

Nursing Student Handbook 2022-2023

Nursing Student Handbook

Statement of Non-Discrimination

Midlands Technical College (MTC) does not discriminate in admissions, educational programs, or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination.

Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College, Suite 165, Saluda Hall, Airport Campus, 1260 Lexington Drive, West Columbia SC 29170, by telephone at 803.822.3261, or email at walkerd@midlandstech.edu.

Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer, at 803.822.3050, at edwardsn@midlandstech.edu or in Suite 134, Reed Hall, Airport Campus, 1260 Lexington Drive in West Columbia, SC 29170.

Midlands Technical College Nursing Programs
State Approval and Programmatic Accreditation Agencies

**South Carolina Department of Labor, Licensing and Regulation,
State Board of Nursing for South Carolina Synergy**

Business Park, Kingstree Building

110 Centerview Dr., Suite 202

Columbia, SC 29210

(803) 896-4550

<http://www.llr.state.sc.us/POL/NURSING/>

**Accreditation Commission for
Education in Nursing, Inc.**

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

Accreditation status: Continuing Accreditation



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I. PHILOSOPHY OF MIDLANDS TECHNICAL COLLEGE NURSING PROGRAM

We, the faculty of Midlands Technical College Nursing Programs, embrace and support the mission, vision, and values of our College. We are committed to providing access to programs and services to students who comprise the cultural, economic and demographic diversity of the community.

We recognize the individual(s) as the source of control and full partner by demonstrating civility, providing compassionate, coordinated care based on respect for patient's preferences, values, and needs. Nurses function effectively within inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care through integrating best current evidence-based practice.

Nursing focuses on minimizing the risk of harm to patients and providers by utilizing data to monitor the outcomes of patient care processes to continuously improve the quality and safety of health care systems. Nurses use information and technology to communicate, manage knowledge, prevent error, and support decision-making. Professional behaviors in nursing practice are characterized by adherence to the standards of professional practice within legal and ethical boundaries. Effective nursing judgment results in meeting the changing needs of individual(s) to promote desired outcomes.

Nursing education provides a foundation of technical skills and theoretical knowledge rooted in evidence-based practice. The curriculum is an organized, competency-based simple to complex sequence of learning to prepare beginning nurse generalist for entry-level positions in nursing practice. In efforts to facilitate learning, we partner with students to promote a student-centered learning environment. The graduate is encouraged to view nursing education as an ongoing process and to continue further study through participation in a continuing education program or formalized higher education.

The practical nurse is prepared to provide nursing care within the scope of practice defined by the South Carolina Board of Nursing under the direct supervision of the registered nurse and/or other health care provider. The role of the practical nurse focuses on knowledge, skills, and attitudes to assist in the identification of health needs throughout the patient's life span. The entry level practical nurse performs the essential competencies needed to care for patients with commonly occurring health problems with predictable outcomes.

The associate degree nurse is prepared to provide nursing care within the scope of practice defined by the South Carolina Board of Nursing. The role of the associate degree nurse focuses on knowledge, skills, and attitudes necessary to organize and provide nursing care. The entry level associate degree nurse collaborates with the health care team to manage care for patients across the lifespan and delegates selected interventions to qualified nursing team members while maintaining professional accountability. The associate degree nurse coordinates care utilizing theoretical concepts, specialized knowledge, clinical decision making, and caring

interventions in various health care settings to promote optimal outcomes.

II. CONCEPTUAL FRAMEWORK

The faculty developed the conceptual framework for the Nursing Program. At the center are three core principles: basic human needs, human growth and development, and technical competency. The principle of “basic human needs” defines the person as unique in development, while sharing with all persons the common basic needs described by Abraham Maslow in the hierarchy of human needs. The principle of “human growth and development” views the person as a physical, psychosocial, and spiritual being, who from birth to death progresses through growth and development stages as described by Erik Erikson and others. Understanding these age-specific changes enhances the nurse’s ability to effectively provide the care needed throughout the patient’s life span. Technical competency is concerned with the mastery of cognitive, affective and psychomotor skills that assure that nursing care is delivered effectively when an individual’s basic human needs cannot be met without interventions by the nurse.

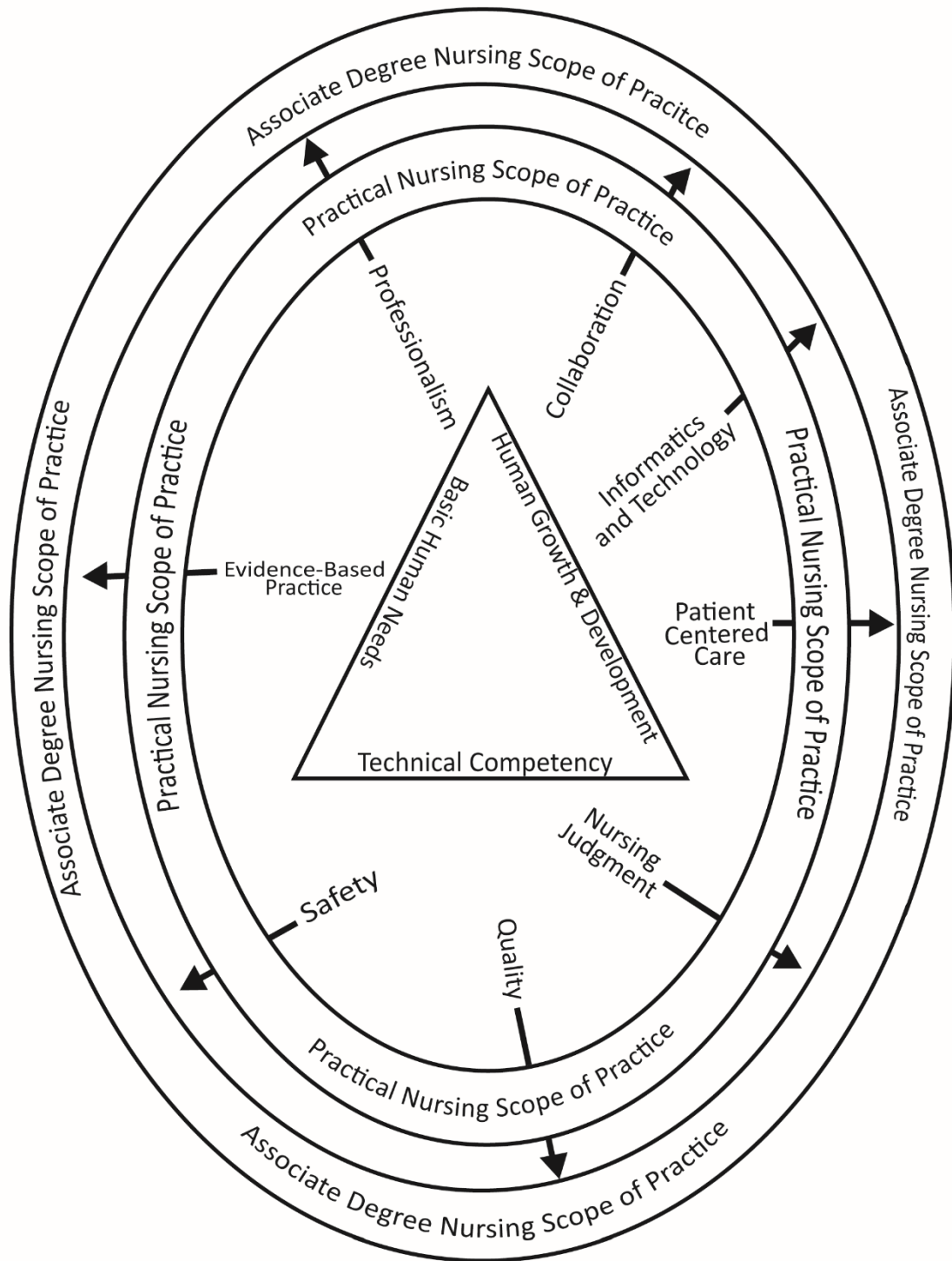
Eight core components (clinical standards), combined with the three basic principles, form the framework for the curriculum. The eight clinical standards are divided into two levels according to the scope of practice for the practical nurse and associate degree nurse as defined by the South Carolina Board of Nursing. These standards are professionalism, collaboration, informatics and technology, patient-centered care, nursing judgment, quality, safety, and evidence-based practice.

