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Durham Technical Community College Strategic Plan

Mission
Durham Technical Community College champions learning and success, delivers outstanding teaching and service, and develops career skills for today and tomorrow.

Vision Statement
We aim to be our community’s first choice for learning. As a great learning college, we will continue to be a model for demonstrating student success and excellence in teaching; empowering learners to enrich the local and global communities; and preparing students to contribute to the economic vitality of the region.

Purpose
As a comprehensive community college serving Durham and Orange counties, Durham Tech follows the open-door with guided placement admissions philosophy to provide all students an opportunity to acquire meaningful credentials and secure living-wage employment through education and training. Offerings include postsecondary technical and occupational programs leading to a degree, diploma, or certificate; the first two years of a four-year degree; general education for personal growth; a wide variety of corporate and continuing education courses for workforce preparation and development; and college and career readiness instruction that includes an adult high school diploma program, high school equivalency preparation programs, and English language development courses.

Core Values

Welcoming
We value a welcoming, vibrant, and safe campus environment.

Learning
We value learning through rigorous quality instruction, focused student support, and appropriate student activities.

Engaging
We value an engaging, collegial atmosphere with professional, ethical, and respectful interactions that enhance learning.

Understanding
We value the unique experiences of individuals, the diversity of the community, and equitable outcomes for all students.

Improving
We value continual improvement in all areas of the college by encouraging effective innovation, appropriate use of technology, responsible stewardship of financial and human resources, and professional development for faculty and staff.

Unifying
We value unity through the common purpose of serving students and the community.

Partnering
We value internal and external relationships that seek to solve common challenges collectively and collaboratively.
Strategic Themes and Goals

Champion learning, success, completion, and transfer.

Goal #1: All students will succeed.
Students will enroll, persist, progress, complete a credential, transfer, and secure living wage or better employment at equitable rates that meet or exceed regional, state, and national averages.

Goal #2: Students will have clear pathways to success.
Students will have access to career pathways for all programs at the college. These pathways will link a student’s previous educational experience with the college’s offerings in a clear, understandable way. Using an interactive online course planning system and the support of well-trained advisors, students will receive the information needed to create a completion plan, individualize the pathway, monitor progress toward goals, experience work-based learning, connect to postsecondary transfer options, and obtain meaningful employment opportunities.

Goal #3: Students will experience excellent, consistent teaching in a variety of learning environments.
Students will be taught by instructors who demonstrate excellence, are rewarded for great teaching, and have the professional development resources needed to sustain a great learning environment. Students will have greater options for distance learning with instructors who provide excellent online teaching and engaging learning opportunities. Students will be motivated to engage more frequently and deeply in meaningful civic and community service learning.

Provide people with career skills for today and tomorrow.

Goal #4: Students and employers will access relevant career and technical programs.
Students will be provided with a mix of career and technical programs that lead to meaningful credentials, meet regional demands, match local and global employer expectations, encourage innovation, lead to living-wage employment, reinforce transferable skill sets, and are taught by outstanding, up-to-date faculty.

Goal #5: Students will use career support services to excel.
Students will get early, expert help to make informed career and educational program choices. Students will receive greater levels of support as they connect, progress, and complete programs. Students will experience friendly, supportive services as they seek meaningful employment associated with the training provided by the college.
Goal #6: **Students will engage in work-based learning in all career and technical programs.**

Students will participate in blended education and work experiences provided in every career and technical program (both credit and noncredit) offered by the college. Students’ work-based learning experiences will include an integrated, employer-supported local system of mentoring, internships, cooperative learning, summer work, and work-study opportunities. Students will build on the work-based learning experiences they received in secondary schools to deepen skills and obtain great jobs.

**Position Durham Tech as a first choice.**

Goal #7: **Students will choose Durham Tech first because we offer a great college experience and a welcoming, safe environment.**

Students and those who support them will be drawn to our college’s welcoming, accessible, safe, attractive, and engaging environment. Students will persist at the college to experience caring and challenging instruction, great customer service, seamless enrollment processes, accessible financial support services, expert advising, and engaging activities that promote diversity and global understanding.

Goal #8: **Employers will choose Durham Tech first because we are a great source of workforce training and talent.**

Local, regional, and national employers will look to the college as an exceptional source of responsive, nimble, and flexible training for employees. Employers will actively recruit our graduates because they know we provide qualified, well-trained people with solid skill sets that will be applicable for today’s jobs and tomorrow’s careers. Employers will actively partner with the college, assist with curriculum refinement, provide opportunities to scale work-based learning, and advise our programs so that we will collectively sustain a relevant and modern workforce.

Goal #9: **Employees will choose Durham Tech first because we create and sustain a great college working environment.**

Instructors will seek employment at the college, drawn by our reputation for excellence in teaching and learning. Staff will seek employment at the college, drawn by our reputation for innovation, our welcoming attitude, and our excellent customer and student service. Employees will stay at the college as a result of high levels of satisfaction with college infrastructure, opportunities for professional engagement and development, internal communication, interdepartmental customer service, and participation in decision making.

Goal #10: **Our community will invest in Durham Tech first because we do great, innovative things.**
Our local schools, universities, support service providers, businesses, and industries will seek to partner with us to create new solutions to shared challenges. Our state, counties, alumni, national funders, and local businesses will provide us with the stable financial support we need to sustain a great college. Our reputation as a college that is willing to take bold steps, promote equitable student success, and deliver a talented workforce will resonate with significant grant funders. As a result, our partnerships, grants, gifts, and other community investments will increase dramatically.

**Goal #11: We will grow.**

The college will realize an enrollment target of 6,000 annual FTE by the Fall Semester 2018 as a result of the support of a comprehensive recruitment plan, clear priorities for market growth, optimized course scheduling and sequencing, and a dynamic and pervasive marketing campaign.
PRACTICAL NURSING PROGRAM
INTRODUCTION

The purpose of the Practical Nursing (PN) Program is to provide theory and practicum in a broad range of nursing experiences.

Throughout the program, the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences. Students develop skills related to nursing practice, communication, interpersonal relations, workplace skills and the use of critical thinking. Evaluation of student performance is based on competency examinations. These examinations will include all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required of all graded work, as well as satisfactory demonstration in the application of nursing skills to actual patient care and evidence of workplace behaviors and skills.

The graduate of the practical nursing program is eligible to apply to take the National Council of Licensure examination for practical nursing. Graduates of practical nursing programs practice under the guidance of a registered nurse or licensed physician/dentist. The primary role of the practical nurse is to provide nursing care for clients in structured health care settings who are experiencing common, well-defined health problems. A structured care setting is an environment in which the policies, procedures, and protocols for provision of health-care are established. The amount of structure may vary among individual agencies, such as hospitals, nursing homes, clinics and home health settings. In their roles as members of the discipline of nursing, practical nurses actively participate in and subscribe to the legal and ethical standards of the discipline.

Note: Criminal background checks (CBC) and drug screens are required for participation in clinical experiences.

GENERAL PURPOSE OF THE PN HANDBOOK

The purpose of this handbook is to acquaint the Practical Nurse student with the various policies, which are relevant to Durham Technical Community College, as well as those policies designed to meet standards and requirements defined by the North Carolina Board of Nursing and affiliating agencies for this program.

ACCOUNTABILITY

The student who fails to read the PN Handbook, the DURHAM TECH catalog and student handbook, the course syllabus, and/or other official college publications will not be excused from any regulations, requirements and/or deadlines set forth in these publications.
Philosophy of Practical Nursing Program

We, the faculty of Durham Technical Community College, Practical Nursing Program, believe in the dignity and worth of an individual. This is a basic concept and each individual has a responsibility to one's self and the community.

Person

A person is an individual and a member of a family or group. A person is an integrated holistic being with biophysical, psychological, socio-cultural and spiritual dimensions that interact dynamically with the environment. Persons make choices concerning their lives and lifestyles within the context of the interactions. A person's existence, growth, development and well-being are influenced by needs, learning, life experiences and adaptation.

Health

Health is a dynamic state that moves along a continuum. The person strives to prevent illness, maintain or restore health according to his/her perceived pattern of health and well-being.

Environment

The environment includes both the internal processes of the body and the external physical, social and cultural milieu in which the person lives. The external environment includes the health care system and the ethical, legal and political influences which shape the process of health care. Environment influences people perceptions of health and his or her access to health care.

Nursing

Nursing is a caring discipline, which uses the nursing processes to aid in the prevention of illness, treat and restoration of health. The foundation for nursing is based on a body of nursing knowledge and is augmented by content from the sciences, the social sciences and communication. It is given additional depth and breadth from general education. Nursing has multiple levels of practice, therefore, encompassing the acquisition of various levels of knowledge and psychomotor skills. Practical nursing includes the roles of provider of care and member of the discipline. As a member within the discipline, the nurse is accountable for legal and ethical practice.

Education

Nursing requires a lifelong process of learning. Learning is an active, cognitive process validated by changes in behavior, insight, and perception. Nursing education programs prepare graduates for entry level competencies as a registered nurse or licensed practical nurse.
Practical Nursing Program

Purpose and Program Outcomes

Purpose

The Practical Nursing Program is specifically designed to offer the student the opportunity to attain the role, responsibilities, and accountability of the practical nurse. Theory and practicum will be provided in a broad range of nursing experiences. Graduates of this program are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) which leads to designation as a Licensed Practical Nurse.

Program Outcomes

After completion of the practical nursing program, the graduate will be able to assume the roles of a provider of care and a member of the discipline of nursing.

Client Care Centered:
1. Participate in implementing the nursing process to provide safe and compassion care to individuals including members of culturally diverse groups, across the lifespan.
2. Participate in Holistic nursing care for clients' across the lifespan.

Interdisciplinary Teams:
3. Utilize effective communication skills appropriately when interacting with clients, families, and health care team members.
4. Utilize critical thinking in the application of nursing knowledge in the care of clients.
5. Demonstrate responsibility and accountability while providing care within the legal and ethical framework of the discipline of practical nursing.
6. Incorporate knowledge from the behavioral and natural sciences including nutrition and pharmacology into the care of clients.

