Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, gender, military service, or pregnancy. In compliance with all federal and state laws, including 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 (ADAAA), 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. Mr. Ian A. MacLean has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, Title VI and Title VII and Title IX regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights and privileges thereunder are available from Mr. Ian A. MacLean in his position as Interim Director of Internal Auditing and Risk Management and the Chief Compliance Officer for Affirmative Action, Equal Opportunity, Sexual Harassment and Disability Action. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3204

Midlands Technical College Nursing Programs are approved by the South Carolina Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (Address: 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, telephone 404-975-5000, fax 404-975-5020)
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I. MIDLANDS TECHNICAL COLLEGE NURSING DEPARTMENT PHILOSOPHY

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 for the purpose of preparing 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 on-going 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 that have 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 a variety of health care settings to promote optimal outcomes.
II. CONCEPTUAL FRAMEWORK

The conceptual framework for the Nursing Program was developed by the faculty. 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. The nurse’s understanding of 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 evidenced-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 both 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. In the middle is the triangle of basic human needs, human growth and development and technical competency. The eight core standards, divided into two levels, provide the framework for both nursing programs.
III. PROGRAM COMPETENCIES

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 a variety of 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

PN-ADN Program

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Class Credits</th>
<th>Lab/Clinical Credits</th>
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<tbody>
<tr>
<td>BIO 210 Anatomy &amp; Physiology I</td>
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<tr>
<td>ENG 101 English Composition</td>
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</tr>
<tr>
<td>MAT 102 Intermediate Algebra (PN)</td>
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<tr>
<td>MAT 120 Probability &amp; Statistics (ADN)</td>
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</tr>
<tr>
<td>PSY 201 General Psychology</td>
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<td>NUR 134 Beginning Nursing Skills</td>
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<td>NUR 136 Fundamentals of Gerontology</td>
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<td>BIO 211 Anatomy &amp; Physiology II</td>
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<td>PSY 203 Human Growth and Development</td>
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<tr>
<td>NUR 105 Pharmacology for Nurses</td>
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<td>NUR 157 Application of Nursing Concepts I</td>
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<tr>
<td>NUR 162 Psychiatric &amp; Mental Health Nursing (ADN only)</td>
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End of Practical Nursing Curriculum 44 Credits

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<td>NUR 256 Management of Care</td>
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End of Associate Degree Program 61 Credits
# LPN Transition Program

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<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
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</tr>
<tr>
<td>MAT 120 Probability &amp; Statistics</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201 General Psychology</td>
<td>3</td>
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## SECOND SEMESTER

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<td>BIO 211 Anatomy &amp; Physiology II</td>
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## THIRD SEMESTER

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<td>NUR 256 Management of Care</td>
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</table>

End of Associate Degree Program

40 Credits

* One credit hour equals one contact hour for class per week, or three contact hours for clinical/lab per week.

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 are NUR 134, NUR 157, NUR 162, NUR 227, NUR 237, and NUR 256. NUR 201 counts as a clinical course for Transition students).
VI. ACADEMIC 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. Final grade of "C" or better in all nursing courses.

2. Final grade of "C" or better in all required general education courses. General education courses may be repeated once (taken a total of two times) in order to obtain a grade of "C" but they must be completed prior to or at the time they are shown in the curriculum display in order for a student to progress.

3. Maintenance of a satisfactory level of competence in the clinical/lab components of each nursing course.

4. Maintenance of a satisfactory grade point average (GPA). The cumulative GPA may not fall below 2.0 for two consecutive semesters.

5. Grades of 90 or above on all dosage calculation competency tests throughout the program.

6. Maintenance of current CPR (BLS for the Health Care Provider) and annual PPD.

7. In the fall and spring semesters, evidence of a flu shot will be required. If the student has a contraindication against receiving the flu shot, submission of a Declination Form will be required.

8. Negative results on random drug tests, or when done for cause. Students that test positive/non-negative for drugs will be withdrawn.

