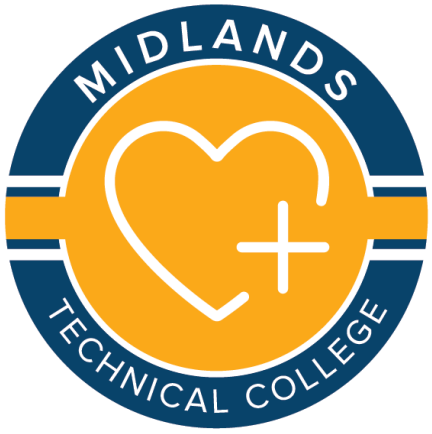
Nursing Student Handbook

2025-2026



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/

The practical and associate nursing programs at Midlands Technical College located in West Columbia, SC is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical and associate nursing programs is continuing accreditation.

TABLE OF CONTENTS

I. PHILOSOPHY OF MIDLANDS TECHNICAL COLLEGE NURSING PROGRAM 5
II. CONCEPTUAL FRAMEWORK 6
III. PROGRAM OUTCOMES 9
IV. CURRICULUM CONCEPTS 10
V. NURSING CURRICULUM 12
VI. COLLEGE POLICIES 15
VII. NURSING DEPARTMENT POLICIES 19
A. Admission 19
B. Academic Progression 20
C. Readmission Requirements 21
D. Termination 22
E. Graduation Requirements 23
F. Grading Policies 23
G. Withdrawing 24
H. General Policies 25
VIII. ADMINISTRATIVE POLICIES AND PROCEDURES: COURSE RELATED 25
A. Attendance Policies 25
B. Examination Attendance 26
C. Guidelines for Student Behavior 27
D. Exam/Testing Policy 28
IX. ADMINISTRATIVE POLICIES AND PROCEDURES: CLINICAL/LAB RELATED 28
A. Clinical/Skills Attendance, Tardiness or Absences 29
B. Student Guidelines for Student Behavior: Lab/Clinical 30
C. Uniform Code 31
D. Malpractice Insurance 33
E. Health/Clinical Requirements: 33
F. Failure to Adhere to Health/Clinical Requirements 34
G. Medical Treatment for Students 35
X. GENERAL INFORMATION 39
A. Student Attendance at Curriculum Meetings and General Faculty Meetings 39
B. Eligibility for Taking the NCLEX-RN Exam 39
C. Eligibility for Taking the NCLEX-PN Exam 40
D. Nursing Pinning Ceremony 40

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.

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.

Collaboration: Function effectively within nursing and inter-professional teams, foster open communication, mutual respect, and shared decision making to achieve quality patient care.

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.

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.

