PRACTICAL NURSING HANDBOOK

HINDS COMMUNITY COLLEGE

Mission Statement:
*To prepare competent, compassionate healthcare professionals by helping
develop their purpose and passion through excellence in education.*

ATTENDANCE REQUIREMENTS:

Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical, and career credit programs, including Distance Learning online courses. It does not apply to non-credit or continuing education activities. ***Some programs in nursing and allied health, career fields, or non-credit programs require more stringent attendance policies which must be stated in the departmental regulations for that program of study***. The primary method by which the College communicates with its students concerning attendance is the student's College-issued email account. All students are responsible for activating their College email account and checking it frequently.

1. **Course Type/Attendance Method**
   a. On-Campus Courses: Attendance is recorded at the beginning of each class meeting.
   b. Hybrid Courses: Attendance is recorded at the beginning of each on-campus class meeting and through the completion of online content-related assignments for the online component of the course.
2. **Absences and Tardies**
   a. Absences: absence or official absence
      i. Absence: are those where the student is not present at the time of the class meeting, or the student failed to complete the required online content related assignments. The instructor will determine whether the student will be allowed to make up the missed assignments for the time the student was marked absent. Also, the student will be marked absent for missed class meetings prior to enrollment in the course. The student is responsible for all assigned work which occurred prior to the student's enrollment in the class.
      ii. Official Absence: are those resulting from student participation in activities sponsored by the College. Students will be provided with an Official Absence Notice by the proper College official. It is the responsibility of the student to provide the instructor with the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory assignments that were missed during an official absence prior to a date determined by the instructor of the course. Official absences will not count towards allowable absences if the missed work is completed by the date determined by the instructor.
   b. Tardies
      i. Instructors record a tardy when a student is not present at the beginning of the class period. Students who miss more than fifteen (15) minutes of a class will be marked absent. A student who leaves the classroom without the instructor's permission will be marked absent. Three (3) tardies equal one absence which will be recorded at the meeting time when the third tardy occurs.

ii. A student who is more than fifteen (15) minutes late to a lab, simulation lab, or clinical will be considered absent. The instructor may allow the student to remain in the lab, simulation lab, or clinical setting if the student has arrived in enough time that the learning objectives for the experience can be satisfied. A student who is allowed to remain in lab, simulation lab, or clinical will be rated by the instructor according to his/her performance for the day, even though the student has been marked absent. The student will only be required to make up the actual time missed.

3. **Excessive Absence**
   a. Nursing and Allied Health Programs/Courses allowable number of absences are more stringent than other courses offered at Hinds Community College. The number of allowed absences will be specifically outlined in the course syllabus and/or the Program Handbook and will be reviewed with students. Students missing more than the number of allowable absences in a Nursing and Allied Health Course/Program will have to exit the Program. The instructor will record a student's grade as W for the course. "W" is defined as withdrawal.

Students are expected to attend all classes and meetings, which constitute a regular component of the courses. PN faculty feel that excessive absences render a student unable to achieve the didactic, laboratory, and/or clinical objectives of the courses.

4. **Trajecsys Time Records**

   Students will clock in and out using Trajecsys.

   If a student fails to record in or out on Trajecsys, the student will be conferenced on the first offense. With the second offense, the guidelines below will be followed. The student will be required to file a time exception.

   If the student fails to record in or out in the classroom, lab, or simulation setting, the student will be given a tardy. Tardies will be counted/ accumulated according to the above absences and tardies section.

   If the student fails to record in or out in the clinical setting while at the correct location and with the location services on, the student will be rated as "unsatisfactory" on the competency rating guide according to the course syllabus.

   If a student is caught recording in or out for another student (in any way) both students will be dropped from the class as well as face possible dismissal from the program.

   Students must record in and out from a desktop computer or their phones at the assigned clinical sites. In the event there is a discrepancy in IP addresses or the location is off on the student's phone, the student will receive an unsatisfactory rating.

   If a student records in or out at the wrong site, they must notify the instructor immediately.

Traditional Option Absences:

- A practical nursing student enrolled in the traditional option is allowed to miss **no more than five (5) absences per semester; this includes classroom, laboratory, and clinical absences.** The breakdown for this is as follows:
    a. **Classroom**
        i. no more than five (5) absences per semester; (see make-up information under the "Make-Up Work" Section of this handbook).

    b. **Skills Laboratory**
        i. **Skills Laboratory** activities will be **REQUIRED** to be made up at a time designated by the faculty team. There will not be any additional make-up for missing a scheduled make-up day, regardless of the reason.

    c. **Clinical**
        i. **Excused absences** – One (1) excused absence is allowed and does not have to be made up (see make-up information under the "Makeup Work" Section of this handbook). This absence will not count against the total number of absences for the course. Any other excused absences will be treated as unexcused as outlined below.
        ii. **Unexcused absences** – One (1) unexcused absence is allowed; an unexcused absence must be made up on the scheduled clinical makeup day in order to meet the clinical objectives of the course. A clinical makeup day is scheduled in advance by the clinical instructor after the last day to withdraw. There will be no additional clinical makeup day scheduled, except in case of an instructor emergency; therefore, if a student misses a makeup clinical day, for any reason, he/she cannot progress in the program, will receive an "F" in the course and may apply for re-admission if eligible.
        iii. **Learning laboratory** experiences scheduled in lieu of clinical lab shall be considered under this policy.
        iv. **Simulation clinical/laboratory** activities will be **REQUIRED** to be made up at a time designated by the faculty team. There are no excused absences for simulation clinical activities. Simulation time missed must be made up in simulation only.
        v. **Clinical Makeup** experience will only be available within your assigned course and facility. In the event of an instructor emergency, students in the affected group will be notified as promptly as possible, and the clinical day will be canceled. A makeup clinical day will be scheduled at the discretion of the faculty, and this cancellation will not be counted as an absence for the students.

