

# **NURSING STUDENT MANUAL**

**York Technical College  
Practical Nursing Program**

**Night/Weekend**

**2009**

Dear Nursing Student,

Welcome to the York Technical College Practical Nursing Program. You are about to begin a program of study that will lead to a Diploma in Nursing. Upon completion of this program, you will be eligible to take the National Council Licensure Examination for licensure as a practical nurse.

The faculty looks forward to rewarding time working with you. We feel that the material in this handbook will help you better understand the nursing program and what is expected of you while you are in the program.

The faculty reserve the right to change, delete, or expand any of the contents of this handbook with student notification.

Learning is your responsibility. Our responsibility is to facilitate that learning; therefore, feel free to ask for our help. Our wish for you is that you may achieve your goal.

You are embarking on a challenging, life-changing course of study. The faculty are committed to assisting all students in meeting the objectives of the nursing program and thus encourage you to make known problems as they arise. You are also encouraged to share with faculty your achievements and successes!

Nursing Faculty

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## **NURSING PROGRAM OUTCOMES**

The faculty discussed and formulated the following goals:

1. Graduates of the York Technical College Nursing Program will achieve a passing rate on the CAT-NCLEX on the first attempt at or above the state and national passing rate.
2. Seventy percent of students accepted into the York Technical Nursing Program will successfully complete the nursing program.
3. Ninety percent of the York Technical College nursing graduates seeking employment will be employed in nursing six months post graduation.
4. Eighty percent of those responding to the Graduate Follow-up Survey will indicate an above average satisfaction level with the program.

## **PHILOSOPHY**

### **PEOPLE**

People are complex, unique and biopsychosocial beings who use the functional health patterns to interact with the environment. They define their own systems of daily living reflecting values, cultures, motives, and lifestyles. The family, as the primary unit of society, functions as a socializing force and influences growth and development. Individual uniqueness is evidenced by the ability to reason and to use symbols in communicating. People have intrinsic worth and have the potential to adapt and learn throughout the lifespan. The functional health patterns include health perception and health management, cognition and perception, activity and exercise, nutrition and metabolisms elimination, sleep and rest, sexuality and reproduction, roles and relationships, self-perception and self-concept, coping and stress management, and values and beliefs. These functional health patterns are supported through evidence-based practice

### **HEALTH**

Health is viewed as a dynamic continuum that occurs throughout the lifespan. Each individual has the right to achieve an optimal state of health, and with that right, has the responsibility for participation in health promotion practices that are reflective of current evidence-based practice

### **NURSING/NURSING PRACTICE**

Nursing is an art and a science that utilizes the nursing process to practice prevention of illness, promotion of health and restoration of function when assisting individuals to achieve their highest level of human function. Nursing practice incorporates the three interrelated roles of the graduate nurse: provider of care, manager of care and member within the discipline of nursing. The qualities essential to nursing practice include a commitment to caring, cultural sensitivity, use of therapeutic communication, critical thinking, teaching-learning, clinical competence, safe practice, accountability, professional behaviors, and use of the nursing process within the legal and ethical boundaries of the profession in a variety of clinical and community settings. These are supported through evidence-based nursing practice. Nursing is not an isolated activity. It reaches beyond care to the individual client and extends into the multicultural community.

## **NURSING EDUCATION**

Nursing education is based in an institution of higher learning and incorporates the principles of the biophysical and behavioral sciences, the social sciences, the humanities and nursing. Nursing education is a systematic and orderly process whereby the student progresses from the simple to the complex in the development of critical thinking through the process of intellectual curiosity, clinical reasoning and judgment, and clinical competencies. Nursing education is influenced by current trends in health care, evidence-based practice as well as changes in education, the profession of nursing, and society. The faculty facilitates the learning needs of the diverse student population to actively participate in their own learning, to be self-directed, to be accountable and responsible, and to use life experiences in meeting their own educational goals.

Revised 5/0, 8/07

## **THE PRACTICE OF THE PRACTICAL NURSE GRADUATE**

The practical nurse graduate is prepared to function in the role of provider of care and manager of care for individuals and families with common health problems and functions as a team member within the discipline of nursing. The entry-level practical nurse graduate functions dependently under the supervision of registered nurse (RN) as a member of the health care team in a variety of health care settings.

