

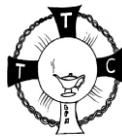
**TRAVISS TECHNICAL COLLEGE**

**HEALTH SCIENCE EDUCATION HANDBOOK**

**PRACTICAL NURSING**



**2018-2019**



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**WELCOME TO TRAVISS TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

**Dear Health Science Students:**

Welcome to the Practical Nursing Program at Traviss Technical College. We are proud to know that you have chosen Traviss as the stepping-stone to your nursing career. This is an important phase in your life, and we hope to make it as enjoyable as possible.

The Health Science Education Handbook has been designed to guide you throughout the nursing program at Traviss. It lists the requirements, policies and expectations of our Practical Nursing Program. Please take time to become familiar with the guidelines, requirements and policy statements, as it will be your responsibility to understand them in order for you to optimize your educational experience.

Should you have any questions about the handbook, or if a particular concern is not addressed in the handbook, please do not hesitate to come by the Health Science Department office during regular office hours. If I am out of the office or it is after working hours, please leave a message via email and I will be glad to address your concern.

The faculty and staff wish you a very successful academic year.

Sincerely,

*Gail Balser R.N., B.S.N., M.S.N.*

Gail Balser R.N., B.S.N. M.S.N.  
Chairman of Health Science Education  
Phone: 863-499-2700 ext. 264  
gail.balser@polk-fl.net

**APPROVALS/CERTIFICATION**

Traviss Technical College Practical Nursing Program is approved by the following agencies.

Southern Association of Colleges and Schools/AdvancED

Commission of the Council on Occupational Education

Florida State Department of Education

Florida State Board of Nursing

## ADMINISTRATIVE FACULTY

2

Director..... David Wiggs  
Assistant Director of Curriculum..... Patricia Collins  
Assistant Director ..... Angela Perpilus  
Assistant Director of Evening Division.....  
Chairman of Health Science Education..... Gail A. Balser RN, BSN, MSN  
Business Manager. .... Luke Witte  
Guidance.....  
Financial Aid..... Amber Ayers

## PRACTICAL NURSING FACULTY

Faculty Name	Title	Room #
Shelby Cochran	R.N., B.S.N.	# 425A
Emily Godwin	R.N., B.S.N.	#429
Sandra Heisler	R.N., M.S.N.	# 430A
Paula Lawlor	R.N., B.S.N.	#417B
Olga Ramirez	R.N., M.S.N.	#417C
Amy Symmes	R.N., B.S.N.	#430B
Ardith Shealey	R.N., B.S.N.	# 419A
Patricia Thompson	R.N., B.S.N.	#418A

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**EXPENSE SUMMARY / PROGRAM COST**  
**(ESTIMATED STUDENT EXPENSE)**

<b>1. Pre-Entrance</b>		<b>\$595.00</b>
• TABE (entrance test)	20.00	
• TEAS	65.00	
• Medical Exam (personal M.D. exam)	175.00 (estimate)	
• Transcripts	10.00 (estimate)	
• Uniforms (purchased upon acceptance)	200.00 (estimate)	
• Uniform Shoes	70.00 (estimate)	
• Lab Coat	25.00 (estimate)	
• Watch with second hand	30.00 (estimate)	
<b>2. Tuition</b>		<b>Subject to Change \$3900.00</b>
<b>3. Books</b>		<b>On line purchase</b>
<b>4. Supply Fees</b>		
• Mal-practice Insurance	25.00	
• Medical Exposure Insurance/Accident	15.00	
• Background Check	128.25	
• 10 panel drug screen (2)	80.00	
• Consumable Supplies	135.00	
• Modules	100.00	
• Nurse/Pharm Kit	95.00	
• Graduation Ceremony	25.00	
• Graduation Pin	65.00	
• Graduation Cap	14.00	
• Certificate	6.00	
• ATI Testing	540.00	
<b>5. Post-Graduation Expense (paid individually after graduation)</b>		
• Florida State Board Examination	\$450.00 (estimate)	
<b>6. Other Expenses</b>		
• Travel to and from school and healthcare facilities		
• Personal Medical Insurance		

*Note: Students are personally responsible for medical expenses above that covered by the school insurance associated with any personal accident or injury incurred during travel and while at the main campus and the clinical site.*

## **PROGRAM PHILOSOPHY**

The philosophy of the Practical Nursing Program at Traviss Technical College is centered on the belief that the primary function of the practical nurse is to render safe and effective patient care within the limits of his/her formal training. Practical Nursing is a caring profession that promotes an individual's well being. The staff and faculty feel the practical nurse is an integral part of the health care industry that provides direct bedside care. With comprehensive faculty instruction and supervised learning experiences, students will engage in a year of academic and clinical experiences which will prepare them for employment as a practical nurse with entry-level competencies.

The Nursing Faculty has a responsibility to keep the public safe. Therefore, students are held to the standards of the nursing profession. For further information, refer to the Florida Nurse Practice Act and Administrative Codes and Regulations of the Florida Board of Nursing located at <http://floridasnursing.gov/resources/>

Due to this responsibility, the Traviss Technical College nursing faculty reserves the right to retain only those students in the nursing program whose knowledge, skills, health and attitude indicate the capability to be members of the healthcare team demonstrating the ability to effectively deliver services to those entrusted to our care.

## **PROGRAM MISSION STATEMENT**

Traviss Technical College Practical Nursing Program Mission is to provide students with the education and skills essential in functioning on a healthcare team in various healthcare settings to provide competent and holistic patient care for individuals from diverse backgrounds, and with a commitment to lifelong learning.

## **PROGRAM OBJECTIVES**

The Practical Nursing Program at Traviss Technical College requires 1350 hours, approximately eleven (11) months, of training to complete. The program is divided into four blocks of study. The blocks include classroom instruction, laboratory exercises, and patient care learning experiences in the clinical setting. The Florida State Board of Nursing, the State Department of Education, and the Accrediting Commission of the Council on Occupations Education approve the program.

The Practical Nursing Program curriculum is described in more detail as follows. There are two Occupational Completion Points.

OCP A -Completion of benchmarks 1-14

OCP B -Completion of benchmarks 15-28

After successfully completing this program, the student will be able to perform the following:

1. Demonstrate knowledge of the healthcare delivery system and health occupations.
2. Recognize and practice safety, security and emergency procedures.
3. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.

