

**Mississippi Delta Community
College
Division of Health Sciences**



**Practical Nursing Program
Student Handbook
2022-2023**

**MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

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TABLE OF CONTENTS

I.	Introduction	
	a. PN Handbook Overview Statement	4
	b. Non-Discrimination Policy& Americans with Disabilities Act	4
	c. Legal Limitations of License Practical Nurse	4
II.	Practical Nursing Program	
	a. Accreditation/Mission/Goal	5
	b. End of Program Student Learning Outcomes.	5
	c. Program Outcomes	5
	d. Curriculum Checklist.	6
	e. Cost Estimate	6
III.	Admission	
	a. Admission Requirements	8
	b. Procedure.	8
	c. Selection.	8
	d. Student Responsibilities	9
	e. Progression	9
	f. Readmission.	10
	g. Transfer	10
IV.	Program Policies	
	a. General Information	13
	b. Testing	13
	c. Attendance.	13
	d. Letter of Good Standing	14
	e. Pregnancy	14
	f. Latex Allergy	15
	g. Social Media.	15
	h. Hazardous Weather.	18
	i. Student Complaint Process	18
	j. Core Performance Standards	20
	k. Code of Ethics.	22
	l. Probation/Dismissal.	23
	m. Substance Use.	25
	n. Medical Candibas	27
	o. Background Record Check.	29
	p. Confidentiality Guidelines.	31
	q. Bloodborne Pathogens	33
V.	Campus Lab	
	a. Skill Check-Offs/Practice/Remediation	36
	b. Dosage Calculation Competency.	36
VI.	Clinical	
	a. Clinical Regulations.	37
	b. Uniform Regulations.	37
VII.	Activities	38
VIII.	Department Organizational Chart.	39
IX.	Handbook Signature Page	40

I. INTRODUCTION

The Practical Nursing Student Handbook provides information, policies, and guidelines necessary 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 in the 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.

NON-DISCRIMINATION POLICY/ AMERICANS WITH DISABILITIES ACT

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven Jones, Vice President of Administrative and Student Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Willie Gant, Jr., Assistant Dean of Student Services, 662.246.6442 or titleIX@msdelta.edu. Disability Support Services: Nakeshia Fipps, Associate Dean of Student Services, 662.246.6444 or ADAcpliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

LEGAL LIMITATIONS OF THE LICENSED PRACTICAL NURSE

All applicants should be advised that according to the Mississippi Nursing Practice Law and the Mississippi State Board of Nursing Administrative Code, 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.

II. PRACTICAL NURSING PROGRAM

ACCREDITATION

Mississippi Delta Community College is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges. The Practical Nursing Program is fully accredited by the Mississippi Board of Nursing (MSBON).

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®.

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. The 3-year mean for program completion (students who enter the program graduate and receive a certificate) will be at or above 60%.
3. The 3-year mean for job placement in a healthcare setting within a year from graduation will be at or above 90%.

Health Sciences Certificate Degree Plan

PRACTICAL NURSING PROGRAM CHECK SHEET | NURP Major | CIP Code: 51.3901

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__
*PNV 1213 Body Structure & Function	3 hrs.		PNV 1213		
PNV 1443 Nursing Fundamentals and Clinical	13 hrs.		PNV 1443		
PNV 1524 IV Therapy & Pharmacology	4 hrs.			PNV 1524	
PNV 1682 Adult Health Nursing Concepts and Clinical	12 hrs.			PNV 1682	
PNV 1728 Specialty Areas in Nursing	8 hrs.				PNV 1728
PNV 1914 Nursing Transition	4 hrs.				PNV 1914
RECOMMENDED ELECTIVES (OPTIONAL):					
BIO 1613 Nutrition	3 hrs.				
**BIO 2513 Anatomy & Physiology I	3 hrs.				
**BIO 2511 Anatomy & Physiology I Lab	1 hr.				
**BIO 2523 Anatomy & Physiology II	3 hrs.				
**BIO 2521 Anatomy & Physiology 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.				
LLS 1333 Introduction to Health Professions	3 hrs.				
LLS 1413 Enhancement of Study	3 hrs.				
MAT 1313 College Algebra	3 hrs.				
PSY 1513 General Psychology	3 hrs.				
PSY 2533 Human Growth & Development	3 hrs.				
SOC 2113 Intro to Sociology	3 hrs.				
SPT/COM 1113 Public Speaking I	3 hrs.				
TAH 1113 Medical Terms in Allied Health	3 hrs.				
TOTAL HOURS:		44 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 44		16	16	12
	Advisor Initials				
	Date				

* Required prerequisites that must be completed within 5 years of admission to the program.