Nursing Informatics:
7. Utilize computer technology and informatics to communicate and support continuity and improvement of client care.

Evidence-based Practice:
8. Employ evidence-based practice to integrate best research with clinical expertise and client values for optimal nursing care.

Quality Improvement:
9. Participate in preventing hazards and errors in the workplace while administering nursing care to clients.
10. Incorporate HIPPA regulations into the nursing practice.
11. Practice in a cost effective manner when administering nursing care to clients.
Consistent with the mission and goals of the college, the educational outcomes of the program, and Accreditation Commission for Education in Nursing Criteria (ACEN), the following outcomes have been selected by the faculty to assist in measuring the quality and effectiveness of the program:

1. Meets educational needs of eligible nursing applicants in the service areas of the college, primarily Durham and Orange counties.

2. Graduates classes that pass the NCLEX-PN with a minimum of 90% passing rate on the first writing.

3. Graduates students who:
   a. Become employed in nursing.
   b. Practice nursing that reflects the educational outcomes of the program and of the Accreditation Commission for Education in Nursing.
   c. Verbalize reasonable satisfaction with their program of learning.
   d. Demonstrate satisfactory nursing practice to their employers.

4. Graduate students who contribute to nursing and health care of individuals through employment in local clinical agencies.

5. Graduate students who continue with lifelong learning.

6. Maintains full approval from the North Carolina Board of Nursing and meets standards of the college and other regulatory agencies such as the Department of Community Colleges (DCC) and the Southern Association of Colleges and Schools (SACS).

7. Maintain accreditation from the Accreditation Commission for Education in Nursing (ACEN) by meeting standards 1-6.

8. Utilize nursing informatics to communicate and support continuity and improvement of client care.

9. Employ evidence-based practices to integrate research with clinical expertise and client values for optimal care.
Outcomes and Core Competencies in Nursing Education

Outcomes – “A statement that reflects the achievement of identified goals”
(ACEN 2013)

Program Outcomes – “Indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include but are not limited to: program completion rates, job placement rates, licensure/certification exam pass rates, graduate satisfaction, and employer satisfaction.” (ACEN 2013)

Student Learning Outcomes – “Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-oriented abilities that are consistent with standards of professional practice.” (ACEN 2013)

Core competencies - Are the discrete and measurable skills, essential for the practice of nursing that are developed by the faculty in schools of nursing to meet established program outcomes. These competencies increase in complexity both in content and practice during the program of study. The core competencies are applicable in varying degrees across all didactic and clinical courses and within all programs of study, role performance, and practice settings. They structure and clarify course expectations, content, and strategies, and guide the development of course outcomes. They are the foundation for clinical performance examinations and the validation of practice competence essential for patient safety and quality care.” (p.32)


STANDARD 1

Mission and Administrative Capacity
The mission of the nursing education unit reflects the governing organization’s core values and is congruent with its mission/goals. The governing organization and program have administrative capacity resulting in effective delivery of the nursing program and achievement of identified program outcomes.

STANDARD 2

Faculty and Staff
Qualified and credentialed faculty are sufficient in number to ensure the achievement of the student learning outcomes and program outcomes. Sufficient qualified staff are available to support the nursing education unit.

STANDARD 3

Students
Student policies, and services support the achievement of the student learning outcomes and program outcomes of the nursing education unit.

STANDARD 4

Curriculum
The curriculum supports the achievement of the identified student learning outcomes and program outcomes of the nursing education unit consistent with safe practice in contemporary healthcare environments.

STANDARD 5

Resources
Fiscal, physical, and learning resources are sustainable and sufficient to ensure the achievement of the student learning outcomes and program outcomes of the nursing education unit.

STANDARD 6

Outcomes
Program evaluation demonstrates that students and graduates have achieved the student learning outcomes, program outcomes, and role-specific graduate competencies of the nursing education unit.
The graduate practical nurse demonstrates the following entry-level competencies:

Competency: Cognitive, affective, and/or psychomotor capability demonstrated in various roles in the practice setting

Assessment
- Assesses basic physical, emotional, spiritual and socio-cultural needs of the health care client.
- Collect data with established protocols and guidelines from various sources:
  - Client’s interviews
  - Observations/measurements
  - Health care team members, family, and significant others
  - Health records
- Utilizes knowledge of normal values to identify deviations in health status.
- Documents data collection.
- Communicates findings to appropriate health care personnel.

Planning
- Contributes to the development of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems.
- Prioritizes nursing care needs of clients.
- Assists in the review and revision of nursing care plans to meet the changing needs of clients.

Implementation
- Provides nursing care according to:
  - Accepted standards of practice
  - Priority of client’s needs
  - Individual and family rights to dignity and privacy.
- Utilizes effective Communication in:
  - Recording and reporting
  - Establishing and maintaining therapeutic relationships with clients, families and significant others.
- Collaborates with health care team members to coordinate the delivery of nursing care.
- Assist with administering instructions for the clients regarding health maintenance based on client needs and nurse’s knowledge level.

Evaluation
- Seeks guidance as needed in evaluating nursing care.
- Modifies nursing approaches based on evaluation of nursing care.
• Collaborates with other health team members in the revision of nursing care plans.

Members of the Discipline

• Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.
• Describe the role of the licensed practical nurse in the health care delivery system.
• Utilizes educational opportunities for continued personal and professional growth.
• Identifies personal potential and considers career mobility options.
• Identifies personal strengths and weaknesses for the purpose of improving performances.
• Adheres to a nursing code of ethics
• Functions as an advocate for health care consumer.
The philosophical beliefs of the faculty shape the curriculum. Using the NLN's roles for the practical nurse, provider of care and member within the discipline, as the broad framework, the following supportive elements form the organizing structure.

A. Life span  
   1. OB  
   2. Pediatrics  
   3. Adults and Geriatrics  

B. Nutrition  

C. Pharmacology  

D. Legal/ethical parameters  

E. Communication  
   1. Nursing Informatics  

F. Nursing Process  
   1. Assessment- Data Collection  
   2. Nursing Diagnosis  
   3. Planning  
   4. Implementation  
   5. Evaluation  

G. Stress, Adaptation & Coping  

H. Wellness/Illness Continuum and Health Alterations  

I. Health Maintenance, Promotion, Preventive and Restoration  
   1. Evidence-base nursing practice
DURHAM TECHNICAL COMMUNITY COLLEGE
PLAN OF STUDY
Revised Spring Semester 2010
Effective Fall Term 2015-2016
PRACTICAL NURSING (D45660)
Diploma
Day Option Program

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions office to determine if readmission is necessary.

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<tr>
<th>Hours</th>
<th>Course Title</th>
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<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
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<td>Students on this plan of study will be chosen via the competitive admissions process.</td>
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**FALL SEMESTER 2015**
- BIO 163 Basic Anatomy & Physiology: 4 2 0 5
- PSY 110 Life Span Development: 3 0 0 3
- NUR 101 Practical Nursing I: 7 6 6 11

**SPRING SEMESTER 2016**
- NUR 102 Practical Nursing II: 8 0 12 12
- ENG 111 Expository Writing: 3 0 0 3

**FALL SEMESTER 2016**
- NUR 103 Practical Nursing III: 6 0 12 10

**TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA**: 44

*Note: Students must pass all Nursing courses and BIO 163 with a B (80% or better).*

* ENG 070, ENG 080, ENG 090, ENG 090A and RED 070, RED 080, RED 090 or DRE 096, 097, 098; MAT 050, MAT 060, MAT 070 or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 may be required based on placement test results*

Please note. Students who may wish to eventually pursue additional nursing degrees may want to substitute BIO 168 and BIO 169 for BIO 163 and/or PSY 150 and PSY 241 for PSY 110.

ACA 122 is a co-requisite for ENG 111 and developmental courses.

V.A. Students: An approval signature from the V.A. Office is required before registering. Some courses may not be certifiable.
# Practical Nursing Faculty and Staff

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<th>Name/Title</th>
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<tr>
<td>Cynthia Hardin, RN, BSN, M.Ed. Program Director/Instructor</td>
<td>920</td>
<td>x 8114</td>
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<tr>
<td>Jerry Oxendine, RN, BSN, MSN/Ed Clinical Coordinator/Instructor</td>
<td>920</td>
<td>x 8117</td>
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<tr>
<td>Amy Kern, RN, BSN, MSN/Ed Instructor</td>
<td>917</td>
<td>x 8135</td>
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<tr>
<td>Sheryl McCloud, RN, BSN, MSN/Ed Instructor</td>
<td>918</td>
<td>x 8123</td>
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<tr>
<td>Tisha Phillips Instructor</td>
<td>917</td>
<td>x 8137</td>
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<tr>
<td>Laboratory</td>
<td>916</td>
<td>x 8178</td>
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<tr>
<td>Part-time:</td>
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<tr>
<td>Natasha Kenan, RN, BSN, MPA</td>
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*GlaxoSmithKline Technology Center, Building 9
INSTRUCTOR-STUDENT RESPONSIBILITIES

At Durham Tech, the student and the faculty member are obliged to meet a number of reciprocal responsibilities within the student-teacher relationship.

The student is responsible for arriving at all classes on time and preparing to participate in assigned work or activities; obtaining assignments from the faculty member before an absence whenever possible, so that work may be submitted upon returning; requesting to make up assignments missed due to legitimate absences (make-up assignments will follow procedures stipulated by the faculty member at the outset of the course); and seeking faculty assistance when clarification or additional assistance is needed to complete an assignment.

The college does not permit a student to attend class with a child or leave a child unattended on campus while attending class. The college is not responsible for students’ laptop computers, calculators, or other devices if they are lost or stolen or if they are damaged due to electrical current variations while in use at the college.