## **THE PRACTICE OF THE ASSOCIATE DEGREE GRADUATE**

The associate degree graduate is prepared to function in the role of provider of care, manager of care and member within the discipline of nursing. The associate degree graduate functions independently, dependently, and interdependently as a member of the health care team. The associate degree graduate functions within the three roles of the AD Nurse in a variety of health care settings.

Revised 11/1998, 7/99, 6/00, 5/02

## **ORGANIZING STRUCTURE**

The organizing structure shows essential and supporting elements that are based on the philosophy of the nursing program.

The essential elements are identified as:

1. Nursing process
2. Functional health patterns
3. Communication
4. Safety
5. Health promotion
6. Critical thinking

The supporting elements are identified as:

1. Pathophysiology
2. Pharmacology
3. Lifespan
4. Cultural sensitivity
5. Legal-ethical principles

## RETENTION AND PROMOTION POLICY

For retention and promotion in the Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, professional conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. In order to meet the requirements for this course of study, students must schedule all courses in the course sequence pattern as outlined in the curriculum displays in the York Technical College Catalog and Handbooks.
2. Must achieve a cumulative 2.0 grade point ratio on all courses which count toward graduation in the program.
3. Must make a grade of "C" or better in theory in each nursing course attempted and receive a clinical evaluation of "Satisfactory."
4. A maximum of one nursing course may be repeated for progression in the program (York Technical College Catalog and Handbook). In order to repeat a nursing course, the student must apply for readmission into the Nursing Program and meet readmission criteria. Readmission will depend on space available in the course to be repeated.
5. A nursing student must receive a passing grade in any nursing course in order to progress on to the next level
6. The second failure over the total nursing curriculum will constitute dismissal from the nursing program. A period of 5 yrs from the time of dismissal must occur before the student is allowed to reapply to the program.
7. Must achieve a grade of "C" or above in ENG 101 and ENG 102 and all science courses.

Effective 8/1/92

Revised 5/98, 7/99, 6/00, 7/01, 5/02, 5/05

## **GENERAL POLICIES FOR ALL STUDENTS ENROLLED IN THE NURSING PROGRAM**

1. Each entering student must submit a completed physical examination record, including a tuberculin test or chest x-ray if indicated, and an updated immunization record. Second year students must submit evidence of a tuberculin test. These completed health records will be kept on file as long as the student is enrolled in the nursing program. Students/graduates may request the return of these forms within 30 days after leaving the program.
2. Students reentering Fundamentals may be required to have a new physical. Students being readmitted to any clinical nursing course may be required to have a new physical
3. If a student does not appear to be in good physical and/or mental health, as evidenced by his/her performance or behavior in the clinical area, the faculty has the right to require a physical and/or psychological examination and a written report from a physician.
4. No information regarding a student's school record or performance will be released by the school unless the student signs a release form.
5. Any student who is pregnant during her nursing courses must refer to attached policy regarding pregnancy and submit appropriate documents.
6. Each student is required to present proof of malpractice insurance and health insurance while enrolled in the program.
7. At the beginning of each fall term, all students are required to present certification by the American Heart Association or the Red Cross for infant, child, and adult CPR, Healthcare Provider.
8. Any student who changes name or address while in the nursing program is responsible for notifying the Registrar's Office at his/her respective school.
9. Students needing to confer with a faculty member outside of class and clinical periods are requested to do so by appointment.
10. Class attendance is considered to be important for success in the nursing program. Tardiness causes a distraction and interferes with effective learning. Faculty may prohibit late-comers from entering the classroom until the scheduled break.
11. One hundred percent of clinical attendance is mandatory. Any clinical absences will be required to be made up. Faculty will decide on the format of the clinical make up.
12. It is generally accepted that students at the college level need 3 hours preparation time for each credit hour of class. Thus, a seven credit hour nursing course requires about 21 hours of preparation time each week. Additional time is needed for studying for exams, compiling written assignments, completing computer-assisted laboratory assignments, etc.

