

STUDENT HANDBOOK

PRACTICAL NURSING



2024-2025

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PRACTICAL NURSING DEPARTMENT

ACCREDITATION, MISSION, GOALS, & OBJECTIVES

ACCREDITATION

Copiah-Lincoln Community College is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Practical Nursing Program is fully accredited by the Mississippi Board of Nursing (MSBON).

MISSION

The program philosophy is consistent with the mission of the college in that it ultimately prepares the student for employment while giving the student opportunity for professional growth and personal enrichment.

GOALS

The goal of the Practical Nursing Program is to provide an opportunity for the student to prepare for a career as a licensed practical nurse. The program is designed to develop basic knowledge and fundamental skills to prepare the student to function as an entry level licensed practical nurse.

OUTCOMES

Upon successful completion of the program, the student is awarded a certificate of practical nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The State Board of Nursing may deny any application for licensure due to, but not limited to, conviction of a felony, commission of deceit or fraud in the application process, or addiction to alcohol or other drugs (see most current State of Mississippi Law, Rules and Regulations, Mississippi Board of Nursing).

After successfully passing the NCLEX-PN, the nurse will:

- Become a competent, safe, and ethical member of the health care team by applying scientific principles of bedside nursing in various health care situations.
- Understand and practice nursing within the guidelines of the Nurse Practice Act.
- Become a productive part of the community by gaining employment and participating in professional organizations.
- Be a personal example of good health practices to the community and client.

**COURSE INFORMATION
GENERAL INFORMATION
POLICIES**

LENGTH OF COURSE:

Total number of instructional hours:	<u>980</u> clock hours
Total credit hours	<u>44</u>
Total number of semesters:	<u>3</u>

TIME SCHEDULE:

A semester calendar with clinical dates and hours will be given by instructors at each campus.

JANUARY START:

Course #	Course Name	Clock Hrs.	Credit Hrs.
<u>Semester I</u>			
PNV 1213	Body Structure & Function	45	3
PNV 1443	Nursing Fundamentals and Clinical	<u>330</u> (375)	<u>13</u> (16)
<u>Semester II</u>			
PNV 1524	IV Therapy and Pharmacology	75	4
PNV 1728	Specialty Areas in Nursing	<u>140</u> (215)	<u>8</u> (12)
<u>Semester III</u>			
PNV 1682	Adult Health Nursing Concepts and Clinical	300	12
PNV 1914	Nursing Transition	<u>90</u> (390)	<u>4</u> (16)

AUGUST START:

Course #	Course Name	Clock Hrs.	Credit Hrs.
<u>Semester I</u>			
PNV 1213	Body Structure & Function	45	3
PNV 1443	Nursing Fundamentals and Clinical	<u>330</u> (375)	<u>13</u> (16)
<u>Semester II</u>			
PNV 1524	IV Therapy and Pharmacology	75	4
PNV 1682	Adult Health Nursing Concepts and Clinical	<u>300</u> (375)	<u>12</u> (16)
<u>Semester III</u>			
PNV 1728	Specialty Areas in Nursing	140	8
PNV 1914	Nursing Transition	<u>90</u> (230)	<u>4</u> (12)
TOTALS		980	44

GENERAL INFORMATION

ESTIMATED COST

A. REQUIRED BOOKS

Semester I:

Understanding Medical-Surgical Nursing 7th edition Williams & Hopper
Fundamentals of Nursing Care 4th edition Burton & Smith

Semester II:

Understanding Medical-Surgical Nursing 7th edition

Semester III:

Understanding Medical-Surgical Nursing 7th edition

Total **estimated** cost for books for the program.....\$228.00

B. OPTIONAL BOOKS (not required but helpful)

Nurses' Fast Facts by Holloway
LPN Notes by Myers (pocket guide)
MED Notes by Deglin (pocket guide)

Total **estimated** cost for optional books\$100.00

C. UNIFORMS

Required:	2 complete white uniforms (pantsuit or dress) with badges.....	80.00
	1 white lab jacket with badge	25.00
	Blue Lab Scrubs with badges	80.00
	1 Bandage Scissors	10.00
	1 Blood Pressure Kit (manual)	30.00
	1 Stethoscope	20.00
	1 Thermometer with cover.....	10.00
	1 Second hand watch	20.00
	1 penlight	5.00
	White socks/hose... ..	5.00
	White shoes	60.00

Total **estimated** cost for uniforms.....\$345.00

All of the above items are considered to be part of the regulation uniform. The uniform has been specifically designed for Co-Lin's PN students to set them apart from other nursing programs in the affiliating health care facilities. These uniforms must be ordered from the company chosen by the PN faculty.

Uniforms will be ordered during Semester I and must be paid for on the order date.

D. SUPPLIES

Desktop supplies such as pens, paper, composition books

Total **estimated** cost for supplies\$50.00

E. PROFESSIONAL COST

MPN SNO dues25.00
TB Certification50.00
Drug Screens required by clinical rotation sites45.00
Vaccines Required by Clinical Facilities.....40.00
Corona Virus Vaccine as Required by Clinical.....0.00

Total **estimated** professional cost.....\$160.00

F. GRADUATION

Board of Nursing Background Check75.00
NCLEX (state board testing)200.00
Application Fee (includes IV Certification fee)60.00
Graduation Fee.....40.00

Total **estimated** graduation cost\$375.00

G. TUITION

1st Semester

Tuition (includes Student Service Fee & Program fee)2075.00
Technology Fee.....150.00
Parking Decal.....30.00
ATI Complete Package Fee.....675.00
Total.....\$2930.00

2nd Semester

Tuition (includes Student Service Fee & Program fee).....2075.00
Technology Fee.....150.00
ATI Complete Package Fee.....675.00
Total.....\$2900.00

3rd Semester

Tuition (includes Student Service Fee & Program fee)2075.00
Technology Fee.....150.00
ATI Complete Package Fee.....675.00
Total.....\$2900.00

Total **estimated** tuition expenses.....\$8730.00

H. TRAVEL AND LODGING COST

To various clinical sites (varies, depends on where students live).....	400.00
Field trips (MLPNA Convention)	350.00

Total **estimated** travel and lodging cost\$750.00

I. GRAND ESTIMATED TOTAL\$10,738.00

*Tuition and fees are subject to change without notice.