4. Demonstrate computer literacy as related to nursing functions.
5. Use appropriate verbal and written communications in the performance of nursing functions.
6. Demonstrate legal and ethical responsibilities specific to the nursing profession.
7. Apply the principles of infection control, utilizing nursing principles.
8. Perform aseptic techniques.
9. Perform patient and personal care as it pertains to the practical nurse.
10. Provide patient-centered care for the geriatric population.
11. Assist with restorative (rehabilitative) activities.
12. Demonstrate organizational functions, following the patient plan of care.
13. Describe the structure and function of the human body.
14. Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
15. Describe human growth and development across the lifespan.
16. Demonstrate the performance of nursing procedures.
17. Demonstrate how to administer medication.
18. Demonstrate how to provide bio-psycho-social support.
19. Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
20. Implement education and resources for family wellness.
21. Participate in Community Health Awareness Forums.
22. Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
23. Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
24. Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
25. Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
26. Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
27. Demonstrate how to care for pediatric patients, utilizing nursing principles.
28. Develop transitional skills.
29. Demonstrate employability skills specific to practical nursing.

## **PROGRAM CONTENT (Theory)**

### **BLOCK I**

**FOUNDATIONS** is a 39-hour course that introduces the student to basic health care concepts to prepare the student for the Practical Nursing course.

**BASIC PATIENT CARE (Nursing Assistant)** is a 38-hour course that includes content specific to the Nursing Assistant course. The purpose of this course is to provide basic care content that fits the Nursing Assistants.

**NURSING ARTS** is a 55-hour course that provides the student with theory and laboratory practice of basic nursing skills.

**STRUCTURE AND FUNCTION** is a 55-hour course designed to provide general knowledge about the normal anatomy and physiology of the human body. It is divided into 11 units of study. Each unit will be taught separately, correlating each system's contribution to the total function of the body as a unified whole.

**LIFE SPAN/GERIATRICS** is a 40-hour course that covers normal growth and development from birth through old age.

**NUTRITION** is a 25-hour course that includes the role of proper nutrition in the maintenance of health, the values of nutrients, as well as, the disease entities resulting from a lack of proper nutrients.

**PHARMACOLOGY** is a 42-hour course structured to provide general principles of Pharmacology, administration of drugs and its legal implications, review of arithmetic and calculation of drug dosages and the nursing process related to patient/family teaching drug dosage computations, and the legal implications of drug administration. It also includes drug preparation, medication administration, and drug classifications.

### **BLOCK II**

**MENTAL HEALTH** is a 33-hour course designed to provide the student with knowledge of mental health alterations, including interventions, treatment, and nursing care.

**ENDOCRINE** is a 33-hour course designed to provide information of diseases/disorders of the endocrine system. The content includes treatment and providing care of the patient utilizing nursing principles.

**INTRO TO MEDICAL-SURGICAL NURSING** is a 36-hour course to provide information related to the treatment and nursing care of a medical, surgical, and cancer patient. It also includes nursing in community health.

**BLOCK II CONT.**

**RESPIRATORY** is a 30-hour course designed to provide information of diseases/disorders of the respiratory system. The content includes treatment and providing care of the patient utilizing nursing principles.

**BLOCK III**

**CIRCULATORY** is a 33-hour course designed to provide information of diseases/disorders of the circulatory system. The content includes treatment and providing care of the patient utilizing nursing principles.

**PEDIATRICS** is a 36-hour course designed to provide the student with knowledge of health maintenance and the care and management of children during illness.

**MUSCULO-SKELETAL** is a 33-hour course designed to provide information of diseases/disorders of the musculo-skeletal system. The content includes treatment and providing care of the patient utilizing nursing principles.

**NEUROSENSORY/INTEGUMENTARY** is a 33-hour course designed to provide information of diseases/disorders of the nervous system, eyes, ears, and skin. The content includes treatment and providing care of the patient utilizing nursing principles.

**BLOCK IV**

**REPRODUCTIVE / GENITOURINARY** is a 33-hour course designed to provide information of diseases/disorders of the genitourinary system and the male and female reproductive systems, including sexually transmitted diseases.

**DIGESTIVE SYSTEM** is a 33-hour course designed to provide information of diseases/disorders of the upper and lower gastrointestinal tract. The content includes treatment and providing care of the patient utilizing nursing principles.

**OBSTETRICS/SUIDS** is a 36-hour course to provide theoretical knowledge of the care of mothers and newborns, which includes the nursing management of ante partum, labor, delivery, and postpartum patients and normal newborns. It also educates the student about SIDS/SUID.

**NURSING EMPLOYABILITY** is a 12-hour course divided into two sections. The second 6 hour section is designed to assist the student with development of transitional skills as the student changes roles from student to Licensed Practical Nurse.

## National Technical Honor Society

The purpose of the National Technical Honor Society is to reward students for excellence, develop self esteem and pride, encouraging students to reach for higher goals of achievement. The National Technical Honor Society desires to recognize outstanding students and reinforce a positive image of vocational education. Each year Traviss Career Center honors students' achievement and leadership through the National Technical Honor Society. In order to be accepted, students must be recommended by their instructors. General criteria are listed below.

GPA for Adult student 3.5    GPA for High School student 3.5

Meet attendance standards of the PN program.

Demonstrate leadership, honesty, dependability, and the ability to work with others.

Maintain the highest standard of personal and professional conduct at all times.

Strive for excellence in all aspects of education/employment.

Enrolled full-time for at least one semester.

Demonstrate above average work habits and attitudes.

## THEORY GRADING SCALE

The following grade scale applies to all courses in Practical Nursing. Students must obtain **78% grade point** or better to **successfully master theory/clinical content**.

