

# **DSC SCHOOL OF TECHNOLOGY**

## **LICENSED PRACTICAL NURSING PROGRAM**

### **STUDENT HANDBOOK**

**2011-2012**

**Dalton State College**  
**650 College Drive**  
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**(706) 272-4436**

#### **DALTON STATE COLLEGE MISSION STATEMENT**

Dalton State College serves Northwest Georgia by offering certificate, associate, and targeted baccalaureate programs of study and a wide variety of public service and continuing education activities. Located at the center of the greatest concentration of carpet production in the world, the College is a comprehensive institution; one of only two in the University System authorized to offer a full range of technical programs in addition to the traditional pre-baccalaureate curricula and targeted baccalaureate offerings which meet workforce development needs of the Northwest Georgia area. Through direct and technological collaboration with neighboring technical institutes and other colleges and universities on the one hand, and outreach and cooperation with local preschool, primary, and secondary systems on the other, Dalton State College acts as an educational broker to meet the needs of business and industry and to provide opportunities for all persons within its service area to live self-fulfilling and productive lives.

#### **Admission Statement**

Admission policies, activities, services, and facilities of the College do not exclude any person on the basis of race, color, age, sex, religion, national origin or disability. Dalton State College is an Affirmative Action Program Institution. Any individual who requires assistance for admission to or participation in any program, service or activity of Dalton State College under Title II of the Americans with Disabilities Act should contact the designated Title IX and Section 504 Coordinator, **Dr. Sandra Stone, Vice President for Academic Affairs, Westcott Administration Building Room 166, 706-272-4421. [ssstone@daltonstate.edu](mailto:ssstone@daltonstate.edu)**

**A Unit of the University System of Georgia**  
An Affirmative Action Institution

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# ***Welcome to the Practical Nursing Program***

## **TO THE STUDENT:**

Welcome to Dalton State College Practical Nursing Program.

The faculty congratulates you on meeting the requirements for admission. We welcome you and sincerely hope you will progress through this program successfully and will meet the requirements for graduation.

The student handbook is designed to provide nursing students with a ready reference manual for the nursing program. This handbook deals specifically with the policies and procedures for the nursing program and serves to assist nursing students toward successful completion of their course of study. As such, it is intended to supplement not replace, the policy and procedure publications to which all students of Dalton State College are subject, such as the:

- Current College Catalog and Student handbook.
- Current Semester Schedule of Classes
- College Policy and Procedure Manual.

Each student must ***sign a statement*** indicating agreement to follow all LPN program policies. This signed statement will be retained in a file along with health physical form, CPR certification, advisement folder and clinical evaluations. This file will be maintained in the clerical office while the student is in the nursing program.

**It is the responsibility of each student to review this handbook regularly and to understand its contents. The faculty reserves the right to modify, change or delete any or all of these policies and procedures, in whole or in part. Students will be informed of all changes in a timely manner.**

A pinning and dedication ceremony will be held to honor your achievements. This ceremony is sponsored by the Practical Nursing Club. In addition to tuition, fees, travel, textbooks and insurance, you will need to plan for the following expenses during your last two semesters: graduation fees, nursing pin and application for NCLEX-LPN. The exact amount varies, but an estimated amount can be provided to you upon request. Historically, Dalton State College Practical Nursing graduates consistently perform well on the NCLEX-PN examination; however, graduation does not guarantee passage of the NCLEX-PN.

We hope you enjoy your studies at Dalton State College. Sixteen months of intensive study lie ahead of you but we feel that your graduation from this nursing program will be the reward for your efforts. We encourage you to come to us with any difficulties you may have during your nursing education.

Faculty of Dalton State College Practical Nursing Program

## *Florence Nightingale Pledge*

I solemnly pledge myself before God and in the presence of this assembly to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty I will endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.

## ***History of Practical Nursing Program***

In the little green building on the lawn of Hamilton Memorial Hospital, Dalton, Georgia, the Dalton Vocational School of Practical Nursing was established on October 6, 1959, as an answer to the community's need for nurses.

The school was a joint endeavor of the Dalton Board of Education and Hamilton Memorial Hospital. It was under the supervision of the State Department of Education - Department of Vocational Education, Office of Health Occupations.

The institution was chartered and authorized, October 6, 1959, and admitted its first student, March 23, 1959. The school graduated its first regular class, March 1960.

From 1959 to 1972 the school continued in the original small building. In 1972 the school moved to the Ben and Bess Winkler Health Education Center, which was made possible with funds provided by the Appalachian Regional Commission and Mrs. Bess Winkler in memory of Mr. Ben Winkler. The name was changed to the Dalton Vocational School of Health Occupations to include the increasing number of programs to serve the needs of the rapidly expanding health institutions.

It became Dalton School of Health Occupations when it came under the Management of Dalton State College in 1996 and moved to the Sequoyah Hall on campus in 1999.

In 2008, the program was relocated to its current location within the School of Technology at Dalton State College.

## ***Legal Disclaimer***

License to practice as a Licensed Practical Nurse in the state of Georgia may be denied by the Georgia State Board of Examiners to anyone who has:

- (1) Been convicted of a felony, a crime involving moral turpitude, or any crime violating a federal or state law relating to controlled substances or dangerous drugs or marijuana in the courts of this state, or any other state, territory, or country or in the courts of the United States, including, but not limited to, a plea of nolo contendere entered to the charge.
- (2) Had a license to practice nursing revoked, suspended, or annulled by any lawful licensing authority, had other disciplinary action taken by any lawful licensing authority, or was denied a license by any lawful licensing authority;
- (3) Engaged in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public, which conduct or practice need not have resulted in actual injury to any person. As used in this paragraph, the term “unprofessional conduct” includes the improper charting of medication and any departure from, or the failure to conform to, the minimal standards of acceptable and prevailing nursing practice;
- (4) Violated or attempted to violate a law or any lawfully promulgated rule or regulation of this state, any other state, the board, the United States, or any other lawful authority, without regard to whether the violation is criminally punishable, which statute, law, or rule or regulation relates to or in part regulates the practice of nursing, when the licensee or applicant knows or should know that such action is violation of such law or rule;
- (5) Violated a lawful order of the board previously entered by the board in a disciplinary hearing; or
- (6) Displayed an inability to practice nursing as a licensed practical nurse or graduate practical nurse with reasonable skill and safety due to illness, use of alcohol, drugs, narcotics, chemicals, or any other types of material, or as a result of any mental or physical condition.

## ***Philosophy***

The Practical Nursing Program, under the direction of Dalton State College confirms the dignity and worth of the individual within the framework of a democratic society. The program fosters an environment that encourages the individual to benefit and contribute as a partner in Georgia's economic progress, development, and stability.

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

We believe nursing practice is a relational, interactive and caring process. We believe that individuals and groups respond to health and illness as unified wholes, and the essence of nursing is in the provision of holistic care. The domain of Nursing is defined by research-based theories and includes discipline-specific knowledge, skills and values that are distinct from other domains of health care. Nursing practice is an art and a science through which human needs of individuals and groups within society are addressed. We believe the nursing process is the foundation of nursing practice.

We believe the practical nurse is an essential member of the health team whose practice is defined by the Nurse Practice Act. The practical nurse is prepared to care for clients with common, well-defined health needs in supervised roles within the community. The practical nurse uses the nursing process in collaboration with the registered professional nurse to care for persons across the lifespan.