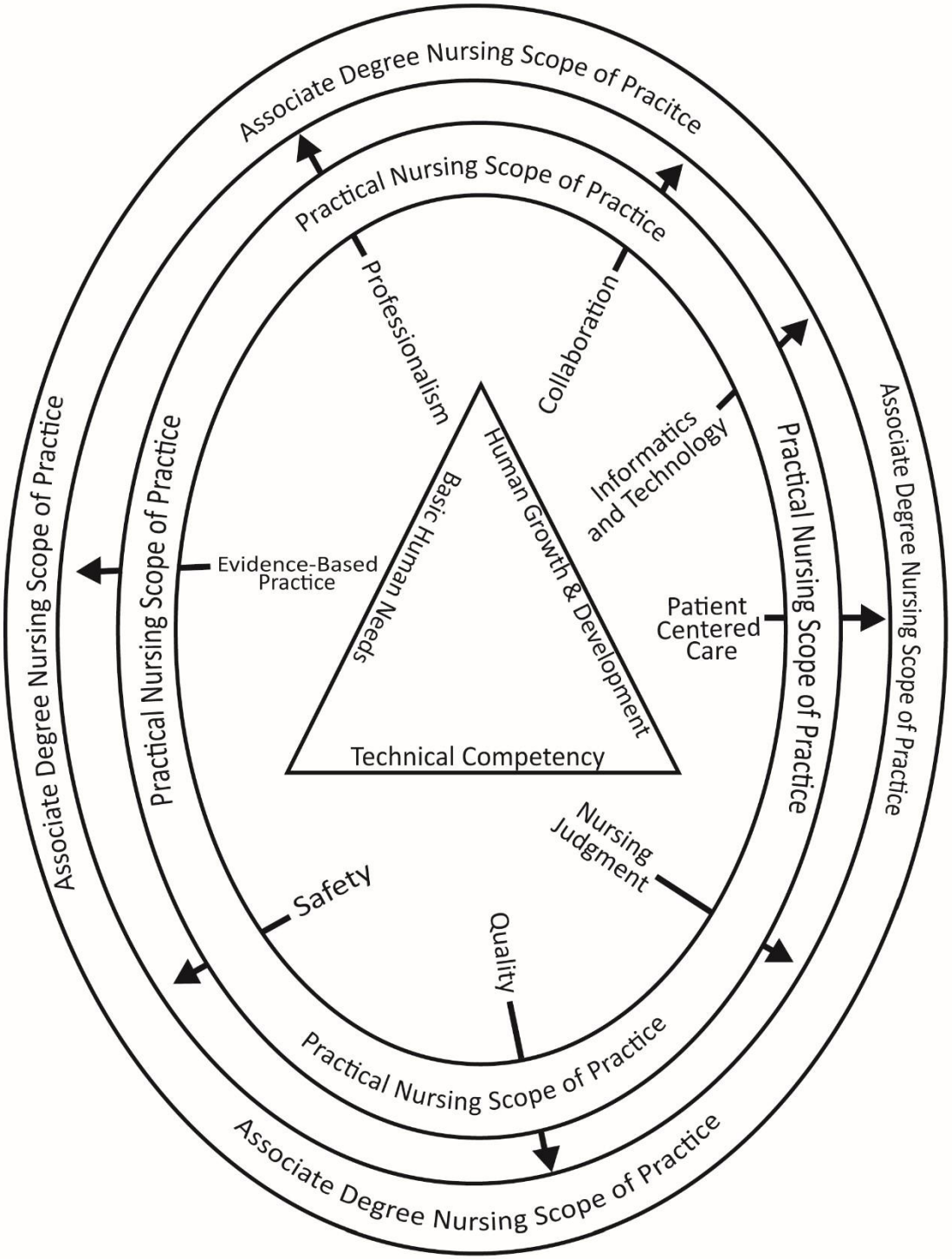
Nursing Judgment: Nursing Judgment involves the nurse making an enlightened opinion following the process of observation, reflection, and analysis of available information or data. Decision making (Nursing Judgment) is substantiated with evidence that integrates nursing science in the provision of safe, quality care, and promotes the health of diverse patient populations.

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.

Safety: Minimize risk of harm to patients and providers through system effectiveness and individual performance.

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.


Associate Degree Nursing Scope of Pracitce
Practical Nursing Scope of Practice
Professionalism
Collaboration
Informatics and Technology
Practical Nursing Scope of Practice
Associate Degree Nursing Scope of Practice
Associate Degree Nursing Scope of Practice
Practical Nursing Scope of Practice
Evidence-Based Practice
Basic Human Needs
Human Growth & Development
Patient Centered Care
Technical Competency
Nursing Judgment
Safety
Quality
Practical Nursing Scope of Practice
Associate Degree Nursing Scope of Practice

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

Practical Nursing Program Plan **Full Time**		
Prerequisite courses		**Credits**
ENG-101	English Comp I	3
BIO-210	Anatomy and Physiology I	4
PSY-201	General Psychology	3
MAT-102	Intermediate Algebra	3
BIO-211	Anatomy and Physiology II	4
PSY-203	Human Growth and Development	3
Program courses		
NUR-131	Introduction to Pharmacology	1
NUR-134	Beginning Nursing Skills	5
NUR-141	Pharmacological Therapies I	2
NUR-155	Contemporary Nursing Practice I	6
NUR-158	Health Promotion for Families I	4
NUR-235	Contemporary Medical Surg Nur Concepts	5
NUR-166	Issues in Practical Nursing	1
	Total Credit Hours	44

- Math and Biology courses must be completed within 5 years of program start
- Due to application requirements, program length will vary

