



**TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY**  
— **LIVINGSTON** —

740 High Tech Drive / Livingston, TN 38570

**PRACTICAL NURSING HANDBOOK**

**2023-2024**



**School Website: [www.tcatlivingston.edu](http://www.tcatlivingston.edu)**

School Phone: 931-823-5525

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Revised 11/29/2023

**HEALTH EDUCATION DEPARTMENT STAFF**

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**PN Instructor  
PN Instructor  
PN Instructor  
PN Instructor**

**Adjunct Faculty for Clinical Instruction:**

**Tina Dailey, RN  
Linda Clouse, RN  
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**Daily Schedule**

**Classroom.....7:45 am until 2:30 pm  
Classroom PN Evening Class..... 3:30 pm until 9:30 pm**

**\*Clinical Day classes (times may vary) .....6:30 am until 3:30 pm  
\*Clinical PN Evening Classes (times may vary).....3:30 pm until 12:30 pm**

**\*Some clinical rotations occur during different hours.  
Students are notified of times and dates in advance of these rotations.**

**The Nursing building is shared with Patient Care Tech/Medical  
Assistant/CTE Students from Livingston Academy and Pickett County**

**Instructors: Kathy Wilson, RN and Linda Clouse, RN**

## THIS HANDBOOK IS SUBJECT TO CHANGE

Dear Practical Nursing Student,

Welcome to the Tennessee College of Applied Technology Center - Livingston, School of Practical Nursing. Entering the Practical Nursing program indicates a commitment on your part to enhance your future. Our goal, as faculty, will be to help you achieve this objective.

During the three semesters of this program, you will find that meeting the scholastic requirements and clinical practicum will require a large amount of time and attention as you will be focusing on the didactic portion of the program. We advise against any student trying to work a night shift and must report to school at scheduled hours that range from 0630 (clinical) and 0745 (school) for day classes and 1530 for evening classes. Most students find it difficult to stay awake and recall material from lecture after having worked all day/night.

Our class schedule is designed to meet curriculum requirements established by the Tennessee Board of Nursing. Missing any portion of class for absences will mean you miss valuable information which you could be tested over on your state board exam. During your tenure with our school, do your absolute best to avoid absences. Excessive absenteeism may interfere with successful completion of this 1296 hour program.

This Practical Nursing Handbook supersedes the school handbook and provides specific information regarding program requirements, policies and procedures for students enrolled in the Practical Nursing Program. ***It is the responsibility of each student to become thoroughly familiar with all guidelines contained in the handbook.***

We look forward to our time with you and will actively seek to ensure your success in the Program. If we can assist you in any way, please feel free to ask.

Sincerely,

PN Faculty

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### **INTRODUCTION**

The Tennessee College of Applied Technology-Livingston (TCAT-L) Practical Nursing Program Handbook contains Policies and Procedures to assist students in the Practical Nursing Program. Since entrance into TCAT-L is completely voluntary, it is inherent that upon entrance into the school the student accepts certain responsibilities and obligations. These responsibilities include such things as academic/clinical performance and social behavior consistent with the philosophy of the Department. These standards of behavior and performance may be higher than is required by law or the public; however, each student must adhere to the standards and policies required. A form is signed by students indicating receipt and understanding of the Student Handbook.

### **DEFINITION OF PRACTICAL NURSING**

Tennessee Code Annotated, Section 63-7-103.

Practical Nursing is defined by the Nurse Practice Act of 1967 (Tennessee Senate Bill 375) as follows:

“The practice of practical nursing means the performance for compensation of selected acts required in the nursing care of the ill, injured or infirm, and/or carrying out medical orders prescribed by a licensed physician or dentist under the direction of a licensed physician, dentist, or professional registered nurse. The licensed practical nurse shall have preparation in and understanding of practical nursing but shall not be required to have the same degree of education and preparation as required of a registered nurse.”

### **QUALIFICATIONS FOR PRACTICAL NURSES**

Tennessee Code Annotated, Section 63-7-109.

“An application for a license to practice as a licensed practical nurse shall submit to the board evidence in such form as the board may prescribe that the applicant:

- (1) Is in good physical and mental health; and
- (2) Has completed the twelfth grade or its equivalent or has successfully passed the test for and has received a general equivalency diploma and such other preliminary qualifications and requirements as the board may describe; and
- (3) Has successfully completed a course of study in an approved school for practical nurse, as defined by the board, and the applicant holds a certificate therefrom, or the approved school has certified to the board that the applicant has met all requirements for a certificate.”

## **MISSION OF THE PRACTICAL NURSING PROGRAM**

*The mission of the Practical Nursing program is to provide quality education in a positive learning environment which allows the student to acquire the basic skills needed to obtain licensure as a Practical Nurse and gain employment in the field.*

## **PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM**

We the faculty believe that:

- Each human being is unique and worthy of dignity
- Education is a continuous process of developing individuals to their fullest potential based on their individual physical and mental abilities
- Education must stay abreast of society's changing demands to benefit the individual and society
- Technical education prepares individuals for gainful employment regardless of sex, race, creed, handicap and/or socio-economic status
- Technical school is an appropriate setting for preparing individuals for licensure at the beginning level of nursing practice
- Nursing is a profession of serving others and constitutes a service in which nursing problems are identified and a course of action is planned, implemented and evaluated in accordance with each patient's physical, spiritual, emotional and social needs
- Nursing education builds on a foundation of basic education, teaches an art and science which recognizes the need for practitioners prepared to function effectively in a changing health care delivery system
- Nursing education should allow for upward and/or horizontal mobility in the achievement of short term and long-range goals
- Practical nursing is an integral part of all nursing and that the practical nurse, as a contributing member of the health care team, practices within a legally defined role
- Practical nursing education encompasses theoretical principles, supervised clinical experiences, and attitude awareness concepts to facilitate personal and vocational development
- Learning is facilitated through motivation, guidance, and an environment that is conducive to student involvement and responsibility for achievement of an educational goal
- The curriculum should be reviewed and evaluated periodically to reflect current concepts and practices within the standards of the nursing profession



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### **OBJECTIVES OF THE PRACTICAL NURSING PROGRAM**

Upon completion of these courses, the graduates will be able to:

- Safely perform therapeutic and preventive nursing interventions incorporating scientific and social foundations basic to practical nursing
- Utilize the nursing process in participating in the assessment, planning, implementation, and evaluation of nursing care
- Understand the concepts of health and demonstrate knowledge of measures necessary to attain and maintain health
- Demonstrate respect for the dignity of individuals
- Contribute to the identification of the physical, emotional, and cultural needs of the consumer
- Apply communication techniques to establish effective interpersonal relationships
- Recognize the licensed practical nurse's role within the profession of nursing and the health care delivery system
- Seek out learning opportunities and assume responsibility for continuing education and professional growth
- Obtain the basic skills needed to obtain licensure as a Practical Nurse and gain employment in the field, thereby contributing to the economic and community development of the community we serve

These objectives are further broken down to specific areas of instruction. Students are provided a list of objectives for each unit within each instructional course. These objectives are evaluated and updated annually by faculty members. The Advisory Board is also asked to review course objectives periodically. The current needs of the job market are identified through input from Advisory Board Members, follow up and literature.

## Standards of Professional Conduct in Nursing

### Standards for Student Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of the profession of nursing and expect students enrolled in the Practical nursing program to adhere to the standards. Practical nursing students practice within the boundaries of the Tennessee State Board Nurse Practice Act, the nursing code of ethics and standards of practice, the PN program's health education guidelines and the Tennessee Board of Regents rules and regulations.

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or hospital personnel will not be tolerated and may result in immediate dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. The Director and/or instructor will document any inappropriate, erratic, or unprofessional behaviors. The faculty will counsel and planned corrective actions, if indicated.