We believe the primary purpose of nursing education is to provide a curriculum in which the knowledge, skills and values of the profession of nursing are acquired. The community college exists to provide for the educational needs of its constituents. Nursing education equips the student to assume the distinct roles of the nurse within the community. We believe in the articulation process and in the value of lifelong learning. Faculty are the architects of the curriculum. Faculty and students establish a partnership wherein the faculty provides diverse learning opportunities and **the student assumes responsibility for learning by actively participating in the learning process.**

## ***Purpose***

The purpose of the Practical Nursing program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attributes necessary to succeed in the field of practical nursing regardless of race, color, national origin, religion, sex, age, disability, academic or economic disadvantage.

The Practical Nursing program is intended to prepare graduates who will be assets to the nursing profession and function safely within the framework of their defined role.

Program graduates are to be competent in the general areas of: communications, math, and interpersonal relations. Graduates are to be competent in the occupational areas of: anatomy and physiology, pathophysiology, drug calculations, physical assessment, medication administration, nutrition and diet therapy, nursing ethics, patient care, and wellness and prevention of illness.

## ***Objectives***

The graduate of the Practical Nursing Program at Dalton State College will demonstrate:

1. Caring as a core value of Nursing Practice.
2. Self-Directed learning methods for life-long learning.
3. Critical thinking skills appropriate to the novice practical nurse.
4. Integration of the components of the nursing process in carrying out the roles of the nurse: Provider of Care, Manager of Care and Member of the Profession of Nursing.
5. Competence in the performance of nursing skills as provider of care, communicator, teacher, researcher, manager of care and member of the profession appropriate to the level of the novice practical nurse.
6. Collaboration with other health team members.
7. A basic understanding of health care in the context of the community, nation and the world.
8. Understanding and respect for the holistic nature of persons with consideration of individual responses to wellness and illness.

## ***Goals***

1. The graduates of the Practical Nursing program who take the NCLEX-PN examination within one year of graduation will pass on the first try at a pass rate at or above the national average.
2. Within three months of passing the NCLEX-PN, 75% OF Dalton State College graduates will be employed as staff nurses in hospitals and similar agencies.
3. In any given semester, the attrition rate of students failing to progress in the program due to academic failure in nursing will not be greater than 15%.



# ***Academic Standards Policy and Procedure***

## **Academic Requirements:**

A "C" or better must be received in all required and general education courses. Students must maintain a cumulative 2.5 GPA, based on all courses taken, in order to continue in the program and to be eligible for graduation.

Students with a program GPA (all nursing related classes) of less than 2.5 will be placed on **academic suspension** for one semester. The purpose of academic suspension is to alert students that their academic performance is not acceptable, and to point out the need for academic improvement and the possible consequences if improvements are not made. Individuals placed on academic suspension must remove themselves from this status during the next semester the class is offered by increasing their GPA to at least 2.5; otherwise they will be **dismissed** from the program.

In order to demonstrate adequate competency in the knowledge of course content, each student must perform as follows:

The cumulative average of the unit exams must be 75% or greater in order for the student to be eligible to take the final exam for any course.

Any student with a final course grade of less than 75% will be suspended with failure of the course. Such students may be considered for re-entry into the program at a later date.

Any student with a final course grade of less than 75% will be suspended with failure of the course. Such students may be considered for re-entry into the program at a later date. Any student achieving less than 80% on any unit exam will be required to complete remediation as assigned by the instructor of the class. Failure to complete remediation assignments will result in a major incident form.

A score of less than 75% (or the ATI equivalent) on any final exam will result in failure of the class, regardless of grades in prior class work.

A student who has been suspended for attendance reasons has the right to appeal in writing and will remain in school during the appeal process. When the appeal process is completed, the final decision is made retroactive to the date of the original notice of suspension.

Suspension from a course can influence a student's financial aid status.

## **Grading Scale:**

All course requisites require a "C" as the minimal passing standard to receive a diploma or certificate.

A - 90 - 100	I - Incomplete
B - 83 - 89	IP - In Progress
C - 75 - 82	W - Withdrawal
D - 70 - 74	WP - Withdrawal Passing
F - 69 or below	WF - Withdrawal Failing

Grades will be issued at the end of each semester. All students' progress and grades will be monitored closely throughout the program.

## **Evaluation**

Student progress will be evaluated by the use of both written and performance tests. In addition, student's Professional Accountability will be evaluated. (See page 18)

Proper and professional conduct, attitude, cooperation and appearance are essentials for a successful practitioner. These factors will be included in evaluating student's status and progress.

Students will be periodically informed as to academic and/or performance progress by evaluations and conference interviews with their instructors. **Students are also responsible for self assessment of academic progress/performance and may request a conference at any time.** Instructors will schedule an appointment for the earliest possible date.

# ***Attendance Policy and Procedure***

Students are required to attend all scheduled classes and laboratory sessions. These may include field trips, seminars, and individual conferences, as well as lectures, which may require distant travel and added expense. Because Practical Nursing students must complete a total of 1400 hours of instruction and clinical experience to qualify to write the State Board Examination, attendance requirements are important and all missed hours must be made up.

An absence occurs when theory or clinical hours are missed for any reason. Please note that tardiness or missing portions of theory time such as leaving early or arriving late will count as absences. All absences must be made up in order to meet the requirements of the Georgia Licensed Practical Nursing Board, which states that each student must complete 685 hours of theory instruction and 485 hours of clinical experience. Therefore, when an absence occurs you will be marked absent by your instructor, but your makeup time will only satisfy Board requirements. Make-up clinical time will be scheduled as allowed by availability of clinical sites and faculty. Any clinical/class time not made up during the semester it was accrued will result in a class grade of incomplete. If the missed clinical time is not made up in a timely manner during the next semester a grade of "F" will be given for the class in which the deficiency of clinical time existed. All missed class time must be made up during the semester it was accrued. Class time not made up during the semester it was accrued will result in a class grade of "F".

**Excused Absence:** There are three types of absences, which may be excused, with proper documentation. Excused absences do not need to be made up and do not count against attendance probation or suspension. This time will not be deducted from the mandatory board requirements.

1. Legal requirements in which the student's attendance is required. A legal proceeding in which the student has been charged is not included in this provision.
2. Military duty training.
3. Death in the immediate family. Immediate family includes: spouse, children, grandchildren, parents, immediate in-laws, siblings and grandparents.

## **Employment cannot be considered as a basis for being absent.**

Your right to a make-up an exam is per the discretion of your instructor. All late assignments may be accepted or declined as stated on individual course syllabi. Makeup time does not remove the absence from your record in the LPN program. Hours/days will be considered as follows:

	*Attendance Probation	*Max Total Hours/Days allowed to miss before Suspension
First Semester	12 hours or 3 days	20 hours or 4 days
Second Semester	18 hours or 3 days	28 hours or 4 days
Third Semester	18 hours or 3 days	28 hours or 4 days
Fourth Semester	18 hours or 3 days	28 hours or 4 days

**\*\*Determined by criteria met first (Ex. A student misses 3 days with a total of 10 hours, student is placed on attendance probation based on days missed versus hours missed.**

**\*\*\* Three tardies/leaving early in any one SEMESTER results in one's day's absence.**

***Attendance Policy and Procedure cont.***

Please note the following rules:

1. **Theory** If the student is 1-60 minute(s) tardy to class, the student will be allowed to attend but required to make up 1 hour of time.
  - a. Any time missed that is less than one half of total theory time will be counted in one hour increments rounded to the next full hour.
  - b. Any time missed that is more than one half of the total theory time will be considered as a one (1) day absence.
  - c. The hour/day counts toward the accumulated absence hours/days.
  