9. The ability to attend clinical at every health care agency. A student that is barred from a clinical facility will not be able to progress.

10. 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 in NUR 134. Failures from an earlier admission will stand and will count as first failures.

11. For students entering Transition, maintenance of an active unrestricted SC LPN license (or a Multi-state license for the student coming from a compact state where permanent residency is maintained in the former state and Department Head approval
is obtained). Please note that LPNs with a Multi-state license from another state will apply to the Board of Nursing in the former state to take the NCLEX-RN exam and will ultimately be licensed in the former state.

B. **Two Attempts per Clinical Nursing Course**

1. Students may attempt an NUR clinical course only two times. Attempts include W, WF, D, and F.

2. Students who attempt an **NUR Med/Surg clinical course** two times without a passing grade (A, B, or C) and without two failing grades (WF, D, or F) will be required to successfully repeat the previous Med/Surg clinical course before progressing.
   
   a. If it is within the NUR 157, NUR 227 sequence that the previous clinical course must be repeated:
      
      1. Major will be changed to PNR if not already PNR
      2. Time frame becomes one semester more than the number of clinical courses left to complete.
      3. NUR 134 will be repeated for the NUR 157 student
      4. NUR 157 will be repeated for the NUR 227 student
   
   b. If the two attempts are in NUR 237, the course to be taken/Repeated will be NUR 227 and the time frame becomes one semester more than the number of clinical courses left to complete.

3. Students who attempt NUR 162 two times without a passing grade (A, B, or C) and without two failing grades (WF, D, or F):
   
   a. Time frame becomes one semester more than the number of clinical courses left to complete
   b. A third final attempt will be given to the student to earn an A, B, or C in NUR 162
   c. The student who does not earn an A, B, or C on the third attempt will be terminated

C. **Readmission Requirements**

1. Students who receive a grade of “W”, “WF”, “D”, or “F” in a clinical nursing course 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. Re-admission 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 Coordinator 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 Request to Re-enter Forms.)
3. A student that has an interruption in the normal sequence of progression may be required to submit updated background investigation results and updated drug screening results.

4. A student may be readmitted provided he/she had a cumulative GPA of 2.0 prior to having dropped or failed a course. Readmission is based on space availability and eligibility. The dropped, withdrawn or failed course must be successfully completed before the student can take another clinical course. Currently progressing students have priority in enrollment in nursing courses.

5. If there are more students seeking readmission than can be accommodated, the date the student completed all requirements for readmission will be the deciding factor in the order in which available space is awarded.

6. A student who has not completed a clinical nursing course or NUR 201 for more than nine months but less than thirteen months must validate his/her nursing knowledge prior to returning to the program by making a grade of 80 or better on a selected comprehensive theory test. One opportunity will be given. The validation process should be completed one month prior to expected entry.

7. If the student is unsuccessful in the validation attempt, faculty require that the student repeat the last successfully completed nursing course. The course to be repeated will be determined by the Department Chair, Coordinators, and faculty depending on each individual student record.

8. A student who has not completed a clinical nursing course for thirteen months or more will be terminated from nursing. To return to nursing the student will be required to meet current admission criteria and start over.

9. A student who makes a “D”, “F”, or “WF” in a course the first time, must make at least a “C” the next time the course is taken. No required course may be completed more than twice in order to earn a “C”. If the student fails to earn a “C” the second time, he/she will not be readmitted to the program.

10. A student can have only two attempts at NUR 134. An attempt for NUR 134 is defined as a withdrawal or a failure. After the second attempt the student will be terminated from nursing. To return in the future the student will be required to meet current admission criteria, attend orientation, and get a new start date.

11. Students who withdraw prior to midterm will receive a grade of “W”. Students who withdraw after midterm with a “C” or better will receive a grade of “W”. Students who withdraw after midterm without a grade of “C” or better will receive a “WF”.