Night/Weekend Option Absences:

- A practical nursing student enrolled in the night/weekend option course is allowed to miss **no more than two (2), four (4), or five (5) absences depending on the semester and course, this includes classroom, laboratory, and clinical absences**. These will be communicated in the course syllabi. The breakdown for this is as follows:
    a. **Classroom**

no more than two (2), four (4), or five (5) absences depending on the semester; (see make-up information under the "Make-Up Work" Section of this handbook).

    b. **Skills Laboratory**

        i. **Skills Laboratory** activities will be **REQUIRED** to be made up at a time designated by the faculty team. There will not be any additional make-up for missing a scheduled make-up day, regardless of the reason.

    c. **Clinical**

        i. **Excused absences** – One (1) excused absence is allowed and does not have to be made up (see make-up information under the "Make-Up Work" Section of this handbook). This absence will not count against the total number of absences for the course. Any other excused absences will be treated as unexcused as outlined below.

        ii. **Unexcused absences** – One (1) unexcused absence is allowed; an unexcused absence must be made up on the scheduled clinical make-up day in order to meet the clinical objectives of the course. A clinical make-up day is scheduled in advance by the clinical instructor after the last day to withdraw. There will be no additional clinical make-up day scheduled, except in case of an instructor emergency; therefore, if a student misses a make-up clinical day, for any reason, he/she cannot progress in the program, will receive an "F" in the course and may apply for re-admission if eligible.

        iii. **Learning laboratory** experiences scheduled in lieu of clinical lab shall be considered under this policy.

        iv. **Simulation clinical/laboratory** activities will be **REQUIRED** to be made up at a time designated by the faculty team. There are no excused absences for simulation clinical activities. Simulation time missed must be made up in simulation only.

        v. **Clinical Makeup** experience will only be available within your assigned course and facility. In the event of an instructor emergency, students in the affected group will be notified as promptly as possible, and the clinical day will be canceled. A makeup clinical day will be scheduled at the discretion of the faculty, and this cancellation will not be counted as an absence for the students.

For more information regarding Make-Up Work, see the "Make-Up Work" Section of this handbook.

CLINICAL (LAB, SIMULATION LAB, AND CLINICAL) PREPARATION

The student is required to report to any lab, simulation lab, and clinical prepared and with necessary paperwork. Failure to be prepared will result in dismissal from lab, simulation lab, or clinical that day. An absence will be recorded for that day; the day will be required to be made up; and if this occurs on a clinical day, the clinical evaluation tool will reflect this undesirable outcome. For clinical/laboratory/simulation dress refer to Appendix B.

CLINICAL SETTING CONDUCT

The student is required to wear the Hinds Community College Practical Nursing uniform when going to the clinical setting unless otherwise specified. The student is responsible for adhering to specific clinical agency regulations as far as appropriate time to review clients' medical records

and collect data. Students are not allowed to take minor children to the clinical setting during clinical lab. Visiting clients socially in uniform is not condoned. Wearing the uniform in any other situation is prohibited and is cause for disciplinary action. For guidelines for observation experiences, refer to Appendix G.

COMMUNICATION
The student is responsible for checking for any messages and/or communication from faculty, staff, and/or administration by electronic mail, Canvas, or designated bulletin boards daily. Communication with students will be provided through one of these communication means. The approved electronic mail address is the student address assigned through hindscc.edu.

CONFIDENTIALITY
Students may come in contact with confidential information both clinical and employee related through written records, documents, ledgers, internal verbal correspondence and communications, computer programs and applications. Confidential information cannot be disclosed to anyone other than those designated and/or appropriate persons at the clinical facility, directly or indirectly, either during or after the clinical experience. Violations or breach of confidentiality may be cause for termination of the student's clinical rotation at the clinical facility, in addition to possible legal remedies available and disciplinary action by Hinds Community College.

GUIDELINES FOR STUDENT CLINICAL SUPERVISION
See Appendix A in course syllabus

GUIDELINES FOR OBSERVATION EXPERIENCES
See Appendix F

CLINICAL STUDENT SIGNATURE
Students will sign documentation on medical records with first name initial, last name, followed by Hinds PNS: J. Doe, Hinds PNS. Specific facilities may have other requirements.

COURSE DEFERRAL REQUIREMENTS
Students who successfully complete a nursing course may defer continuation to the next course based on compliance with the following criteria:
1. Notify director in writing of intent to defer and projected semester of return. Students requesting deferral may not be guaranteed placement in the semester requested due to space/faculty limitations.
2. Preregister by the specified deadline.
3. Update health requirements, including but not limited to, TB test (QuantiFERONGold), CPR, and background record check requirements as needed. See NAH Clinical Records Packet.

