



# Handbook

## Practical Nursing Handbook

EAST MISSISSIPPI COMMUNITY COLLEGE

GOLDEN TRIANGLE CAMPUS

P. O. BOX 100, MAYHEW, MS. 39753

662-243-1910

SCOOBA CAMPUS

P. O. BOX 158, SCOOBA, MS. 39358

662-243-1910

2025-2026



# Handbook

**Disclaimer** – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Office of the Director of Human Resources, Payroll and EEOC/OCR  
1512 Kemper Street  
Scooba, Mississippi 39358  
(662) 476-5274

Office of the Dean of Students & District Director of Recruitment  
Disability Services Coordinator  
8731 South Frontage Road  
Mayhew, MS 39753  
(662) 243-1979



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Office of the Executive Vice President  
Title IX Coordinator  
8731 South Frontage Road  
Mayhew, Mississippi 39753  
(662) 243-1900

EMCC is in compliance with the Student Right to Know and Campus Security Act (Public Law 101-542), the Campus Save Act, and the Higher Education Technical Amendments of 1991 (Public Law 102-26).

EMCC agrees to comply with The Principles of Accreditation: Foundations for Quality Enhancement and all related stipulations of the Southern Association of Colleges and Schools Commission on Colleges.

## NOTICE

East Mississippi Community College reserves the right to add, delete or modify policies and procedures stated herein as determined necessary for the proper functioning and orderly operation of the institution.



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# Handbook

## **WELCOME**

Welcome to East Mississippi Community College. Thank you for your interest in our program. East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.

Accreditation is also maintained through the Mississippi Board of Nursing, 713 Pear Orchard Road, Plaza II, Suite 300, Ridgeland, MS 39157.

The purpose of the program is to prepare each individual for the role of the Practical nurse, ensuring competency to function under the supervision of a Registered Nurse, Licensed Physician, or Licensed Dentist.

Graduates will receive a Vocational Certificate for Practical Nursing and will be prepared to take the National Council for Licensure Exam for Practical Nurses (NCLEX-PN®).

**Please Note:** Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

As your faculty, we are here to help you meet your goal. If we can be of any assistance to you, please do not hesitate to let us know. We have prepared this handbook to help you along your journey. In it you will find the nursing curriculum, policies and guidelines that are specific to this program only. Please refer to the EMCC student handbook for general college policies.

Again, welcome to EMCC. Please familiarize yourself with this handbook as well as the college catalog/handbook as you are held responsible for its contents.

Sincerely,  
Nursing Faculty



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## HISTORY

East Mississippi Community College was organized in 1927 following its beginnings in 1912 as Kemper County Agricultural High School. The College serves and is supported by Clay, Kemper, Lauderdale, Lowndes, Noxubee and Oktibbeha counties in east central Mississippi. East Mississippi Community College is one of fifteen state-supported Community Colleges.

The physical plant consists of two principal locations. The Scooba Campus, located at Scooba, Mississippi, in Kemper County and the Golden Triangle Campus, located at Mayhew, Mississippi, in Lowndes County. The College also offers courses at the Columbus Lion Hills Center, Columbus Air Force Base, Macon, Naval Air Station Meridian, and West Point. In 2000, East Mississippi Community College began offering courses through the Mississippi Virtual Community College.

## VISION

East Mississippi Community College establishes the standard of excellence for comprehensive community colleges in Mississippi.

## THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE

East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.



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## **VALUES OF EAST MISSISSIPPI COMMUNITY COLLEGE**

1. Leadership built on respect for self and others and demonstrated in our local communities
2. Excellence in education, service and lifelong learning
3. Access to instructional opportunities on campus and online
4. Freedom in teaching and learning within a supportive, communicative, diverse, and caring environment

## **EXPECTATIONS OF THE COLLEGE**

Students at East Mississippi Community College who have specialized in an academic area and who have received an associate degree should be prepared to meet the requirements for continuing academic work. Similarly, those students who graduate with an associate of applied science degree or are certified in technical or career training areas should be prepared to succeed in employment opportunities in their field of preparation.

Any person reached by the College through participation in instructional, cultural, or workforce services should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs and challenges of the region, the nation, and the world.

## **PRACTICAL NURSING MISSION STATEMENT & PHILOSOPHY**

The faculty of the Department of Nursing upholds the mission and values of East Mississippi Community College by supporting the educational and lifelong learning needs of our students and community. The faculty are dedicated in providing excellence in nursing education based



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on evidence-based practice, incorporating innovations aimed at improving quality of life, development of individuals, and service to the community. Additionally, the faculty will seek to instill the values of:

1. **Leadership** built on respect for self and others and demonstrated in our local communities
2. **Excellence** in education, service and lifelong learning
3. **Access** to instructional opportunities on campus and online
4. **Freedom** in teaching and learning within a supportive, communicative, diverse, and caring environment

The school of nursing provides quality education which prepares the graduate for entry-level practice of nursing under the supervision of an RN, Physician, or Dentist, for lifelong learning and for future leadership roles.

## **END OF PROGRAM STUDENT LEARNING OUTCOMES**

A graduate of the Practical Nursing Program will be able to:

1. Integrate caring interventions to meet the basic physical and psychosocial needs of a client across the lifespan recognizing cultural diversities.
2. Understand client disorders and nursing care utilizing current evidence-based practice.
3. Demonstrate effective therapeutic communication skills.
4. Identify clinical scenarios and situations that fall outside of the PN scope of practice.
5. Demonstrate proper technique with nursing skills, use of client care equipment and technology in a cost-effective manner.
6. Demonstrate accountability for legal, ethical, and regulatory parameters within the scope of practice of the practical nurse.



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7. Function as part of an effective team in providing legal, ethical, safe, and effective care to diverse populations.
8. Demonstrate professional responsibility and accountability.

## **PROGRAM OBJECTIVES**

The general purpose of the East Mississippi Community College Practical Nursing program is to provide education services. These services are designed to give the individual a beginning understanding of the basic sciences and to help him/her develop basic nursing skills necessary for rendering safe patient care under the supervision of the registered nurse, physician, or dentist.

## **PROGRAM OUTCOMES**

Student academic achievement is evaluated by (a) graduation rates, (b) licensure examination pass rates, (c) job placement rates, and (d) student program satisfaction.

1. The 3-year mean for the NCLEX-PN® pass rate will be at or above the national mean for the same 3-year period.
2. At least 50% of students who enter the program will complete the program and receive a certificate.
3. At least 90% of graduates who respond to the graduation survey will express program satisfaction.
4. At least 90% of graduates will obtain employment as a Licensed Practical Nurse.



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## ADMISSION PROCEDURE

**To be considered for the Practical Nursing program, applicants must meet the minimum requirements, and submit all required paperwork by application deadline disclosed in packet. Incomplete admission packets will not be considered for admission. Students who do not meet the admission criteria will not be considered for admission.**

**Please note: Meeting all admission requirements does not guarantee acceptance into the Practical Nursing program. Admission is competitive and enrollment is limited.**

**Applicant must have:**

- a. A minimum composite score of 16 with sub score of 16 in reading on the ACT.
- b. A grade of "C" or higher in Anatomy and Physiology I & II - prerequisite **science** classes must have been completed within the last 5 years.
- c. Cumulative GPA of 2.0 or higher on a 4.0 scale for all previous college work attempted.

  

1. Go to <http://www.eastms.edu/> and select the "Apply Now!" link to submit an online application for admission to East Mississippi Community College. **If you have not attended the college in the past 12 months.** You must indicate nursing under your major. Do not designate Practical Nursing, just "nursing". Acceptance to East Mississippi Community College does not guarantee acceptance to the Practical Nursing program. Letters of pending acceptance will come from the Director of Nursing.
2. Download the Practical Nursing Packet and Submit a completed School of Nursing Application to the Health Sciences Office Manager.
3. Submit an official high school transcript from an accredited high school showing date of graduation and principal's signature; **Or**  
submit an official GED transcript with satisfactory scores.
4. Submit official transcripts from **all colleges** previously attended. Transcripts cannot be stamped "issued to student".

5. Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing. A letter of good standing indicates that the student is eligible for immediate readmission into the former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants who have been unsuccessful (withdrawals or failures) more than once in any nursing school will not be eligible for admission into the Practical Nursing program at EMCC for a period of five years from last attendance in a nursing program.

### **SELECTION CRITERIA:**

If the prospective student fails to complete the application process, is unsuccessful in prerequisite courses, fails to register, or is not accepted into the program, the application process must be repeated for consideration for the next program as a wait list is not maintained.

Selection of applicants is made by using a point system. (The Practical Nursing Applicant scoring sheet is included in this packet for informational purposes only.) Extra points may be earned (Please see Practical Nursing application for a list of extra items and criteria.) Applicants are ranked numerically, and the top-ranking students are offered admission pending completion of admission paperwork. The remaining applicants will be placed on the alternate list in rank order. If one of the students offered pending admission does not accept, the alternate applicants, in rank order, will be offered pending admission.

If there is a tie, the applicant with the higher GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first.

All students selected are considered pending admission until all required paperwork is turned in and a "clear" criminal background check and a negative drug screen is received.

All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to



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keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed by the medical review officer prior to final acceptance into the PN program. If the drug screen results are positive, the student will be required to provide evidence from their physician of the reason for the positive result to the medical review officer.

Cost of the drug screen is the responsibility of the applicant (Results from drug screen will be kept in student's file in nursing office).

