



Practical Nursing Program

Student Handbook

2024-2025

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Welcome

The nursing faculty would like to take this opportunity to welcome you to the Practical Nursing program (PN) at Georgia Northwestern Technical College (GNTC). We are committed to a standard of excellence in our program that will both challenge and prepare you for the NCLEX-PN as well as the work setting. Because of this, we are also committed to you as our student. We are here to guide, to mentor, and to instruct you while you are in our program. You are undertaking a difficult course and we want you to be successful. However, you must understand that you alone are responsible for just how successful you will be in the nursing program at GNTC. You must be willing to be as committed to this educational program as we are.

We wish you an exciting and rewarding educational experience and career. Please feel free to come to us with any questions or concerns. Once again, we are delighted that you are here.

Faculty, Practical Nursing program

Georgia Northwestern Technical College

The Practical Nursing program at Georgia Northwestern Technical College at the Floyd County Campus located in Rome, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

- [View the public information disclosed by the ACEN regarding this program](#)

Purpose of Handbook

The purpose of this handbook is to acquaint the student with the Practical Nursing (PN) program of Georgia Northwestern Technical College (GNTC). It outlines the policies, standards,

and regulations by which the student must abide while in the nursing program. It defines rights and responsibilities of the student. The student handbook supports the policies of GNTC as stated in the college catalog in addition to informing students of policies specific to the PN program. The student in the PN program is responsible for observing all rules and regulations as stated in this handbook.

The faculty believes that the student should receive consistent and equitable treatment throughout the nursing program. This handbook seeks to ensure such treatment.

Any revisions or addendums to this handbook will be provided in writing to each student and will become effective at the time specified on the written notification.

Non-Discrimination Policy

It is the official policy of the PN Department that no person shall, on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, or sexual preference be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity. However, the student must meet certain requirements that are required for employment as a Licensed Practical Nurse. (See Essential Requirements for Nursing)

Mission Statement

The mission of the Practical Nursing Program at Georgia Northwestern Technical College is to prepare entry-level practical nurses for successful employment in the health care industry. The practical nursing program values the surrounding community and is committed to the effective and efficient use of its resources. Partnership in the learning process and commitment to lifelong learning is expected of the students. Graduates of the Practical Nursing diploma program demonstrate professionalism and commitment to maintain clinical competence. The graduates are eligible to apply for licensure as Licensed Practical Nurses.

Philosophy, Purpose, and Objectives

The philosophy, purpose, and objectives of Practical Nursing are developed by the Nursing faculty and the advisory committee. The theoretical framework is based upon the following:

- Concept of Practical Nursing
- Concept of Practical Nursing education
- Rationale or justification of the teaching/learning process
- Role of the practical nurse graduate within the scope of nursing practice

The statement of the philosophy of Practical Nursing is consistent with the mission statement of GNTC.

Philosophy

The human being is a unique, open system composed of the following subsystems:

- **Physiological:** The physiological subsystem is composed of the following systems: respiratory, cardiovascular, neurological, endocrine, gastrointestinal, renal, reproductive, integumentary, and musculoskeletal
- **Psychosocial:** The psychosocial subsystem is seen to include intellect and human development.
- **Culture:** The integrated patterns of human behaviors, including norms, traditions, and values that affect the thinking and behavior of members of particular groups. Culturally competent care provided by nurses includes four components: awareness of one's cultural worldview, attitudes toward cultural differences, knowledge of different cultural practices and worldviews, and cross-cultural skills.
- **Spiritual (ethical):** The ethical subsystem incorporates the spiritual and moral aspect of the human body. A human responds as a holistic system to internal and/or external stressors. People have the potential to contribute creatively to their environment. They also interact throughout development with a dynamic environment, utilizing intellect and free will to make decisions and thereby establish individuality.

Purpose and Goals

The purpose of the Practical Nursing program at Georgia Northwestern Technical College is consistent with the institutional purpose of offering educational programs, which meet community needs. Specifically, Georgia Northwestern Technical College's Practical Nursing

program presents a curriculum, which prepares competent practical nurses to provide care within the scope of the practice roles.

The program of instruction acknowledges individual differences and respects the rights of individuals to seek fulfillment of their physical, mental, social, educational, emotional, spiritual, and economic needs. The program does not discriminate on the basis of race, color, creed, ethnic or national origin, religion, sex, age, disability, marital status, veteran status, academic disadvantage, and economic disadvantage.

Nursing education builds on foundation of basic education, within the concept that nursing is an art and an expanding science. This science is concerned with the basic therapeutic, rehabilitative, and preventative health care for people of all ages and cultural diversities in various stages of imbalance or dependency. The quality of nursing is impacted by the physical, intellectual, emotional, and ethical characteristics of the practitioner.

The Practical Nursing program is intended to produce graduates who are prepared for employment as practical nurses. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Graduates are to be competent in the occupational areas of anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care, and wellness and prevention of illness.

The Practical Nursing program strives to meet the health care needs of the community in which it serves, working in conjunction with specific agencies that employ its graduates. These individuals will be prepared for licensure as set forth by the Georgia Board of Examiners of Licensed Practical Nursing.

The Practical Nursing program will:

1. Provide education, which acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. Foster employer participation, understanding, and confidence in the instructional process and the competence of Practical Nursing program graduates.

3. Prepare students to function as accountable, responsible members of a health care team concerned with basic therapeutic, rehabilitative, and preventative care for people of all ages and cultural diversities in various stages of illness or dependency.
4. Promote students to use the nursing process in meeting the holistic needs of the health consumer and adhere to the legal and ethical guidelines of the nursing profession as specified by the Nurse Practice Act.
5. Educate students to maintain their own physical and emotional health.
6. Prepare graduates to function as safe, competent practitioners in various health care settings, and possess necessary knowledge to pass the NCLEX-PN successfully.

Three specific areas of the institution's mission that are particularly relevant to nursing include: community service, job education and/or job training, and instruction. Nursing, being a service profession and technically oriented, fits well with these identified areas. The philosophy for the nursing program is derived from the institutional mission statement. A conceptual framework, utilizing Systems Nursing Theory, Roles of the Practical Nurse, and the Decision-Making Process, provides the necessary links from which institutional mission and the nursing program's philosophy, purposes, and objectives may be viewed.

The department of nursing seeks in all ways to support the mission of Georgia Northwestern Technical College. The statement of institutional mission is reviewed periodically by the institution's faculty and staff. All faculty are in possession of the philosophy, conceptual framework, and objectives of the program, as well as the students via the nursing handbook.

End-of-Program Student Learning Outcomes

1. Demonstrate ethical, legal, and professional behaviors specific to the practice of a practical nurse within healthcare.
2. Demonstrate proper nursing skills.
3. Calculate correct medication dosage computation while following standard safe medication administration procedures.
4. Demonstrate evidence-based nursing care to clients with diverse needs.