The faculty member is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; providing students with complete information about the objectives and requirements of the course, including the resources available to students outside the classroom or laboratory; maintaining an accurate record of attendance for all students and consulting promptly with students on any attendance problems; and being available to students outside of class in the event additional assistance is needed in meeting course requirements.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

By law, a prospective nursing candidate must demonstrate the physical and psychological ability to provide safe nursing care. With this legal requirement as a guide, every prospective student must assess his or her ability to provide safe and competent nursing care prior to choosing nursing as a career. To understand the physical and psychological qualifications needed for successful nursing, the essential abilities have been listed below.

**Critical Thinking:** The nursing student must possess critical thinking ability sufficient for clinical judgment. For example, the student must be able to use the nursing process as a basis for solving nursing problems. This involves identifying cause-effect relationships in clinical situations and participates in developing nursing care plans.

**Interpersonal Skills:** The nursing student will possess interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. For example, the student must be able to establish helping relationships with patients, families and significant others.
**Communication:** The nursing student will possess communication abilities sufficient for interaction with others in verbal and written form. For example, the student must be able to participate in the development and implement actions of teaching plans, such as the explanation of treatment procedures. In addition, the student must be able to convey nursing actions and patient responses to health care team members both verbally and in writing.

**Mobility:** The nursing student will possess physical abilities sufficient to move from room to room and maneuver in small spaces. For example, the student must be able to move around in patient rooms, work spaces, and treatment areas and to administer cardiopulmonary resuscitation.

**Motor Skills:** The nursing student will possess gross and fine motor abilities sufficient to provide safe and effective nursing care. For example, the student must be able to calibrate and use equipment, e.g. administer injections, insert catheters, manipulate intravenous equipment, and position and transport patients.

**Hearing:** The nursing student will possess auditory ability sufficient to monitor and assess health needs. For example, the student must be able to hear monitor alarms, emergency signals, auscultatory sounds (breath and heart sounds) and cries for help.

**Visual:** The nursing student will possess visual ability sufficient for observation and assessment necessary in nursing care. For example, the student must be able to observe patient/client responses, see a change in skin color, read the scale on a syringe.

**Tactile:** The nursing student will possess tactile ability sufficient for physical assessment. For example, the student must be able to perform palpation, functions of physical examination and/or those related to therapeutic intervention e.g. insertion of catheters, palpate a pulse.

**Weight-Bearing:** The nursing student will possess the ability to maneuver/move 40-50 pounds, weekly and sometimes daily. For example, the student must be able to position patients and move equipment.

The above listed requirements are essential skills that a student must possess in order to progress satisfactorily through the nursing curriculum. A prospective student with a disability that is concerned that the disability may impact his or her ability to perform one or more of these skills, provide patient care, or participate in other job activities, is encouraged to contact a disabilities services counselor for assistance by calling 919-536-7207.

Occasionally, a student may experience a change in the status of these requirements while progressing through the curriculum. Should this occur, the student is required to notify the clinical faculty. The student will be provided with referrals for professional assistance. Each student will be given the opportunity to meet clinical objectives within a reasonable amount of time as determined by the program director in consultation with the helping professional.
However, a student may be denied continued enrollment in the Practical Nursing program until any identified issue is resolved. Should the issue remain unresolved after a reasonable period of time, the student may be dropped from the course.

To verify a student's ability to provide essential nursing care during clinical training, a physical examination is required of all students. This examination will be documented by a physician/nurse-practitioner on the form provided by the Admissions office.

All prospective students must be in stable emotional or mental health. This must be documented on the student's physical examination form and signed by a licensed physician or nurse practitioner.

Likewise, all students completing the Practical Nursing program and applying to take the National Council Licensure Examination (NCLEX-PN) to become a Licensed Practical Nurse (LPN) must sign an affidavit of physical and mental competency to safely practice in North Carolina. The North Carolina Board of Nursing provides forms.

To verify a student's ability to provide essential nursing care during clinical training, a physical examination is required of all students. This examination will be documented by a physician/nurse-practitioner on the form provided by the Admissions Office.

All prospective students must be in stable emotional or mental health. This must be documented on the student's physical examination form and signed by a licensed physician/Nurse Practitioner.

Guidelines for Completing Student Medical Form

The Student Medical Form is required by clinical agencies for students to be able to participate in clinical experiences. Each program will indicate to students when these forms are to be completed. It is expected that the student will submit an honest and accurate record. Omissions, whether intentional or not, are in violation of the College’s Academic Honesty policy. Any student found in violation of this policy will not be permitted to participate in clinical and may be dismissed from the college.

Once the Medical Form is completed and submitted to the program, the student is responsible for notifying the program in writing of ANY changes to the Medical form within 5 business days of the change. Failure to follow these procedures will lead to the student’s inability to participate in clinical.

Illness/Surgery:
A pregnant student must bring a written statement from her provider to the Program Director as to their ability to perform all expected nursing functions fully and safely. After delivery, the student must bring a written release from her provider.

Students should follow these guidelines when completing the Student Medical Form:

- This form should be completed no more than 6 months before the student begins the clinical program by the physician/physician’s assistant/nurse practitioner who is familiar with the student and his/her medical history.
*If you are being treated for any medical condition that requires continued treatment or monitoring, you MUST have the physician who is treating you complete the medical part of the form.

*If you are not being treated currently for a medical condition, you may have any physician complete the medical part of the form.

- Be sure that the physician completes the BOX marked *for students admitted to Health Sciences Programs* and he/she SIGNS (not a stamp) and dates the form.

- The Immunization Record is extremely important. To avoid problems completing this information, first read the Guidelines for Completing Immunization Record in your Medical Form packet. If you have any questions, please refer them to the Clinical Coordinator for your program.

- The **student** is to complete the pages Report of Medical History and Family & Personal Health History. ALL boxes must be checked either “Yes” or “No” and include year or explanation, as indicated.

- Students MUST list an accurate account of all drugs, medicines, vitamins, minerals and any herbal/natural product (prescription and nonprescription) used and how often they are used.

When the Medical Form is complete, the student should make a copy for his/her personal record and SIGN the attached form to be submitted with the original medical form to the program. Please contact the Clinical Coordinator for the program if you have any questions.

Subsequent yearly TB screening is required. Participation in clinical is contingent upon negative documentation and/or appropriate medical treatment and clearance.

Students with HIV infection are not restricted from pursuing the practical nursing licensure. Student nurses are required to implement Standard Precautions in the care of all patients.

However, students with secondary infections or open skin lesions which are the result of HIV infection and which would place clients at risk must not provide direct care.

Students with HIV/AIDS will be provided reasonable opportunities to continue their nursing education or complete required components of their nursing education and clinical experiences.

Although it is not required, students are highly encouraged to be vaccinated for Hepatitis B prior to clinical rotation of nursing courses.

Likewise, all students completing the Practical Nursing Program and applying to take the National Council Licensure Examination to become a Licensed Practical Nurse (LPN) must sign an affidavit of physical and mental competency to safely practice
nursing in North Carolina. Forms are provided by the North Carolina Board of Nursing.
GENERAL INFORMATION
NURSING COURSE EXPECTATIONS

The nursing courses have three components: lecture, laboratory and clinical. It is the expectation of faculty that upon enrolling in a course, the student is responsible for fulfilling the requirements of the course by regular attendance and completion of all course requirements.

Due to the intense and comprehensive nature of the curriculum, students are expected to attend all scheduled classes, labs, and clinicals. Students who miss 15 percent of the total course hours OR 15 percent of a component of the course (class, lab, or clinical), will be dropped from the course per Durham Tech’s attendance policy.

When absent, it is the student’s responsibility to obtain assignments and materials missed. Students who miss a test must contact the responsible instructor within 24 hours of the test. A make-up test will be a different test. Failure to notify the instructor and/or to take the test within the planned time frames will result in a "0" for the test.

Upon enrolling in a course, a student is responsible for fulfilling the requirements of the course by regular class attendance and completion of all course assignments. The final course grade will be affected when missed course work is not made up due to non-attendance.

To receive course credit per Durham Tech policies, a student must attend a minimum of 85 percent of the contact hours of the course, including scheduled clinical rotation. Therefore, upon exceeding 15 percent of the course contact hours, the student will be dropped from the course. Tardiness or early leaving of at least 20 percent of the instructional session may be considered an absence. Absences are counted on the day class officially begins. Hence, students registering late may have already accumulated a portion of the absence limit. At the discretion of the Program Director, the student may be reinstated to the class; however, the student must attend all remaining scheduled classes in order to receive a grade for the course or clinical rotation.

Class Absences/Planned Absences

Absences are calculated from the first class meeting, not from the student’s first attendance date. Hence, students entering late may have already accumulated part of the absence limit which varies according to the contact hours of class.

Excused Absences
An excused absence is defined as a planned absence.

Purpose
The N.C. General Assembly has enacted legislation requiring community colleges to adopt a policy that authorizes a minimum of two excused absences each academic year for religious observances required by the faith of a student. (See 23 NCAC 2C .0213 School Absence for Religious Observances for more information.)
Policy
Durham Technical Community College students are allowed one excused absence per class per term for a planned event or observance.

Procedure
Students who wish to use the excused absence must complete and submit an Excused Absence Notification form at least 14 calendar days in advance of the day of the scheduled absence. All class work missed due to an excused absence must be made up. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the class but no later than five working days after the day of the scheduled absence.

Student Withdrawals, Faculty Withdrawals, and Class Absences

Student-initiated Withdrawals

Students may officially drop one or all courses prior to the 75 percent tuition refund deadline of each semester without the enrollment being shown on the transcript. The last date for students to withdraw with a refund and the last date to initiate a withdrawal with a grade of W are published in the Important Dates section of the website. During the traditional 16-week fall and spring semesters, the 60 percent date is ordinarily near the end of the tenth week of class or for an 8-week term, near the end of the fifth week. For irregular length courses, the last day students may withdraw with a grade of W is publicized by the instructor. Students making registration changes prior to the 75 percent tuition refund deadline may be eligible for a refund and must complete the necessary refund request process. Please review the refund procedures.