12. All courses for the Diploma in Practical Nursing must be completed within 24 months from the date the student begins the first clinical nursing course. All courses for the Associate Degree in Nursing must be completed within 36 months from the date the student begins the first clinical nursing course. LPNs seeking an Associate Degree in Nursing must complete all AD nursing courses within 24 months of the beginning of NUR 201 or the first clinical course if NUR 201 is not required. A student will not be
readmitted to the program at a level beyond the first clinical course if it is not possible to complete the program within the required time limit.

13. If it is determined that an ADN student cannot complete the ADN curriculum (clinical sequence) in the allotted time frame of 36 months, the student’s major will be immediately changed to PNR. The student will be required to graduate after completing NUR 144/227.

D. **Midterm:**

1. 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:**

A student will be terminated for the following:

1. A final grade of less than a "C" or a "WF" in a nursing course or required general education course when the course has been taken for a second time.

2. A final grade of less than "C" or a "WF" in two separate clinical nursing courses.

3. For the Transition student, a final grade of less than “C” or a “WF” in NUR 201 and one clinical nursing course, or in two separate clinical nursing courses.

4. Demonstration of unsafe or otherwise unacceptable nursing practice that actually or potentially resulted in danger or injury to the patient. The student will receive an “F” in the course.

5. Breach of patient confidentiality regarding any agency, hospital, school district, etc.

6. Failure to report an arrest within three business days to the Department Chair of Nursing.

7. Willfully violating established policies and regulations of Midlands Technical College, the affiliating hospitals, and the Nursing Department. The student will receive an “F” in the course.

F. **Special Requirements:**

1. 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, and a determination will be made as to whether or not the student can continue in the Nursing Program.
2. 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 Records Department of the college.

3. All students must have a photo on file in their record.

G. 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 nursing courses for the Diploma in Practical Nursing must be completed within 24 months from the date the student begins the first clinical nursing course. All nursing courses for the Associate Degree in Nursing must be completed within 36 months from the date the student begins the first clinical nursing course. Licensed Practical Nurses seeking an Associate Degree in Nursing must complete all ADN nursing courses within 24 months of the beginning of NUR 201 or the first clinical course if NUR 201 is not required.

4. All financial obligations to the college must be satisfied.

5. An Application for Graduation form must be completed and submitted in HS 109 for processing.

4. A minimum of 25% of the program course work must have been earned at Midlands Technical College.

H. Eligibility for Licensure:

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). 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). 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. If a student has any criminal conviction more serious than a minor traffic violation, he or she must notify the South Carolina Board of Nursing no later than 90 days prior to the date of program completion.

I. 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 "unsatisfactory" or "experiencing difficulty" marks on the clinical evaluation to constitute an overall unsatisfactory clinical evaluation, the student will be assigned a grade of F for 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 assigned a grade of F and will not be allowed to continue in clinical or in the course. The student may audit lecture if desired.

4. If at any time a student receives an F for a course due to clinical or dosage calculation test failure, and it is the second clinical course failure, the student will be immediately terminated from nursing.

5. All written assignments are due on the assigned dates. If a written assignment is late, faculty will count 25% off the final grade of the assignment for each day the assignment is late, not to include weekends. It is the student's responsibility to communicate with the instructor about extenuating circumstances. It is the instructor's prerogative to excuse the circumstances.

6. 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.

7. The final exams in all nursing courses are secure tests and are not available for review.

J. **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 mid-term students will receive a "W".

2. A "W" will be given for a student who withdrawing through the midterm date. A student who remains in a course after the designated midterm date and then withdraws will receive a "W" in the course if the student is passing on the last date of attendance in class or clinical or a "WF" if the student is failing on the last date of attendance in class or clinical. A "W" is not a grade and is not computed in the GPA.
"WF" (withdrew failing) after midterm is computed in the grade point average as zero quality points.

3. If the maximum number of allowed absences is exceeded, the student must withdraw from the course. A "W" will be given if the last date of attendance is before midterm. If the last date of attendance is after midterm, a "W" will be given if the student is passing on the last date of attendance. A "WF" will be given if the student is failing on the last date of attendance.