### Standards of Professional Conduct Include:

- **Confidentiality:** Respects the privacy of patients and respectful of privileged information.
- **Accountability:** Is answerable for one's action; answers to self, the patient, the profession and the institution.
- **Responsibility:** Executes duties associated with the nurse's particular role.
- **Agency's Policies and Procedures:** reads and adheres to the agency policies and procedures.
- **Honesty:** Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.
- **Punctuality and Promptness:** Is on time for all classroom and clinical assignments.
- **Dependability:** is trustworthy and reliable.
- **Respect:** Treats others with consideration and courtesy.
- **Professional Appearance:** Adheres to the established dress code in all clinical and professional activities.
- **Ethical:** Adheres to the Code of Ethics for Nurses with Interpretive Statements (200) establishing the ethical standard for the nursing profession. The document is under copyright and can be viewed at <http://www.nursingworld.org/ethics/ecode.htm>
- **Legal:** Operates within the standards of care related to the student practical nurse role.
- **Safety:** prevents or minimized risks for the physical, psychological, or emotional jeopardy, injury, or damage.
- **Civility:** all students in the nursing program are expected to contribute to a positive learning environment. As a nursing student, you are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and to other TCAT staff assisting you succeed in this program.





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### ADMISSION TO PROGRAM

Admission to the Tennessee College of Applied Technology-Livingston Practical Nursing Program is open to all applicants who are 18 years of age or older and that have met the following criteria for enrollment:

- Successful passage of the Hesi™ Entrance Exam or meets minimum ACT requirement for admission
- Completed and returned the application packet
  - Application form
  - Evidence of high school graduation or GED equivalency
  - Hesi™ score of 70% in reading and math, or ACT score of 19
  - Physical Form (applicant section)
  - MMR, Hepatitis B, TB, & Varicella (Chicken Pox) Proof of immunization or immunity
  - FASFA confirmation sheet attached (unless planning on paying cash on first day)
  - Program space availability

#### Once accepted into the PN program all candidates must:

- Complete a physical examination by licensed physician or other health professional qualified in the physical examination process, this examination must have occurred within one year of the enrollment date. The completed form along with **proof of immunization status must be returned to the school prior to the first day of class.**
- Can safely perform all the duties necessary to the training program without limitations or danger to themselves, their personal health or that of the public for which they may be responsible
- **Must provide a valid AHA, “BLS Healthcare Provider CPR card” prior to the start date of the trimester.**
- Completion of a **criminal background screening, required by affiliating clinical practice sites**
- Provide proof of health insurance or accident coverage on the first day of class

Applicants not accepted will remain on the waiting list provided Hesi™/ACT scores are current. ACT scores are admissible for 20 years or younger). It is the applicants' responsibility to update packet with new scores, otherwise they will be removed from the waiting list and information shredded.

The Practical Nursing Program of TCAT-L is dedicated to the ideals, principles, and policies of Title VI of the Civil Rights Act of 1964. The Practical Nursing program offers equal opportunity for admission into the program to all qualified persons without regard to race, color, religion, sex, national origin or age, so long as the student has an employment objective, can meet the stated enrollment qualifications, and can benefit from the instruction period.

In consideration of the physically handicapped person, entranceways and sidewalk elevations, classrooms, and restrooms have been adapted to provide easy access to the building. **The Tennessee State Board of Nursing (TBON) reserves the right to deny licensure to anyone convicted of a crime.** They evaluate whether to license applicants on an individual basis. They will deny licensure for certain crimes committed within the last five (5) years without question.

## TRANSFER STUDENTS

To be considered for transfer into the practical nursing a student may transfer from any Tennessee Board of Nursing approved practical nursing program or registered nursing program, college, or university, at which he/she has been actively enrolled within the **past twelve (12) months and has successfully completed basic nursing courses**. Students *suspended from other Tennessee College of Applied Technology nursing schools* **may be ineligible** for admission to the Practical Nursing Program for a minimum of 6 months or longer subject to the discretion of the Administrative Staff at TCAT-L program, the potential student must make an appointment to meet with the Health Education Department Coordinator.

### At this meeting the following must be provided:

- Completion of TCAT-Livingstons' application for the practical nursing program
- High School transcript or GED (45 minimum score)
- Required Entrance Test - This test will be available on campus if not already taken. The entrance test will be given only once for each transfer student on the TCAT-L Campus. If failure results, the student can arrange to repeat the test when Entrance exams are routinely scheduled for nursing students.
- College or Technology school transcripts along with course descriptions
- Three (3) professional contacts, upon request
- Recent physical examination and immunization proof (within 12 months)

After the above criteria, have been met and the student is eligible to enroll into the current class, the student must demonstrate an 80% competency level for each practical nursing course in the form of comprehensive, objective, challenge examinations for all courses transferred.

### Policy on Withdrawal and Readmission to Practical Nursing Program

- Any student who **withdraws\*** from the program, but wishes to re-enter must request an appointment with the Health Education Coordinator to discuss the possibility of re-entering
- \* **Withdrawal** - Exiting the program for any reason: **personal, academic failure, attendance, medical, etc.** Students with other disciplinary infractions e.g. clinical "at risk behaviors, see page 31, may no longer meet admission criteria.
- If unsuccessful in any course students may remain in school until completion of the trimester with the understanding that they will have to repeat the current trimester and complete all trimester courses.
- **If a student fails two courses during their enrollment period of 1296 hours, they must wait at least 12 months before re-applying to repeat the entire program.**
- Students may have to be readmitted to the beginning of the nursing trimester (first Trimester).
- Each student situation will be evaluated based on documented criteria such as grades, progress evaluation report, attendance, etc.
- **Readmission for any reason to the PN program is based upon space availability**  
**Academic Retention and Readmission at TCAT-Livingston: 2:03:01:05**



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### Student Progress

A. Evaluations of student achievement toward program identified occupational competencies (in this case Practical Nursing) are recorded for each student at the end of 72 day of instruction that comprise a term. Those evaluations shall be based on the following scale of progress (Allied Health Science Programs, e.g. Practical Nursing, require a “B” (80 percent) or better average per term):

1. A = 90-100
2. B = 80-89

Revised October 2021

- B. Grades for courses will be determined as described in course syllabi. Students will be graded in the following categories:
1. Clinical/Skill Proficiency
  2. Theory/Related Information
- C. Students must achieve a “B” (80 percent) or better average per course.
- D. **Failure to maintain the required grade average will result in suspension at the end of the term.**
- E. Additional retention of standards for specific programs may be established by the college based upon accreditation or licensing requirements applicable to the program.
- F. **The student has an overall GPA is 80 % for the trimester.**

### Readmission from Suspension for Grades or Attendance

- A. The president may consider for readmission the application the applicant who has been suspended.
- B. Criteria that the president will consider in assessing candidacy for readmission are as follows:
1. Assessment of the candidate’s willing to address those deficiencies that contributed to the prior suspension, and
  2. Assessment of the likelihood that the readmitted student may succeed in pursuing their training objective.
- C. **Third Trimester-** Any student who withdraws during the **THIRD TRIMESTER** may have several options to complete the program. **These options are available only if:**

1. **The student has an overall GPA is 80%** for the trimester.
  2. The student has no record of unsatisfactory performance/disciplinary evaluations.
  3. There is available space for placement into the class.
- D. If a student has not enrolled within 4 months the student will be required to re-test **all course finals**, to prove competency. If unsuccessful in testing, they must repeat the previous trimester courses.

**The Tennessee Board of Nursing determines required clinical practice hours (430 hours). Missing excess hours may require the student to complete those hours prior to issuing a diploma and a state board of nursing application.**

<b>Course #</b>	<b>TCAT – Livingston PN Curriculum Outline/Course Sequence <i>For information on curriculum content, minimum instruction, and clinical experience, see Administrative Rules of the Tennessee Board of Nursing 1000-02.-09</i></b>	<b>Hours</b>	<b>Trimester</b>
LPN 0001	Worker Characteristics	6	1
LPN 1010	Basic Nursing Principles	90	1
LPN 1020	Fundamentals of Nursing	124	1
LPN 1030	Administration of Medications and Basic IV Theory	80	1
LPN 1040	Anatomy and Physiology	96	1
LPN 1050	Clinical I	36	1
LPN 0002	Worker Characteristics	6	2
LPN 2010	Pharmacology I	51	2
LPN 2020	Mental Health	60	2
LPN 2030	Medical & Surgical Nursing I	75	2
LPN 2040	Maternity Health	60	2
LPN 2050	Clinical II	180	2
LPN 0003	Worker Characteristics	6	3
LPN 3010	Clinical III	225	3
LPN 3020	Advanced Professional Vocational Relations	24	3
LPN 3030	Pediatric Nursing	60	3
LPN 3040	Pharmacology II	42	3
LPN 3050	Medical & Surgical Nursing II	75	3
	Total Theoretical / Lab Hours	855	
	Total Hours - Clinical / Skills Lab	441	1 / 2 / 3
	Total PN Course Hours	1296	



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### PRACTICAL NURSING COURSE DESCRIPTIONS

#### **1010 - Basic Nursing Principles:**

**Vocational Relations:** This course is concerned with individual integrity as a basis for adequate functioning as a practical nurse. Information throughout the course includes study skills for the adult learner, nursing history, role and responsibility of the practical nurse, law and ethics, communication, current nursing trends, employability skills, work characteristics and orientation process.