After the close of the drop period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. To initiate an official withdrawal, complete an electronic withdrawal form. Use your WebAdvisor username and password to log in to the system. It is best to use Chrome, Firefox, or Safari to access the forms.

Students may receive a grade of F due to lack of attendance. Failure on the part of the student to withdraw officially from a course could result in a grade of F. Therefore, all students should refer to the instructor’s attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

Students with medical situations that necessitate requesting withdrawal from all credit courses past the normal deadlines should complete the Request for Medical Withdrawal form, attach appropriate documentation, and submit the form and documentation to Durham Tech’s Student Development, Communications, and Activities office. Withdrawal requests past the normal deadline will be recommended for approval only if the student provides appropriate medical documentation as specified in the procedure. The Student Development, Communications, and Activities office is located on Durham Tech’s Main Campus in the Phail Wynn, Jr. Student Services Center, room 1209. For more information, call 919-536-7207, ext. 1413.
Communication

All students are expected to have an email/ConnectMail address and know how to access Sakai. Students may establish a free email account and will receive directions for accessing Sakai upon request. Students are expected to check their email and Sakai frequently. Class announcements and/or correspondence will be posted on Sakai or emailed to students. Students are responsible for being aware of all information on Sakai.

STUDENT CODE OF CONDUCT

All Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action.

Violations of this code of conduct may result in immediate sanctions, including probation or suspension from the college by the president, upon recommendation by the chief instructional officer, or expulsion from the college by the president, upon recommendation by the chief student services officer and the chief instructional officer. Additionally, the college may defer imposition of sanctions pending the outcome of an investigation. Students who wish to appeal any sanction should consult the Student Grievance Procedure as outlined in this publication.

At all times, PN students are expected to follow the Durham Tech Student Code of Conduct policy as published in the Catalog and Student Handbook.

All students are expected to conduct themselves in a professional manner whether on campus or at a clinical site. Students will be removed from the course for violation of the Durham Technical Community College’s Student Code of Conduct policy.

Professional Behaviors

Professional behaviors expected of all PN students include but are not limited to the following:

- Prepare for class and clinical;
- Arrive at the designated time;
- Communicate respectfully with staff, instructor and peers;
- Maintain appropriate voice tone and volume;
- Address faculty and adult patient by their title and last name (Mr., Mrs.);
- Show interest, ask questions, offer to help others;
- Be attentive and listen before giving feedback;
- Utilize appropriate channels of communication if questions or difficulties arise;
- Exhibit calm behavior;
- Maintain a positive attitude;
- Acknowledge and respect another’s opinions and feelings;
- Show consideration;
- Maintain confidentiality of patients, faculty, and fellow students;
- Maintain professional appearance.
Privacy and Social Networking

Social Networking
Social networking sites, such as Facebook, blogs, Twitter, and YouTube, can be helpful and beneficial for communicating and educating. However, they can create privacy concerns if patient information is shared inadvertently or without the appropriate authorization.

To ensure patient’s confidentiality/privacy, on personal networking sites/pages (Facebook, Twitter, blogs, LinkedIn, YouTube postings, Instant Messaging, etc.),

Students cannot:
• Post or discuss patients or any detail of their training activity at clinical agencies such as:
  • Discuss their day at work that includes events that happen on the unit or department, e.g., had a bad day because one of my patients died
  • Participate in any online conversation with patients or regarding patients
  • Post or discuss any Protected Health Information known as PHI:
    • PHI includes: identifying descriptors of patients (such as their name, medical record number, room number, sex, age, address or location, etc.), information about their treatment or condition, pictures of patients, videos of patients, and diagnostic images of patients
  • Communicate with specific patients about their condition/treatment even if the patient initiates communication online
  • Communicate with the instructor, other students, friends, family, etc. about your training at clinical and patients
  • State personal opinions as being endorsed by the college
  • Use information or conduct activities that may violate DTC academic policies, or may violate local, state, or federal laws, and regulations
  • Post embarrassing, threatening or harassing statements on either a personal page or site.

Any of the above behaviors will be grounds for disciplinary action and possible dismissal from the class/college. If you identify yourself as a Durham Tech Health Technical student online, it should be clear that any views you express are not necessarily those of the institution. In the event that opposing views arise on a social media feed, exercise professional judgment.

All students are to adhere to the policies of the hospitals, clinical areas, and Durham Tech as they pertain to the dress code, professional conduct, e.g. smoking, chewing gum, and eating is allowed in designated areas only.

Electronic devices
1. All recording devices must be turned off during test review sessions.
2. Students who are expecting emergency telephone calls may leave their cell phones and pagers on, provided:
   a. the instructor is notified prior to the beginning of class,
b. the student receiving the call exits the classroom to accept the call, and
c. the ringer is silenced.
3. No cell phones or other devices may be used in place of a calculator or to listen
to music or other recorded information during testing. Department-owned
calculators will be supplied if required for the assignment.
4. Cell phones and recording devices are NOT PERMITTED in the clinical area.
5. Students who have received permission from the instructor to record the class
session may record content.

Cell phones may not be used in class under any circumstances. Any use of cell phones
or other electronic devices during an exam or during a review of exams or any other
academic exercises will be considered a violation of the academic dishonesty procedure
in accordance with Durham Tech’s policy.

Incoming telephone calls or visitors for students shall not be allowed to interrupt a class
session or clinical experience. Messages may be taken at 919-536-7233, Ext. 8107.
Cell phones and pagers must be on “silent” mode or turned off.

Children may not be brought to class, lab, or to the clinical facilities.

All student grievances will be directed through an identified line of authority. See
Grievance Procedure in this Handbook.

CLASS:
During the class component of the course, students will be exposed to a variety of
learning methods. These methods will include, but are not limited to: lecture, group
work, problem based learning case studies, video presentations, and computer-assisted
instruction. At times, the faculty will act in the role of a facilitator to the learning process
assisting students to problem solve client-care situations. Students are expected to
actively participate in classroom activities as directed by the faculty.

Responsibilities in the Classroom and Clinical area:
- Prepare for class and clinical
- Maintains professional working relationships with other students, instructors and
  facility personnel.
- Recognizes own limitations and need for appropriate assistance from others.
- Accept constructive criticism;
- If overwhelmed or stressed, take time out to put things in perspective;
- Utilize instructor to assist you in developing assertive (not-aggressive)
  communication skills;
- Maintain professional appearance.
- Cell phones may not be used in class under any circumstances. Any use of cell
  phones or other electronic devices during an exam or during a review of exams
  or any other academic exercises will be considered a violation of the academic
  dishonesty procedure in accordance with Durham Tech’s policy.

Classroom Atmosphere
Classrooms are a place for serious academic inquiry and for the practice of college-
level thinking. In order to create a positive learning atmosphere for all students, please abide by the following classroom rules.

- **Cell phones/pagers:** Please turn cell phones/pagers off or switch them to silent during class. Receiving or making a call during class will not be allowed. You may give the number of the security office (686-3382) to your emergency contacts, and an officer will come and get you in class if there is an emergency.
- **Side conversations:** Questions are expected and welcome. However, please do not hold side conversations while the instructor or classmates are explaining something. Please ask the instructor first, not a neighbor, if you have any questions. **If side conversations become a problem, then the seating arrangement of students may be changed at any time during the semester.**
- **Language/respect:** Vulgar language is not allowed in the classroom. Also, please show tolerance and respect to all members of the class.
- **Dominating the class conversation:** Many subjects in the class will be open to group discussion. If the instructor feels anyone is dominating the conversation, he or she may ask that individual to allow others to voice their opinions so the class can address more perspectives. The best way to understand new concepts is to talk about them from different points of view, and allowing everyone the chance to participate is the best way to accomplish this goal.
- **Attendance:** Once you enter the room, you are expected to remain present for the full class period and not to leave without permission and only under extreme circumstances. It is distracting to the instructor and to your classmates to wander in and out of the classroom.

**Responsibilities in the Clinical area:**

- Reports to clinical area on time. Calls to notify clinical instructor/location when unable to attend scheduled clinical.
- Seeks appropriate needed clinical skills.
- Obeys facility regulations, including HIPPA guidelines.
- Reports patient information to appropriate nursing staff before leaving unit.
- Understands that clinical hours may vary from semester to semester.
- Adheres to uniform dress code for classroom and clinical.
- Make-up should be minimal. Please do not wear any fragrances in clinical.
- Nails should be no longer than tips of fingers and clean. Clear nail polish only. No artificial nails.
- Hair should be clean, neatly arranged up off the collar and away from the face. No extreme hairstyles or color. Colored ribbons or ornaments of any kind are not allowed with the uniform.
- Beards and mustaches must be neatly trimmed. Male students without beards are to be cleanly shaven.
- Maintain professional appearance.

**Attendance**

Absenteeism will be counted as part of your attendance record. Tardiness (more than 15 minutes of class time) is considered 1 hour of absent time.

**Outside Employment**
Time and energy used in outside employment may lessen the student’s ability to perform clinically and academically. The faculty does not recommend that the student work full time.
CIVILITY POLICY
Expectations of Students Enrolled in Health Technologies Programs
Durham Technical Community College

Scope: This policy applies to students enrolled in any Health Technologies program at Durham Technical Community College.

Justification: A career in a health-related field requires frequent work with patients, vulnerable populations, confidential medical records and/or proprietary information and data. In preparation for this requirement, Health Technologies students will be required to adhere to a common set of ethical standards and principles that promote professionalism and civility.

Civility Explanation: Civility is defined as courteous behavior, kind words and politeness; it is a demonstration of respect for others, reciprocity (treating others as we wish to be treated), and behaviors that create a positive setting in which to learn (definition adapted from Roget’s II, The New Thesaurus).