1. **Professionalism:** Being professional is the act of behaving in a manner defined and expected by the profession, while embodying core nursing values. Professional values include integrity, responsibility, ethical practices, and an evolving identity as a Nurse. A professional is committed to utilizing evidence-based practices, caring, advocacy, and safety, quality of care for diverse patient populations.
2. **Collaboration:** Function effectively within nursing and inter-professional teams, foster open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Informatics and Technology:** Nurses use information technology in communication to improve efficiency, reduce costs, mitigate error, and enhance the quality of care. The nurse integrates nursing science, computer science, data (electronic) collection and retrieval and facilitates the integration of this information and knowledge to support patients, nurses, and other providers in

decision making pertaining to patient care.

4. **Patient-Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's culture, preferences, values, and needs. Demonstrate caring by acting as a patient advocate within the context of the healthcare system.
5. **Nursing Judgment:** Nursing Judgment involves the nurse making an enlightened opinion following the process of observation, reflection, and analysis of available information or data. Decision making (Nursing Judgment) is substantiated with evidence that integrates nursing science in the provision of safe, quality care, and promotes the health of diverse patient populations.
6. **Quality:** Use of data to monitor the outcomes of care processes and improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
7. **Safety:** Minimize risk of harm to patients and providers through system effectiveness and individual performance.
8. **Evidence-Based Practice:** Integration of best current evidence, clinical expertise, and patient preferences and values to promote optimal health outcomes.

The diagram on the following page is a representation of the conceptual framework. The triangle of basic human needs, human growth and development, and technical competency is in the middle. The eight core standards, divided into two levels, provide the framework for both nursing programs.



III. PROGRAM OUTCOMES

The level I (PN) graduate nurse will be able to:

- Deliver safe, quality, patient-centered care based on established standards, using knowledge, skills, and judgment.
- Participate in health promotion and maintenance activities of patients experiencing commonly occurring health problems with predictable outcomes.
- Demonstrate professional practice as defined by the South Carolina Board of Nursing Scope of Practice for the practical nurse.
- Utilize available information and technology resources to communicate appropriately and provide safe, quality patient care.
- Collaborate with other healthcare professionals to improve patient outcomes.

The level II (ADN) graduate nurse will be able to:

- Provide safe, quality, patient-centered care supported by best current evidence for complex and unpredictable outcomes.
- Utilize nursing judgment based on knowledge, skills, and attitudes to care for patients in various settings.
- Demonstrate professional practice as defined by the South Carolina Board of Nursing Scope of Practice for the registered nurse.
- Utilize appropriate information and technology to ensure safe, quality patient care.
- Collaborate with the health care team to manage care for patients across the lifespan to promote optimal outcomes.
- Delegate selected interventions to qualified nursing team members while maintaining professional accountability.
- Participate in health promotion and maintenance activities of patients with complex health problems with unpredictable outcomes.

IV. CURRICULUM CONCEPTS

Concept-based education in nursing is a way of teaching that organizes various content into “concepts” or areas of study. It helps students integrate new types of information in a manner that connects new information to old information. It aids in creating connections to enhance understanding of material, then remembering the material and applying the new material to real-life situations in nursing.

Content Concepts (pertaining to the patient)

Mobility: Purposeful movement of the body requiring functional coordination efforts of the musculoskeletal and nervous systems.

Sensation: Processes that allow the absorption, communication, and conversion of the five senses through the coordination efforts of the intact perception and responses of the sensorimotor system.

Cognition: Processes in human understanding that allow for perception, attention, memory, reasoning, retention, comprehension, flexibility, and the use of language.

Oxygenation: The hemostasis of oxygen intake, carbon dioxide elimination, and distribution of oxygen to all body tissues, through the coordination efforts of the intact respiratory, hematologic, and circulatory systems.

Perfusion: The maintenance of homeostasis through the delivery of oxygen, fluid, and nutrients to body tissues, through the coordination efforts of the intact circulatory, hematologic, and respiratory systems.

Elimination: The process of removal of various forms of bodily wastes through the coordination efforts of the intact renal, urinary, hepatic, and gastrointestinal systems.

Cellular

Regulation: The physiological process of maintaining homeostasis through hydration and chemical balance, through coordination efforts of the intact endocrine, hematologic, respiratory, and circulatory systems.

Sexuality: Physiological, psychological, and sociocultural aspects of human sexual behavior and preferences, including the processes of conception, gestation, and childbirth, through coordination efforts of the intact reproductive, endocrine, and psychological systems.

Nutrition: The process of ingestion and breakdown of food products into elemental components, delivery, and absorption into body tissues, through coordination efforts of the intact gastrointestinal, endocrine, biliary, and circulatory systems.

Psychosocial: Equilibrium mechanisms that influence emotional state of an individual and their adaptation to the environment, incorporating awareness of one's own identity, feelings, and responses to situations, resulting in real or potential psychological and physical behaviors.

Protection: Primary and secondary defense mechanisms necessary to maintain homeostasis and responses to real or perceived injury or infection, including the physical and psychological aspects of self-preservation, through coordination efforts of the intact immune, skin, hepatic, hematologic, and renal systems.

V. NURSING CURRICULUM

PRACTICAL NURSE (PN) – DIPLOMA SCHOOL OF HEALTH CARE

Course Sequence	Course Prefix, Number, and Title	Credits	Notes
Semester 1	ENG 101 English Composition I	3	
	BIO 210 Anatomy and Physiology I	4	
	PSY 201 General Psychology	3	
	NUR 131 Introduction to Pharmacology	1	
	NUR 134 Beginning Nursing Skills	5	
	Total Credits	16	
Semester 2	BIO 211 Anatomy and Physiology II	4	
	PSY 203 Human Growth and Development	3	
	*NUR 155 Contemporary Nursing Practice I	6	These courses must be taken together
	* NUR 141 Pharmacological Therapies I	2	
	Total Credits	15	
Semester 3	MAT 102 Intermediate Algebra	3	
	**NUR 235 Contemporary Medical Surgical Concepts	5	
	**NUR 158 Health Promotion for Families	4	
	NUR 166 Issues in Practical Nursing	1	
	Total Credits	13	
TOTAL PROGRAM CREDITS		44	
<ul style="list-style-type: none"> • Biology must be less than 5 years old from start of NUR 134. If expired, must be retaken prior to or during the corresponding semester. • Math 110 or higher can be substituted but MATH 120 is preferred. • Registration for nursing classes cannot be guaranteed during summer semesters. <p>*Pre-requisite: NUR 131, 134 **Pre-requisite: NUR 155, 141</p>			

**TRANSITIONAL (LPN TO ADN)
ASSOCIATE DEGREE NURSING PROGRAM
SCHOOL OF HEALTH CARE**

COURSE SEQUENCE	Course Prefix, Number, and Title	Credits	Notes
PRE-COURSES	ENG 101 English Composition	3	
	MAT 120 Probability and Statistics	3	
	BIO 210 Anatomy and Physiology I	4	
	PSY 201 General Psychology	3	
	Total Credits	13	
Semester 1	PSY 203 Human Growth & Development	3	
	BIO 211 Anatomy and Physiology II	4	
	NUR 131 Introduction to Pharmacology	1	
	NUR 203 Transition for the LPN	1	
	Total Credits	9	
Semester 2	NUR 201 Transition Nursing	3	
	NUR 162 Psychiatric and Mental Health Nursing	3	
	Total Credits	6	
Semester 3	**NUR 255 Contemporary Nursing Practice II)	5	
	**NUR 208 Health Promotion for Families II	4	
	BIO 225 Microbiology	4	
	Total Credits	13	
Semester 4	***NUR 215 Management of Patient Care	5	
	***NUR 270 Principles of Management & Leadership	1	
	Humanities	3	
	Total Credits	9	
TOTAL PROGRAM CREDITS		50	
<ul style="list-style-type: none"> • Biology must be less than 5 years old from start of NUR 203. If expired, must be retaken prior to or during the corresponding semester. • Math 110 or higher can be substituted but MATH 120 is preferred. • Registration for nursing classes cannot be guaranteed during summer semesters. <p>** Pre-requisite: NUR 201, NUR 203 ***Pre-requisite: NUR 208, NUR 255</p>			