TRANSITIONS (LPN TO ADN)

SCHOOL OF HEALTH CARE

Transition LPN - ADN - Associate Degree Nursing Program Plan **Full Time**		
Prerequisite courses		**Credits**
ENG-101	English Comp I	3
BIO-210	Anatomy and Physiology I	4
PSY-201	General Psychology	3
MAT-120	Probability and Statistics	3
BIO-211	Anatomy and Physiology II	4
PSY-203	Human Growth and Development	3
BIO-225	Microbiology	4
Humanities		3
Program courses		**Credits**
NUR-131	Introduction to Pharmacology	1
NUR-203	Transition for LPN	1
NUR-201	Transition Nursing	3
NUR-162	Psychiatric and Mental Health Nursing	3
NUR-208	Health Promotion for Families II	4
NUR-255	Contemporary Nursing Practice II	5
NUR-215	Management of Patient Care	5
NUR-270	Principles of Management and Leadership I	1
	Total Credit Hours	50

- Math and Biology courses must be completed within 5 years of program start
- Due to application requirements, program length will vary

ASSOCIATE DEGREE NURSING (ADN)

SCHOOL OF HEALTH CARE

Associate Degree Nursing Program Plan **Full Time**		
Prerequisite courses		**Credits**
ENG-101	English Comp I	3
BIO-210	Anatomy and Physiology I	4
PSY-201	General Psychology	3
MAT-120	Probability and Statistics	3
BIO-211	Anatomy and Physiology II	4
PSY-203	Human Growth and Development	3
BIO-225	Microbiology	4
Humanities		3
Program courses		**Credits**
NUR-131	Introduction to Pharmacology	1
NUR-134	Beginning Nursing Skills	5
NUR-141	Pharmacological Therapies I	2
NUR-155	Contemporary Nursing Practice I	6
NUR-158	Health Promotion for Families I	4
NUR-235	Contemporary Medical Surg Nur Concepts	5
NUR-166	Issues in Practical Nursing	1
NUR-208	Health Promotion for Families II	4
NUR-255	Contemporary Nursing Practice II	5
NUR-162	Psychiatric and Mental Health Nursing	3
NUR-215	Management of Patient Care	5
NUR-270	Principles of Management and Leadership I	1
	Total Credit Hours	68

- Math and Biology courses must be completed within 5 years of program start
- Due to application requirements, program length will vary

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:

f 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:

In the event of any Police, Medical, or Fire emergency students should call 911 immediately. The caller should provide their name, telephone number, location (Campus, room number, and/or area such as parking lot) and describe the emergency situation to the 911 operator. The appropriate emergency services agency will be dispatched to the location of the emergency. If an emergency requiring mass alert notification (such as an extreme severe weather event or active intruder) occurs, the college will activate an alert through a variety of communications mediums including text messaging, campus loud speakers, MTCVNN, voice mail, email, college intranet, and the MTC website homepage as well as local media. The alert messages will provide information on the campuses affected by the event, the level of the alert and response instructions as well as any additional follow on information/ instructions.

In addition, MTC has placed emergency call boxes in campus parking lots to provide immediate contact with the MTC Police Department Communications Center in the event of an emergency. Students and employees are asked to report non-emergency safety concerns or suspicious activities to the MTC Police Department at 803.738.7850 or email campuspolice@midlandstech.edu.

All students are strongly encouraged to register for the college's emergency text messages by using the link to MTC ALERTS found under the Services and Links section on MyMTC Student home page.

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:

a. Federal PELL Grant
b. Federal Supplemental Educational Opportunity Grant (FSEOG)
c. Federal Work-Study (FWS)
d. Federal Family Educational Stafford Loan (FFEL Stafford Loan)
e. Lottery Tuition Assistance
f. Summer Aid

Eligibility Requirements:

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

1. demonstrate financial need (except for certain loan programs)
2. have a high school diploma or GED, or have passed the COMPASS or ASSET tests
3. be enrolled as a regular student in an eligible program of study
4. be a US citizen or an eligible noncitizen
5. have a valid social security number
6. 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 <u>at</u> <u>least</u> 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: Prisma Health Baptist, Prisma Health Richland, Lexington Medical Center, and MUSC Health. 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 t 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 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).

