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## NRSG 0000 Practical Nurse Orientation

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### Introduction

Welcome to the Practical Nurse program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or the Nursing Pre-admission Advisor. You may also review college policies on the Davis Tech website ([davistech.edu](http://davistech.edu)), or in Student Services.

### Program Description

Students in the Practical Nurse program at Davis Technical College will be engaged through classroom instruction, hands-on skills and real-life clinical practice. Students will also have the opportunity to actively learn through guided simulation scenarios using high-tech equipment. The training in our program builds on the fundamentals of nursing care for a diverse population of patients. Davis Tech prepares students to give patient focused care in a multitude of healthcare settings.

### Program Objectives

Students will learn and apply the following while enrolled in the Practical Nurse program:

- **Provide patient-centered care:** Student will demonstrate respect for diversity while providing nursing care that focuses on individual needs of patients and their families.
- **Engage in teamwork & collaboration:** Student will communicate and collaborate with other members of the healthcare team to ensure continuity of care for the patient.

- **Employ evidence-based nursing practice:** Student will integrate evidence-based research with patient and family preferences and values into clinical practice.
- **Utilize quality improvement methods:** Student will implement quality control information and protocols to improve quality and safety of patient care.
- **Maintain patient safety:** Student will utilize standardized nursing practices and critical-thinking skills to provide safe, competent, and ethical nursing care.
- **Utilize informatics:** Student will utilize computer-based technology in communicating, documenting, and researching patient-care practices.

## General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation

## Learning Resources

### Student Resource Center

The Nursing Office includes a Student Resource Center where you will find industry publications, periodicals, manuals, and media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

### Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

### First Aid Supplies



The Nursing Office also includes a first aid kit and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

## **Instructor Response Time**

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

## **Student Policies and Procedures**

You may find further information on institutional student policies and procedures here:

<http://www.davistech.edu/student-policies>.

## **Campus Technology**

Students receive a ten-digit student number after completing the Davis Tech enrollment process. This student number is used to access the Student Portal. The Nursing Pre-admission Advisor will provide training on Canvas access.

## **Canvas**

Canvas can be accessed from any internet-connected computer at the following URL:

<https://davistech.instructure.com/login>. For problems logging in to Canvas, please go to the following URL to provide the requested information to update a password:

<https://portal.davistech.edu/Portal/Account/ResetPassword>.

For further problems accessing Canvas, please see the Nursing Pre-admission Advisor or email [onlinesupport@davistech.edu](mailto:onlinesupport@davistech.edu). For technical problems encountered while in Canvas, use the Help button in Canvas and the "Report a Problem" link. Response time on support requests will be no more than 24-hours within the operational schedule of the program. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

## **Use of Copy Machine**

A coin-operated copy machine is available for student use. Please make use of this resource when needing more than two copies of a document.

## **Students with Disabilities**

If you have a disability that may require some accommodation by the instructor, contact the instructor and document the disability through a Davis Tech Counselor in Student Services.

## **Performance Standards**

### **Scheduling and Attendance**

The PN program starts with the Orientation to Practical Nursing course which will meet at Davis Tech 2-3 times a week from 8:00 a.m. to 12:00 p.m. for 6-8 weeks. This first part of the PN Program will start in February, July, and October each year.

Theory courses for the program start in January, May, and August, after completing Orientation to Practical Nursing, and are held on Mondays, Tuesdays, and Wednesdays from 8:00 a.m. to 2:30 p.m. There may be some skills labs or pass-offs that will keep you after class until 4:30 p.m. Clinical



courses are held on Thursdays and Fridays. The exact hours of your clinical courses will depend on which hospital you are assigned, but they are typically 8-12 hours long. No part-time or evening hours are available at this time.