5. Illustrate critical thinking to develop organized and systematic components of the nursing process.

Performance Objectives Practical Nursing Program

1. Apply theoretical knowledge to performance in the clinical setting.
2. Describe the practical nursing organizations in relation to functions and the importance of active participation.
3. Interpret the legal responsibilities included in the practice of practical nursing according to state law by limiting performance to those acts, which they have been licensed to perform.
4. Practice safe, ethical nursing skills in the clinical setting.
5. Assess the patient accurately, reporting and recording these findings.
6. Relate basic concepts of maintaining personal and family health.
7. Assess community health facilities available.
8. Formulate basic plans of care for patients including assessment, planning, implementation, and evaluation.
9. Utilize evidence-based sources for continuing education in order to promote personal and professional growth.
10. Assess program satisfaction through the completion of graduate surveys.
11. Demonstrate competency on the NCLEX-PN after graduation, pending eligibility by the Georgia Board of Examiners for Licensed Practical Nurses.

Essential Requirements for Nursing

All candidates for the practical nursing program must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive.

1. **Critical thinking** ability sufficient for nursing clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of care plans, transferring knowledge from one situation to another, evaluate outcomes, problem solve, prioritize, use short- and long-term memory.

2. **Interpersonal** abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues, negotiation of interpersonal conflict, and respect of cultural diversity.
3. **Communication** abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures, initiation of health teaching, documentation and interpretation of nursing actions and patient/client responses, and written and oral reports to other health care professionals.
4. **Mobility** that supports physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in a patient's room, work spaces and treatment areas; administration of cardiopulmonary procedures such as resuscitation; sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements.
5. **Motor Skills** which include gross and fine motor abilities sufficient for providing safe, effective nursing care. Examples include calibration and use of equipment, positioning of dependent adult patients/clients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.
6. **Hearing or Auditory** ability sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals, fire alarms, auscultatory sounds and cries for help.
7. **Visual** ability sufficient for observation and assessment necessary in nursing care. Examples include observation of patient/client responses such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents.

8. **Tactile** ability sufficient for physical assessment. Examples include performance of palpation, functions, of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter).
9. **Emotional stability** sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions. Taken from Southern Council on Collegiate Education for Nursing (1993, reapproved 2004) and National Council of State Boards of Nursing, Inc: Guidelines for Using Results of Functional Abilities Studies and Other Resources (1999).
10. **Professionalism** Employer expectations are defined for the students per their Nursing Leadership, Management, and Professional Practice for the LPN/LVN book. Employee (LPN) is to be well educated for the position being applied for and to have the skills and knowledge that represent that level of education, licensure, and experience. Other expectations are honesty, integrity and a strong sense of responsibility. Have a professional level of communication skills, possess the ability to work on committees and other assignments that go beyond patient care, and ask for information or assistance when it is needed so that patients and other employees are not put into dangerous or compromising situations. Demonstrate loyalty to the institution and the people leading it.

Per the Practical Nursing students Fundamentals of Nursing Care Concepts, Connections, & Skills required book, characteristics and professionalism are described as follows.

Characteristics of nurses: being responsible, honest, caring, and organized.

Professionalism in Nursing: professional appearance, behavior, and organizations.

Practical Nursing Technical Standards

1. Able to work in a class or clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Able to perform frequent reaching, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices.
3. Able to assist in the transporting, moving, lifting and transferring of adult patients from a
4. wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
5. Able to lift devices of various weights.
6. Able to communicate clearly, monitor and instruct patients before, during and after procedures, and disseminate information relevant to the work duties.
7. Possesses sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical record and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
8. Possesses sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating and synthesizing with the ability to perform these skills in a timely fashion.
9. Able to make appropriate judgment decisions in an emergency or where a situation is not governed by specific guidelines.
10. Able to demonstrate emotional stability and psychological health in a day to-day interaction with patients/clients, staff, family and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments.

Admission Policy (PN12)

Selection for admission to the PN program is based on a point system, which includes consideration of course grades, state of residency, number of core courses that have been completed and pre-entrance examination scores. Selection for entrance into the fall class will be made during the prior summer semester. Selection for entrance into the spring class will be made during the prior fall semester.

By the end of the semester prior to selection, the applicants must:

- Be officially admitted to Georgia Northwestern Technical College and have declared Healthcare Assistant as a major/minor;
- Have completed all pre-requisites courses;
- Have a cumulative grade point average of at least 3.0 calculated for the program required core courses completed;
- On the HESI Admission exam score of 750 on critical thinking and 60 points out of 100 points on each of the (3) components which includes Reading, Math and Anatomy to pass and meet Competitive Admission criteria.
- Be able to meet the technical standards listed under “Essential Requirements for Nursing”.

An intent form must be completed and received by the program assistant.

Any student who does not accept the initial acceptance into the program will be placed back into the selection pool for the next admission consideration.

Readmission Policies

Students who fail PN12 has no opportunity to re-enter under PN12 curriculum. Students who wish to re-enter the Practical Nursing Program must complete an eligibility form and will go into the selection pool for the next admission consideration for PN21. Failure of PN12 counts as the first attempt at the program.

Retention Policies

1. Students must achieve and maintain an **exam** average numerical grade of 75% or better (unit exam average and final) for all Nursing courses and satisfactory on all clinical requirements to progress in the nursing program. Should the unit exam or final not meet the 75% a failure is received for the course.
2. A student must maintain CPR/First Aid certification (American Heart Association) and carry professional liability insurance while enrolled in nursing courses.

Grades

Students earn grades. The instructor for each course assigns grades based on the general guidelines outlined in each syllabus. If a student believes that a grade was inappropriately recorded or calculated, the student should first request that the course instructor recalculate the average and then, if necessary, request a review of the grade by the Program Administrator. If the student is still not satisfied, they may appeal to Academic Affairs in writing. Please see "[Student Appeal of Grade](#)" found in the GNTC Catalog/Student Handbook.

In all cases, the student will follow the program organization chart to solve issues and all problems concerning their chosen program.

Student Evaluation

Each student's progress in the program is measured by a variety of methods, including written and oral tests, evaluation of practical demonstrations, and observation of the student's skill in the clinical area.

Georgia Northwestern Technical College uses the following system of grade assignment:

A = 90 to 100%

B = 80 to 89%

C = 70 to 79%

D = 60 to 69%

F = 59% and below

A grade of "C" or better is required in a pre-requisite course before a student can move to the next level of instruction. A minimum of "C" (2.0 GPA) is required for graduation.

The faculty at Georgia Northwestern Technical College reserves the right to determine a student's fitness to continue in a program. Failure to follow specific training instructions or to perform the practical aspects in a program may result in a grade of zero and/or dismissal from school.