**Geriatrics:** This class introduces gerontological nursing and the leadership role of the practical nurse caring for older adults in long term care environments. The normal aging is explored with emphasis on promoting, maintaining, and restoring health in older adults. Beside the sociological, psychological, and physiological aspects of aging, this unit will also incorporate the financial, safety, and pharmacological aspects of aging. The curriculum, using the nursing process and basic human needs as a framework will integrate cultural diversity, legal/ethical considerations, and the communication process to provide holistic care to the geriatric client. Clinical experience will be afforded the student to allow them to use observational, assessment and communication skills with the geriatric client.

**Nutrition:** Nutrition provides the student practical nurse with information related to the fundamental principles of normal nutrition. Included in this course is a study of the basic nutrients, food preparation and planning, alternate routes of nutrition, economic factors related to essential nutrition and legislations pertaining to safe nutrition for the consumer. Nutritional consideration of various age groups and different cultural backgrounds are also discussed. The study of nutrition in relationship to disease will be addressed more fully in Medical-Surgical Nursing.

**1020 - Fundamentals of Nursing (includes Medical Terminology):** Nursing Fundamentals is concerned with the individual, the family, and community health. The course is the foundation for all succeeding nursing courses. Application of skills and principles in caring for a wide variety of patients will be stressed with emphasis of the comfort, safety, maintenance of health, and recovery of the client. This course is directly related to A & P in helping the student distinguish between the normal and the abnormal. Nursing Fundamentals is essential in order that the student recognize that nursing is a social discipline as well as stress the importance of the practical nurse as a member of the healthcare team. A planned schedule of laboratory experience in simulated patient situations and hospital environment is provided for the student to practice and demonstrate their skills before exposure to the actual clinical setting.

**Medical Terminology:** This course is designed for students to enable them to acquire an understanding of medical terminology. It provides the basic techniques of medical word building. Once these techniques are learned they can readily be applied to acquire an extensive medical vocabulary. There is no previous knowledge of Anatomy, Physiology or Pathology necessary. The final course grade counts as a unit grade in Fundamentals of Nursing.

**1030 – Administer of Medication and Basic IV Theory:** After completion of the math portion of this course, the student will be able to perform accurate calculations of drugs and solutions. The curriculum will stress how mathematics is important to the preparation and administration of medications. Math problems will progress from simple to more complex. A pre-requisite of the ability to do basic arithmetic is needed. This includes the ability to add, subtract, multiply, and divide whole numbers, as well as a review of fractions, decimals, percent's, ratios, and proportions. Other topics include nursing skills relative to the safe administration of medications. Clinical laboratory experience, prior to administration in clinical practice is offered for parenteral medications.

**IV Therapy** - The purpose of this course is to present the Practical Nurse the concepts necessary to perform basic intravenous therapy, under the supervision of the RN/MD in a health care facility. This includes peripheral venipuncture, and the administration of intravenous fluids and medications by the guidelines set forth by the Tennessee State Board of Nursing. Topics included in this course include: the role of the LPN in IV Therapy; venous system anatomy; legal and professional issues related to IV Therapy; complications and nursing interventions for prevention; knowledge of IV Therapy equipment, calculation of IV dosages and rates; and actions, usual dosages, side effects, and other pertinent interventions regarding IV Therapy. Clinical laboratory experience prior to IV administration to patients in their clinical practicum will be required. **Theory 30 hours; clinical practicum 10 hours**

**1040 - Anatomy & Physiology:** This course is designed to familiarize the student with the structure and function of the human body as well as the interrelationships and interdependency of the body systems to the maintenance of a homeostatic condition. The basic mechanisms of chemistry as well as the effects of microbes on the human body will be included.

**2010: Pharmacology I / Drug Classifications:** The purpose of this course is to acquaint the student with the basic knowledge in the science of pharmacology. Topics included in this course include: the nursing process and its application to medication administration, and pharmacokinetics. The students will also become familiar with drug classifications and the commonly given medications that fall within these classifications (as well as their intended actions, side effects, and pertinent nursing interventions in their administration) and focus on administration of medications to pediatric and geriatric patients is also covered. Emphasis is also placed upon the practical nurses legal and ethical responsibilities in the administration of medications.

**2020 – Mental Health:** This course is designed to give the student basic knowledge of normal and abnormal behavior modes. Included in this course will be discussions concerning basic human needs, emotions, normal personality development, communication process, and personality structure. Exaggerated mental mechanisms, anxiety states and drug and alcohol will also be discussed, with emphasis placed upon understanding the behavior of the patient and attempting to return the patient to society while recognizing his limitations. Approaches, methods of treatment including drug therapy will be explored. A portion of this course focuses specifically on the needs of the elderly population. Clinical rotations will include practical experience in a mental health facility to provide the student time to apply theory and principles in the care of the mentally ill.

**2030 - Medical & Surgical Nursing I:** This course will provide the student with knowledge of disease conditions affecting the adult patient. This course covers the basic pathology, signs and symptoms, incidence, diagnosis, treatment, and nursing interventions for selected disease conditions. Clinical nutrition and clinical pharmacology are integrated into each unit. Special emphasis is placed on the needs of the aging population. Clinical experience will be afforded the student to help the student associate and apply theory and principles. These experiences will progress from simple to complex.

**2040 - Maternity Health:** This course is designed to give the student a view of the patient as a family member with emphasis placed on pregnancy as a normal state. The material will be presented in chronological order from conception to birth. Abnormal conditions of pregnancy, their pathology, signs and symptoms, incidence, prognosis, and treatment, and nursing interventions will be presented. Correlated with this course will be clinical pharmacology and clinical nutrition. Clinical rotation will include practical experience in labor and delivery, post-partum, and newborn nursery to provide the student the ability to apply theory and principles in the care of the obstetrical patient and newborn.

**3020 - Advanced Professional Vocational Relations:** This course includes the characteristics necessary for a successful transition from student to LPN. The course is designed to assist the student in employability skills including completing job applications, preparing for the job interview, and writing a resume. The course also focuses on leadership skills, positive work habits, attitudes, and worker characteristics.

**3030 - Pediatric Nursing:** This course is designed to provide basic information to the practical nursing student about the physiological differences and developmental stages in children. It also encompasses the various pathological conditions and disorders of childhood and respective treatments. Knowledge of the various states of growth and development from infancy to adolescence is important for proper nursing care of the pediatric patient. A holistic approach is utilized by encompassing family-centered care, along with psychosocial and physical well-being, like that of the adult medical-surgical patient. Pediatric clinical experience will be included for each student during their clinical rotations.

**3040 – Pharmacology II** The purpose of this course is to acquaint the student with the basic knowledge in the science of pharmacology. Topics included in this course include: the nursing process and its application to medication administration, and pharmacokinetics. The students will also become familiar with drug classifications and the commonly given medications that fall within these classifications (as well as their intended actions, side effects, and pertinent nursing interventions in their administration) and focus on administration of medications to pediatric and geriatric patients is also covered. Emphasis is also placed upon the practical nurses legal and ethical responsibilities in the administration of medications.

**3050 – Medical & Surgical Nursing II** This course will provide the student with knowledge of disease conditions affecting the adult patient. This course covers the basic pathology, signs and symptoms, incidence, diagnosis, treatment, and nursing interventions for selected disease conditions. Clinical nutrition and clinical pharmacology are integrated into each unit. Special emphasis is placed on the needs of the aging population. Clinical experience will be afforded the student to help the student associate and apply theory and principles. These experiences will progress from simple to complex.

**NCLEX Prep** This course focuses on preparing the student to take the National PN Exam. Students will test, as well as remediate, using a 24-hour access web-based company and critical thinking techniques in the classroom and lab. Included in this course is a State Board Review.