Ethical Behavior: Ethical behavior is defined as behavior that is in accordance with the accepted principles of right and wrong that govern the conduct of a profession (definition adapted from The American Heritage® Medical Dictionary). Each profession represented in the HT Department has a code of ethics; students should refer to their profession’s code for more information.

I, ______________________________, a student in the ______________________________ Program at Durham Technical Community College, affirm to:

• Be a model of civil and ethical behavior in the classroom, on campus, and during all interactions with fellow students, faculty, staff and clinical affiliates.
• Do to others as I would want done to me and offer help to others as appropriate.
• Observe all course attendance policies. I will attend class, arrive on time, and stay for the required time period. If I must miss class, arrive late, or leave early, I will contact the instructor before the occurrence.
• Maintain professional appearance in the clinical setting and during campus activities.
• Use “polite” language (such as “please”, “thank you”, etc.).
• Address all faculty, college administrators, and adult patients by their title and surname (i.e. Mr., Ms., etc.).
• Demonstrate respect for all persons through the following:
  o Using helpful, not hurtful language;
  o Maintaining an appropriate voice tone and volume;
  o Discussing policies, ideas, and issues, not people; and
  o Not participating in any way in the harassment, defamation, or disrespect of a student, instructor, clinical preceptor, program director, or college administrator.
• Be part of the “solution”, not the problem.
• Speak to others as I would want to be spoken to and more specifically as follows:
  o Ensuring clear communication during a discussion by using techniques of understanding (repeating what was said, asking questions, etc.).
  o Maintaining a civil tone. I will use assertive, not aggressive communication skills.
  o Engaging in professional use of email and other written communication.
  o Not monopolizing conversations and giving others an opportunity to speak and express their views.
• Utilize appropriate channels of communication if questions or concerns arise.
• Value and respect the differences in others and reject discrimination and prejudice.
• Protect confidentiality of fellow students and patients. Confidential information should not be shared for any reason and to share this information is considered a serious breach of ethics. Patient information must only be shared within the confines of appropriate clinical practice and in accordance with the current HIPAA regulation.
• Protect confidentiality of proprietary information, records, and data. In addition, I will adhere to any confidentiality agreements that I have signed to participate in a clinical setting.
• Facilitate a safe environment in the classroom and during meetings with fellow students and faculty/staff where ideas can be shared honestly, openly, and respectfully.
• Attribute work and ideas appropriately and refrain from plagiarism.
• Respect physical property in the classroom, on campus, and in clinical settings.
• Express disagreement or dissatisfaction with respect and in a manner that is free from emotion. Furthermore, my words and actions will
  o Promote dispute resolution, and
  o Arrive at consensus if possible.
• Accept constructive criticism as follows:
  o Be attentive and listen before responding; and
  o Provide counter comments that are free of a defensive attitude.
• Follow formal meeting procedures (i.e. Robert’s Rules of Order) if appropriate for the situation and if requested by the facilitator.
• Hold my fellow classmates and myself accountable when these guidelines are not followed.
• Understand that, in addition to formal consequences of noncompliance, that failure to follow this policy contributes to the breakdown of the ethical and value-based framework that supports our work as learners and our future as healthcare professionals.

Failure to follow these expectations may result in disciplinary action including Program dismissal as outlined in college policies, course syllabus, and/or Student Handbook.

I have read and agree to abide by these expectations.

Name

Signature  Date

References:


NURSING LAB AND CLINICAL

LABORATORY

The on-campus laboratory is an important part of the skills acquisition essential for nurses. Students are required to prepare as for any class or clinical assignment. Students are also encouraged to use the lab during open hours to review any skill, which may be needed in the course of the clinical day. The lab is the place for practice and evaluation; the clinical area is the place for performance.

Students must receive a grade of satisfactory in the clinical area and in the laboratory component in order to pass the nursing courses. A student could have a "B" or better in class but unsatisfactory performance in clinical or lab would cause the course grade to be an "F."

CLINICAL ATTENDANCE

Specific instructions for each course regarding clinical assignments will be given at the orientation for the course. Students coming unprepared for clinical assignments will be sent home. Absences and/or tardiness adversely affect the student’s ability to meet the course objectives. Failure to complete clinical assignments within the allotted time may cause a failure for clinical/course.

Students are expected to be in their assigned clinical locations, in appropriate attire, and prepared to begin clinical experiences on time. Any time after the start time of the clinical experience, the student will be considered tardy (late). If a student is 15 minutes or more late, after the scheduled clinical time, he/she may be sent off the unit by the clinical instructor. All absent time from clinical will accumulate and be considered as missed clinical hours.

Students may not attend clinical if they are taking any medication (prescription, nonprescription, or illicit substance) that may impair the student’s ability to safely and competently practice nursing (see North Carolina Board of Nursing statement on positive drug screens at www.ncbon.org).

It is the student's responsibility to call 919-536-7233, ext. 8107, the Nursing Office at Durham Technical Community College, prior to any clinical session, when he/she is to be tardy or absent unless given other directions by the clinical instructor. The nursing office will then notify the instructor. Failure to notify the Nursing Office will be reflected in the student's clinical performance evaluation. Students who miss clinical may be given an alternate assignment at the discretion of the clinical instructor) to be completed within one week of the absence. The alternate assignment may be written, CAI, or on site clinical performance. Failure to complete the assignment will result in a "U" in performance behavior for the week. Students with more than three clinical absences during a course may be unable to meet clinical objectives and will earn an "F" for the course (or dropped if the occurrence is before the 12th week of the semester).
CLINICAL PERFORMANCE

In the clinical area, the nursing faculty reserves the right to use their professional judgment in determining if a student is capable of performing nursing care satisfactorily. If the performance of the student is inconsistent with safe and effective care or if the student is not prepared, the student will be required to leave the clinical area immediately. It is required that students have adequate sleep and preparation to deliver safe and effective care.

On a weekly basis, the clinical instructor will designate the level at which the clinical objectives have been met/have not been met on the weekly evaluative tools. The instructor makes this decision from observing the student's performance, evaluation of written work and input from the clinical staff. If the instructor determines that the student's skills in the clinical area are unsatisfactory, the student may be required to attend mandatory open lab sessions. The student's clinical performance evaluation will be reviewed formally with the student at mid-term and at the end of the course, however, the student may ask to see the evaluation at any time. Students must meet all objectives at a satisfactory level to pass the course. All objectives with a "U" or "I" require anecdotal comments by the instructor. Any objectives less than satisfactory at midterm or thereafter will require the student to submit a plan of action for the clinical instructor's approval.

Removal from Clinical:
Students may be removed from clinical immediately without being placed on clinical probation for the following:

- Safety infraction(s) or serious error(s) which, in the opinion of the instructor, compromises the health, safety, or well-being of any child, patient, fellow student, or any other person.
- Breach of patient confidentiality
- Violation(s) of the Nursing Practice Act
- *Clinical agency determination that the student cannot return to the clinical area
- *Clinical agency determination that a student has violated policies and procedures of that agency.

Students so removed from clinical will be unable to return to clinical and, therefore, will receive an “F” for the clinical component of the course. Failure in clinical means the student is unable to pass the course and will receive an “F” for the course.

* If the clinical agency determines that the student cannot return to clinical, the Program is not obligated to reassign the student to another agency.

CLINICAL DRESS CODE:
Students must be appropriately attired to attend clinical. The Durham Technical Community College student uniform is worn unless instructed otherwise. Solid white leather shoes must be worn which are closed and have flat rubber soles. Students may wear white washable sweaters or white scrub jackets with Durham Tech patches while performing patient care. See clinical instructor for policies at assigned agencies/units. The Durham Technical Community College patch is sewn on the left sleeve.
student’s identification badge is part of the uniform and the student may not enter the clinical agency without it. In keeping with the “Exposure Control Plan for Blood Borne Pathogens”, students may not wear uniforms on campus. It is also recommended that uniforms not be worn to any public area.

The female uniform consists of a white top (trimmed with forest green piping) and skirt or pantsuit, white hose and shoes. White undergarments should be worn. Instructors may require modification of hemlines or other aspects of the uniform not meeting hospital standards.

The male uniform consists of white dress trousers, a white uniform shirt, white shoes, and white socks. White undergarments and a black or white belt with an inconspicuous buckle should be worn.

All nursing students (male and female) will be required to purchase their uniforms. The uniforms will be ordered from a special company, and prices are subject to vary. The uniform company will provide the specific cost. The uniforms are to be paid for before they are shipped. Credit cards, money orders, cashier’s check, or certified checks and cash are to be used. If the uniforms do not fit, they may be returned with specific instructions.

Students are to wear closed lab coats over neat professional clothing with the Durham Tech student identification when going to the clinical area. Jeans and/or jean clothing are not professional clothing and may not be worn to the clinical area. Uniforms and lab coats will be pressed and wrinkle free.

GROOMING:

While in the clinical area, all students are required to maintain standards of dress and grooming which are consistent with professional conduct.

Hair will be clean and arranged or restrained so that it does not fall forward. Hairpieces are permitted if conservative, clean, and secure, and if no safety hazard is presented. Beads, combs and other hair accessories must be conservative in nature and should be white in color.

Beards, moustaches, and sideburns must be kept neatly trimmed. In special areas, hair coverings and/or mask may be required.

Fingernails will be clean and cut so that they do not extend beyond the fingertips. Only clear fingernail polish is permitted. Some clinical rotations may require all nail polish to be removed. No artificial (acrylic/gel) nails may be worn to clinical since these are an infection hazard. Students are reminded to bathe daily, wear deodorant, and avoid using any perfumes/aftershave while in the clinical area. Make-up will be conservative.
JEWELRY AND ORNAMENTS
Necklaces, bracelets, and other non-functional ornaments may not be worn with the student uniform. Wedding rings, identification badges, wrist watches, and one pair of earrings may be worn in the ear lobe. Earrings must be round studs (gold, silver, or pearl) and conservative in style. No dangling earrings or other facial jewelry is allowed, including tongue piercing, eyebrow piercing, etc. in the clinical area. All visible body tattoos must be covered while in the clinical areas. Sunglasses may not be worn in the classroom or clinical area unless prescribed by a physician or optometrist.