4. Students should contact a counselor in the counseling and career service center if assistance is desired for academic and/or personal problems.

5. Procedure for Withdrawal:
   a. Obtain a Drop/Add/Withdrawal Form from the Student Information Center or the Nursing Department office.
   b. Process the completed form through Data Entry during the first three days of the term. After the first three days of the term, take the form directly to the Student Information Center.
   c. Inform the Program Coordinator if dropping a nursing course and complete the Student Request to Re-enter Form if eligible for re-entry.

VII. ADMINISTRATIVE POLICIES AND PROCEDURES

A. Attendance Policies:
   1. Attendance is kept from the first day of class/lab/clinical.
   2. All absences are counted, regardless of the reason for the absence.

B. Class Attendance, Tardiness or Absences
   1. 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.

   2. The maximum amount of time that can be missed is one week for a class that meets for 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. A "W" will be given if the last date of attendance is before midterm. If the last date of attendance is after midterm, a "W" will be given if the student is passing on the last date of attendance. A "WF" will be given if the student is failing on the last date of attendance.

   3. A tardy is defined as coming to class after attendance has been taken, returning from break after class has resumed, or leaving prior to 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 withdrawn due to overcutting.)

4. 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.

5. It is the student's responsibility to keep a record of absences and tardies; the instructor, however, will keep the official records.

6. Absences are counted beginning with the opening session unless the college schedule accounts for and excuses the absence.

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

C. 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 coordinator 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 a designated day at the end of the semester.

4. If the missed test is not made up, 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 be withdrawn from the course. A “W” will be assigned if the last date of attendance is before midterm. If the last date of attendance is after midterm, a “W” will be assigned if the student is passing on the last date of attendance, or a “WF” will be assigned if the student is failing on the last date of attendance.
D. **Clinical/Skills Attendance, Tardiness or Absences**

The following specific policies have been established to guide the student regarding clinical or skills lab attendance, tardiness or absence:

1. Attendance at clinical and skills lab is necessary to meet the course objectives.

2. A Documentation of Absence 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. See form pg. 37.

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 receive an F for the course. A student missing a scheduled clinical makeup will be counted absent and will receive an Unsatisfactory 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 coordinator. 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.

5. Students MUST call prior to the start of lab or clinical if they will be late or absent. (Call the course coordinator 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 one hour 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. 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.

10. 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.”

11. If a student is sick while in clinical, the instructor must be notified so that the clinical assignment may be modified as needed.

12. 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.

13. 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.

14. All required written work must be submitted on due dates and times assigned regardless of attendance (see specific course requirements).

15. 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.

E. **Guidelines for Student Behavior**

Guidelines for student behavior when attending class/clinical/labs 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, including assignments in the ATL. This can create problems for instructors and fellow students. The college does not accept responsibility for minors on campus.

4. Absolutely no talking during examinations.

5. Unless group work is assigned, all written course work is to be done independently.

6. Students are allowed to record class lectures.

7. Any student will automatically be given a grade of "0" or its 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. The nursing faculty has 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:

   a. Students will adhere to the Honor Code.
   b. 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, and drinks.
   c. 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.
   d. Only typographical error questions will be addressed.
   e. Students will be informed how much time will be allotted for the test.
   f. There will be two proctors when possible.
   g. Calculators may be checked at any time. No programmable calculators allowed.
   h. Students should spread out and leave a space between each other when possible.
   i. No talking between students at any time.
   j. All students should keep test papers face down until told to start the test.
   k. Students should not congregate or talk outside the door when they have finished their tests.
   l. Students may be asked to remain in their seats until the testing period has ended.
   m. 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.
n. Students should be on time for tests.
o. Students must keep test and answer sheet covered.
p. When the student has completed the test, he (she) will raise his (her) hand and remain seated.
q. No section switching for tests.
r. Students will not wear hats or caps during testing.
s. The instructor will reserve the right to assign seats for testing.
t. No dark prescription or sunglasses may be worn during testing.