The maximum time nursing courses may be deferred is one year or two regular semesters. **Once a student has enrolled in the nursing program, the student may not request to transfer between campuses; however, administration may allow transfer opportunities based on program needs.**

COURSE FAILURE
Refer to the Nursing and Allied Health Student Manual.

COURSE WITHDRAWAL
Refer to the Nursing and Allied Health Student Manual.

EMERGENCY GUIDELINES
Emergency procedures for the college are included in the College Catalog, College Student Handbook and Nursing and Allied Health Student Manual. Emergency plans for clinical agencies are included in the orientation to the clinical agency.

INSTRUCTOR OFFICES
Students are not allowed in the instructors' offices unless an instructor or secretary is present due to security reasons.

LEARNING LAB GUIDELINES
The NAHC lab is open and available for use from 8:00 am to 4:00 pm Monday –Thursday and 8 am to 11:30 am on Friday. Alternate times may be considered based off student requests and lab personnel schedules. The Rankin and Vicksburg Campus Learning Lab hours are posted on the lab door. Learning Lab offices are private offices and must be respected as such. Equipment and supplies may be checked out for practice and on community teaching days. Students must sign out and in for material. The supplies utilized from the learning lab are not sterile, and they **should not** be used for invasive procedures. See appendix C.

LEARNING LAB PRACTICE & REFERRAL
When an instructor observes a deficit in performing a skill during the skills evaluations period in the Learning Lab, she/he may require mandatory practice in the Learning Lab. Mandatory practices and referrals in the Learning Lab are to be arranged by the student in advance by appointment only. If the student is unable to keep the appointment, they must call the individual with which they have the appointment with to cancel. The instructor will indicate the date by which the practice must be completed. A referral to the Learning Lab can be made when an instructor observes any area of weakness in planning or performing safe care. Instructor referrals are considered mandated referrals. Mandated referrals are required! Self-referrals are initiated by the student when the student feels additional lab practice is needed in order to feel more confident in performing skills. Referral can also be made to assist students with improving study skills, time management, etc. Referrals to the Learning Lab must be arranged by the student, by advance appointment only.

Failure to comply with a Learning Lab Referral by a specified date will result in the student being excluded from Clinical Lab until the required activities have been completed. A lab absence will be recorded for each clinical day missed.

MAKEUP WORK
Classroom:
Ultimately the student is responsible for all content missed due to absence and must initiate communications if assistance is desired. The student is responsible for contacting the

appropriate faculty member to make up all missed assignments on the first day the student returns to class

Tests:
To be eligible for a make-up test, students must have a valid excuse for the absence; work conflicts and personal plans are not valid excuses. Students are expected to notify either the director or faculty of the absence **prior** to the test time and are required to present a written explanation for the absence to the director. **Upon review of the written explanation and verifying documentation, the director and/or Dean will determine if the student is eligible to make up the test.** Makeup tests will be given at the end of the semester, prior to the final exam, and will be a like number of items. Students will be assigned a grade of zero until the make-up test has been completed. Habitual absenteeism from tests is grounds for refusal by the teaching team, the director, and/or Dean of Nursing to give a makeup test, which would result in a grade of 0% for that test. Students excused for official college business must notify either the director or faculty prior to the test date to make arrangements for a make-up test. Otherwise, the make-up test procedure as stated above will apply. Students who are absent from a final exam without approval of the director will receive a course grade of "F."

If a student is tardy on a test day, the student will be allowed to take the test. If a student is more than 15 minutes late on a test day, an absence will be recorded, and the student will not be allowed to take the test. A makeup test will be given according to the Makeup Work Procedure.

ExamSoft® testing platform is used for all unit tests and final exams. See ExamSoft® Testing Guidelines, Appendix A.

Laboratory, Simulation, and Clinical:
The faculty of the Division of Practical Nursing unanimously agrees that participation in the clinical, skills/learning laboratory, and simulation laboratory is an essential learning experience for all students, and that absence from this experience both lessens student learning and impairs the ability of the teacher to realistically critique student performance. The faculty also believes that avoidable absence from clinical reflects a lack of responsibility or reliability and should thus be evaluated. Learning laboratory experiences scheduled in lieu of clinical shall also be considered under this policy.

Therefore, any student who is absent from or tardy to a clinical or skills/learning lab for any reason will be required to explain the reason for the absence or tardy to the faculty member and the director. Each case will be decided on its own merits, but job conflicts, business or pleasure trips, and demands of other course work are not valid reasons. A tardy and clinical or skills/learning lab absence report will be given to the director.

To receive an excused absence for clinical, one of the following situations must exist:
- Personal illness verified by a physician's visit and documentation of visit.
- Death in the student's immediate family, verified by a copy of the obituary.
- Court appearances with appropriate documentation.
- An absence deemed by a chairperson/director to be a valid unavoidable absence that is approved after consultation with the other nursing chairpersons/directors.
- Official school activity with written verification.

One (1) excused clinical absence will be allowed without the required makeup experience. The student must present appropriate documentation to the director within 48 hours or 2 class days of absence in order for the absence to be excused. A NO CALL/NO SHOW for a clinical absence cannot be deemed as an excused absence.