Davis Tech Practical Nurse students are responsible for their own education. It is expected that students will attend all classes and assigned clinical experiences. **An absence from class does not excuse a student's responsibility for class content.** Students are responsible for information discussed in class whether they are present or not. Students are expected to:

1. Attend classroom lectures, lab activities, and clinical rotations.
2. Arrive at class, clinical, and exams on time.
3. Complete assigned readings prior to attending class.
4. Come prepared to answer questions in class and participate in class discussions, based on assigned readings.
5. Hand in written work within the assigned time frames.
6. Complete all required CAI, video, and class-related activities within the assigned time frames.
7. Wear the required nursing uniform and name tag to every clinical rotation, skill pass-off, and virtual clinical. (See Student Uniform Policy).
8. The Nursing Pre-admission Advisor will assist the student in determining if all requirements have been met; however, it is the student's ultimate responsibility to see that all requirements are met for graduation.
9. Attend each clinical. Clinical attendance is mandatory and failure to complete clinical hours results in a failure of the course. All clinical experiences for a semester are to be completed before the beginning of the next semester (make up days are at the discretion of the PN clinical coordinator).
  - a. All students should report personal illness or exposure to communicable disease to his/her clinical instructor immediately. The clinical instructor will decide on a case-by-case basis if the student will be allowed to participate in the clinical experience.
  - b. If a student thinks he or she will be late, or unable to attend a clinical, he or she should contact the clinical instructor immediately. (The student should page the instructor overhead at the clinical site if necessary.)
  - c. In case of inclement weather, the student should contact his or her clinical instructor to determine if the clinical experience has been cancelled.
  - d. Students may be sent home if they are more than 30 minutes late to clinical. If a student has more than one make-up clinical in a semester they may fail the course and be required to repeat the semester.
10. Students who are allergic to latex need to notify the PN clinical coordinator and the clinical faculty so that provisions can be made.



11. A student who is pregnant or develops a functional limitation must notify the PN clinical coordinator as soon as possible. The student and appropriate faculty will meet to develop guidelines delineating the student's plan to complete course requirements.

If a student should be injured during lab or clinical rotation, it should be reported immediately to the clinical instructor. An Incident Report will be filed as soon as possible

## Grading

Students must achieve a minimum of B- (80%) in order to pass each nursing course. One grade is assigned for each nursing course, including courses with both theory and clinical components. If students do not meet the objectives of either component, they will fail the course.

Each student must also achieve a minimum cumulative average of B- (80%) or better on all unit exams in order to pass the course. In addition to achieving the required test average, all assignments in the course must be completed on time. There will be a 5 percent deduction per day up to one week. All assignments must be submitted, however after one week they will receive a zero. More than two late assignments may lead to failure of the course. Performance on all other graded work cannot be used to bring a failing exam average to a passing course grade. Those students not achieving an 80 percent unit exam average will not be allowed to take the final exam.

### Grading Scale:

A	4.0	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
Failure	0	79% or below

## Classroom Behavior

We, the faculty, place a high value on a positive learning environment which includes mutual respect.

It is the responsibility of both students and faculty to facilitate and maintain an appropriate learning environment in the classroom setting. It is the responsibility of the faculty to place reasonable limits on students' behaviors to ensure that classroom interactions facilitate learning and are not disruptive to fellow students.

The following behaviors are considered disruptive to the educational process:

1. Persistent speaking by students who carry on private conversations among themselves
2. Grandstanding by students whose behavior or comments distract the class from the subject matter, or students who are continually making irrelevant comments or attempting to capture the attention of their peers
3. Excessive lateness by students who disrupt the learning environment by repeatedly coming in late to class



4. Using cell phones or other electronic devices, passing notes, or exiting disruptively from the classroom
5. Showing disrespect to faculty/staff by students who devalue the faculty's/staff's authority/judgment/expertise, or students who refuse to comply with faculty/staff directions, or students who make personal insults or derogatory statements to faculty/staff
6. Hostile behavior by students who are confrontational, openly hostile, or argumentative with faculty/staff or classmates
7. Verbal or physical threats made to a classmate or faculty/staff member
8. Sleeping in class is not an acceptable classroom behavior, and the faculty may ask the student to leave the classroom

### **Academic Performance**

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progression and attendance standards or violate Practical Nurse program policies and procedures:

### **Academic Probation and Dismissal**

Students may be placed on probation for consistent unsatisfactory behavior or for poor academic performance at midterm (below the required 80 percent exam average). A contract will be written specifying the unsatisfactory behavior or poor performance, the length of the probation, and the student requirements to complete the probationary period satisfactorily. Failure to meet the requirements in the allotted time frame may constitute grounds for dismissal from the program. The Academic/Behavioral Contract is on the following page.

