

Practical Nursing

Student Handbook

2025-2026

*1635 Technology Way*

*P.O. Box 848*

*Athens, Tennessee 37371-0848*

*423-744-2814*

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 TENNESSEE COLLEGE OF APPLIED TECHNOLGY ATHENS

 P.O. BOX 848

 1635 TECHNOLOGY WAY

 ATHENS, TN 37371-0848

 (423) 744-2814 (423) 744-2817(Fax)

September 3, 2025

# PRESIDENT'S MESSAGE

Congratulations on taking the important first step towards furthering your education and earning potential. The staff at TCAT Athens would like to welcome you to our school. You are to be commended for your decision to take advantage of the opportunities offered here.

We are committed to helping you succeed in your chosen field. We want to see you achieve your goals. With the right attitude, good attendance, and a desire to learn, you can be successful. Working together, we can build your skills and prepare you for future employment.

The information in this handbook outlines the policies and procedures of your school. Please ask questions and take advantage of the services that we offer.

Best wishes on your exciting new journey.



Susan L. Hatto

President

# GENERAL INFORMATION

**Address:**

Tennessee College of Applied Technology Athens

1635 Technology Way

PO Box 848

Athens, Tennessee 37371-0848

Phone: 423-744-2814

Director of Nursing: 423-689-1278

FAX: 423-744-2817

Instructor Emails: Alise.holt@tcatathens.edu

Kim.gibson@tcatathens.edu

Melinda.brown@tcatathens.edu

Emily.rummel@tcathens.edu

**Director of Nursing**

Alise Holt, RN, BSN

**Instructors:**

Kimberly F. Gibson, RN, BSN, Master Instructor

Melinda Brown, RN

Emily Rummel, RN

**WELCOME TO PRACTICAL NURSING**

Welcome to the *Tennessee College of Applied Technology* and the Practical Nursing Class. The entire staff is dedicated to helping you reach your goals.

Your instructor will review this handbook with you on the day you enroll. Please keep it with you at school, as it will contain the answers to many questions you may have from time to time.

# STUDENT CALENDAR

**FALL 2024 TRIMESTER**

September 3 Classes Begin

November 25 – 29 Thanksgiving Holiday

December 18 Classes End

**SPRING 2025 TRIMESTER**

January 6 Classes Begin

January 20 Martin Luther King Holiday

March 3 – 7 Student Holiday

April 25 Classes End

**SUMMER 2025 TRIMESTER**

May 1 Classes Begin

May 26 Memorial Day Holiday

June 19 Juneteenth Holiday

June 23 – July 4 Student Holiday

August 26 Classes End

When it is impossible to meet in-person, your program will move online. You will meet with your instructor using Teams and they will provide directions on how to access your coursework via D2L or another online program. Students must be prepared to access their Teams classroom virtually or they will be counted absent. Absent hours will count against your allowed hours.

# TCAT ATHENS MISSION STATEMENT

*The Mission of the Tennessee College of Applied Technology Athens is to meet, more adequately, the occupational and technical training needs of citizens and residents of thecollege’s service area including employees of existing and/or prospective industries and businesses of the state*.

# IMPORTANT PHONE NUMBERS

**Tennessee College of Applied Technology**

**(423)744-2814**

Administration:

Susan Hatto, President: 423.689.1426

Kim Davis, Vice President: 423-689-1398

Student Services:

Cheyenne Whitehurst: 423-689-1384

Debbie Johnson: 423-689-1391

Practical Nursing Department:

Alise Holt, Director of Nursing: 423-689-1278

Kimberly Gibson, Senior Instructor: 423-689-1401

Melinda Brown, Associate Instructor: 423-689-1424

**ABBREVIATIONS**

TCATA Tennessee College of Applied Technology

TN BON Tennessee Board of Nursing

HIPAA Health Insurance Portability and Accountability Act

PN Practical Nurse or Practical Nursing

Practical Nursing Students,

Congratulations on being accepted into the TCAT Athens Practical Nursing Program! You have made an excellent choice in choosing TCAT Athens to begin your nursing career. We take great pride in our students and will work closely with you so that you can build lifelong success.

As the Director of Nursing, I take my position very seriously and want to ensure that students are given the best nursing education to be successful in the future. I know that TCAT Athens nursing staff is dedicated to each and every student. They strive to provide quality education and instruction. In order to be successful, you must work hard and put in the time needed to achieve your practical nursing diploma. This is a team effort, and if you are dedicated and determined you will be successful in this program.

The Practical Nursing Handbook is designed to inform you of the policies specific to our program. This PN Handbook does not replace the TCAT Athens Student Handbook. It is an additional handbook specific to PN policies. It is important for students to be familiar with both handbooks while in the program.

We look forward to providing you with quality education. It is our goal that all students are successful. If any of us can be of assistance, please let us know.

Sincerely,

Alise Holt, RN, BSN

Director of Nursing

Faculty

Kimberly F. Gibson, RN, BSN, Master Instructor

Melinda Brown, RN, BS, Med

Emily Rummel, RN

# PURPOSE OF PRACTICAL NURSING HANDBOOK

The PN Handbook is designed to give PN students specific information as it is related to the Practical Nursing Program. The PN Handbook does not in any way supersede or replace the TCATA Financial Aid and Student Handbook.

The PN Program abides by all policies set forth by the TCATA Financial Aid and Student Handbook unless otherwise noted.

It is expected that PN students are aware and familiar with all policies in both the TCATA Financial Aid/Student Handbook and the PN Handbook. Further, it is important for PN students to understand that this handbook is not all inclusive. Students will be made aware of any new policies or revisions to policies as necessary. Students will be made aware of expectations for each course per the syllabus for that course.

# CHAIN OF COMMAND POLICY

As a PN student it is expected that you will follow the proper channels when you have an issue or concern. If you have an issue or concern with an instructor, it is advised that you first speak with that instructor in an attempt to resolve the issue. If you have an issue or concern with the Director of Nursing or the PN program, it is advised that you first speak with the Director of Nursing in an attempt to resolve any issue. In either case, if you do not feel comfortable taking your issue/concern to the instructor, you would then take your issue to the Director of Nursing. If you do not feel comfortable taking your issue/concern to the Director of Nursing, you would then take your issue/concern to Administration-Kim Davis, Vice President of TCATA or Susan Hatto, President of TCATA.