11. If a student has been under a doctor's care for surgery, physical or mental illness, pregnancy or delivery, he/she must present a physician's statement that specifies that he/she is able to return to school or clinical with no limitations.

12. Students who are pregnant or who have documentation of a suppressed immune system must advise their instructor of their status as soon as possible for safety in clinical assignments (avoiding unnecessary communicable disease exposure).

13. An acceptable appearance is expected of all students while in the clinical area. See criteria for uniforms and personal grooming.

14. 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. Review videos are available in the Skills Lab for viewing.

15. 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.

16. Affiliate policies in the clinical agencies may require students to submit to the same drug testing procedures that apply to employees of the facility.

17. A flexible schedule is required and will be defined by the college/clinical agencies’ needs and may include different shifts and weekends.

18. Clinical objectives require that students have a current physical, PPD (two step), and CPR certification on file. (PPD must be repeated annually). Failure to meet this requirement will result in a “Not Met” under the objective “Professional Behavior” on the clinical evaluation for each week this requirement is not met, and students will not be allowed to attend clinical. Verification that CPR and PPD have been upgraded to current status is required. On renewal, the student must upload the updated CPR card and PPD documentation to the CertifiedBackground website. The student will then obtain a signed verification form from Mrs. Kennedy to take to the clinical instructor.

19. Completion of the entire hepatitis vaccine series is preferred prior to beginning the clinical sequence. The Nursing Department, however, will allow a student to begin the clinical sequence as long as the series has been started. The following policies apply:
a. Receiving the second vaccine more than two months after the first vaccine will result in the student receiving a “Not Met” for each week the vaccine is delayed.
b. Receiving the third vaccine more than six months after the second vaccine will result in the student receiving a “Not Met” for each week the vaccine is delayed.
c. A titer must be done within 4 – 6 weeks after the third vaccine is done. It cannot be done earlier than 4 weeks. If the titer is done more than six weeks after the third vaccine, the student will receive a “Not Met” for each week the titer is delayed.
d. Documentation must be submitted to the Certified Background website after each step of the hepatitis series is completed. The student will receive a signed verification form from Mrs. Jerry Kennedy to take to the clinical instructor.

20. No invasive procedure will be practiced outside supervised skills labs or clinical.

21. 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 during pregnancy, the following will apply to pregnant students.

The student will:

a. Inform the clinical instructor and course coordinator as soon as possible regarding pregnancy and the estimated date of delivery.
b. Obtain a Pregnancy Packet from the Nursing office to be used as outlined below.
c. Submit to the course coordinator the appropriate form letter from the medical doctor or nurse midwife at the following times verifying that the student is in satisfactory physical condition to attend class, skills lab and clinical:

1. When the pregnancy is confirmed.
2. The end of the first trimester.
3. The end of the second trimester and each subsequent month.
4. After delivery, prior to returning to class, skills lab and clinical.
5. If the nursing faculty becomes concerned about the health and well-being of the pregnant student and the unborn child.

d. If at any time the medical doctor or nurse midwife states the student is unable to perform expected tasks, functions, and studies for the current nursing course(s), the student may be given an incomplete (I) or withdrawal (W) according to the elapsed time in the course and length of absence. Individual student situations will be brought before the faculty and/or Department Chair for discussion and recommendations.
e. Students are encouraged to wait six (6) weeks after delivery before returning to school.
f. Each nursing student will be expected to sign a statement that she has read this policy and that she understands that failure to abide by this policy will be grounds for withdrawal (W) from the nursing course(s) by the course coordinator.
g. If any clinical agency has restrictions, the student will follow the guidelines of that agency.
22. 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 *MTC Alerts!*, the college’s emergency notification system. 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)

23. Student Guidelines for Skills Labs

a. Each student MUST utilize the required course skills packet for skills lab practice. The packets are available for purchase in the MTC bookstore.

b. 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.

c. When mannequins are not needed for skill practice, they should be stored securely on the storage shelves in each lab.

d. 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.

e. There can be ABSOLUTELY NO EATING or DRINKING in the patient simulation rooms, nursing demonstration classroom, or computer classrooms.

f. 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 Ms. Jerry Kennedy, 822-3465.

g. Students who wish to make-up a clinical absence, or complete a remediation assignment must schedule this with Ms. Jerry Kennedy, 822-3465.

i. Required skills information, course displays, and student information are placed on the bulletin boards, either side of the ATL hallways.
j. 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 in the ATL area and on the nursing website and may vary by semester.