TRANSPORTATION
Students are responsible for their own transportation to clinical sites and all other required activities. Car-pooling is highly recommended. Students are responsible for costs incurred.

CLINICAL PROBATION
A student may be placed on clinical probation for reasons, which include, but are not limited to, the following:
1. Unsafe behavior/practice;
2. Unsatisfactory clinical performance;
3. Inadequate preparation for clinical experiences;
4. Attendance and/or tardiness problems; and
5. Unprofessional conduct.

After conferences with the program director, the faculty member who places a student on clinical probation will notify the student in writing as to the reason for the probation, the corrective action required, and the time frame for correction. Failure to comply with the required correction and if no progress is made in the objective(s) in one week (i.e. progress means conversion to an “I” or “S”), the student will receive an “F” for the clinical experience and, therefore, for the course.

The Practical Nursing faculty members reserve the right to recommend removal of a student from the program for the following reasons:

1. Infraction of health agency policies while at the clinical site.
2. Negligent acts which result or may result in harm to a client.
3. Behavior which impairs clinical judgment, or conflicts with safety essential to nursing practice.*

4. Behaviors which result from use of non-prescribed, prescribed, illegal drugs or alcohol that interfere with students ability to give safe nursing care.*

5. Unresolved physical or psychological problems, which impede the ability to provide safe nursing care.
6. Violation of the client’s right to privacy by not protecting information of a confidential nature.

7. Failure to meet the academic standards of Durham Tech and the Practical Nursing program.

Any student who is recommended for removal is suspended from clinical practice until a final decision is reached. The student will have a conference with the instructor and the Practical Nursing Program Director to discuss the reason(s) for recommendation for removal.

*A failure in clinical judgment or conflict with safety essential to nursing practice is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety.

**PROGRAM DISCIPLINARY STEPS**

Students:

Clinical
1. Action Plan
2. Probation
3. Suspension

Classroom
1. Action Plan


NOTE: ANY SANCTION IMPOSED MUST BE CONSISTENT WITH COLLEGE POLICIES.

*Students employed under the College Work Study Program are considered to be employees of the college if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, or local public agency, a private nonprofit, or a private for-profit agency, students are considered to be employees of the college unless the agreement between the college and the other organization specifies that the organization is considered to be the employer.

**CRIMINAL BACKGROUND CHECK AND DRUG SCREEN**

Students should anticipate that a criminal background check and drug screen will be required prior to being admitted to the nursing program. Students must meet clinical facility requirements regarding health, immunizations, criminal background investigation and drug screening. Any facility may request additional information and orientation prior to the students’ learning assignment. The students will be responsible for the cost of the criminal background check and drug screen. The students’ failure to consent to background checks, drug screens, or release of personal information when required for clinical assignment will result in failure of placement in a clinical facility, thereby causing
the admitted student or enrolled student to be unable to complete the program.

The criminal background check and drug screen will be reviewed by agencies for appropriateness to the clinical site. If the agency determines that the background check and/or drug screen are unacceptable, the student will not be permitted to participate in clinical and, therefore will not be able to meet PN course outcomes. Should this occur, the student would not be able to enter and/or complete the PN program.

ADMISSION REQUIREMENTS

Students applying to the Practical Nursing program beginning in the fall semester must complete the following admissions steps:

- Attend a mandatory information session
- Complete and submit a Durham Tech application via CFNC.org.
- Submit high school and college transcripts to Student Information and Records office
- Take necessary Placement Tests in order to meet requirements for admissions
- Attend a ConnectSession. Orientation, requirement is waived if student receives 12 or more transferable college credit hours.
- Meet with a Health Technology Advisor located in Admissions and Enrollment Services office

Students are required to follow these steps to apply to the PN clinical classes. Entry into the PN program involves a competitive admissions process. Completing these steps does not guarantee admission.

1. **Meet with your assigned advisor** to develop your comprehensive education plan.
   You will be notified via ConnectMail letting you know about advising and how to find your advisor’s name in WebAdvisor My Profile.

2. **Complete ACA 122: College Transfer Success** course if required.

3. **For students who meet the definition of “non-native speaker”** (see English Language Requirement), complete the Accuplacer ESL Listening OR complete the TOEFL test and obtain required scores.

4. **Complete the prerequisites for BIO 163 if required.**
   Prerequisites for BIO 163 are the following: RED 090 or DRE 098 or satisfactory score on placement test.

5. **Review and complete the application packet**, which includes three items: the PN Application/Competitive Admissions Worksheet, TOEFL Form, Essential Skills Form and the Clinical Training form

6. Submit the completed applications packet (all items in one packet) to the Nursing Admissions Counselor by February 1 of the year you wish to enter the nursing clinical courses.
**Competitive Admission:**
In order to select applications for programs with limited clinical slots, a competitive admission procedure, NOT a waiting list, will be used which utilizes a point system. This procedure will be used when there are more applicants who have met the minimal admission requirements than we have available clinical spaces. Those applicants with the highest number of points will be selected for the available clinical slots.

**Allocation of Points for Admission:**
Spaces in the nursing program will be offered to students based on the following point system with students having the highest number of points being offered seats first.

Applicants, who are eligible to be ranked, will be assigned points equal to the quality points in the computation of the grade point average for non-clinical courses that are part of the curriculum. In, other words, points are assigned based on the grade received for the class and the number of credit hours the class is worth. Non-clinical courses are the General Education classes that are part of the curriculum (i.e. – ENG 111, PSY 110 or BIO 163).

In case of a tie in the number of points, initial date of application to the program will be used as a basis for offering seats.

If a student is not offered a seat in the nursing program and wishes to be considered for the next year, the student must reapply.

**Points will be awarded for:**
- BIO 163: A = (4 x 5 credits) = 20, B = (3 x 5 credits) = 15) or
- BIO 169: A = (4 x 5 credits) = 20, B = (3 x 5 credits) = 15, C = (2 x 5 credits) = 10
  - ENG 111 – A = (4 x 3 credits) = 12 points; B = (3 x 3 credits) = 9; C = (2 x 3 credits) = 6
  - PSY 110 – A = (4 x 3 credits) = 12 points; B = (3 x 3 credits) = 9; C = (2 x 3 credits) = 6 or
  - PSY 240 – A = (4 x 3 credits) = 12 points; B = (3 x 3 credits) = 9; C = (2 x 3 credits) = 6
- Resident of Durham or Orange County = 5 points

**Application to the Practical Nursing program does not guarantee admission**
**All re-entry students MUST reapply and re-enter under the current Plan of Study at that time.**

*The following sheets must be submitted to the nursing admissions counselor by February 1 for admission to the fall nursing course sequence.*

Students must maintain current CPR certification with the American Heart Association (AHA) which includes CPR for infants, children and adults (Healthcare Provider ONLY). It is the student’s professional responsibility to keep this current. Expired CPR certification will make the student ineligible to attend clinicals.
PROGRESSION POLICY

Progression Policy of the Practical Nursing Program

1. Successful completion of course NUR 101 (components – Theory, Lab, Pharmacology and Clinical); and for Competitive points -PSY 110 and BIO 163 (or Series BIO 168 & BIO 169), and ENG 111 prior to enrollment into course NUR 101.

2. Successful completion of NUR 102 (components – OB Theory and Clinical; MS/PEDs Theory and Clinical) prior to enrollment into course NUR 103.

3. Successful completion of Capstone course – NUR 103 (components – MS/PEDs Theory and Clinicals & Preceptorships) must be successfully completed in order to finish the program.

The following Progression Policies apply to students enrolled in the Practical Nursing Program:

ACADEMIC PROGRESS:
Due to the complexity and demands of the Nursing profession in dealing with human lives, a grade of 80-B or better must be maintained in NUR and BIO classes on the Plan of Study. Any nursing student who receives a grade below 80-B in any Nursing or Biology course listed on the Plan of Study will not be allowed to progress in the curriculum until such course is repeated and a grade of 80-B or better is achieved.

SEAT PRIORITY:
Due to limitations imposed by contract agreements with clinical facilities, classes will be limited to a specified number of students in each instructional area. Where necessary, the following seat priority is applicable:

A. First priority for available seats will be given to students presently enrolled who have never failed the specific course.

B. Second priority for available seats will be given to students presently enrolled who have failed or dropped the specific course one time. In case of more applicants than available seats, the priority will be based on the student's previous academic record and attendance.

C. Third priority for available seats will be given to special students, audit students, and newly accepted transfer students. Transfer students and students absent from the program six (6) months or more may be given a series of written and performance tests to determine placement in the classroom and/or clinical area.
GRADING SYSTEM

The College employs a letter grading system to evaluate the student’s performance in meeting the stated objectives of the classroom, laboratory, and clinical setting.

The following letter grades, numerical equivalents, and grade points are used in the nursing program for ALL NUR courses.

**In order to progress to the next Nursing course, a student must receive a minimum grade of B (80).**

Grading Policy - All courses taken at the institution count in determining cumulative grade point averages. Letter grades assigned and their grade point equivalents are listed in the [Grading System policy and procedure](#).

A student must successfully complete the non-nursing prerequisite with a “C” grade or better. Corequisite science course in a given semester requires a **grade of 80 or better prior to advancing to the next semester.**

The student must receive a grade of 80 or better in the nursing class courses and "satisfactory" on all clinical competencies before advancing to the next level.

The instructor should keep the student informed of his or her academic progress. When a student’s grade falls below 80, the instructor shall inform the student. The student must then schedule an appointment with his or her adviser to discuss the academic problem and attempt to resolve it.

A student will be permitted to reenter the program only once regardless of which of the three courses (NUR 101, NUR 102, NUR 103) they were unsuccessful in.