96 - 100 = A

89 - 95 = B

88 - 78 = C

Anything less than 78% = failing

Example:	Quiz 1	82	<b>Quiz Avg</b>	<b>91</b>	multiplied by	33.33%	= 30.33	
	Quiz 2	90	<b>mid term</b>	<b>92</b>	multiplied by	33.33%	= 30.66	
	Quiz 3	94	<b>Final</b>	<b>80</b>	multiplied by	33.33%	= <u>26.66</u>	
	Quiz 4	<u>98</u>						
	Quiz Average (364 divided by 4) = 91				<b>Add 30.33 + 30.66 + 26.66 = 87.65</b>			
					<b>Course Grade = 88</b>			

### OR

Example:	Exam 1	80	<b>Unit Avg</b>	<b>90</b>	multiplied by	75%	= 67.5	
	Exam 2	92	<b>Final</b>	<b>88</b>	multiplied by	25%	= 22.0	
	Exam 3	88						
	Exam 4	98						
	Exam 5	<u>94</u>						
	Exam Average (364 divided by 5) = 90				<b>Add 67.5 + 22.0 = 87.5</b>			
					<b>Course Grade = 88</b>			

### Posting Grades

Grades are posted by the instructor by the next day of class after a test is given. The student may meet with the instructor to discuss grades or review papers as needed. Final Exam grades and Final Class grades and averages will be posted on the date of the Final Exam or last day of Clinical, whichever is last.

### Transcripts

Permanent grades are placed on a transcript upon withdrawal or completion of the program. Transcript requests should come through the Health Science office.

## CLINICAL PROGRAM CONTENT

Clinical experiences include supervised practice of patient care procedures previously taught in the classroom/laboratory setting. Practice is provided in selected licensed health care facilities located in Polk County with whom our program is affiliated. You are expected to attend numerous clinical locations throughout Polk County.

### **BLOCK I**

The clinical training for **Nursing Arts** and **Geriatrics** are conducted in a Long Term Care Facility.

### **BLOCK II**

The clinical training for **Med-Surg I** is conducted in acute care facilities and community based clinical facilities.

### **BLOCK III**

The clinical training for **Med-Surg II** and **Pediatrics** is conducted in acute care facilities and community based clinical facilities.

### **BLOCK IV**

The clinical training for **Med-Surg III** and **Obstetrics** is conducted in acute care facilities and community based clinical facilities.

## CLINICAL GRADING SCALE

Clinical experiences are an essential component of the L.P.N. educational preparation. Evaluation of clinical performance is ongoing. Each student is evaluated weekly for satisfactory performance. Each week an evaluation is completed by the instructor and feedback is given to the student regarding the student's performance. The evaluation sheet is referred to as the Employability Skill checklist. Students must have an overall satisfactory rating in order to successfully master the clinical experience and progress to the next block. Additionally, students must follow The School Board of Polk County "Secondary Code of Conduct" and the Student Handbook of the Practical Nursing Program. **Students must obtain 78% grade point or better to successfully master clinical experience. Successful completion of the clinical experience is not accomplished until theory has been mastered.**

## CLINICAL/CLASSROOM EXPERIENCE PRACTICE STANDARDS

**CLINICAL ROTATION:** All students are rotated through the various clinical facilities. The faculty reserves the right to group students for clinical experience. **Once assigned to a clinical group, there will be no changes unless deemed “absolutely” necessary.** Students must stay in their assigned clinical area unless given other instructions by their clinical instructor. If a student requests a change to another facility, the student must put the request in writing and submit it to their clinical instructor. A Committee of 2 or more instructors will review the request and make a decision based upon the student need for change.

**SUPERVISION/FACILITY POLICIES:** A clinical instructor, while on site, supervises up to ten students assigned to a clinical facility. The student is oriented to each facility by the assigned clinical instructor. The student is expected to follow the instructions of the clinical instructor as well as the policies and procedures of the facility in which he/she is assigned.

For community based clinical experiences that involve student participation in invasive or complex nursing activities, students must be directly supervised by a program faculty member or clinical preceptor and such arrangement is approved by the clinical facility. For community based clinical experiences NOT involving invasive or complex nursing activities, supervising program faculty member must be available by phone.

**HOURS:** Clinical and classroom hours may vary throughout the year and may be scheduled any time between 6:30 am and 9:30 pm. Students are expected to conform to the assigned hours. Students **must** be on time for classroom and clinical instruction.

**ABSENTEEISM OR TARDINESS:** Students must notify the school and/or clinical instructor if they intend to be absent or tardy. Notification of the instructor should be made before the scheduled clinical hours so that assignments once made will not need to be changed. Instructors will provide phone numbers where they can be reached.

**TRANSPORTATION:** Students must provide their own transportation to the clinical agency just as they do to the main campus. Students may choose to car pool, however, clinical assignments will not be made according to car pools. Students in the car pool are expected to follow attendance rules and regulations.

**HEALTH/ WELLNESS:** A student nurse should become keenly aware of disease prevention; and therefore, take all precautions when he/she is ill. It is the responsibility of the student to notify the faculty of any potential health limitation for the protection of the student, patients, and co-workers. A student who is too ill to attend the clinical assignment, or attend school should remain at home until he/she is well. **A written notice of clearance to return to school is required following a contagious illness or any surgical procedure.**

**Minor/ Acute Illness:** Students with acute illness such as colds, flu, etc., should not attend a clinical assignment. Students who are on medications should inform the instructor since some drugs alter or impair normal function and or behavior.

**ALL Practical Nursing students are required to have a flu shot annually.**

**For safety of the student and patients, students CANNOT have any medical restrictions including limitations of activity or assignment while in the Practical Nursing Program.**

**Change in Medical Status-** Any change in a student's medical status requires a special medical release. Students with a change in medical status, a known chronic illness, handicap, pregnancy or recent surgery shall bring this information to the instructor and the Director of Health Science Education upon admission to the program. **The student shall also update the information prior to each clinical assignment, if needed. In the case of any change in medical status, chronic illness, handicap, recent surgical procedure, or pregnancy, a special medical release is required from a physician stating that there is no limitation of activity or assignment, before the student is allowed to participate in the clinical experience.**

Under certain conditions, the clinical facility may require a limitation of a student's clinical experience based upon the type of illness or blood test results, as in the case of positive blood test for Hepatitis B, Hepatitis C and HIV. In cases where the student is not permitted to participate in a clinical experience due to health reasons, the student is notified of the potential effect on the student's ability to meet the requirements for graduation and/or the impact on the State of Florida requirements to sit for the Board of Nursing examination.

The following limitations for clinical practice have been established by the multi-hospital *Expert Panel Review Committee* in accordance with the Federal CDC Guidelines and are followed by the clinical facilities with which this program is affiliated.