13. The faculty recommends that a full time student not be employed over 16 hours per week.
14. Nursing students may drop a nursing course according to the institutional add/drop policy. Students who withdraw with a failing average after the approved institutional withdrawal date will receive a WF.
15. Any student experiencing difficulty with study or test-taking techniques is strongly advised to make an appointment with the appropriate counselor in the Student Service Building at York Technical College. These services are offered at no cost to the student.
16. A grade of incomplete (I) will be turned in if borrowed equipment or books are not returned.
17. A student who receives a "D," "F," or "W" in any required nursing course may repeat that course one time only. A maximum of two nursing courses may be repeated. .
18. The York Technical College Nursing Program has a web site that provides information that students may access at [www.yorktech.com](http://www.yorktech.com)
19. The College will make reasonable accommodations for persons with documented disabilities. Students should notify Student Support Services and their instructors of any special needs. Instructors should be notified on the first day of classes.
20. All returning students will receive a copy of the current Nursing Student Manual..
21. According to YTC campus policy, children are not allowed to enter classes, labs, shops, and should not be left unattended on campus.
22. Students are expected to graduate from the school where the initial nursing course was taken.
23. Classes will be enhanced by the use of content that is distributed in a CD format. CD's can be viewed on the campus of all academic facilities. It is recommended that students have Internet Explorer 5.0 or later and a CD ROM drive and a sound card. Evening classes will be conducted using Elluminate Live conferencing software. Students will need to be able to have computer support in order to access this program from any distant site.
24. Students that have had any physical and/or mental health changes since the initial nursing admission physical or at any time during the program, must have clearance from their health care provider prior to admission to any clinical rotation

## **NATIONAL STUDENT NURSES' ASSOCIATION**

The National Student Nurses' Association is a professional organization of nursing students on a state and national level. The mission of this organization is to organize, represent, and mentor students preparing for initial licensure as registered nurses; promote development of skills that students will need to become responsible members of the nursing profession; to advocate for high quality health care.

Professional involvement by nursing students and nursing faculty promotes growth through interaction with peers. It fosters the opportunity to ensure the highest level of health care to the client. Members can actively participate in the legislative process as client advocates and can seek to improve the quality of nursing care.

It is expected that nursing students will use this organization to promote personal and professional growth. Excellence within the profession of nursing is achieved by each person taking an active part in an organization that promotes high ethical and professional practices. The National Student Nurses' Association is an excellent place to begin your professional journey.

## **POLICIES RELATING TO THE CLINICAL AREA**

1. Each student is expected to attend all clinical assignments. Any student missing assigned clinical time must contact the instructor and/or the assigned unit prior to the designated hour of clinical practice. Failure to contact the instructor or the clinical agency prior to missing a clinical assignment will result in a clinical grade of unsatisfactory.
2. Students must attend 100% of clinical experiences. Absences from the clinical area will be made up. Faculty will decide of the format of the clinical make up.
3. Punctuality in the clinical area is essential. Times for clinical experience will differ from one facility to another. It is the student's responsibility to arrive on time.
4. A clinical "N" (needs improvement) will be given for the first two clinical tardies. A third tardy and subsequent tardies will constitute a clinical "U" (unsatisfactory). A tardy is defined as any time past the assigned start time.
5. Any student not prepared for clinical assignment is subject to dismissal from the clinical site for that day. Additional written work may be assigned at the discretion of the instructor. Research of clinical assignment is limited to the use of the resource material and is not to include client contact.
6. Permission will not be granted to leave the assigned clinical area early except in cases of emergency. Students are not to leave the assigned clinical area without permission.
7. Students are not allowed in the clinical area with any signs of communicable illness.
8. A student must be in appropriate uniform and wear a visible name pin while in assigned clinical areas.
9. Students must furnish their own transportation and attend the clinical area where assigned.
10. Supervision in the clinical area is provided by the nursing faculty or appropriate agency personnel.
11. If a student is injured in the clinical area, he/she is to report immediately to the clinical instructor who will direct the student in receiving appropriate treatment and in completing the necessary hospital or agency incident report forms. A York Technical College Incident Report must be filled out and returned to York Technical College Student Services.
12. A clinical evaluation tool will be available for each course and will be used to assess competencies of the clinical component of each course.
13. All borrowed lab equipment/books must be returned before a final course grade will be submitted.