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

VII. NURSING DEPARTMENT POLICIES

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

A. Admission

Application

Students are admitted to the nursing program on a competitive basis. It is to the advantage of the student to attain the best possible grade they can on their prerequisite courses. All students must follow the admission policies below to be considered for admission.

1. Apply to MTC and submit official transcripts for all previous colleges attended.
    a. If student does not have previous college credit for math or English, the student will need to take the MTC placement test.
    b. Previous nursing course credits will not be accepted from other colleges.
2. Complete New Student Orientation and schedule an advisement appointment.
3. Pass all prerequisites for intended program with a grade of C or better:
    a. LPN: ENG 101, PSY 201, PSY 203, BIO 210, BIO 211, and MAT 102 or higher;
    b. ADN and Transition: ENG 101, PSY 201, PSY 203, BIO 210, BIO 211, BIO 225, MAT 110 or higher and an Approved Humanities.
    c. Required math and biology courses must be completed within 5 years of beginning NUR 134 or NUR 203.
4. Once all required prerequisites have been completed, students may apply during one of three open application periods:
    a. Open Application dates for ADN, LPN, and Transition for Fall Semester starts are January 15 – May 15.
    Notification of acceptance or denial into the Nursing program will be received by June 15.
    b. Open Application dates for ADN and LPN for Spring Semester starts are May 25 – August 25.
    Notification of acceptance or denial into the Nursing program will be received by September 15.
    c. Open Application dates for ADN and LPN for Summer Semester starts are September 15 – December 15.
    Notification of acceptance or denial into the Nursing program will be received by January 25.

Eligibility

1. Transition program applicants must have an active, unrestricted SC Practical Nursing (PN) license or Compact PN license.
2. Transition program applicants must be a graduate of an ACEN accredited PN program.

3. No grade can be lower than a “C” in prerequisite courses.
4. No prerequisite course may be repeated more than once and no more than two prerequisite courses may be repeated in total. This includes all courses taken at Midlands Technical College or any other post-secondary institution.
    a. Beginning with the Summer 2025 nursing cohort, any withdrawals in prerequisite courses will not count against the student.
5. “W”s awarded in prerequisite courses since Spring 2018 count as an attempt or a repeat with the exception of “W”s awarded in Spring 2020, Summer 2020, Fall 2020, Spring 2021, and Summer 2021. Due to COVID-19, “W”s awarded during those semesters will not count as an attempt nor count against the students in future semesters. "W"s awarded in prerequisite courses beginning Summer 2024 will not count as an attempt.
6. Students must have a GPA of at least 2.0.

Acceptance

1. Student will be notified via email if they have been accepted or denied entry to the nursing program by the posted date for each application cycle.
2. The students who are accepted must complete and return the Intent to Start form by the requested date sent in the acceptance email to confirm their spot.
    a. If the form is not retuned by the due date, the student forfeits that spot and must reapply during the next application cycle.
3. Student who are denied entry into one program cannot apply to the other program during the same application cycle.
4. Students cannot switch program majors once accepted into the program for which they have applied.
    a. Ex: A student who is accepted into the PN program cannot change to the ADN program, even if all prerequisite courses have been completed.
5. Students must attend a mandatory orientation, which is typically held Thursday before each semester begins. If a student does not attend the orientation, they will not be allowed to begin the program, and must reapply during the next application cycle.
6. After confirmed acceptance, students must complete all clinical requirements (background check, immunizations, training, etc.) before the semester begins. If a student does not complete the clinical requirements by the due date, they will not be allowed to begin the program, and must reapply during the next application cycle.

B. Academic Progression

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

1. Final grade of "C" or better is required for all required general education courses.
2. Final grade of "B" or better is required for all nursing courses.

a. Nursing curriculum courses, including prerequisite courses, cannot be repeated more than one time.
b. No more than two nursing curriculum courses, including prerequisite courses, can be repeated in total.
    i. Beginning with the Summer 2025 nursing cohort, any withdrawals in prerequisite courses will not count against the student. However, withdrawals in nursing courses will count against the student.
c. If a student has a "W", "C", "D", or "F", in any course in the first clinical semester (NUR 134 for PN and ADN, or NUR 203 for Nursing Transitions), the student is strongly recommended to take and successfully complete NUR 100 before progressing in the nursing curriculum.