*In preparation for the workforce, PN Students must understand that in all work settings there is a proper channel for reporting issues/concerns. Students that do not follow chain of command demonstrate a level of disrespect for authority and it will be reflected in the student’s evaluation.*

*Students are encouraged to review the TCATA Grievance Procedure in their TCATA Financial Aid and Student Handbook.*

# HOW TO SUCCEED IN THE PRACTICAL NURSING PROGRAM

The practical nursing program is extremely rigorous and demanding of students.  A vast amount of material is covered in a short amount of time.  Students are strongly encouraged to work ahead!  Do not get behind on your assignments or studies.  Once a student gets behind, it is often difficult to catch up, as new information is introduced constantly.  Below are tips that TCATA Nursing Faculty encourage students to use in their efforts to succeed in this program.

1. Know the requirements for each course.  When instructors go over their syllabus/calendar, be sure you are listening and understand their expectations. Doing what is expected will assist you greatly!
2. Read.  Read.   Read.  READING is imperative to your success in this program.     It is recommended that students read chapters prior to exams.
3. Review the learning objectives for each chapter. The instructor’s lecture will reinforce key material that you, as a nurse, will be expected to know.
4. Be PRESENT for all classes. Being present does not just mean being in your seat.  It is important for you to be an active listener and take notes.  Be engaged in your learning.  It is an active process, and it is up to YOU how much YOU learn!

1. Study daily. Students are strongly advised to study their notes/material daily.
2. Work ahead.  Work ahead on assignments as much as possible.  Do not get behind.
3. Find what works for you.  Know your learning style!
4. Recite the material.  After reading, or writing your notes, can you recite them?  If you cannot say it, you do not know it!  DO NOT expect that you can try to memorize key words or phrases and think that you will be able to identify the answer on the exam. Textbook writers/exams are able to identify if a student knows the material.
5. Devote as much of your time as you can to this program. Students who are most successful in this program are those who devote time to studying, work ahead, and make NO excuses for their performance.
6. Make attendance a priority.  Successful students are in class.  Absences should be RARE and for emergency situations.
7. Be supportive of your classmates and faculty.  As nursing students, you are all in the same boat!  Support each other!  Your nursing faculty wants you to succeed as much as you do.
8. Follow TCAT Athens and PN rules and policies.  Successful students follow the rules and policies of the institution and program.  Students that repeatedly violate rules/polices are not typically successful in the program.
9. Listen.  Pay attention to any and all speakers you have! Successful students are active listeners.  It is imperative that PN students are actively listening and being respectful to any speaker or special guest.

# CLASS REPRESENTATIVES

Faculty will request students to make nominations or volunteer to serve as representatives for your class. Class representatives may be asked to coordinate special school events, such as Christmas Toy Drive, planning for Student Appreciation Day, etc. Class Representatives may also seek to speak with faculty on behalf of the class.

# DEFINITION

 Practical Nursing is defined by the Nurse Practice Act of 1967 (Tennessee Senate Bill 375) as follows: “The practice of practical nursing means the performance for compensation of selected acts required in the nursing care of the ill, injured, or infirmed and/or carrying out medical orders prescribed by a licensed physician or dentist or a professional registered nurse. The licensed practical nurse shall have preparation in and understanding of nursing but shall not be required to have the same degree of education and preparation as required of a registered nurse.” This law will be effective September 1, 1967.

# MISSION STATEMENT

The mission of the PN Program of the TCATA is to provide the education and clinical experiences that will enable the graduate to obtain licensure and successful employment in health care.

# PHILOSPHY

We believe that:

* The practical nurse is an integral practitioner on the health care team who renders nursing with a legally defined role.
* The licensed practical nurse is responsible for his/her continued education and competency.
* Practical Nurse Education prepares persons for gainful employment regardless of age, sex, religion, color, race, national origin, or handicap.
* The education of practical nurses shall be in an organized, approved program with planned learning experiences in a logical sequence.
* The curriculum shall include both theory and supervised clinical experience which will enable the learners to obtain the knowledge, skills, and attitudes to function within the scope of practical nursing.
* The broad areas of learning shall include: Vocational Relationships I & II, Anatomy and Physiology, Nutrition and Diet Therapy, Nursing Principles and Skills, Basic Pharmacology and Administration of Medications, Medical/Surgical Nursing, Maternal/Pediatric Nursing, Gerontological Nursing, Mental Health Nursing, IV Therapy, and Leadership/Management.
* A local advisory committee shall be involved in the practical nursing educational program
* Evaluation of both the student and the program will be provided.

***THE TENNESSEE BOARD OF NURSING HAS ULTIMATE JURISDICTION ON APPROVING AN APPLICANT FOR LICENSURE, REGARDLESS OF AN APPLICANT’S COMPLETION OF A PRACTICAL NURSING PROGRAM.***

**TN BOARD OF NURSING**

# CRITERIA FOR LICENSURE IN STATE OF TENNESSEE

**1000-01-.04 RN/LPN LICENSURE BY ENDORSEMENT**.

(1) Application - The required application for RN or LPN, whichever is applicable, for licensure by

endorsement shall be completed in part by the applicant and signed by the applicant under

penalty of perjury.

(a) The name as signed on the application shall be the name carried in the records of the

Board, absent a change of name.

(b) The application may include a satisfactory reference.

(c) The application shall include an official verification of the applicant’s licensure for

nursing practice in another jurisdiction.

(d) Only a person who has filed the required application and paid the fee will be eligible for

licensure by endorsement.

(e) This application shall include the result of a biometric criminal background check that

the applicant has caused to be submitted to the Board’s administrative office directly

from the vendor identified in the Board’s licensure application materials.

(f) Explanation and supporting documentation regarding the applicant’s background and

information contained in the application may be required.

(g) Every applicant must be a United States citizen, a “qualified alien” or a non-immigrant

who meets the requirements set out at 8 U.S.C. 1621. Applicants claiming qualified

alien status must provide two forms of documentation of identity and immigration status

as determined by the United States Department of Homeland Security.