2. **Clinical**
  - a. If the student is less than 30 minutes tardy to clinical, the student will be allowed to attend but required to make up 1 hour of time.
  - b. If the student is 30 minutes or more tardy to clinical, he/she will **not** be allowed to remain for the clinical day. Therefore, the student will be considered absent.

3. **Call out policy**

If the student is going to be **absent** or **tardy** for a theory or clinical rotation, the student must notify the clinical facility (if applicable) and the administrative assistant of Health Occupations at (706) 272-2658 at least fifteen minutes before class/clinical is scheduled to start (student should leave a message, if no answer, stating: name, date, area of clinical assignment, if applicable and reason for absence). **Do not call instructors' personal phone numbers.** Student must call each day absent or tardy.

It is the **student's** responsibility to meet with the instructor, within a timely manner, to discuss the makeup time needed. Missed time must be made up by the end of the semester in which time was missed. Negligence to make up missed time will result in the student receiving a course grade of IP (see pg. 12) not being allowed to take the State Board Examination. There will be a mandatory pinning ceremony for all students completing the LPN curriculum in good standing. Your presence at this event is necessary to complete the program. **Any student exceeding the slotted number of missed hours allowed in any given semester will be allowed an appeal to the LPN attendance committee, consisting of the LPN Faculty. One attendance appeal during a student's enrollment in the program will be allowed. The student must be the party to initiate the appeal by stating in writing why the missed time occurred, and a plan for eliminating further missed time. The appeal will be discussed and a decision made as to whether the student may remain enrolled or need to repeat the class where the missed time occurred. The student is allowed to continue attending while the appeal is in process.**

## **Perfect Attendance Reward Policy**

**Any student who has perfect attendance for the entire session will be awarded one (1) extra point on their final class grade for each class the student has demonstrated perfect attendance. The following constitutes PERFECT attendance:**

**No Absences**

**No Tardies**

**No Early Dismissal (Instructor initiated early dismissals do not apply.)**

**The three excused absences as listed in the LPN handbook will not count against perfect attendance.**

**This is a program wide policy and will be honored by all instructors in the LPN Program.**

## ***Clinical Rotation Policy and Procedure***

The agencies for the clinical rotations will be determined by the class instructor and director of LPN program. The clinical schedules will be distributed in advance of your participation. Remember, although your clinical assignment is part of your learning experience, you are interviewing for future employment. Therefore, your performance will be seriously evaluated.

**Failure to progress successfully in clinical competencies will result in failure of class.** (see Clinical Evaluation).

The student's clinical performance in each course will be evaluated on his/her ability to meet the clinical objectives for the course as stated in each course syllabus and clinical evaluation forms.

1. **Clinical failure** may result from either of the following situations:

- a. The student violates the Competency for Safety (see policy). (An unsatisfactory grade in this area may result in dismissal from the program.
- b. The student consistently demonstrates unsatisfactory behavior in the clinical area and fails to show improvement by the end of the course.  
**Unsatisfactory behaviors are:**  
**(1)** Those that violate the policy on Professional Accountability (see policy).  
**(2)** Clinical performance level of the nursing process below that which is expected.

2. For situations related to violation of the Competency for Safety (see policy), the following sequence of events shall occur:

- a. The student shall be informed by his/her clinical instructor of the violation of safety on the day of occurrence.
- b. The incident shall be documented on a Incident Form (see Incident policy.) with specific details.
- c. The instructor shall discuss the incident with the program director. The program director will call a meeting of the Suspension/Dismissal Committee to consider the recommendation made by the course instructor.

- d. The committee will discuss the issue and may request to meet with the student.
- e. A decision will be made as to whether the student (1) shall fail the course, (2) be required to withdraw, if prior to mid semester, or (3) be allowed to continue with written stipulations.
- f. The student may not be allowed to attend clinical during the interim which a faculty decision is being made.
- g. The director/instructor will follow up with written notification to the student.

3. For situations related to Unsatisfactory Behavior the following sequence of events shall occur:

- a) The clinical instructor will document the student's progress on a periodic basis (see Incident Policy).
- b) The instructor will meet with the student by the end of the clinical week to discuss his/her unsatisfactory performance and inform him/her of any actions that must take place to facilitate improvement.
- c) The instructor will then consult with the program director regarding the situation.
- d) The student will comply with the instructor's directives and be observed the following clinical week for improvement in performance.
- e) If the student does not then demonstrate satisfactory clinical performance as documented by the instructor, the faculty will meet to consider the appropriate action (i.e., clinical failure, requirement for withdrawal from courses, continuation with written stipulation).
- f) The clinical instructor will inform the student verbally as soon as possible of the decision. The instructor will follow up with written notification to the student.

Examples (but not limited to) of ineffective (unsatisfactory) behavior:

1. Failure to abide by school policy.
2. Failure to prepare for clinical experience.
3. A medication error. This will necessitate a clinical facility incident report in addition to a program Incident Report. A copy will be maintained for the school records. This may result in dismissal from program.
4. Any omission of patient care (written or unwritten). This may necessitate a clinical facility incident report in addition to a program Incident Report.
5. Lack of personal hygiene and neatness.
6. Failure to report absence or tardiness to theory or clinical area.
7. Late assignments without acceptable reason.
8. Lack of courtesy/respect at all times and places.
9. Abuse of clinical facility or school property.
10. Abuse of patient's privacy and/or dignity.
11. Failure to prepare, implement and evaluate patient nursing care plan.
12. ***Causing dissension among students and/or staff.***

13. ***Lack of professional attitude & language in clinical and theory settings.***
14. ***No pagers or cell phones in clinical areas.*** The administrative assistant of Health Occupations can be reached by family member or child care provider if needed. In classroom, pagers/cell phones must be turned off or on silent to avoid disruption of class.
15. The following items should be carried ***at all times*** while in the clinical area: **Bandage scissors, black ball point pen, small pocket notebook, stethoscope, blood pressure cuff and pen light.** Also students should wear a watch with sweep second hand or digital second counter.
16. Students ***will not*** present themselves to a doctor or other health care provider in the clinical area concerning their own or family medical problem.

***While in the clinical areas students are to remember that they are guests of the facility and respect this privilege at all times. Rules and policies of the facility (for example, parking, visiting, telephone use, and smoking) apply to each student while on duty.***

**Any student who leaves the assigned clinical area without instructor's/ preceptor's permission will be dismissed from the program!**

### **Client Confidentiality**

1. Students and faculty are bound by law and the established professional code of ethics concerning client confidentiality. Students may not use client names on student paper work - students may not Xerox client charts for study.
2. It is strictly forbidden for the student to return to the clinical area after established clinical hours and represent themselves to the facility staff as a nursing student of Dalton State College to gain access to otherwise confidential client data regardless of the relationship of the student to said client.
3. Failure to abide by this code of ethics will be dealt with accordingly.

### **Inclement Weather**

If the college is closed for inclement weather or other conditions, please consult the course schedule that was given at the beginning of the semester and complete any written assignments as dated. Then, check GaView and DSC email for additional assignments, activities, and due dates. If it is not possible for the instructor to email additional assignments because of loss of power, bring your assignments to the next scheduled class and a make-up plan will be initiated at that point. If conditions allow, a PowerPoint of the missed lecture will be posted on GaView and the instructor will be available to answer questions through email. Please do not call instructor's personal phone for direction. Compensatory make-up days may be required if the total number of days lost exceeds the equivalent of one week of class time or involves clinical time.