** Must be completed within 5 years of admission to the program.

- An Associate of Applied Science degree will be awarded upon completion of not less than seventy-two hours of credit with a minimum cumulative grade point average of 2.00.

Rev. 2021

III. ADMISSION

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

APPLICATION AND ADMISSION 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
- TEAS entrance test scores

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

MINIMUM ADMISSION REQUIREMENTS

Applicants must:

- meet general admission requirements for MDCC.
- 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 an entrance test at the applicants own expense. Must be submitted within application deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline.
- must be 18 years of age the start of the program.

LEGAL LIMITATIONS FOR LICENSURE AS AN LPN

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.

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 but not limited to: ACT scores, GPA, entrance test scores, applicable previous degrees and

certificates earned from an accredited college/university, healthcare work experience (employer verification letter required), and performance on core courses. 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. All applicants will be notified by email of their conditional acceptance or non-acceptance to the program. If an applicant is accepted for the program, they will receive conditional acceptance notification with 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 the AHA-BLS CPR course taught during the summer
- Satisfactory completion of Math (MAT 1102) during the summer, if indicated by entrance test score
- Satisfactory background check (see Policy on Admission to Health Science Program)
- Health Exam form completed and signed by a licensed healthcare provider
- Proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test
- A 2-step TB skin test. The 2nd step must be completed within 21 days of the 1st step. Exception: a returning student who had a negative TB skin test within the last 12 months.
- A stamped/signed Form 121 Immunization Record must be submitted that include the following
 - Tdap booster within the last 10 years
 - Series of 3 Hepatitis B vaccinations
 - Series of 2 MMR vaccinations
 - Proof of Varicella immunity, either by series of 2 vaccinations or positive varicella titer
- Acceptable pre-admission drug screen

STUDENT RESPONSIBILITIES

Students who are accepted into the program must:

- attend a mandatory 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 in lecture/theory, satisfactory skills check-offs, and a final satisfactory clinical grade in order to progress to the next semester. If a student is enrolled in concurrent practical nursing courses, both courses must be successfully completed in order to progress. The grading scale for the program is A 93-100; B 84-92; C 75-83; D 68-74; F Below 68.

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 clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.*

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 students:

1. The student should submit a request for readmission in writing to the Assistant Director of Nursing/PN Chair.
2. The student will be required to meet with the ADON/PN Chair 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.
6. If a student is readmitted to a semester that has required concurrent courses, both courses must be taken regardless of whether they were completed previously.

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
PRACTICAL NURSING**

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.

	S	U
Attendance/punctuality		
Assignments turned in on time		
Appearance		
Attitude at time of departure		
Need for additional courses		
Problems in other areas – Courses		
Instructors		
College		
Campus lab – participation		
skills practice		
skills check off		
Responsibility/accountability		
Professionalism		
Ability to provide nursing care		
Acceptance of constructive criticism		

Comments:

ASSESSMENT TOOL for READMISSION of STUDENTS

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.
6. Plans for problem prevention if readmitted.
7. Attitude toward readmission and plans if not readmitted.

IV. PROGRAM POLICIES

STUDENT INFORMATION

1. Students are subject to all policies and regulations as stated in the *PN Student Handbook* and the *MDCC Catalog/Student Handbook*.
2. MDCC is a **TOBACCO FREE** campus. Smoking and/or use of tobacco products is not allowed anywhere on campus.
3. Students must wear their MDCC Student ID at all times with the name visible.
4. Students can schedule appointments to meet with instructors; however, students **must not** enter an instructor's office if they are not present, on the phone, or have someone in their office.
5. If an instructor's office door is closed, it means they are either not there or not available.
6. Dress code for the classroom is dark navy or brown scrubs, and appropriate shoes.
7. Food and drink are not allowed in the Campus Lab. Food and drink is permitted in the classroom as long as it is kept clean.
8. Cell phones are not allowed during class or campus lab. They are to be turned off or on silent and placed in the designated area. Other electronic devices, such as tablets or laptops, can only be used for test-taking, note-taking and other learning activities designated by the faculty.
9. Alcoholic beverages may not be consumed in public places when wearing an MDCC PN uniform and/or name tag.