**1050, 2050, 3010 – Clinical Practicum:** Clinical rotations will include practical experience in a variety of settings including but not limited to: medical surgical nursing, maternal/newborn care, pediatrics, and mental health. This experience allows the student to incorporate theory and principles in the clinical setting.

**0001,0002,0003 – Worker Characteristics:** Students will receive a grade in Worker Characteristics each trimester. The goal of this course is to improve the essential worker characteristics of students in preparation for entrance into the workshop upon completion of the program. The course is based



around the ten traits that have been identified as being needed to foster positive work habits. These include:

1. Attendance
2. Character
3. Teamwork
4. Appearance
5. Attitude
6. Productivity
7. Organizational Skills
8. Communications
9. Cooperation
10. Respect

## **GENERAL INFORMATION: CURRICULUM, INSTRUCTION & EVALUATION**

**Curriculum Organization:** The faculty of the TCAT-L PN Program work collectively when planning course structure. The instructor scheduled to teach a course is primarily responsible for organizing, implementing, and evaluating the course. Development of the curriculum is also a joint effort of the Health Education Coordinator and instructors in accordance with the philosophy of TCAT-L, the Tennessee Board of Nursing, Tennessee Board of Regents, and COE accreditation standards.

**Curriculum Instruction:** Methods: lectures, discussion, demonstrations, audiovisuals, handouts, study guides, reading assignments, written assignments, field trips, seminars/workshops, computer software applications, simulated scenarios, online research.

**Clinical:** Students will be assigned to patients by the instructor and be directly responsible for keeping the nursing staff informed concerning the patient's condition. Clinical learning experiences will be assigned based on course content previously learned and individual needs of the student.

**Curriculum Evaluation:** Objective tests, oral quizzing, written assignments, return demonstrations, computer testing & clinical simulation.

## **COMMUNITY SERVICE**

Students are expected to participate in available health related in-service education programs and engage in community health promotion and volunteer activities. Instructors will recommend activities as they become available. All students are expected to participate and show proof of a minimum of 2 activities before end of year.



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### **National Technical Honor's Society (NTHS)**

NTSH mission is to recognize student achievement and leadership in career and technical education, promote excellence, award scholarships, and enhance student career opportunities. It's core attributes for membership include leadership, scholarship, skills, honest, citizenship, service, and responsibility. NTSH helps its members to seek education, provide leadership skills, build career portfolios, connect with members of their professions, and engage in community service.

Student membership occurs with the recommendation for application by the program instructors. At the end of each trimester (there are three trimesters in this course of study) your instructor will make recommendations for the NTSH. These recommendations are guided by the NTSH – Livingston standards and must be maintained throughout the program (each semester) to retain NTSH membership.



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### TCAT PN SAFETY CHECKLIST

1. In emergencies, the student exits from the classroom using identified routes of exit
  - a. If exiting in response to alarm or disaster leave all personal items
2. First Aid kit (location)
3. Body fluids/blood spill information (kits are in instructor's office)
4. Fire extinguisher location and use
5. Fire alarm sound and student response
6. Tornado Warning
  - a. Tornado alarm sound
  - b. Exit to designated shelter/area taking no personal belongings
  - c. Shelter in women's bathrooms (TCAT – L) CHEC – PN classroom
  - d. Students may exit with the "all clear" signal
7. Lock-Down Drill /Alarm
  - a. Lock-Down drills are means of practicing preparedness in schools/businesses in the event of an intruder or criminal act or terroristic attack
  - b. An announcement is given that the school is going on an immediate lockdown
  - c. All occupants present at the time of the drill go to a designated room and lock all doors and windows tight
  - d. Lock down is enforced until an "all clear" signal is issued



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## LIVINGSTON

### ATTENDANCE:

When a full-time student enrolls for a full term (72 days) and has absences exceeding **9.7% (42 hours)** of the scheduled hours enrolled, that student will be suspended (Academic retention and readmission at Tennessee Colleges of Applied Technology: 2:03:01:05). A student is considered Tardy if not in the classroom at the designated time for class to start at any time during the day – start, breaks, and lunch. Multiple episodes of being tardy will result in the following discipline (see clinical attendance for its specific policy):

1. **Five (5) Tardies** – Student will be given a written warning by the instructor.
2. **Six (6) Tardies** – Student will be placed on probation by the president of the college or the president's designee.
3. **Seven (7) Tardies** – Student will be referred to the president and may be suspended.

\*When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college. (Academic retention and readmission at Tennessee College of Applied Technology: 2:03:01:05).

- Notification of absence/tardy, must be made in accordance to the following rules:
  - Notification of classroom absence must be reported by 0845, if not this will result in a one-point deduction per occurrence in workers characteristics final grade.
  - **Clinical/Class absence must be phoned in 30 minutes prior to scheduled assignment start time** (call facility and instructor) and leave a message at the school (931-403-3117). **Repeated incidences of no call no show may result in disciplinary measures for class/clinicals. Failing to call in clinical/class absence according to this policy will result in a zero (0) clinical grade for the day, and possible disciplinary measures.**
  - **When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college.**
- It is best to leave a message or speak with a Health Education instructor when calling in your absence: **(931-403-3117- instructor office number)** or call 931-823-5525 and ask to speak to Director of Nursing. If unable to speak to your instructors, you can email them: [linda.brown@tcatlivingston.edu](mailto:linda.brown@tcatlivingston.edu); [marsha.hedgecough@tcatlivingston.edu](mailto:marsha.hedgecough@tcatlivingston.edu) or [hansel.cooper@tcatlivingston.edu](mailto:hansel.cooper@tcatlivingston.edu)



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## LIVINGSTON

### STUDENT PERSONAL / CLASSROOM / CLINICAL RESPONSIBILITIES

The following violations may result in disciplinary action, or course grade reduction

- Failing to complete assignments as instructed (includes ATI™ classroom and clinical assignments, etc.)
- Disruptive Behaviors
  - Disruptive during class (sleeping, or excessively exiting classroom before scheduled break times, noise interruption's, authorized computer use, cell phone use) will result in disciplinary action.
- Classroom /conduct
  - Having food/open drinks in classroom computer areas or leaving food/drink overnight in lockers.
- Violation of other TCAT -L Policies/Administrative/ Student Services / Financial Aid Request/ etc.
- **Nursing Skills**
  - Requiring repeated direct supervision/failure of basic skill completion
- **Patient privacy, confidentiality**
  - Violation of HIPAA
  - Violation of Privacy
- Professional behavior and conduct in clinical practice
- Cellphone, smart watch, electronic devices
  - **Use of cell phones/or other electronic devices is strictly prohibited in the classroom or during clinical practicum (lecture, testing), unless permission is granted by the instructor.**
  - **Classroom** – a warning will be documented with the first infraction. With subsequent cell phone violation, the student will be suspended for one day.
  - **Clinical** –Personal possession/use of cell phone while in clinical assignment will result in suspension for the first offense; referral to the director and/or president for any further violations and may result in expulsion of the program. (Revised September 2020).

### Professional Etiquette:

- **Appearance** (inappropriate dress, grooming, and hygiene for assigned areas)
- **Behavior** (not maintaining positive, respectful attitude, handling criticism/conflicts appropriately or repeatedly displaying disruptive, immature behavior)
- **Repeatedly showing a lack of initiative and self-motivation**
- **Communication** (not using appropriate verbal/nonverbal skills, disturbing others with excessive talking or using foul/offensive language)

**Students face immediate removal from class/clinical and disciplinary action for insubordinate or grossly inappropriate behavior. September 2020**



## ATTENDANCE

**Students at TCAT-L are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives.** The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.

1. A full-time student enrolled for a full term (72-days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
2. **When a full-time student enrolls for a full term (72) days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended.** A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all-part-time and full-time students enrolled for less than a full term.
3. A student is considered tardy if not in the classroom at the designated time for class to start **(including breaks and lunch)**. Multiple tardies will result in the following discipline:
  - a. Five (5) tardies – Student will be given a written warning and counseled by instructor.
  - b. Six (6) tardies- Student will be placed on probation by the president or the president’s designee. Please send student to Student Services- Stacey Johnson, VP of Academic Affairs.
  - c. Seven (7) tardies – Student will be referred to the president and with 10-day suspension applied.
4. An attendance record for each student shall be maintained in the student information system.
5. When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college.