Please note: EMCC clinical affiliates will not accept a positive drug screen for marijuana (cannabis) even if the student has a medical cannabis card. Therefore, the student will be unable to meet clinical requirements for the completion of the program.

**All students meeting the requirements for the program will be sent a letter stating they are pending admission, not accepted, or on the alternate list.**



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**This applicant scoring sheet is for informational purposes only. Do not fill it out.**

EAST MISSISSIPPI COMMUNITY COLLEGE  
PRACTICAL NURSING APPLICANT  
SCORING SHEET

Applicant \_\_\_\_\_

Total Score \_\_\_\_\_

ITEM 1	SCORE	POINTS
ACT (Composite)	16-18	1
<i>minimum 16 in Reading</i>	19-21	2
	22-24	3
	25-27	4
	28 or >	5

POINTS EARNED → \_\_\_\_\_

ITEM 2a	SCORE	POINTS
*GPA- cumulative	2.0-2.49	2
<i>from most recent record</i>	2.50-3.0	3
<i>(high school or college)</i>	3.01-3.50	4
	3.51-4.0	5

POINTS EARNED → \_\_\_\_\_

ITEM 2b	SCORE	POINTS
*GED	450-519	1
<i>if no high school or</i>	520-589	2
<i>college GPA record</i>	590-659	3
	660-729	4
	730-800	5

POINTS EARNED → \_\_\_\_\_



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ITEM 3	GRADE	POINTS
Anatomy and Physiology I	C	3
	B	4
	A	5
Anatomy and Physiology II	C	3
	B	4
	A	5
POINTS EARNED →		_____

A grade of "C" or higher in Anatomy and Physiology I & II - prerequisite science classes must have been completed within the last 5 years.

\* BIO 2514—ANATOMY and PHYSIOLOGY I and BIO 2524—ANATOMY and PHYSIOLOGY II will be substituted for PNV 1213 Body Structure and Function

EXTRA ITEMS	POINTS
TECH PREP (must have completed 2 years of Medical Technology with a Letter of Recommendation from instructor)	½ (one half)
Workforce Program Completion with recent work experience (Pharmacy Tech, Phlebotomy, Medical billing and coding) (Proof of certification with letter of recommendation from employer)	1 (one)
Allied Health/Career Tech Program Completion with recent work experience (Surgical tech, EMT, Paramedic) (Proof of certification with letter of Recommendation from employer)	1 (one)
CNA with recent work experience (Proof of CNA with Letter of recommendation from employer)	1 (one)
Personal Care Attendant (PCA) or Nurses' Assistant with recent work experience (Letter of recommendation from employer)	½ (one half)
Returning student (must be deemed in good standing by Director and/or department faculty)	1 (one)



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Associates of Arts or Associates of Applied Science (must be verified by transcript)	1 (one)
Bachelor's degree or higher in another field (must be verified by transcript)	1 ½ (one and one half)
All prerequisites taken at EMCC	1 (one)

POINTS EARNED

\_\_\_\_\_ → \_\_\_\_\_

**TOTAL POINTS EARNED**

\_\_\_\_\_

Letter of good standing from former nursing program

\_\_\_\_\_



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Students pending admission will receive a packet including a health form and CPR information. All health forms, immunization forms, lab results, and proof of CPR certification must be uploaded to Castle Branch by the deadline given by the instructor(s) at Journey East (program orientation).

1. Each pending student must have a Health Care Provider "C" CPR card from American Heart Association. The expiration date must not be earlier than the anticipated date of graduation. If you need a CPR class, you may contact the nursing and health science office. Additionally, you may check with the education department of your local hospital to arrange a CPR class. CPR certification must remain current while enrolled in the program.
2. A history and physical exam.
3. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case-by-case basis prior to final acceptance into the PN program. If the drug screen results are positive, the student will be required to provide evidence from their physician of the reason for the positive result. Cost of the drug screen is the responsibility of the applicant.
4. Evidence of measles and mumps vaccination or evidence of immunity documented by having one of the following:
  - a. Documentation of having received two (2) live measles vaccinations (MMR) after first birthday.
  - b. Documentation of having had physician-diagnosed measles
  - c. Laboratory evidence of measles/mumps immunity, or
  - d. Birth before 1957 and with Rubella immunity.
5. A negative **two-step TB skin Test** or proof of a previous two-step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine which test is necessary. This is a yearly requirement. A copy of the results of the test must be submitted annually.
6. Proof of vaccination for Hepatitis B or titer.
7. Proof of vaccination for varicella or titer.



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8. Proof of vaccination for Tdap or DTAP. Tetanus vaccine within last 10 years.
9. Proof of health insurance. Some facilities require proof of health insurance. We can provide information for student health insurance that the applicant can apply for. The cost of the insurance is not covered by the college. This is the responsibility of the student.
10. Proof of flu vaccination or approved exemption.
11. Proof of COVID-19 vaccination or approved exemption.

Students will be required to follow each third-party clinical affiliate's (e.g., hospitals, long-term care facilities, and other healthcare providers) COVID-19 protocol and/ or Flu protocol. The college has no control over policies mandated by these clinical affiliates. Clinical affiliates may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum. If a participating clinical affiliate allows certain medical and religious exemptions to COVID-19 and/ or flu vaccination mandates and the student wishes to apply for such an exemption, the student must first apply for an exemption with the EMCC Nursing and Health Sciences Clinical Review Committee. If approved by the committee, the student may use such approval as support for requesting an exemption with clinical affiliates, as necessary. An approved exemption by the committee is no guarantee that any or all of the clinical affiliates will approve an exemption. Furthermore, the student understands that an exemption application does not guarantee that the student will be eligible to complete clinical requirements of their particular Nursing and Health Science program as set forth by the college and accrediting body.

12. Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility. Each student pending admission must receive a "clear" criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for



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the clinical setting. If a student is barred from any clinical agency for any reason they will not be eligible to enter or continue in the program.

## **READMISSION PROCEDURE:**

If the student leaves the program after successfully completing the first semester and desires readmission, he/she must:

1. Request readmission in writing to the Director of Nursing within 30 days of unsuccessful attempt in the practical nursing program. Request must include the following:
  - a. Name and student ID number
  - b. Semester you are seeking re-admission
  - c. Why you were unsuccessful and what has changed or strategies that are in place to Enhance successful completion of the practical nursing program
2. The student will be given credit for any semester satisfactorily completed within the previous twelve (12) months, but will be required to repeat all courses within the semester during which the student was terminated. The student seeking readmission must pass a competency test for all previous nursing theory, including Pharmacology content and must show competency in previous lab skills. To be considered for readmission, the student must complete all requirements with at least an 80% on the first attempt. The student must complete the remaining semester(s) during this enrollment or become ineligible for readmission for a period of 5 years.
3. Readmission will be dependent on whether there are openings in the class. Applicants demonstrating competency in theory and skills will be ranked using the Practical Nursing applicant scoring sheet included in this packet. If there are more applicants than space, the highest ranked applicant will be offered admission first. If there is a tie, the applicant with the highest GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first.
4. Applicants who have been unsuccessful (withdrawals or failures) more than once in any nursing school (including EMCC) will not be eligible for readmission into the Practical Nursing program at EMCC for a period of five years from last attendance in a nursing program.
5. For consideration for readmission to the program after being terminated due to drug or alcohol problems, a lapse of two (2) years, documentation of completion of a certified rehab/detox program, and repeating all previous levels of the program will be required. **Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN®.** A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.



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All students selected are considered pending admission until all required paperwork is turned in and a "clean" criminal background check and negative drug screen is received. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on by the medical review officer prior to final acceptance into the PN program. If the drug screen results are positive, the student will be required to provide evidence from their physician of the reason for the positive result to the medical review officer. Cost of the drug screen is the responsibility of the applicant (Results from drug screen will be kept in student's file in nursing office). Please note: EMCC clinical affiliates will not accept a positive drug screen for marijuana (cannabis) even if the student has a medical cannabis card. Therefore, the student will be unable to meet clinical requirements for the completion of the program.

6. All students meeting the requirements for readmission will be sent a letter stating they are pending admission or were not accepted.
7. After an unsuccessful attempt during the first semester, those seeking readmission must follow regular admission guidelines.
8. Students successfully completing the first semester are eligible to sit for the Certified Nursing Assistant exam. Please see your advisor for further information.

## **READMISSION TO TRANSFER CAMPUS:**

A student who fails or withdraws from Semester II or III will be considered for readmission and transfer to the other campus for these semesters if there is space available at the campus.

The student must:

1. Be in good standing **without** referral to the Director due to disciplinary sanctions and meet the requirement of cumulative GPA of 2.0 or higher on a 4.0 scale for all previous college work attempted.
2. To be considered for readmission and transfer for these semesters, the student must submit a request in writing to the Director of Nursing within one month of leaving the program, but prior to the start of the next semester. 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.