(h) Applicants may be required to submit to an evaluation by a qualified expert as

determined by the Board.

(2) Qualifications - The applicant must either be a graduate of an approved school of nursing, or

the approved school must certify to the Board that the applicant has met all requirements for

a diploma, degree, or certificate and been licensed by examination in the other U.S.

jurisdiction.

(a) An applicant shall have had substantially the same course of study as set by the Board

for Tennessee schools of nursing at the time the applicant was accepted for licensure

by examination in the other jurisdiction.

(b) An applicant shall have general education equivalent to that required for Tennessee’s

licensure by examination at the time the candidate was accepted for licensure in the

other jurisdiction. An applicant holding a college or university degree meets the general

education equivalent.

(c) An applicant who does not have evidence of satisfactory general or nursing education

may be required to take an additional course of study or examination to establish

education equivalent to Tennessee’s requirements at the time the applicant was

accepted for licensure in the other jurisdiction

(d) The Board may request submission of evidence of satisfactory mental and physical

health.

(e) An internationally educated applicant shall cause the Commission on Graduates of

Foreign Nursing Schools (CGFNS) to submit a CES professional report.

(f) When the Board has reasonable doubt of an applicant’s ability to comprehend the

English language to a degree sufficient to permit the applicant to discharge the

applicant’s duties as a nurse in this state with safety to the public, the Board may

require the passing of an examination to demonstrate such ability.

Authority: T.C.A. §§ 63-7-105, 63-7-106, 63-7-110, 63-7-111, and 63-7-207. Administrative History:

Original rule certified May 10, 1974. Amendment filed May 17, 1974; effective June 17, 1974. Amendment

filed October 30, 1975; effective November 30, 1975. Amendment filed February 28, 1983; effective

March 30, 1983. Amendment filed February 14, 1984; effective March 15, 1984. Amendment filed

September 18, 1985; effective October 18, 1985. Amendment filed December 18, 1989; effective

February 1, 1990. Withdrawal of rule 1000-01-.04(6)(c) filed and effective December 4, 1999. Amendment

filed October 26, 1999; effective January 9, 2000. Amendment filed April 28, 2000; effective July 12,

2000. Amendment filed November 22, 2000; effective February 6, 2001. Amendments filed September

24, 2004; effective December 8, 2004. Amendment filed May 5, 2006; effective July 19, 2006. Repeal and

new rules filed July 10, 2024; effective October 8, 2024.

All applicants/students are advised to visit the TN Board of Nursing website review the above mentioned rules in regards to criminal convictions. The TN Board of Nursing has the right to deny any application due to a history of criminal conviction.

**Rules and Regulations Governing Nursing Website:**

<https://publications.tnsosfiles.com/rules/1000/1000.htm>

**APPLICANTS THAT ARE APPROVED BY THE TN BOARD OF NURSING ARE ELIGIBLE TO TAKE THE LICENSURE EXAM, NCLEX-PN. AN APPLICANT MUST PASS THE NCLEX-PN TO BE LICENSED AS A PRACTICAL NURSE.**

# PROGRAM DESCRIPTION

The Practical Nursing Program is a 12-month diploma program, which consists of a combination of classroom, laboratory and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today’s practical nurse.

# PROGRAM OUTCOMES

Upon completion of the program the student is prepared to take the State Board of Nursing Exam and may upon passing become a Licensed Practical Nurse.

# PREREQUISITES

None

# PROFESSIONAL ACCREDITATING BODY

Tennessee Board of Nursing

# STATE AGENCY/ENTITY OVERSIGHT

Tennessee Board of Nursing

# APPLICABLE CERTIFICATION/LICENSE OR INDUSTRY-RECOGNIZED CERTIFICATES TO BE AWARDED

|  |
| --- |
|  |
| **NNurse Aide** Shape AAward type: Certificate CFirst Trimester Clock Hours: 432 * [LPN (non-req) 0001 - Worker Characteristic](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6#/usr/local/webroot/acalog-legacy/shared/htdocs_gateway/ajax/preview_course.php)
* [LPN (non-req) 1010 - Basic Nursing Principles](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 1020 - Fundamentals of Nursing](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 1030 - Administer of Medication & Basic IV Theory](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 1040 - Anatomy and Physiology](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 1050 - Clinical I](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)

**PPractical Nursing** Shape A CSecond Trimester Clock Hours: 432 * [LPN (non-req) 0002 - Worker Characteristic](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 2010 - Pharmacology I](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 2020 - Mental Health](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 2030 - Medical & Surgical Nursing I](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 2040 - Maternity Health](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 2050 - Clinical II](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)

C SThird Trimester Clock Hours: 432  * [LPN (non-req) 0003 - Worker Characteristic](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 3010 - Clinical III](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 3020 - Advanced Professional Vocational Relations](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 3030 - Pediatric Nursing](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 3040 - Pharmacology II](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)
* [LPN (non-req) 3050 - Medical & Surgical Nursing II](https://catalog.tbr.edu/preview_program.php?catoid=1&poid=82&returnto=6)

 AAward type: Diploma CTotal Clock Hours: 1296   |

# TEXTBOOKS/SUPPLEMENTARY & RELATED INSTRUCTIONAL MATERIALS

Textbooks/Instructional Media:

|  |  |  |
| --- | --- | --- |
| Title  | Print ISBN  | eBook ISBN  |
| Timby's Fundamental Nursing Skills and Concepts  | **9781975220778**  | **9781975220808**  |
| Gerontological Nursing  | **9781975161002**  | **9781975220808**  |
| Introductory Maternity & Pediatric Nursing  | **9781975163785**  | **9781975163808**  |
| Timby's Introductory Medical-Surgical Nursing  | **9781975172237**  | **9781975172251**  |
| Nutrition Essentials for Nursing Practice  | **9781975161125**  | **9781975161149**  |
| Nursing 2025-2026 Drug Handbook  | **9781975217112**  | **9781975247379**  |
| Fischbach's A Manual of Laboratory and Diagnostic Tests  | **9781975173425**  | **9781975173432**  |
| Introductory Clinical Pharmacology  | **9781975163730**  | **9781975163754**  |
| Introductory Mental Health Nursing  | **9781975211240**  | **9781975211271**  |
| Memmler's Structure and Function of The Human Body  | **9781284268317**   | **9781284268317**   |
| ATI Software (NCLEX Prep)  | **N/A**  | **N/A**  |
| Hurst NCLEX Review  | **N/A**  | **N/A**  |

Instructional Resources:

Delivery of assignments and assessments will be presented primarily through the Desire-2-Learn Online Learning Management System (LMS)

Desire-2-Learn Website: [https://elearn.ttcworkforce.org](https://elearn.ttcworkforce.org/)

# PROGRAM OUTLINE

Specific course details will be provided in each course syllabus.