PRACTICAL NURSING POLICIES

Practical Nursing Program Selection Policy

To determine selection rankings for the Practical Nursing Program, the following calculation will be utilized: The score from the ATI TEAS assessment will be multiplied by 2 and then added to the ACT score. This total will constitute the overall ranking score.

ADMISSION POLICIES

- A. Application requirements:
 1. An Admission's Application on the official form furnished by the college online or paper application.
 2. An official transcript from an accredited high school indicating a regular diploma with a graduation date and principal's signature, or receipt of an official transcript from the Mississippi Community College Board, or the appropriate state adult basic education department showing satisfactory scores on the High School Equivalency (HSE) Exam.
 3. Have on file with Co-Lin an ACT score of 16 or above and math and reading minimum score of 12. **Applicants must meet ACT requirement prior to registering for ATI Teas® exam.**
- B. After obtaining a qualifying ACT score:
 1. Register for and take the ATI Teas® exam, (IN-PERSON ONLY). Remote online scores will not be accepted. (Testing Cost: \$70).
 2. Contact the Department of Career-Technical Education or Admissions office for specific dates and requirements for testing.
- C. Once accepted into the program:
 1. Attend mandatory practical nursing orientation(s).
 2. Submit signed proof of Hepatitis B injections or declination form.
 3. Participate in drug and alcohol testing and a criminal history background check.
 4. Submit Health Form signed by a Healthcare Provider with proof of childhood vaccines.
 5. Obtain American Heart Association Cardio-Pulmonary Resuscitation Certification. (BLS)

6. Provide a copy of an up-to-date completed TB skin test or an IGARA (QuantiFERON or tstop test).

D. Selection process:

1. A committee will screen all applicants to determine eligibility. The committee will consist of Dean of Career & Technical Education, Career Tech Counselor, Director of PN program, and PN full-time instructors.
2. Selections are based on the highest ACT and TEAS scores in each applicant pool. The top fifteen scorers are chosen for each class. Five alternates are chosen based on the five highest remaining scores.
3. Those selected are notified by mail several weeks after ATI TEAS® testing.

E. Readmission:

1. A student who fails or withdraws from Semester I may apply for readmission. No special considerations are made for re-applicants. The student must meet the usual admission requirements, and selection will be made based on ACT and ATI TEAS exam scores. All first semester courses must be repeated upon readmission. This is considered the one time readmit to the program.
2. A student who fails or withdraws from Semester II or III will be considered for readmission for these semesters if there is space available and the student is in good standing. To be considered for readmission for these semesters, students must complete readmission application by PN selection deadline date. All Semester II or III coursework must be repeated upon readmission. In the case of multiple re-applicants with limited space, the students will be ranked according to GPA of previous courses taken in the practical nursing program.
3. A student readmitted after a 12-month absence will be required to repeat all career coursework.
4. A student will only be permitted to be readmitted one time within the Copiah-Lincoln Community College district within 5 years.

F. Transfers:

The PN program was designed for students to complete the program on the campus in which they were selected. However, it is recognized that extenuating circumstances may occur. In the event of extenuating circumstances, a written request for an intercollege transfer must be submitted to the PN Director and will be considered on an individual basis. Transfers from other colleges will not be accepted.

- a. A transfer student is defined as a student who successfully completes one or more semesters of the PN program.
- b. A re-admittance transfer student is defined as a student who has failed Semester I, II, or III. To be readmitted and transferred the student must follow the above re-admittance policy and transfer policy.

G. Criminal Background Checks:

According to Mississippi law (Section 43-11-13, Mississippi Code of 1972), any individual who provides direct patient care or services will be required to submit to a criminal history record check with fingerprinting. All students will be required to obtain a criminal history record check following admission into the program.

If a criminal history record check discloses a felony conviction; a guilty plea; and/or a plea of nolo contendere to a felony for one (1) or more of the following crimes which had not been reversed on appeal, or for which a pardon has not been granted, the student will not be eligible to continue in the nursing program:

1. possession or sale of drugs
2. murder
3. manslaughter
4. armed robbery
5. rape
6. sexual battery
7. sex offense listed in Section 45-33-23, Mississippi Code of 1972
8. child abuse
9. arson
10. grand larceny
11. burglary
12. gratification of lust
13. aggravated assault
14. felonious abuse and/or battery of vulnerable adult

If the criminal background checks [the rap sheet] reveals a “Disqualifying Event” as outlined in State Code § 43-11-13, Mississippi Code Annotated, the student will be dismissed from the health education program of study. Also, local clinical affiliates have identified other exclusions, in addition to named “Disqualifying Events”. All other rap sheet reports other than those identified in state code will be reviewed by the “Review Committee”. Committee consists of Practical Nursing Director, Practical Nursing Instructor, and Dean of Career and Technical Education.

- A. The criminal background check “Rap Sheet” report will be submitted to the designated “Review Committee”. If the report does not contain any negative findings as determined by the committee, the student will be allowed to participate in clinical rotations. If the report contains negative findings, the “Review Committee” will request that the student submit additional information relating to the negative finding(s), such as a written explanation, court documents and police reports. The “Review Committee” will review all information available to it and determine whether the student should be permitted to participate in clinical rotations or be dismissed from the program.

- B. When appropriate and necessary, the student in question may be asked to meet with the “Review Committee”.
- C. If the “Review Committee” determines that a student will not be allowed to participate in the clinical setting, the decision is final and is the final level of appeal.

Review Committee. In reviewing the background check report and any information submitted, the “Review Committee” will consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms or other materials. The committee will keep in mind both the safety interests of the patient and the workplace, as well as the educational interests of the student. In reviewing background checks and supplementary information, advice may be obtained from Copiah-Lincoln Community College’s counsel or law enforcement agencies.

GRADUATION REQUIREMENTS

Candidates for Certificate Graduation must pass all courses in the career curriculum in which they are enrolled and have a 2.0 quality point average in these courses. Copiah-Lincoln Community College’s Practical Nursing guidelines indicate that students must maintain an 80 percent or above average in each course of study.