**Positive Hepatitis B:** Students with a positive Hepatitis B must have an E-antigen test done to determine if they are infective. This test must be repeated within 3 months. If the test remains positive, the student is not allowed to have any patient contact.

If the E-antigen is negative, the student may not be assigned to the Emergency Services Department for any experience, including observation. The student is also not permitted to do any deep wound packing in any patient area. The student, however, is permitted to observe in the Operating Room.

**Positive Hepatitis C or HIV:** Students with a positive Hepatitis C or HIV may not be assigned to the Emergency Services Department for any experience, including observation. The student is not allowed to do any deep wound packing. The student, however, may observe in the Operating Room.

## DISMISSAL FROM CLINICAL/CLASSROOM EXPERIENCE

**A student may be dismissed from the Practical Nursing Program if for any reason, he/she is not able to perform in the clinical area or violates the rules and regulations provided by *The School Board of Polk County, Florida* “Secondary Code of Student Conduct”, the Student Handbook of the Practical Nursing Program of Traviss Technical College, and/or non performance in the clinical area as evaluated by the clinical facility and/or faculty. The following summarizes reasons for dismissal from the clinical experience, but may not be all-inclusive due to the variety of facilities or varying circumstances.**

A student may be dismissed for the following:

1. Endangering a patient’s life by:
  - a. Violating standard safety practices in the care of patients.
  - b. Delaying or omitting care that is within the student’s realm of ability and/or knowledge.
  - c. Independently performing skills or procedures that are beyond the realm of the student’s ability and/or knowledge.
  - d. Performing, without authorization, clinical skills, which require instructor supervision.
2. Being found in any restricted or unauthorized area.
3. Violation of confidential information related to patient medical records, patient information and other information deemed confidential by the State of Florida and the federal government, including HIPAA regulations.
4. Written request from the affiliating agency that the student be withdrawn from that facility.
5. Aggressive, rude behavior to any instructor, hospital staff member, physician, patient, or fellow student.
6. Failure to perform in the clinical setting in accordance with acceptable nursing practice standards as determined by the faculty and approved by the Director of H.S.E..
7. Violating the Drug Free Workplace policy of the facility or The School Board of Polk County, Florida.
8. Being found through background checks or any other means that the student has criminal charges pending and has been found guilty of a felony or any other crime involving moral turpitude.
9. Professional behavior is expected when the student is representing Traviss Technical College or the Department in any activity or in any situation in which the student is identifiable as a Traviss Technical College nursing student, whether on campus or in the community, including postings on social networks such as Face book, Twitter, chat rooms, etc. **Any action which is considered detrimental to the image and reputation of the nursing profession or to Traviss Technical College or to the Health Science Department is considered unprofessional conduct. This action by the student is cause for dismissal from the program.**

**TRAVISS TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM  
GENERAL POLICIES**

The policies established by the Polk County School Board and those of Traviss Technical College govern the Practical Nursing Program. In addition, students are expected to be familiar with the information and procedures contained in other publications including: The “Student Code of Conduct” published by the School Board of Polk County, and the “Health Science Education Handbook”. Non-adherence to the policies outlined in these manuals may be grounds for dismissal from the program.

### **Attendance Policy**

The Florida Board of Nursing and the Florida Department of Education have mandated that each student attend a total of 1350 hours of training in order to receive a certificate of completion from the Practical Nursing Program. Practical Nursing students are responsible for any time that is missed during theory or clinical classes. It is the students responsibility to make arrangements with the appropriate instructor (s) to make up all time missed for any reason.

The entire program is divided into four (4) blocks. **Time to be made up for absenteeism, tardiness or early release must be made up by the end of the program in order to graduate. It is the responsibility of the student to keep a record of each occurrence and to complete make-up time.** Attendance records will be posted monthly for students. Additionally, the student is encouraged to check in with the attendance monitor to examine the attendance record as needed. The student’s final attendance record will be placed in the student’s file.

It is very important that each student be on time each day. Poor attendance and tardiness have an adverse effect on the student’s training experience and create a negative reflection on their work ethic, character and professionalism. Poor attendance also reflects on financial aid requirements. A record of student absence, tardiness or early dismissal is maintained daily. **Repeated occurrences, regardless of notification or time made-up, will constitute cause for a formal warning, establishment of probation, or cause for dismissal from the program.**

Classroom theory begins at 0730 and clinical times vary according to location. **Classroom times and clinical times are subject to change to meet the needs of the students and facility availability.**

Students are responsible for telephone notification to the Health Science Department at (863) 499-2700 ext. 265 or 264 for all absences. Absences on a clinical day additionally require notification of the Clinical Nursing Instructor. **Students MUST notify the clinical instructor prior to the start of daily activities for any anticipated absence or tardiness.** Automated recorders (leave a message) are established which will provide verification of a student’s notification.

**Attendance cont.**

Students are required to attend 675 hours of theory and 675 hours of clinical. Class attendance is recorded on a daily basis and all hours are mandatory for being successful in completing this program. Should the time not be completely made up, the student will not graduate. **Banking time for make-up is NOT allowed at any time.** Attendance is kept by the instructor assigned the attendance duties. All attendance issues are to be discussed with that instructor.

**Students accumulating 60 hours of absence in one semester = Dismissal**

**Students accumulating 65 hours of absence = Dismissal**

**AND/OR**

**Students accumulating 10 absent days (65 hours)= Dismissal**

**AND/OR**

**Students accumulating 20 Tardy or Early Release days = Dismissal**

**AND/OR**

**Students accumulating 39 hours of CLINICAL absence = Dismissal**

**Absence without prior notification (no call/no show) will result in the following**

**actions:** Any student who is absent **three (3) consecutive days** without notification to the Health Science Department will be automatically withdrawn from the program.

**Make-up Requirements**

All time away from scheduled activities of the program must be made up prior to completion of the program. **Clinical make-up time may be offered at various times throughout the year according to instructor availability. The charge for each clinical make-up time (whatever the hours needed up to 7 hours in a day) is \$20.16. This is a prepaid charge. In order to graduate, the student must be responsible for the make up of any missed clinical or theory time, prior to graduation. MAKE-UP TIME DOES NOT NEGATE THE ABSENCE, TARDY, AND/OR EARLY RELEASE. It only fulfills the required attendance of 1350 total program hours.**

**Make-Up Assignments**

**Makeup exams or quizzes must be taken the day of return from an absence.** All clinical make-up assignments must be obtained as soon as possible. All theory and clinical make-up must be completed by the end of the program in order for the student to be able to graduate from the Practical Nursing Program. (Total program hours of 1350: 675 theory & 675 clinical).