14. **Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students are expected to drive to either campus for classes according to the class schedule.**
15. Clinical experiences may be scheduled mornings, afternoons, or evenings.
16. Students are subject to all policies in the clinical facility where they are assigned.
17. Prior to entering the clinical area a student must have a Criminal Records check. The Nursing Program Director will perform the criminal records check on each nursing student. Facilities have the right to refuse admission of a student to the clinical area if the criminal background check reveals information that is not consistent with the policies of that institution.
18. Personal appearance of York Technical nursing students is important and certain basic regulations must be followed.
  - a. Body cleanliness is mandatory with adequate bathing, use of deodorant, and oral hygiene.
  - b. Judicious use of cosmetics should be practiced. Use of scented products are not allowed. Smoking, chewing gum, eating food or drinking is not permitted in the clinical area. If you are a smoker, use a breath freshener prior to initiating client contact.
  - c. A three quarter (3/4) white lab coat with a visible name pin should be worn over street clothes while in the clinical setting researching assignments. No jeans, shorts, sweat suits or tee shirts are allowed in the clinical area.
  - d. Full uniform, including name pin, stethoscope, black pen, scissors, and watch with a second hand, is required in the clinical setting when client care is being given.
  - e. The specified uniform is to be worn only when functioning as a nursing student of York Technical College. For females, the full uniform is a plain white dress uniform or white pantsuit. Hemline of the dress should cover the kneecap. The teal vest/tunic/snap-front tunic should be worn over/with the dress uniform or pantsuit. For males, full uniform is a teal tunic top, white trousers, white shoes and white socks.
  - f. Shoes and shoelaces should be clean and white. White close-toe and close-heel shoes with white stocking or socks are required. White sneakers without insignia or colored markings are permissible.
  - g. Uniforms must be clean and neatly pressed at all times.
  - h. Name pins and any other facility identification must be worn during the clinical assignment.
  - i. While in uniform, hair must be clean, off the face and shoulders and without bows, ornamental clips and ribbons. For males, side burns should be no longer than the tip of the ear lobe; mustache and beards should be conservatively styled and neatly trimmed.

- j. Rings are limited to a plain, simple band. Earrings are limited to one small button type on each ear. No other visible body piercing ornaments are allowed. No other jewelry is permitted.
  - k. Fingernails must be clean and short. No fingernail polish is allowed. Acrylic nails are not allowed.
19. Clinical facilities require drug screens and/or criminal background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities in order to complete the course competencies.
20. Students that are in any clinical area for any reason must wear the identifying badge of that facility and/or they must wear their name badge that was issued by the School of Nursing.

## POLICIES RELATED TO REQUIREMENTS FOR PN GRADUATION

1. All students must have completed 41 semester hours and have a cumulative GPR of 2.0 for graduation. At the successful completion of the first three semesters and 41 appropriate credit hours a student is eligible to apply for the NCLEX-PN Examination.
2. All financial obligations and return of borrowed materials/equipment must be met at each institution prior to graduation.

## POLICIES RELATED TO STUDENT CONDUCT

1. Nursing students are to conduct themselves in an ethical and professional manner when representing the school.
2. Any student guilty of academic dishonesty will receive a grade of zero (0) for the work represented. Academic dishonesty consists of cheating on examinations, plagiarism, the buying or selling of examinations or required papers, or the copying of another student's work. The student will be subject to disciplinary action.
3. Any student abusing drugs or alcohol will not be allowed in nursing class or clinical laboratory and may be subject to suspension and/or expulsion. See attached policy.
4. Students are not to be in the clinical area as nursing students except during assigned clinical times, during data collection prior to scheduled clinical experiences, or approved research activities.