Work Ethics Grade

The student's work ethic is evaluated at mid-term and at the end of the semesters for Fundamental Clinical and Leadership Clinical. Typically, the work ethics grade is used to document significant deviation from normal or acceptable behavior. Students receiving a poor work ethics grade at mid-term have the remainder of the semester to correct their behavior. Only the final work ethics grade will be recorded on the student's transcript. (Scale 0 to 3)

3 = 26-30 Exceeds expectations

2 = 18-25 Meets expectations

1 = 10-17 Needs improvement

0 = 0-9 Unacceptable

Work ethics categories include the following: Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organizational Skills, Communication, Cooperation, Respect

Georgia Northwestern Technical College

ASN Students Transferring to the PN Program

Nursing courses do not transfer between programs. Therefore, students changing their course of study from ASN to PN will not be allowed to transfer course credits. This is due to differences in curriculum and clinical hours that must be completed in the PN program. Students will enter the PN program with PNSG 2030 (Nursing Fundamentals), PNSG 2035 (Nursing Fundamentals Clinical), and PNSG 2010 (Intro to Pharmacology and Clinical Calculations).

Practical Nursing (PN12) Curriculum

Pre-Occupational Curriculum (16 Credit Hours)

Course Number	Name of Course	Credit Hours
ENGL1010	Fundamentals of English I	3
MATH1012	Foundations of Mathematics	3
PSYC1010	Basic Psychology	3
ALHS1011	Structure and Function of the Human Body	5
ALHS1090	Medical Terminology	2

Occupational Curriculum (41 Credit Hours)

Fall Entry:

Prerequisites: ALHS 1090, ALHS 1011, ENGL 1010, MATH 1012, PSY 1010

Fall Semester

Course Number	Name of Course	Credit Hours
PNSG2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG2030	Nursing Fundamentals	6
PNSG2035	Nursing Fundamentals Clinical	2
PNSG2210	Medical-Surgical Nursing I	4
PNSG2310	Medical-Surgical Nursing Clinical I	2
PNSG2220	Medical-Surgical Nursing II	4
PNSG2320	Medical-Surgical Nursing Clinical II	2
PNSG2230	Medical-Surgical Nursing III	4
PNSG2330	Medical-Surgical Nursing Clinical III	2
PNSG2240	Medical-Surgical Nursing IV	4
PNSG2340	Medical-Surgical Nursing Clinical IV	2
PNSG2250	Maternity Nursing	3
PNSG2255	Maternity Nursing Clinical	1
PNSG2410	Nursing Leadership	1
PNSG2415	Nursing Leadership Clinical	2

Total Credit Hours: 57 Minimum Credit Hours for Graduation

Spring Entry:

Prerequisites: ALHS 1090, ALHS 1011, ENGL 1010, MATH 1012, PSY 1010

Spring Semester

Course Number	Name of Course	Credit Hours
PNSG2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG2030	Nursing Fundamentals	6
PNSG2035	Nursing Fundamentals Clinical	2
PNSG2210	Medical-Surgical Nursing I	4
PNSG2310	Medical-Surgical Nursing Clinical I	2
PNSG2250	Maternity Nursing	3
PNSG2255	Maternity Nursing Clinical	1
PNSG2410	Nursing Leadership	1
PNSG2415	Nursing Leadership Clinical	2
PNSG2220	Medical-Surgical Nursing II	4
PNSG2320	Medical-Surgical Nursing Clinical II	2
PNSG2230	Medical-Surgical Nursing III	4
PNSG2330	Medical-Surgical Nursing Clinical III	2
PNSG2240	Medical-Surgical Nursing IV	4
PNSG2340	Medical-Surgical Nursing Clinical IV	2

Total Credit Hours: 57 Minimum Credit Hours for Graduation

GNTC Practical Nursing Program

Policies and Procedure

Academic Integrity/Misconduct

The student is required to demonstrate academic integrity while in the nursing program.

- Examples of violations of academic integrity include but are not limited to cheating, giving or receiving information related to exam items, fabrication, misrepresentation, plagiarism, stealing student or faculty possessions, falsifying faculty signatures, or violations of confidentiality.
- The student charged with academic misconduct may receive, at the discretion of the faculty member, a penalty of failing the assignment(s), a penalty of a zero for the assignment(s), or a penalty of failure of the class and dismissal from the nursing program.
- Posting and/or receiving coursework from external sources not approved by the PN program administration and faculty is prohibited. Violation of this policy may result in disciplinary action to include dismissal from the program and ineligibility for readmission.
- The student who is dismissed from the nursing program for violation of academic integrity will be ineligible for readmission.
- The student wishing to refute the charges or contest the penalty, or faculty members who wish to impose greater sanctions, such as dismissal from the institution, shall have to present a case in writing to the Dean of Nursing and Allied Health within ten (10) business days.
- The student should refrain from “friending” faculty and clinical instructors on social media sites until after graduation from the program.
- Due to HIPAA regulations, students are **not** allowed to take or post any pictures from clinical sites to **any** social media platform. Violation of this policy may result in

disciplinary action to include dismissal from the program and ineligibility for readmission.

All Health, Science, Human Services and Nursing program students will follow specific rules and regulations set by accreditation agencies, program handbooks, and clinical facilities policies.

Zero Tolerance Bullying Policy

Policy: It is the policy of the GNTC PN program to promote a work and educational environment that is pleasant, healthful, comfortable, free from intimidation, hostility, and free of abuse, verbal or physical, that could interfere with learning and/or work performance and the delivery of a safe work and educational environment. The GNTC PN program has zero tolerance for behavior that is verbally or physically abusive and which could interfere with learning and/or work performance and a safe environment for faculty and students. Violation of this policy will be considered unprofessional behavior that is subject to the consequences listed under the professional behavior policy.

Procedure: Faculty and students are expected to lead by example and demonstrate respect for others and refrain from bullying behaviors. In the event that a perceived bullying incident occurs, it needs to be reported to the PN program director immediately. Faculty and students who report in good faith that they have experienced any form of bullying (incivility) will not be subject to discrimination or retaliation of any form for reporting concerns.

Professional Behavior - The Practical Nursing program is committed to creating and maintaining a nurturing, supportive, and safe environment in the classroom and clinical environment. The faculty of the Georgia Northwestern Technical College Practical Nursing program believes that personal integrity in nursing is very important and that learning professional behavior is an essential part of nursing education. The faculty is committed to creating and maintaining an environment that is free from unprofessional behavior.

Unprofessional behavior is defined as any behavior that is in conflict with the American Nurses Association Code of Ethics for Nurses, the National Students Nurses' Association Code of Ethics, the GNTC Student Handbook and the GNTC Practical Nursing Program Student Handbook.