**Nursing classes taken at another college other than EMCC will not be accepted for transfer.**

## PROGRESSION, RETENTION, AND GRADUATION

1. Students must maintain an overall grade of "C" or better in all curricular coursework in order to continue in the nursing program and to be eligible to graduate.
2. Students must maintain at least an 80 in all clinical courses.
3. Students must demonstrate continuous progress in the nursing sequence.
4. Students who fail a nursing course must repeat that semester the next time it is offered, or restart the program from the beginning.
5. Students must take and pass each nursing course in sequence.
6. All assignments and all ATI testing and assigned remediation must be completed in order to progress in each course
7. The following are EMCC requirements for graduation:
  - a. A student in an academic field must have successfully completed sixty (60) semester hours which must include six (6) semester hours of English Composition, three (3) semester hours of Public Speaking (SPT 1113), three (3) semester hours of College Algebra (or above), six to eight (6-8) semester hours of a laboratory science, six (6) semester hours of social/behavioral science, three (3) semester hours of fine arts, and six (6) semester hours of humanities. A student in a technical field must have successfully completed the prescribed program of study as set by the College which may include general education coursework. To be eligible for graduation in any technical field, the student must have successfully completed all program requirements including any occupation specific skills assessment. A student in a career program must have successfully completed the prescribed program of study as set by the college.
  - b. The prospective graduate must have a 2.0 or above on the final overall Grade Point Average.
  - c. For a student to be eligible for graduation, at least 25% of the credit semester hours required must be completed through instruction offered at EMCC.



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## WITHDRAWAL

If withdrawing from a nursing class or from the program, the student should first see their adviser for counsel.

Before considering withdrawal from a course, a student should be aware of the following information:

1. Students receiving Financial Aid, Veteran Benefits, Scholarships, or Loans should note that dropping a course(s) may lower benefits or cause repayment to be due immediately.
2. Students must maintain full-time enrollment (12 semester hours on-ground or more) to live in a residence hall.

Students must initiate withdrawals from each/all courses. If appropriate paperwork is completed and submitted on or before the last date for a "W" as specified in the calendar, a "W" will be recorded in the student's permanent record. It is the student's responsibility to go to the Registrar's office to officially withdraw from a course.

## PROGRAM OF STUDY

The Practical Nursing Program is a course of study designed to prepare individuals to become a Licensed Practical Nurse. The program is designed to be completed within 12 months of admission into the first nursing class. All students must maintain full time status once beginning the program.

The Practical Nurse will gain classroom and laboratory instruction in such areas as: vocational adjustments, basic nursing skills, nutrition, anatomy and physiology, human growth and development, pharmacology, maternal child nursing, emotional and mental illness, and medical/surgical nursing. Affiliating hospitals and healthcare agencies provide clinical experiences.

A student must apply to the program, meet all requirements and be selected in order to register for Nursing Courses. Pre-requisites are listed below. See the East Mississippi Community College Catalogue for description of pre-requisites. All science courses must have been completed within the last 5 years. Students must receive a C or higher in all prerequisites.



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## GOLDEN TRIANGLE CAMPUS: (August-July)

### PRE-REQUISITES:

BIO 2514—ANATOMY AND PHYSIOLOGY I	4 HOURS
BIO 2524—ANATOMY AND PHYSIOLOGY II	<u>4 HOURS</u>
	8 HOURS

### FALL SEMESTER:

*(PNV 1213) Body Structure and Function	3 HOURS
(PNV 1427) Fundamentals of Nursing	7 HOURS
(PNV 1437) Fundamentals of Nursing Lab/Clinical	<u>7 HOURS</u>
	17 HOURS

### SPRING SEMESTER:

(PNV1615) Medical/Surgical Nursing	5 HOURS
(PNV 1622) Medical/Surgical Nursing Clinical	2 HOURS
(PNV 1635) Alterations in Adult Health	5 HOURS
(PNV 1642) Alterations in Adult Health Clinical	2 HOURS
(PNV 1524) IV Therapy & Pharmacology	<u>4 HOURS</u>
	18 HOURS

### SUMMER SEMESTER:

(PNV 1714) Maternal-Child Nursing	4 HOURS
(PNV 1814) Mental Health Nursing	4 HOURS
(PNV 1914) Nursing Transitions	<u>4 HOURS</u>
	12 HOURS

\* BIO 2514—ANATOMY AND PHYSIOLOGY I and BIO 2524—ANATOMY AND PHYSIOLOGY II will be substituted for PNV 1213 Body Structure and Function



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## SCOoba Campus: (January-December)

### PRE-REQUISITES:

BIO 2514—ANATOMY AND PHYSIOLOGY I	4 HOURS
BIO 2524—ANATOMY AND PHYSIOLOGY II	<u>4 HOURS</u>
	8 HOURS

### SPRING SEMESTER:

*(PNV 1213) Body Structure and Function	3 HOURS
(PNV 1427) Fundamentals of Nursing	7 HOURS
(PNV 1437) Fundamentals of Nursing Lab/Clinical	<u>7 HOURS</u>
	17 HOURS

### SUMMER SEMESTER:

(PNV 1714) Maternal-Child Nursing	4 HOURS
(PNV 1814) Mental Health Nursing	4 HOURS
(PNV 1524) IV Therapy & Pharmacology	<u>4 HOURS</u>
	12 HOURS

### FALL SEMESTER :

(PNV1615) Medical/Surgical Nursing Theory	5 HOURS
(PNV1622) Medical/Surgical Nursing Clinical	2 HOURS
(PNV1635) Alterations in Adult Health Theory	5 HOURS
(PNV1642) Alterations in Adult Health Clinical	2 HOURS
(PNV1914) Transitions	<u>4 HOURS</u>
	18 HOURS

\* BIO 2514—ANATOMY AND PHYSIOLOGY I and BIO 2524—ANATOMY AND PHYSIOLOGY II will be substituted for PNV 1213 Body Structure and Function



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## ACCEPTANCE OF PRIOR CREDIT

Classes from other nursing programs are not accepted for transfer. Anatomy and Physiology, I & II is accepted in the nursing program in lieu of PNV 1213 Body Structure and Function. Prior learning credit is granted to students readmitted to the program within 12 months of withdrawal. Credit is given to any FULL semester successfully completed by the student if the program is completed within 12 months of the withdrawal date. The student must repeat all classes from the semester not successfully completed.

## LEGAL LIMITATIONS FOR LICENSURE

The Mississippi Board of Nursing regulates the licensure of nurses in the state. To be considered for licensure in the state of Mississippi one must:

1. Graduate from an accredited school of Practical Nursing
2. Submit a notarized application, official school transcript, and payment for testing
3. Submit to a fingerprint background check
4. Pass the NCLEX-PN®

Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.



# Handbook

## STUDENT LIFE INFORMATION

Please refer to the EMCC College Catalog and Student Handbook for a full listing of Student Organizations and Activities.

The STUDENT PRACTICAL NURSES ASSOCIATION (SPNA) is a student chapter of the Mississippi LPN Association. The purpose is to increase awareness of nursing roles, issues, and medical technology through hand- on experiences, educational conferences, guest speakers and community services.

## GENERAL POLICIES

### HEALTH

Prior to being fully admitted into the Practical Nursing program, students must upload the following information to Castle Branch:

1. Health Form
2. Current CPR card. The CPR card has to be an American Heart Association Health Care provider or "C" (cannot expire before the end of the program). If you need CPR you may call Natasha Hill at 662-243-1910 for available times. You may also call your local hospital to see if classes are scheduled.
3. A negative **two step TB skin Test** or proof of a previous two step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine which test is necessary. This is a yearly requirement. A copy of the results of the test must be submitted to the Allied Health Administrative Assistant annually.
4. Proof of Hepatitis B vaccination or titer.
5. Proof of Varicella vaccination or titer.
6. Proof of TDAP or DTAP vaccination. Tetanus vaccine within last 10 years.
7. Proof of Flu vaccines or school approved medical or religious exemption request.
8. Proof of health insurance if applicable. Some facilities require proof of health insurance. We can provide information for student health insurance that the applicant can apply for. The cost of the insurance is not covered by the college. This is the responsibility of the student.



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9. Proof of COVID 19 vaccine or school approved medical or religious exemption request.
10. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the PN program. If the drug screen results are positive, the student will be required to provide evidence from their physician of the reason for the positive result. Cost of the drug screen is the responsibility of the applicant (Results from drug screen will be kept in student's file in nursing office).

## **INFECTION CONTROL AND EXPOSURE**

Allied Health students and faculty should be particularly aware of the potential contamination from infectious agents in the health care environment. Clients with transmissible disease may not be readily identified. Therefore, it is imperative for health care providers to treat all clients at all times as though they were a potential source of infection. This is called "Standard Precautions" by the Center for Disease Control (CDC). All students will receive information regarding infection control during orientation. Rigorous adherence to these guidelines will be required of all students and faculty. Failure to follow standard precautions will result in disciplinary action ranging from written counseling to removal from the program, depending on severity of the breech.

An exposure is considered one in which a person comes into contact with a communicable disease that could potentially lead to acquiring the disease. Examples of exposure include:

1. A puncture wound from a source contaminated with blood or body fluids.
2. Direct contact of non-intact skin with blood or body fluids.
3. Mucous membrane contact of blood or body fluids.

In the event of exposure to a blood borne pathogen in the clinical setting the faculty member and student should follow the agency's exposure policy. The faculty/student will:

1. Initiate immediate treatment by:
  - a. Cleansing the wound/skin area with soap and water.
  - b. Flushing mucous membranes with tap water or saline.



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2. Notify the appropriate agency representative
3. Notify the Director of Nursing

Additionally, students must promptly report to the faculty of the nursing program any signs or symptoms of a communicable illness. Students will be referred to their private physician for evaluation and may be excluded from client contact based on recommendation of physician and facility policy. The faculty member is responsible for documenting the information and notifying the Program Director. The program policy regarding absences due to illness will be adhered to.