TESTING POLICIES

1. Unit tests and final exams are taken on computer and are proctored by faculty in person using Respondus LockDown Browser or remotely using Respondus LockDown Browser and Respondus Monitor.
2. Students are required to have a laptop (**no Chromebook**) with a microphone and webcam for testing purposes.
3. No purses, books, backpacks, or personal items are allowed on the desks when tests are being given.
4. Do not wear caps, heavy coats and blankets during testing.
5. No one is allowed to leave the testing area once testing has begun and must remain until all students have finished testing.
6. Students are not allowed to have cell phones, smart watches, or other electronic devices at their desk or on their person during testing.
7. Partial credit for alternate style questions (e.g. select all that apply, ordered response) is not given.
8. Unit tests and final exams are not reviewed.

ATTENDANCE

I. Classroom Absences

- A. When a student's absences in a course exceed the following, the student will be dismissed from the course:
 1. One class meeting, lecture, or laboratory, per week..... 2
 2. Two class meetings, lecture, or laboratory, per week4
 3. Three class meetings, lecture, or laboratory, per week..... 6

4. Four class meetings, lecture, or laboratory, per week 8
 - B. Students should notify faculty if they will be absent or tardy.
 - C. Once class has started students are not allowed entry until the next break.
 - D. Students who leave class before dismissal can receive an absence.
 - E. Assignments due on the day of absence must be turned in on the day of return to class. Failure to do so can result in a zero or points being taken off.
 - F. No more than 2 unit tests can be made up unless there are extenuating circumstances that are documented and approved by faculty.
- II. Clinical Absences (Off-campus clinical experiences)
- A. The first absence must be made-up with a clinical instructor.
 - B. The second absence will be a learning activity that is determined by faculty to be comparable to the missed clinical experience; such as a virtual clinical scenario, virtual simulation, or a comprehensive written assignment.
 - C. The third absence will result in dismissal from the course.
 - D. Students more than 30 minutes late will be considered absent.
 - E. Students should notify the clinical instructor if they will be absent or tardy.
- III. Campus Lab Absences
- A. Absences from Campus Lab must be made up within two weeks.
 - B. The student is responsible for scheduling make-up with faculty.
- IV. Students who have officially cut out of a course may appeal to the Dean of Health Sciences for consideration of readmission to class.

Health Sciences Program Letter of Good Standing

A program letter of good standing is provided to students who have meet all admission requirements, who are satisfactorily progressing in a program, or those who are eligible for readmission to a program. A letter of good standing will not be provided if the student does not meet all the admission or readmission criterial as outlined in the program's handbook. If a letter is needed before all admission requirements are met (such as missing background check, drug screen, etc.) a letter of conditional acceptance can be provided for financial aid needs. Please note all letters of good standing needed for transfer or admission to an outside college will only state that the student is eligible or ineligible for admission/readmission. A letter of good standing for clinical requirements will be provided to clinical agencies upon request. These letters and other documentation are provided by faculty/staff and do not require student request. A release of information is signed by the student during orientation to authorize MDCC Health Science faculty/staff to release clinical required documentation such as but not limited to vaccination records and CPR certification to the clinical affiliate as needed for clinical participation.

PREGNANCY

A student who is pregnant should immediately notify the ADON/PN Chair 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.

LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program adviser the first week of the school term. If an allergic condition develops while in the program, the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/Students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession. Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. **No additional accommodations for latex allergy are available.**

SOCIAL MEDIA

Social media includes, but is not limited to, blogs (Blogger, BlogSpot, WordPress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, Snap Chat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported

information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post.