(Revised September 2020)

**Any student who leaves before the end of the school day should first sign out with their instructor. Students who fail to sign out may be dismissed from the program.** Hours from signing out will be counted as absence hours and this will be reflected on the Worker Characteristic Grade.

**PN Faculty can require additional coursework for absenteeism. Failure to turn in by due date will be reflected on student worker characteristic grade.**



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## LIVINGSTON

### CLINICAL ATTENDANCE /GRADE POLICY –

Clinical experience is a major part of the TCAT – Livingston PN Curriculum. Without adequate clinical training success in the program is not likely. Nurses must be able to relate theory and clinical to be successful on the NCLEX Exam. The faculty expect the student to be responsible and avoid absenteeism during clinical. If excessive clinical absenteeism exists, the faculty may require additional assignments. Clinical hours missed will be reflected on job references as well as period evaluations.

- **Clinical practice Grade Policy** – Clinical attendance is essential for each student to practice skills and provide appropriate care for patients/clients/residents. Missing clinical practice hours, as stated above may prevent the student from receiving their diploma or becoming eligible for licensure by the State Boards of Nursing. Students will receive a weekly clinical evaluation grade. Rubrics will be supplied by the instructor. **Any clinical absence will result in a zero (0) for that clinical day. A clinical absentee will result in a zero (0) for each 9 hours missed.** Leaving early or being tardy will also result in an unsatisfactory clinical evaluation, depending upon the circumstances. See clinical grade sheet example on pp. 38. For further explanation please see Clinical I-III syllabi.
- Notice of **clinical absence** must be reported “**prior to**” the scheduled starting time and date, usually 0700. If a student is in a rotation where an instructor is not present, **the student must also call the facility to report the absence.**
- **Clinical Attendance Forms must be completed (front and back) and signed by staff at the clinical facility. These forms must be turned in to instructor at the beginning of the next class day. Failure to provide Clinical Attendance Forms will result in 0 hours for the clinical day. Late clinical forms will result in a 25-point deduction.**
- **If you cannot make it to the assigned clinical site within 30 minutes of start time, you will be given an absence of 9 hours (facilities expect that we are taking care of the patients assigned at start of the shift). In the event of adverse weather or extenuating circumstances, PN Instructors may make exceptions to the 30-minute policy above.**
- A student is considered tardy if not in the clinical area (reporting to instructor) ready to work at the designated time including returning from break and lunch.
- As clinical practice hours are determined by State Boards of Nursing (BON), delays in licensure application may occur until those requirements are met.

### CLASSROOM DRESS / HYGIENE

- Healthcare professionals are expected to be neat and clean always. This includes personal hygiene, offensive odors, soiled shoes, clothing, and personal belongings.
- Student identification badges must be worn while on campus and in clinical sites.
- Dress must be in good taste, no graphics on clothing that could be interpreted as offensive.
- Shorts, skirts, and dresses must be knee length (**leggings require a mid-thigh length top**).



- No halter / midriff tops. At no time, should the midriff, lower back, or thong undergarments be visible.
- Sleeveless shirts must be a minimum of 3 finger widths at the shoulder.
- No tank tops, spaghetti strap tops, scoop neck or low-cut blouses which show cleavage.
- No pajama type clothing should be worn in the classroom.
- Undergarments / gluteal cleft should not be visible at any time (this includes pants with holes).

### Seminar / In-service Dress Code:

- Scheduled in-services are mandatory for students.
- Costs for attending educational seminars are each student's responsibility.
- Dress must be appropriate to the professional atmosphere.
- No blue jeans, tennis shoes, or casual shorts.
- No facial piercings, tattoo's must be covered.

Revised 2020

### UNIFORM DRESS CODE

Nursing Students must purchase uniforms and supplies which meet TCAT-L guidelines. Each student will be personally responsible for payment of uniforms/supplies to the place of business they purchase from. If a student will receive financial assistance from an outside party, they must meet with the financial aid coordinator in student services to discuss further payment methods. **It is not necessary to purchase uniforms prior to enrollment.** Instructors will give a deadline of when uniforms must be purchased after school starts.

The following will be required prior to the first day of clinical and must meet or exceed the following criteria:

- ❖ Nursing Uniform Tops – total of 2
  - Must be **CEIL BLUE** Color
  - Short Sleeves or  $\frac{3}{4}$  length
  - Minimum of 2 pockets
  - Recommend 65% Polyester / 35% Cotton Fabric for durability
- ❖ Nursing Uniform Pants – total of 2
  - Must be **Ceil blue** or White Color
  - Professional nursing uniform pant (**no leggings, low rise, or thin, lightweight scrubs**)
  - If preferred, females can wear a white/ceil blue professional uniform knee-length dress or skirt along with the Ceil Blue Uniform Top
- ❖ Scrub Jacket/lab coat – Ceil blue ("hip-length with long sleeves") banded cuffs are acceptable (**OPTIONAL**)
- ❖ Shoes – Must be clean, closed toe shoes only.
- ❖ Bandage scissors (5 inch recommended) – in skill supply bag
- ❖ Stethoscope with NO cloth covers allowed
- ❖ Blood Pressure Cuff (optional)
- ❖ Watch with a second hand (no smart watches) (should be waterproof)

### Uniform Appearance:

- Students will wear white/skin tone undergarments underneath white pants/dress, thong underwear not allowed
- If a long sleeve shirt is worn under the ceil blue scrub top, it must be solid **white/gray** (no quilted thermals allowed)
- Must wear regulation student identification badge or hospital identification badge if applicable

- All students are expected to carry required equipment in clinical rotations (if they do not have proper equipment this could result in failure for the day and sent home)
- White lab coat may be worn with uniform, it must be worn over street clothes if student must be in clinical area for any reason other than scheduled clinical rotations, failure to do so may result in disciplinary action
- Hair neat and away from face, **long hair pulled back, restrained and off the collar**; hair should never fall over shoulders toward chest when leaning forward; beards and/or mustaches must be neat and trimmed; minimal make-up; no facial piercing allowed in clinical; **all tattoos must be covered while in the clinical**
- Jewelry limited to: wristwatch, wedding and/or engagement rings, **one pair of small stud earrings**, and one small chain necklace (must be kept inside under collar of uniform); no large holiday pins or accessories
- Shoes clean, polished, with clean shoestrings
- Uniform wrinkle free & hose free of runs
- Pant hemlines should not drag the ground
- No perfume or cologne
- **Fingernails clean, short, nail polish clear or pale pastel only; no acrylic nails**
- **Tongue rings other piercings (than two ear) must be replaced with a clear retainer while in clinical**

**Violation of Uniform Policy may result in student being sent home (with absence time accrued) and point deduction in worker characteristics.**

***At the instructor's discretion, the student, if inappropriately dressed whether in clinical, classroom, or seminar, may be sent home. This will be reflected in loss of hours and worker characteristics point deductions.***

Revised April 2021

## **POLICY ON CONDUCT**

Students are expected to abide by the policies set forth. Any policy violation or unprofessional conduct may be reason for automatic dismissal or suspension at the discretion of the School Director or Assistant Director (Administrative person in charge).

### **UNDER THE INFLUENCE OF A SUBSTANCE:**

**Student may incur disciplinary action for the following:**

- Being under the influence of, having possession of alcoholic beverages, or under the influence of drugs which impair judgment while assigned in clinical practice at any health care facility, during school, or while acting in the role a practical nursing student.

**NOTE: Students may be requested to submit to a urine drug screen at the request of a clinical affiliate at the cost of the student.**

At this request, students will be given the location of approved vendors and a deadline date and time to have the specimen collected. Failing to meet this deadline will result in termination from the program. Students must follow the approved vendor's policy for collecting the specimen.