**ASSOCIATE DEGREE NURSING (ADN)
SCHOOL OF HEALTH CARE**

Course Sequence	Course Prefix, Number, and Title	Credits	Notes
Semester 1	ENG 101 English Composition I	3	
	BIO 210 Anatomy and Physiology I	4	
	PSY 201 General Psychology	3	
	NUR 131 Introduction to Pharmacology	1	
	NUR 134 Beginning Nursing Skills	5	
Total Credits		16	
Semester 2	BIO 211 Anatomy and Physiology II	4	
	PSY 203 Human Growth and Development	3	
	*NUR 155 Contemporary Nursing Practice I	6	These courses must be taken together
	* NUR 141 Pharmacological Therapies I	2	
Total Credits		15	
Semester 3	MAT 120 Probability and Statistics	3	
	**NUR 235 Contemporary Medical Surgical Concepts	5	
	**NUR 158 Health Promotion for Families	4	
Total Credits		12	
Semester 4	BIO 225 Microbiology	4	
	***NUR 208 Health Promotion for Families II	4	
	***NUR 255 Contemporary Nursing Practice II	5	
Total Credits		13	
Semester 5	HUM Elective	3	
	NUR 162 Psychiatric Nursing	3	
	****NUR 215 Management of Patient Care	5	These courses must be taken together
	****NUR 270 Principles of Management and Leadership	1	
Total Credits		12	
TOTAL PROGRAM CREDITS		68	
<p>--Biology must be less than 5 years old from start of NUR 203. If expired, must be retaken prior to or during the corresponding semester.</p> <p>--Math 110 or higher can be substituted but MATH 120 is preferred.</p> <p>--Registration for nursing classes cannot be guaranteed during summer semesters.</p> <p>*Pre-requisite: NUR 131, 134</p> <p>**Pre-requisite: NUR 155, 141</p> <p>*** Pre-requisite: NUR 235, 158</p> <p>****Pre-requisite: NUR 208,255</p>			

Please note: Courses listed by semester are co-requisite courses. This means that the general education and nonclinical nursing courses must be taken with the clinical course(s) unless the general education and nonclinical nursing courses have been taken ahead of time. A student may not enroll or stay in a clinical course unless the co-requisite courses are taken ahead of time or at the same time as the clinical course(s). A student that withdraws from a general education or nonclinical nursing course while enrolled in a clinical course will be withdrawn from the clinical course(s) as well. (Clinical courses include NUR 134, NUR 155, NUR 162, NUR 235, NUR 158, NUR 208, NUR 255, NUR 215, and NUR 270. NUR 201 counts as a clinical course for Transition students).

VI. COLLEGE POLICIES

The following policies have been established by Midlands Technical College. Refer to MTC [Student Handbook](#) for additional information.

A. Hazardous Weather Policy:

- If weather conditions or other emergencies cause the college to close or open late, announcements will be made over local radio and TV stations, on the MTC website, and on the college's information line (803-738-8324).
- Notices will be sent to students via MyMTC Email and MTC Alerts, when applicable.
- Check for separate announcements for day and evening classes because weather conditions can change during the day.
- Inclement weather schedules: In standard non-lab and non-clinical classes, if the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10 am, classes that normally meet at 8 am will not meet, but classes that normally begin at 9:35 am will begin at 10 am. Similarly, if the college closes at 8 pm, 6 pm classes will meet for their regular time, but 7:35 pm classes will not meet.
- Check your syllabus for specific information about the inclement weather policy for that course.
- For NUR Lecture Classes that meet 2 hours or more: if there are at least 50 minutes left of the lecture class remaining, plan to attend that class.
- For NUR Clinical/Lab time: If classes are cancelled prior to 7:00 am, clinical/lab will also be cancelled. If the college is on a delayed opening on a clinical day and there is at least ½ of the clinical hours remaining, you will be expected to report to the clinical facility at the time the College opens.

B. Campus Emergency Protocol:

- To report safety concerns or suspicious activities, call Campus Security at 7850 (on campus) or 738-7850 (cell phone or off campus).
- To report a security emergency, call Campus Security at 738-7199 or dial local 911 immediately.
- The college also provides emergency call boxes; look for these red call boxes in or near parking lots on all campuses.
- If a college-wide emergency occurs, the college will communicate additional information and instructions in several ways, including the MTC Information Centers, campus loud speakers, MyMTC Email, the MTC website, and MTC Alerts!. To sign up for MTC Alerts! and receive emergency notifications on your cell phone, go to [MyMTC](#).

C. Financial Aid Programs:

Grants, loans, and part-time employment help many Midlands Technical College students to meet their educational costs and living expenses. All major programs of financial assistance are available at Midlands Technical College including:

1. Federal PELL Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work-Study (FWS)
4. Federal Family Educational Stafford Loan (FFEL Stafford Loan)
5. Lottery Tuition Assistance
6. Summer Aid

Eligibility Requirements:

To receive Federal Title IV assistance and state assistance, an applicant must:

- a. demonstrate financial need (except for certain loan programs)
- b. have a high school diploma or GED, or have passed the COMPASS or ASSET tests
- c. be enrolled as a regular student in an eligible program of study
- d. be a US citizen or an eligible noncitizen
- e. have a valid social security number
- f. make satisfactory academic progress, according to financial aid standards

It takes at least six weeks to receive the results of a financial aid application, longer during peak processing periods, and when additional information must be obtained. Therefore, students who need to use financial aid to pay their fees should apply at least three months prior to the beginning of the first term in which they enroll.

Disbursement of Financial Aid

At registration, students who have been accepted for financial aid in writing may make charges for tuition, fees, and books against their grant and loan awards. Balances, if any, after charges have been deducted, will be paid by check during the semester. Students on College Work-Study are paid by check during the semester. For more information contact the Office of Financial Aid.

D. Scholarships:

Academic scholarships are awarded each year to both entering and continuing students. Application deadlines for most are March 1 of each year. The criteria for scholarships vary, but include academic achievement, community participation, and financial need.

Scholarships are provided by the Midlands Technical College Foundation and friends of the college. For a complete list of available scholarships and application deadlines, contact the Financial Aid Office.

MIDLANDS TECHNICAL COLLEGE FOUNDATION SCHOLARSHIPS

The Midlands Technical College Foundation has generously raised funds for scholarships since its inception. Presently, the Foundation sponsors more than 60 scholarships a year. Application materials and eligibility information are available in the Financial Aid Office from October through February.

NURSING STUDENT SCHOLARSHIPS

The following hospitals provide scholarships to students enrolled in college nursing programs: Baptist Medical Center, Lexington Medical Center, Providence Hospital, and Richland Memorial Hospital. Applications and descriptions of the programs are available from the hospitals' Nurse Recruiter or Scholarship Office.

Scholarships are also available through the Lexington Medical Association and Lexington County Health Education Foundation. Applications and descriptions of the program are available from these associations.

E. Tutoring Services:

Tutorial Services is a program designed to assist students who have difficulties in some select courses in their program of study. Both individual and group tutoring are offered. Provision of some services is limited by the availability of qualified tutors, computer software, and/or videotapes. The tutorial services are provided free to all students enrolled in curriculum courses. For further information, contact the Academic Success Centers on Airport (822-3545) or Beltline Campus (738-7871).

F. The Americans with Disabilities Act of 1990

In accordance with The Americans with Disabilities Act of 1990, Midlands Technical College provides ongoing assistance with disabilities. The following is the policy statement regarding special accommodations for students with a disability:

The college requests students with disabilities to notify Counseling Services for any special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality and availability of services needed.

Students are responsible for supplying the appropriate documentation to the Disability Resource Center Counselor prior to arrangements for special accommodations. A letter or medical record from a physician, psychiatrist, or psychologist is required stating the student's disability, functional limitations of the disability, and types of accommodations needed. All accommodations should be discussed with the counseling services resource person. Faculty will not make special accommodations unless they have received written information from the Disability Resource Center.

Students receiving special accommodations are expected to hand deliver their accommodation letter to their faculty course coordinator (not adjunct clinical instructor) and speak directly with the coordinator about their accommodations. Failure to speak with the coordinator will delay the implementation of your accommodations. Students should allow one week for faculty to implement the accommodations listed.

G. Services for Students with Disabilities

The college provides services to support and assist students with disabilities in order to help them be successful in their studies, and achieve their educational goals. Assistance includes academic counseling, guidance, providing readers, writers and interpreters. Documentation regarding a specific disability is required for accommodation arrangements. Confidentiality of the information received will be maintained. For more information, students should contact the Counseling Office on either the Airport Campus (822-3505) or Beltline Campus (738-7636).

At Part 1 Nursing Orientation, students are given a handout on Abilities Necessary to Ensure Attainment of Competencies in the Program. At that time, the student is to declare any special needs and is given a referral to the counseling office.