The following behaviors by students will not be tolerated and may constitute grounds for immediate dismissal from the Practical Nurse program:

1. Plagiarism, as defined, is to steal and pass off as one's own the ideas or work of another. This may include both copyrighted and non-copyrighted material.
2. Collusion is the unauthorized collaboration with another individual for the purpose of preparing work for a separate grade.
3. Falsification is the intentional and unauthorized alteration or fabrication of any information used in the academic setting.
4. Cheating includes, but is not limited to the following:
  - a. Looking at and copying from another student's assignment, test, or answer sheet
  - b. Using materials during a test not authorized by the person giving the test including, but not limited to: notes, internet sites, electronic devices, books, journals



- c. Collaborating with any other person during a test without permission
- d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test, without authorization of the appropriate official
- e. Bribing any other person to obtain any test
- f. Soliciting or receiving unauthorized information about any test
- g. Substituting for another student, or permitting any other person to substitute for oneself, to take a test

When behaviors and attitudes are found to be inconsistent with the professional expectations of the Practical Nurse program, the following actions will be taken:

1. First occurrence--verbal warning: Student and faculty member will meet face to face. The faculty member will identify the inconsistent behavior, review the appropriate professional behavior, help the student identify ways to improve, and clarify any concerns the student may have. The faculty member will notify the Director of Nursing and document this as a verbal warning. Documentation of the verbal warning will be provided to the student.
2. Second occurrence--written contract (whether a repeat of the previous inconsistent behavior or as a result of new behavior): A face-to-face meeting with the student, faculty member, and, in some circumstances, the director of nursing will be held. The student will be placed on a behavioral contract that will go in the student's file. Documentation of the contract will be provided to the student. A mandatory 5 percent deduction of the grade for the class in which the second inconsistent behavior occurred will be applied.
3. Third occurrence (whether a repeat of the previous inconsistent behavior or as a result of new behavior) may lead to dismissal from the Practical Nurse program. Documentation will go in the student's file. If such a dismissal occurs, readmission is forfeited.

Occurrences are cumulative.

**\*\*Any issue with academic integrity may lead to immediate dismissal from program.**

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

The Admissions Committee retains the right to review and revise any case in which a student is in jeopardy of failing a class or being dismissed from the program. A representative from Student Services may be involved to ensure protection of the student's rights and compliance with Davis Tech policies and procedures. The student will be notified of the Admissions Committee's decision to review the case and may be requested to appear before the Committee. The student will be informed of the Committee's final decision in a timely manner. Students who are dismissed or withdraw from the program may not be entitled to reimbursement.



## Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

## Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

## Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

## Program Safety

It is vital for the nurse to understand the importance of safety for the patient and the nurse; therefore, it is interwoven through every nursing course. In addition to those course specific practices, you are expected to follow these common safety standards:

- OSHA Guidelines
- Universal Precautions

## Course Evaluation

Evaluations will be done online for each course and for the faculty. Please keep your email address updated. A reminder email will be sent to you if you fail to do the evaluation after the first notification. Students will receive points for one additional learning activity upon completion of **all semester evaluations** by the deadline. Grades will not be released until all evaluations are completed. Evaluations are used to improve the PN program; therefore, please be detailed in explaining how the program could be improved.

## Work-Based Activities

Clinical attendance is mandatory and failure to complete clinical hours results in a failure of the course. All clinical experiences for a semester are to be completed before the beginning of the next semester (make up days are at the discretion of the PN clinical coordinator).