## **COMPROMISED IMMUNE SYSTEM**

Health care workers are at high risk for exposure to Hepatitis B and other contagious diseases. The immunizations suggested by the department may reduce the risk but does not eliminate the risk. Additionally, students with impaired or deficient immune systems may be at higher risk for contracting serious illness. Students with impaired immune systems must have written permission from their personal physician before beginning a clinical rotation. This policy is designed to protect the student from undue exposure to communicable diseases. It is the responsibility of the Students covered under this policy to notify faculty of any changes in their health status. All course and clinical objectives must be met in order to progress in the program.

## **PREGNANT STUDENTS**

Pregnant students may be required to submit a written statement from their obstetrician giving permission for classroom attendance, laboratory work, or before beginning each clinical rotation. Absences during pregnancy will be considered the same as any other absence under the Department of Practical Nursing attendance policy. All course and clinical objectives must be met to progress in the program. Pregnant students are responsible for notifying the faculty of any change in their condition that will affect their ability to attend class, laboratory work or clinical work.



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## CRIMINAL BACKGROUND RECORD CHECK

Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility.

Each student pending admission must receive a “clear” criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, , ( felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason they will not be eligible to enter or continue in the program.

EMCC will fingerprint each provisional student and submit those prints to the Mississippi State Department of Health (MSDH). The MSDH will send the finger prints to the MS Criminal Information Center (Department of Public Safety) and from there, the prints will be sent to the FBI for a national criminal history record check. If the report is returned “no disqualifying event”, the student will be issued a notarized clearance letter from the Director of Nursing and Allied Health that is good for two years, as long as the student is continuously enrolled. Letters issued by the Nursing Director can be used for school purposes only.

If the report is returned as “may have a disqualifying event”, the student is required to bring the RAP sheet and any supporting documentation to the Nursing Director for a decision. If unsatisfied with the Director’s decision, the student may request the Clinical Review Committee to review any supporting documentation regarding the charge(s). The decision of the committee is final with no opportunity for appeal. Appeals to the committee must be made in writing to the Director within 48 hours. The committee will take the following into consideration: the type and seriousness of the event, extenuating circumstances surrounding the event, the age at which the event occurred, if the event was isolated, or repetitive, length of time since the event, and accuracy of information provided by the student. The decision of the committee is final with no further opportunity for appeal.

If the background check reveals a disqualifying event as outlined in State Code 43-11-13, Mississippi Code Annotated the student will be dismissed from the program with no opportunity for appeal.

Graduates of the program receive a certificate of proficiency in Practical Nursing which meets the educational requirement needed to apply for the National Committee of State Boards of Nursing licensure examination for Practical Nurses. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-PN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

### **DRUG & ALCOHOL SCREEN POLICY**

A drug screen performed at a time and location designated by the school is required prior to admission. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the PN program. Cost of the drug screen is the responsibility of the applicant.

Admission will be withdrawn for students with positive drug screens and no documented medical reason for those drugs. Students may be required to have random drug and/or alcohol screen at any point during their enrollment in the Practical Nursing program. Drug and alcohol screens for probable cause (reasonable suspicion) may be conducted. The student will be notified in writing when they are selected for a random drug and/or alcohol screen, or screening for cause. When notified, the student must have the screen at the scheduled time. If the drug screen results are positive for random and/or suspicion testing, the student will be required to provide evidence from their physician of the reason for the positive result. If the alcohol screen results are positive for random and/or suspicion testing, the student will be administratively withdrawn from the program. Failure to provide appropriate documentation or failure to have the lab work done within the scheduled time will result in dismissal from the program. If tested for drugs and/or alcohol due to suspicion, the student will be suspended from class, lab, and/or clinical pending test



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results. The cost of all drug and/or alcohol screens will be the responsibility of the student.

## **CARDIOPULMONARY RESUSCITATION (CPR)**

Health Care Provider "C" CPR certification issued by American Heart Association must remain current while enrolled in the program.

## **HEALTH INSURANCE**

All students are encouraged to maintain an acceptable health insurance policy since students are responsible for their own health care costs and some clinical affiliates require health insurance coverage. Neither East Mississippi Community College nor the clinical agencies assume any responsibility for student health care expenses. While clinical facilities will provide emergency care for nursing students when necessary, students are responsible for payment of care provided and any transportation required.

## **LIABILITY INSURANCE**

All students enrolled in the EMCC nursing program will be covered under professional liability insurance. Insurance will be purchased by the school with student fees which will be paid during registration. Each student will be covered in the amount of \$1,000,000 limit each claim and \$5,000,000 limit aggregate.

## **CODE OF CONDUCT**

### **Standards of Conduct**

- **Be Accountable and Responsible for your actions**
- **Demonstrate Professional Behavior**
- **Maintain Academic Honesty**
- **Dress Appropriately**
- **Demonstrate Respect**

The American Nurses Association (ANA) advances the nursing profession by fostering high standards of nursing practice, promoting a safe and ethical work environment, bolstering the health and wellness of nurses, and advocating on health care issues that affect nurses and the public (ANA, 2015). The Code of Ethics for Nurses with Interpretive Statements (The Code) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. It is stated below and also available online at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

*American Nurses Association Code of Ethics for Nurses with Interpretive Statements*

- Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2: A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
- Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
- Provision 4: Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
- Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
- Provision 6: Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- Provision 8: Nurses build collaborative relationships and networks with nurses, other



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healthcare and non-healthcare disciplines, and the public to achieve greater ends.

- Provision 9: Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

## Personal Attributes and Professional Behavior

While preparing to enter the profession of nursing, students are expected to demonstrate professional behaviors and personal attributes. The integrity and honesty of the nursing student must be above reproach. The nursing student must accept accountability and responsibility for all actions.

Students will fulfill professional nursing roles including client advocate, direct care provider, and educator, and will treat peers, faculty, members of the healthcare team, and clients with respect and compassion. Clients and their families come from different cultural backgrounds and hold different values. Students will respect these differences providing professional, empathetic and holistic health care for all.

Each student is expected to display behaviors that represent the profession of nursing. In order to exhibit the quality and caliber of professionalism deemed appropriate for the East Mississippi Community College student nurse, it is expected that the student will display the professional behaviors addressed in the guidelines.

### Clinical and Classroom Expectations

Students enrolled in nursing courses are expected to attend all classes, laboratories and clinical experiences in order to fulfill credit requirements for each course. Students are expected to arrive on time and be prepared for all class/lab/clinical activities; this includes administration of safe and appropriate nursing care. Any student reporting to clinical or lab under the influence of any substance, whether prescribed or illicit, that may interfere with the cognitive and/or physical ability to render safe patient care will be sent home and reprimanded according to school policy. All students are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:



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- Attending all class, lab and clinical activities.
- Taking exams as scheduled (including ATI proctored exams).
- Arriving on time and leaving class/clinical as scheduled.
- Adhering to the EMCC Division of Nursing clinical dress code for all clinical activities.
- Accepting responsibility and accountability for one's own actions. This includes completing assignments on time. Failure to complete assignments on time can impact your successful completion of the program.
- Giving prior notification in writing, email, or personal faculty contact according to course guidelines. When possible, speaking directly to the faculty when he/she is unable to meet commitments is preferred. Students are to check with course faculty as to the method of communication required for concerns or questions regarding attendance.
- Faculty acknowledge that life emergencies do exist and will work with the student in these situations as they arise.
- Interacting with others (peers, faculty, and patients/clients) in a respectful, sensitive and nonjudgmental manner.
- In the clinical setting, professional behavior must be maintained at all times including your time during patient preparation, breaks, lunch, and any other time you are at the clinical agency.
- Addressing faculty in a respectful manner by use of appropriate titles: Dean, Professor, Mr. /Mrs. and last name. Do not assume a first name basis is acceptable.
- Use of professional language (no profanity and/or inappropriate gestures).
- Accountability for preparation for class/clinical.
- Demonstrating constructive verbal and non-verbal behavior (such as asking questions relevant to the discussion, making relevant observations or comments, demonstrating active listening, courtesy, manners, maintaining eye contact, appropriate facial and body gestures, etc.)
- Care for others in an empathetic manner.
- Honest, open, assertive communication.
- Confidentiality of all patient information.

- Teamwork and helping behavior for peers.
- Respecting all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.)
- Refrain from personal conversations and comments during lectures & other class presentations.
- Avoid using laptops for purposes other than educational or class activities and only as directed by course faculty.
- Wait until it is declared appropriate by the professor to gather things for breaks and at the end of class.
- Avoid leaving the room in the middle of a lecture or exam.
- The nursing student must assure that interaction with assigned patients is maintained at a professional level.
- The nursing student must recognize that all patient information is confidential and therefore, to be shared only with other health personnel who are directly involved in the care of that patient.
- Nursing student/patient interaction is restricted to the clinical hours when the student is assigned to care for the patient. Personal contacts (phone calls, visits, etc.) outside of assigned clinical hours are unethical inappropriate and are a violation of confidentiality and expected professional behavior.
- Avoid all public displays of physical affection and sexual exploitation
- Avoid ethnicity, gender, or racially offensive statements

***Examples of serious violations include, but are not limited to:***

- Illegally removing healthcare agency or patient property from the premises.
- Destruction to any healthcare agency or patient property.
- Falsifying or fabricating clinical experiences, medical or legal excuses, preceptor or nursing staff signatures
- Calling in sick for clinical under false pretenses.