The student is responsible for notifying the appropriate clinical faculty and clinical agency as designated by the faculty member of any absence prior to the scheduled time of arrival. Failure to do so will constitute a lack of accountability and will result in an unexcused absence. The student is responsible for informing the faculty of the <u>name</u> of the clinical individual notified.

All laboratory, simulation, and clinical activities will be REQUIRED to be made up at a time designated by the faculty team. There are no excused absences for simulation clinical activities. The student is responsible for <u>contacting</u> the appropriate <u>faculty</u> <u>member</u> to make up the lab the first day the student returns to class.

See "Attendance Requirements" for clinical make-up for additional information.

NAHC MAP DIRECTORY
https://www.hindscc.edu/campuses

NAHC STUDENT MANUAL
The Hinds Community College Nursing and Allied Health Student Manual can be accessed at the following weblink:
https://cdn2.hubspot.net/hubfs/196949/Documents/NAHC/NAH_Student_Manual.p df
The online manual contains the information/policies/guidelines that are applicable for all students at Hinds Community College, NAHC. After thoroughly reading this manual you will sign a statement in the signature packet that you have read and understood the student manual.

NURSING AND ALLIED HEALTH CIVILITY STATEMENT
Faculty and students are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved. In order to achieve positive outcomes, faculty and students are expected to be professional at all times, take responsibility for teaching and learning, and to encourage an environment which is free of distractions or disruptions. Inappropriate behavior will be addressed in accordance with College policies, procedures, and guidelines.

RELEASE OF INFORMATION
Clinical agencies may request the student's social security number and phone number as needed for agency requirements.

REQUIRED MATERIALS AND TEXTS
<u>Lab</u>: Required student uniform, shoes, lab coat, name tag, watch with seconds designation, black ballpoint pens, stethoscope, blood pressure cuff (sphygmomanometer), bandage scissors and pen light.

Texts: Textbook lists are located in each course syllabus as well as appendix E. Students may use laptops to take notes during class. It is the responsibility of the student to be diligent and not navigate to websites while class is in session.

RETURN TO SCHOOL CLEARANCE
A student who is hospitalized must present a return-to-work certificate from their physician to the director, before returning to classroom/clinical areas. Other circumstances that may affect a student's or client's safety will also require a return-to-work certificate. Examples: communicable disease, pregnancy, accidents. The director will request such a certificate when deemed appropriate.

STUDENT DUE PROCESS
Refer to college student handbook
https://hub.hindscc.edu/hubfs/Documents/HCC_Student_Handbook.pdf

STUDENT SUPERVISION
Students must be supervised when performing skills as designated by agency policy or Course Guidelines for Student Supervision.

TEACHING STRATEGIES
Units of nursing content are taught by nursing faculty who utilize a variety of strategies such as lecture, guest speakers, group discussion, small group work, creative learning activities, etc. A wide variety of audiovisual aids and computer assisted instructions are available and used in the classroom, learning lab, library, and computer lab.

TEST GRADE REPORTING
To protect student confidentiality, grades are **NOT** given out by telephone or e-mail. Test grades will be reported on the Course Canvas web site within three (3) class days.

Grades are posted on Canvas for student access; however, grades may change, even after posting, if it is determined that issues with the grading process (keyed incorrectly, questions nullified, more than one answer accepted, etc.,) have occurred.

Canvas does NOT have the ability to calculate students' final grades as outlined in the evaluation procedure described in each course syllabi. Therefore, students must calculate their course test average using the information in the course syllabi and not rely on Canvas for an accurate reflection of their final course grade. Final course grades are posted in My.Hinds at the completion of the semester.

TEST REVIEW
All students receive an individual test review at the end of each test administered on ExamSoft®, at which time students are allowed to review test items answered incorrectly. The Individual Test Item Form will be completed during the ExamSoft® test review and must be submitted to faculty before leaving the testing environment. Any student scoring less than a 78 on a unit exam is required to schedule an appointment with their faculty advisor to review individual strengths and weaknesses within ten (10) school days from the date of the exam or the school day prior to the next unit exam, whichever comes first.

TEST SECURITY
Refer to the Nursing and Allied Health Student Manual.

TESTING GUIDELINES – EXAMSOFT®
PN Program Student Guidelines for ExamSoft® Testing is located in Appendix A.

TESTING GUIDELINES – COMPREHENSIVE EXAM
A comprehensive exam grade will be assigned for each course. All students are required to take the comprehensive final exam. Students who have an excused absence from the comprehensive (final) exam will be allowed to take a make-up exam. Students who are absent from a comprehensive (final) exam without the approval of the director will receive a course grade of "F".

TECHNOLOGY INFORMATION
Get your grades and more on the Hinds website www.hindscc.edu
1. **Students can use My.Hinds to view the following real time information:**
- Final Course Grades
- Grade Point Average
- Transcript (Unofficial)
- Transcript Request Status
- Class Schedule
- Search for Classes
- Program Evaluation (courses in major shop for new major)
- Financial Aid
- My Documents
- Online Registration
- Online Fee Payment
- Account Summary

Log-in with: User Name is first letter of your last name + full Hinds ID number
Example: John Smith, 1234567; S1234567
Password: By default your HindsNet password is your first and last initial (capitalized) + 6-digit birthday + $$
Example: John Smith, Birthdate: Jan. 1, 1970; JS0101970$$

2. **Activate My.Hinds email-official HCC communication**
- Admissions, Financial Aid, Counseling, Housing
- Attendance/Absences-Notice of Absence Warnings
- Instructor and College Officials
- Refunds to your Hinds Debit Card/Checking
- Various Activities, Departments & Services **Log-in Link:** www.hindscc.edu - click on My.Hinds.