## **Parking - (See Dalton State College Catalog)**

1. Students may form car pools, but may not request rides from the instructors.
2. If at Hamilton Medical Center, park at the designated areas assigned to students.
3. Parking policies in place on campus and at each clinical facility or school function location must be followed without exception. Violation of these policies may result in the automobile being towed at the owner's expense. **Students parking in unauthorized areas at clinical sites will be sent home (student responsible for making up lost time) and will receive an incident form.**

## **Smoking Policy- (See Dalton State College Catalog)**

In addition to DSC policy, any LPN student who chooses to violate the smoking policy will be disciplined as follows:

1<sup>st</sup> offense: Major Incident

2<sup>nd</sup> offense: Dismissal from the program without the opportunity to re-enter at a later date.

This applies to all areas as stipulated in the DSC catalog and all off campus LPN program related activities.

## ***Competency for Safety Policy and Procedure***

The Nursing Faculty believes that every patient has a right to care given by a SAFE practitioner. To that end, the following criteria have been identified that apply to all facets of nursing practice. Further, the student will adhere to these criteria each time he/she administers care to a patient. Failure to abide by any of the following competencies is subject to disciplinary action, not to exclude dismissal from the program.

### **The student will:**

1. Prepare for patient care.
  - a. Receive assignment before clinical experience.
  - b. Analyze information obtained.
  - c. Attend pre and post experience conferences as scheduled.
  - d. Meet patient and introduce self before giving care.
  - e. Verify the identity of the patient before initiating nursing action.
  - f. Check patient's orientation (i.e., name, date, time, location and situation) if pertinent.
2. Act to prevent accidents and injury to patients, self and other personnel.
  - a. Patient's physical safety
    1. bed side rails up
    2. bed in low position
    3. assistance with ambulation if required
    4. Adherence to patient safety precaution (aspiration, fall, skin breakdown etc...)



- b. Self
    - 1. Dispose of all needles in sharps container provided (**DO NOT RECAP NEEDLES**)
    - 2. Personal protective equipment (PPE).
  - c. Environment
    - 1. safety devices
    - 2. furniture arrangement
    - 3. use of electrical equipment
    - 4. temperature control and ventilation
    - 5. floors, dry and uncluttered
    - 6. clean linens
  - d. Use of proper body mechanics
    - 1. in terms of the patient
    - 2. in terms of the student
  - e. Patient's emotional security
    - 1. confidentiality
    - 2. action or inaction to interpersonal communication
3. Use aseptic technique as indicated.
- a. Protect self/patient from contamination to include hand washing before and after every patient contact
  - b. Dispose of contaminated material appropriately
  - c. Confine contaminated material to contaminated areas
  - d. When necessary, establish and/or maintain a sterile field including instruments, other equipment and working area.
4. Interpret written information and verbal direction correctly.
- a. Read orders correctly.
  - b. Check agency's procedure or manuals for further clarification and guidance before initial action.
  - c. Carry out actions without injecting personal biases or distorting details.
  - d. Seek professional guidance/assistance as needed.
  - e. Arrive at a safe conclusion.
  - f. Accompany messages with specific instructions and information to co-worker, patients and families.
5. Administer drugs **effectively and safely**.
- a. Secure RIGHT medication as per physicians order.
  - b. Measure RIGHT dose and **always** check medication with instructor before administering.
  - c. Administer medication to RIGHT patient by verifying patient ID per facility protocol.
  - d. Use RIGHT route and/or site for administering medication per physician's order.
  - e. Administer medication at RIGHT time per facility protocol.
  - f. RIGHT documentation of medication administration per facility protocol.
  - g. Observe for the RIGHT response.
  - h. Seek professional guidance/assistance for interpretation and clarification when needed.
  - i. Use discernment in administering PRN medications.
  - j. IV therapy

1. Monitor IV site for pain, redness, warmth, drainage, or swelling.
2. Monitor infusion rate for accuracy.
3. Confirm medication as ordered.
4. Notify professional personnel of any discrepancy.
5. Document data concerning IV site and infusion.

**NEVER ADMINISTER ANY PRESCRIBED OR OVER-THE-COUNTER MEDICATION WITHOUT INSTRUCTOR APPROVAL. VIOLATION OF THIS WILL RESULT IN DISMISSAL FROM THE PROGRAM.**

6. Report ANY errors promptly.
  - a. Report error AS IT HAPPENED to immediate instructor or supervisor.
  - b. Fill out and sign incident/accident report as directed by the agency and school.
  - c. Re-evaluate actions leading to the error with immediate instructor or supervisor.
  
7. Report significant changes in patient's condition promptly.
  - a. Report to the instructor, preceptor, team leader and/or charge nurse.
  - b. Recognize what to look for in terms of changes perceived.
  - c. Report observations clearly and concisely, to include:
    1. patient's behavior
    2. physical manifestations
    3. etiology of change
    4. patient's response to stress and/or therapeutic measures

## ***Dress Code/Appearance Policy***

1. Designated school uniform - must be clean, neatly pressed with starch at all times. If dress is worn, length must be at or below knee. DSC vests must be worn with uniform top tucked in. Pants should not gather on top of shoes or touch the floor. Uniforms should fit loosely enough to allow easy movement. **If your clothing size changes during the program, appropriate alterations in uniforms should be made.**

2. No smoking while in uniform or while driving to the clinical site. Remember, no smoking allowed during school related functions.

See smoking policy previous page.

3. Uniforms may be worn only in designated areas. (Should it become unavoidable to wear the uniform in a public place, the vest should be removed and the uniform should be covered.)

4. **Navy** scrub jackets may be worn with uniform, but should be plain and longer than the vest. No jersey material, printed, or hooded jackets allowed.

5. Hosiery - white at all times. Solid white knee highs or support hose without designs, or trouser socks (nylon) with elastic top may be worn with slacks. No white, cotton athletic socks **for females**. Males are to wear plain, **white cotton socks, crew length**.

Shoes - white, closed toe and heel, nursing shoes (athletic shoes /tennis shoes etc. are unacceptable). Shoes must always be polished with soft soles and heels and clean shoe laces.

7. Identification - Name pin on upper left side of uniform. Pins are ordered **at uniform shop at time of uniform purchase**.

8. Students assigned to patient areas must wear uniform, including name pin, unless otherwise instructed by the clinical instructor.

9. Solid white or flesh toned **full covering** undergarments (no thongs) must be worn with uniforms, scrubs, or under any clothing that may allow the outline of undergarments to be seen. Male students must wear white crew neck t-shirt **without design** under uniform.

10. Hair must be clean, neatly groomed, a naturally occurring color, and **worn off the face and collar in** a simple arrangement (**no tousled look**). No ponytails or decorative hair ornaments. Students may use **small clear combs or bobby pins** similar to hair coloring. Males must be clean shaven. **Partial beard and mustache allowed if kept neatly trimmed**.

11. Avoid excessive use of make-up. It should be in good taste. Use only black or brown mascara. No foundation lines or thick dark eyeliner. **No make-up will be allowed for male students.**

***Dress Code/Appearance Policy cont.***

12. No tattoos shall be visible while the student is in clinical rotation. Tattoos must be covered with makeup, a dressing, etc. **There will be no exceptions to this rule.**

13. Nail polish should not be used. This includes clear nail polish. Nails must be clean and shall not extend past the end of the fingertip. No artificial nails.