H. Academic Affairs Guidelines for the Use of Portable Electronic Devices

- a. Cell phones and other portable electronic devices may be used in classrooms only for maintaining access to the college's emergency notification system, *MTC Alerts!* Other uses of portable electronic devices (for example, leaving class to make or receive phone calls, sending or reading text messages, accessing the internet, taking pictures or videos, listening to music, etc.) will

be considered disruptive activities, and the student will be subject to dismissal for the remainder of the class period and can be counted absent for that class meeting. In classrooms and other learning environments, cell phones and portable electronic devices must be turned to silent or vibrate mode. In some classroom situations, such as when tests are being administered, an instructor can require students to turn off all electronic devices; at such times, the instructor will be responsible for maintaining access to *MTC Alerts!* Academic departments may formulate additional guidelines concerning portable electronic devices as long as these guidelines do not interfere with access to *MTC Alerts!* The use of portable electronic devices for purposes of academic dishonesty in any form is strictly prohibited; students who violate this guideline will be subject to the disciplinary procedures and sanctions outlined in the Student Code. (Approved 6/28/11)

VII. NURSING DEPARTMENT POLICIES

The following policies have been established regarding progression, readmission, probation, suspension, dismissal, and termination in the Nursing Program.

A. Academic Progression of Students

The following criteria must be met in order for a student to progress in the Nursing Program:

1. A final grade of "W", "D" or "F" in any nursing curriculum course will require the course to be repeated.
2. Final grade of "C" or better is required for all nursing courses.
3. Final grade of "C" or better is required for all required general education courses.
4. Only two nursing curriculum courses, including General Education course can be repeated once or taken a second time.
5. All General Education courses must be completed prior to submitting an application for the Nursing program.
6. If a student has a "W", "D" or "F" in any course in the first clinical semester (NUR 134 for PN and A.D.N or NUR 203 for Nursing Transitions), the student is strongly recommended to take and successfully complete NUR 100 before progressing in the nursing curriculum.
7. A satisfactory level of competence in the clinical/lab components of each nursing course as outlined in lab and clinical policies.
8. Maintenance of a satisfactory grade point average (GPA). The cumulative GPA may not fall below 2.00. If cumulative GPA falls below 2.00 for any semester:
 - a. The student will be prevented from taking NUR courses and unable to progress within the nursing program for the following semester.
 - b. The student must improve the cumulative GPA to at least a 2.0 by the end of the next semester.
 - c. If the student fails to improve the cumulative GPA to at least a 2.0, the student will be terminated from the nursing program. For example:

if a student's cumulative GPA at the end of the Fall 2021 semester is 1.5, the student will not be able to take NUR courses during the Spring 2022 semester. Instead, the student must use the Spring 2022 semester to improve his or her GPA to at least a 2.0. If the student fails to improve the GPA by the end of the Spring 2022 semester, the student will be terminated from the nursing program.

9. Grade of 90 or above on all dosage calculation competency tests throughout the program.
10. Compliance with all clinical requirements as outlined in the clinical policies.
11. Adherence to all required health/clinical requirements.
12. In the fall and spring semesters, evidence of receiving an influenza vaccine will be required. If the student has a contraindication against receiving the influenza vaccine, then the requirements of each clinical facility must be followed. Only physician documented medical exemptions for the influenza vaccination are considered.
13. Uninterrupted progress (without suspension) at MTC. A student that is suspended from Midlands Technical College for any reason will automatically and immediately be terminated from Nursing. The student may reapply to Nursing when eligible to return to MTC, but may or may not be reaccepted. If it is determined that a student is eligible to return to Nursing, the student will be required to meet current admission criteria, attend orientation, and pay the deposit in order to gain a future start date.
14. To qualify for the Transition program, an active unrestricted SC LPN license or multi-state license from a compact state is required.
15. Students are to complete a Student Data Change form if there is any change to their name, phone number and/or address. This form will be placed in the student's file. Students must also update the information in the college's Records Department of the college.

B. Summer Registration Policy

Due to space limitations, registration for summer nursing classes is not guaranteed or required.

C. Readmission Requirements

1. Students who receive a grade of “W”, “D”, or “F” in any nursing course, but has not exceeded the number of allowed course attempts, must seek readmission to the program level in order to repeat the course. Students who choose to interrupt progression in the fall or spring semesters must also seek readmission. Readmission is not automatic.
2. A “Request to Re-enter Form” must be completed each time there is an interruption in the normal sequence of progression. This includes when a course is withdrawn, dropped or failed, and when a student chooses not to attend in the fall or spring semesters. This form is submitted to the Nursing Program Director at the time the student exits or fails the course, or chooses not to continue the next semester. (Students that do not attend in the summer do not need to submit a Request to Re-enter Forms.)
3. A student whose background check and/or drug screen is older than one year on the first date of the semester in which they are enrolling will be required to submit an updated background check and/or drug screen.
4. A student may be readmitted provided he/she had a cumulative GPA of 2.00 and has not exceeded the number of course attempts (see above). Readmission is based on space availability and eligibility. The dropped, withdrawn or failed course must be successfully completed before the student can progress to the next semester in the program plan. Progressing students have priority in enrollment in nursing courses.
5. A student who has not completed a clinical nursing course for thirteen months or more will be terminated from nursing. To return to the program, the student will be required to meet current admission criteria and start over.
6. A student who makes a “W”, “D”, or “F”, in a course the first time, must make at least a “C” the next time the course is taken. If the student fails to earn a “C” the second time, he/she will be terminated from the nursing program (see progression policy).

D. Midterm:

A student who does not have a "C" average in any course at mid-semester is encouraged to discuss their situation with their instructor.

E. Termination:

Criteria for termination are as follows:

1. A final grade of "W", "D", "F" in any nursing curriculum course, including General Education courses, when the course has been taken for the second time.
2. No more than two curriculum nursing courses, including General Education courses can be repeated.
3. Demonstration of unsafe or otherwise unacceptable nursing practice that actually or potentially results in danger or injury to the patient, staff, or peers. Examples include but not limited to: patient abandonment, falsifying patient document(s), intoxication or under the influence of illicit substances while at the clinical site, taking possessions from a patient or patient's room, intentional misuse of a patient's medication. The student will be required to withdraw from the course and will be terminated from the program.
4. Breach of confidentiality (HIPAA) regarding any agency, hospital, or school district. The student will be required to withdraw from the course and will be terminated from the program.
5. Students must report to the Department Chair for Nursing ANY arrests and/or criminal charges or convictions (including traffic violations, bad checks, etc.) filed after the completion of the pre-admission criminal background investigation. Failure to do so within three days will result in dismissal from the Nursing Program. The arrest and/or criminal charge will be reported to the clinical facility where the student is assigned. A determination will be made as to whether or not the student can continue in the Nursing Program.
6. Willfully violating established policies and regulations of Midlands Technical College, the affiliating hospitals, and the Nursing Department. The student will be required to withdraw from the course and will be terminated from the program.
7. A student who fails to improve the cumulative GPA to at least a GPA of 2.0. After one semester of probation will be terminated from the nursing program.

Nursing Program Re-entry after termination:

- **Except for instances of clinical, background, and drug screen violations, Select Nursing students who were terminated from the Nursing Program at Midlands Technical College have the possibility of returning to the Nursing Program through Academic Fresh Start. The student will be eligible for this after 3 years.**

F. Graduation Requirements:

The following criteria must be met in order for a student to graduate from the Nursing Program:

1. Cumulative GPA of 2.0 or better must be maintained, with a final grade of "C" or above in each required curriculum course.
2. Clinical evaluations must show safe and acceptable nursing practice.
3. All financial obligations to the college must be satisfied.
4. An Application for Graduation form must be completed and submitted online for processing.
5. A minimum of 25% of the program coursework must have been earned at Midlands Technical College.
6. A minimum of 50% of all clinical work must be completed via hands-on patient care experience.

G. Grading Policies:

The following general grading criteria have been established for all nursing courses.

1. A student should demonstrate a level of competency on course material. This is demonstrated by achieving a level of competency of 80% or above as a final cumulative course grade.

2. Satisfactory clinical practice must be achieved concurrently with a satisfactory theory grade to pass the course. To obtain a satisfactory grade in clinical practice, the student must perform all of the clinical objectives satisfactorily including written assignments. If at any time during the semester a student has received a sufficient number of "unmet" marks on the clinical evaluation to constitute an overall unsatisfactory clinical evaluation, the student will be required to withdraw from the course and will not be allowed to continue in clinical or the course. The student may audit lecture if desired.
3. If at any time a student is unsuccessful in the dosage calculation test component of a clinical nursing course, the student will be required to withdraw from the course and will not be allowed to continue in clinical or in the course. The student may audit lecture if desired.
4. The final exams in all nursing courses are secure tests and are not available for review.
5. The grading scale for the Nursing Program is:
A 93 - 100 D 74 - 79.9
B 86 - 92.9 F 73.9 and Below
C 80 - 85.9

The specific number of examinations and the type of written assignments required in each nursing course are stated in the individual course syllabus.