Log-in with: User Name is first letter of your last name + full Hinds ID number
Example: John Smith, 1234567; S1234567 – **DO NOT** follow the example given on the screen!
Password: By default your HindsNet password is your first and last initial (capitalized) + 6-digit birthday + $$

      Example: John Smith, Birthdate: Jan. 1, 1970; JS0101970$$
      Access E-mail: Under MY OFFICE 365 click on Outlook.

3. **SET UP YOUR HINDS EMAIL ACCOUNT** R: 5/23, 8/20
      My.Hinds Bridge:http://my.hindscc.edu/

It is important to check your official Hinds email address **at least daily**, as the college and your instructors will often times send you important messages and assignments only to this email address.

4. **CANVAS LOG-IN INFORMATION**
- Accessing Your Courses
  - ✦ Go to: https://hindscc.instructure.com/login
  - ✦ *Username*
  - ✦ Your HindsNet username will be the first initial of your last name, followed by your full Hinds ID number.
  - ✦ *Password*
  - ✦ Your initial password is your first and last initials (capitalized) + six-digit date of birth + the $ sign twice.

   For Example:
- John Smith (Hinds ID number 1234567), who was born on January 1, 1970, would use the following login information:
- Username: S1234567 Password: JS0101970$$

Once logged in to your Canvas site, go to Courses near the top of the screen to access your courses.

5. **TUTORING** R: 12/23
      Brainfuse Online Tutoring is a free 24/7 live virtual tutor. You can find Brainfuse Online Tutor located in the menu buttons on the left navigation menu in each of your courses.

You can also access On Campus tutoring on any of the Hinds Community College campuses. For more information, use the link below:
https://www.hindscc.edu/student-services
 Help Desk 601.857.3344
Canvas Technical Assistance 1.855.305.2755

UNIFORM/PROFESSIONAL DRESS GUIDELINES
PN Uniform/Professional Dress Guidelines are in Appendix B. Campus Lab and Clinical Guidelines are in Appendix C.

Appendix A

HINDS COMMUNITY COLLEGE
PN PROGRAM STUDENT GUIDELINES FOR EXAMSOFT® TESTING

GENERAL GUIDELINES:

1. Do not attempt to download ExamSoft until you receive the invite via your Hinds student email.

2. Each student must have a working and functional computer that complies with the Practical Nursing Program and ExamSoft® requirements.

3. Student are allowed an external mouse during testing if needed but not required.

4. Students are expected to report for exams at least 15 minutes prior to the start time of the exam. This is to allow ample time to ensure computers are functional and the site is easily accessed. For example, if test start time is 8:15 am, students should be in testing room at 8:00 am, and powering up computer, etc. No student will be allowed in testing area AFTER 8:15 am.

5. Once the exam has begun, no student will be allowed to enter the room. If the faculty has not been previously notified prior to the start of the exam regarding an absence, the student will receive a zero.

6. If there is a problem with downloading an exam, the student should contact the ExamSoft (Examplify) helpline **first** and then notify your advisor if the problem was not resolved. The helpline phone number is located on the Examsoft/Examplify website. Please address this during work hours.

7. Once a student enters the testing environment, students are NOT allowed to access any information on the computer other than the ExamSoft/Examplify icon/exam. Any student who is caught accessing any program, notes, documents, e-books, web browser, or anything other than ExamSoft, before, during, or after the exam, will be considered as cheating and will be given a zero on the test given that day and receive a student conduct referral.

COMPUTER ISSUES THAT RESULT IN FAILURE TO DOWNLOAD OR CONTINUE THE EXAM:
1. If a student has a computer issue, faculty must be notified *no later than 1 hour prior* to the start of the exam.

2. Any student with a computer issue that cannot be resolved at least 10 minutes prior to the start of the exam, will be required to do a make-up test on the designated make-up test day.

3. If a student experiences computer issues once the exam starts, the faculty must be notified immediately.
   a. If the issue cannot be readily and easily resolved, the student will be allowed to take the test on the designated make-up test day.
   b. Students with repeated computer issues such as battery failure, failure to turn off Anti-Virus software, "freezing" of computer, etc., will not be allowed extra time to complete exam. Only questions answered in ExamSoft® will be scored.

AFTER THE EXAM:
1. Once the exam is finished, the student will upload the exam and will close the laptop.
2. All scratch paper will be collected prior to the student leaving the testing environment.
3. No student is permitted to leave the room until all students are completed testing. The final exam is the only exception.
   a. In the event of a computer issue, the maximum time for uploading is 24 hours.
   b. In the rare event that more than 24 hours is needed to upload, the ExamSoft® administrator may extend the deadline to upload until the computer issue is resolved.