- Any student who withdraws or is dropped from a given course or clinical rotation will be allowed to reenter that course one more time.
- Any student unable to maintain, after two (2) attempts, a grade of 80 "B" or better in a given course or clinical rotation will not be eligible for further enrollment in the Practical Nursing Program.
- Per Durham Tech policy, a student will be permitted to enroll in non-nursing courses (sciences, English, and Psychology) 3 times.
- **W:** Withdrawal from Course - The special grade of W is assigned when a student officially withdraws or is dropped from a course by the instructor during the first nine weeks of the semester. **After the ninth week, a letter grade will be assigned indicating the student's academic average for the course.**

A withdrawal will count as the first admission and student may be allowed a reentry to the clinical courses once more.

Read more about Withdrawals in the [College Catalog and Student Handbook](#).

Students ineligible for enrollment in the Practical Nursing Program may use the facilities
of the counseling department in determining an alternate course of study or curriculum.

GUIDELINES

1. All clinical course outcomes must be met with an “S” by the end of the semester.
2. “I’s” must convert to an “S” or “U” by the end of the semester.
3. All objectives with a “U” or “I” require anecdotal comments.
4. A “U” in any objective requires a plan of correction to be submitted by the student for the clinical instructor’s approval.
5. The student will be placed on clinical probation if he/she earns more than two “U’s” in one week for weekly performances.
6. If no progress is made in these objectives in one week (i.e. progress means conversion to an "I" or "S"), the student will earn a "F" for the clinical experience.
7. If a student earns two consecutive "U"s in the same objective, the student will be placed on clinical probation and an action plan will be developed. (The same guidelines apply as in #4 above).

NOTE: *Exceptions to the above. Students with occurrences or infractions to safety, confidentiality, or who violate the legal standards of the Nursing Practice Act, will be removed from clinical immediately and will fail the course.

KEY

S: Satisfactory
Consistently meets the stated course objective. Clinical performance is safe and adequately demonstrates application of the nursing process, communication and psychomotor skills.

I: Needs improvement
Approaches, but does not meet the stated course objective. Clinical performance is safe, yet integration of theory and skills is deficient.

U: Unsatisfactory
Does not meet the course objective. Clinical performance is unsafe or inadequate in application of nursing process, demonstration of communication, or integration of theory.

O: Orientation
A: Absent

REENTRY POLICY TO THE PRACTICAL NURSING PROGRAM

Students applying for re-entry to the PN program must submit a new application for the Practical Nursing Program to the Admissions Office if it has been more than one (1) year. For reentry, the student must:

Meet with the Program Director for the Practical Nursing Program. At this meeting, the student will be given an Action Plan template to complete prior to the student being
offered a seat in the program. This action plan will serve as a guide for student success.

2. A student must reenter under the **current Plan of Study**.

3. Complete **all** non-nursing courses* (ENG 111, PSY 110, and BIO 163)

4. The student will reenter under the Competitive Admission system and be ranked for possible admission for NUR 101.

5. The student will be eligible for reentry based on space availability.

6. Submit an updated physical examination form, proof of current CPR certification and proof of health insurance.

7. **Students may reenter the Practical Nursing Program only once regardless if the withdrawal was voluntary or involuntary.**

*BIO 163 – Basic Anatomy & Physiology may be substituted with the following series: BIO 168 – Anatomy & Physiology I and BIO 169- Anatomy & Physiology II

**TRANSFER STUDENT POLICY**

Transfer of credits or admission to advanced standing:

- Transfer students applying for admission are required to meet the admissions requirements of Durham Tech and the progression requirements of the PN program.

- Transfer credit will be given for courses with the grade of "B" or better from member institutions of the North Carolina Community College System and from other accredited institutions of higher education. The content of such courses must be equivalent to courses required in the Practical Nurse Plan of Study. Credit will not be awarded for clinical nursing courses and science courses older than five years.

- The Nursing Admission and Enrollment Counselor and the PN Program Director will review the applications of students with prior nursing credit on an individual basis to determine appropriate placement in the PN program.

- A student transferring from another institution must complete, at Durham Tech, at least one-fourth of the total credit hours required in the Practical Nursing Program in order to be eligible for graduation.
• When a student transfers from another curriculum at Durham Tech into the Practical Nursing Program, all admission requirements, academic and/or course requirements, and policies of the nursing program must be met in order to be eligible for graduation. The decision to transfer or repeat any course must be made upon admission to the Practical Nursing Program with approval from the Director of the Practical Nursing Program.

Acceptance:

• Applicants who meet the entrance criteria will be accepted in the program as long as vacancies exist. The acceptance of qualified applicants will be based on their competitive ranking and the date the applicant successfully passed the placement test (and/or passed the developmental courses).
• Each applicant is notified in writing of acceptance to the program.

NAME CHANGE:
Students should promptly notify the instructor, program assistant, the Office of Student Information and Records of any name change upon marriage or for any other reason.

CHANGE OF ADDRESS:
Change of address or telephone number should be reported to your instructor, program assistant, and to the Office of Student Information and Records at once so that the records may be kept current.

CPR CERTIFICATION:
All students must provide evidence of a current CPR certification prior to and during clinical experiences. A copy will be kept on file in the nursing office.

INSURANCE COVERAGE:
All students must provide evidence of personal health insurance and malpractice insurance prior to clinical experience. If these are not maintained and current you will not be able to continue in the program clinical agencies.

OUTSIDE WORK:
Because the nursing program is a demanding course of study, the student is encouraged to minimize outside work responsibilities and seek information from the Financial Aid office (919-536-7209) regarding available resources. It is recommended that students not work more than 20-24 hours per week in order to have adequate time to complete out-of-class assignments and to study.

REVIEW PROGRAM (MANDATORY)
For several years, the Practical Nursing Program adopted the Assessment Technologies Incorporation, LLC Review Program: Comprehensive Assessment and Review program (CARP). All students are expected to purchase and utilize the program. This review is incorporated into each semester at a cost to the student. The review includes books, and online computer testing in preparation for the national exam.
CAPSTONE COURSE:

NUR 103 is a “Capstone course” in which students are required to demonstrate program competencies. One requirement is a Comprehensive Knowledge Competency Test (HESI Exam). This test measures the student’s accumulated basic knowledge about nursing care of clients with a variety of health care problems and predicts the student’s likelihood of passing NCLEX-PN. This exam will be given twice, the first test is too assess your level of knowledge and is NOT taken for a grade. The second test, at the end of the semester is worth a total of 10 points based on the scores. (See below). *Students who achieve a “900” or better on the first test do not need to take a second test. All other students who achieve less than a “900” on the first test will need to take a second test (at the end of the semester). This test will be worth 10 points of the total course grade, if an 850 or better score is achieved. The following scores will be applied to the overall course grade as it applies to the HESI EXAM:

HESI Exam Scores:

- 850 or better = 10.00 points
- 800-849 = 8.00 points
- 750-799 = 6.00 points
- 700-749 = 4.00 points
- 650-699 = 2.00 points
- < 649 = 0.00 points

TUTORIAL SERVICES

Tutorial services are available to Durham Tech students in a variety of academic subjects in the Center for Academic Excellence (CAE) in Wynn 1310 or online using Upswing Online Tutoring. View the schedule online.

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a Disability Services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information within the first two weeks of class. For assistance call 919-536-7200, ext. 1408 or visit the Student Development, Communications, and Activities office in the Phail Wynn, Jr. Student Services Center (Building 10), room 1209.

LEGAL REQUIREMENT FOR NURSE LICENSURE

In the third semester, students will complete an application online for licensure as a LPN by examination. The application for the examination for North Carolina contains questions as to whether or not the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is "yes" the applicant is required to provide a detailed explanation. This question is asked because
of legal requirements for becoming licensed as a nurse in North Carolina. Similar requirements exist in other states. The North Carolina Board of Nursing also requires a *criminal background check* (including finger prints) prior to granting a license to practice nursing.

The Nurse Practice Act, Article 9, Chapter 90 of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the board determines that the applicant:

1. Has given false information or has withheld material information from the board in procuring or attempting to procure a license to practice nursing.

2. Has been convicted of or pleaded guilty or nolo contendere to any crime which indicates the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public

Students, upon entering the Practical Nursing Program, must speak with the Program Director if the above applies to them.

**DURHAM TECH ACADEMIC HONESTY POLICY**

The PN Program adheres to the Durham Tech Academic Honesty Policy as published in the Catalog and Student Handbook. This policy applies to nursing students in all areas of their participation in the program. Students are required to read the policy and to document their willingness to comply with this policy upon entry into the program.

**ACADEMIC INTEGRITY**

Academic dishonesty includes the following:

- Registering for a course not approved by a student advisor;
- Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises;
- Plagiarism, which is defined as the intentional representation of another person’s work, words, thoughts, or ideas, including material from the Internet, as one’s own.
- Unauthorized possession of any academic material, such as tests, research papers, assignments, or similar materials; or
- Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.
- In addition to the procedures described above, *any student in a clinical, practicum, or work placement setting (such as clinicals in the Health Technologies programs)* who commits any serious error or offense or dishonesty which, in the opinion of the instructor, compromises the health, safety, or well-being of any child, patient, fellow student, or any other person may be immediately expelled from the class and removed from the premises by the instructor or by other appropriate personnel. This additional provision is imposed
in recognition of the fact that in special settings, dishonesty and serious errors of judgment may have consequences that are far more significant and far-reaching than those occurring in the usual academic setting.

- The Violation Procedure for the Academic Honesty Policy is available in the Catalog and Student Handbook. Please note that campus policies may change.

**GRADUATION REQUIREMENTS**

Students should apply for their diploma one semester before their anticipated date of graduation using the graduation application form. For example, students should apply for graduation when they register for fall semester if they plan to graduate at the end of spring semester. Students must apply for graduation in order to have completion information recorded on their transcripts. Read more information about graduation requirements.