## GRADING SYSTEM

### THEORY GRADE:

1. A student must maintain a theory grade of 80 in all nursing courses. See individual nursing course syllabus for specific course requirements. The student who withdraws with a failing average after midterm may receive a W/D or W/F according to college policy.
2. The following grading scale will be used in all nursing courses:  

A	91-100
B	86-90
C	80-85
D	70-79
F	69 & Below

## GRADING POLICY

Any student who has a 91% or above average on all unit exams will qualify to exempt the final exam. All unit exams must be taken on the dates scheduled to qualify for exemption. All students have the option to take the final exam. If the final exam is exempted, the unit exam average will constitute the final exam grade when the course grade is computed.

Students may use a calculator to compute mathematical problems on the exam. Only calculators provided by the nursing program will be permitted to be used. A student may not use his/her own personal calculator during any exam.

Any student taking make-up exams will not qualify to exempt the final exam regardless of the unit exam average.

Module exams will be rounded to the nearest hundredth. The final grade will be determined by rounding to the nearest whole number.

Scantron Grading: It is the student's responsibility to correctly mark the Scantron answer sheet according to directions on the test booklet. No grade changes will be made after the Scantron is submitted for grading. Students are directed to read the Scantron policy that is printed on each test booklet.

## EXAM GRADING POLICY

Exam grades will be determined by dividing the number of correct responses by the number of test items. Thus on an 80 item exam, a student who misses 10 items would receive a score of 70/80 or 87.5. If a test item is omitted by faculty decision, all students will receive credit for that item as if it were a correct response.

Exam grades will be posted within one week after the exam is taken. Faculty and staff are not permitted to release test results or grades over the phone.

## ATTENDANCE

In order to meet the objectives of class and clinical and to promote professional accountability, the following requirements for attendance will be enforced:

- 1) students must attend 100% of scheduled clinical activities.
- 2) students that are absent from the clinical area will have to make up this time. The format for the clinical make up will be determined by the nursing faculty.

**Clinical Tardiness:** Tardiness is defined as arriving at a clinical or agency site after the assigned start time. A clinical "N" will be assigned for the first two clinical tardies. A third tardy and all subsequent tardies will constitute a clinical unsatisfactory (U). Instructor discretion will determine if a student will be allowed to remain in the clinical area. Documentation of a clinical "U" is to be signed by the clinical instructor and the student.

The clinical evaluation tool will remain in the possession of the clinical instructor. Students may review their evaluation tool weekly after entries are made by the clinical instructor. The student will sign after each weekly written entry made by the clinical instructor.

## STUDENT CONCERNS COMMITTEE

The Practical Nursing Program has a Student Concerns Committee that will meet with the Program Manager on a regular basis to discuss student concerns within the nursing program. The date and time are set by the Program Manager. Student representatives will be selected from each program and each level.

## ALCOHOL POLICY

The facilities, grounds, and parking lots are patrolled as public areas where open containers, sale, consumption, or underage possession of alcohol is illegal unless otherwise designated by permit. Persons not in compliance with the law are subject to arrest, prosecution, and loss of use of school facilities. Students are also subject to school sanctions for non-compliance.

## DRUG POLICY

Students are expected to report to class and student activities in appropriate mental and physical condition to meet the requirements and expectations of their roles. The possession or consumption of drugs by a student while on college property is prohibited and is grounds for dismissal.

## COMPROMISED IMMUNE SYSTEM POLICY

The nurse may not refuse to provide care to any client. However, the nurse may reserve the right to refuse to participate in an abortion. Students may not refuse to care for a person who is HIV positive unless the client would be placed in jeopardy because of an illness or condition of the student. If students who are HIV positive would be placed at risk for infection due to their compromised immune status, alternative clinical assignments will be developed by faculty. Students who fall into this category are responsible for notifying faculty.

## **Inclement Weather Policy**

Nursing classes and/or clinical rotations will be canceled if both campuses are closed due to inclement weather. If the York Technical College campus is closed due to weather conditions then classes will be canceled.

Make up for missed theory classes or clinical rotations will be adjusted as the situation dictates. Please contact your clinical instructor if you are unclear about your class or clinical situation.

## **Portable Phone/Pager Policy**

No audible portable phones or pagers will be allowed in the classroom during lecture or during examination periods. If you need to be contacted while in the classroom please leave the number of the campus where you will be having class so you can be reached in a timely manner. Let your party know the room number of the class you are attending.