Violations of professional behavior will not be tolerated. Violations will result in disciplinary action, which may include dismissal from the nursing program and ineligibility for readmission.

Examples of unprofessional behavior addressed elsewhere in student handbook:

1. Discrimination or harassment of any kind
2. Bullying behavior
3. Academic misconduct including plagiarism
4. Breach of confidentiality

Examples of unprofessional behavior not addressed elsewhere in student handbook (but not limited to):

1. Failing to report or failing to report in a timely manner significant events or situations to the appropriate person
2. Dressing inappropriately or against the PN program dress code
3. Inappropriate behavior with peers; school staff or faculty; patients; or clinical facility staff
4. Violating the established policies of the PN program or a clinical facility
5. Disrespecting the personal values and beliefs, individual differences, or ethnicity of peers; school staff or faculty; patients; or clinical facility staff
6. Demonstrating judgmental, non-empathetic, or non-caring behavior
7. Angry or threatening behavior or verbal exchanges
8. Inappropriate or non-therapeutic verbal or non-verbal communication
9. Lack of reliability, dependability, or trustworthiness
10. Refusing to do nursing care or help a peer or facility staff
11. Being unprepared for class, skills lab, or clinical lab
12. Being tardy for class, skills lab, or clinical lab
13. Being late turning in class or clinical assignments
14. Refusing to take responsibility for own actions
15. Misrepresentation of facts, events, or situations
16. Being dishonest in any situation

17. Falsifying documents of any kind but especially patient records

Consequences of unprofessional behavior:

1. For the first offense of unprofessional behavior not otherwise addressed in the handbook, the student will receive a written warning about the behavior and a plan of action to improve the behavior will be developed.
2. For the second offense of unprofessional behavior or an egregious first offense violating state/federal law, ethical, or safety standards, the student may be required to meet with the entire nursing faculty or administration to discuss the unprofessional behavior. The faculty will then decide the disciplinary action that will be instituted. This may include failure of the course and dismissal from the nursing program and ineligibility for readmission.

Student Behavior

The PN program follows the Georgia Northwestern Technical College Student Handbook Policies on [student conduct](#) and these policies can be found online on [GNTC's website](#).

All students entering the Practical Nursing Program must have a clear understanding of the orientation information and Course Syllabi for each class they are entering including grading and attendance requirements. They will be expected to adhere to each one.

If warranted, this document can be used as a verbal and written warning toward disciplinary action including dismissal from the PN program and GNTC.

Confidentiality

The nursing faculty at Georgia Northwestern Technical College functions as instructors, facilitators, advisors, and mentors. Information between student, nursing staff, and faculty members will remain confidential, unless the information revealed to the instructor may represent potential harm to the nursing department or another individual. In this instance, the faculty member is considered a “mandatory reporter,” and is required by law to report any information representing potential harm.

Georgia Northwestern Technical College

Statement of Confidentiality

Policy: As a student of the Georgia Northwestern Technical College and in accordance with the HIPAA regulations regarding protected health information (PHI), you are under obligation never to reveal any confidential information that you may learn about patients during the course of your work. Carelessness about this important obligation on the part of a student may involve litigation and the jeopardy of the Health Technologies Programs. Discipline may be as severe as expulsion from your program of study and dismissal from Georgia Northwestern Technical College.

Confidential information may consist of results of examinations, laboratory work and other procedures; physician's notes containing patient's medical history; patient demographic or financial information; or the fact the patient visited the physician's office or clinic, is a resident of a facility or is being treated by a facility. This information must be kept absolutely private and confidential. If in doubt of the proper, ethical handling of information, maintain discretion and refer the matter to the facility manager, whom in turn will then contact the instructor.

All Health Technologies students at Georgia Northwestern Technical College will abide by these policies. As evidence that they have read and understand these policies, they will read and sign the following statement included within their receipt of handbook signature page.

Any patient information utilized for case studies, or other required school work, will maintain the anonymity of the patient. All patient identifiers must be removed to protect the patient's privacy. Any transferring of information (shift reports, etc.) will be in accordance with HIPAA regulations and the facility policy to which I am assigned.

Confidentiality in the Classroom/Clinical Setting

Confidentiality involves safeguarding an individual's personal health, or other information from public disclosure. Divulging information with unauthorized individuals is considered a violation of patient confidentiality and the Health Insurance Portability and Accountability Act (HIPAA)], and is strictly prohibited. This includes identifying patients/clients (writing their name or initials

or their family members' names on ANY paperwork) when completing clinical/class assignments.

Photocopying any information concerning a patient is only allowed under strict faculty supervision and the information is to be provided to faculty members for disposal before leaving the clinical area. Leaving the clinical area with material containing a patient's name, identification number, or other information is considered a violation of confidentiality and is strictly prohibited.

1. The first violation of confidentiality will result in a conference with the faculty and a written report of the incident will be placed in the student's evaluation file.
2. A second violation of confidentiality will result in immediate dismissal from the nursing program and ineligibility for readmission. Violation of the confidentiality policy will also be reflected in the student's work ethics grade.

Complaint and Resolution Appeals

See the [GNTC Student Handbook](#)

Chain of Command: Proper Channels of Communication

1. Student
2. Faculty
3. Nursing Program Administrator
4. Dean of Nursing and Allied Health
5. Associate Vice President of Academic Affairs
6. Vice President of Academic Affairs

Cell Phones & Recording Devices

Under no circumstances are students allowed to be on their cell phones in the classroom or skills lab. Student(s) found using cell phones can be dismissed from the classroom, skills lab or clinicals for the remaining class day.

Students found using cell phones in the clinical setting will be sent home and that dismissal from clinical will be counted as an absence for that clinical course to include any disciplinary action required.

In the event of an emergency, family members can notify the Practical Nursing Administrator at 706-295-6912 or the Department of Nursing Program Assistant at 706-378-1752. There will be **no exceptions** to this policy.

Students are not allowed to use recording devices of any kind during class time or lecture.

Any student requiring these devices will be coordinated through the Accessibility Services and Special Student Population Services on an individual case-by-case basis.

Class Policy and Procedures

Class Scheduling

Classes in any nursing semester may vary according to any schedule. Days may vary within a semester to ensure all requirements are met. Times for class may vary within any semester. All schedules are subject to change each semester at the discretion of the instructor.

Class Attendance

The Georgia Board of Licensed Practical Nursing requires that all PN graduates complete 687.5 class (theory) hours during the practical nursing curriculum. Students are required to attend class except in case of illness, injury or emergency.

Students should see each individual PNSG course syllabus for specific attendance requirements. Attendance requirements in each course includes bereavement, physicians note and sickness.

If a student is dismissed from the Practical Nursing program at GNTC, the student should refer to the re-entry section of this handbook for details.

Classroom Grading

The educational curriculum of the nursing program is planned and implemented by the faculty and provides concurrent and sequential theoretical knowledge.