For all Health Science students, all social media postings must be made with the program, division, state and national Code of Conduct; Professional Behavior, Professional Ethics and Confidentiality; Safe/Unsafe Clinical/Practicum policies outlined in the program specific student handbook. Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal.

Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. The following best practices are encouraged:

Be Aware of Liability

You are personally responsible for the content you publish.

- Do **NOT** post the personal information or photograph of any patient/client at clinical sites. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do **NOT** represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do **NOT** share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do **NOT** post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do not post copyrighted content
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.

- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.

Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may **NOT** represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

- Make sure post are relevant and accurate.
- Do not display vulgar language.
- When commenting on others individual's post refrain from posting potentially inflammatory or unflattering material.

Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.
- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors of other unverified information NOT: everything posted on social media is true.

Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your post including future and/or current employers.

HAZARDOUS WEATHER

1. In the event that MDCC classes are canceled, clinical learning experiences are also canceled. If MDCC classes are not canceled but hazardous weather conditions exist in the area to be traveled, the clinical instructor may cancel clinical. 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 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.

STUDENT COMPLAINT PROCESS

Instructional Complaint Process

The instructor has authority over all matters affecting conduct of classes, including the assignment of grades. If a student has a complaint about instructional activities or a grade, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with faculty member involved.

If the matter is not resolved with the faculty member:

2. Student must meet with the division chairperson/program director and faculty member to discuss complaint.

If the matter is not resolved after meeting with the division chairperson/program director:

3. Student may submit a written appeal to the Vice President of Instruction within three (3) working days of meeting with the division chairperson/program director. Within five (5) working days after receipt of the written appeal, the Vice President of Instruction will render a written decision to the student or call a meeting of the Instructional Appeals Committee to hear and rule on the appeal. The Instructional Appeals Committee will hear from all parties involved and render an oral decision to the Vice President of Instruction. This decision will then be placed in written format to the student within five (5) working days after the hearing.

If the student is unsatisfied with the decision of the Vice President of Instruction or the Instructional Appeals Committee:

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

Non-Instructional and Discrimination Complaint Process

If a student has a (non-instructional or discrimination) complaint, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with staff member involved.

If the matter is not resolved with the staff member:

2. Student must then meet with the department administrator and staff member to discuss complaint.

If the matter is not resolved after meeting with the department administrator:

3. Student may submit a written appeal to the Vice President of Student Services within three (3) working days of meeting with the department administrator. Within five (5) working days after receipt of the written appeal, the Vice President of Student Services will render a written decision to the student or call a meeting of a Complaint Committee to hear and rule on the appeal. The Complaint Committee will render a written decision to the student within five (5) working days after the hearing.

If the student is unsatisfied with the decision of the Vice President of Student Services or the Complaint Committee:

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

A student has one academic year from the time of the alleged incident to file a complaint.

The Office of Instruction and the Office of Student Services will each maintain a log which records all written complaints that have been received from students, along with documentation on how the complaint was addressed. These records will be retained and made available for accreditation and regulatory purposes.

Non-Retaliation Statement

An individual filing a complaint in good faith shall not be subjected to any form of retaliation by the college. An individual has the right to file a complaint alleging retaliation.

CORE PERFORMANCE STANDARDS

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:

CODE OF ETHICS

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 the 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.

All students are responsible and accountable for their own actions. Students will be considered for ethical probation or dismissal from the Practical Nursing Program if evidence indicates violation of the ethical code.

During the course of classroom, lab, or clinical learning activities, if a student demonstrates a pattern of repeated irresponsible and/or unethical behavior the nursing faculty may recommend to the ADON/PN Chair that the student be placed on ethical probation and/or dismissed from the program. Acts constituting misconduct are listed on the following pages under "Articles of Conduct Which Constitute Violation of the Ethical Code." If a student demonstrates behavior resulting in danger to a patient, immediate dismissal of the student may be recommended to the ADON/PN Chair.