- The Laboratory Medical Review Officer (MRO) will contact only students with positive drug screens to confirm a valid prescription exists.
- Prescription medication should not be over one year old; it is recommended that you visit your doctor and get updated prescriptions for all the prescribed medications you take.
- If MRO is unable to validate a legal prescription exists, the screen will be reported as positive to the clinical affiliate and the student would not be able to obtain required clinical hours resulting in failure of the course
- Any student testing positive will not be eligible for re-enrollment for at least 5 years.
- If a screen result is inconclusive, the test must be repeated at the student's expense.
- Payment for all screens will be the students' responsibility. Payment will be made at the time of collection to the Vendor chosen by the student from the supplied Vendor list

### **PRACTICAL NURSING EXAMINATION POLICY**

- **Academic Dishonesty: plagiarism, cheating (including possession of unauthorized testing material during exam, electronic devices, more than one browser open & etc.), and other forms of academic dishonesty are prohibited. Student guilty of academic misconduct, either indirectly or directly, thru participation or assistance, are immediately responsible to the instructor of the class. Disciplinary actions may include receiving a zero "0" on the exam, suspension and/or dismissal from the program.**
- Objective tests will be given at the completion of each unit in a course; most are offered in a computerized format
- A final exam will be given at the end of each course
- **On exam days, if necessary, only a writing utensil should be brought into the classroom (all personal items including purses, coats, textbooks, etc... should remain in lockers)**
- Instructor has the option of how to administer the exam (written, computerized, etc...)
- **Student will use the following time schedule in regard to scheduled test time allowance for exam completion (the time may change at the instructor's discretion).**
  - ❖ 50 question tests = 1 hour
  - ❖ 33 question tests = 45 minutes
  - ❖ 100 question tests = 2 hours
- **Since questions are not allowed during the NCLEX-PN, students will not be allowed to ask questions regarding exam content**
- **When paper/pencil exam is given:**
  - Student will receive answer sheet, cover sheet, and test booklet
  - Student will write name, student number, date, & test name on answer sheet as directed
  - Only blue/black ink or pencil allowed, point deduction may result if another color is used
  - Points may be deducted if students fail to cover answer sheet
  - No marks should be made on the test booklet unless instructed otherwise
  - Any scratch paper used will be turned in at the end of the exam
  - Removal of any test material from the room will result in disciplinary action
  - Upon completion, students will turn in test booklet, answer sheet, and any scratch paper and return to their seat
- **When computerized testing is given:**

- Student will log into D2L (learning management system) and begin testing when instructed
- It is the students' responsibility to remember log in username and password
- Failure to remember username and password may result in deduction of points
- It is recommended you save answer after each question
- If a technical problem arises during the exam, student should raise their hand and wait for instructor's assistance
- Upon completion, students will remain quietly in their seat
- Grades will be available at end of the test or by end of day if possible

Students are not allowed to copy any test information in any way, shape, or form

- **STUDENTS WILL NOT BE ALLOWED TO EXIT THE ROOM DURING A TEST UNLESS IT IS AUTHORIZED BY THE INSTRUCTOR**
- Student progress in any course will be evaluated mid and at the end of course. Students will be counseled if GPA is less than 84% mid-course of any class. (revised 05/16/2019)
- Examinations may be made up if a student misses the scheduled test times after school hours.
- Unit examinations missed due to absence or tardiness will be made up within 7 calendar days. It is the student's responsibility to meet with the course instructor and schedule a makeup examination. The make-up examination will cover material addressed in each unit but will not be in the same format. **Make-up examinations may be written in essay or fill-in-the-blank format.**

**Tests may be made up with the permission of the PN faculty and director, if missed due to suspension or other forms of disciplinary action, but a different exam may be given and 80% will be the highest grade possible**

- All unit test must be completed prior to taking the final examination.
  - In the case of absence during a scheduled final examination, the faculty will require official documentation be brought in to explain the urgency of the absence.
  - If the final must be taken late because of above reasons, a different final exam may be given.
- Revised July 2021

## **TCAT-LIVINGSTON PN COMPLETION REQUIREMENTS AND GRADUATION CRITERIA**

To graduate from the Tennessee College of Applied Technology-Livingston Practical Nursing Program, a student must meet the following requirements.

- **Maintenance of a grade of "B" (80) or above in each of the required nursing courses in the curriculum**
- **Maintenance of satisfactory Progress/Performance evaluations**
- **Maintenance of an attendance record per the requirements of the nursing program**

Upon graduation, a diploma will be issued to attest completion of the practical nursing program. Licensure will be granted after satisfactorily applying for and passing the National Licensure Exam for Practical Nurses (NCLEX-PN).

**ATI™ (Assessment Technologies Institute®) Nursing Education** is the NCLEX preparatory course that currently has been selected by the faculty for assisting our students in NCLEX success. All fees (paid per trimester) are non-refundable. Students will utilize this program *throughout their course of enrollment* (reviews, proctored examinations, remediation, etc.) **with ATI™'s Content mastery grades being awarded in related theory courses.** Students will be provided with the following:

- **Nurse Logic<sup>®</sup>, 2.0** – An online, multimedia tutorial that teaches students to “think like a nurse.” It provides a formal introduction to critical thinking methods, the nursing process, priority setting frameworks, and test-taking strategy. Nurse Logic<sup>®</sup> has been created to help students succeed in the program.
- **Learning System** – Offers a selection of practice assessments that break content areas into smaller sections. Tips are offered to students to help identify key components of the question and to eliminate questions distractors.
- **Self-Assessment Inventory** – is a tool that will help the new nursing student look at their baseline and end-of-program **critical thinking** (objective analysis of facts used to form a judgement) abilities as it relates to their nursing practice
- **Critical Thinking Assessment (Entrance and Exit) examination**
- **Content Mastery Series – (*Practice and Proctored Assessments/examinations*)**  
Standardized assessments derived from the NCLEX – PN<sup>®</sup> test plan. Outcomes include topics to review (linked directly to review models), QSEN (Quality and Safety Education for Nurses) Competencies, patient/client needs (NCLEX-PN), and thinking skills. These assessments provide students with direct feedback on the areas of deficiency a student may have. Content area students will be expected to successfully complete include:
  1. Fundamentals of Nursing
  2. Adult Medical-Surgical Nursing
  3. Nursing Care of Children
  4. Maternal and Newborn Care
  5. Mental Health
  6. Pharmacology
  7. Management

The above content areas will be given before each final of each course.  
Standardized Proctored Assessments have four levels of mastery:

- Level 3 = 95
- Level 2 = 90
- Level 1 = 85
- <Level 1 = 80

If all remediation is completed after the proctored exam, students will receive an additional 5 points on this grade.

- **Focused Review** – A media-rich online study guide based upon each student’s individual results on each content Mastery Series<sup>®</sup> and linked to the Review Modules
- **Review Modules** – Also part of the content Mastery Series<sup>®</sup>, student will have access to online and printed reference manuals that are linked to the NCLEX-PN<sup>®</sup> blue print.
- **Comprehensive Predictor Examination** – Assessment/exam that offers the students their individual probability of successful passage of the PN-NCLEX on the first attempt. This test will be given at the end of the third trimester. The Comprehensive Predictor Examination will account for one-third of your Clinical III grade.
- **Clinical Simulation Interactive Case Studies**- Practice case studies can and will be assigned by faculty to be completed at specified times in the program. These case studies are interactive and patient outcomes are based on your input as the patient’s nurse. These

assignments correlate to areas of study in: Maternal Child, Mental Health Nursing, Pediatrics and Medical Surgical Nursing I and II.

- **All test questions are the copyrighted property of ATI. It is a violation of law to copy or give others any part of the ATI test. If you violate this, ATI may seek legal action and you could be subject to civil and criminal penalties.**

**TCAT – Livingston’s PN students will also complete a “live review” for PN NCLEX Success. Currently, Hurst Review® is the provider chosen by the faculty at TCAT – Livingston. Students are responsible for budgeting for this program that will be scheduled during the third and final trimester. Costs vary - \$200 - \$300.00, so budget accordingly.**

*Preparation for NCLEX success is the ticket to successful PN  
Licensure and practice!*



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## LIVINGSTON

### **PN Licensure Notation (upon graduation)**

The Tennessee Colleges of Applied Technology Centers (TCAT) are responsible for providing practical nursing education to students. The Tennessee State Board of Nursing (TBON) is responsible for licensing qualified candidates in Tennessee. If you have been convicted of anything other than a minor traffic violation, you may not be eligible for licensure by the TBN, including:

- TBN will not issue a license to anyone **on probation** with the court system
- TBN will not issue a license if **a criminal occurrence occurs during nursing school enrollment**

All applicants (both TN and KY) must submit a FBI criminal background check and fingerprinting prior to NCLEX testing. Other state licensure requirements are available on each state Board of Nursing (BON) web site.