3. A satisfactory level of competence in the clinical/lab components of each nursing course as outlined in lab and clinical policies.
4. 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 semester is 1.5, the student will not be able to take NUR courses during the Spring semester. Instead, the student must use the Spring 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 semester, the student will be terminated from the nursing program.
5. Grade of 90 or above on all dosage calculation competency tests throughout the program.
6. Compliance with all clinical requirements as outlined in the clinical policies.
7. Adherence to all required health/clinical requirements.
8. 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.

C. <u>Readmission Requirements</u>

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 any semester. This form is to be submitted to the Academic Program Director at the time the student exits or fails the course, or chooses not to continue the next semester.

1. 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.
2. A student who has not completed a clinical nursing course for thirteen months or more will be terminated from the nursing program. To return to the program, the student will be required to meet admission criteria in place at that time and start the program over.

D. <u>Termination</u>

Criteria for termination are as follows:

1. Repeating any nursing curriculum course (including prerequisite courses) more than once, or repeating more than two curriculum courses.
    a. Beginning with the Summer 2025 nursing cohort, any withdrawals in prerequisite courses will not count against the student. However, withdrawals in nursing courses will count against the student.
2. 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.
3. 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.
4. A student who has not completed a clinical nursing course for thirteen months or more will be terminated from the nursing 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 <u>within three days</u> will result in termination 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, or 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.

8. A student who 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 in place at that time.

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 Academic Fresh Start 3 years after termination from the nursing program and the last class taken at MTC.

E. 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, a final grade of "B" or above in each required nursing course, and a final grade of “C” or above in each required general education 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.

F. 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. For each clinical course, a student can receive a maximum of two “not met” ratings in the same category or a maximum of three “not met” ratings in total (all categories combined). If a student exceeds the allowed number of “not met” ratings, this is a clinical failure. The student is not allowed to continue in the course, must withdraw, and will receive a W in

the course. If the student does not withdraw, the instructor will complete an instructor withdrawal. The student may audit lecture, if desired.

   a. Students should refer to their weekly clinical evaluation in each course to know the criteria for a “met” rating.
   b. Students should review weekly lab/clinical evaluations in Trajecsys to stay abreast of their clinical progress.

3. Students must follow the HESI policy in their course syllabus.
   a. Students will have required weekly HESI EAQ quizzes, a practice test, and a proctored test in each nursing course (except NUR 131; also, there is no proctored test in NUR 141 and NUR 158). The percentage of the course grade for these items will vary by course.
   b. Students should demonstrate a level of proficiency on the HESI proctored exam by scoring at least an 850. All students scoring less than 850 on version 1 of the HESI proctored exam must complete remediation and take version 2.
   c. Students completing NUR 215/270 must make an 850 or higher on the HESI RN-Exit exam before their endorsement will be sent to SC Board of Nursing. If a student does not make greater than an 850 on the HESI RN-Exit after the 4th attempt, they will change their major to PN, must take NUR 166, and exit the program.
4. If at any time a student is unsuccessful in the dosage calculation test component of a clinical nursing course after the third attempt, 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.
5. The final exams in all nursing courses are secure tests and are not available for review.
6. The specific number and type of examinations, written assignments, and projects required in each nursing course are stated in the individual course syllabus.
7. A student who does not have a "B" average in any NUR course at Midterm is encouraged to discuss their situation with their instructor.
8. The grading scale for the Nursing Program is:

89.5-100	A
79.5-89.4	B
69.5-79.4	C
59.5-69.4	D
0-59.4	F
Withdrawal	W

G. <u>Withdrawing</u>

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".

1. 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 for any nursing courses.
2. After exceeding the maximum number of absences for a term and failing to complete academic-related activities, students may be withdrawn from the class by the instructor.
3. 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.
4. As a reminder, “W’s” count as a course attempt for the nursing course.
5. Students should contact a counselor in the counseling and career service center if assistance is desired for academic and/or personal problems.
6. In order to withdraw from a course, students should submit the Withdrawal Request Form found on the MyMTC Student homepage no later than the last day of classes for the term. In accordance with the MTC Student Handbook, students should discuss any extenuating situations with their professor to determine if any alternate arrangements can be made.
7. Inform the course instructor and the Academic Program Director if dropping a nursing course and complete the Request to Re-enter Form if eligible for re-entry.