POLICIES

Recognizing the need for competent, safe, and ethical members of the health team, the practical nursing program at Copiah-Lincoln Community College formed the following policies to stress professionalism in practical nursing. These rules and regulations were established to simulate the "real" working situations as closely as possible in order to teach the student work ethics. In learning to adhere to these policies the student will be more prepared to follow the policies of future employers while gaining employability skills as well as occupational skills. The student will then be well prepared to become a successful and productive part of the workforce of the community.

CLINICAL APPEARANCE

Clinical facilities are expected to set examples of cleanliness and appearance. As a student you are expected to meet or exceed the standards listed below:

Hygiene

1. The student is expected to practice good personal hygiene in such a way as to avoid body odor and halitosis.
2. Use of perfumes and other products with a strong scent are prohibited. These odors may be offensive to others and aggravate medical issues.
3. The student's hands and nails must be kept clean. Nails are to be trimmed to a minimal length. Only clear or very pale polish that is smooth, neat, and unchipped. ARTIFICIAL NAILS ARE NOT PERMITTED IN PATIENT CARE AREAS.

Cosmetics and Jewelry

1. No visible body jewelry (tongue, eyebrow, nose, necklace, or bracelets).
2. Students are allowed to wear one pair of stud earrings in the lobes of the ears.
3. Men are not allowed to wear earrings. (per clinical facility dress code)
4. A wedding band may be worn only, due to the difficulty of cleaning rings adequately and because of the danger of tearing gloves and injuring a patient.
5. No dramatic, flashy color, sequin makeup. False eyelashes should appear natural, not heavy, and firmly attached.

Tattoos

1. No visible tattoos are allowed in the clinical setting per clinical facility dress code.

Hair

1. Hair, including facial hair, must be clean and neatly styled.
2. Hair color should be conservative.
3. Hair should be off the collar and pulled neatly away from face so that it does not come in contact with a patient or supplies while providing care.
4. Conservative hair accessories to hold hair in place is acceptable. Large hair accessories are not allowed.

Uniform

1. Uniforms must be regulation school uniform with the emblem sewn on the left sleeve.
2. Uniforms should be clean, free of holes and tears, and free of wrinkles.
3. White shoes without holes that cover the heel must be clean.
4. If a dress uniform is worn it must be long enough to cover the student while performing duties. Hosiery is to be worn with a dress uniform. Bare legs are not permitted.
5. Undergarments should not be visible.
6. The fit of the uniform is important aspect of the professional image.
7. Uniforms are never to be worn while working for compensation.

Identification

1. The student is required to wear a Co-Lin name tag at all times.
2. The name tag is worn at chest level. Name tags are not to be worn at the waist or below.

CLINICAL GUIDELINES

The primary function of health care facilities is patient care. Under no circumstances should the presence of students downgrade the quality of patient care. It is the student's responsibility to follow the clinical guidelines.

1. Follow the administrative policies established by the clinical facility.
2. Not to possess, use or be under the influence of liquor or illegal drugs while on clinical assignment. These are grounds for dismissal of the program. Random drug testing may be administered at the student's expense.
3. Be on time for clinical assignments.
4. Notify the clinical instructor at least fifteen minutes before his/her scheduled time in case of absences or tardies that are beyond the student's control.
5. Report to clinical assignment in proper uniform as stated under clinical appearance. The clinical instructor may send a student home for an unprofessional clinical appearance.
6. Bring the required clinical supplies: bandage scissors, stethoscope, manual BP cuff, penlight, and watch (No Smartwatches).
7. Maintain a professional attitude when in the presence of other students, hospital personnel, program faculty, physicians and patients. Insubordination is grounds for dismissal from the program.
8. Check with the clinical instructor or preceptor before leaving the assigned work area. Leaving the clinical affiliate during the assigned hours without permission is grounds for dismissal from the program.
9. Follow the directions provided by supervising technologists and accept assignments commensurate with your capabilities.
10. Maintain the confidentiality of hospital records and patient information. Breach of confidentiality is grounds for dismissal from the program.
11. Spend his/her entire clinical shift learning and reinforcing his/her knowledge in the nursing profession.
12. Leave valuables at home. Co-Lin, nor the clinical affiliates will be responsible for lost or stolen property of the student, while on clinical assignment or campus.
13. Practice safety standards as taught.
14. No visitors are allowed unless necessary. The clinical instructor must be consulted first.
15. Clinical hours may be obtained on various shifts including early morning, late evenings, and weekends. A clinical schedule will be provided each semester.

CLASSROOM AND LAB APPEARANCE

Cleanliness and neatness are desirable attributes for any person to possess. This is of the utmost importance for people working in the healthcare field.

Classroom:

Each student should exercise mature judgement concerning wearing apparel during class and are required to be modest in dress and appearance.

The dress regulations include:

1. No shirts with profane language or offensive logos.
2. No house shoes, pajama pants or bonnets.
3. No tops that expose the abdomen or back.
4. No strapless tops or dresses.
5. Shorts and skirts should fall past the fingertips.

Lab:

1. The required blue uniform should be worn in the lab setting.
2. Co-Lin t-shirt or sweatshirt may be worn with blue uniform pants/skirt at the discretion of the instructor.
3. Athletic shoes are required in the lab setting.
4. Hair should always be off shoulders so that it does not interfere with the lab assignments.

The teaching staff reserves the right to make judgments regarding appropriate dress, good taste, and other grooming aspects. If at any time you are corrected about your dress, you are expected to correct this problem at that time, unless stated that it may be taken care of later.

MEALS AND BREAKS

- A. Students are responsible for their own meals.
- B. Thirty minutes are allowed for each meal during the clinical experience.
- C. Students will not leave their clinical facility for meals and breaks.
- D. Breaks during class and lab will be given at the instructor's discretion.

CLASSROOM/LAB GUIDELINES

- A. All class assignments must be turned in at the discretion of the instructor. Points are subtracted at the rate of no more than ten points per day accumulative for late assignments.
- B. Assignments or examinations that need to be made-up will be given at the discretion of the instructor. The student must be prepared to take the test the first day of returning to school. Students are responsible for notifying the instructor of the desire to makeup a test.
- C. The following point system will be assigned to grades:
A = 100 - 93 C = 86 - 80
B = 92 - 87 D = 79 - 73
F = Below 73
- D. Any student receiving **less than an 80% in any course** cannot continue in the program.

