activity, the instructor should be notified before leaving home. If the student is unable to reach the instructor at home, the instructor should be notified at the hospital before clinical begins.
3. Students are not to leave the patient area for any reason without reporting to the instructor.
4. Before leaving the patient care area upon completion of assignment, the student must report to the head nurse and the instructor. All patient records must be signed by student and instructor according to the health care agency policy.
5. In order to locate the instructor in the health care agency, the instructor should be paged or follow specific directions of the instructor.
6. No change in assignment is to be made without the approval of the instructor.
7. No gum chewing or smoking is allowed in any clinical facility including hospitals, doctors' offices, health department, clinics, or other clinical learning agencies.
8. The performance of all nursing procedures and administration of all medications by students must be authorized by the clinical nursing instructor. When in doubt, always ask your clinical instructor first.
9. In assigning students to a hospital or health care agency, the objectives of the course and the number of students in the area must be considered. Students may be changed from one clinical agency to another if the faculty consider it necessary to ensure objective evaluation. Students are advised to make arrangements for reliable transportation in order to meet the clinical requirements of the nursing course.
10. No cell phones are allowed in any clinical facility or clinical learning agency. Disciplinary action will be taken, including an unsatisfactory clinical grade for that day.
11. Students are not to receive or make personal telephone calls during clinical. An emergency contact number will be given to students at the beginning of each clinical rotation. The calls should be directed to the instructor who will then contact the student.

Pregnancy Policy
A student who is pregnant should immediately notify the Director of the Nursing Program and obtain the forms to be completed by her physician. One form must be completed and on file as soon as the pregnancy is known to the student. The other is required upon return following the student’s pregnancy. Modifications/accommodations will be made on an individual basis in order to prevent unnecessary exposure of mother and fetus to environmental effects that could be harmful. Confidentiality will be observed.

Hazardous Weather Policy
1. In the event that Mississippi Delta Community College classes are canceled, clinical learning experiences are also canceled. If Mississippi Delta classes are not canceled, but hazardous weather conditions exist in the area to be traveled, the clinical instructor may cancel clinical. However, if clinical teaching is not canceled students are urged to evaluate road conditions carefully and to avoid taking unnecessary risks in traveling to the clinical agency or to the college campus on designated days.
2. Students should follow usual procedures in notifying the clinical instructor prior to absence from clinical learning experiences.
3. Students should sign up for MDCC Wireless Emergency Notification System for notification of weather alerts, school closings and other emergency situations via cell phone. The website to register for MDCC alerts is alerts.msdelta.edu.
UNIFORM REGULATIONS

1. Uniforms are to be worn during clinical nursing experiences only. Students are required to purchase two sets of uniforms and one lab jacket.

2. White hose without runs and plain white slips are to be worn by the female students wearing dresses. White socks are to be worn by the male students. Female students wearing a pants/top may wear white hose or white socks.

3. No rings except the wedding band may be worn with the uniform. Earrings should be single pair, lower lobe studs only, not to exceed 6-8 mm, in gold-tone, silver, or white. No other jewelry may be worn. Body art (tattoos) are not to be visible while in clinical agencies or participating in clinical activities. No body piercings/dermal piercings are to be visible during clinical activities.

4. Shoes are to be white leather (worn for clinical learning only), in good repair, and clean at all times, including laces. Shoes must be acceptable to the clinical instructor.

5. Students may wear a white tee shirt or undershirt under the uniform, (no turtlenecks).

6. Uniforms must be clean and pressed at all times. If uniforms become discolored, students will be asked to purchase a new one. If uniforms do not meet required standards in appearance, size and length, (minimum length of uniform dress will be top of the knee) the student will be required to alter or purchase a new uniform before he/she will be allowed to return to the lab or clinical. Minimum length of pants will be the top of the shoes.

7. Nails should be kept short and well manicured. Colored nail polish or artificial fingernails (overlays/gel included) may not be worn to the clinical setting.

8. Hair should be clean and neat at all times. Hair should be kept off the shoulders; male students are expected to keep facial hair well-trimmed. Hairstyle should be appropriate for professional dress (no feathers, mohawks, hair tattoos or designs are acceptable). Hair barrettes/combs should be plain, simple, and non-ornamental. Hair pieces must be in good taste and of a natural color. Hair is not allowed to be an unnatural/vibrant color (red, yellow, blue, green, etc.).

9. All students must have the following articles at each clinical experience:
   a. Watch with second hand
   b. Appropriate writing materials
   c. Bandage scissors
   d. School name pin
   e. Stethoscope

10. Student's personal hygiene should be exemplary. Perfume cannot be worn during clinical.

11. If make-up is worn, moderate use is recommended. Artificial eyelashes are not allowed.

12. It is recommended that students carry their money in a change purse. The school and clinical facility assume no responsibility for loss of money, books, or personal articles.