York Technical College (803) 327-8023 (Health and Human Services Dept). Please refer to agency policy related to the use of portable phones or pagers while in the clinical setting.

## **CRITERIA FOR CONSIDERATION FOR READMISSION INTO THE NURSING PROGRAM**

Students who have been accepted and enrolled in the York Technical College Practical Nursing Program within the past three years and who wish to be considered for readmission into the Nursing Program should:

- A. Submit a written request for readmission into the Nursing Program to the admissions office at the appropriate campus. A copy of the application for readmission must be submitted to the Director of the Nursing Program. This request must indicate the specific term and course in which the student requests re-entry.
- B. Meet all admissions requirements for entry into the Nursing Program for the academic year in which they request readmission.

Nursing students who are unsuccessful in NUR 206 or 106 are eligible to apply for re-entry into the nursing program the following fall semester, as space permits.

Nursing students who are unsuccessful in NUR 104 must start the program over and can place their name back on the bottom of the wait list through Admissions. These students are subject to the qualification criteria that are in place at that time and must pay the application list access fee.

### ***FINAL DECISIONS FOR READMISSION INTO THE NURSING PROGRAM***

The decision to grant readmission into the Nursing Program will depend upon:

- A. Space being available in the requested re-entry nursing course.
- B. The completion by the student of all criteria for readmission into the York Technical College Practical Nursing Program.
- C. A cumulative technology GPR of 2.00 is required, (GPR on all general education courses required for the nursing curriculum, electives, and all nursing courses taken). Students will be readmitted on a first come, first served basis according to the date all criteria for readmission are met. If several students meet criteria at the same time, a lottery will be used to fill available openings.
- D. A student who receives a "D", "F", or "W" in any required nursing course may repeat that course one time only. A maximum of one nursing course may be repeated for progression in the program. If a student fails the same course twice that student may not progress in the program. In order to repeat a nursing course, the student must follow the readmission policy for the Nursing Program found in the *Nursing Student Manual*. Readmission will depend on space available in the course to be repeated.
- E. Each student that receives a D, F, or W in any nursing course is required to participate in an exit interview. If an exit interview is not conducted a certified letter will be sent to the student outlining the readmission process to the nursing program.
- F. If any student is unsuccessful in any two nursing courses, the student is ineligible for readmission into the Practical Nursing. The student will become eligible to apply to reenter the nursing program after 5 years. The student may continue to take other courses at the college while waiting for admission to the nursing program.

All students who meet the criteria for consideration for readmission into the nursing program will be notified of the status of their request prior to the first day of the re-entry course requested.

Students who are not granted re-entry in a specific term and who wish to continue to be considered for readmission must reapply and meet all criteria for consideration for readmission into the nursing program.

## ***DOCUMENTS THAT MUST BE SUBMITTED ONCE STUDENT IS READMITTED***

Students who are readmitted must submit the following before beginning the clinical component of the course.

1. Submit evidence of a satisfactory physical examination on file preceding the requested term of re-entry.
2. Submit evidence of a current CPR certification, infant, child, and adult, by the American Heart Association, or American Red Cross Healthcare Provider.
3. Submit evidence of a satisfactory Tuberculosis Skin Test.
4. Submit evidence of medical insurance coverage.
5. Submit evidence of malpractice insurance coverage.
6. All of the above documents must remain current through the completion of the nursing program.
7. A criminal background check will be accessed by the Program Director
8. Drug screens are required by clinical facilities

## Nursing Lab Guidelines

Students are encouraged to make use of the nursing lab. In order to facilitate the use of this room, students are encouraged to plan ahead for study/practice time. It is possible that the nursing lab may be reserved by college personnel or other nursing student groups. The lab is locked for security purposes. To reserve the nursing lab please contact a nursing instructor for further instructions.

To reserve equipment for use during this lab practice time please notify the Course Coordinator before the requested time. .

Before leaving the nursing lab, equipment must be returned to the designated area; the lab should be left in better condition than found; the lights turned off and the doors locked. Please notify the instructor if you discover damaged or nonfunctioning equipment or supplies.

Selected equipment may be signed out for one week for practice off campus. You must have a faculty signature for both sign out and return of equipment. Failure to return borrowed equipment will result in a grade of incomplete (I).