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- Documenting nursing care that was not performed. (Documentation in advance of nursing performance or falsifying any documentation is illegal).

## Bullying or Lateral Acts of Violence

Bullying or other lateral acts of violence will not be tolerated in the Practical Nursing program. Bullying is the demeaning, and downgrading of an individual through vicious words and cruel acts that undermine confidence and self-esteem. Bullying can involve both psychological and physical actions that can include, but is not limited to, social media, written, and verbal material that results in psychological or physical harm. Any student engaging in this type of behavior may be subject to disciplinary action as outlined in the EMCC Student Handbook.

## Maintain Academic Honesty

The East Mississippi Community College nursing student may be required to submit original written work as part of meeting course requirements. While it is necessary to use other resources to complete these assignments, plagiarism goes against ethical standards. Any sources used for assignments must be properly cited. Cheating and plagiarism are not tolerated and disciplinary action will adhere to the East Mississippi Community College plagiarism and cheating policy. See course syllabus and/or EMCC Handbook for complete details.

## Demonstrate Respect

Respect for every individual is fundamental to the ethic of nursing. Mutual respect between students, as novice members of the profession, and their instructors, as experienced and esteemed professionals, is essential for nurturing that principle. Given the inherently hierarchical nature of the instructor/learner relationship, instructors have a special obligation to ensure that students are always treated respectfully.

### **Students should:**

- Be courteous to staff, instructors and fellow students, employees of all clinical agencies, patients and their families and visitors, and anyone else they interact with at the clinical site, in class, or through social networking forums
- Be prepared and on time for all activities including class, lab, and clinical



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- Be active, enthusiastic, curious learners who work to enhance a positive learning environment
- Demonstrate professional behavior in all settings and anytime a student represents EMMC – i.e. wearing EMMC branded clothing, verbalizing they are an EMMC student, wearing an EMMC uniform, etc.
- Recognize that not all learning stems from formal and structured activities
- Recognize their responsibility to establish learning objectives and to participate as an active learner
- Demonstrate a commitment to life-long learning, a practice that is essential to the profession of nursing
- Recognize personal limitations and seek help as needed
- Display honesty, integrity and compassion; these attributes include the responsibility of reporting dishonest or unprofessional behavior to the appropriate individual
- Recognize the privileges and assume the responsibilities coming from the opportunity to work with patients in clinical settings
- Recognize the duty to place patient welfare above their own
- Recognize and respect patients' rights to privacy and maintain confidentiality as to patient records and information
- Provide instructors and the Nursing Programs with constructive feedback that can be used to improve the educational experience
- Solicit feedback on their performance and recognize that constructive feedback is essential to the learning process
- Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication.

## Sanctions For Nonadherence

A student may be dismissed from the Nursing Program for any of the following reasons:

- Failure to meet the academic standards.
- Behavior which is contrary to the ethical code of the nursing profession. This includes any violations against current HIPAA regulations.
- Whether occurring in a classroom, clinical, or lab setting three disciplinary alerts issued during the course of a semester or clinical rotation will result in referral to the Director of Nursing for disciplinary action.

Students whose behavior does not comply with the Code of Professional Conduct presented in this document will receive sanctions which may include, but are not limited to, the following:



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- **REPRIMAND**- official warning in writing that continuation or repetition of wrongful conduct may result in further disciplinary action (e.g. academic alert notice, documentation in clinical evaluation).
- **DISCIPLINARY PROBATION**- may be imposed for any misconduct, failure to follow the Code of Professional Conduct, or any other violations that do not warrant suspension from the nursing program, but require further consequences. Disciplinary probation is imposed for a designated period of time determined by the Director of Nursing Programs. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probation contract details.
- **CAMPUS AND/OR COMMUNITY SERVICE**- requirement that services will be offered for a specified period to an appropriate nonprofit community agency and/or to the campus community.
- **RESTITUTION**- reimbursement for damage to or loss of property which occurred as a result of the misconduct.
- **DISMISSAL**- permanent termination of admission and enrollment status in the Nursing Program.

**All disciplinary actions, including reprimands, disciplinary actions/probation, and dismissal, shall be included in the student's permanent academic record.**

## Procedure for Professional Disciplinary Action

An allegation of professional misconduct may be made by other students, faculty, staff, clients/patients, visitors, or any member of an agency that has a verbal or written agreement to provide learning experiences for students. The allegation of misconduct should be submitted in written form to the faculty member in whose class or clinical setting the misconduct occurred and the Director of Nursing Programs. Information about the misconduct should include:

- Date, time, location, and description of the incident.
- Names of all parties involved and witnesses.
- Supporting facts and justification for the complaint.
- Brief description of efforts to resolve the complaint.
- Date and signature of the person(s) making the allegation of misconduct.



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Students should first discuss any conduct allegations with the faculty member responsible for the clinical or classroom setting in which the infraction occurred. A faculty member who witnesses or observes a student will discuss the situation with the Director of Nursing Programs or designated faculty as directed by the Director. The Director of Nursing Programs has the right to impose sanctions as deemed appropriate and may involve faculty members as needed. The Director may also refer the student to the Appeal Process as described in the EMCC Student Handbook.

***Example of disciplinary process:***

- Verbal reprimand issued/infraction discussed
- First Written report completed/placed in academic file and student given an assignment regarding violation per instructor
- Second Written report completed/placed in academic file and assigned campus or community service
- Third Written report referred to Director of Nursing/Dean of Health Sciences - Disciplinary probation
- After Third Written report, referred to Director/ Dean of Health Sciences- Recommendation for dismissal

**CONFIDENTIALITY**

All students must adhere to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") in classroom, practice laboratory, and clinical placements. Information obtained by the student through their activities and experiences in nursing classroom, practice laboratory or clinical situations related to patients, personnel, peers, and facilitates shall be considered confidential. Such matters may be discussed for the purpose of learning in nursing conferences and classes only. No photographs of classroom or practice laboratory may be uploaded to any public or social network site. Papers related to clinical/laboratory experiences shall not identify any person by name, other than the student and instructor. Students in violation of this policy are subject to dismissal from the Practical Nursing program.

**APPROPRIATE USE OF TECHNOLOGY**

The use of any personal computational, video, audio, or communications devices in the classroom, laboratory, or clinical setting is subject to the approval of the course instructor. This



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includes (but is not limited to) calculators, cameras, laptops and computers, text messengers, pagers, cell phones, ipads, airpods/earpods, smart watches, and personal digital assistants. Any use of such devices without explicit instructor approval is NOT permitted. Any student found to be in possession of an unauthorized electronic device during class, lab, or clinical time will be asked to leave the setting. All electronics are explicitly prohibited in the clinical area. Students should not bring any electronics into any clinical area. Missed time will be deducted from the student and any graded assignments during the time missed will receive a grade of zero.

Behaviors such as talking in class, surfing the internet and use of cell phones, iPad, air pods/ear pods including text messaging during class, are distracting, disruptive, and disrespectful to individuals conducting class and your fellow classmates. These unprofessional behaviors will not be tolerated. Out of respect for your colleagues and instructors, all cell phones must be turned off and stored during class meetings. In the case of a life crisis or for individuals who must be “on call” or “accessible for a text message” or phone call on a specific date, please inform the instructor before class begins that you need to keep your cell phone switched on and nearby.

During simulation and/ or lab time, audio video recording of student performance of nursing skills may be required. Any audio and/or video recordings submitted as part of a course requirement, will be handled according to FERPA guidelines. All recordings of student performance will be viewed by faculty to determine if course requirements have been met. Recordings will be stored in a secure location for an appropriate amount of time (until the end of the course, the student graduates, or as required by law).

## **TRAVEL AND TRANSPORTATION**

Students are responsible for providing their own transportation for clinical and other required experiences, some of which may be located outside of the Golden Triangle or Scooba area. Lack of transportation is not an acceptable excuse for missing any type of required experience.

## **SOCIAL MEDIA**

The faculty understands that social media sites are becoming important communication tools in our society. The following policy will help guide the student in making wise choices regarding social media while in school and as a new nurse.



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1. Canvas is the official form of communication for all students and is the most reliable form of online communication other than direct school emails. For this reason, all students must be able to access Canvas.
2. Faculty or staff will not communicate any information about school related functions via social media, unless it is the officially sanctioned EMCC page/website.
3. Students may not set up any groups using the EMCC name without the written permission of the Dean of Students and a faculty member to monitor the site.
4. In order to avoid any appearances of favoritism, students are not allowed to "friend" faculty on social media sites.
5. ROARcast, television and radio, and the EMCC web site will be used in the event of an emergency. Any information from other sources may not be accurate.

People gain information, education, news, etc., by electronic media and print media. Social media are distinct from industrial or traditional media, such as newspapers, television, and film. Use of social media (Facebook, twitter, phone texts, blogs etc.) is highly discouraged in all capacities related to your School of Nursing experience. Posting pictures, comments or discussions addressing any classroom, lab, and/or clinical experiences on any of these sites could result in disciplinary action including dismissal from the nursing program. If you discover you have been "tagged" on a Facebook site, notify the individual responsible for the posting to remove the posting immediately. Follow up on this request with documentation from the individual who posted the comment/picture that it has been removed. It is a common mistaken belief that content that has been deleted from a site is no longer accessible. Any and all content posted on any social media site can be accessed if so desired. "Nurses have been disciplined by boards, fired by employers, and criminally charged by authorities for the inappropriate or unprofessional use of social media". ([www.ncsbn.org](http://www.ncsbn.org))

- East Mississippi Community College practical nursing faculty may require a student to use an instructor- specified social media outlet as part of the course curriculum. Examples may include Youtube, tiktok, others). This use of social media is at the discretion of the faculty and will be the only exception to the use of social media at East Mississippi Community College during lab or classroom settings.