*Students must comply with the dress code of the agency in which they are assigned for clinical, as well as items 1-12.
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
PRACTICAL NURSING PROGRAM

STUDENTS CLUBS/ACTIVITIES

1. All Practical Nursing students are members of the National Licensed Practical Nurses Association and the Mississippi Licensed Practical Nurses Association, and the MDCC Nursing Student Nurses Association.

The Mississippi LPN Association was founded in 1970 to serve as the professional organization for the 12,000 LPNs in Mississippi. It is a constituent of the National Federation of Licensed Practical Nurses, Incorporated (NFLPN).

MLPNA Goals:
- To serve, prompt, and unite LPNs
- To expand visibility of the LPN
- To provide education
- To ensure growth and awareness of the LPN profession
- To promote standards of practice and a Code of Ethics
- To communicate and cooperate with governmental agencies to maintain and improve standards of healthcare and scope of practice of the LPN.

Practical Nursing students and faculty attend the MLPNA Annual Convention.

2. Practical nursing students are encouraged to participate in on-campus activities. They may be admitted to most campus activities by presenting their student I.D.
MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
PRACTICAL NURSING PROGRAM

COMPREHENSIVE ASSESSMENT AND REMEDIATION PROGRAM

Each semester Practical Nursing students pay fees to participate in the Assessment Technologies Incorporated (ATI) Comprehensive Assessment and Remediation Program (CARP) which provides individualized assessment, diagnosis, and practice targeting essential nursing content that should be mastered in order to successfully pass the NCLEX-PN® licensure exam and provide safe nursing care.

The program includes proctored online assessments, online practice assessments, online modules, printed modules, and online tutorials. To take the online proctored assessment, students must have the correct ID. The ID’s for online testing will be provided by the faculty.

ATI Testing will be required as follows:

**First Semester**
*Self-Assessment Inventory
Critical Thinking Entrance
Fundamentals
Dosage Calculation
Nurse Logic
Skills Modules
Real Life PN Medical Surgical

**Second Semester**
Adult Medical Surgical
Video Case Studies
Pharmacology

**Third Semester**
Nursing Care of Children
Maternal Newborn
Mental Health
Management
Critical Thinking Exit
Comprehensive Predictor
Video Case Studies

**PROCESS FOR TESTING**

1. Proctored online assessments are scheduled during class time.
2. Students can log in to their ATI account to access results and identify areas that need improvement.
3. Students should build and complete a focused review for remediation.
4. Faculty may assign an online practice assessment to be completed and turned in.
MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

MDCC STUDENT/PATRON USE AGREEMENT

I hereby agree to the following conditions with regard to use of the college network resources. Specifically, I will not:

1. Use the college network or any device connected to the college network for any purpose other than course related assignments and research. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. Access sites which contain pornography and other sexually explicit mater
3. Reveal my password to anyone, or make it possible for anyone to access it by posting it or by the careless handling of it.
4. Access, view, alter, or attempt to access, view or alter college information except that which is permitted by my password.
5. Allow or assist any unauthorized individual to access, view, or alter college information, or share such information with them.
6. Use a modem in a college networked computer to connect to any external site (for example, the Internet or an off-campus computer).
7. Connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network.
8. Relocate or disturb any of the network infrastructure (including wiring hubs, switches, connectors, etc.).
9. Move a college network device (microcomputer, printer, etc.) from its assigned location.
10. Load any file which has not been scanned for viruses to a networked computer.
11. Install any software on a computer, and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. Store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.
13. Access Internet e-mail using network computers not designated for that purpose.

Students must have read and signed a MDCC Student/Patron Use Agreement before using computers on campus.
AGREEMENT TO ABIDE BY THE MDCC STUDENT/PATRON USE AGREEMENT

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of college network resources. I have read and understand the above conditions; I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the college’s Student Handbook.

_______________________________________
Student Name

_______________________________________
Student Signature

_______________________________________
Witness Signature

_______________________________________
Date
Organizational Chart
Practical Nursing Program

Director of Nursing

Practical Nursing Faculty

Practical Nursing Students
I have read and do understand all materials provided in the Practical Nursing Student Handbook at Mississippi Delta Community College. These materials include the following:

1. Overview Statement
2. Accreditation, PN Program Mission/Goal Statement and Philosophy
3. PN Student Learning Outcomes and Program Outcomes
4. Admission Requirements/Progression/Readmission
5. Cost Estimate
6. Core Performance Standards
7. Code of Ethics
8. Articles of Conduct
9. Procedure for Probation/Dismissal
10. Substance Use Policy
11. Background Record Check
12. Confidentiality Guidelines
13. Bloodborne Pathogens & Other Communicable Diseases
14. Pregnancy Policy
15. Grading and Evaluation
16. Attendance Policy
17. Regulations/Policies and Procedures
18. Clinical/Laboratory Regulations
19. Uniform Regulations
20. Student Clubs/Activities
21. ATI Testing
22. MDCC Student/Patron Use Agreement
23. PN Department Organizational Chart

____________________________________
Signature of Student

____________________________________
Date of Signature