H. Specific Withdrawal Procedure:

1. Drops/withdrawals will be deleted through the first 5 days of the term. From the 6th day of the term through the college determined withdraw deadline the student will receive a "W".
2. A "W" will be given for a student who withdraws through the withdrawal deadline for the semester. A "W" is not a grade and is not computed in the GPA, but is considered an attempt.
3. If the maximum number of allowed absences is exceeded, the student must withdraw from the course.
4. Students who fail to make a minimum score of 90 by the third attempt of the dosage calculation test for ANY semester will be required to withdraw from the course.
5. As a reminder, "W's" count as a course attempt.

5. Students should contact a counselor in the counseling and career service center if assistance is desired for academic and/or personal problems.
6. Procedure for Withdrawal:
 - a. Submit a completed withdrawal form online to the MTC records office.
 - b. Inform the course instructor and the Academic Program Director if dropping a nursing course and complete the Student Request to Re-enter Form if eligible for re-entry.

I. General Policies

1. The MTC Nursing Program recognizes the need to protect all of our students from any potential harm to themselves (or their unborn children if pregnant), and this policy has been implemented to achieve this goal. Because of changes in health needs and potential restrictions on activities all pregnant students must contact Debbie Walker, Title IX Coordinator.
2. Referral to Counseling and Career Services:
 - a. If, in the professional judgment of Faculty, it is believed that a student should speak with a counselor in the Counseling and Career Services Department, the student will be required to schedule an appointment and meet with a Counselor. All recommendations of the Counselor should be fulfilled.

VIII. ADMINISTRATIVE POLICIES AND PROCEDURES: COURSE RELATED

The following policies have been established regarding attendance and student behavior in all nursing courses.

A. Attendance Policies

1. Attendance is kept from the first day of class/lab/clinical. All absences are counted, regardless of the reason for the absence.
2. A student will be considered absent if he/she is not present when attendance is taken. If the student comes late to class, it is his/her responsibility to see the instructor after class or during break time to get an absence changed to a tardy on the day of the occurrence. Failure to do so will result in an accumulation of absences that will not be changed at a later date. If the student comes late to a test and chooses to take the test, no additional time will be allowed to take the test.
3. The maximum amount of time that can be missed is one week for a class that meets for 10 weeks or 7 1/2 weeks and two weeks for a class that meets for 15 weeks. If the maximum number of allowed absences is exceeded, the student must withdraw from the course
4. A tardy is defined as coming to class after attendance has been taken, returning from break after class has resumed, or leaving before the end of class. Two tardies will equal one absence. If the combination of absences and tardies exceeds the maximum number of absences allowed for the class, the student will be required to withdraw. (Ex. If a student is tardy three times, and then is absent, the student will be required to withdraw due to overcutting).
5. No absences or tardies will be excused for advisement or counseling with other instructors, for making-up class time or examinations in other courses, or for the purpose of employment.
6. It is the student's responsibility to keep a record of absences and tardies; the instructor, however, will keep the official records.
7. Absences are counted beginning with the opening session unless the college schedule accounts for and excuses the absence.

8. Written work must be turned in on due dates and times regardless of classroom attendance.

B. Examination Attendance

The following pertains to all nursing classes:

All tests are to be taken as scheduled in the course calendar.

1. Only under the most extenuating circumstances should a test be missed.
2. To report an absence from a test, call the course instructor the morning of the test day and leave a message.
3. Only one test can be missed per course. The test will be made up on the test make-up day, except for extenuating circumstances with supportive documentation.
4. If the missed test is not made up as designated by the course instructor, it will be recorded as a zero and calculated in the final class grade.
5. The make-up test may differ in format (i.e. essay questions, multiple choice, case-studies, etc.) from the missed test.
6. If the student misses more than one scheduled test, he/she will receive a grade of zero on the subsequent tests (all tests after the first missed test)

C. Guidelines for Student Behavior

Guidelines for student behavior when attending class have been established in order to provide an optimal learning environment.

1. Students are expected to be attentive and courteous and are required to behave in a proper manner in class, laboratory and clinical. It is a violation of the student code and state law to interfere with the learning process in classrooms, laboratories and the libraries. Respect shall be shown to the instructor, visitors, and peers in these areas. Profanity is not allowed in the classroom, labs or clinical areas. Failure to comply with these requirements will result in dismissal and will count as an unexcused absence for that day.
2. It is the policy of Midlands Technical College to provide a healthy, comfortable and productive work environment for students, faculty and staff and to fully

comply with the laws governing smoking. Based on this policy and in recognition of the health hazards to nonsmokers by involuntary exposure to secondary smoke, smoking is prohibited on all Midlands Technical College campuses.

3. Students may not bring children to class, clinical, or any lab-related activity. This can create problems for instructors and fellow students. The college does not accept responsibility for minors on campus.
5. Unless group work is assigned, all written course work is to be done independently.
6. Instructor permission is required to record class lectures.
7. Any student will automatically be given a grade of "0" or the equivalent on any test or work on which he/she has been found to have cheated. The student is reminded that plagiarism is defined as: "The act of appropriating the literary composition of another or parts or passages of his writing, or the ideas of language of the same, and passing them off as the product of one's own mind." (Black's Law Dictionary, 4th edition)
8. Information provided on care plans, data tools or other assignments must be factual, truthful, and confidential.
9. Academic dishonesty in all its forms, including, but without being limited to, cheating on tests, signing the roll for another student, falsifying of information, plagiarism, and collusion, will be handled in accordance with the "Student Code for South Carolina Technical Colleges," which calls for disciplinary action. See MTC Student Handbook for details. All incidences or suspicion of dishonesty will be reported to the Director of Campus Life.
10. Students are required to take achievement examinations periodically throughout the curriculum. If the student makes a low score on the achievement exams, it indicates that he/she has not mastered the content and is at risk for not doing well on the future NCLEX exam.
11. The South Carolina Technical College System Policy on alcohol and other drug use has been implemented by Midlands Technical College in an effort to maintain a drug-free environment. It is of utmost importance that students become familiar with this policy. Specifics regarding the effects of various drugs, the laws which govern their use and penalties for violating these laws are included in the policy which may be obtained from the Student Life Office.

D. Exam/Testing Policy

The nursing faculty have developed a procedure for students to follow when taking tests. Failure to comply will result in disciplinary action up to and including dismissal from the nursing program. It includes the following:

1. Students will adhere to the Honor Code.
2. All belongings are to be placed at the front of the classroom prior to taking any exam. This includes, but is not limited to, hats, scarves, jackets/coats, book bags, pocketbooks, keys, cellphones, glass cases, watches and drinks.
3. No electronic devices which save, share, or capture data are allowed in the testing room to include cellphones, USB devices, watches, and cameras of any type or any other advances in technology.
4. Only typographical error questions will be addressed.
5. Students will be informed how much time will be allotted for the test.
6. There will be two proctors when possible.
7. Calculators may be checked at any time. No programmable calculators allowed.
8. Students should spread out and leave a space between each other when possible.
9. No talking between students at any time. No talking during exam.
10. Students should not congregate or talk outside the door when they have finished their tests.
11. Students may be asked to remain in their seats until the testing period has ended.
12. Students may not leave the room during an examination. A student with a medical condition will be given special consideration if physician documentation is provided.
13. Students should be on time for tests. If a student arrives later than 15 minutes after the test start time, a make-up test date will be assigned and the make-up test policies will apply.
14. Students should not switch sections or periods designated to test without faculty approval.
15. Students will not wear hats or caps during testing.
16. The instructor will reserve the right to assign seats for testing.
17. No dark prescription or sunglasses may be worn during testing.

IX. ADMINISTRATIVE POLICIES AND PROCEDURES: CLINICAL/LAB RELATED

The following policies have been established regarding attendance and student behavior during lab/clinical.