H. General Policies

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.

Referral to Counseling and Career Services:

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. Students in academic courses must be present for at least 85 percent of their scheduled class meetings. Therefore, the maximum amount of time that can be missed is one week for a class that meets for 10 or 7 1/2 weeks, and two weeks for a class that meets for 15 weeks. After exceeding the maximum number of absences for a term and failing to complete academic-related activities, students may be withdrawn from the class by the instructor.
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

All tests are to be taken as scheduled in the course calendar. Only under the most extenuating circumstances should a test be missed.

1. To report an absence from a test, call the course instructor the morning of the test day and leave a message.
2. 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.
3. 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.
4. The make-up test may differ in format (i.e. essay questions, multiple choice, case-studies, etc.) from the missed test.
5. 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 from the classroom, lab, or clinical and will count as an unexcused absence for that day, or possible termination from the program.
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.
4. Unless group work is assigned, all written course work is to be done independently.
5. Instructor permission is required to record class lectures.
6. Any student will automatically be given a grade of "0" or the equivalent on any test or work on which he/she has been suspected of cheating. 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)
7. Information provided on care plans, data tools or other assignments must be factual, truthful, and confidential.
8. Academic dishonesty in all its forms including, but not 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 Academic Integrity and Student Conduct.
9. 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 (See HESI Policy in course syllabus).
10. 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 termination from the nursing program. It includes the following Honor Code:

- 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.
- 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.
- Only typographical error questions will be addressed.
- Students will be informed how much time will be allotted for the test.
- There will be two proctors when possible.
- Calculators may be checked at any time. No programmable calculators allowed.
- Students should spread out and leave a space between each other when possible.
- No talking between students at any time. No talking during exam.
- Students should not congregate or talk outside the door when they have finished their tests.
- Students may be asked to remain in their seats until the testing period has ended.
- 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.
- Students should be on time for tests. If a student arrivers 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.
- Students should not switch sections or periods designated to test without faculty approval.
- Students will not wear hats or caps during testing.
- The instructor will reserve the right to assign seats for testing.
- No dark prescription glasses, sunglasses, or recording/camera glasses 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

Attendance at clinical and skills lab is necessary to meet the course objectives. Students will be required to purchase access to Trajecsys for lab/clinical attendance, skills, and evaluation documentation.

1. Students must be able to attend skills lab and clinical without any medical restrictions. If for some reason a student is under medical supervision (i.e. surgery, childbirth, etc.), the student must have a doctor's note clearing them to return to skills lab/clinical with no restrictions before they are permitted to return.
2. The documentation of clinical absence form must be completed in Trajecsys anytime a student misses lab/clinical.
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. Missed clinical time must be made up in the clinical setting. It is not guaranteed that the student will be able to make up the clinical hours in the same semester in which they are missed. Students may be required to join an available clinical group on a different day or at a different site to make up the missed clinical time. In the event this is not possible, and the student is unable to make up the missed clinical time before the last day of class, the student will receive an incomplete for the course. The student will need to make up the clinical hours the following semester and will not be permitted progress in the program until after this is completed.
5. 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".
6. 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.

7. 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.
8. 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.
9. 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.
10. If a student starts the clinical day, but then must leave clinical for any reason which causes them to miss clinical time, they are required to make up the entire clinical day.
11. 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.
12. 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."
13. 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.
14. 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.
15. 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.
16. All required written work must be submitted on due dates and times assigned regardless of attendance (see specific course requirements).
17. The clinical evaluation must be reviewed and electronically signed weekly in Trajecsys by the faculty and student.

B. <u>Student Guidelines for Student Behavior: Lab/Clinical</u>

Each student must utilize the required course skills bag for skills lab practice. The bags are available for purchase in the MTC bookstore.

1. 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.