- E. System used for determining final course will be specified in course syllabi given by instructors at the beginning of each semester.
- F. Students will not have visitors during class or lab; this includes bringing children to class or lab. Students will inform family and friends not to interrupt class or lab unless it is an emergency. The student will be held responsible for these interruptions.
- G. Food and drink are only allowed in the classroom or lab at the discretion of the instructor.
- H. Audio-recording: Students are allowed to audio-record classroom lectures. The student must notify the instructor prior to the start of class for that day that audio recording will take place. The student should place the audio recorder in full view of the instructor and other students and audio-record in a non-disruptive manner.

ACADEMIC DISHONESTY/CHEATING

Academic integrity is an essential component of professional behavior in the medical field. Any documented incidences of academic dishonesty (cheating) may result in an academic penalty up to withdrawal from the specific program.

The PN Program follows the college's general policies and procedures on academic integrity as set forth in the Copiah-Lincoln Community College Student Handbook. A copy of the student handbook is available in the student services department, or may be downloaded from the Co-Lin website at: www.colin.edu

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to, exams and quizzes, whether taken electronically or on paper; projects, either individual or group; paper; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Academic Dishonesty includes, but is not limited to the following:

1. Cheating on an exam or quiz by bringing information to the testing area (No use of cell phones or electronic devices for calculation, only approved calculators will be allowed), talking to another student during the test, or looking at another student's test during the examination, removal of privacy screen on computer.
2. Plagiarizing-when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.
3. Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
4. Unauthorized entry into test banks or examinations.
5. Assisting others in academic dishonesty.

6. Sharing the details of an examination/competency check-off with other students.
7. Having a copy of the examination outside the time and place of the test administration or review.

As an PN student you are placed on the honor system. Each student in the classroom or in clinical is on the honor system and is responsible for their own actions as well as OTHERS. Any student aware of another student cheating must inform the instructor immediately. Any student who is accused of cheating will be referred to the Dean of Career & Technical Education for disciplinary action. The PN department will recommend dismissal from the program.

REMEMBER THAT YOUR ACTIONS REFLECT NOT ONLY YOU BUT YOUR SCHOOL, CLASSMATES, AND THE HEALTH CARE FACILITY YOU REPRESENT.

DISCIPLINE POLICY

The PN faculty is committed to assisting students to be successful in the program. PN students who are not meeting course objectives in class, clinical/practicum or lab will be informed of their performance status using the progressive discipline process.

Step 1 Warning:

The instructor provides the student with a warning and written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes other recommendations for improvement. At the discretion of the instructor and depending on the situation, this step may be skipped, and a conference conducted.

Step 2 Conference:

The student meets with the instructor and program director in a formal conference to review the Performance deficit. A written PN Program Anecdotal Evaluation Record will identify specific course /program objectives not met and a remediation plan/contract, including deadlines for completion will be formulated. This plan will be used to assist the student to correct the deficit, remain in the program, and be successful. If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the class/program.

Step 3 Probation:

Probation action is implemented for:

1. Unsatisfactory clinical performance.
2. Unsatisfactory didactic and clinical attendance and punctuality.
3. Inability to maintain physical and mental health necessary to function in the program.
4. Unethical, unprofessional behavior, and/or unsafe clinical practice.
5. Refusal to participate with a procedure.
6. Unsafe or unprofessional clinical practice that compromises patient or staff safety.
7. Behavior which compromises clinical affiliations.
8. Failure to meet terms outlined in a conference report.

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student will meet with the instructor and program director. The Dean of Career & Technical Education will be notified, and an additional meeting may be required. The student and faculty will complete a probation contract explicitly stating expectations that must be followed during the probationary period and signed.

Step 4 Withdrawal:

If at any time during the probationary period, the student fails to meet any of the conditions of the probation contract the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of an "F").

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes the patient, staff, or preceptor safety.
- Unprofessional behavior that seriously jeopardizes clinical affiliations.

DISMISSAL FROM PROGRAM

- A. Use of alcohol and/or non-prescription drugs; or failure to notify instructor of prescription medications by personal physician.
- B. Failure to pass each course of study with 80% or better average. (See Section VI of letter C)
- C. Harassment, intimidation, or bribery of any student, faculty, or staff. Harassment is considered to be words, behaviors, and/or actions which intentionally inflict serious mental or emotional distress on others and/or disrupt the educational environment.
- D. Poor health, physical or mental.
- E. Inability to function in the health occupation, e.g. unacceptable clinical performance.
- F. Performance not suitable to the affiliation facility, such as breaking the facility's policies and procedures.

- G. Falsification of any part of application to the school or program.
- H. Academic Dishonesty.
- I. Excessive absences or tardies. (See Attendance Policies)
- J. Failure to report any errors, mistakes, or incidents while in clinical.
- K. Neglect or abuse of any patient while in the clinical area.
- L. Breach of program policies: All breaches will be recorded on the anecdotal notes of the student's record; the student will read this, make any comment desired and then sign. Students will be referred to the Dean of Career & Technical Education by the Director of the PN program or a program instructor.
- M. Failure to maintain confidentiality. (See Policies: Confidentiality)
- N. Insubordination: Failure to comply with instructor and/or charge nurses or team leader's requests.
- O. Any action that places a patient's well-being in jeopardy.

LIBRARY/LEARNING CENTER

- A. There are many reference books available for your use both in the skills lab and campus Library/Learning Center. Classroom books may be checked out with the instructor's permission.
- B. Books lost must be replaced by the student.
- C. Some area hospitals have resources available during the clinical rotation. Students must contact appropriate personnel to take advantage of these materials.
- D. The Library/Learning Centers on each campus have internet resources available for the students. Contact the instructor for arrangements.

ATTENDANCE

The mission of the Copleah-Lincoln Community College Career-Technical Division is to prepare students for the workforce by teaching technical skills and employability skills. In view of this goal, the following attendance policy has been adopted to aid the student in developing appropriate and professional employability skills in the area of attendance.

Class Attendance: Regular class attendance is necessary to program success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. Students are responsible for the knowledge of all work missed due to absences. A penalty will be assessed for work not made up at the discretion of the instructor for the class missed. The PN program has special attendance requirements which will be explained to the students at the beginning of the semester. It is the student's responsibility to keep up with their number of absences.

