



Student Handbook for Practical Nurses

The purpose of this handbook is to guide the student through his/her academic year of study in the Practical Nursing program. Program policies, procedures and student conduct are contained herein.
It is the responsibility of the student to adhere to these for successful completion of the LPN program.

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WELCOME

The Snow College Allied Health Department faculty and staff are excited to offer LPN training in a state-of-the-art facility. Training to become a healthcare provider is very rewarding and demanding. We congratulate you on your decision to pursue occupational training in this noble profession.

The Practical Nursing Student Handbook is provided to assist you in understanding your role and responsibilities in the Snow College Practical Nursing program. The handbook is a resource that complements the Snow College student policies. The Practical Nursing Student Handbook provides nursing-specific policies that clarify policies in the Snow College Academic Catalog, www.snow.edu/catalog.

All policies are subject to change as needed. Should it become necessary to change a policy within an academic year, students will receive both written and verbal notification.

The Snow College Practical Nursing Program is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
www.acenursing.org

Once again, we welcome you to the Snow College Practical Nursing program. Please feel free to contact us with any questions or concerns you may have. The Snow College Allied Health Department faculty and staff want to assist you in reaching your goals. We are here to serve you and our community with health care and educational needs.

Amber Epling
Department Chair
Allied Health Department

PRACTICAL NURSING MISSION STATEMENT

The mission statement for the Practical Nursing program is three fold:

1. To educate Practical Nursing students to be competent, caring nurses.
2. Inspire students to commit to innovative lifelong learning.
3. Encourage students to serve the community and the patients they care for.

Core Theme #1: Tradition of Excellence

Goal: Nursing staff will educate students in the history of nursing and the advances of medicine that will empower students to achieve LPN licensure and job placement in the medical field.

Core Theme #2: Culture of Innovation

Goal: Nursing Staff will encourage students to use innovative initiatives that will encourage critical thinking and a desire for life-long learning.

Core Them #3: Atmosphere of Engagement

Goal: Nursing staff will create opportunities locally or globally, to engage students in service to the surrounding community and their patients.

SNOW COLLEGE MISSION STATEMENT

Snow College continues a tradition of excellence,
encourages a culture of innovation,
and cultivates an atmosphere of engagement
to advance students in the achievement of their educational goals.

Core Theme #1: Tradition of Excellence

Goal: Snow College honors its history and advances its rich traditions of learning by providing a vibrant learning environment that empowers students to achieve their educational goals.

Core Theme #2: Culture of Innovation

Goal: Snow College encourages and supports innovative initiatives that create dynamic learning experiences for the college community.

Core Theme #3: Atmosphere of Engagement

Goal: Snow College creates learning and service opportunities, locally and globally, to engage students, faculty, staff, and surrounding communities.

ALLIED HEALTH DEPARTMENT MISSION STATEMENT

The Mission of Snow College Allied Health Department is threefold:

1. To educate students for health care fields.
2. To inspire them to love learning.
3. To lead them to serve others.

Through quality instruction the Allied Health Department will also facilitate the development of integrity, responsibility, the need of life-long learning, and community services as health care providers.