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 the student

1. demonstrates behaviors or exhibits characteristics consistent with the suspected use of mind-altering substances in the classroom or clinical setting.
2. demonstrates dishonest behavior in assigned work, testing, falsification of records or any other aspect of the program of study (includes unauthorized study guide, notes, tests, materials, etc.).
3. fails to follow proper procedure in notifying clinical instructor prior to absence from a clinical learning experience.
4. is convicted of any felony.
5. demonstrates behavior and/or their nursing performance that indicates mental or emotional incompetence.
6. falsifies or alters a patient's record.
7. administers medications and/or treatments in a negligent or unsafe manner.
8. performs treatments or procedures beyond the limit of 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 treatments without a physician's order or without permission of the nursing instructor.
12. violates the confidentiality of information or knowledge concerning a patient or family.
13. discriminates in the rendering of nursing services as it relates to human rights and dignity of the individual.
14. takes articles belonging to another person.
15. participates in inappropriate social networking, personal and/or professional.
16. demonstrates dishonest or unprofessional behavior that could result in harm to others (includes patients, families, agency employees, students, etc.).
16. fails to follow specific rules and guidelines for each nursing course.
17. fails to follow guidelines as stated in "PN Student Handbook".

Procedure for Placing Students on Ethical Probation and/or Program Dismissal

1. The faculty member will counsel the student, document the article of conduct in writing and place the documentation in the student's file. The student may respond in writing within 48 hours.
2. If the incident occurs in the clinical setting, the Incident Report will be completed and documented on the weekly clinical evaluation form.
3. The faculty member(s) will notify the ADON/PN Chair of the incident along with a recommendation of probation or dismissal from the program.
4. If the recommendation is approved by the ADON/PN Chair, a statement of probation or dismissal will be prepared. The ADON/PN Chair, faculty member(s), and student will meet to discuss the statement of probation or dismissal. The statement will be signed by the all parties. A copy will be given to the student and a copy will be kept in the student's file in the Practical Nursing department.
5. The student may be required to meet with the Director of Nursing
6. The student may appeal dismissal by following 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:

<input type="checkbox"/>	Safety Violation	<input type="checkbox"/>	Medication/Treatment Error	<input type="checkbox"/>	Other Performance
	<input type="checkbox"/> physical		<input type="checkbox"/> right patient		<input type="checkbox"/> unprepared for clinical
	<input type="checkbox"/> psychosocial		<input type="checkbox"/> right drug		<input type="checkbox"/> nursing process
	<input type="checkbox"/> microbiological		<input type="checkbox"/> right dosage		<input type="checkbox"/> skills
			<input type="checkbox"/> right route		<input type="checkbox"/> decision making
			<input type="checkbox"/> right time		<input type="checkbox"/> accountability
			<input type="checkbox"/> documentation		<input type="checkbox"/> professionalism
			<input type="checkbox"/> other _____		<input type="checkbox"/> other _____

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

Student Response:

Referral: ☐ Yes ☐ No If yes to whom: _____ Date: _____

Instructor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

SUBSTANCE USE POLICY

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and/or clinical settings. It is our belief that a substance/drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community. MDCC Health Sciences has a zero tolerance drug/alcohol policy inclusive of: possession, use, or under the influence while on any MDCC campus or clinical affiliate.

To insure a drug-free workplace and learning environment, MDCC's College of Health Science students are required to submit to substance testing prior to program admission, randomly, and for probable cause. Preadmission substance screening is required for all students admitted to the Health Science Programs. Random and/or group substance 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 substance and/or alcohol screening performed immediately. If tested due to suspicion, the student will be suspended pending test results. Refusal by a student to participate in a substance screening is in violation of the established policy and will result in dismissal.

All substance screening will be done in a manner to assure verification of an accurate specimen. Collection and testing is performed by an authorized substance testing agency designated by MDCC Dean of Student Services. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the college's designated collecting agency. Test results from an outside vendor will not be accepted. If there are any discrepancies with the collected specimen, the student may be subject to recollection under the direction of the college. If any student(s) is caught falsifying a specimen or in possession of a falsified specimen, that individual(s) will be immediately re-tested and be subject to disciplinary action by MDCC and the College of Health Sciences. If a student does not report or refuses substance testing at the designated time, or leaves the 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.

A satisfactory substance screen is required for admission, readmission, and/or progression in MDCC's Health Science programs. Substance screen results must meet all MDCC affiliated clinical agency requirements.