Absences: The cut-out point in career or technical courses is as follows:

Number of Class meetings per week:	Cut-Out Point:
1	2
2	2
3	3
4	4
5	5
6	6
7	7
8	8

A class meeting is defined as time scheduled on the official semester class schedule that is provided by the instructor. A class may have more than one (1) meeting scheduled per day. If a class meets (two) 2 times in one day, that results in two (2) absences.

Online: In the event a course must be transitioned from on-campus to on-line, all measures will be taken to keep activities scheduled during the on-campus class times. If a student misses an on-line activity or assignment without an acceptable excuse, it will be counted as an absence. If there is more than one on-line activity in a day and a student misses one and completes others, it will count as a tardy.

Clinical: A maximum of 2 clinical days can be made up. Make up time and assignments will be given by the instructor. Time and work not made up constitutes a grade of 0.

Students will be recorded tardy if they are not in the classroom or lab area within ten minutes of scheduled arrival time. Two tardies will constitute one absence for that class. Ten points will also be deducted from the work ethic grade. One point will be deducted from the clinical rubric for each minute the student is late after the clinical start time.

Regular class attendance is very important to college success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. The student **MUST** notify the instructor through canvas with an explanation prior to the absence. Do not send word by a classmate. Students **are expected to** make up all missed assignments on the first day of return to class unless prior arrangements have been made and approved. Students are expected to make up all work missed due to absences.

WORKING FOR COMPENSATION

It is recommended that the student limit outside work hours to 16 hours per week.

HOLIDAYS

All holidays recognized by the school will be observed by the practical nursing program.

PHONE CALLS

- A. Cell phone use (including text messaging, games, Apple watches) in the classroom while class is in session is strictly prohibited. Students must receive permission from the instructor to leave audible signals active. Students found in violation of this policy will be notified by the instructor (written or verbal). The instructor will then turn in to the Dean of Students the student's name, ID# and class code by email. Students will receive a \$25 fine for this violation. Multiple offenses will result in increased fine amounts.
- B. Cell phone use is prohibited during clinical and lab. Air pods and all phone accessories are prohibited as well.

COUNSELING AND GUIDANCE

The services of trained counselors and guidance personnel are available to all students. If you need this service consult your instructor who will make an appointment for you.

STATEMENT ON IMMUNIZATIONS FORMS AND VACCINES

Clinical experiences are a significant part of the educational process of those in the practical nursing (PN) program. In order to successfully progress through programmatic curriculum, the timely completion of clinical rotations is critical. **To start a clinical rotation, all students are required to sign and date the "Statement on Immunizations Form"**, demonstrating agreement to the stipulations outlined. Once this form is completed, it is to be submitted to the Program Director for verification prior to going to the assigned clinical environment. While Co-Lin does not require that all students are vaccinated in order to be admitted into a restricted admissions health program, **vaccinations may be required by our clinical facility affiliates in order for our students to enter and participate at these facilities.** Students enrolled in the PN program will need to provide proof of vaccination to the affiliate prior to attending clinical rotations.

APPEALS AND COMPLAINTS

The administration and faculty of Copiah-Lincoln Community College recognizes the right of each student to appeal a decision or make an official complaint. To ensure the protection and rights of every student the following policy of the college will be used.

GRIEVANCE POLICY

Any student who wishes to make a formal complaint to the college regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, should express the nature of the complaint and pertinent information in writing to the appropriate person and in the sequence listed below:

- 1) Practical Nursing Instructor
- 2) Practical Nursing Director
- 3) Dean of Career & Technical Education and/or Director of Campus Programs and Activities
- 4) Vice President (of enrolled campus)
- 5) President of the College

The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. Students have a right to due process for any grievance. The due process procedures are listed and explained in the Student Handbook, which is given to every entering student.

All student complaints will be handled and final determination will be made by college personnel who are not directly involved in the alleged problem. A written response will be provided to the student within three (3) working days of receipt of the written complaint. No adverse action will be taken against the complaining student by college personnel as a result of the complaint.

STUDENT APPEALS FOR DISCIPLINARY ACTION – CLASSROOM

Appeals of disciplinary action taken as a result of classroom misconduct shall be submitted in writing to the appropriate person and in the sequence as listed below:

- a) From action by instructor to the PN Director
- b) From the PN Director to the Dean
- c) From the Dean to the Vice President (of enrolled campus)
- d) From the Vice President (of enrolled campus) to the President

A written response will be provided to the student within three (3) working days of receipt of the appeal.

ACCIDENTS

If injury occurs in the classroom or student laboratory, the accident must be reported **immediately** to the instructor and an incident report completed. The incident report will be kept in the student's record. Minor accidents will be treated with customary first aid procedures. If additional attention is needed and the college officials decide a medical emergency exists, an ambulance may be called to transport sick or injured persons to a medical facility. The policies published in the Copiah-Lincoln Community College Handbook under "Medical Emergencies" will be followed. The student is financially responsible for any emergency care provided by a physician or healthcare facility.

In case of a needle stick the students (and patient) should follow the protocol for a needle stick including blood test on both parties involved including HIV, Hepatitis B Surface Antibody, Hepatitis C, and RPR. The student will be responsible for the charges. It is recommended that the student adhere to these recommendations.

HEALTH AND SAFETY

The school is interested in not only your health when you are first enrolled, but also in your continued good health. You submitted a student health form after admission. The PN program makes every effort to protect students by maintaining a safe working environment on campus and at clinical affiliates.

You will be taught and are expected to practice good patient contact procedures. Due to the nature of the nursing profession, you will come in contact with potentially infectious patients and specimens. The Occupational Safety and Health Administration (OSHA) issued a standard that is designed to substantially reduce the risk of contracting a blood borne disease. You will be taught the correct methods of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease for you or your fellow workers. Habitual disregard for safety will result in the recommendation of dismissal.

The student is to report any illness, communicable diseases or change in their health condition to the program director and clinical instructor immediately. Students will not be allowed to remain in the clinical setting if these conditions may adversely affect his/her well-being or the health of other students, patients, or staff. In cases of serious illness or injury a doctor's release will be required prior to returning to the clinical setting. You must remember that nurses may provide care for someone with an infectious disease. Arrangements will be made for the student to make up clinical time missed because of illness or injury on an individual basis.