14. No perfume or cologne as patients may be sensitive to these odors. Use discretion with all scented personal hygiene products to **include hair sprays, lotions, etc.**

15. No chewing gum while in any school related functions.

Only the following jewelry is allowed: plain wedding band, **no stones**, watch and ***small*** stud earrings (**for female students only**), clear stones or pearls limited to one in each ear **lobe**. **No earrings allowed for male students.** No other body piercings **allowed**. Neither DSC nor the clinical facility will be responsible for lost jewelry.

17. **Professional attire** must be worn in settings where the school uniform is not required such as some community and psychiatric settings, seminars, field trips, etc. (no denim, bare legs/midriff, frayed hem, pant legs above the ankle, dragging pant legs, tank tops or otherwise revealing clothing and no open toe/heel or athletic shoes). Length of dress/skirt must be at or below the knee while sitting.

18. Students shall wear appropriate scrub uniforms with the proper identification within designated clinical sites.

19. An approved **alternate uniform will be worn** for obtaining assignments at designated clinical areas.

20. Personal hygiene and neatness should be observed at all times.

21. Odors - Student should be alert to his/her changing needs at all times and correct them accordingly. Any detection of offensive breath or body odors may be cause for an incident report and dismissal from clinical.

22. Dress code for classroom—**No formal dress code**. Jeans are acceptable on school campus. **Uniforms are not required for class or lab time. However, no short shorts, revealing tops, pajama pants or other sleeping attire should be worn to class or lab. No clothing with offensive language, symbols, etc. should be worn to class.** Student may wish to bring a sweater, should the room feel cold.

If the Director, Instructor, or preceptor considers a student's appearance unacceptable of the nursing profession, that student may be asked to leave the facility until the condition is corrected. An incident form may be completed and placed in the student's file.

## ***Grievance Grievance Policy and Procedure***

Regarding concerns, discrepancies, or disagreements between students and faculty, and as a matter of respect and program policy, the following chain of command should be strictly adhered to:

- Current Instructor(s)
- Dana Trowell—Program Director
- Susan West—School of Technology; Health Occupations Chairperson
- Dr. Charles Johnson—Dean of School of Technology
- Dr. Sandra Stone—Dean of Academic Affairs
- Dr. John Schwenn—President of Dalton State College

Regarding concerns, discrepancies, or disagreements between students, please remember that as adults and future healthcare professionals, expectation of the program is that any students having a disagreement with other student(s) should handle the matter in a mature and appropriate manner that is not disruptive to the learning environment. Should an agreement/reconciliation between the parties involved not be met, the chain of command above should be followed.

**Dissent among students/faculty will not be tolerated and can be grounds for dismissal.**

## ***Incident Policy and Procedure***

Three types of incidents will be recognized in the DSC LPN program. Each incident will be documented with proper administrative action taken for each incident.

1. **Minor Incident:** A minor incident is not life threatening nor does it pose a serious danger to client/ staff or student. Examples are: unprofessional behavior and/or appearance, tardiness and cell phone violations. Two minor incidents of the same incident are equivalent to a major incident. Three minor incidents of any description will result in probation.
2. **Major Incident:** A major incident has the potential for being life threatening and does pose a serious danger to client and staff. Examples are: disruptive and/or unprofessional behavior, and violation of theory or clinical student procedural standards. One major incident results in a student being placed on probation for the remainder of the semester and counseled. Two major incidents of any kind is equivalent to one critical incident.

**Critical Incident:** A critical incident is life threatening and/or has the potential to incur a crisis to life or to property and/or is inclusive of exhibiting unethical behavior. Critical incidents are grounds for immediate dismissal from the program and/or DSC. Examples of critical incidents include:

- No Call/No Show
- Harmful medication or clinical performance errors
- Threatening behaviors or fighting
- Cheating
- Reporting under the influence of mind-altering substances or using such substances while at clinical (prescribed or not)
- Failure to follow competency for safety rules (see policy)
- Gross insubordination to faculty members or clinical staff members
- Involvement in physical or verbal altercations with patients, visitors, fellow classmates, faculty, or hospital staff in the clinical or classroom setting
- Any illegal activity
- Any behavior that is so unethical or unprofessional as to reflect negatively upon the LPN Program or Dalton State College
- Breaking client confidentiality (violation of HIPPA)
- **Violation of Smoking/Alcohol/Drug Policy**

Please note that the student's 2<sup>nd</sup> violation of the smoking policy results in dismissal from the program, without the opportunity for re-entry at a later date.

Upon discovery of a critical incident, the student will be removed from the class and/or the clinical area and the program director will be notified by instructor.

Suspension/Dismissal committee will take proper action, which could result in permanent removal from the LPN Program or Dalton State College.

# ***Program Requirements Policy and Procedure***

In addition to the requirements for admission to Dalton State College a student entering the Practical Nursing Program must submit the following documents each year enrolled:

1. Physical and mental examination report, with documentation of required immunizations. This must include urine drug screening. **Additional random drug screens may be required to fulfill facility requirements at the student's expense.**
2. CPR Certification Healthcare Provider Course by the American Heart Association.

Nursing students are required to achieve and maintain a grade of "C" or better in all required courses (nursing, math, and biological science) while enrolled in the nursing program or the course must be repeated. **Science and/or nursing courses shall have been taken within three (3) years of admission/readmission or transfer into the program, or they must be repeated.** Students may be required to complete a test to demonstrate competency in the previously taken courses.

A satisfactory evaluation on the off campus clinical component of each nursing course is required in order to pass the course. A student who does not satisfactorily meet the course objectives will be unable to progress in the nursing curriculum.

**Students may repeat only one nursing course for academic reasons. Withdrawal due to Academic failure will be considered as one attempt.** Students must also comply with all practical nursing program policies, and all students are **required** to take a standardized competency exam. These are a valuable tool to this program which allows evaluation of needs of the individual student and the program, and may be incorporated into course grade.

Former nursing students desiring to re-enter the nursing sequence and transfer students will be considered on an available space basis and **MUST** meet the reinstatement policy criteria and current catalog requirements. **Only one re-admission will be allowed due to academic reasons. Other situations will be considered individually. Students who wish to re-enter the nursing program for any reason must do so on a space available basis and at the discretion of the nursing faculty.**

There will be a mandatory pinning ceremony for all students completing the LPN curriculum in good standing. Your presence at this event is necessary to complete the program.

## ***ADA Statement***

Students with disabilities or special needs are encouraged to contact Disability Support Services in Academic Resources. In order to make an appointment to obtain information on the process for qualifying for accommodations, the **student** must contact the Disability Support Specialist. Contact information:

Andrea Roberson  
Pope Student Center, lower level  
706/272-2524  
[aroberson@daltonstate.edu](mailto:aroberson@daltonstate.edu)

### **Testing policy for student's with DSS Accommodations**

Email notification by the student to the instructor of the class must be made at the time the student schedules the test with the testing center and must be 48 hours prior to regular class schedule of the test. See testing center guidelines on [www.daltonstate.edu](http://www.daltonstate.edu).

### ***Equal Opportunity***

Admissions policies, activities, services, and facilities of the college do not exclude any person on the basis of race, color, age, sex, religion, national origin or disability. Dalton State College is an Affirmative Action Program Institution.