TEST RESULTS AND REVIEWS:
1. All test reviews will be done AFTER the individual unit exam has been completed.
2. All students receive an individual test review at the end of each test administered on ExamSoft®, at which time students are allowed to review test items answered incorrectly. (For more information see Test Review section mentioned earlier in Handbook).
3. Faculty will distribute the code for students to view rationales for missed questions at the beginning of the "review time" as determined by the course faculty. The student will have 20 minutes to complete the individual test item review.
4. This test review is an individual test review. No questions will be discussed at this time. **No discussions, questions, other verbal communication, inappropriate nonverbal communication or unprofessional behaviors are allowed during this test review or following the test. Any discussion, questions, unprofessional behavior, etc., by students during the test review will result in the loss of post-test review for that particular exam and could result in disciplinary action. Any discussions, questions, unprofessional behaviors, etc., by students after the test review will result in disciplinary action.**
5. The Individual Test Item Analysis Form will be completed during the ExamSoft® test review and must be submitted to faculty before leaving the testing environment.
6. Students will continue to have the opportunity to meet with individual instructors for further review regarding any questions or concerns as outlined in the Test Review section of the Program Handbook.

MATH TEST GUIDELINES:
1. Rounding rules apply to all math test items.

2. Calculator functions will be enabled with ExamSoft® for math questions. Students are required to use the ExamSoft® calculator.
3. When answering all math calculations, the student must **ONLY** enter the number in the answer blank. Any letters such as mg, ml, drops, etc., will be scored as incorrect. *This is what is required on NCLEX-PN testing*. For example, if the answer is 10 ml, the student should only put "**10**" in the answer blank. If ml is also added, the answer will be scored as incorrect.
4. Any scratch paper used will be provided by faculty. Scratch paper will be given out at the start of the test and will be collected immediately after testing.
5. Students are **NOT** required to show their work.
6. All other ExamSoft® guidelines apply.
7. Backwards navigation will be allowed on math calculations tests only; it will not be allowed on unit tests or final exams.

MISCELLANEOUS:
1. No backwards navigation is allowed on ExamSoft® exams administered with the exception of math tests. It is the ethical responsibility of the student to follow the guidelines.
2. Any scratch paper used will be provided by faculty and collected by the faculty immediately after testing. **Students may not re-write test questions, either in part or in entirety, on any scratch paper, desk, skin, etc. This is considered academic dishonesty and will be treated as such.**
3. Students are only allowed to bring pencil and/or a pen and laptop into an exam or an exam review session. Backpacks, purses, books, smart watches, fit bits, or other "smart" devices, any billed or brimmed caps/hats, jackets/hoods, sunglasses, or food and drinks, etc. are not allowed in the classroom or review area. Individually wrapped hard candy is permissible (if approved by faculty).
4. Any student possessing a blue tooth capable and/or smart device (cell phone, smart watch, tablet, glasses, or earbuds/air pods) in the room during testing will receive a grade of zero for the test and will be referred for disciplinary action.
5. Students are NOT permitted to take any notes during the test or during test reviews.
6. Neither ExamSoft® nor the HCC PN program assume any responsibility for interruptions whether isolated or widespread.
7. Exams will not be delayed or suspended due to computer problems.
8. For all questions, you can assume that you have a healthcare provider prescription to provide the nursing care in the options presented to you.
9. The time allowed for completion of each tests will be communicated in orientation sessions and will be included in test directions. ExamSoft® tests begin timing students when students begin the test. If the student is still testing when time runs out, tests in ExamSoft® will shut off and upload automatically. ExamSoft® has a clock feature to allow students to monitor their remaining time on a test.
10. Students may not ask questions during the test period **unless they are related to having computer issues**.

<div align="center">

Examplify Computer Requirements – <u>Minimum System Requirements</u>

</div>

Please click this link to view Minimum System Requirements from Examsoft's website: <u>https://examsoft.com/resources/examplify-minimum-system-requirements/</u>

<u>PLEASE NOTE:</u>
Hinds Community College's contract with ExamSoft® <u>DOES NOT</u> support the use of iPads for the administration of exams through the ExamSoft® platform.

Computer specs may change periodically; this is determined by ExamSoft®; HCC is not responsible for any computer upgrades, etc. due to the change in specifications.

HINDS COMMUNITY COLLEGE
DIVISION OF NURSING
PRACTICAL NURSING
UNIFORM/PROFESSIONAL DRESS GUIDELINES

<u>**STUDENT UNIFORM:**</u>
All required uniforms for the practical nursing program are to be purchased from the prescribed provider. This provider will be responsible for the specific monogramming and patches required by the program. Student and/or agency picture ID badges must be worn in all settings. These should be worn in a manner that the badge is clearly visible and above the waist. Refer to the Hinds Community College Student Handbook for penalties attached to failure to comply with these guidelines.

STUDENT UNIFORM

The **official student uniform** is to be worn for ALL class, learning lab, simulation lab, clinical, and community activities, and consists of the following:

1) Steel scrubs (selected styles only) with appropriate monogram.
2) Black skirt (selected styles only).
3) Gray, white, or black closed-toe shoes of impervious material (no mesh). No shoe may have an open heel.
4) White lab coat (selected style only) with appropriate monogram is optional.

General Uniform Guidelines:

*Guidelines apply to ALL areas: classroom, learning lab, simulation lab, clinical, and community settings.