Students diagnosed as having a compromised immune system, HIV positive, or having Acquired Immune Deficiency Syndrome or AIDS-Related Complex (ARC); will be allowed to carry out their normal school functions. Exceptions to this would be individuals who have skin eruptions or weeping lesions that cannot be covered and therefore are at risk of giving or getting an infection; any other unusual factors that would affect school performance; or individuals who are too ill to assume their usual student responsibilities. The student's physician in conjunction with the appropriate College officials will help to determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

Any knowledge on the part of Copiah-Lincoln Community College regarding a student's compromised immune system will be kept as confidential as reasonable under the circumstances. Knowledge of diagnosis or health status should not be shared with persons or entities except as necessary and as provided for in state and/or federal statutory law or by court order.

As with any other prolonged or special medical condition, a student with a compromised immune system is expected to inform his/her instructor if his/her health status will prevent regular and reliable work attendance or performance.

Existing absentee policies and procedures will govern these circumstances. It is hoped that a student with any medical condition will inform the instructor in a timely manner and can feel secure in the college's assurance of confidentiality.

Students will receive instruction and be tested on medical asepsis and infection control practices in Fundamentals of Nursing in the first semester prior to going to the clinical setting. After instruction, the student assumes the risk for infection due to his/her own actions in or to the inherent risk involved due to the nature of the profession. Personal protective equipment will be provided for students by clinical affiliates. Goggles are recommended to purchase in the event they are not available at the clinical sites. Students are expected to abide by all hospital safety regulations.

INSURANCE:

It is recommended that students purchase personal health insurance that covers emergency care during campus and clinical practicum at the affiliated hospitals.

PREGNANCY:

It is recommended that the student notify the instructor that she is pregnant for her own safety. The pregnant student will be expected to meet all assignments and perform all duties required. Modifications/accommodations will be made on an individual basis in order to prevent unnecessary exposure of mother and fetus to environmental effects that could be harmful. Confidentiality will be observed.

AFFILIATION REQUIREMENTS

Students are expected to provide their own method of travel to clinical affiliations. Students will be responsible for attending assigned clinical affiliation. No travel or lodging expenses will be covered by the school.

PLACES OF CLINICAL AFFILIATIONS

Wesson Campus:

1. Trend of Brookhaven Health and Rehab, Brookhaven
2. King's Daughters Medical Center, Brookhaven
3. Silver Cross Health and Rehab, Brookhaven
4. Haven Hall Nursing Home, Brookhaven
5. Pinecrest Guest Home, Hazlehurst
6. Copiah County Medical Center, Hazlehurst
7. Franklin County Memorial Hospital, Meadville
8. Caring Hands Medical Clinic, Monticello and Meadville
9. Lawrence County Hospital, Monticello

Mendenhall Campus:

1. Magee General Hospital, Magee
2. Miller Family Clinic, Magee
3. Boswell Regional Center, Magee
4. Hillcrest Nursing Center, Magee
5. Simpson General Hospital and Clinics, Mendenhall
6. Covington County Hospital, Collins
7. Arrington Living Center, Collins
8. Landmark of Collins, Collins
9. Mississippi Care Center, Raleigh
10. University of Mississippi Medical Center

Natchez Campus:

1. Adams County Nursing Home, Natchez
2. Field Memorial Hospital, Meadville
3. Jefferson County Hospital & Behavioral Health Unit, Fayette
4. Jefferson Comprehensive Health Center, Fayette
5. Meadville Convalescent Home, Meadville

WORK ETHICS

A major goal of this program is to teach students how to conduct themselves in a work environment and to ensure a successful transition from school to work.

For each class of each semester the students are given 100 points on the first day of class for a work ethics grade. Points are only deducted if the student demonstrates unfavorable behavior. See listing below for these behaviors and deductions for each. The work ethic grade is counted as a unit test grade. Students can have points deducted throughout the class period each day of the week. Each student's deductions will be subtracted from 100 and recorded as a unit test grade. This grade could be a negative number.

Behavior (2-point deduction for each instance):

1. Tardy
2. Absent (2 points for each class and lab)
3. Leaving class or lab early

Behavior (5-point deduction for each instance):

1. Incomplete work or late assignments
2. Sleeping during class or lab
3. Discussing unrelated subject matter/talking during lab or lecture
4. Not prepared for class (no pencil, pen, book, calculator, etc.)
5. Inappropriate attire (not adhering to the dress code)

Severe Infractions (10-point deduction for each instance):

1. Failure to notify instructor of absence from class
2. Failure to adhere to PN program cell phone policy
3. Demonstrating disrespect for authority in or out of the classroom.

Unfavorable behavior in clinical will be deducted on the weekly clinical rubric.

CONFIDENTIALITY

In compliance with the Health Insurance Portability and Accountability Act (HIPAA) information will be provided to students on maintaining confidentiality regarding patient privacy and data security as it related to healthcare workers. Each student will view a HIPAA guide video and/or perform a HIPAA compliance course assignment.

All patient medical and financial records and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Under HIPAA regulations, you can only discuss patient information if it is directly related to treatment, and even then, you must limit the disclosure of any patient information to the minimum necessary for immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members, friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action. The practical nursing program as well as clinical facilities require students to sign a confidentiality statement and agree to abide by the guidelines.

Confidentiality Guidelines:

- A. The student will not use tape recorders or cameras in the classroom during case study presentations or clinical areas in order to protect patient privacy. Any and all information regarding a patient, his/her condition, and his/her family will be kept confidential.
- B. Any discussion will be limited to the classroom and student conferences for learning experience only.
- C. Any written reports, such as case studies, will not utilize the patient's name, the name of his/her family nor any other information that may be used to identify the patient.
- D. Any student guilty of discussing a patient, his/her condition or his/her family will be terminated from the program. Any breach of confidentiality is grounds for a lawsuit by the patient.
- E. Any negative feelings or comments by the student regarding an affiliating facility or its staff will be kept to him/her-self or discussed with instructor(s) only. Any student guilty of making derogatory comments about an affiliating facility or its staff will be written up as stated in the Breach of Program Policies.