East Mississippi Community College Practical Nursing program upholds the American Nurses' Association rules for Professional Conduct and Demeanor and the American Nurses' Association's Principles for Social Networking in any physical or virtual setting. This includes the following:



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1. Nurses must not transmit or place online individually identifiable patient information (this includes photographs of any kind).
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patient, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

In order to comply with these expectations:

1. Recall that standards of professionalism are the same in any environment or circumstance including online.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, peers, staff, faculty, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patient on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy

Social networking websites and other electronic communication can be important methods of communication. As a result, users must take advantage of the privacy settings available on their personal online activities and separate personal and professional sites. Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication. The following actions are strictly prohibited:

1. Information related to any patient you care for in a clinical setting may not be shared. Removal of an individual's name does not constitute the proper way to protect a person's identity or health information. This would be a HIPAA violation.
2. Academic information on another student or graduate is protected under FERPA. Sharing this information such as grades, evaluation, etc. may violate state and/or federal privacy laws and regulation.
3. Representing yourself as someone else is not acceptable and would place the student in the disciplinary process.



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4. Discussion of classroom activities such as exams and quizzes is also not acceptable and could be considered as cheating.

## EXAMINATION POLICY

1. In the event of illness which prevents the student from taking the exam, it is the student's responsibility to notify the appropriate course faculty prior to the time of test administration. If unable to speak directly to an instructor, please email your instructor. (Please refer to Attendance Policy.) It is the student's responsibility to present an excuse related to their extenuating circumstance to faculty no later than their first day returning to class/lab/ or clinical prior to scheduling a make-up exam. **All make-up exams will be scheduled after your last unit exam in that course but prior to your final exam according to faculty discretion.** All make-up exams will cover the missed unit's content but will consist of different questions than the original exam. A grade of 0 will be given for students arriving 10 minutes late or failing to show up for the make-up exam.
2. A student who is less than 10 minutes late will be permitted to take the exam but will not be given any extra time to finish the exam.
3. A student who is 10 minutes late or more will not be permitted to take the exam.
4. A grade of 0 will be given for exams missed without an acceptable excuse.
5. Unannounced/Pop quizzes will be given at the discretion of the faculty. These quizzes cannot be made up for any reason. This will not affect the student's grade if they have an acceptable medical or legal excuse.
6. There will be a tabletop review following each unit exam and final exam. Any student scoring below 80 on a unit exam must meet with their advisor prior to the next scheduled exam.

**During the examination:**

1. Place all personal items at the side/back/front of the classroom. You may have only a pencil/pen at your computer/desk. No food or drinks are allowed in the computer room, classroom, or while using a laptop.
2. Academic dishonesty of any sort will not be tolerated. Any student cheating on an exam or graded assignment of any type will receive a zero on the work and is subject to possible further disciplinary action. Behavior that may be perceived as cheating include, but are not limited to:
  - a. Talking immediately before, or during the administration of an exam
  - b. Use of any type electronic device while taking an exam. This includes the presence of smart watch, airpods/ear pods, or cell phone.
  - c. Looking in the direction of another student's exam
  - d. Fumbling through a book bag, bag, purse, etc.
  - e. Presence of scrap paper that is not blank prior to administration of an exam.
  - f. Coats, jackets, pullovers, durags, bonnets, hair wraps, scrub caps, and hats are NOT allowed while testing or in the classroom, lab, or clinical areas.
  - g. Opening additional browsers during testing or have additional browsers accessed prior to the beginning exam
3. Place all cell phones, beepers, and other electronic devices on OFF in an area designated by your instructor. Electronic devices (including cell phones and smart watches) can not be used for any reason during any exam. Students found with any electronic device, unauthorized calculators, or paper(s) other than what is provided by faculty, during a lab validation, quiz, or exam of any type will be asked to leave the area immediately and will receive a grade of zero for that exam/lab validation/quiz.
4. Once you have logged into ATI or Canvas go to the Assignments tab, find the correct test, and click Begin. In the event there is paper and pencil exams, please read and listen to any instructions given by the proctor. Wait until the proctor says that you may begin the exam
5. Make sure that you answer all questions before submitting your test. Any questions not answered will be counted as incorrect.

For paper and pencil exams, no credit will be given for answers not recorded correctly on the scantron.

6. Once you have selected your answer choice, press continue to move through the examination. You may review your paper and pencil exams as desired until time is called. If you change any answers on the answer sheet, be sure to erase the original answer completely. Do not make any stray marks on the answer sheet. Only answers marked on the answer sheet will be considered for grading purposes.
7. All exams, quizzes, and calculations quizzes are timed. If a student must leave the room during the exam, they may do so but they will not be allowed extra time to complete the exam.

### **After the exam**

1. All instruction pages, answer sheets, scratch paper and examination booklets are returned to the proctor at the end of the exam, EVEN if you did not make any comments.
2. You may leave the testing room upon completion of the exam- you may not reenter the classroom until the exam is complete. Information about exam review will be provided at the start of each exam.
3. Any student scoring below 80 on a unit exam must meet with their advisor prior to the next scheduled exam for counseling and /or remediation.

### **Exam review**

1. A table top review of exam questions will be conducted following each unit exam and final exam.
2. Students are required to attend all exam reviews if exam score is < 80%. The final exam review is optional.
3. If student scores > 80% they must attend and sign in to exam review, student has the option to decline review of exam by signing decline by their signature on the sign in sheet.
4. There is no formal review of any exams; however, students may review their exams by contacting their advisor. All reviews must be conducted within one week of the exam. There will be no reviews after one week. Drug calculations and quizzes may be reviewed in class at the discretion of the instructor.
5. Exam review will be conducted in the specified classroom.
6. One faculty member will be assigned to proctor the table top review. The proctor is



# Handbook

responsible for ensuring the integrity of the review and preventing any compromise of the exam.

7. A maximum of 5 students per one instructor at one time will be allowed in the review for a maximum of 15 minutes/student. Students must sign in and out of the review and may only enter the review once.
8. No personal items are allowed in the review classroom. No cell phones or smart watches of any type allowed. No food or drinks are allowed.
9. There will be a pencil and paper at each portion of the exam for students to comment regarding questions. Faculty will review the comments or questions at the completion of the review.
10. Absolutely NO talking or communication of any kind will be tolerated. This includes communication with the proctor. Anyone attempting to communicate with the proctor or another student will be escorted out of the room and will forfeit his/her exam review.
11. Anyone suspected of compromising the security of the test (talking, writing on something other than the provided paper, use of smart phone or watch, fumbling through pockets, providing peers with materials ) will be escorted out of the room and will forfeit his/her exam review. The student may also be subject to referral to the director or dean of students for disciplinary action.

## **STUDENT ADVISING**

The following policy has been developed by the faculty of EMCC to enhance a student's success in the Practical Nursing Program.

1. Each student in the Practical Nursing program is assigned a faculty advisor who will assist in planning courses on a semester-to-semester basis. The student is responsible for the completion of the nursing program requirements. Advisors will be posted in each course and the office manager will keep a list.
2. If a student is unsuccessful in a required nursing course they must see their faculty advisor to withdraw from the necessary courses and to schedule an exit interview with Faculty.
3. Any student who achieves less than an 80 on a unit exam must complete the following required remediation:
  - Contact faculty and schedule a time for academic advising
  - Complete academic conference form
  - Complete remediation as assigned by faculty advisor
  - Student must meet remediation guidelines (must follow directions) and submit all assigned remediation to canvas by the designated date and time



## Handbook

prior to the next scheduled unit exam. Students will be deducted 5 points on the following exam for failure to submit completed remediation that meets required guidelines (must follow directions) by due date. It is the student's responsibility to ensure that all remediation is uploaded correctly.

- Referral to Nurse Navigator per advisor discretion based on academic performance



# Handbook

## DIVISION OF NURSING AND HEALTH SCIENCES ACADEMIC CONFERENCE

NAME:

DATE:

Course:

Unit Test:

TEST GRADE:

Hours worked per week:

Hours studied per week:

Interruptions to study:

Methods used to prepare for the test:

Attitude toward testing:

Reasons you think you did poorly:

Faculty Recommendations:

Student plan for self-improvement:

---

Faculty Advisor

---

Student



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Faculty follow up:

Date:

Has student followed recommendations:

Has student followed plan of self-improvement:

---

Faculty Advisor

---

Student



# Handbook

## GRADES AND GRADING SCALE

All course assignments, unit tests, projects, quizzes, and final exam must average an 80. (NOTE: 79.5 rounds to 80 but 79.45 does not). An overall theory grade of 80 or higher and an overall clinical grade of 80 or higher (if applicable) is required for completion of each course. Any student not meeting theory or clinical requirements will be counseled by the instructors and referred to the Nursing Student Navigator.