The following grading system is applied to all nursing courses:

A = 90-100

B = 80-89

C = 75-79

F = 0-74

Students must attain a 75% exam average. An unsuccessful grade for either lecture or clinical/lab performance will result in an unsatisfactory grade for the course.

All students must satisfactorily pass all required skills check offs. The skills check off will be limited to two (2) attempts for a satisfactory passing.

The objectives, tests, projects, and/or assignments required for grading in each nursing course are explained in each course syllabus. It is expected that the work be submitted according to the syllabus guidelines. Five (5) points per day may be deducted for late work.

- Examinations are based on course objectives.
- Course content from the biological and behavioral sciences, as well as previous nursing knowledge, is included on exams, as appropriate.
- An [incomplete](#)* (I) may be recorded for students encountering extenuating circumstances. The Director of the Practical Nursing Program and faculty will make that determination. Please refer to the GNTC Catalog and Student Handbook for policy on incomplete grades
- Failure to complete work on time, in the absence of an extenuating circumstance, does not qualify for an incomplete.

Examinations

The faculty designs tests for individual courses or sections of a course. Students are expected to leave the testing area upon completion of their exam. Absolutely no discussion between students in the testing area once the examination has started. Examinations are timed. Upon completion of a written examination, the answer sheet or Scantron and exam are to be returned to the instructor and the student is to exit the classroom until the examination is

completed by all students. Students may complete some or all exams as computerized testing, which may offer immediate grading as feedback. A grade of zero may result on any test if there is evidence of verbal or nonverbal communication between students or if information related to examination content is found near the student. Cheating will **not be tolerated**. Evidence of dishonesty may be grounds for dismissal from the nursing program. Please refer to the [Academic Misconduct school policy](#). Examination review may be conducted per instructor immediately following the exam. Test grades may not be given out on the day of the examination depending on the type of exam administered. Instructors have up to one (1) week for the return of graded test/exam material and one week for clinical written assignments.

At no time can a grade be given via email or over the telephone. All final grades will be available for the student on MyGNTC after the end of the semester. Appointments must be scheduled with the primary instructor for all students to discuss clinical grade, course grade, and work ethics grade.

Absences from any test or examination will require prior notification and permission from the nursing instructor responsible for the exam. If a student is excused from taking a test at the scheduled time, it is the student's responsibility to arrange to take an alternative make-up test before the next scheduled class. Students may only miss (1) exam during any nursing course in any semester. Students missing more than One exam will receive a "0" for any scheduled exams for which the student is absent during that nursing course.

Students who are tardy or absent from a make-up test without prior notification, may not be permitted to make up the exam.

Discussion regarding correct examination answers is welcomed; however, argumentative, disruptive behavior will not be tolerated. Disruptive students will be asked to leave the review.

Students wishing to dispute an exam item may do so in writing prior to leaving the review.

The item in question will be reviewed by the Department of Nursing faculty and feedback will be given to the student within one week. Students must provide written referenced evidence for any exam item in question. Faculty reserve the right to offer individual review of any exam

by appointment. Computerized testing may offer immediate feedback of right or wrong answers or the faculty may require the student to meet individually with the faculty to view a completed computerized exam.

Examinations, Scantrons, or any review material may not be removed from the classroom.

Students found with a cell phone or any electronic devices during any exam will be dismissed from the exam classroom and a "0" will be given for this exam. The student will be required to meet with the nursing instructor as well as the Program Administrator to discuss this event.

An Elsevier eCommerce Testing Package is a website delivery tool and will be required to be purchased by all students. This also includes a NCLEX 2-day live review during the last semester. Payment will be in 3 installment payments and is due in each semester of the nursing program.

Technology Requirements

Having access to the internet when off campus is very important to be successful in the PN program. Students need access to a personal computer/tablet and reliable internet access due to reliance on digital textbooks, assignments, and quizzes. Students can use this web link to learn how to access [resources off campus](#).

HESI Testing

The Georgia Northwestern Technical College (GNTC) Practical Nursing program requires the Evolve HESI (Health Education Systems, Inc) at points along the curriculum as a program requirement for all enrolled students. HESI online resources will be used throughout the program of study to prepare for the NCLEX-PN Licensing Examination. HESI testing may be required for all modules per semester. Failure to meet the required score of 900 will result in completion of remedial studies to progress in the nursing program. HESI Exit Exam is required in the last semester. Grading rubric for HESI scores can be found in applicable course syllabi. HESI Exam scores will count as 40% of total grade.

Remediation Policy

Any student achieving less than 75% on ANY unit exam must make an appointment to meet with the instructor. Students scoring above 75% may also schedule an appointment to review their test, but priority appointments will be filled by students scoring less than 75%.

Any student experiencing difficulty or failing at any time is strongly encouraged to make an appointment with the instructor for assistance.

Any student achieving a score less than a 900 on any Version One (1) Practice HESI has to complete remediation by the assigned due date on the calendar. All essential packets and case studies must be completed for the remediation requirement to be met. The purpose of remediation is to improve student's critical thinking, reasoning skills, and test taking strategies to achieve NCLEX success by identifying strengths and areas of needed improvement.

Students have two attempts at the Exit HESI. If a student scores less than a 900 on the first attempt, they will be required to complete remediation before being allowed a second attempt. If a student is required to complete remediation and retest, their first attempt will not be counted as a grade. The required remediation is met by completing all essential packets and case studies assigned by the program faculty. To successfully complete the program, students must achieve a 75% (equivalent to 800 based on the HESI grading rubric) on the second attempt.

Alcohol and Drug Policy

Georgia Northwestern Technical College Practical Nursing Program believes that in order to maintain a safe effective learning environment for students and for the safe and effective care of patients while students are in the clinical area, a student must be drug and alcohol free.

The following policies and procedures will be followed for students admitted to the Practical Nursing program:

1. A confidential drug screen is required after the acceptance into the practical nursing program due to clinical affiliate requirements. Currently, the student will pay and arrange for testing with **Advantage**. Once scheduled with Advantage, the time frame