24. 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 must be fulfilled. Failure to meet with the Counselor or to fulfill the recommendations will result in withdrawal.

F. 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. Female – designated 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. Required undergarments for female students include:

      a. Bra
      b. Panties
      c. Slip - under skirt
      d. Undergarments must not be visible

   2. A pregnant student can wear a navy uniform maternity top with navy maternity pants.

B. Male – designated navy shirt and navy pants 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.

C. 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.

D. 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. **CAPS**

   Are not required for clinical but are required for the Pinning Ceremony for female students.

3. **HOSE/SOCKS - NO BARE LEGS OR FEET**

   Female - white untextured hosiery only. Plain, white, above-the-ankle socks may be worn with pants uniform only.

   Male – plain, white, above-the-ankle socks.

4. **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.

5. **EQUIPMENT**

   Watch with second hand, 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.

6. **PERSONAL GROOMING**

   A. Hair of any length must be clean and neatly groomed. 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. Beards/moustache - neatly trimmed or cleanly shaven (no stubble).

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

E. 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.

F. Proper hygiene and personal cleanliness are essential. No body odor of any kind will be tolerated.

G. No visible tattoos allowed.

7. 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.

8. PINNING CEREMONY ATTIRE

Required attire for participation at the Pinning Ceremony is a white nursing uniform. The female graduate must also wear the MTC nursing cap.

9. CELL PHONES

Refer to clinical agency policies

G. 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 $2.00 per semester. This amount may vary from semester to semester.

H. Health Forms

All students in the Nursing Department must have submitted a health form to the college prior to entering the first nursing course unless an extension is granted by the Department Head. Entry into clinical areas will not be allowed until this requirement is met. Students must submit annual TB test results to remain in the program. Failure to submit TB test results when due will result in a "Not Met" under the objective "Professional Behavior" on the clinical evaluation for each clinical week the student is out, and the student will not be allowed to attend clinical until results are received. Forms are available in the nursing office. Students must present evidence of adequate hepatitis antibody titer or begin the hepatitis vaccine protocol prior to program entry.
I. **CPR Certification**

All students are required to have a current CPR Certificate. Certification must be presented prior to entry into the program. The CPR must be BLS (Basic Life Support) for the Health Care Provider and must remain current throughout the program. Failure to renew CPR will result in a "Not Met" under “Professional Behavior” on the clinical evaluation form for each clinical week the student is out, and the student will not be allowed to attend clinical until recertification is received.

J. **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 a.m., classes that normally meet at 8 a.m. will not meet, but classes that normally begin at 9:35 a.m. will begin at 10 a.m. Similarly, if the college closes at 8 p.m., 6 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet.
- 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 a.m., classes that normally meet at 8 a.m. will not meet, but classes that normally begin at 9:35 a.m. will begin at 10 a.m. Similarly, if the college closes at 8 p.m., 6 p.m. classes will meet for their regular time, but 7:35 p.m. 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 is 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.

K. **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 a number of 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.
L. 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 evacuation is required, a member of the faculty or staff shall notify the appropriate security office of the accident and provide the name of the medical facility to which the student was taken if evacuation preceded such notification. (NOTE: Whenever possible, security should be notified of the accident immediately in order 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.
M. 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". 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.

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.

- All patients, their blood and other body fluids, will be considered to be infectious at all times.
- 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:**

   a. Any incident of potential contamination must be reported to and fully documented by the immediate supervisor, college or clinical faculty, and the appropriate college department chair.

   b. The Nursing Department Chair, with the assistance of the Environment Health Manager, will be responsible for assessing the situation and recommending action.