Study rooms are available on the YTC campus including County rooms in the Ann Springs Close Library.

Be aware of the policy regarding children on campus: "Under no circumstances will children be allowed to enter classes, labs, shops, or left unattended on campus." (YTC Student Handbook and Catalog, 2008-2009)

## Nursing Celebration Program

At the end of the nursing program students have the option of holding a celebration ceremony. During this time outstanding nursing students will be recognized for academic achievements, nursing excellence, and possessing a caring and support spirit. These awards are listed to allow you to recognize how your peers are distinguished by faculty and their fellow students.

### Academic Achievement

Each year Piedmont Medical Center presents an award to the York Technical College nursing student with the highest cumulative grade point average.

### Nursing Excellence Award

Each year Piedmont Medical Center presents the Nursing Excellence Award to a York Technical College student who, in the opinion of the nursing faculty, best demonstrates the attributes of the ideal nursing student. The recipient excels in the clinical area and in relationships with others.

## YORK TECHNICAL COLLEGE PRACTICAL NURSING

### COMPETENCIES AT GRADUATION: PROVIDER OF CARE

**Assessment.** Upon graduation, the associate degree nurse demonstrates the following competencies in assessment:

- Obtains data through assessment of the client.
- Collects additional data relative to the client from family, significant other, health records, health care team members, and other resources.
- Identifies changes in health status that affect the client's ability to meet needs.
- Contributes the information to a database.

**Diagnosis.** Upon graduation, the associate degree nurse demonstrates the following competencies in diagnosis:

- Identifies actual or potential health care needs on the basis of assessment.
- Selects nursing diagnoses on the basis of analysis and interpretation of data.

**Planning.** Upon graduation, the associate degree nurse demonstrates the following competencies in planning:

- Participates with the client, family, significant others, and members of the health care team to establish client-centered goals directed toward promoting and restoring the client's optimum state of health, preventing illness, and providing rehabilitation.
- Establishes priorities for care with recognition of client's diagnoses and needs.
- Develops care plan incorporating data related to the client's cultural and spiritual beliefs and physiological, psychosocial, and developmental needs and strengths.
- Collaborates with others health care workers in the development of individualized teaching plans that include health counseling, discharge planning, and implementation of a therapeutic regimen.
- Supports the client's right to make decisions regarding care.

**Implementation.** Upon graduation, the associate degree nurse demonstrates the following competencies in implementation:

- Implements a care plan according to priority of goals.

- Initiates nursing interventions in response to client's needs.
- Adjusts priorities for nursing interventions as client situations change.
- Uses current technology to enhance client care.
- Demonstrates safe performance of nursing skills.
- Provides an environment conducive to maintenance or restoration of the client's ability to carry out activities of daily living.
- Promotes the rehabilitation potential of the client.
- Administers and monitors the prescribed medical regimen for the client undergoing diagnostic tests and/or therapeutic procedures.
- Promotes psychological safety of the client.
- Demonstrates caring behavior in providing nursing care.
- Utilizes communication techniques that assist the client, family, and significant others to cope with and resolve problems
- Communicates verbally and in writing client behaviors, responses to nursing interventions, and responses to medical regimen.
- Implements teaching plans that are specific to the client's level of development, knowledge, and learning needs.
- Provides for continuity of care in the management of chronic health care needs.
- Makes referrals on the basis of identified client needs and knowledge of available resources.

**Evaluation.** Upon graduation, the associate degree nurse demonstrates the following competencies in evaluation:

- Determines the effects of nursing interventions on the status of the client.
- Participates with the client, family, significant others, and members of the health care team in the evaluation of client's progress toward goals
- Revises care plan as needed.

## **Competencies At Graduation: Manager of Care**

Upon graduation, the associate degree nurse demonstrates the following competencies:

- Establishes priorities for nursing care for a group of clients.
- Delegates aspects of nursing care to other health care workers commensurate with their educational preparation and experience.
- Is accountable for nursing care delegated to other workers.
- Assists other nursing personnel to develop skills in providing nursing care.
- Interacts with other members of the health care team in a collegial manner.
- Utilizes appropriate channels of communication to accomplish goals related to delivery of client care.
- Provides for continuity of care within the employing institution.
- Serves as an advocate for clients.
- Seeks assistance from other members of the health care team when the situation encountered is beyond the nurse's knowledge and experience.
- Utilizes current technology to increase efficiency of management of client care and resources.
- Practices in a cost-effective manner.