**When applying for licensure in the state of Tennessee, if you have ever been convicted of or pleaded guilty to a misdemeanor or felony other than a minor traffic violation you must submit:**

- A copy of the warrant and judgment or conviction papers
- Evidence of completion of fines, restitution, and probation
- Self-written letter that describes the circumstances that resulted in arrest and conviction

Licensure applications are now online for the state of Tennessee and Kentucky do not have the same requirements. It is the responsibility of the graduate to apply with the appropriate documentation after graduating from a state approved college of nursing.

### **TCAT – Livingston CLINICAL “AT RISK” POLICY**

Students are expected to apply the theory learned in class to practice in a variety of clinical settings. The student must not threaten the physical and/or psychological well-being of a patient by his/her performance in the clinical area. If this occurs at any time, the student is in danger of course failure and the inability to progress. Students are held accountable for any real/potential threat to the patient on skills previously taught. If the instructor prevents an error, the error will be recorded as an actual error.

Any student conduct, or repeated student inability to follow standards of patient care that results in a threat to the patients' physical and/or psychological well-being is termed **“AT RISK”** behavior. Examples of **“AT RISK”** behavior(s) include, but are not limited to, the following:

- Violating nursing standards / principles previously learned including medication errors
- Inappropriate verbal or non-verbal behavior in the presence of the patient/family/health care team members
- Inadequate preparation for clinical assignment
- Failing to provide for safety of the patient
- No provision for means of communication for a patient
- Neglecting to wash hands before and after nursing procedures
- Lack of progress in performance/inability to follow directions and policies
- No provision for privacy
- Demonstrating incompetence/lack of preparation in patients' presence
- Failing to establish patient identification
- Sharing confidential patient/facility information

**“AT RISK” INCIDENTS MAY BE GROUNDS FOR IMMEDIATE TERMINATION  
FROM THE TCAT – Livingston PN NURSING PROGRAM**

- “AT RISK” behavior(s) will be documented on the Clinical “At Risk Incident” Form
- The form will include all pertinent information stated concisely, and the behavior(s) will be specifically identified. If the instructor is in doubt or if there are extenuating circumstances, the instructor will meet with the PN Coordinator and at least one other faculty member to decide about an “AT RISK” behavior
- A student/faculty conference will be held after the “AT RISK” behavior has been documented to review the behavior and make recommendations and consequences if improvement is not shown
- When repetitive “AT RISK” behaviors have been documented, the student will be counseled by the PN Coordinator and Faculty regarding course failure and inability to progress in the program

**CLINICAL AGREEMENT**

- There shall be a written agreement between the school system and the facility providing clinical experience for students. This agreement shall be signed by the administrative authorities of the school system and the clinical facility.
- The contractual agreement will define the responsibilities and authority of both the school and the clinical facility.
- Health Education Programs have an approved contract which will be used by the TCAT-L system and may be adapted to the needs of the clinical facility.
- The student shall conform and be subject to all policies of the clinical training agency if not in conflict with the policies of the school.

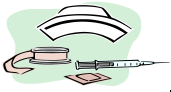
**You will be provided a list of the affiliating clinical agencies at the time of your clinical rotation**



## CLINICAL COMPETENCIES

**A Clinical Competencies record** will be used by all students enrolled in the Practical Nursing Program of TCAT-L. The record will be held by the student through-out the year and it will be the responsibility of the student to submit said record to his/her instructor/proctor for initials when any skill has been performed.

- **Students must carry this record with them in all clinical rotations.** The record should be initialed and dated by the instructor/proctor at the time of the performance of the skill.
- Other licensed personnel may supervise skills in the clinical setting and initial performance. Students will be required to display the Clinical Competencies record for mid-term and quarterly evaluations and at the instructor's request through-out the year. **This form will be turned in prior to graduation and remains in the students file for validation of skill performance.**
- Students should make every effort to complete as many skills listed on the competencies prior to finishing their clinical practicum.
- In the event a student loses the Clinical Competencies record; they will be required to purchase a new Clinical Competencies record and demonstrate each skill as if he/she had not been previously evaluated.
- Each student is to have a clinical time sheet for each facility. The clinical sheets need to be signed by the nurse to whom you are assigned to with her signature and the time you arrive and the time you leave. It is the students' responsibility to get the form signed.



## TCAT-L Clinical Reminders: (for clinical rotations)

- Uniforms must be clean, pressed, clean white shoes.
- White lab coat may be worn (optional).
- **Equipment to be brought to clinical:**
  1. Stethoscope
  2. Bandage scissors
  3. Watch with second hand
  4. Clinical notebook with 8 X 11 paper for documentation
  5. Drug reference
  6. Black permanent ink pen (and Sharpie marker)
  7. Mints/optional, (no gum chewing!)
- **Stud earrings** (no more than one earring per ear). **All other piercings' (tongue, nose, etc.) must be removed. (See handbook)**
- **All tattoos must be covered if on an area of the body that is exposed.**
- One ring/set (beware – high mounted stones can be lost, or cause injury to the patient).
- **No perfume or strong-smelling scents are to be worn.**
- **Hygiene** – All students should be smell free! This includes strong odors of cigarettes, body odor and garlic!
- Students are to check in with assigned instructor **before the scheduled rotation start time.** Arrive little early if you are a slow walker! If there is more than one clinical instructor at a facility, we will designate who will be taking attendance. Students in clinical rotations (e.g. OB, etc.) must get the supervising nurse to initial arrival and exit times on appropriate form. If **tardy**, let the instructor know if at the facility.
- **Student cell phones are not allowed within the clinical facility.** See clinical responsibilities (personal possession/use of a cell phone) In case of an **emergency**, contact should be made through TCAT-L at 931-823-5525. Violation of policy will result in disciplinary action.
- **Clinical Attendance: see page 24 regarding clinical form**
  1. Notice of clinical absence must be reported prior to starting time (see PN handbook). If an instructor is not there, you can leave a message, but you should call back and speak with your assigned clinical instructor. Instructors may give you their cell phone numbers and if so, you may contact them via their cell.
  2. Students must be present within one-half hour of their scheduled clinical starting time or you will be sent home. For example, if you are scheduled to start at 0700, you must be there, at the latest, by 0730 or risk being counted six hours absent. Clinical absences may have to be completed, if the student misses valuable practice time.
  3. **Students may not leave the facilities during assigned clinical times unless given permission from their instructors.**
- **There will be no smoking at any clinical site.**
- It is recommended purses, and other valuables and cell phones, be locked in your vehicle trunk. Do not bring valuables or cash (other than what is in your pocket) into the facility. The facility will not be responsible for losses.
- Parking – Carpool if possible and park only in the designated areas (which will be stipulated by the facility).

***Failure to abide by any of these policies may result in you being sent home, counted absent, and receiving a worker characteristic grade point deduction. Repeated violations may result in disciplinary action (review your handbook!)***





# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## LIVINGSTON

### MEDICATION ERRORS

The administration of medicine is critical to the welfare of the patient; therefore, a separate record is needed in case of repeated errors. Students must learn the necessity for accuracy in medication administration. When a medication error is committed, the error will be documented on the Medication Error Form and kept in the student's file. A medication error occurs if there is a violation of one of the six rights during preparation and/or administration of the medications as follows:

1. Right Patient
2. Right Drug
3. Right Time-per facility policy
4. Right Dosage
5. Right Route
6. Right Documentation
7. Right Indication

**Medication errors can include:** Omission of medication patient as scheduled. Potential error in medication administration (even if the instructor prevents an error, it will be documented as an error). Medication administration errors by students who violate any one of the seven rights will be documented on the Medication Error Form and medication error points will be cumulative during the second and third trimesters, however, each occurrence will affect clinical evaluations individually.

Points for medication errors will be based on type of error; route of error; classification of drug / IV solution; & reporting time.

**Medication errors** are serious clinical "at risk" deviations that will result in counselling, possible suspension, or termination from the program - dependent upon the severity of the infraction and point accumulation. All medication errors will affect the clinical grade.