The instructor will not calculate tentative averages such as a cumulative course average. The instructor will not advise the student as to what they should make on their final exam in order to pass the course. The instructor will not advise as to whether or not a student withdraw from the course. Only the student is capable of knowing their potential for future success.

Below is the grade scale used in the Practical Nursing program:

### GRADING SCALE:

100-94                    A

93-88                    B

87-80                    C

Below 79.5              F

79.5 will round up to 80, 79.45 will not

## **ATTENDANCE POLICY**

1. Attendance at all scheduled classes, laboratory and clinical experiences is required. If one must be absent, the instructor must be notified before the absence. Documentation of the students extenuating circumstance must be presented upon the next attended class meeting or a grade of zero will be given for that day's work. It is further expected that every student will be present on time and prepared to participate in the class session.
2. Students must sign the roll when entering the classroom and when leaving for the day. Students who enter a class meeting late during the first 10 minutes will be counted as tardy. Students should note that three (3) tardies constitute one (1) day's absence, or six (6) hours. At ten (10) minutes after class begins the door will be closed and students should not disrupt class by entering. The student should wait until the next break. When returning from break or lunch, the instructor will set the return time and will close the door at that time. Students may not enter the classroom until the next break and time will be deducted from the students allotted time. Students who leave the class early must have a documented excuse in order to return to class. Time missed (tardies, absences, and early departures) will be documented on the students' record.
3. Students are allowed to miss 18 hours of time in the fall and spring semesters and 14 hours in the summer. Of the 18 (14 hours in the summer) hours allowed, only 1 clinical day/simulation can be missed. Students missing more than the allotted time will be administratively withdrawn from the program. Students wishing to appeal may follow the Classroom Complaints/Appeals policy found on page 63 of this handbook. Clinical make up time is not possible due to scheduling conflicts with clinical agencies and other institutions. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing clinical.
4. If a student is subpoenaed for jury duty, the student must present the subpoena to the nursing director so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will be

excused. All work missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused.

5. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school. The student is responsible for contacting the faculty immediately upon returning to school and completing all missed work within two (2) days of return. Failure to follow this policy will result in a grade of zero (0) on all work missed.
6. Pop quizzes will not be made up. Unexcused absences will receive a grade of zero. In the case of students, with a medical (physician or nurse practitioner) or legal excuse there will be no grade penalty for missing the quiz.
7. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and other appointments.
8. Students who enter clinical late during the first 9 minutes will be counted as tardy. Students should note that three (3) tardies constitute one (1) clinical day absence, which can be six (6) to twelve (12) hours depending on the clinical schedule hours for the current clinical rotation. Any student arriving more than ten (10) minutes late to any lab or clinical setting will be sent home and counted as absent for the clinical or lab experience at the discretion of the instructor on a case by case basis. All clinical paperwork required for the missed day will receive a grade of zero (0) if deemed unexcused at the discretion of the instructor. Time missed (tardies, absences, and early departures) will be documented on the students' record.
9. During inclement weather, listen to the radio for an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the VP of the school as early as possible. Absence without official closure will be treated as an unexcused absence. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the nursing instructor as soon as possible.
10. Students will not be allowed to leave clinical settings for reasons other than illness or a family emergency. Prior to leaving, the student must report first to the nursing



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instructor and then to the primary nurse. Upon return to school, students must present a medical (physician or nurse practitioner) or legal excuse.

11. Any school related function the student is required to attend is considered official school time and all school policies, general regulations, and Practical Nursing Handbook are enforceable and must be followed. Students are also required to abide by all rules and regulations of host facilities and clinical sites. Time missed (tardies, absences, and early departures) will be documented on the students' record.
12. Students must have access to a personal car or other appropriate transportation to clinical sites at various facilities.

## ATI TESTING AND REVIEW POLICY

- Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX success.
- The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI orientation resources such as the ATI Plan can be accessed from "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.



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## **Review modules/ebooks:**

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement coursework and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

## **Tutorials:**

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic.

Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

## **Assessments:**

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.



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## **Focused Reviews/Active Learning/Remediation:**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. Students are required to provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting legibly written or typed remediation templates as required.

## **Content Mastery Series | Grading Rubric (Assessment taken in PNV1427, PNV1524, PNV1615 or PNV1635)**

<b>PRACTICE ASSESSMENT 4 POINTS</b>		
<p><b>Complete Practice Assessment A</b> <b>Remediation:</b></p> <ul style="list-style-type: none"><li>• Complete Focused Review <b>on</b> initial attempt- print screen showing amount of time spent</li><li>• For each topic missed, complete an active learning template.</li></ul> <p><b><i>Both must be submitted to advisor on specified date to be eligible to take Proctored Assessment</i></b></p>	<b>OR</b>	<p><b>Complete Practice Assessment B</b> <b>Remediation:</b></p> <ul style="list-style-type: none"><li>• Complete Focused Review <b>on</b> initial attempt-print screen showing amount of time spent</li><li>• For each topic missed, complete an active learning template.</li></ul> <p><b><i>Both must be submitted to advisor on specified date to be eligible to take Proctored Assessment</i></b></p>

<b>Standardized Proctored Assessment</b>			
<b>Level 3 =4 points</b>	<b>Level 2 = 3 points</b>	<b>Level 1 = 2 point</b>	<b>Below Level 1 = 1 points</b>
<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul> <p>Both must be submitted to advisor on specified date to receive full credit</p>	<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul> <p>Both must be submitted to advisor on specified date to receive full credit</p>	<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul> <p>Both must be submitted to advisor on specified date to receive full credit</p>	<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul> <p>Both must be submitted to advisor on specified date to receive full credit</p>
<b>10/10 points</b>	<b>9/10 points</b>	<b>8/10 points</b>	<b>7/10 points</b>
<b>No retake required</b>	<b>No retake required</b>	<b>Retake required- if a score of level 2 or higher reached will receive 1 point</b>	<b>Retake required Retake required-if a score of level 2 or higher reached will receive 1 point</b>



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- If a student is absent the day of the proctored exam a makeup exam can only be taken if the student provides a written legal or medical excuse when they return to school. If no excuse is received, the student will receive a zero for the proctored exam.
- A printed copy of the transcripts showing scores and remediation time for the assigned Practice Assessment A and/or B must be submitted to advisor prior to scheduled proctored exam by the specified due date. Students not completing practice assessments and required remediation will receive a total of zero points for the ATI grade.

## Comprehensive Predictor | Grading Rubric

Practice Assessment	
4 points	
<p><b>Practice assessment A</b></p> <p><b>Remediation:</b></p> <ul style="list-style-type: none"><li>• Complete Focused Review</li><li>• For each topic missed, complete an active learning template</li></ul> <p><b>Both must be submitted to advisor on specified date to be eligible to take Proctored Assessment</b></p>	<p><b>OR</b></p> <p><b>Practice assessment B</b></p> <p><b>Remediation:</b></p> <ul style="list-style-type: none"><li>• Complete Focused Review</li><li>• For each topic missed, complete an active learning template</li></ul> <p><b>Both must be submitted to advisor on specified date to be eligible to take Proctored Assessment</b></p>



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Comprehensive Predictor Assessment			
<b>95 percent or above Passing predictability = 4 points</b>	<b>90 percent or above Passing predictability = 3 points</b>	<b>85 percent or above Passing predictability = 2 point</b>	<b>84 percent or below Passing predictability = 1 points</b>
<b>Remediation = 2 points</b>  <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul>	<b>Remediation = 2 points</b>  <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul>	<b>Remediation = 2 points</b>  <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul>	<b>Remediation = 2 points</b>  <ul style="list-style-type: none"> <li>• Complete Focused Review</li> <li>• For each sub topic with a score &lt;65%, complete a handwritten Or typed active learning template</li> </ul>
<b>10/10 points</b>	<b>9/10 points</b>	<b>8/10 points</b>	<b>7/10 points</b>
Comprehensive Predictor Assessment Retake*			
<b>No Retake Required</b>	<b>No Retake Required</b>	<b>Retake Recommended <i>Retakes that achieve a higher level than the original exam will receive an additional 1 point.</i></b>	<b>Retake Recommended <i>Retakes that achieve a higher level than the original exam will receive an additional 1 point.</i></b>



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## Student Acknowledgement

Initial all and sign below:

I have received a copy of and have read and understand East Mississippi Community College's ATI Assessment and Review Policy.

I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by East Mississippi Community College.

---

Student printed name

---

Date

---

Student signature



# Handbook

## **SKILLS VALIDATION/CHECK OFF**

Clinical skills are essential to the practice of nursing. Students will be required to demonstrate mastery of clinical skills before being allowed to perform those skills in the clinical setting. Each skill has an associated validation/Check off sheet. Students will be provided requirements for successful completion of each required skill. A student will receive theory content, written instructions, a demonstration, and practice time for each skill. A student has three attempts to successfully complete a skill. If the student is unsuccessful on their first attempt, mandatory practice will be assigned. If the student is unsuccessful on their second attempt, mandatory practice with an instructor will be assigned. A different faculty member will evaluate the student on each of their attempts. Failure to validate mastery of any skill within three attempts will result in failure of that class. Failure of a nursing class renders a student unable to progress in the nursing program.