## ***Professional Accountability Policy***

By the end of each course in the nursing sequence, the student must be functioning satisfactorily or demonstrating satisfactory progress toward the development of the following behaviors that are considered essential in the safe and effective practice of nursing. The following behaviors will be reflected on the Periodic Clinical Evaluation:

The student will:

1. recognize his/her abilities and limitations
2. follow instructions accurately and promptly
3. comply with work ethics code and conduct
4. accept and profit from constructive criticism and suggestions
5. seek appropriate guidance when problems and needs arise
6. use time and resources purposefully
7. report situations and events honestly, without excuses
8. cope with his/her own anxiety, or seek appropriate help
9. establish and maintain rapport with health team members, faculty, students, patients and patient's family
10. adjust to new situations within a reasonable period of time
11. contribute to the clinical conferences
12. avoid unprofessional relationships with other students, instructors, patients and clinical site employees
13. utilize appropriate channels of communication.
14. comply with the Competency for Safety Policy (page 14-15)
15. comply with the Attendance Policy (page 9-10)
16. comply with the Dress Code/Appearance Policy (page 16-17)
17. comply with Clinical Rotation Policy (page 11-13)

**Any student who leaves clinical or the assigned clinical area without notifying the assigned clinical instructor will be automatically DISMISSED from the program.**



# ***Required Abilities/Skills Policy and Procedure***

A candidate for the certificate program must have abilities and skills of four varieties: OBSERVATION, COMMUNICATION, MOTOR, and BEHAVIORAL. Reasonable accommodations may be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

## **Observation (Sensory):**

A candidate must be able to observe/assess a patient/client accurately. Examples of observation/assessment include: listening to heart and breath sounds, visualizing the appearance of a surgical wound, detecting the presence of a foul odor, and palpating an abdomen.

## **Communication:**

A candidate must be able to communicate effectively with patients/clients and other members of the health care team. He/she must be able to interact with patients/clients and other members of the health care team in order to obtain information, describe patient situations, perceive nonverbal communication and document collected data required in the clinical practice setting. Documentation is defined as handwritten, correctly spelled, clearly stated, objective description of patient's condition, nursing care and responses to treatment and hospitalization.

## **Motor:**

A candidate must have adequate motor function, fine and gross, to effectively work with nursing problems and issues and carry out related nursing care. Examples of nursing care include: ambulating and positioning patients, lifting up to 50 lbs.; cardiopulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of patient/client daily hygiene care.

## **Behavioral (Mental/Emotional):**

A candidate must possess the mental and emotional health required for total utilization of his or her intellectual abilities in making critical thinking decisions. Candidates need to be able to tolerate physically taxing work loads and to function effectively during stressful situations. They must be capable of adapting to ever-changing environments, of displaying flexibility, of appropriately interacting with others, and of learning to function in the case of uncertainty that is inherent in clinical situations involving patients/clients. A physician's statement of mental and physical competence will be required.

## **Counseling**

1. Objectives:
  - a. To consider each student as an individual.
  - b. To promote each student's personal and vocational growth on the basis of the student's individuality.
2. Part of the philosophy of this school is to instill in each student the desire to compete against himself/herself rather than the fellow student.

3. All students will be assigned a faculty advisor.
4. The student is assured that his or her privacy will not suffer invasion by any member of the school staff.
5. For problems related to specific classes and/or clinical area, see assigned instructor. Students may request an appointment with the College Counselor (Kristi Casey-Hart @ (706) 272-4429, email--jhart@daltonstate.edu) for counseling needs.

## ***Student Health Care/Safety Policy and Procedure***

All illnesses or infectious diseases must be reported to the instructor and clinical coordinator (see responsibility of all students). **Failure to do so will result in the reassessment of the student's academic/clinical standing.** Should a student become ill while on clinical duty, he/she should report to their instructor immediately. **STUDENT MUST INFORM INSTRUCTOR OF ANY MEDICATIONS THEY ARE TAKING.**

Students **will not** present themselves to a doctor in the clinical area concerning their own or family medical problem. Students are urged to seek health counseling for any reason that is indicated. Doctor and dental appointments are to be made after class hours.

A student who experiences a change in his/her health status (hospitalization or absence one week or greater) **will be required to submit the LPN Program Long Term Medical Release Form (see appendix F) completed by the treating physician, in order to return to class/clinical.** If unable to continue in the program, the student may reapply to enter the next class or at a later date. **Re-admission will depend upon academic standing, health status, and available space in the program (Reinstatement Form, see appendix E).**

**Any student with an illness that results in less than one week's absence will be required to submit a Short Term Medical Release Form completed by a physician.**

Students are responsible for their own medical expenses, illnesses, conditions, or accidents. It is suggested that each student have hospitalization insurance.

### **Procedure for Student Injuries Acquired In Clinical/Hospital Property**

1. The instructor will notify the area supervisor and initiate protocol per facility protocol.
2. Instructor will provide the student with treatment options (facility protocol).
3. Student will decide treatment options. If the student is unable to make treatment decision, then the treatment option will be made based upon the professional judgment of the instructor.
4. If facility protocol is refused, then a waiver must be signed.

### **PREGNANCY**

Student must notify your academic advisor and instructor of your pregnancy prior to attending any course(s) with a lab or clinical. A LPN program medical release form must be completed by your obstetrician. Use of this form is mandatory. Other written documentation may also be required.

The student will be asked to withdraw and/or will not be allowed to register for the upcoming semester if you do not provide the above information. The student may be asked to provide

additional information from your obstetrician as your pregnancy progresses and following the birth of your child.

## OCCUPATIONAL EXPOSURE TO BLOOD AND AIRBORNE PATHOGENS

The instructor will review the exposure control plan which will help you to recognize tasks, procedures and activities which present the potential for occupational exposure to blood and airborne pathogens and means of eliminating or minimizing exposure in the performance of instructional duties and activities.

Appropriate use of Personal Protective Equipment is required by the LPN program.

## ***Student Responsibilities Policy***

All Students are expected to:

1. Conduct themselves as mature, honest, ethically sensitive, and responsible persons.
2. **Inform instructor of personal illness to include nausea, vomiting, diarrhea and temperature over 100.0 and any potentially communicable condition.**
3. Maintain orderliness in classroom and lab at all times.
4. Clean and replace equipment used in returning a demonstration.
5. Turn in all assignments as directed by clinical instructors.
6. Subscribe to liability insurance.
7. Maintain an accurate record of diagnoses, case studies, and skills performed. All written work will comply with rules for written assignments.
8. Adhere to the use of tobacco policy (see Dalton State College Catalog). **Absolutely no smoking, use of alcohol or drugs while wearing uniform or attending any school related function.**
9. Cell phones/lap tops/PDA's are not allowed in clinical sites. No personal laptops allowed during class time. In the classroom, all cell phones should be kept on **silent** and in a book bag or purse. Cell phones cannot be used as a calculator. Cell phones should not be present on a student's desk or other work area during any class or lab period.
10. **REFRAIN FROM FOOD OR DRINK IN CLINICAL WORK AREAS.**
11. Provide their own transportation at their own expense to all clinical agencies and field trips. All students are required to sign the RELEASE and WAIVER OF LIABILITY FORM prior to off campus activities. (see Dalton State College Catalog).