All prescription medications taken regularly or as needed should be listed on the student Health Assessment Form. Students are responsible for updating their student health assessment record as prescriptions change or new prescriptions are added. The student must notify and provide written proof of any medications which may affect behavior (mental acuity or physical dexterity) to the program director.

If any substance screening is positive, the student is dismissed immediately from the program. Any substance 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. If a student has a current healthcare license, registration, or certification, the program director/chair is required to report illicit substance use or use of a controlled substance without a current prescription to the respective regulator agency.

Students with a positive substance test performed under the direction of MDCC may request a follow-up test to be performed by the college's designated testing agency. The student must make the request for the follow-up test in writing within 24 hours of receiving notification of the positive test result. Follow-up testing is ONLY performed on the initial specimen. Students with prescriptions must provide acceptable documentation of prescriptions within two working days after notification of

positive test result. Students cannot attend class or clinical/lab until acceptable documentation of prescription is provided to the college's designated testing agency and the agency verifies the student's test as 'negative'.

Students who test positive will be given an opportunity to meet with the Program Director and the Dean of Health Sciences. The appeal of a positive result lies between the student and the testing agency. The student may be considered for probationary readmission (ONE time only) 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.

Substance testing procedures will be carried out under the direction of the Dean of Student Services utilizing the college's designated testing agency. Testing may be in the form of breathalyzer, urine, blood, saliva, or hair sampling as deemed by the Dean of Student Services in consultation with the Dean of Health Sciences and collecting agency. Testing results are submitted directly to the Dean of Student Services. The Dean of Student Services sends notification of substance testing results to the Dean of Health Sciences and/or Program Director. Substance test results for the College of Health Sciences will be securely maintained under the supervision of the Dean of Health Sciences.

I, _____, have read and understand the substance use policy of Mississippi Delta Community College. I grant permission for substance 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 substance profile.

Student Signature

Date

Signature of Parent/Guardian (if under age of 18)

Date

MEDICAL CANNABIS POLICY

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and clinical settings. The College of Health Sciences has a zero tolerance of illegal substance use/abuse and misuse of legal substances.

Mississippi Medical Cannabis (Marijuana) Act allows for the controlled use of medical cannabis in the State of Mississippi. Thus, Mississippi citizens may legally obtain a medical cannabis (marijuana) ID card from the Mississippi Department of Health.

Despite the passage of this legislation, the College will continue to schedule drug screens by department/ program as outlined in the MDCC Health Sciences Substance Use Policy.

1. If the student is taking a prescribed substance, they are required to disclose the prescription information on the Health Sciences' Health Assessment Exam Form. The student must notify and provide written proof of any medications which may affect behavior to the program director.
2. Students subsequently must also provide written documentation from their licensed health care provider to the drug testing agency that performed the screen indicating there is a medical necessity for the medication within two business days of notification.
3. Failure to submit appropriate documentation from a licensed health care provider for medical necessity for the medication will result in the test being considered a "positive" result.
4. Despite a medical necessity for taking Medical Cannabis (Marijuana), the student may not be able to participate in class/lab/clinical/internships/externships/fieldwork experiences if:
 - a. This medication impairs the student's ability to appropriately function and meet the physical and cognitive functioning required for the safety of the student, classmates, faculty, and/or patients. This determination may be made by MDCC employees and/or clinical site if impairment is observed or suspected.
 - b. If impairment is suspected per MDCC Substance Use Policy: *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. If tested due to suspicion, the student will be suspended pending test results. If a student does not report or refuses substance testing at the designated time, or leaves the 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.*
 - c. If the clinical facility does not permit students with a legal medical cannabis (marijuana) ID card to participate in clinical experiences at their particular location, the student will not be able to complete the required clinical contact

- hour requirements. There will be no accommodations made to ensure a student is placed at a clinical affiliate due to prescription use of this substance.
5. A decision regarding the student's ability to participate in clinical/internship/fieldwork experiences will be made at the program level utilizing each department's/program's current student review process.
 6. Students are able to request a medical leave of absence if they believe that a medication condition and its subsequent treatments would prohibit them from appropriately functioning in their role as a student and/or health care provider.