## **CLASSROOM DRESS CODE GUIDELINES**

1. Students must bathe daily, use deodorant, and practice good oral hygiene.
2. Students are required to wear any color clean and wrinkle free scrubs with appropriate tennis shoes or nursing shoes on all days except lab/clinical days and Fridays. On Fridays, students may wear any EMCC or nursing t-shirt with appropriate jeans (no rips or tears and comfortable fit) unless it's a lab day.
3. Students must keep hair (including beards) well-groomed and of a natural coloring. Decorative hair ornaments including scarfs, bonnets, durags, hats, coats, jackets, hair wraps, wig bands or straps, and pullovers, are not allowed during class settings.
4. Neutral underclothes must be worn at all times. No thongs or G-strings.

## **LAB AND CLINICAL UNIFORM DRESS CODE GUIDELINES**

1. The regulation (white) uniform must be worn in the clinical setting.
2. Uniforms (white) and lab coats are to be worn only to clinical experience areas.
3. Uniforms must be clean and pressed at all times, including the lab coat.
4. Uniform (dress) should not be shorter than the middle of the knee.
5. Name pins must be worn in the upper left-hand corner of the uniform and lab coat at all times. Patches should be centered one inch below the shoulder of left arm of the lab coat.
6. The student must wear the lab coat and name pin to and from the clinical facility. The lab coat must be worn when leaving the unit. The lab coat must be removed when performing direct patient care. The name pin must be present at all times. A plain white sweater may be worn over the uniform if needed while the student is on the nursing unit. The sweater must be removed and the uniform covered with a lab coat when leaving the unit. A plain white long sleeve, round collar undershirt may be worn under clinical or lab uniform. Undershirt must be free of spots, designs, logos, trim.
7. When clinical experiences do not require wearing regulation uniforms, students are required to wear the official red scrub suit with the school patch and lab coat, unless instructed otherwise. The red scrub suits are required for all lab time. The white lab coat is required with red scrubs on lab day and is to be worn to and from class.
8. Students must bathe daily, use deodorant, and practice good oral hygiene.
9. Students must keep hair (including beards) well-groomed and of a natural coloring. Long hair must be off collar, pulled back in a ponytail, or other instructor approved upswept style in lab and clinical settings. Decorative hair ornaments including hair jewelry, scarfs, bonnets, durags, hats, coats, jackets, hair wraps, wig bands or straps, and pullovers, are not allowed during lab or clinical settings.
10. Jewelry must be conservative. Acceptable jewelry includes: a solid wedding band without stones, a watch with a second hand, and one pair of small stud earrings for pierced ears, no hoops allowed. Only a single ear piercing is allowed. No other visible jewelry will be allowed; this includes but is not limited to necklaces, bracelets, rings, nose rings, tongue rings, lip rings, eyebrow piercings, or chokers.
11. No smart watches, iPad's, cell phones, air pods/ear pods are allowed in the clinical or lab settings unless prior approval from faculty is obtained for educational purposes.

12. Nails must be clean, short, and without nail polish. Artificial, gel, powder dipped, and/or acrylic nails must not be worn in the clinical or lab settings.
13. Artificial/enhanced eyelashes are not allowed in clinical, lab, or classroom setting.
14. Perfumes and colognes are not to be worn to clinical.
15. If make-up is worn, it must be worn in moderation.
16. Visual tattoos must be covered while in the lab/clinical setting.
17. Neutral or white underclothes must be worn at all times. No thongs or G-strings.
18. Hosiery must be white, clean and without runs. Students wearing pants should wear plain (without design) knee or calf length white socks. No show, ankle, and crew socks are NOT allowed.
19. Uniform shoes must be white leather with rubber soles. The ties must be clean and the shoes polished at all times. Solid white leather tennis shoes may be worn. Canvas shoes or shoes with open toes or heels are not allowed.

## **PINNING CEREMONY DRESS CODE GUIDELINES**

1. In order to participate in the Pinning Ceremony, the regulation (white) uniform must be worn.
2. Uniform shoes must be white leather with rubber soles. The ties must be clean and the shoes polished at all times. Solid white leather tennis shoes may be worn. Canvas shoes or shoes with open toes or heels are not allowed.
3. Jewelry must be conservative. Acceptable jewelry includes: a solid wedding band without stones, a watch with a second hand, and one pair of small stud earrings for pierced ears, no hoops allowed. Only a single ear piercing is allowed. No other visible jewelry will be allowed; this includes but is not limited to necklaces, bracelets, rings, nose rings, tongue rings, lip rings, eyebrow piercings, or chokers.
4. Artificial, gel, powder dipped, and/or acrylic nails can be worn but must be at a professional length and color as specified by instructor.
5. Students must keep hair (including beards) well-groomed and of a natural coloring. Decorative hair ornaments including hair jewelry, scarfs, bonnets, durags, hats, coats, jackets, hair wraps, wig bands or straps, and pullovers, are not allowed.
6. Visual tattoos must be covered.
7. Artificial/enhanced eyelashes are allowed but of professional length and design as specified by instructor.
8. If make-up is worn, it must be worn in moderation.



# Handbook

## CLASSROOM COMPLAINTS/APPEALS PROCESS

The following policy should be followed in all cases of complaints or appeals involving the nursing department.

1. Discuss the problem with the faculty member, staff member or administrator involved. Direct communication between the parties usually resolves most conflicts.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Director of Nursing for assistance in resolving the issue.
3. If the complainant wishes to file a formal complaint, she/he should express the specific nature of the complaint in writing and within 24 hours to the Director of Nursing. If the matter cannot be resolved, the Director will refer it to the proper authority at the College for disposition.

STUDENTS MUST REMAIN IN CLASS WHILE AN APPEAL IS IN PROGRESS.



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## ESSENTIAL FUNCTIONS

1. Meet admission requirements.
2. Stand for prolonged periods.
3. Ability to lift 50 pounds.
4. Communicate orally, in writing, and with auditory skills.
5. Possess manual dexterity with fine motor skills.
6. Ability to use computer to retrieve and transmit information.
7. Maintain a professional appearance.
8. Demonstrate knowledge of the English language.
9. Possess skills and knowledge to perform basic mathematical calculations using percentages, decimals, and equations.
10. Ability to work well with diverse populations.
11. Must be flexible and able to adapt to rapidly changing situations.



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EAST MISSISSIPPI COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
VERIFICATION OF RECEIPT OF THE PRACTICAL NURSING STUDENT HANDBOOK

I have read and understand the Practical Nursing Handbook. I have been given the opportunity to ask questions and I understand that compliance with these policies is mandatory. Failure to abide by the Handbook policies will be grounds for dismissal from the program.

In addition, I HEREBY RELEASE East Mississippi Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting from any required nursing experience or travel.

**Student Name (print)** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Class enrolled in** \_\_\_\_\_

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

Adopted January 2012

Revised 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025



# Handbook

EAST MISSISSIPPI COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

VERIFICATION OF RECEIPT OF 2025-2026 COLLEGE CATALOG AND EMCC STUDENT HANDBOOK

To access the college catalog and EMCC student handbook go to:

<https://catalog.eastms.edu/content.php?catoid=3&navoid=219>

I have been given instructions on how to access the college catalog and handbook and am aware I am responsible for knowing and following its rules and regulations.

**Student Name (print)** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Class enrolled in** \_\_\_\_\_

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



# Handbook

## STUDENT AGREEMENT PROFESSIONAL CODE OF CONDUCT

I understand East Mississippi Community College Nursing Programs Code of Ethical and Professional Conduct is consistent with the ethical obligations of nursing, and pledge to uphold the Code of Ethical and Professional Conduct by abstaining from dishonesty, deceit, fraud, or other unprofessional behaviors as described in the Code.

I understand that my adherence to the Code of Ethical and Professional Conduct is a required and appropriate requisite for enrollment and participation in this nursing program.

I accept responsibility and accountability for my professional behavior and conduct within all aspects of lab, clinical, and classroom instructional opportunities.

I understand that if I witness unprofessional conduct or behavior that I am ethically and morally obligated to report this information to appropriate faculty.

I understand that failure to comply with the Code of Ethical and Professional Conduct as noted in the document may result in sanctions and possible dismissal from the School of Nursing.

**Student Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Anyone Under 21 years of age)



# Handbook

## CONFIDENTIALITY STATEMENT

As part of your educational preparedness you will encounter certain confidential information. According to the federal Health Insurance Portability and Accountability Act (HIPAA), this includes protected health information (PHI), which is defined as information about an individual which is received from or created on behalf of East Mississippi Community College, its affiliated health care organizations, and other sources. In the course of your nursing education, you will be providing care to an individual or group of individuals, and may have access to that individual's PHI.

It is the legal and ethical responsibility of this college and its clinical affiliated health care organizations to maintain confidentiality and protect the privacy of clients in our care. The privilege of the clinical experience obligates students to comply with and protect PHI and its contents.

PHI must only be discussed with appropriate individuals in the designated areas, and used only for educational purposes. During the course of clinical assignments, I agree that I will not access or view any unnecessary protected health information or records. I will not discuss any PHI in areas where unauthorized persons may hear even if specifics related to patient identifiers are not used. I further agree not to remove, copy, photograph/ scan, or transmit any part of PHI. (Examples of PHI may include medical records, information related to a patient's past, present, or future medical or mental condition or conditions; information related to demographic and/or payment for health care services, and any other unique identifying characteristic, number, or code).

By my signature below, I agree to comply with all parts of this confidentiality statement as a requirement for my continued affiliation with East Mississippi Community College's Practical Nursing program.

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Student Printed Name

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Date

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Student Signature

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Parent Signature (anyone under 21)