NON-DISCRIMINATION/DISABILITY STATEMENT

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Copiah-Lincoln Community College Career and Technical Education department does not discriminate in enrollment or access to any of the programs available including business and computer, construction and manufacturing, engineering, health sciences, human sciences and transportation pathways. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Copiah-Lincoln Community College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator/ Compliance Officer, Tiffany Perryman, Ewing Administration Building, 1001 Co-Lin Lane, Wesson, MS 39191, (601) 643-8411.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Amber Bowman, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8342; or Natchez Section 504 Coordinator, Rukiya Abston, Redd-Watkins Career Technical Building or Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1225; or Simpson Section 504 Coordinator, Nicole Cheramie, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0123

DISABILITY STATEMENT

If you are a student that has a disability which qualifies under the *Americans with Disabilities Act (ADA)* and requires accommodations, you should contact the Office of Disability Support Services.

Disability Support Services contacts on all campuses:

Wesson Campus – Amber Bowman
Phone: 601-643-8401
Email: Amber.Bowman@colin.edu

Natchez Campus –Rukiya Abston
Phone: (601) 446-1225
Email: Rukiya.Abston@colin.edu

Simpson County Center – Nicole Cheramie
Phone: (601) 849-0123
Email: Nicole.Cheramie@colin.edu

USE OF DRUGS/ALCOHOL

The use, consumption, sale, purchase, transfer or possession of any illegal or non-prescription drug is prohibited. If any student exhibits symptoms of erratic behavior or behavior indicative that he/she is under the influence of drugs or alcohol, he/she will be required to have a drug and/or alcohol screening performed immediately. Students of the practical nursing program are subject to random drug screening. Lab results must be submitted to the Dean of Career & Technical Education and /or campus Vice President.

SOLICITING, SELLING OR ADVERTISING ON CAMPUS

There will be no selling, advertising or soliciting in classroom, lab or clinical areas without the specific permission of the instructor.

STATEMENT OF UNDERSTANDING: CONFIDENTIALITY

I, _____, have read and have had explained to me the General Information and Policies for the Practical Nursing Program for 2024-2025. I understand these rules and regulations, and I intend to abide by these policies. I further understand the importance of confidentiality in nursing and thoroughly understand that any break of confidentiality will result in termination from this program. I also understand and have had explained to me that I am fully responsible to Copiah-Lincoln Community College for my actions and I agree to indemnify Co-Lin for any/all damages caused by me during any part of my nursing affiliation in any facility. A copy of the program policies has been provided to me for reference.

Student's Signature

Date

Witness

STATE OF MISSISSIPPI

STATE BOARD OF COMMUNITY AND JUNIOR COLLEGES

**DIVISION OF CAREER, TECHNICAL AND WORKFORCE EDUCATION
ALLIED HEALTH & RELATED TECHNOLOGY**

I understand that because Health Occupations Education should involve clinical through a Clinical Internship and/or Nursing/Geriatric Nursing in an affiliated agency, I am subject to all the codes/policies of that particular agency in addition to school policy.

I further understand that any evidence of drugs or alcohol abuse is grounds for removal from the clinical training in an affiliated agency.

I fully understand that it is my responsibility to take necessary action to receive credit for the Health Occupations Education class.

Signature of Student _____

Date

**COPIAH-LINCOLN COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

**Academic and Technical Standards for Admission and Progression
Environment/Working Conditions**

Purpose

To provide the student/applicant with an understanding of the physical demands and communications skills necessary to successfully complete tasks performed by nurses working in the field.

Description of Work Environment and Activities

The common work environment for a nurse and for a student enrolled in a program for the same profession would include the following:

1. Constant contact and communication with the patient, the public and/or other members of the health care team,
2. Making decisions on patient care based on assessment of the patient,
3. Moving and manipulating equipment,
4. Frequent and timely operation of computers, and telephones,
5. Moving patients for such activities as walking (ambulation of patient), moving a patient in a wheelchair, and assisting with the lifting of patients -- examples are movement in bed, moving from a chair to a bed or from a stretcher to a bed and vice versa),
6. Exposure to pathogens through bodily secretions, mucous and blood.

Procedures

Applicant/Student: Receives technical standards policy prior to admission to program.

Exemptions: There are no exemptions.

Technical/Academic Standards

STANDARD	ISSUES	SOME EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking ability sufficient for clinical judgment.	Critical Thinking	Assess patients physical and emotional abilities as therapeutic procedures are performed.
Problem solving to make adjustments in therapy based on normal and abnormal physical and emotional responses to therapy.	Problem Solving	After assessment, adjust therapy appropriately to conditions.
Interpersonal abilities sufficient to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Interpersonal	Establish and maintain support relationships with patients, visitors, and other health care providers.
Communication abilities sufficient for appropriate interaction with others in verbal and written form.	Communication	Explain procedures, give directions, answer patient questions while performing procedures; communicate effectively with physicians, patients, visitors, and other health care professionals.
Physical abilities sufficient to maneuver in small areas and to maneuver equipment.	Mobility	Move around patients' rooms and work areas with equipment. Administer CPR.
Gross and fine motor abilities sufficient to perform patient care procedures safely and efficiently.	Motor Skills	Manipulate equipment to control and adjust machines/equipment, turn panels, and knob controls; position patient and equipment; assist patients from wheelchairs and stretchers. Must have good hand/eye coordination.

STANDARD	ISSUES	SOME EXAMPLES OF NECESSARY ACTIVITIES
Auditory ability sufficient to monitor and assess health needs.	Hearing	Hear monitor alarms; equipment audible signals; voices under protective garb; calls for help. Distinguish various sounds with a stethoscope.
Visual ability sufficient for observation, assessment, and implementation of patient care and monitoring procedures.	Visual	Observe patient responses; read orders; read computer screens; read control panel buttons/patient monitors. Distinguish between varying shades of color.
Tactile ability sufficient for assessment of physical health conditions.	Tactile	Perform palpation, percussion, and chest assessment; check patient's pulses.
Olfactory senses sufficient for maintaining environmental and patient safety.	Smell	Distinguish smells which are contributory to assessing and/or maintaining patient's health status, e.g. drainage. Perform patient care that may involve offensive odors.
Ability to present professional appearance and implement measures to maintain own health.	Self-Care	Implement universal precautions; follow established procedures for body hygiene and safety.
Deal effectively with stress produced by work and interpersonal interaction situations.	Temperament	Perform procedures on patients in pain from trauma, disease, or under the influence of drugs/alcohol. Maintain professional composure under stress. Communicate with challenging patients and family members in a professional manner.