By Mississippi's Medical Marijuana Law Statutory exemptions include:

1. This Law shall not: require any employer to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis;
2. This Law shall not: prohibit or limit the ability of any employer from establishing or enforcing a drug testing policy;
3. Authorized individuals can impose civil, criminal, or other penalties for individuals engaging in the following while under the influence of medical marijuana: Acting with negligence, gross negligence, recklessness, in breach of any applicable professional or occupational standard of care, or to the effect an intentional wrong as a result, in whole or in part, of that individual's medical use of medical cannabis

MDCC will follow the clinical affiliations' guidelines and the MDCC Substance Use Policy at all times.

I, _____, have read and understand the Medical Cannabis policy of Mississippi Delta Community College. I grant permission for substance 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 substance profile.

Student Signature

Date

Signature of Parent/Guardian (if under age of 18)

Date

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 Code 43-11-13, 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 (h), 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 an eliminating 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 eliminating background information.

The background record check is completed by submission of fingerprints by MDCC 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 Chair/supervisor. 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. This will be done in the Allied Health or Horton Building as determined by the Chair/Supervisor. 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 and 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 Chair/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.

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 video: **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.

**MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING**

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

BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES

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)
MUST BE NOTARIZED

Date

******* PLACED IN THE STUDENT'S PERMANENT FILE *******

**MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING**

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. Personal Physician
 - _____ 2. Public Health
 - _____ 3. Other _____

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

V. CAMPUS LAB

SKILLS CHECK-OFFS

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.

UNSUCCESSFUL SKILLS CHECK-OFFS

If unsuccessful with first attempt, the student will have two additional opportunities to successfully demonstrate competence in the performance of the skill.

1. The student must complete at least one remediation session prior to 2nd or 3rd attempts.
2. The third attempt will be with a different instructor than the previous attempts.
3. Failure to demonstrate competence on the third attempt will result in a failing grade for the course.

SKILLS PRACTICE

Instructors will be 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.

SKILL(S) 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.

DOSAGE CALCULATION COMPETENCY

1. A dosage calculation unit test is administered in PNV 1443 with a required grade of 85.
2. Students will be given two attempts to pass the test.
3. In the event a student is required to take both tests, the two scores will be averaged to determine the unit test score.
4. If a student does not pass the test after two attempts, the student will not be allowed to progress in the program.

*Students are responsible for cleaning their area and returning equipment and supplies to their proper place after use.

*No food or drink is allowed in the Campus Lab.

VI. CLINICAL

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 charge nurse and the instructor. All patient records must be signed by student and instructor according to the health care agency policy.
5. No change in assignment is to be made without the approval of the instructor.
6. 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.
7. 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.
8. Students are advised to make arrangements for reliable transportation in order to meet the clinical requirements of the nursing course.
9. 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.
10. 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.
11. Students must comply with all regulations of the agency they are assigned for clinical.

UNIFORM REGULATIONS

1. Uniforms are to be worn during clinical nursing experiences and check-offs in campus lab.
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 pants may wear white hose or white socks.
3. No rings except a plain wedding band may be worn with the uniform. Earrings should be a 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 new ones. 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. The school and clinical facility assume no responsibility for loss of money, books, or personal articles.