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 Mrs. Jerry Kennedy (822-3465) 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 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, 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 provide notification to 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.

4. ADDITIONAL DEPARTMENTAL GUIDELINES:

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.

Students who are pregnant or who have immunosuppression validated by a physician must advise their instructor of their status for safety in clinical assignments by avoiding unnecessary communicable disease exposure.

5. HEPATITIS B VIRUS VACCINE INFORMATION

Advantage:

Hepatitis B is a serious disease. Although most people who acquire the disease recover completely, 5-10% become chronic carriers, 1-3% develop chronic active hepatitis and
cirrhosis, 1-2% die, and some may develop liver cancer. This vaccine induces immunity against the Hepatitis B virus in 90-95% of those who take the vaccine.

**Possible Side Effects:**

The incidence of side effects is very low and consists mainly of tenderness at the site of injection. Other less common local reactions include erythema, swelling, warmth, induration, and low grade fever which usually subsides within 2 days of vaccination. Systemic complaints including malaise, fatigue, headache, nausea, vomiting, dizziness, myalgia, and arthralgia have been infrequently reported. Neurological disorders have been rarely reported in temporal association with the administration of the vaccine although no cause and effect relationship has been established.

**Contraindications and Warnings:**

Hypersensitivity to yeast/mold.

Persons with immunodeficiency or those receiving immunosuppressive therapy require larger vaccine doses and respond less well to the vaccine. (Consult your physician).

Because of the long incubation period of Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and the vaccine may not prevent the disease in these persons.

**Precautions:**

Any serious active infection is reason for delaying use of the vaccine except when, in the opinion of the physician, withholding the vaccine entails a greater risk.

Caution should be exercised in administering the vaccine to persons with severely compromised cardiopulmonary status or to others in whom a febrile or systemic reaction could pose a significant risk.

Since there are no well-controlled studies in pregnant women, the vaccine should be given to pregnant women only if clearly needed. (Consult your physician).

If you have any medical problems you are unsure of, consult your physician before taking the vaccine.
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 fully understand that I must report to the Nursing Department Chair 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 college 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 which relates to this policy to my immediate supervisor and college officials as outlined in the policy.

___I understand that it is a requirement of the Nursing Department to complete the Hepatitis B vaccine series, followed by a titer to show immunity against Hepatitis B.

Student Signature:____________________________________      Date:________________
Documentation of Absence

Student's Name_________________________________________  Date of Absence________________________________
Social Security Number ___________________________________
Course Number ___________________________________________
Instructor ________________________________________________

Absence from Clinical hrs.
Skills Lab hrs.
Exam

Please provide an explanation of your absence and give to your clinical instructor or course coordinator.

____________________

Student Signature _____________________________  Date____________________

Faculty decision concerning makeup privilege
VIII. GENERAL INFORMATION

A. 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. file the Free Application for Federal Student Aid (FAFSA), using MTC code 003993
b. demonstrate financial need (except for certain loan programs)
c. have a high school diploma or GED, or have passed the COMPASS or ASSET tests
d. be enrolled as a regular student in an eligible program of study
e. be a US citizen or an eligible noncitizen
f. have a valid social security number
g. 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.

B. 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 during the months of 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 Nurse Recruiter or Scholarship Office of the hospitals.

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.

C. Tutoring Services:

Tutorial Services is a program designed to assist students who are having difficulties in some select courses in their program of study. Both individual and group tutoring is offered. Provision of some services is limited by the availability of qualified tutors, computer software and/or video tapes. 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).

D. 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 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.

E. Honors

Various honors are given to students who excel in their programs. For detailed descriptions, see the MTC Student Handbook or Academic Catalogue.