12. Inform the office at Dalton State College Practical Nursing Program of any changes of address or telephone number and submit the Change of Status form to the DSC Admissions Department. It is vital that our students' records be accurate. A change of status form is available in the Administrative Assistant of Health Occupation's office.
13. Give medication according to the seven rights: **RIGHT PATIENT, DRUG, DOSE, ROUTE, TIME, DOCUMENTATION AND RESPONSE.** The student will discuss with the instructor drug information in relation to:
  - a. Category
  - b. Action
  - c. Average dosage/Indications
  - d. Drug interactions
  - e. Side effects and toxicity
  - f. Nursing implications
14. Maintain American Heart Association CPR certification for health care providers.
15. **Students should not call instructors at their homes or on instructors' cell phones. All contact should take place via email or office phone/voicemail.**

## ***Transfer of Credits Policy and Procedure***

An applicant is considered a transfer student if he or she wishes to transfer credit work from an accredited Technical Institute, College or University. Applicants requesting transfer credit should follow these guidelines:

- A. Be in good standing at a regionally accredited diploma granting institution.**
- B. Proper completion of application and related procedures for Dalton State College and the LPN Program.**
- C. Achieves 75% or greater on individual LPN Program course competency exam.**

Dalton State College Practical Nursing Program will accept a grade of "C" or better for the General Core Courses and the pre-requisite courses. The transfer of credit only applies to courses that have been taken within the past three years.

# ***Written Assignment Policy and Procedure***

All written work submitted will be evaluated for correct grammar, punctuation and spelling, as well as content. Legibility and grammatical/spelling errors will be marked by the instructor, points will be deducted and corrections made per the instructor's discretion.

All work must be handwritten and not typed unless otherwise instructed.

## **Dishonesty**

**Academic dishonesty** refers to forms of lying, cheating and plagiarism which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community and impairs the quality of the health care system. A student who witnesses dishonest actions on the part of another student must report it to the supervising instructor and make the student aware of their unacceptable actions. **Academic dishonesty in the LPN program will result in failure of the course and possible dismissal from program.**

**PLAGIARISM IS PROHIBITED.** This includes violation of copyright regulations.

## **Cheating:**

Students are expected to maintain high standards of academic conduct and integrity. Examples of cheating include but are not limited to these listed.

1. Giving and/or receiving unauthorized information from another student during any type of test or examination.
2. Obtaining or providing unauthorized questions or answers relating to a test or examination prior to or after the time of the test or examination.
3. Using unauthorized sources for answers during any test, examination, or assignment.
4. Obtaining patient information from classmate instead of obtaining from chart.

## **Remember....**

1. Use only BLACK ink pen.
2. Use only college-ruled, white notebook paper. **DO NOT** use sheets torn from a spiral notebook.
3. Write only on one side of the paper.
4. Clearly mark name and date on each assignment in upper right corner.
5. Leave at least one-inch margins around paper.
6. Observe proper rules of grammar, spelling, punctuation and neatness.

## ***Drug Free Workplace***

Dalton State College supports and complies with the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989.

The possession or use (without legal prescription), manufacture, distribution, or sale of marijuana, a controlled substance or other illegal or dangerous drug is prohibited on the campus of Dalton State College and on any site at which the College conducts or sponsors programs or activities. Students, employees, participants, and guests are also subject to applicable local, state, and federal laws and policies of the Board of Regents of the University System of Georgia.

The illegal use of drugs can affect the performance of employees and students, may affect the attendance record of employees and students, and may cause danger to employees, students, or others at the College. The use of illegal substances or behavior brought on by the use of illegal substances is unacceptable in a college environment. Such unlawful activity will be considered sufficient grounds for serious disciplinary action, including possible dismissal, after compliance with procedural requirements.

Information about drug counseling programs for employees is available from the Comptroller's Office; for students, from the Counseling Center.

An employee convicted (including a plea of nolo contendere) for violating any criminal drug law must notify the Comptroller's Office in writing within five days of the conviction.

**Random drug testing may be required at student's expense.**

# ***AWARDS***

## ***Grace Ward Scholastic Award***

The Grace Ward Scholastic Award was established by the faculty to honor Grace Ward, former founding Director of Dalton School of Health Occupations.

Mrs. Ward served as the school Director for over nineteen years. During her years of service, the school developed from a one-class per year practical nursing program to several different health occupation programs housed in the Winkler Health Education Building. Basic to her philosophy of life and work is a commitment toward high standard of patient care and professional ethic. Mrs. Ward stated... "To watch students achieve their goals is the greatest accolade for any teacher and their greatest joy."

### **Criteria**

1. Meets school policies consistently as outlined in student handbook.
2. Achieve the highest score on the program specified LPN Comprehensive Examination administered during the NCLEX-PN review course.

## ***Westcott Award***

This annual award is named for the late Mr. G. L. Westcott, a man long involved in improving the quality of health care in our region. For 13 years, Mr. Westcott served first as Vice Chairman, then as Chairman and Chairman-Emeritus of the Dalton-Whitfield County Hospital Authority. He was also a lifetime associate of the Whitfield Healthcare Foundation - The Philanthropic Arm of Hamilton Medical Center.

Throughout his career, Mr. Westcott demonstrated a deep appreciation for the role of skilled and sensitive nurses in our health delivery system. He always believed in recognizing nursing excellence.

### **Criteria**

1. Meets school policies consistently as outlined in student handbook.
2. Maintains a 3.0 or better GPA in both theory and clinical.

## ***The E. T. McGhee Award***

This annual award is given to a student who excels in geriatric nursing. The award was established in honor of Earl T. McGhee, M. D. Dr. McGhee was a visionary in the development of the local Care More Nursing Centers and served as the Medical Director until his retirement

in 1992. He has been an advocate to the rights of the elderly and has assisted them to have the best possible care.

## **Criteria**

1. Meets school policies consistently as outlined in student handbook.
2. Maintains a 3.0 or better GPA.
3. Exceeds clinical requirements for geriatric nursing as exemplified by establishing high values in meeting the needs of the elderly.

Perfect Attendance Award-award will be presented to each student who completes the program without absences, tardies or early departures.

Academic Achievement-award will be presented to each student maintaining 4.0 GPA throughout all of the general education and LPN courses.

# ***Emergency Plans***

## **Fire**

1. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
2. Call **Public Safety at Ext. 4461**; give your name, department and location of fire.
3. Always locate the fire alarm and extinguisher in your area and note its location.
4. If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate.
5. Take purses, lock file cabinets, and office door upon leaving. Walk, do not run to the nearest exit. If you are disabled, yell for help to go down the stairs.
6. When the fire alarm sounds, **do not use an elevator**.
7. Evacuate to a distance of at least 500 feet from the building.
8. Notify either Public Safety or Firefighters on the scene if you suspect someone may be trapped.

## **Tornado**

1. In office or classroom building, stand in an interior hallway on a lower floor or preferable move to the basement.
2. Avoid auditoriums, gymnasiums, or other areas with large, free span roofs.
3. During a tornado warning, do not leave the building until told to do so by Public Safety Officers.
4. Do not tie up telephone lines. Call **Public Safety at Ext. 4461** only to report a tornado or other emergency.



5. Tornado Watch: Means tornadoes are expected to develop.
6. Tornado Warning: Means a tornado has actually been sighted

***Information regarding Serious Injury, Crime in Progress, Bomb Threat and Natural Gas Leak plans are also available on the bright, multi-colored flip charts located in hallway on LPN board and in the LPN Lab.***

**\*\*\*Emergency phone boxes are located in all buildings and on campus grounds. These buttons will summon public safety in case of an emergency\*\*\***

## **Appendix A**

### **DALTON STATE COLLEGE TECHNICAL EDUCATION PRACTICAL NURSING PROGRAM**

#### **APPROXIMATE FEE AND SUPPLY COSTS**

\*Please note that every effort will be made to decrease additional fees and costs, however, travel and other expenses are a required responsibility of the individual student.