# STUDENT EXPENSES

The total estimated cost of the expenses is ***APPROXIMATELY*** $9,500.00. The

***Estimated cost*** may vary as prices for different items change.

Expenses for the following will be incurred by the student:

1. Expenses for acceptance:

1. HESI Test
2. Physical Examination (X-ray and/or skin test, immunizations)

2. Estimated expenses upon entrance:

* 1. Books/Software/Scantrons
	2. Tuition/Fees (3 Trimesters)
	3. Watch (with second hand)
	4. Student Uniforms (ordered through one vendor )
	5. White nursing shoes/socks
	6. Name Badge
	7. Stethoscope
	8. Penlight
	9. Hemostat/Bandage scissors
	10. Liability Insurance (provided through TCAT)
	11. CPR certification (students must complete prior to clinical)
	12. Drug screen and criminal background check (prior to clinical)

3. Estimated Expenses near Completion:

1. State Board Examination: NCLEX – National Council for Licensure Examination (Approx. $200.00)
2. LPN Pin (Approx. $40.00) \*optional
3. Cap, gown, tassel (Approx. $28.00)
4. Background Check (Approx. $40.00)
5. Passport photos for TN BON application (Approx. $15)
6. Pinning attire (Approx. $75-100)
7. HURST Review (Approx. $225)

*Participation in PN Pinning Ceremony and TCATA Graduation Ceremony is optional. However, if a student participates, the student is required to purchase the attire for each ceremony.*

# HEALTH POLICIES

First aid and supportive treatment will be provided on campus in the event of an accidental injury or sudden illness. Instructors may send the student to the nearest emergency room when deemed necessary. Each student is responsible for his/her medical expenses.

# LIABILITY INSURANCE

It is required that all students maintain their own accident insurance. It is *mandatory* for all students to purchase malpractice insurance prior to entering clinical facilities. This is purchased through the TCATA. The student will be required to pay the necessary premium as selected by the program.

# CELL PHONE/ELECTRONIC DEVICE POLICY

The PN program adheres to the school’s policy on Cell Phones. Further, the PN program’s focus is on academics and the reduction of unnecessary distractions, the PN Program enforces the following:

* **Cell phones and all mobile devices (electronic watches) shall be placed in airplane mode and placed in assigned pockets upon entering the PN classroom.**
* **Cell phones and all mobile devices (electronic watches) are not allowed to be used in the classroom, lab, or clinical areas. They can be used only during designated breaks.**

# HIPPA

The Health Insurance Portability and Accountability Act requires the protection and confidential handling of protected health information. The Practical Nursing program is required to abide by this federal law. PN students MUST maintain confidentiality in all clinical areas. PN students are not allowed to discuss any experience or information from clinical with others. ***Any violation or potential violation of HIPAA will result in disciplinary sanction, a minimum of documented written/At Risk Occurrence and up to suspension. This serves as a*** ***VERBAL WARNING to all students.*** *\*Students and instructors may discuss clinical assignments in the pre-conference or post-conference setting. Students and instructors must not violate HIPAA in these settings as well.*

# SOCIAL MEDIA POLICY

PN students are not in any way permitted to discuss any clinical assignments on social media. PN students are prohibited from sharing/discussing clinical information including, but not limited to clinical site location, assignment, etc.

***Do not post anything about clinical days on any form of social media! This policy is to be taken as a VERBAL WARNING for all students. Any violation of the social media Policy will result in minimum of a documented written occurrence/At Risk and up to a suspension.***

**PRACTICAL NURSING PROGRAM OVERVIEW**

# PERFORMANCE OBJECTIVES

 Upon successful completion of the Practical Nurse Program the graduate, functioning under supervision of a registered nurse and/or licensed physician, will through written, oral, and practical application be able to:

* Demonstrate safely the competencies in the fundamentals of bedside nursing to all patients.
* List the functions of the practical nurse on the nursing team.
* Identify basic nursing and related information necessary for a beginning practitioner of practical nursing.
* Outline basic health needs as related to the individual, the family, and the community.
* Demonstrate a beginning skill by differentiating behavior in relation to patients, co-workers, family, and friends.
* Demonstrate an understanding of scientific principles which form a background for basic bedside nursing.
* Demonstrate verbal and written communication skills in observing and reporting.
* Develop and demonstrate competency in theory and clinical performance, leading to eligibility for graduation and testing for licensing by the National Council for Licensure Examination-NCLEX.

# PRACTICAL NURSING LAB AND LAPTOPS

Students have access and are encouraged to use the PN Lab to practice skills after they have been taught, in preparation for check-off. Students should not be in these areas during a scheduled class time.  Students may use these areas from 7:00am-8:00am, lunch break, and after school.

Students have access to laptops located in the PN classroom.  Students should utilize the laptops for assignments once lecture is finished.

# PRACTICAL NURSING SCHEDULE

FIRST TRIMESTER (SEPTEMBER-DECEMBER)

Monday-Friday 8:00 am – 2:30 pm

SECOND TRIMESTER (JANUARY-APRIL)

Monday – 8:00 am – 2:30 pm

Tuesday – 7:00 am – 4:30 pm (clinical)

Wednesday – 7:00 am – 4:30 pm (clinical)

Thursday – 8:00 am – 2:30 pm

Friday – NO SCHOOL

THIRD TRIMESTER (MAY-AUGUST)

Monday – 8:00 am – 2:30 pm

Tuesday – 7:00 am – 4:30 pm (clinical)

Wednesday – 7:00 am – 4:30 pm (clinical)

Thursday – 8:00 am – 2:30 pm

Friday – NO SCHOOL

 *\*The schedule is subject to change based on the school’s annual calendar. Additionally, some Fridays will require attendance during the second and third trimesters. A detailed calendar outlining required attendance dates will be provided at the beginning of each trimester.*

Clinical hours may vary in accordance with needs of the facility.  Clinical hours are required by the TN Board of Nursing.  Any clinical hours missed will be made up on the following Friday.