A. Clinical/Skills Attendance, Tardiness or Absences

1. Attendance at clinical and skills lab is necessary to meet the course objectives.
2. A Form must be completed for any absence from clinical or skills lab. This form must be presented to the clinical instructor/course coordinator upon the student's return to class/lab. Forms will be filed in the student's clinical folder.
3. The student is required to attend 100% of scheduled clinical/lab hours in every nursing course. Any clinical/lab time that is missed must be made up. The time frame of the makeup will be determined by the clinical instructor but must be scheduled within two weeks of the absence and completed prior to the final exam of the individual course. If this is not done, the student will be required to withdraw from the course. A student missing a scheduled clinical makeup will be counted absent and will receive a "Not Met" under Professional Behavior. The time must still be made up. Clinical/lab will be made up in a manner decided upon by the instructor in consultation with the course lead instructor. Clinical or skills labs missed must not exceed one week's clinical/lab time. If absences exceed one week, the student will be required to withdraw.
4. Under extenuating circumstances that allow a student to attend class but not participate in clinical or skills lab activities, the student may receive an incomplete. The incomplete must be prearranged and must be made up before the student can take any additional clinical nursing courses. It is the student's responsibility to contact the course coordinator prior to the first week of the next semester to arrange to make up the incomplete clinical work. All clinical coursework must be completed by the end of the semester or the incomplete will become an "F".
5. Students MUST call prior to the start of lab or clinical if they will be late or absent. (Call the course instructor if late to lab; call the hospital/nursing home unit if late to clinical). The student will leave a message for the instructor with the student's name, telephone number and the reason for the absence/tardiness. The student should get the name of the staff person with whom the message was left.

6. A student who calls prior to the start of lab/clinical and cannot attend will be marked absent and will have to make up the lab/clinical experience.
7. A student who is “no call, no show” to lab/clinical will be counted absent, will have to make up the clinical time, and will receive a “Not Met” on the clinical evaluation under Professional Behavior.
8. A student that cannot arrive within 15 minutes of the start of lab/clinical will not be allowed to attend, will be counted absent, and will have to make up the lab/clinical time.
9. If a student starts the clinical day, but then must leave clinical for any reason which causes them to miss clinical time, it will be required to make up the entire clinical day.
10. The faculty recognizes that, on occasions, something may occur on the way to lab/clinical which causes the student to arrive late. If a student does not call but arrives within 10 minutes he/she will receive a “Not Met” on the clinical evaluation. If the student does not call and does not come within 10 minutes, he/she will receive a “Not Met” and may be asked to leave clinical which will result in a clinical absence and the time must be made up within 2 weeks of the absence.
11. It is the student’s responsibility to find the instructor immediately upon arrival at lab/clinical. If the student does not find the instructor they will receive a “Not Met.”
12. If a student is sick while in clinical, the instructor must be notified. The student will be required to leave clinical and be scheduled for make-up clinical time.
13. A student who is late for lab does NOT receive extra time to take a module quiz. If the student misses the entire quiz due to being late, the student will receive a grade of “0” on the quiz.
14. A student is responsible for being prepared for all laboratory/clinical experiences. Students are responsible for bringing their skills supply packets to skills lab for check off. Students are also responsible for bringing their skills checklists to each lab and clinical session so that skills practiced by the student can be documented by the instructor. Lack of preparation, including not bringing skills packets and/or checklists, may result in the student’s dismissal from the lab or clinical. A “Not Met” will be given for the skills lab under the objective

“Professional Behavior”. Students must bring the designated skills packets and checklists to lab/clinical to meet this objective.

15. All required written work must be submitted on due dates and times assigned regardless of attendance (see specific course requirements).
16. The clinical evaluation form must include an initial from the nursing faculty and student each week which verifies that the student has read and reviewed the evaluation. Any note written in the clinical evaluation must include the date/time, faculty signature, and the student signature. If a student refuses to initial and/or sign the weekly clinical evaluation, the clinical instructor will schedule a follow-up meeting with the course coordinator or department chair to witness that the student read the evaluation and refused to sign it.

B. Student Guidelines for Student Behavior: Lab/Clinical

1. Each student MUST utilize the required course skills bag for skills lab practice. The bags are available for purchase in the MTC bookstore.
2. Students SHOULD NOT have their shoes on while lying on the beds. If student needs to be on the bed for a skill, please put a paper towel under head and feet. Students SHOULD NOT be in or on the beds unless performing procedures.
3. Due to the weight of high-fidelity simulation mannequins, two or more people are needed to safely move these mannequins.
4. At the end of EACH lab session, students are to RE-STACK chairs and STRAIGHTEN beds. Equipment should be folded or packaged neatly and put in its proper place.
5. There can be ABSOLUTELY NO EATING or DRINKING in the patient simulation rooms, nursing demonstration classroom, or computer classrooms.
6. Skills labs are reserved for nursing courses that have a skills lab component. Any other use of skills lab space MUST be scheduled and reserved through the Lab Coordinator for the Nursing Program.
7. Students who wish to make-up a clinical absence, or complete a remediation assignment must schedule this with the Lab Coordinator and/or designated clinical make-up instructor.
8. Open Skills Laboratory sessions for voluntary skills/procedure practice are available to students every semester. Hours for the open sessions for practice will be posted on the LMS for all courses.

C. Uniform Code

While in uniform, the student is representing Midlands Technical College; therefore, an acceptable appearance as described below will be expected of all students. Those not meeting the dress or grooming criteria will be asked to leave the clinical area to make necessary changes. Time missed will be counted as absent time.

Criteria for Dress:

A clean, neatly ironed uniform, which fits properly and is in good condition is required. Nursing students must be in full uniform at all times when in any clinical areas, including for orientation, assessment, observation, and any clinical related activity.

1. UNIFORM

- A. Designated navy blue uniform purchased from the Bookstore. Name tag is to be placed on the right side of the chest, to be at the same level as the logo on the left side. Hemline of the skirt is to be no shorter than mid-knee and no longer than mid-calf.
 - 1. Appropriate undergarments must be worn and undergarments must not be visible.
 - 2. Nursing uniform should fit appropriately, and not be too large or too tight.
 - 3. When pregnant, students should wear a maternity nursing uniform which is ordered by the MTC Bookstore.
- B. Sweaters are not to be worn in the clinical areas. An optional white lab jacket can be purchased from the bookstore if needed.
 - 1. Plain white crew neck short sleeve T-shirts are allowed under the uniform top. The T-shirt must not extend beyond the uniform sleeve.
 - 2. In winter, plain white long sleeve crew neck tops (not thermal underwear) OR plain white long sleeve turtle necks are allowed under the uniform top.

- C. In some clinical areas, students are required to wear hospital scrubs. If the available scrubs in the hospitals do not fit, scrubs must be purchased and brought in to the clinical area.

2. HOSE/SOCKS - NO BARE LEGS OR FEET

White non-textured hosiery only. Plain, white, above-the ankle socks may be worn with pants uniform only.

3. SHOES

White closed shoes. No cloth or canvas shoes, sandals, clogs, thongs, or platform shoes may be worn. Shoes and white laces are to be clean each day.

4. EQUIPMENT

Watch with second hand (no smart watches), bandage scissors, pen and note paper, simple calculator, EKG caliper, stethoscope (dual headed), penlight, and small notebook for pocket use. Safety goggles or safety glasses must be purchased for clinical practice. These may be acquired in the MTC Bookstores, Beltline and Airport.

5. PERSONAL GROOMING

- A. Hair of any length must be clean, neatly groomed, and conform to generally accepted business and professional standards. Hair must not contaminate the work environment. Hair must be pulled back away from the face, off the shoulders, and appropriately secured with conservative, neutral clips. No bows, scarves, hair feathers, or ornamental hair decorations of any kind. Headbands should be plain, thin (no more than ¼ inch wide), and blend with hair color. No unnatural hair color (blue, green, pink, purple, etc.) is allowed.
- B. Excessive makeup such as unnaturally long false eyelashes, heavy application of makeup, or makeup with bold colors cannot be worn.
- C. Beards/moustache - neatly trimmed or cleanly shaven.
- D. Nails - short, neat and clean. Only clear nail polish is allowed and it must not be chipped or cracked. Artificial fingernails and extenders are not

be worn in a patient care area. This includes nail wraps, overlays, and nail jewelry.

- E. Jewelry – Only an engagement/wedding ring can be worn on the left hand, fourth finger. One set of small, pierced stud earrings may be worn in the earlobes only, according to the hospital policy. No other visible body piercing (including the tongue) is allowed. Bracelets, except medic alert tags, are not to be worn in patient care areas.
- F. Scented fragrances, perfumes, after shave, shampoos, or lotions may not be worn in the clinical areas. Student should not have the odor of smoke (i.e. cigarette, cigar, etc.) present on their person during clinical.
- G. Proper hygiene and personal cleanliness are essential. No body odor of any kind will be tolerated.
- H. No visible tattoos allowed.