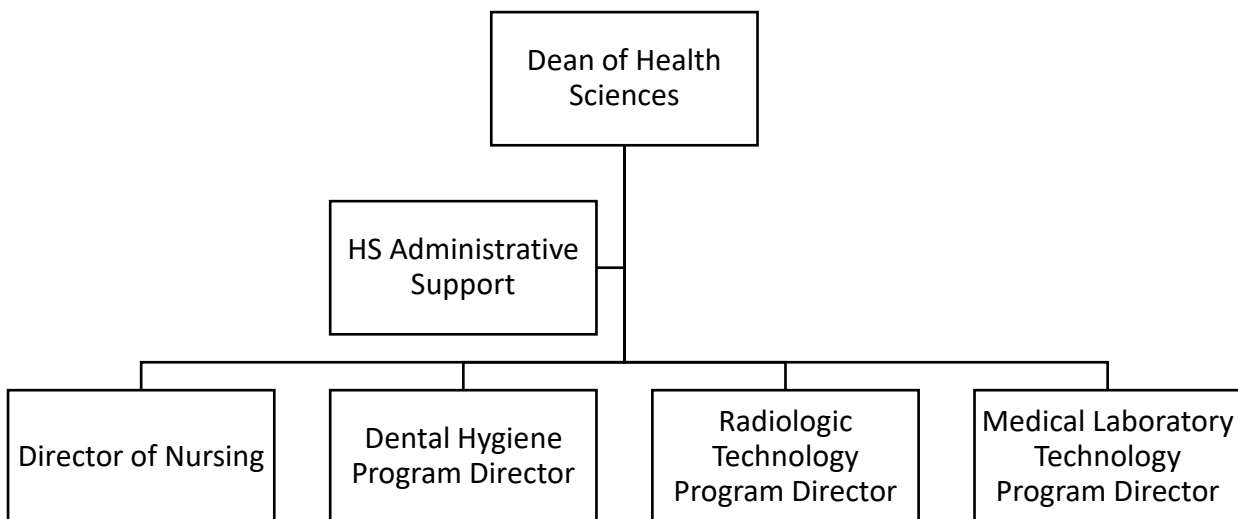
*Students must also comply with the dress code of the agency in which they are assigned for clinical.

VII. ACTIVITIES

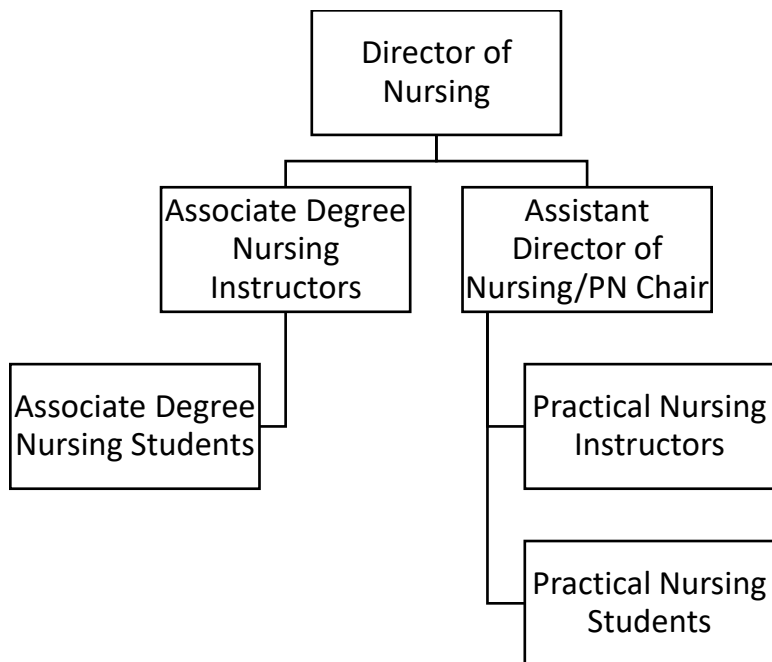
1. All Practical Nursing students are members of the **National Licensed Practical Nurses Association**, the **Mississippi Licensed Practical Nurses Association**, and the **PN Nursing Club**.
2. Practical nursing students and faculty attend the MLPNA Annual Convention in the spring semester each year.
3. 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.

VII. ORGANIZATIONAL CHARTS

Health Sciences Division



Nursing Department



IX. HANDBOOK SIGNATURE PAGE

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. PN Accreditation/Mission/Goal
3. PN End of Program Student Learning Outcomes and Program Outcomes
4. Curriculum Checklist
5. Cost Estimate
6. Admission Requirements/Progression/Readmission/Transfer
7. Classroom Regulations
8. Testing
9. Attendance
10. Letter of Good Standing
11. Pregnancy
12. Latex Allergy
13. Social Media
14. Student Complaint Process
15. Core Performance Standards
16. Code of Ethics
17. Procedure for Probation/Dismissal
18. Substance Use
19. Medical Candibas
20. Background Record Check
21. Confidentiality Guidelines
22. Bloodborne Pathogens & Other Communicable Diseases
23. Campus Lab
24. Clinical
25. Student Clubs/Activities
26. Organizational Charts

Signature of Student

Date of Signature