Students will be notified in advance if alterations to normal schedule must be made.

Students are given a 10 minute break each morning, and a 10 minute break in the afternoon.

Lunch is scheduled from 11:00 am -11:30 am unless otherwise noted.

*In the event of inclement weather or an event that closes the school, students will receive notification through the SCHOOL CAST system.  Students may also check the school Facebook Page.* ***When it is impossible to meet in-person, your program will move online. You will meet with your instructor using Teams and they will provide directions on how to access your coursework via D2L or another online program. Students must be prepared to access their Teams classroom virtually or they will be counted absent. Absent hours will count against your allowed hours.***

# STUDENT GRADING AND PROGRESS FOR NURSING

Nursing students receive a theory grade in each subject. Academically, grades of A, and B are considered satisfactory progress; grades of C, D or F are considered unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of the term or unit will be suspended from the program due to failure to progress. All grades/grade averages will be calculated to the tenth place. If the tenths place is 0.5 or greater the next higher whole numerical number will be assigned. (i.e. 79.5 = 80) If the tenths place is 0.4 or less the numerical grade will be rounded down. (i.e., 79.4 = 79). Students must maintain a satisfactory average (80) for each unit of the curriculum.

**Grade Scale for Practical Nursing & Allied Health**

|  |  |
| --- | --- |
| A (90-100) | D (60-69) Failing |
| B (80-89) | F (0-59) Failing |
| C (70-79) Failing |   |

Once grades have been awarded and posted, they may not be changed without written authorization of the instructor and the approval of the President unless altered pursuant to a grade appeal. Students enrolled in the Practical Nursing and Truck Driving programs must maintain a satisfactory average of 80 for each unit of study.

Grades for courses will be determined as described in course syllabi.  Students will be graded in the following categories:

1. Skill Proficiency **10% of grade \*\*Skill proficiency will count for 10% of the overall    grade only if the student’s average theory grade is at least 80%. Skill proficiency cannot be used to raise a theory grade to 80%.**

2. Theory/Related Information **90% of grade**.

**Students must achieve a minimum of 80 in each theory course.** **Students must also achieve an overall final average of 80 at the end of each trimester to remain in the program.**

Students must understand the following:

1. Practical Nursing students MUST achieve the passing standard of 80 in each and every theory course in order to remain and advance in the program. *A student is terminated from the program at the end of a course if the student fails the course. This may occur prior to end of trimester evaluations.*
2. Practical Nursing students MUST achieve a FINAL average of 80 of all combined assessment categories at the end of each trimester. *A student who does not achieve an overall average of 80 on the combined assessment categories at the end of the trimester fails out of the program.*
3. Student evaluations are done at the end of each trimester. *Students may be counseled as appropriate at any time during the trimester.*
4. Promotional credit is given by trimester. Students must achieve the passing standard for all courses/components of evaluation to be given credit for the trimester. No partial credit is given for trimesters.

. **PROMOTION IN PROGRAM AND GRADUATION**

1.  Students must achieve an 80 in each course.

2.  Students must achieve an overall average of 80 at the end of each trimester.

3.  Students must achieve a passing standard on each proctored exam.

4.  Students must achieve a passing standard on the PN Readiness Exam.

*Students who do not achieve a passing standard on proctored exams will be allowed to repeat proctored exams after remediation of material.  Program requirements are not met until the student achieves the passing standard on all proctored exams, including the final proctored exam, the PN Comprehensive Exam.*

***PN Comprehensive Test.  The PN Comprehensive Test is an end of the year proctored exam which covers all subject material.  It is required that students must achieve the passing standard on this exam to complete program requirements.  Students who do not achieve a passing standard on the PN Comprehensive test will be given time to remediate material and take a second exam.  The student’s application/transcripts will not be released to the TN BON until this requirement is met.***

# WORKER CHARACTERISTIC GRADING (Work Ethics Program)

**The U.S. Department of Labor estimates that 80 percent of workers who lose their jobs do so not because of lack of occupational skills, but because of poor work ethics. The mission of technical education is to provide business and industry with trained workers who possess both strong occupational skills and good work habits.**

Business and industry leaders have identified essential worker characteristics that should be taught and practiced to help develop a viable and effective workforce.

The ten worker characteristic traits identified are:

|  |  |
| --- | --- |
| 1. Attendance | 6. Productivity |
| 2. Character | 7. Organizational Skills |
| 3. Teamwork | 8. Communication |
| 4. Appearance | 9. Cooperation |
| 5. Attitude | 10. Respect |

The Tennessee College of Applied Technology has incorporated a worker characteristic course focusing on the worker characteristics to be taught each term. These sessions are conducted throughout the term weekly, depending on the class schedule. Each student will receive a worker characteristics course grade, which will be recorded on the student's transcript.

# RECORD OF ATTENDANCE

An attendance clipboard is maintained in the classroom each day.  Students must be in their seats at the start of class to be counted present. If a student enters class late or leaves class early, the student must document their time in/out on the clipboard.

Students are not allowed to enter/exit the classroom repeatedly.  Time missed from the classroom will be documented by the instructors and recorded by the director of nursing.  Students with repeated issues of excessive time of out of class will be counseled by the director of nursing and then referred to the assistant director if it continues.

***Students failing to sign in/out as appropriate will be counseled by the director of nursing, and it will be reflected in the student’s evaluation.***

***Students may provide documentation when applicable for absences, such as doctor’s notes, court documentation, etc.  However, hours missed still count against the student.  ATTENDANCE IS IMPERATIVE AND DIRECTLY RELATED TO YOUR SUCCESS OR LACK THEREOF IN THIS PROGRAM.***

One point is deducted from the trimester attendance grade for each hour missed.