1. Graduation Honors

   a. Associate Degree with High Honors - awarded to Associate Degree recipients who have a cumulative grade point average of 3.8 - 4.0.
b. Associate Degree with Honors - awarded to Associate Degree recipients who have earned a cumulative grade point average of 3.5 - 3.79.
c. Certificate/Diploma with Honors - awarded to Certificate/Diploma recipients who have earned a cumulative grade point average of 3.5 or above in at least two semesters of work at the college.

2. Achievement Honors

a. President’s List – Students who earn a 4.0 grade point average in at least 12 credits attempted at MTC will be placed on the President’s List for that term and given appropriate recognition.
b. Scholar’s List – Students who earn a 3.5 – 3.99 grade point average in at least 12 credits attempted at MTC will be placed on the Scholar’s List for that term and given appropriate recognition.
c. Part-Time Student Honor Roll – Students who earn a 3.8 grade point average or above in at least three credit hours but no more than 11 credit hours will be placed on the Part-Time Student Honor Roll and given appropriate recognition.

3. Honors Society

Midlands Technical College seeks to challenge all students to achieve their academic potential and to provide continued extracurricular stimulation for those students who are exceptional achievers. Students with cumulative GPAs of 3.5 or higher who are also campus leaders and are nominated by their faculty will be eligible to join Phi Theta Kappa, an international honor society for two-year college students. Midlands Technical College sponsors the Alpha Eta Kappa chapter of Phi Theta Kappa. Inductions for new members are held each Fall and Spring Semester.

4. Who's Who Among Students In American Junior Colleges

Nomination of Associate Degree Nursing Students for Who's Who Among Students In American Junior Colleges is done twice a year, Spring and Fall. Selection is based on the following criteria:

(1) scholarship ability
(2) participation and leadership in academic and extracurricular activities
(3) citizenship and service to the school
(4) potential for future achievement
(5) must be in the second year of a two-year technology

5. Honors at Nursing Pinning Ceremony

Certain awards are presented at the Pinning Ceremony. These awards include the following:

Academic Excellence Award – highest major GPA with no evidence of academic misconduct

Clinical Excellence Award – demonstrates outstanding clinical abilities in the delivery of direct patient care; reflects compassion, caring and respect for human dignity in
relationships with patients; demonstrates a high level of personal and professional integrity; leads by positive example and interacts professionally with others; models professional behavior; initiates positive actions; responds effectively to changing situations; actively seeks out clinical skills; views learning as a lifelong process; takes the initiative to make things better; active in SNA or other MTC leadership organizations

F. **Pinning Ceremony**

A pinning ceremony will be held three times a year for the graduating seniors. At this time, students will receive a Midlands Technical College nursing pin, which signifies that the student has completed the requirements of the nursing program in which he/she was enrolled. Both the PN and RN pins will be available in the bookstore for purchase at the required time.

G. **Alumni Association**

The Midlands Technical College Alumni Association is open to all who have attended Midlands Technical College. Through the Association members have the opportunity to keep in touch with the college and fellow graduates, establish networks, and assist the college in remaining on the cutting edge of excellence. The Association strives to support student scholarships, curriculum development, an Alumni Speaker's Bureau, reunions and other special events. Specific details on current Alumni Association activities and how you might join are available through the college's Development Office at 822-3646. The Nursing Alumni Association of Midlands Technical College was established in 1987.

H. **Student Attendance at Curriculum Meetings and General Faculty Meetings**

All students have the opportunity to attend curriculum meetings and general faculty meetings. Meetings are held in Room 103 in Lexington Hall on selected Monday afternoons from 3:30 - 5:30 pm (see administrative assistant for schedule). Students have the opportunity to contribute to 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.

I. **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. Special accommodations will not be made by faculty 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 implementation of your accommodations. Students should allow one week for faculty to implement accommodations listed.

### J. Eligibility for Taking the NCLEX Exam

It is the SC Board of Nursing that determines eligibility for taking the NCLEX 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 cost of conducting the criminal history background check will be borne by the applicant and the department shall keep information received pursuant to this section confidential, except that information relied upon in denying an authorization to practice may be disclosed as may be necessary to support the administrative action.