1) Students are required to wear the official student uniform ordered from the approved PN uniform company.
2) The HCC picture ID badge must be worn in the upper corner of the uniform at all times.
3) Uniforms must be clean and ironed.
4) If a uniform skirt is worn, it must be no shorter than the middle of the knee and worn with nude or black hose (no socks or knee highs).
5) Students can wear a short or long-sleeved black t-shirt under uniform. If a shortsleeved t-shirt is worn, the sleeves are not to extend beyond the sleeve of the uniform.
6) Students can wear a Program approved t-shirt (select style only) with uniform pants/skirt in the classroom.
7) Students can wear a solid black, white, or gray sweatshirt or jacket, or a Hinds sweatshirt can be worn over the scrub top in the classroom.

8) The approved Hinds lab coat may be worn over the uniform for comfort, if permitted by the agency; however, the Hinds approved lab coat may NOT be worn while giving direct client care.
9) Once entering the building, any outerwear (hoodie, sweatshirt, cardigan, jacket) must be removed before proceeding through the building lobby.
10) While in uniform in a learning lab, simulation lab, or clinical experience, smoking (including vaping) and gum chewing is NOT permitted, regardless of agency policy.
11) Approved shoes, as described in STUDENT UNIFORM section above, must be worn with clean white, gray, or black socks or nude or black hose. Shoes and shoelaces, if present, must always be clean.
12) Hair must be well groomed. Hair must be a natural hair color. Simple white or neutral hair accessories may be worn. Scrubs caps are not permitted. Beards must be neatly trimmed.
13) Fingernails should be trimmed short and kept natural (no nail polish, artificial nails, acrylic overlays, etc.).
14) No odors such as perfume, cologne, aftershave, cigarette smoke, or body odor are permitted while in uniform.
15) Makeup may be worn only in moderation. Eyelash extensions or artificial eyelashes are not permitted.
16) The only jewelry that may be worn while in uniform is a smooth wedding band, a watch with a second hand (no Bluetooth capability), and one (1) small stud earring per ear lobe if ears are pierced.
17) If functioning as a standardized patient (e.g. skills evaluation), the student may wear a sports bra/tank top and shorts. The uniform must be worn in and out of the lab setting.
18) Tattoos must be covered in lab, clinical, simulation, and community settings.
19) Hair must be out of the face and secured in a manner that prevents contact with clients in lab, clinical, simulation, and community setting.

THE FOLLOWING ARE APPLICABLE TO CLASSROOM, LAB, CLINICAL & COMMUNITY SETTINGS:

1) Clarification/interpretation of the professional dress guidelines will be at the discretion of the instructor for all settings.
2) Noncompliance will result in the student being sent home from class, learning lab, simulation lab, clinical, and community settings. A makeup lab will be required if sent home from learning lab, simulation lab, clinical, or community activities. Students will be given the option to comply, if possible, prior to being sent home.
3) Cell phones are NOT to be used in the class, learning lab, simulation lab, clinical or community settings. Cell phones may be stored with personal belongings in designated areas, as designated by the instructor. Cell phone use may be allowed in the classroom for activities at the instructor's discretion.
4) Agency guidelines for professional appearance and attire will be followed

Appendix C

HINDS COMMUNITY COLLEGE
DIVISION OF NURSING
PRACTICAL NURSING
CAMPUS LAB and CLINICAL GUIDELINES

1. Be on time.
2. Dress code as outlined in this document.
3. All personal equipment and supplies should be in well-marked clear containers.

Laboratory Check-Off Guidelines
1. All required skills will be demonstrated in the lab setting by faculty.
2. Any repeat scenarios and math exams will be different.
3. Failure of any part of the skills scenario will constitute an unsuccessful attempt.
4. Students will be expected to repeat a completely new scenario for any repeat attempt at success.
5. Failure to do any of the following will also result in an unsuccessful attempt:
   - Call if unable to attend on time (must have a documented excuse).
   - Be present in the holding room when name called for scheduled attempt.
   - Have all the required equipment such as check-off sheets, pencils, and watches.
   - Be appropriately attired for the lab setting.

Recommended Practice for Skill Performance
If a faculty member and/or student determines that more guidance and/or practice is needed related to skill performance, the following procedure is to be followed:
The faculty will:
1. identify with the student while in the clinical/lab setting the skill performance that needs improvement.
2. utilize time during the clinical/lab experience to reinforce the skill with the student at the time of the occurrence.
3. encourage the student to attend a lab practice time for improvement in performance of the skill.
The student will:
1. self-identify the need for improvement in performance of a skill.
2. schedule and attend a lab practice to review the performance of the skill with the faculty.
3. return to clinical/lab and seek an opportunity to perform the skill needing performance improvement.

Mandatory Practice for Skill Performance
If a student is still unable to perform the skill within the appropriate guidelines, the following procedure will be followed:
The faculty will:
1. provide the student with the mandatory practice form which documents the area of needed skill performance improvement.

2. set up a practice time for the student with faculty present for assistance.

The student will:

1. take the form to the assigned practice lab.
2. practice the skill under the direction of the faculty.
3. return the signed form to the clinical faculty.
4. be expected to perform the skill in the clinical/lab setting for evaluation.

Continued difficulty may result in the student being deemed unsafe for clinical practice.