2. Due to the weight of high-fidelity simulation mannequins, two or more people are needed to safely move these mannequins.
3. 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.
4. There can be absolutely no eating or drinking in the patient simulation rooms, nursing demonstration classroom, or computer classrooms.
5. 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.
6. 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.
7. 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 and must be made up.

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

1) Uniform

MTC embroidered 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. Nursing uniform should fit appropriately and not be too large or too tight.
    - Appropriate undergarments must be worn.
    - Clothing should not show midriff, cleavage, or undergarments.
2. When pregnant, students should wear a maternity nursing uniform which is ordered by the MTC Bookstore.
3. Sweaters, sweatshirts, and hoodies are not to be worn in the clinical areas. An optional white lab jacket can be purchased from the bookstore if needed.
4. Plain white crew neck short sleeve T-shirts are allowed under the uniform top. The T-shirt must not extend beyond the uniform sleeve.
5. In winter, plain white long sleeve crew neck tops (not thermal underwear) OR plain white long sleeve turtlenecks are allowed under the uniform top.

6. 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 into the clinical area.

2) Shoes

White closed toe and heel 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.

3) 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 on Beltline and Airport campuses.

4) Professional appearance

1. 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 extreme hair color (blue, green, pink, purple, etc.) is allowed. Beards/moustache - neatly trimmed or cleanly shaven.
2. Excessive makeup such as unnaturally long false eyelashes, heavy application of makeup, or makeup with bold colors cannot be worn.
3. Artificial nails, extenders, acrylics, silk wraps, overlays, tips, nail jewelry, and chipped nail polish are not permitted. Nails must be no longer than ¼" beyond the fingertip. Extreme nail colors are not permitted.
4. Jewelry should not be excessive and should not interfere with workplace safety or infection control or cause a distraction in the clinical setting. Allowed earrings or nostril piercings must be small and inconspicuous. No more than 3 ear piercings, no gauges, lip or eyebrow piercings, teeth jewelry/gems, no dangling necklaces or bracelets, and no earrings larger than a quarter.
5. Scented fragrances, perfumes, after shave, shampoos, or lotions may <u>not</u> 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.
6. Proper hygiene and personal cleanliness are essential. No body odor of any kind will be tolerated.
7. Hats, visors, hair bonnets, skull caps, hoods, or similar head coverings are not permitted unless it is required as part of the uniform. Head coverings for religious reasons are permitted.

8. Tattoos are permitted except for the head and face. Excessive or potentially offensive tattoos must be covered. Tattoos that depict illegal acts or those that are offensive in terms of race, national origin, culture, sexual orientation, etc. are prohibited.
9. Earbuds, headphones, or other music listening or phone communication devices are prohibited in the patient care areas, to include patient rooms, hallways, and nursing stations.

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.

5) Pinning ceremony attire

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

6) Cell phones

Refer to clinical agency policies and college electronic device policy.

D. <u>Malpractice Insurance</u>

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. <u>Health/Clinical Requirements:</u>

The following policies are implemented by the partnering clinical agencies. All students in the Nursing Department must submit all required health information to Viewpoint prior to entering the first nursing clinical course. Entry into clinical areas will not be allowed until the following requirements are met by the due date provided:

- Filled out Current Medications Form
- Proof of MMR series (2 vaccines) or positive titers
- Proof of Varicella series (2 vaccines) or positive titer
- 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)
- 2-step PPD (1-step must be repeated yearly) or Quantiferon
- Proof of Tdap vaccine within the last 10 years
- Proof COVID-19 Vaccination
- Current American Heart Association Basic Life Support (BLS) for Healthcare Providers Certification (must be recertified every two years)
- Proof of current season Influenza vaccine (must be repeated yearly)
- Filled out Physical Examination Form

- Drug Screen Results
- Background check results (may need to be updated annually)
- Signed Code of Conduct Form
- Signed Student Release Form
- Completed HIPAA & Bloodborne Pathogen Training

* 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.

Policies/Procedures for Clinical Requirements:
The following policies are implemented by the partnering clinical agencies.

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. Students who test positive/non-negative for substances without physician documented medical justification:

- Will be withdrawn and suspended from all nursing classes for 1 year.
- Must be retested prior to re-entry into the program after 1 year.
- Will be terminated if any future drug screen results are positive/nonnegative (without physician documented medical justification).