6. PROFESSIONAL APPEARANCE

The student will be sent home if the instructor or clinical agency staff considers the student to be unprofessionally attired or groomed. The student will be counted absent, will have to make up the clinical time, and will receive a “Not Met” under Professional Behavior.

7. PINNING CEREMONY ATTIRE

Required attire for participation at the Pinning Ceremony is a white nursing uniform.

8. CELL PHONES

Refer to clinical agency policies and college electronic device policy.

D. Malpractice Insurance

All nursing students are required to purchase, through the college, malpractice insurance each semester as a part of their student fees. The minimum amount of coverage required is \$200,000.00 each claim, \$600,000.00 each incident. The approximate cost of this coverage is \$1.00 per semester. This amount may vary from semester to semester.

E. Health/Clinical Requirements:

The following policies are implemented by the partnering clinical agencies. All students in the Nursing Department must submit all requirement health information to the college prior to entering the first nursing course unless an extension is granted by the Department Head.

1. Entry into clinical areas will not be allowed until the following requirements are met by the due date provided:
 - A. Filled out Current Medications Form
 - B. Proof of MMR series (2 vaccines) or positive titers
 - C. Proof of Varicella series (2 vaccines) or positive titer
 - D. Proof of Hepatitis B series (2-3 vaccines) and proof of positive Hep B Surface* Antibody Titer (or filled out OSHA Hep B Declination Form)
 - E. 2-step PPD (1-step must be repeated yearly)
 - F. Proof of Tdap vaccine within the last 10 years
 - G. Proof COVID-19 Vaccination
 - H. Current American Heart Association Basic Life Support (BLS) for Healthcare Providers Certification (must be recertified every two years)
 - I. Proof of current season Influenza vaccine (must be repeated yearly)
 - J. Filled out Physical Examination Form
 - K. Drug Screen Results
 - L. Background check results (may need to be updated annually)
 - M. Signed Code of Conduct Form
 - N. Signed Student Release Form
 - O. Completed HIPAA & Bloodborne Pathogen Training

2. Policies/Procedures for Clinical Requirements: The following policies are implemented by the partnering clinical agencies.
 - a) Negative results are required on all drug screens for entry and progression in the nursing program. Any student may be subject to randomized drug screening while enrolled in the nursing program.
 - b) Students who test positive/non-negative for substances without physician documented medical justification:
 1. Will be withdrawn and suspended from all nursing classes for 1 year.
 2. Must be retested prior to re-entry into the program after 1 year.

3. Will be terminated if any future drug screen results are positive/non-negative (without physician documented medical justification).
- c) The student must be able to attend clinical at any health care agency. A student that is barred from any clinical facility will not be able to progress.
 - d) The student must be able to attend clinical for any day or shift. Weekend clinicals may be required. Weekday clinicals are NOT guaranteed.

Any student with a positive background check must meet with the program director/department chair and complete an **Acknowledgement of Implications of Positive Findings (Background Check or Self-Reported) on MTC Nursing Program Completion** form no later than three days after results are submitted. All background check results must be submitted to the clinical agencies no later than two weeks prior to the start of clinicals. Students with positive background check results may be denied entry into the clinical agencies at any time at the agencies' discretion.

- * Completion of the entire hepatitis vaccine series is preferred prior to beginning the clinical sequence. However, the Nursing Department will allow a student to begin the clinical sequence as long as the series has been started and updated per the recommended schedule.

F. Failure to Adhere to Health/Clinical Requirements

1. For Incoming students: Failure to meet and/or maintain compliance with health requirements listed above will result in deferment of start date. For failure to adhere to background check and drug screen requirements, see Policies/Procedures for Clinical Requirements (above).
2. For continuing students: Failure to meet and/or maintain compliance with health requirements listed above will result in a "Not Met" under Professional Behavior on the clinical evaluation form for each week the student is out of compliance for each clinical course the student is enrolled in. Additionally, the student may not be able to attend clinical and/or lab. Absences due to not meeting/not maintaining compliance with health requirements are unexcused and must be made up. This does not apply to non-negative drug screens or positive background checks. See Policies/Procedures for Clinical Requirements (above) for consequences related to this.

G. Medical Treatment for Students

1. MEDICAL TREATMENT FOR STUDENTS INJURED AS A RESULT OF ACCIDENTS SUSTAINED WHILE ON CAMPUS:

Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should:

- a. Obtain a Medical Claim Form from the Security Office or the office of the Vice President for Student Development Services, Beltline Campus, Wade Martin, room 205, and submit within 30 days of the accident.
- b. If incapacitated and immediate care is required, a member of the faculty or staff should call 911 and then notify campus security. (NOTE: Whenever possible, security should be notified of the accident immediately so that their full assistance may be mobilized.)
- c. The student requiring emergency treatment should be evacuated to the appropriate emergency facility by ambulance. College employees are not able to transport the victim.

2. EMERGENCY MEDICAL TREATMENT FOR STUDENTS WHO BECOME SERIOUSLY ILL WHILE ON CAMPUS:

As a nonresident school, Midlands Technical College expects students will normally secure medical services through a private physician or medical facility. Any student who is ill or becomes ill and needs immediate medical attention should take whatever action is appropriate, such as:

- a. Call parent, spouse, or friend and leave the campus.
- b. Call a physician.
- c. Authorize ambulance to be called (*NOTE: The student, spouse, or parent shall assume full responsibility for costs.*)
- d. If incapacitated and immediate evacuation is deemed necessary, the College will refer the student to the nearest hospital or emergency center

for emergency care. *(NOTE: The costs of such emergency care including ambulance charges are the full responsibility of the student).*

- e. In the event of an emergency, the nearest faculty/staff member should be notified who in turn shall notify the Campus Security Office. Emergency care, under most circumstances, shall be secured by that office.

3. Procedure for COVID-19 Prevention and Response

a. Common COVID-19 symptoms include, but are not limited to: fever, muscle pain, cough, headache, shortness of breath, sore throat, chills, new loss of taste or smell, repeated shaking with chills.

b. MTC students are not required, but strongly encouraged, to wear a face covering while in the presence of others or in public settings on MTC campuses. Public settings include common spaces, meeting rooms, hallways, classrooms, labs, etc. When in the clinical area, students must adhere to the policies of the clinical agency regarding the use of PPE in the clinical setting.

c. If a student develops symptoms of the coronavirus, the student **MUST NOT** come to campus but should notify Student Development Services (SDS) at 803.732.5201. Students who are exposed to someone positive for COVID-19 must contact Student Development Services.

d. Students attending clinical must also adhere to the policies and procedures for COVID-19 exposure and reporting for the particular clinical agency regarding clinical attendance. Students who are exposed to someone positive for COVID-19 must contact the clinical instructor.

Nursing Department Policy of Transmitted Diseases

Allied Health and Nursing students and faculty should be particularly aware of potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure. Since we cannot reliably identify all patients with a transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all patients at all times as if they were a potential source of infection. This approach includes precautions for contact with a patient's blood and body fluids. This is referred to by CDC (Center for Disease Control) as "standard precautions". The practice of these precautions will help ensure protection against HIV (Human Immunodeficiency Virus), the cause of AIDS, HBV (Hepatitis B Virus), the primary cause of viral hepatitis, and all other blood borne infectious agents. Rigorous adherence to

these guidelines will be required of all students and faculty. **It is strongly encouraged that all students receive all required vaccinations**

1. PRECAUTIONS FOR THE TRANSMISSION OF HIV AND OTHER BLOOD BORNE AGENTS TO HEALTH CARE STUDENTS AND FACULTY:

Basic Aseptic Technique practiced by health care students/faculty in conjunction with the following blood and body fluid precautions can help prevent the transmission of HIV, HBV, and other blood borne agents.

- a. All patients, their blood and other body fluids, will be considered to be infectious at all times.
- b. Whether or not the patient is known to be infected with HIV or HBV, the student and faculty will:
 1. Wash hands thoroughly with soap and water before and immediately after contact with patients, their blood, urine, or other body fluids.
 2. Consider sharp items (needles, scalpel blades, other sharp instruments) as being potentially contaminated and handle with extreme care to prevent accidental injury.
 3. Dispose of sharp items in puncture-resistant containers immediately after use.
 4. Do not recap, purposefully bend, or otherwise manipulate by hand needles that are to be disposed.
 5. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag valve masks, or other ventilation devices.
 6. Wear gloves when handling a patient's blood, body fluids, and/or items soiled with blood or other body fluids.
 7. Use gloves when performing injections, venipunctures, arterial punctures, and capillary sticks.
 8. Wear gown, mask, and eye covering when performing procedures where aerosolization or splattering is likely to occur (e.g., dental and surgical procedures, wound irrigation, bronchoscopy, endoscopy, high speed centrifugation, etc.)