HINDS COMMUNITY COLLEGE
DIVISION OF NURSING
PRACTICAL NURSING

COMMUNITY SERVICE GUIDELINES

All graduates of the practical nursing program must document 6 hours of community service in order to complete the requirements of the program. The program will provide opportunities for community service at various times. The student is encouraged to pursue opportunities in their communities as well. The student must obtain approval from their advisor in regard to any community service they perform to ensure appropriateness to meet program requirements. Acceptable examples are: Walk for Diabetes, Breast Cancer, We Will Go, Habitat for Humanity, Shower Power, and volunteering at a shelter sorting clothes. The Hinds Practical Nursing Dress Code Guidelines as noted in Appendix B.

<p style="text-align:center">Appendix E</p>

<p style="text-align:center">HINDS COMMUNITY COLLEGE
DIVISION OF NURSING
PRACTICAL NURSING
REQUIRED TEXTBOOKS</p>

REQUIRED TEXT

- <u>Calculating Drug Dosages</u>, 3rd edition, Castillo/Martinez
- <u>Medical Terminology Systems: A Body Systems Approach,</u> with Access Updated 8th edition; Gylys, Barbara A
- <u>Saunders 2024-2025 Clinical Judgment and Test Taking Strategies</u> 8th edition
- <u>Saunders Comp Rev NCLEX-PN Exam</u> 9th edition
- <u>LPN Notes</u>-6th Edition, Myers
- <u>Davis' Drug Guide for Nurses</u>, 19th Edition. Vallerand, and Sanoski

3 eBooks- will get code the 1st day of school

- <u>Timby's Introductory Medical-Surgical Nursing 13th ed</u> by Moreno and Moseley 9781975172237
- <u>Timby's Fundamental Nursing Skills and Concepts 13th ed</u>. by Moreno and Moseley 9781975141769
- <u>Introductory Maternity and Pediatric Nursing 5th edition</u> by Hatfield and Kincheloe 9781975163785 (Summer Semester only)

HINDS COMMUNITY COLLEGE
PRACTICAL NURSING
GUIDELINES FOR OBSERVATION EXPERIENCES

Purpose: The observation experiences provide the student with a means of observing/participating in clinical experiences in specialized areas under the supervision of an instructor or designated RN/LPN.

The student agrees to:

1. Report to the assigned clinical areas on time and in appropriate attire.

2. Meet with their assigned RN/LPN and provide them with a copy of these guidelines and the specific clinical checklist for the course (OB/PEDS/MED-SURG/PSYCH).

3. Abide by the clinical checklist guidelines for the course.

4. Perform invasive procedures and medication administration ONLY under the direct supervision of the instructor assigned to that student.

5. Have their assigned RN/LPN sign this form.

6. Return this form to the instructor at the conclusion of the clinical day.

7. Complete any assignment required for this experience.

The RN/LPN agrees to:

1. Abide by the checklist provided and these guidelines.

2. Communicate with the instructor if any problem arises.

3. Sign the form.

The instructor agrees to:

1. Provide the student with the appropriate guidelines-2 copies- and this form.
2. Abide by the checklist and guidelines.
3. Provide the agency with a schedule of students that will be utilizing the area
4. Be available for any questions that the assigned area or RN/LPN may have.
5. Make rounds on the students as needed.

Student signature_____ Date_____

RN/LPN signature_____ Date_____

Faculty signature_____ Date_____

Appendix G
Estimated Cost of Fees for Practical Nursing Program 2024-2025

Program Name: Licensed Practical Nursing - NAHC (Fall Start)				
Program Start Date: FALL 2024	PNV 1115	PNV 1216	PNV 1412	
Program End Date: SUMMER 2025	FALL 2024	SPRING 2025	SUMMER 2025	
Degree / Certification: Certificate				**TOTAL**
Registration Fee	$125.00	$125.00	$125.00	$375.00
Tuition	$2,250.00	$2,400.00	$1,800.00	$6,450.00
Lab Fees	$40.00	$40.00	$40.00	$120.00
Liability Insurance	$15.00	$15.00	$15.00	$45.00
Textbooks	$300.00			$300.00
Healthcare Professional Fee	$850.00	$420.00	$575.00	$1,845.00
Technology Fee	$150.00	$150.00	$150.00	$450.00
Parking Decal	$50.00		$50.00	$100.00
Uniforms & Equipment	$375.00			$375.00
supplies (stethoscope, watch, scissors, pen light, etc.)	$200.00			$200.00
Laptop (PC, MAC) or Surface Pro Tablet	$1,000.00			$1,000.00
Clinical Health Requirements: Physical exam $50, Tdap $50, MMR $50, Quantiferon $75, Varicella $210, CPR $60)	$535.00			$535.00
Background Check	$60.00			$60.00
Board of Nursing Application Fee			$100.00	$100.00
Board of Nursing Background Check Fee			$75.00	$75.00
NCLEX Exam			$200.00	$200.00
	$5,950.00	$3,150.00	$3,130.00	$12,230.00

Program of Study	Course Title
Fall 2024	
PNV 1115	Practical Nursing Foundations
Spring 2025	
PNV 1216	Intermediate Practical Nursing
Summer 2025	
PNV 1412	Advanced Practical Nursing

Program of Study	Course Title
Spring 2025	

PNV 1115   Practical Nursing Foundations

Summer 2025

PNV 1312   Intermediate Practical Nursing

Fall 2025

PNV 1516   Advanced Practical Nursing