Physical Requirements

Constant walking, standing, seeing, hearing, talking, public contact, and decision-making play a large part in the program. Frequent operation of computers, usage of telephone, pushing wheelchairs, turning patients, helping patients walk, lifting patients, helping patients sit-up, reading, handling, reaching, grasping, fingering, feeling, exposure to stressful situations and concentration. Additional nursing skill required include; occasional operation of office machines, lifting more than 25 lbs., bending, and exposure to trauma, grief, or death.

**STUDENT DECLARATION OF MEETING TECHNICAL STANDARDS FOR ADMISSION TO
THE PRACTICAL NURSING PROGRAM**

I have reviewed and understand the Technical Standards minimum qualifications necessary to perform the essential functions of a Practical Nurse. I will return this form at the assigned time.

Critical thinking:

I am capable of meeting these requirements. I am not capable of meeting these requirements
 I am capable of meeting these requirements with the following reasonable accommodations.

Problem Solving:

I am capable of meeting these requirements. I am not capable of meeting these requirements
 I am capable of meeting these requirements with the following reasonable accommodations.

Interpersonal:

I am capable of meeting these requirements. I am not capable of meeting these requirements
 I am capable of meeting these requirements with the following reasonable accommodations.

Communication:

I am capable of meeting these requirements. I am not capable of meeting these requirements
 I am capable of meeting these requirements with the following reasonable accommodations.

Mobility:

I am capable of meeting these requirements. I am not capable of meeting these requirements
 I am capable of meeting these requirements with the following reasonable accommodations.

Motor Skills:

I am capable of meeting these requirements. I am not capable of meeting these requirements
 I am capable of meeting these requirements with the following reasonable accommodations.

Hearing:

I am capable of meeting these requirements. I am not capable of meeting these requirements
 I am capable of meeting these requirements with the following reasonable accommodations.

Visual:

I am capable of meeting these requirements. I am not capable of meeting these requirements

I am capable of meeting these requirements with the following reasonable accommodations.

Tactile:

I am capable of meeting these requirements. I am not capable of meeting these requirements

I am capable of meeting these requirements with the following reasonable accommodations.

Smell:

I am capable of meeting these requirements. I am not capable of meeting these requirements

I am capable of meeting these requirements with the following reasonable accommodations.

Self-Care:

I am capable of meeting these requirements. I am not capable of meeting these requirements

I am capable of meeting these requirements with the following reasonable accommodations.

Temperament:

I am capable of meeting these requirements. I am not capable of meeting these requirements

I am capable of meeting these requirements with the following reasonable accommodations.

I, the undersigned, do hereby testify that I have read and understand the Technical Standards for Admission to the Practical Nursing Program and the above statements, as indicated, are true.

(Applicant's name printed and then signed)

Date: _____

Day time phone: _____

**COPIAH-LINCOLN COMMUNITY COLLEGE PN PROGRAM
STATEMENT ON IMMUNIZATIONS**

Copiah-Lincoln Community College (“Co-Lin”) recognizes the individual rights to self-determination and decision making for all individuals with regard to public health vaccination recommendations. Co-Lin strongly supports immunizations to protect the public from highly communicable and deadly diseases such as measles, mumps, diphtheria, pertussis, influenza and the coronavirus (COVID 19) for its students and employees. Effective protection of the public health mandates that all individuals receive immunizations against vaccine-preventable diseases according to the best and most current evidence outlined by the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). All practical nursing program (PN) students should be vaccinated according to current recommendations for immunization by the CDC and Association for Professionals in Infection Control and Epidemiology (APIC).

While Co-Lin does not require that all practical nursing students are vaccinated in order to be admitted into a restricted admissions health program, **vaccinations may be required by our clinical facility affiliates in order for our students to enter and participate at these facilities.** A clinical facility's decision to mandate vaccinations is independent of Co-Lin. Co-Lin faculty and students must comply with the vaccination policies required by our partner clinical agencies. Refusal to comply with a facility's vaccination requirement by a student in our PN program may impede your progress in the program, including the delay of or prevention of program completion, or your ability to remain in the program (dismissal).

Your signature on this document acknowledges that you have read and understand that by coming into this program you may be required to complete the clinical experiences in facilities that mandate vaccination. If you choose to not receive vaccinations required by the clinical facilities, the following could occur:

- You may not be able to be placed at another facility because there is no other option for this specific educational requirement or availability at alternate clinical sites (this may result in delays to your program completion); or
- If there is not another clinical option, due to the facility requirements and the inability to route you to another facility, you will be unable to continue in the program and will be dismissed.

NAME: _____

SIGNATURE: _____ DATE: _____



I have read and do fully understand the COPIAH-LINCOLN COMMUNITY COLLEGE PRACTICAL NURSING STUDENT HANDBOOK. I further agree to abide by all rules and regulations contained in this handbook as well as the rules and regulations of the clinical affiliate to which I am assigned while enrolled in the Practical Nursing Program. Failure to abide by the rules and regulations is grounds for dismissal from the program.

STUDENT'S SIGNATURE

DATE

Received By:

CO-LIN PRACTICAL NURSING FACULTY

DATE



I have read and do fully understand the COPIAH-LINCOLN COMMUNITY COLLEGE STUDENT HANDBOOK. I further agree to abide by all rules and regulations contained in this handbook as well as the rules and regulations of the clinical affiliate to which I am assigned while enrolled in the Practical Nursing Program. Failure to abide by the rules and regulations is grounds for dismissal from the program.

STUDENT'S SIGNATURE


DATE

Received By:

CO-LIN PRACTICAL NURSING FACULTY

DATE

THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE
PRACTICAL NURSING EDUCATION PROGRAM HAVE BEEN READ AND APPROVED
BY:



Dr. Sharolyn Magee
Dean of Career & Technical Education

8/14/24

Date



Mrs. Jackie Martin
Vice President of the Wesson Campus

8/14/24

Date



Dr. Dewayne Middleton
President
Copiah-Lincoln Community College

8/14/24

Date