**Attendance Records**

Attendance Records are kept by the instructor in charge of attendance. Attendance records will be posted monthly for the student to review for accuracy. All forms related to attendance from Financial Aid sources must be given to the attendance instructor in a timely manner. It is the student's responsibility to keep Financial Aid case managers current regarding attendance issues.

**FIRE DRILLS/DISASTER DRILLS/INTRUDER DRILLS**

Various drills for fire, disaster and intruders will be conducted to conform to state fire regulations and facility policies. During fire drills performed at the main facility, all students should move calmly, quietly, and quickly following the evacuation route posted in each classroom. Attendance roll call will be done in the west student parking lot. (Please assemble past the first row of cars). Other mandated drills will be reviewed in orientation. Students are required to be oriented to the Fire Drill /Disaster Drill procedures at the participating clinical facilities and to follow their procedures.

**SMOKING**

Traviss Technical College is a nonsmoking campus. Smoking is not permitted on the Traviss Campus or at any clinical facility during clinical hours. You may not leave facility property to smoke during theory or clinical hours; this would include break time or meal time.

**FOOD**

Students may purchase food in the cafeteria or bring their lunches. Meals are eaten in the designated area at the main facility or the clinical facility. Food should not require refrigeration, as there is no refrigerator available to students. At the main campus, a microwave is available in the cafeteria. **Food and drinks are only permitted in the cafeteria and/or patio. Water Bottles with screw-top lids only are permitted in the classroom. During theory days no one shall be permitted to leave the campus for lunch at Traviss Technical College. The student is not permitted to order lunch to be delivered to Traviss Technical College.**

**TELEPHONE & CELL PHONE USAGE**

Emergency calls will be accepted at school or at clinical sites.

- Students may carry cell phones at any time while in school but **cell phones must be turned off during class time or clinical rotation time.** Cell phones that are turned on cause a disturbance in the monitoring equipment at the hospitals or medical facilities. **Cell phone calls or texting to the instructor during clinical hours will be discussed with the individual instructor.**
- All calls made to the school requesting a student will be directed to the instructor during theory or clinical time for Practical Nursing.
- Students may use cell phones on break or at lunchtime to return non-emergency messages.
- Each instructor carries a cell phone and it is the best way of communication for the student.
- If you are discovered using your cell phone during class or your ringer goes off, you must turn off the cell phone and lock it up somewhere in the office or go home for the remainder of the day. Documentation will be made regarding the offense. On the 2<sup>nd</sup> offense, you will be sent home. Anytime missed is considered absence time. It is considered to be insubordination if you are told to not use your cell phone and you continue to do so.
- For recording purposes, cell phones may be placed on the upper right hand corner of your desk or on the table upfront by the instructor. The ringer & notifications must still be silenced.

- Smart Watches must not be worn during class. If you are discovered wearing your smart watch during class, you must remove it and lock it up somewhere in the office or go home for the rest of the day. **On the second offense you will be sent home. It will be counted as absence time.** It is considered to be insubordination if you are told to not wear a smart watch and you continue to do so.

### **TRAVEL**

Travel is required to and from the school and the affiliating health care facilities. Each student is responsible for his/her travel and should have sufficient funds for gas, etc. Car-pooling is permitted, but assignments will not be limited by car pool arrangements.

### **SPECIAL EVENTS**

Special events such as luncheons must be planned with class instructor and cleared with the school administration.

### **EQUIPMENT, SUPPLIES, FURNITURE**

Health care equipment and furniture are available in labs and other classroom locations. This equipment is costly. Students are expected to use such equipment properly and to return items to their proper location following use.

### **NOTIFICATION OF CHANGE OF ADDRESS**

Students are to notify the department secretary of a change of name, address, telephone number, etc. Notification is required in writing within 30 days after the change. If a name change is required, the student shall provide a copy of the legal document, e.g., marriage certificate or divorce record.

### **INSTRUCTOR ACCESS**

Instructors are available to students for brief consultation before and after classroom and clinical experience. A student needing to consult an instructor for a longer period should make an appointment with the instructor. **NO STUDENT IS TO ENTER AN UNOCCUPIED OFFICE OF AN INSTRUCTOR AND IS NOT PERMITTED PRIVATE ACCESS TO THOSE PREMISES.** Instructors should be addressed as Miss, Mrs. or Mr. Overt familiarity or first name relationships are not permitted.

### **CONFIDENTIALITY**

Federal legislation (HIPAA) protects the confidentiality of medical information and patient rights. Students should not discuss patient information with family members or others. Gossip about patients, hospital personal, physicians, facilities, and co-students/workers is considered a **breach of confidentiality and the student will be withdrawn from the practical nursing program. Do not text patient information to instructor.**

### **CLASSROOM PROCEDURES**

Order is maintained in the classroom. Students are expected to follow the instruction of the designated faculty member. Students are not to sleep in class.

**GRIEVANCE PROCEDURE**

Faculty and staff are committed to assisting students in resolving conflicts and grievances. Guidelines have been established to enable staff and students to resolve difficulties. **If a student is unable to resolve a difficulty, the complaint may be taken to the Director of Health Science Education. He/she will assist the student to meet with the Assistant Director of Administration. He/she will investigate the grievance and talk with others who may have observed the grievance. If the Assistant Director of Administration agrees that the student has a legitimate grievance, the information is presented to the Director of TTC and the appropriate action is taken.**

**EMPLOYABILITY SKILLS/ FORM**

Demonstrated behavior in the classroom and at the clinical site is considered part of a student's employability. Area employers consider successful completion of this program as a recommendation by the faculty for employment in the area. For that reason, the student's adherence to policies and regulations is recorded on an "Employability Skills Form" and becomes part of the student's record.

**MEDICAL INSURANCE**

Students are encouraged to have their own Medical Insurance. Students assume financial responsibility for expenses above those covered by the school insurance associated with any personal accident or injury that may occur while on campus or at the assigned clinical site.