- to obtain the drug screen is 72 hours (including weekends) and failure to meet this deadline will result in student dismissal from the program.
2. The facility for conducting the screen will be designated by Georgia Northwestern Technical College, as stated the student is to contact Advantage directly for screening.
 3. A student's consent to submit to a drug/alcohol screen at any time deemed necessary by faculty, Director, Nursing Program Administrator, or Dean **is required** as a condition for acceptance into the nursing program.
 4. A student's refusal to submit to a drug/alcohol test will result in immediate dismissal from the program as well as an "F" grade in all nursing courses for the semester
 5. A positive drug or alcohol test will result in an "F" grade in all nursing courses for the semester and immediate dismissal from the nursing program and possible disciplinary action by the college.
 6. The nursing faculty at Georgia Northwestern Technical College function as an instructor, advisor, and mentor. All attempts will be made to refer and assist the student to seek treatment and rehabilitative services. A "positive" drug test will be defined as:
 - screen results indicating use of illegal drugs/non-prescribed drugs.
 - screen results indicating non-therapeutic drug level of prescribed or non-prescribed drugs.
 - screen results indicating presence of 0.02 or greater blood alcohol level.
 7. Medications that can impair the student's ability to function, whether prescription or nonprescription, are not to be taken 12 hours prior to the start of clinical (i.e. Benadryl, narcotics, etc.).
 8. If, during the course of the program, the student appears to be under the influence of alcohol or drugs or is functioning in an impaired manner, the faculty shall have the responsibility for dismissing that student from the clinical experience, class or lab that day and the student will be required to submit to a reasonable suspicion drug/alcohol screen **immediately** (no longer than 2 hours should pass) at the

student's expense, if requested by the Nursing Administrator, or faculty at any time during the program. A student's refusal to pay for and/or submit to such a test will result in immediate dismissal from the program as well as an "F" grade in all nursing courses for the semester. The student will be suspended from the nursing program pending results of his/her drug and/or alcohol screen.

9. Any student with a positive drug/alcohol screen will not be eligible for readmission to the program.

An affiliate used for student clinical experience can require screening without cause if such screenings are in the policy of the employees of the affiliate.

Campus Nursing Skills Lab and Clinical Policies

Clinical and campus laboratory attendance is required. Clinical attendance is mandatory to achieve competencies necessary to complete requirements for the program. Failure to attend clinical may result in failure to achieve clinical competencies and subsequent failure of the course. All missed clinical, lab, and classroom hours must be made up hour for hour.

Campus Lab Attendance for Fundamentals

The student is expected to arrive in the Nursing Skills Lab and be prepared to begin at the designated start time. The student will be required to meet 75 lab hours.

Campus Laboratory

The campus laboratory is provided for simulated practice and testing of skills, reading, viewing of films, virtual clinical with simulation labs and other educational endeavors.

1. The student is required to participate in all scheduled campus laboratory-learning experiences, which include skills and simulation, alongside GNTC support faculty.
2. Each student enrolled in a clinical nursing course must validate skills as specified in the course syllabus. Time to practice these skills with supervision and feedback is provided in the campus laboratory, and criteria that must be met to demonstrate satisfactory performance are in the course packets. Validation will be supervised by a GNTC faculty member.

3. Should an absence from skills laboratory be absolutely unavoidable, the instructor must be notified prior to the absence. The student will be required to make-up time/work missed. If the student does not notify the instructor prior to the absence, the student will be required to meet with the course coordinator and a written counseling form will be placed in the student's evaluation record. Violation of this policy will also be reflected in the student's work ethics grade.
4. Skills laboratory make-up time is at the discretion of the instructor and may include written work or simulation activities.

Lab Simulation

Learning by use of simulation in the lab will assist the student in bridging the theory-practice gap. Simulation scenarios will follow a predictable routine; student preparation before entering the lab, a review of student roles during simulation, pre-briefing, simulation, debriefing, and an evaluation of expected outcomes. Simulation learning assist by better preparing the student for clinical practice.

Campus Lab Use

The objective of the campus lab is to provide the student with a "hands on" learning experience. As a result, it is essential that the student come prepared to all lab experiences.

Student Responsibilities:

1. Is expected to comply with the dress code for campus lab. (See Uniform Policy).
2. Must be professionally accountable for his/her behavior and be ready to perform the competency skills to be covered in the labs. The student who is unprepared will be asked to leave and be responsible to cover the material and provide demonstration of knowledge and competence of the material covered in the lab.
3. Is responsible to use lab equipment for its intended purpose only.
4. Will respect lab property and equipment and ensure proper care of the equipment. This includes removing shoes while using the hospital beds. Horseplay is strictly forbidden.

5. Treat all manikins, procedural models and equipment with respect and gentle handling. These are the student's first patients and as such should be treated with respect and maintenance of the patient's dignity.
6. Respect the lab coordinator, instructors and fellow classmates at all times while in the lab.
7. Will use the lab only for its intended purpose. Failure to do so will require the student to vacate the lab.
8. Should clean the area which was used prior to leaving the lab. Items should be returned to their proper place, linens straightened, trash placed in the receptacles, etc.
9. Must immediately report equipment malfunction, breakage or damage that occurs during practice to the lab coordinator or nursing faculty. Willful damage to equipment will lead to loss of privileges.
10. Should notify the lab coordinator or nursing faculty of any accidents/incidents that occur.
11. Should not remove any item from the laboratories without prior permission.
Equipment for use
outside the lab should be signed out with the lab coordinator as outlined below.
12. Must place all needles, syringes, cutting instruments, and sharps in the red "sharps" container.
never put needles in the trash receptacles.
13. Must keep noise levels down; maintain a quiet environment.
14. No cell phone use.
15. No unauthorized people (children, spouse, friends).
16. Know the location and proper use of fire extinguishers, AED, and first aid kit.

Preparation Requirements Prior to the Lab Experience:

The student is expected to be responsible and accountable for his/her learning. This includes preparation **prior** to scheduled lab hours. The student:

1. May be required to preview videos and/or read the required readings as assigned by the instructor prior to entering the lab to promote learning. The student who has not completed the assigned material **will** be asked to leave the lab since it is essential that the skills be reviewed and since it can be unsafe to perform skills when one is unprepared.
2. Is also expected to practice the skills between labs.

Student Employment Policy

Employment must not interfere with required nursing school attendance of class or clinical experiences. Outside responsibilities such as employment, are not considered acceptable excuses for a student's inability to meet any curriculum requirements including attendance in class, lab, or clinicals. Faculty will not adjust or make exceptions to schedules or assignments due to work conflicts.

The student who is performing clinical rotations within a healthcare facility in which he/she is employed is there in the capacity of a student and not that of an employee and must fulfill the requirements of the student role. This policy pertains to all licensed, as well as unlicensed students. Furthermore, the student who is employed by a healthcare facility may not represent himself/herself in any manner as a nursing student while in the capacity of his/her employment.

A student **shall not** work the eight hours preceding the hours of a clinical rotation!

Agency and Facility Rules

All students must abide by the affiliating agency and Georgia Northwestern Technical College rules. Failure to do this can result in disciplinary action and/or immediate dismissal.

Failure to adjust to the clinical area or a critical incident in the clinical area can result in dismissal from the program.

Adherence to Policy

The student must adhere to all stated policies related to the affiliating agency and the school. This includes submitting to random alcohol or drug screening at student's expense in

accordance with Georgia Northwestern Technical College and Clinical Facility Policies. This serves as the one and only written warning. Students guilty of substance abuse can be dismissed with no option for reentry.