Revised September 2020

**The school reserves the right for taking immediate action  
regarding any error which displays gross incompetence or negligence.**

# MEDICATION ERROR REPORTING FORM

Year to Date Total \_\_\_\_\_

Name of Student \_\_\_\_\_

Date \_\_\_\_\_

Type of Error	Route of Administration	Classification of Drug/IV Solution	
		<u>One Point</u>	<u>Three Points</u>
Wrong time . . . . . 1	PO . . . . . 2	Antacid . . . . . 1	Antimicrobials . . . . . 3
Wrong route . . . . . 1	Enteral Tubes . . . . . 2	Antidiarrheal . . . . . 1	Anticonvulsant . . . . . 3
Omission . . . . . 1 (for each dose omitted)	IM/SC . . . . . 3	Cathartic/laxative . . . . . 1	Antipsychotic . . . . . 3
Wrong date . . . . . 1	IV . . . . . 4	Unmedicated IV . . . . . 1	Barbiturate . . . . . 3
Wrong IV rate . . . . . 1 (for each hr at wrong rate)	Other . . . . . 1 (transdermal/etc.)	Expectorant/antitussive . . 1	Colony stimulating . . . 3
Wrong equipment . . . . 1		<u>Two Points</u>	Diuretic . . . . . 3
<u>Two Points</u>	<b>Reporting Time</b>	Antianxiety . . . . . 2	Glucose/Glucagon 50% 3
Wrong dose . . . . . 2		Anticholinergic . . . . . 2	Narcotic antagonist . . . 3
Extra dose . . . . . 2 (For each extra dose)	31 – 60 min . . . . . 1	Antidepressant . . . . . 2	Oral antidiabetic agent . 3
Wrong med/sol . . . . . 2	61 min – 6 hr . . . . . 2	Antiemetic . . . . . 2	Steroid . . . . . 3
<u>Four Points</u>	Over 6 hrs . . . . . 3	Antihistamine/histamine 2	<u>Four Points</u>
Unordered med . . . . . 4		Anti-inflammatory . . . . . 2	Anticoagulant/ thrombolytic . . . . . 4
Med given to pt with stated allergy . . . . . 4		Antiparkinson . . . . . 2	Bronchodilator . . . . . 4
Documentation . . . . . 4		Antiulcer agent . . . . . 2	Cardiovascular drug . . . 4
Wrong pt/improper ID. . 4		Coating agent . . . . . 2	Antidysrhythmic . . . . . 4
		Electrolyte . . . . . 2	Antihypertensive . . . . . 4
		Estrogen/Progestin . . . . . 2	Vasoactive/vasodilator . 4
		Gastric stimulants . . . . . 2	Narcotic analgesic . . . . 4
		IVF with additives . . . . . 2	<u>Five Points</u>
		Lipid lowering agent . . . . 2	Heparin Products . . . . . 5
		Muscle Relaxant . . . . . 2	TPN . . . . . 5
		Nonbarbiturate sed/hypnotic . . . . . 2	Insulin . . . . . 5
		Non-narcotic analgesic . 2	
		Ophthalmic Agent . . . . . 2	
<b>Type total</b> _____	<b>Route/ time total</b> _____	<b>Class/solution total</b> _____	<b>Grand Total</b> _____

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_  
 \_\_\_\_\_





**TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY**  
— **LIVINGSTON** —

**CHALLENGING THE STATES NURSE AIDE EXAM (D &S)**

- If desired the practical nursing student may challenge the Nurse Aide Examination
- The following stipulations must be completed to be eligible:
  - Completed the basic nursing skills portion of the curriculum
  - Had a minimum of 35 hours of clinical (50 hours preferred) which includes a concentration in geriatric nursing.
- The student must submit a transcript from the school to verify their education and submit it with the appropriate application from Diversified Technologies (D & S).
- Applications may be obtained from the Tennessee Department of Health or the D & S website.  
[www.hdmaster.com](http://www.hdmaster.com)

## Student Nondisclosure Agreement

Tennessee College of Applied Technology - Livingston has a legal and ethical responsibility to safeguard the privacy assigned student and to protect the privacy and confidentiality of patient health information. During my assignment at any Clinical Affiliate, I may come into possession of confidential patient information, even though I may not be directly involved in providing patient services.

I understand that such information must be maintained in the strictest confidence. As a condition of my assignment, I hereby agree that, unless directed by my instructor/supervisor, I will not at any time during or after my assignment with the Clinical Affiliate disclose any patient information to any person whatsoever or permit any person whatsoever to examine or make copies of any patient reports or other documents prepared by me, coming into my possession, or under my control, or use patient information, other than as necessary during my assignment. When patient information must be discussed with other healthcare practitioners during my assignment, I will use discretion to ensure that such conversations cannot be overheard by others who are not involved in the patient's care. I will not use any kind of photographic equipment, including cell phone cameras, during my clinical assignment at any clinical affiliate.

*I understand that violation of the agreement may result in corrective action, up to and including termination from the program.*

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**Printed Name (legible, please)**

**SIGNATURE**

**DATE**

Note: This must be signed and returned as instructed.





**TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY**  
— **LIVINGSTON** —

**STUDENT AGREEMENT**

*I hereby state that I have read and understand the TCAT – Livingston’s PN programs guidelines and will abide by these rules of conduct. Failure to comply with TCAT – Livingston’s PN handbook advisements may result in disciplinary action, that may include student evaluation notations, worker characteristic grade reductions, suspension, and/or possible termination from the program. Furthermore, I understand that because my training requires time spent in affiliating health care facilities, I am subject to all to all the rules and regulations of that agency.*

**Date:** \_\_\_\_\_ **Signature (legible, please):** \_\_\_\_\_

Note: This must be signed and returned as instructed.



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
LIVINGSTON

Date \_\_\_\_\_

Regarding: Tennessee State Board of Licensure

I am aware that I may successfully complete my diploma in practical nursing at TCAT – Livingston under the terms outlined in the policies and procedures of the TCAT – Livingston and the Practical Nursing Program.

This does not guarantee that the Tennessee Board of Nursing (TBON) will accept my application for licensure (upon graduation) or issue me a Practical Nursing License.

Name(print) \_\_\_\_\_

Signature \_\_\_\_\_



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
—LIVINGSTON—

**TCAT - Livingston Practical Nursing Cell Phone Policy**

Name (print) \_\_\_\_\_

Date \_\_\_\_\_

This is to certify that I have read and am aware of the cell phone and electronic device policy in both the classroom and clinical practicum sites. Failure to abide by these policies will result in disciplinary action (suspension, referral to director, or TCAT president).

Signature \_\_\_\_\_

09/01/2021



TENNESSEE COLLEGES  
OF APPLIED TECHNOLOGY

I have been instructed in and understand the safety precautions provided by TCAT-Livingston and agree to participate fully and correctly in drills as well as in the event of an actual emergency.

Date: \_\_\_\_\_

Student Name (printed) \_\_\_\_\_

Signature: \_\_\_\_\_



## PN Handbook

**Cellphone, smart watch, electronic devices:** Use of Cell phones/or other electronic devices is strictly prohibited in the classroom or during clinical practicum (lecture, testing), unless permission is granted by the instructor.

**Sign outs:** Any student who leaves before the end of the school day should first sign out with their instructor. Students who fail to sign out may be dismissed from the program. Hours from signing out will be counted as absence hours.

**Calling in Absence:** When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college.

**Student Handbook-(see pages 29-46 for student polices)**

**Classes and Class Schedules:** All classes will start and end promptly at the designated time. Class breaks and lunch will be observed strictly as shown below. No student will leave the classroom or shop without permission from the instructor. Violation of this rule will be just cause for dismissal. Daily Schedule (All Classes Start at 7:45 a.m. and End at 2:30 p.m.)\*\*

**Calling in Absences:** All students are required to call absences. Any student who is absent three consecutive days will be presumed to have withdrawn from the college. (931)823-5525.

**Sign ins:** If a student is not in the classroom/shop at the designated time for the class to start (including returning from break and lunch), the student is considered tardy. Students should first sign-in on the attendance sheet in the classroom with their instructor upon entering the classroom/shop. Students who fail to sign-in may be dismissed.

**Sign-outs:** A student who leaves before the end of the school day should first sign out with their instructor and then sign out on the attendance sheet in the classroom. Students who fail to sign out may be dismissed.

**Cell Phone Policy:** Students shall be allowed to possess cellular phones, pagers, etc.; however, such devices must not be visible and must remain turned off during the instructional school day. Phones are allowed to be turned on during breaks and lunch periods only. Students who violate this policy can be suspended or dismissed.

**Failure to abide by these policies will result in disciplinary action up to termination from the program.**

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Student Signature

Date