**UNIFORM/ DRESS CODE**

**Campus Attire** Students are required to wear a neat and clean ceil blue scrub uniform at the main campus or at clinical. A solid white T-shirt or turtle neck t-shirt may be worn under the uniform. Students may wear a navy lab jacket or sweater. A Traviss Technical College patch must be sewn on the left sleeve of the clinical uniform and left sleeve of the navy lab jacket approximately 2" below the shoulder. A Photo-nametag, watch with sweep second hand (NOT a Smart Watch), stethoscope, nursing scissors, pen, penlight, pocket notebook and white shoes complete the uniform. For females who choose to wear a dress, the hem must not exceed two inches above the knee; and full length white stockings must be worn, not knee highs.

**Shoes** Leather white uniform shoes or athletic shoes, solid white, are acceptable. White clogs may be worn with no holes and must be worn with the strap in the back. No open-toed, cloth, nylon, or canvas shoes are allowed. Shoes and shoestrings are to be kept polished and clean at all times.

**Stockings** Clean compression socks are suggested to be worn with pants. White full length stockings are to be worn with a dress uniform.

**Jackets/sweaters** These may be worn to provide warmth when traveling to and from the car into the school, but are not to be worn in class or in the clinical areas. A navy lab coat or sweater is recommended for indoors.

**Hair** The following applies to the classroom and clinical areas. Prior to entering the classroom or clinical area, hair is to look professional. All hairstyles must be worn away from the face. Shoulder length and longer must be contained. Hair must be neat, confined, and above the collar. The hair can be confined with a clasp or band, simple, plain black or brown. The hairstyle must be able to be contained in one PPE scrub cap. Hair color should have a natural appearance.

**Male Facial Hair-** Facial hair must be maintained in a neatly trimmed beard or shaved daily to prevent stubble.

**Cosmetics** Make-up shall be worn conservatively and look natural. **No Artificial eyelashes.**

**Fingernails** Nails are to be kept short and clean; clear nail polish is permitted. **Artificial Nails and Gel Polish are not permitted.**

**Jewelry** A wedding ring set and/or engagement ring is permitted. Rings should be positioned on the finger so as not to injure patients. Small round stud pierced earrings (one pair) may be worn daily. Neck jewelry, anklets and bracelets are not permitted. Exceptions are made for Medic-alert jewelry.

**Body Piercing/Tattoos:** Visible body piercing must be removed. If they are unable to be removed they must be covered during theory and the clinical portion of the Practical Nursing program. Any piercings that are for Medical Conditions must have a Primary Care provider's note explaining the need for such item. Visible tattoos must be covered at all times during theory and clinical rotations of the Practical Nursing Program

**Dental Hygiene** Teeth must be clean and in good repair. If student is edentulous, dentures must be in place in clinical areas and classroom. If tooth or gum disease is present resulting in chronic breath problems, the student is encouraged to seek treatment.

**Personal Hygiene/Odors** Due to direct patient contact with patients, special caution should be taken to limit scents in the patient environment. Tobacco, food and perspiration odors are unpleasant; Perfume/powders may cause nausea or allergic reactions. For this reason, scented powders and perfumes are not permitted in the classroom or clinical setting. Students are encouraged to be aware of personal hygiene. Deodorant is encouraged.

**Students not adhering to the dress code will be removed from the classroom or clinical setting.**

If you do not adhere to the Dress Code as specified in the student handbook:

1<sup>st</sup> Offense, You will receive a verbal warning that will be documented. You will be sent home, if need be, and return with the corrected dress code violation. **It will be counted as absence time.**

2<sup>nd</sup> Offense, You will receive a written warning that will be documented. You will be sent home, if need be, and return with the corrected dress code violation. **It will be counted as absence time.**

3<sup>rd</sup> Offense, On the third offense, **you will be sent home for the day. It will be counted as absence time.**

It is considered to be insubordination if you are told to adhere to the dress code and you continue to not adhere to the dress code.

**Students not adhering to the dress code will be removed from the classroom or clinical setting.**

## CODE OF CONDUCT

**RESPONSIBLE CONDUCT** Students are expected to conduct themselves in an acceptable manner and reflect the individual goals and the purpose of this school. The Director of Triviss Technical College has the responsibility to immediately notify the appropriate law enforcement agency when any student under his or her jurisdiction violates the law.

**CHEATING/PLAGIARISM** Cheating or plagiarism on any classroom or clinical work assigned is considered a serious offense. Plagiarism is the act of copying someone else's work and presenting it as your own. This would include copying directly from textbooks, other references, and other student's work. It is a form of cheating and will result in the same consequences as cheating. **All incidents of cheating and/or plagiarism will result in a zero for that assignment and a written anecdotal in the student's record. A second offense results in automatic dismissal from the program.**

**USE OF MEDICATION DURING SCHOOL HOURS** Students are not allowed personal possession of any medication while at school or in the clinical area. Students are not permitted to report to school or to the clinical facilities in possession of or under the influence of any mood modifying substance. **Requirements:** All medication, prescriptive or non-prescriptive, which shall include, but not be limited to, any and all forms of pills, tablets, capsules, liquids, cream, etc., that may be taken internally or be applied to the body, is required to be in the properly identified container and kept in the HSE office while on campus and with the clinical instructor during clinical rotation. Any violation could result in this infraction being treated as a drug or mood modifier violation.

**ALCOHOL/DRUGS** Possession of, sale and/or being under the influence of alcohol, or narcotic drugs, including marijuana and other illicit drugs, is a violation of Polk County School Board Policy. Students found in violation of this policy will be withdrawn and a referral made to the appropriate law enforcement agency. A scheduled drug screen will occur prior to the start of the clinical rotations. Random drug screens may be done throughout the year as necessary at student's expense. Any student who appears to be under the influence of such agents may be required to provide a urine sample for drug analysis. Drug screen will have a window in which the drug screen must be performed. If the student does not go to the testing area within the time window, withdrawal of the student will occur.

**HAZARDOUS DEVICES** Possession at school, and/or at clinical facilities of knives, firearms, weapons, ammunition, and/or explosive devices is prohibited; violations of this policy will result in dismissal from the program and will be handled according to Polk County School Board policies.