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Malpractice Insurance	\$ 30.00 (2 x 15)
Name Pin	\$ 6.00 (recommend 2)
Vest with Insignia (2)	\$ 20.00 ea
<b>LPN Polo Shirt</b>	<b>\$ 20.00</b>
Dress or Pantsuit	\$ 28.00-35.00
Lab coat with Insignia	\$ 29.00
Male Shirt with Insignia (2)	\$ 25.00 ea
Male Pant	\$ 21.00
Stethoscope	\$ 16.00 - 21.00
Blood Pressure Cuff	\$ 24.00
Scissors	\$ 3.50
Penlite	\$ 3.50
Shoes	\$ 46-85.00
Watch	\$ 24.00-50.00
Books for program	\$ 1,000.00
<b>Graduation and Pinning Expenses</b>	
LPN School Pin	\$ 60.00 (final semester) Mandatory for Pinning Ceremony
Lamp for Graduation	\$ 12.00
Cap and Gown	\$ 40.00
DSC Graduation Application Fee	\$ 20.00
Georgia Board of Nursing (final semester)	\$ 40.00
NCLEX (final semester)	\$ 200.00

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**Appendix B** ***NEEDS TO BE  
CORRECTED***

**PRACTICAL NURSING BOOKLIST**

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	<b>Name of Book</b>	<b>ISBN#</b>
<b>1<sup>st</sup> and 2<sup>nd</sup> Semester</b>	Nutrition Concepts and Controversies, 11 <sup>th</sup> ed.	0-495-47489-4
	Dimensional Analysis For Meds, 3rd ed.	1401878016
	Basic Pharmacology for Nurses, 14 <sup>th</sup> ed.	0323035590
	Basic Pharmacology for Nurses, Study Guide, 14 <sup>th</sup> ed.	0323041471
	Saunders Drug Handbook, 2009	1416040633
	IV Therapy (recommended)	158255868x
	Pathophysiology	1582558957
	Fundamental Concepts and Skills, 3 <sup>rd</sup> ed.	9781416052289
	Fundamental Concepts and Skills Study Guide	9781416062349
	Medical Surgical Nursing, 2 <sup>nd</sup> ed.	0131714724
	Workbook for Medical Surgical Nursing, 2 <sup>nd</sup> ed.	0131884611
	Taber's Cyclopedic Medical Dictionary, 20 <sup>th</sup> ed.	0803612079
	<b>All-in-One Care Planning Resource</b>	<b>978-0-323-04416-5</b>
	A Manual of Laboratory and Diagnostic Tests, 3rd ed.	032303903-0
<b>3<sup>rd</sup> Semester</b>	Nursing Leadership, Management and Professional Practice for the LPN/LVN, 3rd ed.	0803612915
	<i>(will also use books from 1<sup>st</sup> Semester)</i>	
<b>4<sup>th</sup> Semester</b>	Study Guide to Maternity and Pediatric Nursing, 5 <sup>th</sup> ed.	1416146828
	Maternity and Pediatric Nursing, 5 <sup>th</sup> ed.	1416032755

## ***Appendix C***

### **Hamilton Medical Center, Department Extensions:**

Ambulatory Surgery Center	706-876-5000
Judd Cancer Center	706-272-6060
Home Health Care	706-226-2848
2A1	706-272-6296
2A2	706-272-6297
2B1	706-272-6298
2B2	706-272-6299
3A1	706-272-6396
3A2	706-272-6397
3B1	706-272-6398
3B2	706-272-6399
Outpatient Wound Care Clinic	706-272-6596
Public Safety	706-272-6082
Turner Maternal and Infant Care	706-272-6400
Westcott Beckler Morrison	706-272-6500

## ***Appendix D***

### **Dalton State College Practical Nursing Faculty and Staff:**

**Dana Trowell, RN, BSN** Assistant Professor, LPN Program Director

Tech. Rm # 115

(706) 272-2637

[dtrowell@daltonstate.edu](mailto:dtrowell@daltonstate.edu)

**Joey Cagle, RN** Assistant Professor

Tech. Rm # 118C

(706) 272-2639

[jlcagle@daltonstate.edu](mailto:jlcagle@daltonstate.edu)

**Sheila Coley, RN** Instructor

Tech. Rm # 118B

(706) 272-2502

[scoley@daltonstate.edu](mailto:scoley@daltonstate.edu)

**Lisa Hunt, RN, BSBA** Instructor

Tech. Rm # 118A

(706) 272-2638

[lahunt@daltonstate.edu](mailto:lahunt@daltonstate.edu)

**Judy Kitson, RN, MSN, FNP,** Instructor

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**Appendix E**

**Reinstatement Policy and Procedure**

Readmission Request Procedure and Form

To be considered for readmission to the Practical Nursing Program you must:

- Have at least a 2.5 cumulative GPA on courses required in the LPN program.
- Students who do not enroll for two consecutive semesters must meet reinstatement criteria determined by faculty.
- Complete this form accurately and completely
- Submit this form to the Administrative Assistant of Health Occupations

Date form submitted: \_\_\_\_\_

Full Name:

\_\_\_\_\_

Student ID Number: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Semester and year last enrolled in LPN Program: \_\_\_\_\_

**\*NOTE:**

Students who do not earn a grade of “C” or higher in any one course will be suspended from the program until next available offering of course. A student who does not earn a grade of “C” or higher in any two courses will not be allowed to reenter the program.

A student who is not enrolled in the Practical Nursing program for consecutive semesters will have to submit a new application requesting acceptance into program. A grade of “C” or above is required for all courses in the Practical Nursing curriculum outline.

Course(s) in which you were last enrolled

\_\_\_\_\_

Course(s) in which you need to enroll

\_\_\_\_\_

If you are not readmitted, you must resubmit this form each semester you wish to be considered for readmission.

Consideration for readmission: Date readmit form submitted, GPA, space availability and selected LPN admission requirements

**Appendix F**

**Dalton State College  
LPN Program  
Long Term Medical Release Form**

\_\_\_\_\_, a student in the DSC LPN program, is currently enrolled in nursing courses which require certain physical and psychological abilities in order to adequately and safely perform patient care in various class and clinical settings. Please read the following requirements carefully and initial the areas you feel this student to be capable of at this time.

\_\_\_\_\_ **Sensory abilities**; to include but not limited to: listening to breath/cardiac sounds, visually inspecting wounds, detecting foul odors, and palpating an abdomen.

\_\_\_\_\_ **Fine and gross motor skills**; to include but not limited to: ambulating and positioning patients, lifting up to 50 lbs. independently, CPR, and providing daily hygiene care.

\_\_\_\_\_ **Behavioral (Mental/Emotional)**; to include but not limited to: handling physically and psychologically stressful situations, adapting to ever-changing environments, displaying flexibility, appropriately interacting with others, functioning in the case of uncertainty inherent in clinical situations.

By signing below, I am indicating that I have personally evaluated the above student and initialed in the appropriate blanks indicating which areas that I feel this student adequately meets the requirements for this program at this time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Title \_\_\_\_\_

Area of practice/specialty \_\_\_\_\_

License # \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Appendix G**

**Dalton State College  
LPN Program  
Short Term Medical Release Form**

\_\_\_\_\_, a student in the DSC LPN program, is currently enrolled in nursing courses which require certain physical abilities in order to adequately and safely perform patient care in various class and clinical settings.

To the best of my knowledge, I am indicating that this student is physically capable of participating in class and clinical activities and is no longer considered to have a communicable illness as of \_\_\_\_\_.  
(date)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Title \_\_\_\_\_

Area of practice/specialty \_\_\_\_\_

License # \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_