

Policies and Procedures Specific to:

Practical Nursing Program

(This handbook is intended to be utilized in conjunction
with the Allied Health Programs Student Handbook)

August 2019-2020

ALLIED HEALTH - PRACTICAL NURSING

1350 Clock Hours | 45 Vocational Credit Hours

The Practical Nursing Program at NFC is designed to prepare students to function as members of the health team in the prevention of illness and in the care and rehabilitation of the sick and injured. This program will prepare the graduate to apply to take the National Licensure Examination for Practical Nurses (NCLEX-PN). Achievement of a passing score on this exam and licensure by the Florida State Board of Nursing will enable the graduate to seek employment as a Licensed Practical Nurse in the State of Florida.

The Practical Nursing certificate program is an eleven-month program with program start dates in the fall. Access to the program is competitive and limited. The program includes lecture, laboratory, and clinical components. All students will have clinical rotations at locations designated by the College. The application period for the fall program begins on February 1 and concludes on May 1.

LPN Program Student Learning Outcomes:

1. Demonstrate professionalism in the role of the practical nurse within the healthcare system to collaborate effectively with other members of the healthcare team.
2. Utilize the nursing process to provide safe and ethical patient care within the scope of practice for a practical nurse.
3. Synthesize therapeutic communication in providing culturally competent care to promote optimal health and wellness to diverse populations throughout the life span.
4. Incorporate relevant technology with knowledge of nursing skills to deliver exceptional clinical care to clients with a variety of needs.
5. Implement plan of care for patients in a variety of care settings using critical thinking skills.

Allied Health Mission Statement: Our mission is to meet the community healthcare career needs through facilitation of student enrollment and progression through healthcare programs with a student-centered learning environment that promotes student success through flexible and varied learning activities that foster creativity, critical thinking and professional growth.

A. COURSE REQUIREMENTS

Students are admitted to the Practical Nursing program during the fall semester of each academic year. Approximately 600 hours are spent in area health care facilities obtaining clinical experiences in many different areas of health care. Clinical hours may also take place in the Simulation Lab at NFC. In order to successfully meet the requirements for completion of the practical nursing program, the student must successfully complete all clinical hours/activities as well as each of the following courses:

PRN 0098C. Practical Nursing Foundations 1: 300 Clock Hours. (Fall) This course is basic knowledge necessary for entering a health occupations career. The first of five practical nursing courses, PRN 0098C units and modules provide the student with critical information related to the role, function and skills/procedures of the practical nurse, normal body structure and function, and principles of nutrition. An overview of the healthcare team, legal and ethical aspects of the healthcare professional, communication and relationships with the healthcare team, safety, infection control measures, basic first aid, employability skills, and basic math concepts. This course provides the student with knowledge and skills necessary to safely care for geriatric patients in a long term care facility. Supervised laboratory and clinical experiences give the student numerous opportunities to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts. The course covers the first fourteen competencies required by the Florida Department of Education Curriculum Frameworks Practical Nursing. Prerequisite: Admission into Practical Nursing program

PRN 0099C. Practical Nursing Foundations 2: 300 Clock Hours. (Fall) The second of five practical nursing courses, PRN 0099C units and modules introduce the student human growth and development across the lifespan including bio-psycho-social support. The student will learn concepts and principles of medication administration and performance of nursing care procedures. Utilizing the nursing process as a framework, students will learn to utilize critical thinking skills to provide patient care within a holistic framework. Concepts of education for healthy lifestyle and community health are explored. Supervised laboratory and clinical experiences gives the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts. Prerequisite: Admission into Practical Nursing program

PRN 0290C. Medical Surgical Nursing 1: 300 Clock Hours. (Spring) The third of five practical nursing courses, PRN 0290C units and modules introduce the student to the care of patients with common medical-surgical conditions of six body systems including the administration of related medications. Utilizing the nursing process as a framework, students will learn to utilize critical thinking skills to provide patient care within a holistic framework. Supervised laboratory and clinical experiences gives the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts. Prerequisite: Admission into Practical Nursing program

PRN 0291C. Medical Surgical Nursing 2: 300 Clock Hours. (Spring) The fourth of five practical nursing courses, PRN 0291C units and modules continue with instruction of the care of patients with common medical-surgical conditions of the remaining five body systems including the administration of related medications. Utilizing the nursing process as a framework, students will learn to utilize critical thinking skills to provide patient care within a holistic framework as related to

the body systems. Supervised laboratory and clinical experiences gives the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts. Prerequisite: PRN 00098C