**SEXUAL HARRASSMENT/ABUSE** Sexual harassment is defined as "conduct which consists of unwanted sexual advances, requests for sexual favors and other inappropriate oral or written statements, or physical actions of a sexual nature that substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment." Sexual harassment activity is prohibited. Policies are outlined in the *Secondary Code of Student Conduct*.

**MAJOR STUDENT VIOLATIONS- A STUDENT MUST SELF REPORT ANY CRIMES THEY'VE BEEN INVOLVED IN WITHIN 30 DAYS OF THE OFFENSE**

We consider the following behavior of a very serious nature and will result in program dismissal the following are common examples, but are not intended to be totally inclusive.

- A. Threatening, assaulting, battering, or physical injury to students or school personnel.
- B. Theft, extortion, damage or misuse of school and private property.
- C. Non-compliance with directions of administrators, teachers, and other school personnel.
- D. Unlawful protest, marches, picketing, and other activity, which results in disruption of the classroom and clinical instruction.
- E. Contributing to the delinquency of a minor.
- F. Illegal possession or use of alcoholic beverages, drugs or narcotics.
- G. Use of profane or socially abusive language.
- H. Carrying or using weapons and dangerous instruments.
- I. Sexual harassment and abuse of others.
- J. Felony or criminal conviction.
- K. Failure to meet published moral character standards of affiliating agencies.

**RETENTION AND PROMOTION POLICIES**

It is the intention of the practical nursing faculty to do everything possible to help a student successfully complete the course of study required to take the Florida State Board of Nursing Examination, which allow an individual to practice as a Licensed Practical Nurse in the state of Florida. Students must, however, function at a level in both classroom and clinical instruction deemed satisfactory, and students must demonstrate those behaviors and attitudes required for employability. It is only through the above requirements that students can meet all the competencies deemed necessary for graduation from the practical nursing program.

School Administration and faculty desire that students progress appropriately through each area of study in a timely manner. There are, however, conditions that may interrupt the student's successful completion of the program. Please read this policy carefully to assure that you understand the conditions, which may result in interruption of your course of study. These conditions included, but are not limited to the following:

- A student who violates policies of the school or an affiliating agency, such as a hospital, nursing home or other facility, will be withdrawn from the program.
- A student not performing at the required standards may be placed on academic and/or clinical probation. A student who fails to meet the competencies to qualify for graduation will be advised to withdraw from the program.

- Frequent absenteeism may cause the student to fail to meet the requirements of the Florida Board of Nursing. Absenteeism, tardiness and early releases are handled in agreement with the Polk County School Board Policies. (See Attendance Policy).

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- A grade of 78% or better must be earned in each course in order to remain in the program. The curriculum is designed in a manner necessitating a passing grade in each course of the program before progression to the next course. If a passing grade is not earned for a course, the student will not be able to continue in the program and will immediately be withdrawn from the program.
- A student must demonstrate those attitudes and employability skills determined by the faculty to be necessary for the practice of practical nursing. If, after counseling, a student's behavior does not change to the degree deemed appropriate, the student may be required to withdraw from the program.

## **TRANSFER POLICY**

### **Transfer In**

The Director of Health Science Education evaluates students requesting transfer from another school of nursing on an individual basis. Transfer students complete the application for admission and must present the following:

- Academic transcripts showing all nursing courses previously completed.
- Syllabi/manuals showing nursing course content.
- Documentation from the head of the nursing program from which the student is withdrawing which indicates the **a.** circumstances leading to withdrawal from the original program and **b.** eligibility to continue in the original program.
- Student may be required to complete course testing to establish competency in course or clinicals.

### **Transfer Out**

A student choosing to transfer to another school will obtain entrance requirements for admission. Transcript for work completed at TTC will be forwarded to the school by written request from the school or the student. Transcripts are sent either directly to the school by mail or can be sent to the student requesting the transcript. Requests for transcripts are sent to the H.S.E. Secretary. Financial obligations must be met prior to a transcript release.

## **WITHDRAWAL PROCEDURE**

Health Science Education students are requested to follow the withdrawal procedure as outlined below.

1. Inform the instructor of the intent to withdraw.
2. Arrange for an exit interview with Director of H.S.E. (Complete withdrawal /return form)
3. Meet with Health Science Education secretary to complete withdrawal paperwork.  
**(Student's badge and hanging car tag will be collected at this time)**
4. Return supplies, equipment, books, uniforms, etc., which are the property of the school and/or funding agency.

5. Pay all outstanding debts owed to the school. All financial obligations must be met before re-entry is considered. Student cannot receive Certificates and/or Transcripts unless all financial obligations have been met. Transcripts or grades will be released upon verification that all outstanding debts have been paid.

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### **Block Withdrawal**

Students who withdraw from Block I, II, III, or IV of the Practical Nursing program due to personal reasons and /or academics etc., will need to re-enter the Block from which they withdrew. Theory and clinical experience are interdependent; therefore the student must have completed the entire Block and passed each course contained therein (clinical and theory) in order for credit to be granted and permission to advance to the next Block. A student may only re-enter one time (see readmission policy) after a failure or withdrawal for personal reasons. Students who withdraw, fail or receive an incomplete grade in a subject will be immediately withdrawn from the current block.

### **RE-ADMISSION POLICY**

Students may be readmitted to the program with approval of Director of H.S.E. Any student who fails a course of study or withdraws from the program for any reason must re-file an application. If a student was enrolled the prior semester, the student will be given priority for readmission if space is available. **A student may be readmitted only one time to the practical nursing program.** The student who has been withdrawn one time due to personal reasons, academic etc., and requests permission to re-enter, must re-enter at the next time the course is offered. (See exception regarding readmission to day/evening program.) If the student does not re-enter at that time, they will need to restart the application process from the beginning. **If the student withdraws for a second time due to academics, personal or reasons unknown, they will not be able to reapply for admission to the practical nursing program for at least one (1) calendar year. At that time, the student will start the program at the beginning.**

**Personal Interview** A personal interview with the Director of H.S.E. is required for all re-admissions.

**Appeal Process** A former student who is denied permission to re-enter the program may appeal the case *\*(using the center's petition procedure)*.