Absences totaling **24 hours (5.5%) = written alert**

Absences totaling **42 hours (9.7%) = suspension**

Absences for **3 consecutive days** without contacting the college = **withdrawal**

Student attendance will be maintained by the instructor in the student information system. These guidelines are stated in the TCAT Academic Retention and Readmission Policy 2:03:01:05.

A student is considered tardy in a Tennessee College of Applied Technology class when the student is not in the classroom at the class start time. This includes designated breaks as well.

* **Five (5) tardies – Student will be given a written warning by the instructor.**
* **Six (6) tardies – Student will be placed on probation by the president or the president’s designee.**
* **Seven (7) tardies – Student will be referred to the president and may be suspended.**

These guidelines are stated in the TCAT Academic Retention and Readmission Policy 2:03:01:05.

**READMISSION FROM SUSPENSION FOR GRADES/ATTENDANCE**

The president may consider for readmission the applicant who has been suspended.

Criteria that the president will consider in assessing candidacy for readmission are as follows:

Assessment of the candidate’s willingness to address those deficiencies that contributed to the prior suspension, and assessment of the likelihood that the readmitted student may succeed in pursuing their training objective.

# CONDUCT AND EXPECTATIONS

The Practical Nursing Program adheres to all policies in the TCAT Athens Student and Financial Aid Handbook. In addition to following the conduct and academic policies set forth by TCAT Athens, there are additional policies and requirements set forth by the PN program as applicable. PN Students are expected to abide by the school handbook and the PN Handbook in both the classroom and clinical settings. Failure of a PN student to abide by polices set forth by the school or PN program will result in disciplinary sanctions as appropriate. Students should familiarize themselves with both handbooks.

# SYLLABUS/CALENDARS

Each instructor will distribute a syllabus/calendar for each course that they teach. Students are advised to pay special attention to the requirements for each course.

No two courses or instructors are the same, requirements will vary.

# SYLLABUS FOR LAB and CLINICAL

Students will receive a Syllabus which outlines the specific protocols for lab and clinical assignments. The Syllabus will also serve as a reminder/review for students in regard to Clinical Dress Code and expectations of students while at clinical sites.

# TEST/EXAM POLICY

Students should be aware of all scheduled exams per each course syllabus/calendar. Students are advised to be in class for all scheduled tests/exams. In the event a student is absent for a test/exam the student must speak with the course instructor on the first day back to school to schedule a make-up exam. ***Students who miss the original test/exam will be given an ALTERNATE test/exam, regardless of reason for absence. Make-up tests/exams must be done after school. A student will not be permitted to take a make-up test/exam during lunch or class time.*** When testing through D2L, you will be given an opportunity to review the questions answered incorrectly immediately after the exam. When a paper exam is given, you will complete a test review if you score below ‘80’.

# SAFETY

Students are required to report any known or suspected violations which may contribute to an unsafe environment on our campus. This includes, but is not limited to observation of any potential environmental hazards in any area, any suspected threats made toward students, any physical altercations, any traffic violations on campus parking lot, smoking in undesignated areas, drugs/alcohol on campus, etc. Please help make your school campus a safe area for all students. *Certain elements of safety principles and standards as related to occupational hazards are learned in the Fundamentals/NPS course in the first trimester.*

# CLASSROOM/LAB/CLINICAL EXPECTATIONS

The following two statements (1 & 2) were derived from the TBR system-wide Student Rules document, released January 2012 and the General Policy on Student Conduct & Disciplinary Sanctions: 3:02:00:01. See the policy itself for complete information.

**Standards of Conduct**

Students are required to adhere to the expected professional, legal and ethical standards of conduct on campus at all times. In addition, students should conform to generally accepted standards of communication while in class, sending e-mail, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments, and actions.

**Academic Integrity**

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

* Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
* Only foam earbuds are permitted during exams. Leave on desk for Instructor to view prior to placing in ears.
* Bathroom breaks are not permitted during exams unless you have documentation from a Physician.
* Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
* Purchasing or otherwise obtaining prewritten essays, research papers, or materials to be presented by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
* Taking an exam for another student.
* Providing others with information and/or answers regarding exams, quizzes, homework, or other classroom assignments unless explicitly authorized by the instructor.
* Any of the above occurring within the Web or distance learning environment.

***Show Respect***

1. Refrain from talking during lectures.
2. Listen, take turns, and address each other courteously even when we disagree.
3. Keep cell phones on SILENT and put away during all class/ lab/clinical times.
4. Address each other with proper names and titles.
5. Be respectful of classmates, faculty, visitors, and professional staff at clinical sites.
6. Communicate any sensitive matters privately during breaks or after class.

***Be Prepared***

1. Be on time to class and from breaks.
2. Carry all needed textbooks, notebooks and equipment to class/lab/clinical.
3. Establish rapport with other students/faculty/instructors.
4. Know what is expected of you in school and in clinical areas.
5. Always be aware of each course syllabus/requirements.

***Act Professional***

1. Use appropriate language and terminology during class and clinical.
2. Practice within your scope of practice.
3. Handle all equipment with care.
4. Maintain a safe environment at all times.
5. Maintain client/patient confidentiality at all times. Abide by HIPPA.
6. Abide by classroom/clinical dress code as appropriate.

***Aim for Success***

1. Participate in classroom discussions, ask questions, and take notes.
2. Complete assignments and turn them in on time.
3. Practice skills as learned, pay attention in lab.
4. Do not procrastinate, study material daily.
5. Communicate concerns, issues, immediately.
6. Be present!  Be on time!
7. Abide the policies in TCAT Athens Student Handbook.
8. Abide the policies in TCAT Athens Practical Nursing Program.

***Be Ethical***

1. Report any suspicious or fraudulent acts.
2. Be honest at all times.
3. Do not plagiarize.
4. Remember Quizzes and Tests/Exams are individual assignments.
5. Treat all clients and professional staff, equally and with dignity.