9. Clean up spills of blood or body fluids immediately with a disinfectant such as a 1:10 dilution of chlorine bleach.

2. PROCEDURE FOR REPORTING POTENTIAL EXPOSURE: Students will follow the Post-Exposure Protocol. The packet will be provided to the clinical instructor and includes the directions below:

	Student	Patient
Step 1.	<p>Student: Wash the area of injury. Apply first aid dressing if applicable (in case of a splash to eyes or mucous membrane, irrigate with water at eyewash station for 15 minutes). Follow facility post exposure protocol (if in place)</p>	<p>The patient (source individual): *Clinical Faculty/affiliate supervisor should inform the patient *Clinical faculty/affiliate supervisor should request that the patient have blood work performed within 24 hours and/or follow facility post exposure protocol *The patient/source should sign permission to disclose blood test results form.</p>
Step 2.	<p>Student: Contact Compendium Services (Nurse Caseworker Representative) to report the incident (1-877-709-2667) *Inform the Compendium *If the source patient is gone, report that there is NO source patient. *Write down the name of the nurse/caseworker with whom you are talking. *Please follow guidance from Compendium nurse-caseworker for follow-up care. Make sure to document instructions given to you by Compendium nurse-caseworker.</p>	
Step 3.	<p>Call MTC Environmental Health Manager *Cell (803-553-1341) and Office (803-822-3072) to report the incident (leave messages if necessary).</p>	
Step 4.	<p>Complete the incident report: *The clinical faculty/affiliate supervisor should help the student complete the exposure incident report and return it to the MTC Environmental Health Manager or Program Director.</p>	

	*If directed by Compendium nurse caseworker, carry your paperwork and go immediately to Lexington Occupation Health (map included).
Step 5.	*Call/have someone call your Midlands Technical College Program Director and report the incident (leave a message if necessary).

3. MTC CRITICAL INCIDENT PROTOCOL FOR NURSING AND ALLIED HEALTH:

The students and faculty of the Nursing and Allied Health Division will be expected to follow the following protocol in the event of the occurrence of a "critical incident" while in the clinical or laboratory portion of a college course or activity.

A "critical incident" is defined as any occurrence in which there is a medication error, treatment error, accident involving a student, patient or faculty member, or where there is unusual exposure to a communicable disease.

NOTE: Nothing in this protocol is intended to delay emergency treatment deemed necessary in such an incident.

When the occurrence is an accident in a clinical facility that involves the student, or when there is unusual exposure to a communicable disease in a clinical facility, the following protocol will be followed:

1. Incident should be reported immediately to the instructor in charge and to the area supervisor or nurse manager. If the incident was a sharps stick injury, the area should be washed and then dressed with a first aid dressing, or in the case of mucous membranes, irrigated with water for 15 minutes.
2. Student will:
 - A. Call the Nursing Program Clinical Coordinator and report the incident (leave a message if necessary) if the injury was related to a sharps stick
 - B. Call CompEndium Services (Insurance Company) at 877-709-2667 to report the incident
 - a. Give your name, the name of the college, and tell the operator that you have an injury to report

- b. A Medical Manager Nurse Consultant will take your call and ask the name of the injured student and specific questions about the accident
 - c. CompEndium will assist the injured student in selecting a physician and scheduling an appointment or will direct the injured student to the emergency room (ER). If the injury is a sharps stick, the student should also call Occupational Health (755-3337) to arrange a post-exposure evaluation.
3. CompEndium will notify the physician or the ER of the injury and the arrival of the injured student.
4. The physician or the ER will call CompEndium before the injured student leaves the facility to receive authorization for treatment.
5. Immediately following, the CompEndium Medical Manager Nurse Consultant will call the MTC Benefits Coordinator with a report on the status of the student's condition.
6. The physician's report/case notes will be faxed within 24 hours of receipt of treatment. In emergency situations, the notification must be completed as soon as possible if it is not feasible to complete it at the time of the accident. The instructor will notify the Department Chair for Nursing and the college HRM Office.

The right to compensation may be forfeited unless a claim is filed with the South Carolina Workers' Compensation Commission within two years after an accident, or in the case of death, within one year of the date of death.

All incidents must be reported to the Nursing Department Chair as soon as practical with a written follow-up report within 72 hours.

1. Time, date, and place of occurrence.
2. Persons involved.
3. Detailed description of the incident.
4. Actions taken related to the incident.

Each clinical agency may have its own individual policy concerning transmitted diseases. Please refer to the individual agency Policies and Procedures Manual for specific information.

X. GENERAL INFORMATION

Student Attendance at Curriculum Meetings and General Faculty Meetings

All students have the opportunity to attend curriculum meetings and general faculty meetings. See administrative assistant for scheduled meeting and location. Students have the opportunity to contribute to the discussion at these meetings, and consideration is given to students' comments, questions, or concerns. If the need exists to discuss a specific student situation, it will be necessary to close that portion of the meeting.

Eligibility for Taking the NCLEX-RN Exam

Upon successful completion of the first and second levels of the program, graduates are eligible to take the licensure examination administered by the South Carolina Board of Nursing and, upon satisfactory completion, he/she will be designated as a Registered Nurse (RN). The SC Board of Nursing determines eligibility for taking the NCLEX-RN exam. During the last semester of the MTC Nursing Program, the student must submit an application to the SC Board of Nursing and register with the National Council Licensure Examination at Pearson Vue. Instructions and requirements can be found at the South Carolina Board of Nursing website (www.llr.state.sc.us/POL/Nursing).

As found on the SC Board of Nursing website:

“Effective March 2, 2009, an applicant for a license to practice nursing in South Carolina shall be subject to a criminal background check as defined in 40-33-25 of the Nurse Practice Act.

In addition to all other requirements and for the purpose of determining an applicant's eligibility for an authorization to practice, each applicant will be required to furnish a full set of fingerprints and additional information required to enable a criminal history background check to be conducted by the State Law Enforcement Division (SLED) and the Federal Bureau of Investigation (FBI).

The applicant will bear the cost of conducting the criminal history background check and the department shall keep information received pursuant to this section confidential, except that information relied upon in denying authorization to practice may be disclosed as may be necessary to support the administrative action.”

Eligibility for Taking the NCLEX-PN Exam

Upon successful completion of the first level of the program, graduates are eligible to take the licensure examination administered by the South Carolina Board of Nursing and, upon satisfactory completion, he/she will be designated as a Licensed Practical Nurse (LPN). Candidates who have criminal records may be required to appear before the State Board of Nursing which will determine eligibility to take the NCLEX exams.

School of HealthCare Pinning Ceremony

A Pinning Ceremony is held each semester for graduating nursing students in conjunction with other graduating students within the School of Healthcare. Students should complete a graduation clearance form and request to take the NCLEX examination before the deadlines provided each semester.

After thoroughly reading each paragraph, please initial on each line, and then sign at the bottom of the page.

AGREEMENT WITH THE NURSING STUDENT HANDBOOK

___ I have accessed the Nursing Student Handbook online, and have carefully read the handbook. I understand and agree to abide by its policies and procedures.

___ I understand that the policies within this handbook apply to the current academic year and changes implemented by the college during this time. I also understand that changes to the college, clinical agencies, and governing nursing agencies may require changes in these policies. Students will be notified through an addendum indicating these changes and the time they will go into effect. If/when these new policies go into effect, I will be held to these changes.

___ I fully understand that I must report to the Nursing Department Chair/Program Director for ANY arrests and/or criminal charges or convictions (including traffic violations, bad checks, etc.) filed after the completion of the pre-admission criminal background investigation. Failure to do so within three days will result in dismissal from the Nursing Program. The arrest and/or criminal charge will be reported to the clinical facility where I am assigned, and a determination will be made as to whether or not I can continue in the Nursing Program.

RELEASE FORM

___ I, the undersigned, have thoroughly read, and fully understand the departmental policy for the prevention of HIV, HBV, and other blood borne disease transmission from patients to healthcare students and faculty. I understand that it is my responsibility to adhere to this policy for my personal protection and that of others.

___ I agree to report any incident to my immediate supervisor and college officials as outlined in the policy.

___ I understand that it is strongly encouraged that students complete the Hepatitis B vaccine series, followed by a titer to show immunity against Hepatitis B.

Student Signature: _____ **Date:** _____