## **Competencies At Graduation: Member Within the Discipline of Nursing**

Upon graduation, the associate degree nurse demonstrates the following competencies:

- Practices within the ethical and legal framework of nursing.
- Maintains confidentiality of information regarding clients.
- Communicates truthfully in verbal and written form the client's behavior and responses to interventions.
- Reports concerns regarding quality of care to the appropriate person.
- Values nursing as a career and values own practice.
- Supports peers and other workers in the delivery of client care.
- Recognizes and reports ethical dilemmas encountered in practice.
- Serves as a role model to members of the nursing team.

- Uses information from current literature to provide safe nursing care.
- Recognizes the importance of nursing research in advancing nursing practice.
- Uses resources for continuous learning and self-development.
- Uses constructive criticism and suggestions for improving nursing practice.

Revised 9/98

## GUIDELINES FOR USE OF THE CAI LAB

1. A sign-in/out computer program will require each student to sign in and out on the computer, located near the front door of the lab.
2. **Lab hours are posted each semester on the lab door.** If anyone wishes to use the CAI Lab at times other than posted open hours, he/she must have permission from the coordinator or technical support person.
3. Please remember that food and drink should not be brought into the lab. This is a college rule. Fluids and food can damage the computers and other equipment.
4. Children are not allowed in the lab at any time.
5. We have many interactive laser disc programs in the lab and each requires at least two hours to review. Therefore, anyone wishing to use a laser disc or CD-ROM program must make an appointment in order to be assured of time to view the program.
6. Please remember that quiet study is very important to all faculty, staff, and students using the lab. If anyone on the staff, including our work/study students, requests you refrain from talking in a loud voice or making noise of any kind, we would hope you would respect their requests.
7. Using the equipment can be confusing if you have not had the opportunity to work with computers, mice, etc. We want you to feel comfortable. Let us help you feel comfortable and confident. Please ask for help so that we make you feel more at home in the lab.
8. Any disks brought into the CAI Lab cannot be used in the lab without the permission of the CAI Lab staff.
9. Students are forbidden to copy any programs or tests for personal use.
10. Students who intentionally change or deface any programs or equipment are subject to the disciplinary policies stated in the college handbook.
11. Computers are becoming more powerful and better equipped to handle programs that include video clips. There may be times during the viewing of these programs that video clips and audio may slow down or stop. We have tried to prevent these problems from occurring but if and when they do (Internet traffic can also interfere), we would ask you to be patient. Computers, like people, don't always behave in a manner that pleases everyone. In these instances, patience is "truly a virtue." The staff will be glad to help you to reschedule an appointment, if necessary.
12. Students who refuse to comply with the rules of usage to the CAI Lab may be asked to leave the lab.
13. The most important message we want to convey is that you are the reason the lab is here. Without faculty, staff, and students the lab would have no reason to exist. We are here to serve your needs. Please allow us to do so!
14. Any suggestions at any time are welcome.
15. Each year a survey (questionnaire) will be made available to users of the lab in order to determine ways to improve and/or sustain quality services.

## **COMPUTER LABS**

Computer labs are open on the second floor of A Building with lab assistants available when traditional classes are in session. See the posted schedule on the door of A-208.

## **ASSESSMENT CENTER**

At least 24 hours prior to a test, contact the appropriate personnel in B-4A or call 981-7216 to arrange an appointment in the Assessment Center. All retesting is done on the York Technical College Campus. See course schedule for the date of make-up exams.

**YORK TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

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**ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITY**

I, \_\_\_\_\_, have read the information provided in the *Nursing Student Manual, 2009*. The material has been reviewed in class by faculty. I have sought clarification from faculty for any uncertainties regarding this information.

I have read and understand the information presented in the current *Nursing Student Manual, 2009*, including the clinical attendance policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





















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