# CLASSROOM DRESS CODE

Practical Nursing students are required to dress/groom as appropriate.  PN Students are expected to maintain a professional image of the school and the nursing profession at all times.  ***A student may be dismissed from class or the clinical setting for violation of dress code policy.  Student may be allowed to return when violation is corrected.  Time missed will count against student.***

1. Students will wear classroom uniforms on classroom days.

2. Uniform is to be clean, ironed, and in good repair. No holes, frayed

 seams.

3. Uniform should be appropriately sized—not too small/tight fitting or

    baggy/loose.

4. Athletic shoes may be worn with classroom uniform.

5. Hair may be worn down in classroom setting only.

6. Hair color/highlights may NOT consist of hair colors that do not occur

    naturally in human. Example: No blue, pink, green, purple, etc. hair.

7. Photo Identification Badge is to be worn at all times.

*“Dress Down” days are permitted on some Fridays and Thursdays as an incentive for the entire class, IF the entire class adheres to the PN Dress Code Policy.  Students must adhere to the TCAT Athens School Dress Code on “dress down” days (NO SHORTS/NO CROP TOPS).  Director of Nursing or Nursing Faculty will notify students of any “dress down” days.*

# “AT RISK” ACTIONS/BEHAVIORS

 The practical nurse student at a clinical facility under the direct supervision of the instructor must follow the facility’s policies and the instructor’s directions implicitly. The practical nursing student must not threaten the physical or psychological well-being of a patient by improper performance in the clinical area. Actions or behaviors that threaten the patient’s well-being are known as “at risk” actions/behaviors. Further, the practical nursing student must not threaten any other student or faculty and must not make any derogatory remarks towards other students or faculty on campus or in any clinical setting. Any action or behavior by a student that impedes the school’s mission of educational delivery in class/lab/clinical is considered an “at risk” action/behavior. Bullying will not be tolerated in any form. ALL students and faculty have the right to an educational environment free of disturbance/negativity.

 **Examples of “at risk” actions/behaviors include but are NOT limited to the following:**

1. Principles learned previously are violated.
2. Inappropriate verbal or non-verbal behavior in the presence of the patient, family, clinical staff, students, faculty, visitors.
3. Inadequate preparation for clinical assignment.
4. Side rails left down on non-ambulatory or sedated patients.
5. Lack of provision for means of communication for a patient.
6. Neglecting to wash hands before and after nursing procedures.
7. Demonstrate lack of progress in performing.
8. Criticizing a patient, clinical site/employees, student, or faculty.
9. Communicating negative value judgments to a patient.
10. No provision for privacy.
11. Demonstrating incompetence/lack of preparation in patient’s presence.
12. Incomplete or ‘Late’ homework assignments in Theory or Clinical.
13. Poor academic performance: Inability to score>80 on three examinations in a course.
14. Practicing skills outside of scope of practice.
15. Practicing skills not previously taught and/or not approved by faculty.
16. Administration of ANY solution: medication or flush to ANY IV! Includes the hanging of any fluids as well.
17. Any violation or non-compliance with classroom expectations.
18. Violation of any school or Practical nursing policy as defined by TCATA or PN handbooks.
19. Violation of any rules/policy/expectation as defined by a course syllabus or clinical syllabus.

A violation will require an Occurrence “At Risk” report to be given by the instructor and reported to the nursing coordinator to be kept in the student’s file. Continued “At Risk” performances can result in termination from the program!

\*Any student who administers any medication or flush solution to any IV site will be automatically suspended for 2 days and you will be counted absent. You are not allowed to make up any tests or work missed as a result of your suspension. A “licensed practical nurse” is restricted as to what he/she may give via IV and must be under supervision per TN Nurse Practice Act. \*\*If you have previous safety issues, and/or multiple previous “at risk” behaviors, you may automatically be dismissed from the program for the administration of any solution IV.

# MEDICATION ERROR

 The administration of medication is critical to the welfare of the patient. Students must learn the necessity for accuracy in the administration of medications. An error occurring with the administration of a medication requires the completion of an Occurrence report for the clinical facility and completion of an Occurrence “At Risk” report for the TCAT-Athens.

 A medication error occurs when there is a/an:

1. Violation of any of the “6 rights” during preparation and/or administration of the medication.
	1. Patient
	2. Drug
	3. Time
	4. Dosage
	5. Route
	6. Documentation
2. Omission of a medication.
3. Medication given without the Instructor’s prior approval.

One medication error or at risk behavior—Conference with Director of Nursing and documented probation.

Two medication errors or at risk behaviors—Conference with Director of Nursing, possible suspension/or termination depending on severity of infraction.

Three medication errors-Conference with Director of Nursing and School Administration for dismissal from PN Program.

 MEDICATION ERRORS ARE CUMMULATIVE FOR THE SCHOOL YEAR. AT RISK BEHAVIORS THAT ARE REFLECTIVE OF ACADEMIC PERFORMANCE ARE CUMMULATIVE FOR THE TRIMESTER. AT RISK BEHAVIORS THAT ARE REFLECTIVE OF SAFETY ISSUES ARE CUMMULATIVE FOR THE YEAR

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY- ATHENS**

**PRACTICAL NURSING**

# OCCURRENCE / ‘AT RISK’ ACTION BEHAVIOR REPORT

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

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Patient involved Y or N (circle)

Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pt. Diagnoses: \_\_\_\_\_\_\_

Explanation of OCCURRENCE:

How could this have been prevented?

Is there a policy or procedure re: this occurrence? Y or N (circle)

If yes, what is it and where is it found?

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

 Student

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Instructor

Categories:

Safety 1 Confidentiality 3 Theory Grades 5

Medication 2 Documentation 4 Assignments 6 Conduct 7

# STUDENTS WITH DISABILITIES

Qualified students with disabilities or emergency medical information to share will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student’s eligibility for specific accommodations from the disability services staff at the home institution. It is the student’s responsibility to initiate contact with their home institution’s disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

## NATIONAL TECHNICAL HONORS SOCIETY

Students must have a ‘94’ in overall course averages to qualify. See TCATA Financial Aid and Student Handbook for more information.

## PRACTICAL NURSING HONORS GRADUATE

Students must have a ‘90’ in overall course averages to qualify. Honors graduates are noted in the TCATA Graduation Program, and they may purchase an honors cord to wear at graduation. See TCATA Financial Aid and Student Handbook for more information.