Progression of Skills

The student is expected to demonstrate progression of clinical skills. Instructor check-off of skills is required. Any student who has performance difficulties consistently will be counseled, given a time frame to show improvement, and then re-evaluated. Failure to show improvement may then result in termination from the Program. It is the responsibility of GNTC to ensure that Students with unsatisfactory performance (grade less than C) in the classroom and/or clinical practicum **will not** be placed on clinical assignments.

Medical/ Liability Insurance

The student enrolled in nursing courses must have liability (malpractice) insurance. It is highly recommended that the student also has medical insurance.

Fees for the liability insurance must be paid at the business office by the designated date each year the student is enrolled in nursing courses.

Clinical Guidelines

Personal Appearance and Uniform Policy for Clinicals and Lab

1. All students in the Practical Nursing Program must wear a hunter green top with black pants. Uniform brand and style are student's choice. A GNTC patch is required on the left sleeve to be placed 3 inches above the bottom of the sleeve. A white lab coat is optional with GNTC patch on left sleeve.
2. Solid white, black or nude undergarments must be worn. These must be of an appropriate style that does not show through the pants or above the pants.
3. All students must wear solid black shoes in labs and during clinical. These must be kept clean. No shoes with holes in them are allowed. Shoes must be worn with **black** socks or hose above the ankle.
4. A GNTC name tag must be worn clipped near the collar area on the outer garment. Name badge holders that have the name of a specific facility on them, can only be

- worn at that particular facility. Otherwise, a plain holder clipped to the uniform top in full view.
5. All students are required to purchase and wear a watch with a functional second counter,
and a stethoscope for clinical – color and style of choice.
 6. Students are allowed to wear one pair of stud type earrings only. The pair of stud type earrings should be worn as one in each lower ear lobe only. Hoop style earrings, multiple earrings, and other visible body piercing jewelry including tongue rings, gauges and others not allowed. Clear spacers may not be worn in the piercing site.
 7. All visible tattoos **must** be covered during clinical and lab time.
 8. Hair must be a natural looking color. Hair must be kept clean. Long hair is to be pulled back, up
and off the collar and secured. No bows, scarves, hair ornaments or head coverings are allowed. Facial hair on males will be neatly trimmed. (except for religious purposes)
 9. Students may not wear artificial nails or polish. Nails must be clean and well-trimmed not
exceeding past the finger tips.
 10. Students may wear one wedding band without stones on the left hand if
appropriate. No other
rings, necklaces, bracelets, or jewelry of any kind can be worn to clinical. **Medic-alert jewelry will be allowed with appropriate medical documentation.
 11. Good personal hygiene is mandatory. Uniforms must be free from wrinkles, stains,
and odors
including cigarette smoke. Students may not wear perfumes or perfumed lotions to clinical. No chewing gum allowed in the clinical area or skills lab.
 12. Students may not carry backpacks or large tote bags of any type into clinical.
Students may carry one notebook/ covered clipboard and one textbook to clinical

site. Students should have a black ballpoint pen with them anytime they are at clinical.

13. Students are not allowed to have any personal electronics at clinical sites. This includes but is not limited to cell phones, iPads, and laptops. Students who are observed using personal electronic devices will be sent home and dismissal from the clinical site will be counted as an absence for the entire day. This absence will be required to be made-up on the scheduled make-up date and may result in further disciplinary action.

Scrubs/uniforms/lab jackets with the GNTC patch on left sleeve may not be worn anywhere other than at the assigned clinical site, or campus.

Anytime that the student is in uniform, he/she is a representative of the Practical Nursing Program of Georgia Northwestern Technical College and of the profession of nursing. Wear the uniform with dignity. Remain professional in speech and conduct at all times and uphold the ethical and legal responsibilities assumed as a member of the health care profession. Violation of this standard in any way may warrant immediate suspension and/or dismissal from the nursing program.

Tobacco Product Use

Georgia Northwestern Technical College is a tobacco free campus, see [Student Handbook/Catalog](#).

During Clinical Rotations, the student:

1. Is not allowed to smoke, vape, or use tobacco products during clinical time. All of the clinical facilities utilized have smoke free campuses.
2. Whoever presents to the clinical site with the smell of smoke upon themselves or clothing will be dismissed from clinical. See course syllabus about attendance policy.
3. Violation of no smoking policy may result in disciplinary action up to and including dismissal from the program.

Student Visitors

Students are not permitted to have visitors, including children, in the clinical or class setting for any reason at any time.

Flexibility

The student must demonstrate the ability to adjust to the assigned rotation areas, with assistance of the Instructor, as needed.

Clinical Assignments

The student enrolled in the practical nursing curriculum will be assigned to a clinical schedule throughout the program. The student will spend 487.5 hours during 3 semesters at designated clinical sites.

It is the responsibility of the student to utilize the clinical site's facilities to the fullest extent for his/her learning experience. Only skills completed on the skills check off list are allowed to be performed.

Transportation to clinical affiliates is the responsibility of the student. The travel time from point of residence to class or clinical assignment is not school activity time; therefore, it is the student's own time. The student may be assigned a rotation through a clinical affiliate outside of the campus county or student's county of residence. It is the student's responsibility to arrange transportation.

The nursing faculty will orient the student to their facilities clinical requirements and policies. Above all, the student must understand that he or she is supervised by the clinical faculty.

Clinical Hours

All students are required to satisfy 487.5 clinical hours mandated by the Georgia Board of Nursing and the TCSG. This documentation is achieved by the use of clinical schedules. When a student has officially reported for clinical, he or she is considered on duty and is to remain in the assigned area performing required duties. Please refer to the attendance policy and each nursing syllabus for additional details.

The starting times for clinical education will be on the schedule as distributed by the clinical faculty. Students should arrive 15 minutes prior to clinical start time. The clinical instructor will reserve the right to send the student home if he/she arrives more than 15 minutes after clinical start time.

The student should schedule all personal appointments after clinical hours or after class hours. Should the student leave clinical prior to the regular dismissal by the instructor, it is considered an absence and must be made up.

If the student needs to be out of clinical, then the student should notify the clinical instructor of the absence by emailing the instructor prior to the start of that clinical. On class days', call instructor's office phone or email. All clinical faculty do not answer calls in times other than regular school/clinical hours. The student can however leave a voice mail message on the instructor's office phone at GNTC.

A student may be sent home, by the instructor, from the clinical site for any of the following reasons: out of uniform, unprofessional behavior, or unprepared regarding patient's history, condition, or medications.

Students who are dismissed from the clinical site by faculty or facility staff are considered absent for the entire clinical day and may result in further disciplinary action. These absences must be made-up.