There is no cost for candidates to apply or to officially graduate from a program at the college. Students who apply and are eligible for program completion will have the status of graduate noted on their official transcript. However, students who would like to receive an official copy of their degree, diploma, or certificate are required to pay a fee of $15 to cover the cost of the credential paper, cover, and printing. No refunds are possible once the credential has been printed. Students who wish to participate in the annual commencement ceremony purchase commencement regalia through the Dean's office. Sales of commencement outfits are normally held six to eight weeks prior to the commencement ceremony, scheduled each year in May. Students currently pay a $24 fee to cover the cost of the commencement outfit (cap, tassel, and gown). All fees are subject to change.

Practical Nursing students are subject to the graduation requirements of the college. In addition, the candidate for graduation must have:

1. Met the program and educational outcomes.
2. Received grades of “C” or better in all non-nursing curriculum courses and received grades of “B” or better in all nursing courses.
3. Demonstrated physical and psychological ability to provide safe nursing care.
4. Cleared any outstanding obligation with the business office, library or clinical facility.

**GRIEVANCE PROCEDURE**

Please refer to Durham Tech’s website under the college catalog to acquire information about the student grievance procedure.
ANTICIPATED COST

Cost of the Practical Nursing Program includes the following:

Student Administrative Fee

All curriculum students are charged a student administrative fee of $46 for each fall and spring semester and $36 for the summer term. These funds support student clubs and social activities, computer and technology use, college parking and security, student ID cards, and accident insurance for students participating in college classes and functions. This fee is subject to change.

Educational Liability/Malpractice Insurance is $16 per student per year. Students in classes with clinical components are required to pay this fee prior to participation in class at the clinical site as well as a fee for required background checks. Students must include these fees with their tuition payment. These fees are subject to change.

How Much Do Credit Courses Cost per Semester?

It is important to prepare for the cost of college — including course tuition, fees, and books. Here’s an example of two students’ cost estimates for attending Durham Tech and paying the in-state tuition rate. One student is taking 12 credit hours, and another student is taking 16 credit hours per semester.

| In-State Tuition Rate* (Per Credit Hour): | $76 | $76 |
| Multiply by Credit Hours Taken: | X 12 | 16 |
| Tuition Amount: | = $912 | $1,216 |
| Add Student Administrative Fee*: | + $46 | $46 |
| Tuition* and Fees* for One Semester: | = $958 | $1,262 |
| Estimate for Book Costs: | + $500 | $650 |
| Estimate for Tuition*, Fees*, and Books: | = $1,458 | $1,912 |

* Effective January 1, 2016. Tuition and fees are subject to change. View a more detailed Tuition and Fee calculation chart.
Other Anticipated Costs

Uniforms: (It is recommended that students purchase two uniforms and two Durham Tech patches)

Vendor: Castle Uniforms ([www.castleuniform.com](http://www.castleuniform.com)) (See order form, p. 49)
White shoes $50-100

Accessories are required but are not only available at Castle Uniform
Scissors $4-5
Stethoscope (Sprague type) $20-25
Watch (sweep second hand) $15-25

Books: Approximately $500 first semester, $350 second semester, $50 third semester

Laboratory Supplies: Lab supplies package $100.00 will be added to NUR 101 Tuition fee.

ATI/HESI Testing Fees: $450 (yearly cost) and subject to increase.

Malpractice Insurance: $16/year, it will need to be paid twice, each fall semester
*(Must be kept current- you will not be allowed to attend clinical without it.)*

Personal Health Insurance Costs: Cost varies

Parking Fees at clinical agency: Cost varies ($0-10/week)

Transportation costs: cost varies

For graduation, students will need funds to cover graduation fees, CAT NCLEX-PN application fee/Exam ($200), license fee ($75), National Criminal Check ($38), (approximate total $313), passport pictures, nursing pin ($10-$40), notary fees, review course fees (if desired, approximately $300) and pinning ceremony.

*Costs are subject to change without notice.*
PROFESSIONAL ORGANIZATIONS

NCPNA/LPN

As part of the students' career development, we encourage all of the students to join the North Carolina Practical Nurses association/Licensed Practical Nurse (NCPNA/LPN).

Students are eligible for membership as long as they are enrolled in the PN program or in pre-nursing technical core classes.

One can remain a member with the NCPNA/LPN Association upon graduation from the program. To enroll, see a current student member or advisor.

North Carolina Practical Nurse Association/Licensed Practical Nurse
NCPNA/LPN
214 S. Driver Street
Durham, NC  27703-4136
919-596-8202

North Carolina Board of Nursing (NCBON)
4516 Lake Boone Trail
Raleigh, NC  27607
919-782-3211
www.ncbon.org

The Accreditation Commission for Education in Nursing, Inc. (Formally known as the National League for Nursing Accrediting Commission, Inc.)
3343 Peachtree Road NE, Suite 850
Atlanta, GA  30326
404-975-5000
www.acen.com

National Federation of Licensed Practical Nurses (NFLPN)
111 W. Main St., Suite 100
Garner, NC  27529
919-779-0046
www.nflpn.org

National Association for Practical Nurse Education and Service (NAPNES)
8607 Second Avenue, #404A
Silver Spring, MD  20910-2745
301-588-2491
www.napnes.org
STANDARD PRECAUTIONS – DURHAM TECH POLICIES

In keeping with the concept of minimizing blood-borne exposures, students are required to maintain universal precautions in all clinical assignments. Students will not be assigned to known or suspected clients with tuberculosis.

At the beginning of each clinical, the student is to examine for breaks in their own skin integrity, i.e. exudative lesions or weeping dermatitis of the hands. In cases of any skin breaks, the student shall report this directly to the assigned instructor and shall refrain from any direct care responsibilities.

In addition, students are encouraged to receive the series of hepatitis immunizations. Students who choose not to receive these immunizations will be required to file a waiver form with the health technologies' office.

Students are responsible, with the guidance of their instructor, to follow all agency standards and guidelines of the specific hospital's/medical center's exposure control plan. This includes, for instance, proper handwashing and gloving before procedures and after all procedures involving or potentially involving body fluid contact. Also included is the requirement that double gloving be used in the event of caring for a known infectious patient. In addition, the student will be sure to clean or have cleaned any body fluid spill with an appropriate disinfectant. Students will wear eye protection whenever splashes, spray, splatter, or droplets of blood, saliva, or other contamination can be reasonably anticipated. Please see "Standard Precautions" from CDC.

The student is responsible for reporting any possible blood-borne exposure in standard precautions to their clinical instructor, who will then notify the college. The college will request the clinical facility to provide information related to the client's HBV and HIV status if known. If not known, permission of the client will be requested so that testing can be done. In the event permission is not granted, the student should see their personal health care provider within 48 hours for HBV and HIV blood testing. The student should have re-testing done at six weeks, twelve weeks and six months post exposure. The student may choose to have re-testing done for one to two years. (All student costs are at their own expense.) Students should seek medical attention for any febrile illness that occurs within twelve weeks of the exposure incident. The College will also provide counseling to the student. For more information, the student may read the "Exposure Control Plan for Bloodborne Pathogens" of Durham Technical Community College available in the library.
INCLEMENT WEATHER NOTICES

In the event of hazardous weather, including such events as hurricanes, heavy snow, or ice accumulation, Durham Technical Community College will communicate a decision to remain open or to close in these ways:

- Through the college's website at durhamtech.edu, Durham Tech Twitter and Facebook, main phone number of 919-536-7200, and Sakai.

- Notifying the following local media outlets:
   Television: WTVD (ABC), WRAL (Fox), News 14 (TWC), WNCN (NBC), and WUVC (Univision)

If classes on the main campus are canceled, classes will also be canceled at all other college locations. From time to time, however, the college may cancel operations at a remote location and still operate on the main campus.

To the extent possible, we will make a decision to remain open or close by 9 p.m. the night before the anticipated weather event. We will also make a decision regarding evening operations by 3 p.m. the day of the weather event. Please realize, however, that inclement weather can occur at any time; thus timetables regarding a decision to remain open or to close are flexible.

Do I Attend Class?

If the college is open, you are to attend your class if possible. You should use your best judgment if you believe you cannot travel safely between the college and your home.

In the event that the college closes early or delays opening, the beginning or ending time for your class on that day may have to be adjusted depending on the college’s decision to delay opening or to close the facilities.

According to state regulations, for any course scheduled to meet during the hours completely within the time frame that the college is delayed (for example, between 8 a.m. and 10 a.m. for a delayed opening at 10 a.m.) or closed, class time must be made up.

If the college's opening or closing time does not include the entire class period, you are to attend for the shortened class time. For instance, if you have a 9:30 a.m. class and the college delays its opening until 10 a.m., plan on attending your class when the college opens at 10 a.m. and stay for the remainder of that class's regular meeting time. If you have a class that begins at 1 p.m. and the college closes at 2 p.m., you should attend the class until the college closes.
The remainder of your classes that begin after a delayed opening will run at their normally scheduled times.

**Clinical Policies Related to College Snow Closing Procedures**

In the event of the implementation of the College's snow closing procedure, the Vice President for Instructional Services will contact the Dean of Health Technologies no later than 5:30 a.m. of the clinical day in question. The Dean will immediately contact all Health Tech clinical coordinators and/or program directors notifying them of the decision to cancel clinical training. Each program will, at that time, initiate their own respective communication plan to notify clinical instructors, preceptors, and students. In general, if the College is closed due to inclement weather, clinical sessions will be canceled unless a clinical assignment is located in an area unaffected by the weather conditions.

If the College announces a delayed start, day scheduled clinical classes for Nursing may be canceled. All program directors and clinical coordinators will inform the clinical instructors and clinical instructors will, in turn, inform students where and when to report for class and clinical. On days of a delayed start, evening clinical sessions will be held. All students, as adult learners, must use their own discretion in traveling.

All clinical time missed due to the closing or delayed start of the college will be made up with appropriate activities as determined by the program director and faculty by the end of the semester's grading period.