PRN 0690C. Comprehensive Nursing and Transitional Skills: 150 Clock Hours. (Summer) The fifth of five practical nursing courses, PRN 0291C units and modules introduce the student to concepts and principles related to the care of the maternal, newborn, and pediatric patient and their family. Utilizing the nursing process as a framework, students will employ critical thinking skills to provide patient care within a holistic framework to a variety of patients. Additional modules/units will provide the graduating student with concepts and principles related to employment, professional roles, relationships, and responsibilities. Supervised laboratory and clinical experiences gives the student numerous opportunities to develop proficiency in the application of newly acquired skills and theoretical concepts. Prerequisite: PRN 00099C

Total Clock Hours: 1350

NOTE: Students are required to buy designated school uniforms and accessories for classroom and clinical settings. There is also a supply fee, which includes CPR materials, malpractice insurance, and lab supplies.

B. TABE Requirements

TABE (Test of Adult Basic Education) requirements for the Practical Nursing program is listed in the Practical Nursing program Curriculum Framework published by the Florida Department of Education. All students are expected to meet these requirements prior to program completion.

The specific TABE requirements are:

Reading 11.0, Math 11.0, and Language 11.0.

C. ACADEMIC POLICIES AND PROCEDURES

Refer to the Nursing and Allied Health Programs student handbook for details.

D. CLINICAL EVALUATION

- The clinical evaluation tool will be used to assign grades for clinical activity associated with each individual theory/clinical course in the Practical Nursing Program. The tool will be provided to students with the course syllabus at the beginning of each course that has a clinical component.
- Clinical rotations are graded as Pass or Fail.
- All courses offered within the LPN program include both didactic (theory) and clinical components (indicted by a C).
- Failure of the clinical portion of any course will result in failure of the theory portion of the course.
- Students who are unsuccessful in completing a course are unable to progress in the PN program (refer to Nursing and Allied Health Student Handbook).

E. GRADING SCALE

- Refer to the Nursing and Allied Health Programs Student Handbook for specific information regarding examination attendance.
- Students attending the Practical Nursing Program at NFC will be evaluated according to the following scale:

Theory

A = 90-100

B = 80-89

C = 77-79

F = below 77

Clinical/skills laboratory

S = Satisfactory or Pass

U = Unsatisfactory or Failing

- To remain in the program, a student must maintain a minimum grade of “C” in each course. Specific course/modules/units may have more aggressive grading requirements. If so, these will be provided to you in the individual course syllabus. The instructor will discuss student progress with each student for the purpose of guiding and helping them to meet the educational standards set for the program.

F. COMPETENCY TESTING

- Mandatory participation in the program’s “Testing Package” is required for all nursing students. The package includes multiple specialty exams and an exit exam. The student’s initial and second attempt at this exam is covered under the program cost. A student who fails to meet the benchmark score (provided prior to exams by faculty) on each exam will set up a contract for review of the content and utilization of an individual remediation plan. If the student does not reach the benchmark score on the second attempt, he/she will be required to participate in a formal remediation program recommended by the faculty and strongly encouraged to retake the exam for the third time and at their additional expense.
- Students are responsible for completing the payment schedule of the ATI testing package by payment due dates. Failure to do so, will result in course failure and inability to progress in the PN program.

G. EMERGENCY CALLS

- Refer to the Allied Health Programs Handbook for information regarding phone calls, including emergencies and the use of cell phones. You will want to keep the following numbers handy in case **you** need to make a call. If someone you need to speak with is not available, ask, “May I leave a message?” Additional clinical agencies may be utilized. Contact information will be provided by faculty prior to clinical.

Clinical Agencies	Number	Contact person
Madison Health & Rehab	850-973-4880	Ask for nurses station

Madison Co. Memorial Hospital	850-973-2271	Ask for nurses station
Doctors Memorial Hospital	850-584-0800	Ask for nurses station
Madison Co. Health Dept.	850-973-5000	Ask for nurses station
Brooks County Hospital	229-263-4171	Ask for nurses station
Shands at Live Oak	386-362-0800	Ask for nurses station
Advent Christian Village Copeland Clinic	386-658-3333	Ask for nurses station
ARC Big Bend	850-253-0000	Ask for Patricia Johnson
Big Bend Hospice Perry	850-838-3096	Ask for nurses station
Big Bend Hospice Madison	850-973-8131	Ask for nurses station
Down Home Medical	850-973-4590	Ask for nurses station
Family First Wellness Clinic	850-973-8851	Ask for nurses station
Jefferson County Health Department	850-342-0170	Ask for nurses station
Little Pine Pediatrics Madison	850-253-2275	Ask for nurses station
Little Pine Pediatrics Perry	850-584-2141	Ask for nurses station
Madison Academy	850-973-2529	Ask for nurses station
Madison Osteopathic Medicine	850-253-8000	Ask for nurses station
Premier Medical Clinic	850-584-3278	Ask for nurses station
Taylor County Health Department	850-584-5087	Ask for nurses station
Lafayette Health Care Center	386-294-3300	Ask for nurses station
Lake Park of Madison	850-973-8277	Ask for nurses station
Suwannee Valley Nursing Center	386-792-1868	Ask for nurses station