Clinical Sites

In compliance with the written agreement between Georgia Northwestern Technical College and affiliated physician offices, hospitals, long-term care facilities, and clinics, be advised that the affiliate reserves the right to request removal of any student from their facility. The student may be removed from the clinical site for reasons of unsatisfactory performance, violation of policies, or other misconduct. Any recommendations shall be presented to the Program Administrator and other arrangements will try to be obtained.

A student who is dismissed from the clinical affiliation for reasons cited above will not be allowed to return to that clinical site and is subject to grade, disciplinary or other action as appropriate.

The clinical site where the student is reassigned will be notified that it is a reassignment and will be given the option of accepting or rejecting the transfer. If no clinical site is found for the student to complete the externship process, then the student will be required to academically withdraw.

Clinical Absences

Students will be given instruction in each nursing course requiring clinical. Students must arrive at clinical on the designated time. If a student is going to be late, the instructor must be notified within 15 minutes of that clinical start time. Students who are late must find the instructor prior to reporting to their assigned clinical area. The instructor must be notified via phone within 30 minutes of the clinical start time if a student will not be showing up to clinical. All clinical absences must be made up. Failure to follow this policy may result in disciplinary action and make-up clinical time.

Employment must not interfere with attendance of class or clinical experiences. Students cannot work a night shift (for example 11:00 p.m. - 7:00 a.m. or 7:00 p.m. to 7:00 a.m.) the night prior to a clinical day, and students are strongly encouraged not to work the night prior to lecture/classroom. Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any curriculum requirements. Students who are performing clinical rotation within a healthcare facility in which they are employed are there in the capacity of a student not that of an employee and must fulfill the requirements of the student role.

Clinical Skills Check List

All students on any clinical rotation will be responsible for updating their clinical skills checklist. The Clinical Skills Check List must be carried to the site each clinical day. At the time each procedure is completed, the instructor will sign off the form. It is the student's responsibility to

seek out and obtain instructor approval for check off skills during the practical nursing program. Students will be required to turn in skill check off sheets prior to taking the exit exam.

Clinical Scheduling

Clinical days and times may vary according to schedule. Days may vary within a semester to ensure all requirements are met. Students may be required to attend clinical for 8 hour or 12-hour shifts. Students may be required to attend clinical following a clinic or physician office schedule of 8am-5pm. All schedules are subject to change each semester at the discretion of the instructor.

General GNTC Information

Students- All students pay a fee each quarter for accident insurance. The policy covers expenses up to \$1500 in the occurrence of a sudden, serious and unexpected sickness. In the event of an injury on school time, the policy will pay up to \$200,000 for covered customary charges. The policy is in effect for all college activities, field trips and travel directly to and from a college activity. The plan is administered by Pearce & Pearce Inc. GNTC Administrative Services assists the student in filing a claim. Please contact Kelly Barnes, Vice President of Administrative Services at 706-295-6842.

Severe Weather Policy and Procedure

The President and the Vice President of Academic Affairs are authorized to make the decision and take steps to close the college if conditions exist that may threaten the health and safety of students and personnel. They are also empowered to delay the beginning of classes and/or release students and personnel before the normal day ends should they feel conditions warrant action to do so.

Closures or delayed openings are listed in the Severe Weather policy, which can be found on GNTC website/ GNTC ALERT/ GNTC Facebook/ local and social media.

Accessibility Services

If you feel you may need accommodations in order to accomplish any of the above Technical Requirement for your program you will need to contact Accessibility Services.

[Brittany Elrod](#), Director of Accessibility Services

Contact Info: Phone 706-295-6517 or email

Please **be aware** of the following:

- Request for accommodation must be submitted before each academic term as accommodations are only active for one academic term.
- Request for accommodation are not used prejudicially against students.
- Students are responsible for informing their instructors about needs for accommodation for courses or clinicals.
- Accommodation requests must be made in a timely fashion in order to permit adequate time to arrange the accommodation on short notice. It may not be possible to provide some accommodations on short notice.

Accommodations are not retroactive nor do they carry over from one academic term to the next.

TEAMS: Early Alerts

May be submitted for any student who is at risk for not completing their course.

Reasons for Referral:

- Absenteeism: Student is in danger of failing or not completing the course because of excessive absences; referrals are not needed if the student will pass the course in spite of absences.
- A low grade on the first test in the course will make it difficult for the student to pass the course.
- Failure to complete assignments will make it difficult for the student to pass the course.
- Anxiety about school work or responsibilities outside of school will make it difficult for the student to complete the course.

Evaluations of Instructors and Courses

Practical Nursing students will be provided the opportunity to evaluate instructors, clinical educators, and clinical affiliates. These evaluations help the faculty set goals for each area being evaluated. This process serves as a quality assurance for the Practical Nursing Programs at GNTC. Exit evaluations are given to each student during preparation for graduation from GNTC through the college's graduation services.

The Practical Nursing Programs also evaluate the student's progress after graduation through the GNTC graduation services staff. The graduate will be contacted approximately 6 months after graduation to determine preparedness for the profession. GNTC will also survey community employers to determine satisfactory job entry requirements, such as skill and work ethics.

Graduation Requirements

All courses in the nursing curriculum must be completed in order to graduate. Only students who have completed required course work and are eligible to receive their diploma are eligible to sit for the NCLEX-PN.

Guarantee/Warranty

Georgia Northwestern Technical College, through TCSG, guarantees that its graduates have demonstrated proficiency in those competencies defined in its approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more of the competencies contained in the industry-validated standard, the college agrees to provide specific retraining to the student at no cost to the employer or graduate for tuition or instructional fees. This guarantee applies to any graduate of the college who is employed in the field of his or her training. To inquire or file a claim under this warranty, please call the Office of Academic Affairs

Exposure to Communicable Diseases

Students should expect to come in contact with patients who have communicable diseases.

Individual protection against acquiring these diseases is accomplished by following Standard Precautions guidelines when dealing with patients and other students.

GNTC has an Exposure Control Plan, which is based on TCSG policies-II.D3.a-Occupational Exposure to Blood Borne pathogens and II.D3.b-Occupational Exposure to Air Borne pathogens/Tuberculosis

Student Handbook Receipt Form

I have received, read and understand the Practical Nursing Student Handbook. Special emphasis was placed on the attendance policy, lab safety, personal appearance and uniform code, confidentiality specifications, grading policies; both academic grades and work ethics grades.

It is further understood that any additional school policies noted in the school catalog will be considered in addition to this handbook.

Failure to adhere to the general principles and guidelines set forth within this handbook may lead to disciplinary action.

Signature _____ Date _____

Confidentiality Agreement

Any patient information utilized for case studies, or other required school work, will maintain the anonymity of the patient. All patient identifiers must be removed to protect the patient's privacy. Any transferring of information (shift reports, etc.) will be in accordance with HIPAA regulations and the facility policy to which I am assigned.

Signature _____ Date _____