## PERFECT ATTENDANCE

Students that achieve perfect attendance for the entire school year are noted in the TCATA Graduation Program and also given special recognition at graduation. The school gives a perfect attendance cord to these students to keep and wear at graduation.

## GRADUATION AND PINNING CEREMONY

# TCATA holds a graduation ceremony for all graduates of the school.  The PN Program holds a separate ‘pinning’ ceremony for PN graduates.  PN students are encouraged to participate in both ceremonies.  Information for both events is given to students in the third trimester. *Participation in PN Pinning Ceremony and Graduation Ceremony is optional.  However, if a student participates, the student is required to purchase attire for each ceremony.*

#

# WITHDRAWAL/READMISSION

Any student who withdraws from the PN program must complete an exit interview to be reconsidered for future readmission.

If a student satisfactorily completes a trimester by achievement of passing standard but then withdraws or does not achieve passing standard for a subsequent trimester, the student will be allowed to reapply for admission the following year. Credit will be given for trimester(s) in which the student achieved the passing standard. Students should note that this credit may only be applied the following year. If a student does not reapply the following year, the student would be required thereafter to complete all trimesters.

Promotional credit is only given by trimester. There is no partial credit given for trimesters. A student must pass all courses/components of the trimester to be awarded credit for that trimester.

# SYLLABUS CHANGES

The instructor reserves the right to make changes as necessary to this syllabus.

If changes are necessitated during the term of the course, the instructor will

Immediately notify students of such changes by individual email communication.

# RECORD OF INSTRUCTION IN SAFETY

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ATHENS

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have on this date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (Print your name) (Date)

had explained to me the school regulations relating to safety. I hereby declare that I will observe all rules of safety. Furthermore, I will try to protect others from hazards and accidents. I will report to any instructor, or school administration any observed violation of safety rules.

Additionally, I understand that I will be expected to adhere to occupational safety principles and guidelines as taught in Fundamentals/NPS and other courses.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s Signature)

# CONFIDENTIALITY STATEMENT/SOCIAL MEDIA/HIPPA

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ATHENS

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Practical Nursing Student, understand that while working in a clinical facility, I am not to discuss information regarding any clinical practice nor any patient’s well-being with anyone in the public, or other departments in the facility. I understand that this is a breach of confidentiality and may result in legal ramifications. I further understand that any question or explanation I may have regarding a patient, hospital policy, or procedures shall be directed to my instructor or Director of Nursing for follow up.

I agree to regard patient information as being confidential and I understand that breach of the Health Insurance Portability and Accountability Act of 1996, (HIPAA), will result in disciplinary action towards me.

I agree to the Practical Nursing Social Media Policy. I will not make any posts on any form of social media in regards to my clinical assignments or clinical experience. I understand that a violation of the social media policy will result in disciplinary action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student Signature) (Date)

# RELEASE OF INFORMATION STATEMENT

TENNESSEE COLLEGE OF APPLIED TECHONOLGY ATHENS

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request the TCATA Faculty and/or

The Director of Nursing to verify my attendance, academic, and clinical performance regarding prospective employment/training and other information pertinent to this request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student Signature) (Date)

# PRACTICAL NURSING HANDBOOK

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ATHENS

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have been present for the

 (Print your name)

Practical Nursing Program orientation held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This (Date)

orientation included review of the Practical Nursing Handbook. I do understand that the PN Handbook does not contain some items already listed in the TCATA Financial Aid and Student Handbook. I understand that the PN Program follows all policies of the TCATA Financial Aid and Student Handbook unless otherwise noted. I further understand that the policies and information in this handbook are not all inclusive of items that I will be held accountable for in the PN Program. I understand that future expectations and requirements will be given to me at different times throughout the program. I acknowledge receipt of the Practical Nursing Handbook and am aware I will be held accountable for abiding by the information in this book, as well as the TCATA Financial Aid and Student Handbook that I was given in a previous orientation by Student Services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student Signature)

**PRACTICAL NURSING**

# Program Structure

**Trimester Format**

**2024 Completion Rate 80%**

**2024 Placement Rate 94%**

**2024 Licensure Pass Rate 86%**

**NOTE: Your instructor may have revisions to this structure.**

|  |  |
| --- | --- |
| TERM 1 | TERM 2 |
| UNIT OF STUDY HOURSWorker Characteristics 6NPS/Fundamentals 124Anatomy & Physiology 96Administration of Meds/BasicIV Therapy 80 Basic Nursing (VRI, Nutrition,Geriatrics)90Clinical 36**EXIT POINT: 432****Nursing Assistant Certificate** | UNIT OF STUDY HOURSWorker Characteristics 6Maternity Health 60Mental Health 60Medical-Surgical Nursing I 75Pharmacology I 51Clinical 180  **432****EXIT POINT: 864** |
| TERM 3 |
| UNIT OF STUDY HOURSWorker Characteristics 6Medical-Surgical Nursing II 75Pharmacology II 42Pediatrics 60 Vocation Relations II/Leadership 24Clinical 225  **432****EXIT POINT: 1,296****Practical Nursing Diploma** |

The length of the entire course is 1,296-clock hours. The cost of the entire program is approximately $9,500; this includes tuition, technology fee, student activity fee, textbooks, tools, and supplies. It does not include the cost of background checks and drug screens required by clinical facilities. Information regarding state licensure can be found in the Practical Nursing handbook.

# GOVERNANCE AND ACCREDITATION

The Tennessee College of Applied Technology Athens is one of 46 institutions in the [Tennessee Board of Regents (TBR)](http://tbr.edu/) system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system that is comprised of six universities, thirteen community colleges, and twenty-seven colleges of applied technology. The Tennessee Board of Regents system enrolls more than eighty percent of all Tennessee students attending public institutions of higher education.

TCAT Athens is fully accredited by the Council on Occupational Education (COE).  [The Council on Occupational Education (COE)](http://www.council.org/), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

# AA/EEO

TCAT Athens does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by TCAT Athens.  The following person has been designated to handle inquiries regarding non-discrimination policies:

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