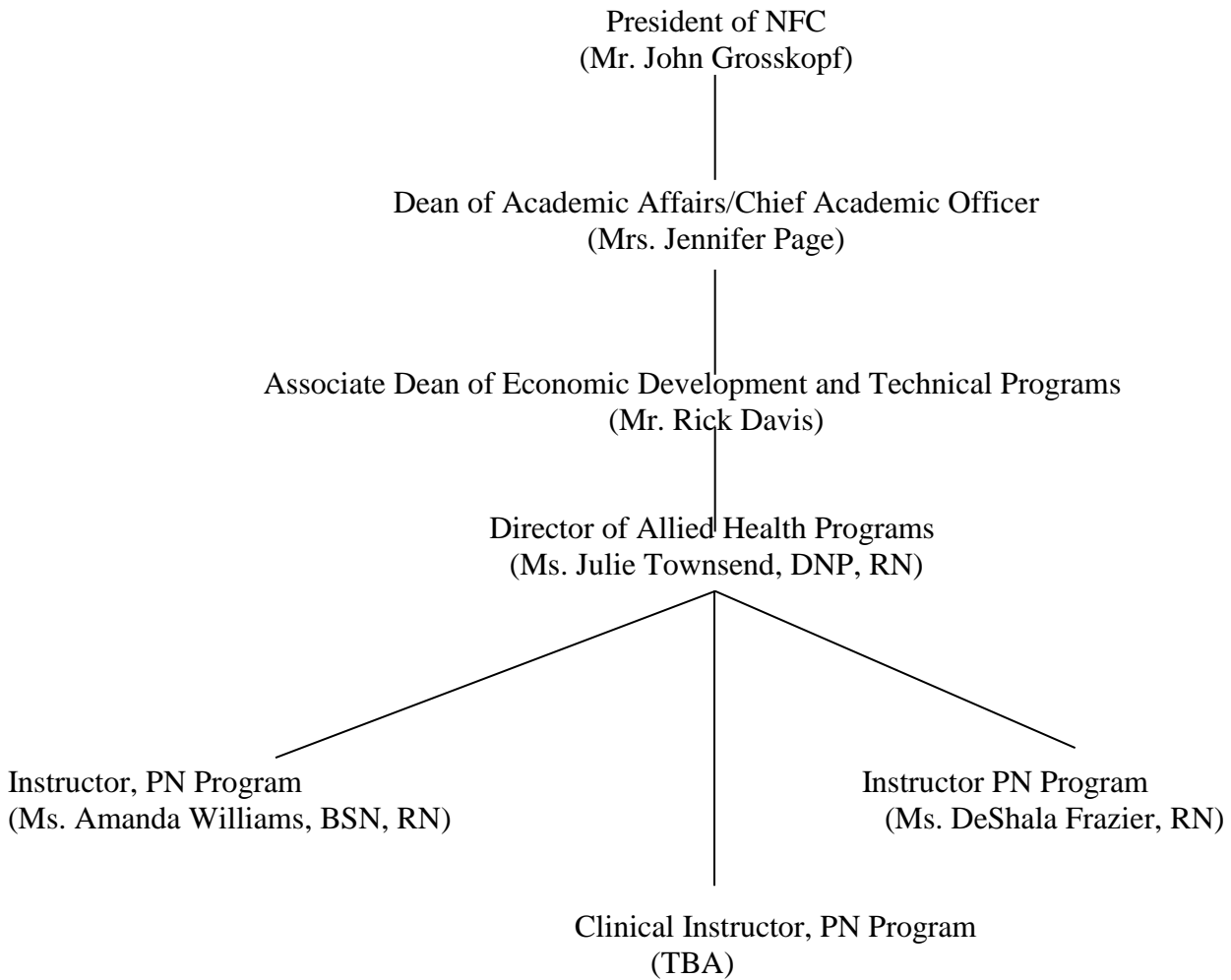
Faculty and Staff

DeShala Frazier (850) 973-9471

Amanda Williams (850) 973-9459

H. CHAIN OF COMMAND

- Any time a student has an issue, complaint, suggestion etc., it should be brought to the attention of the person involved. Issues should be resolved at the lowest level possible (between the individuals involved). If the issue cannot be resolved or if there are additional issues that cannot be resolved, the student(s) involved should approach the next person in the chain of command. It is neither appropriate nor professional to eliminate steps in the chain of command in any organization. The PN Program operates under the direct supervision of the PN faculty. Student issues, problems, concerns, suggestions, etc. that cannot be solved by the individual(s) should be brought to the attention of the PN faculty. Issues and concerns are advanced using the chain of command; as follows:



PROCEDURAL GUIDE FOR CLINICAL EXPERIENCE

The student will:

- Report to the designated location at the designated time for pre-conference and be ready for discussion.
- Determine all necessary treatments and drugs during or immediately following report.
- Visit the patient immediately after receiving report.
- Implement safe and effective nursing care within the limits of his/her capabilities through the direction of the clinical nursing instructor.
- Notify the clinical nursing instructor so that he/she may be present when carrying out any nursing procedure as directed.
- Remember the cleaning of the patient unit is basically the responsibility of the housekeeping department, but the student nurse is responsible for keeping the unit in order. This includes straightening articles, disposal of used items, stripping beds of linens when patients are discharged, etc.
- Use free time to review the chart and, using an accepted nursing text, gain knowledge of the patient's disease entity/surgical procedure.
- Remember that your primary responsibility is to give nursing care to assigned patients, but assisting other members of the nursing team will provide additional learning experience.
- Report any difficulty related to an assignment to the clinical nursing instructor immediately.
- Leave the assigned area only with permission from the clinical nursing instructor. The instructor must know the whereabouts of the student at all times.
- Report the following to the patient care nurse upon leaving the clinical area at the end of the shift:
 - Nursing care administered
 - Pertinent observation of the patient; and
 - Anything that has not been done for the patient.
- Complete all procedures at the designated time.

- Verify all nursing procedures with instructor and doctor's order/s prior to performance.
- Correctly identify the patient before performing any nursing procedure or giving any medication.
- Check the chart and discuss the procedure or medication with the clinical nursing instructor and charge nurse if he/she has any doubts about the procedure or medication.
- Students may be assigned to a clinical experience outside of normal operating hours of the college. At times, this may take place without the direct supervision of a NFC Allied Health faculty member although a faculty member is always available. In these instances, if you need to contact your instructor, please contact your designated clinical instructor via cell phone. If you are unable to locate the instructor in a reasonable amount of time, please contact the next designated faculty member via cell phone. These numbers will be provided to you prior to the clinical experience.

NOTE: Any unusual condition or complaint should be reported to the charge nurse and the clinical instructor **IMMEDIATELY** and then documented. **DO NOT WAIT UNTIL YOU ARE READY TO GO OFF DUTY!**

NORTH FLORIDA COLLEGE

Revised July 2019

PRACTICAL NURSING PROGRAM

COUNSELING DOCUMENTATION

Please refer to the Allied Health Programs student handbook. Counseling forms may be utilized to provide documentation for any type of student activity which the instructor feels needs to be monitored or corrected in order for the student to progress in the program. Counseling forms and medication variance reports require student input and will become part of the students' official program records.

Counseling Documentation Form

Date Prepared: _____

Student: _____

Instructor(s) providing counseling: _____

Circumstances: (May be attached to this document):

Instructor signature: _____ Date: _____

Instructor signature: _____ Date: _____

Student response with comments and plan for correction, if applicable:

(Initial) _____ I agree _____ I do not agree with the information provided

I have read and understand all of the information listed on this counseling document and understand that I have been given the opportunity to provide a written statement.

Signature: _____

Date: _____

NORTH FLORIDA COLLEGE
PRACTICAL NURSING PROGRAM
CHANGE IN HEALTH STATUS FORM

To be completed by licensed health care provider:

Change of Health Status Statement:

Exam Date: _____

Student's Last name, First, Middle, SS #

-
- History of recent illness requiring a change in health status form:

- Treatment recommendations (surgery, counseling, medication initiation and/or adjustment in dosage, other):

- Follow-up recommendations:

- In your opinion, is there any reason that the above named student cannot safely participate in the provision of direct (clinical) patient care activities related to the role and responsibilities of a Practical Nurse? If yes, please provide or attach explanation.

PROVIDER SIGNATURE _____ LICENSE # _____
CITY _____ STATE _____

You may return this form to the student or mail the form to the attention of:

Julie Townsend, Director of Allied Health Programs

North Florida College; 325 NW Turner Davis Drive; Madison, FL 32340