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. Any student with a positive background check must meet with the program 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.

The student must be able to be flexible with clinical days and times. Weekday and/or weekend clinicals are NOT guaranteed. Clinical hours may be scheduled in the day or in the evening. Occasionally, clinical schedules may change after the student has registered for class. In the event of such change, the student is still expected to attend clinical according to the current schedule.

F. Failure to Adhere to Health/Clinical Requirements

For Incoming students: Failure to meet and/or maintain compliance with health requirements listed above will result in forfeiture of start date. For failure to adhere to background check and drug screen requirements, see Policies/Procedures for Clinical Requirements (above).

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

A. Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office as a result of accidents sustained while on campus should:
   1. 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.
   2. 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.)
   3. The student requiring emergency treatment should be evacuated to the appropriate emergency facility by ambulance. College employees are not able to transport the victim.

B. 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/emergency medical attention while on campus should take whatever action is appropriate, such as:
   1. Call parent, spouse, or friend and leave the campus.
   2. Call a physician.
   3. Authorize ambulance to be called (NOTE: The student, spouse, or parent shall assume full responsibility for costs).
   4. 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).
   5. 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.

Procedure for COVID-19 Prevention and Response

1. 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.
2. 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.
3. 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.
4. 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**

Precautions for the transmission of HIV and other blood borne agents to health care students and faculty:

1. 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.
2. All patients, their blood and other body fluids, will be considered to be infectious at all times.
3. Whether or not the patient is known to be infected with HIV or HBV, the student and faculty will:

4. Wash hands thoroughly with soap and water before and immediately after contact with patients, their blood, urine, or other body fluids.
5. Consider sharp items (needles, scalpel blades, other sharp instruments) as being potentially contaminated and handle with extreme care to prevent accidental injury.
6. Dispose of sharp items in puncture-resistant containers immediately after use.
7. Do not recap, purposefully bend, or otherwise manipulate by hand needles that are to be disposed.
8. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag valve masks, or other ventilation devices.
9. Wear gloves when handling a patient's blood, body fluids, and/or items soiled with blood or other body fluids.
10. Use gloves when performing injections, venipunctures, arterial punctures, and capillary sticks.
11. 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.)
12. Clean up spills of blood or body fluids immediately with a disinfectant such as a 1:10 dilution of chlorine bleach.

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.	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)	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.
Step 2.	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**.**	

Step 3.	Call MTC Environmental Health Manager *Cell (803-553-1341) and Office (803-822-3072) to report the incident (leave messages if necessary).
Step 4.	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. *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).

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 student will follow the protocol below:

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. Call the Nursing Program Clinical Coordinator and report the incident (leave a message if necessary) if the injury was related to a sharps stick
3. Call CompEndium Services (Insurance Company) at 877-709-2667 to report the incident
4. Give your name, the name of the college, and tell the operator that you have an injury to report. A Medical Manager Nurse Consultant will take your call and ask the name of the injured student and specific questions about the accident
5. 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.

6. CompEndium will notify the physician or the ER of the injury and the arrival of the injured student.
7. The physician or the ER will call CompEndium before the injured student leaves the facility to receive authorization for treatment.
8. 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.
9. 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.
10. 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.
11. All incidents must be reported to the Nursing Department Chair as soon as practical with a written follow-up report within 72 hours.
    Time, date, and place of occurrence.
    Persons involved.
    Detailed description of the incident.
    Actions taken related to the incident.
12. 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

A. 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.

B. Eligibility for Taking the NCLEX-RN Exam

1. Upon successful completion of the first and second levels of the program and meeting the benchmark score requirement on the HESI RN-Exit exam, 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).

2. 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).
3. 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.

C. 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.

D. Nursing Pinning Ceremony

A Pinning Ceremony is held each semester for graduating nursing students. Students will need to purchase a Midlands Technical College nursing pin (LPN or RN) from the bookstore to have for the pinning ceremony. All white scrub top and bottoms (or dress) and closed toe shoes are required for the ceremony. Students should complete a graduation clearance form and request to take the NCLEX examination before the deadlines provided each semester.