**Clinical Rotation Availability** A teacher-student ratio of 1:10 must be maintained in the clinical area; therefore, there must be a clinical slot open before the request for re-entry can be considered.

## **MEDIA/LIBRARY SERVICES**

Media and library services are available to students on the main campus during normal school operating hours. Please ask for assistance in locating specific information for Health Sciences.

Affiliating clinical agencies also make their medical libraries available to students. Students may use these facilities before and after clinical hours. It is important to use these materials in a manner that assures materials are not lost or removed from the affiliating agency, as these are also made available to physicians, hospital staff and other training programs.

## **COUNSELING AND GUIDANCE SERVICES**

The school provides counseling and guidance services for all students during the regular Travis school hours, 8:00 AM- 2:30 PM. Personnel are available in the guidance office to assist the students of the health education programs during daytime school hours.

Students are encouraged to seek counseling and guidance from guidance and administrative personnel as needed.

Practical Nursing faculty, staff and clinical instructors are willing to be of assistance concerning program information, attendance, grades, etc., but may not be qualified to assist students with medical, mental health, financial, marital or other issues. Staff reserves the right to refer students to other professionals as deemed necessary.

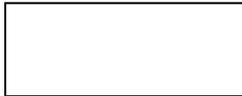
Students may discuss academic concerns and problems with the Director of Health Science.

## **LICENSING EXAMINATION**

Applications and instructions for completing the application to sit for the Florida State Board of Nursing Examination will be provided to students during the course of Employability. The Florida Board of Nursing application process is an online application procedure.

## **Calendar/Holidays**

**Practical Nursing Calendar – See Polk County School Website (<http://www.polk-fl.net>)**



TRAVISS TECHNICAL COLLEGE  
HEALTH SCIENCE EDUCATION  
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### GENERAL NURSING LABORATORY SAFETY RULES AND REGULATIONS

The Health Science Education Department expects that all nursing students follow Laboratory Safety Rules and regulations.

1. Absolutely no food or drink permitted in the lab.
2. Only nursing students are permitted in the lab.
3. Children or other guests are welcome to tour the lab rooms and facilities but are not permitted to loiter or to use the equipment without permission.
4. Wash your hands when you enter the lab. Treat it as a hospital environment.
5. After using a skill kit, put it back together in an organized fashion and return it to the appropriate cabinet. If supplies need to be replaced, notify one of the lab instructors.
6. Do not leave fluids wet on the floor or the beds. Immediately ask your instructor for guidance in cleaning up any liquid or other spills. . If the material is NOT hazardous, follow the instructions given by your instructor. If the material is hazardous, your instructor will clean up the spill.
7. At the conclusion of lab practice, put the **beds flat**, in the **high position** with the **bed linen straightened** and the overbed table at the **foot of the bed**.
8. Dispose of injection and I.V. “**sharps**” in bio-medical containers provided for this purpose. **DO NOT, under any circumstances, dispose of any sharp item in a wastebasket**
9. Any lab items that are contaminated with blood or body fluids should be reported to the lab staff for safe disposal. **Invasive procedures involving blood or other body fluids SHALL NOT be practiced in the student practice laboratory.**

10. Wash hands thoroughly on completing practice and/or leaving the lab.

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11. Record your met competencies at the end of your lab practice when you are ready to leave. If it is not recorded prior to leaving the lab, lab personnel are unable to record it at a later date. If it is not recorded on the day you are in the lab, it does not count.
12. Do not allow any liquids to contact any electrical equipment or cords. Handle electrical cords with dry hands. Remove electrical plugs by pulling the plug not the cord.
13. Immediately report any equipment failure to your instructor.
14. Immediately report all accidents or injuries, even if minor, to the nursing laboratory supervisor, or nursing faculty member.
15. In case of a fire or fire drill, shut off all equipment and leave the room and building through the nearest exit. Move quickly away from the doors and into the West Parking lot for roll call.
16. Conduct yourself quietly in the laboratory, avoid crowding and haste, and maintain an environment free of clutter, distraction, and disruption.
17. Ask your instructor if you have any questions concerning the equipment, materials, techniques, waste disposal, or safety practice.

## Policy for Day Care Usage for Health Science Classes

Policy: Health Science Programs, with agreement from administration, may use the campus Day Care at Traviss Technical College.

### Procedure:

1. Student will make appointment with campus administration to discuss Day Care possibilities.
2. Student will only have access to the Day Care Program if a child care slot is available. If the Day Care reaches maximum capacity, a child of an incoming teen parent would replace the last non-teen parent child that enrolled and alternative care for the non-teen parent would be necessary.
3. Student will follow rules set by Day Care.
4. Student in Health Science classes must be in class during scheduled times and will not be released for Day Care parties, festivities.
5. Student must understand Day Care hours of operation.
6. Additionally the following parameters must be followed:
  - Health Science classes do not do Early Release days.
  - Health Science class theory or clinical days may extend beyond the hours of the Day Care. Alternative arrangements for child care must be made for those instances.
  - Health Science classes may begin earlier in the year and Day Care is not open until regularly scheduled school days.
  - Health Science classes may end later in the year and Day Care is not open after regularly scheduled school days.

## FORMS REQUIRING STUDENTS' SIGNATURE

**INSTRUCTIONS:** Please read the handbook in its entirety. You will sign below forms on the following pages and print your name in the designated blank, sign the form, and turn in to the designated Team Coordinator on the day of the program orientation or other time as designed by the Coordinator. The office will keep the original form in your file.

### PN HAND BOOK/ATTENDANCE POLICY AGREEMENT

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I \_\_\_\_\_ (print name) agree that I have read and understand the policies in the Practical Nursing Handbook and do agree to abide by the policies as written.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ (print name), have read and understand the attendance policy as written in the Practical Nursing Handbook and do agree to abide by the policy as written.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### DRESS CODE & CELL PHONE AGREEMENT

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I, \_\_\_\_\_ (print name), have read and understand the Dress Code & Cell Phone Policy as written in the Health Science Education Hand book and do agree to abide by the policy as written.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### GENERAL NURSING LABORATORY SAFETY RULES AND REGULATIONS

I, \_\_\_\_\_ (print name), have read and understand the General Nursing Laboratory Safety Rules and Regulations as written in the Practical Nursing Handbook and do agree to abide by the policy as written.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_