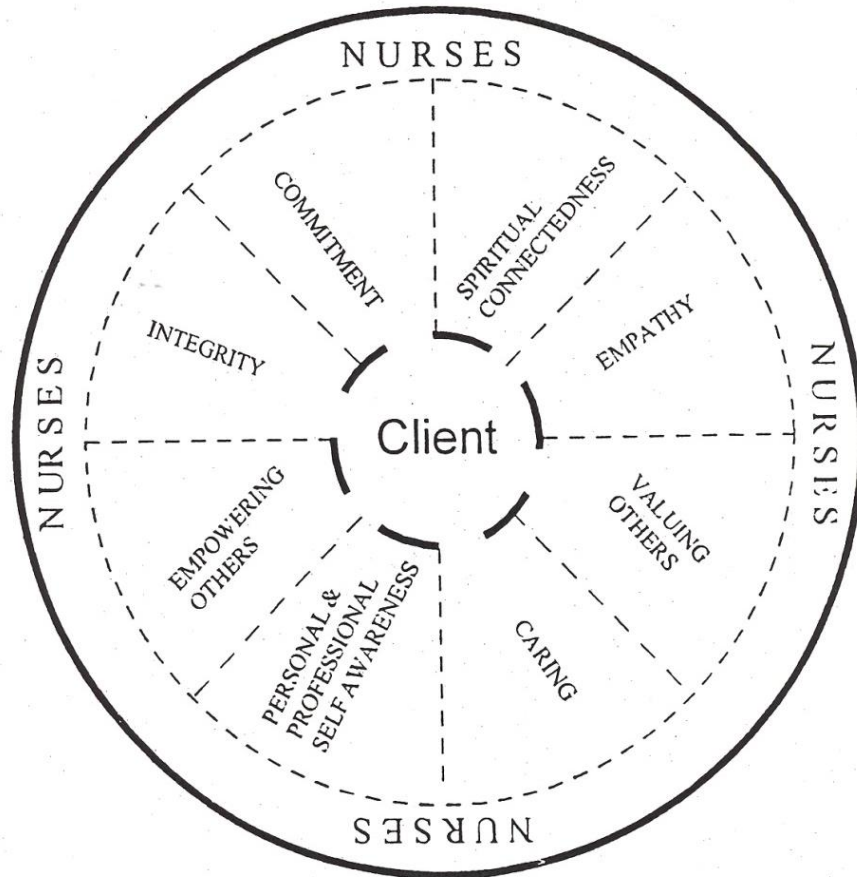
SUSAN FERGUSON SERVICE MODEL

The Snow College Practical Nursing Program is centered on the Ferguson Service Model of Nursing. Service in nursing is both art and science. The art component does not happen by chance or come automatically. It comes by a personal decision and commitment to serve others. Without the personal commitment the nurse may be competent and skilled, but her practice remains solely on a professional level. It is a job. Service, the art of nursing, is something much deeper, something which comes from within.

This model is the focus of the practical nursing program. Aspects of this model are seen in all of our classes, and it gives the program a holistic approach to nursing.

Ferguson Service Model

Conceptual Framework – The Ferguson Service Model



Note: The client is the core of service. Dotted lines represent open interaction between the client, the components of service, and nursing.

POLICIES AND PROCEDURES

The Snow College Allied Health Department aims to support nursing students in the development of professional abilities and attributes through experiences in clinical and academic settings. The following guidelines outline specific policies and procedures of the Practical Nursing Program. The purpose is to establish professional standards to govern your progression in the nursing program. You are responsible to know and abide by policies in this manual.

SUGGESTED COURSE OF STUDY FOR LPN STUDENTS

Pre-Application Requirements: Math 0850, 1010, or higher math or equivalent, current CNA License

Prerequisite Courses		
Course		Credit
BIOL 2320-2325	Human Anatomy with Lab	4
BIOL 2420/2425	Human Physiology with Lab	4
ENGL 1010	Expository Composition	3
Credits		11

1 st Fall Semester Course		
Course		Credit
NURP 1102	Fundamentals of Nursing	4
NURP 1103	Pharmacology	3
NURP 1116	Medical-Surgical Nursing Across the Lifespan I	5
PSY 1010	General Psychology (Co-requisite)	3
Credits		15

1 st Spring Semester Course		
Course		Credit
NURP 1107	Maternity Nursing	2
NURP 1109	Professional Transition for the Practical Nurse	2
NURP 1117	Medical-Surgical Nursing Across the Lifespan II	2
NURP 1118	Medical-Surgical Nursing Across the Lifespan Clinicals	3
Credits		9

All prerequisite and co-requisite courses must be passed with a C or better.

COURSE SCHEDULE

CREDIT HRS

COURSES

FALL SEMESTER

4	NURP 1102 Fundamentals of Nursing
3	NURP 1103 Pharmacology
5	NURP 1116 Medical-Surgical Nursing Across the Lifespan I

SPRING SEMESTER

2	NURP 1107 Maternity Nursing
2	NURP 1109 Professional Transition for the Practical Nurse
2	NURP 1117 Medical-Surgical Nursing Across the Lifespan II
3	NURP 1118 Medical-Surgical Nursing Across the Lifespan Clinical

STUDENT LEARNING OUTCOMES

Students who complete the Practical Nursing program at Snow College will demonstrate that they:

1. Apply basic principles from the biological and behavioral sciences and nursing theory to determine nursing actions for individuals and their families in a variety of health care settings.
2. Participate as a mid-level member of a nursing team assigned to complete patient assessments, including planning, implementation, and evaluation of nursing care to assist clients of all ages to meet their functional needs.
3. Safely implement *evidence-based* psychomotor skills within the LPN scope of practice.
4. Use effective communication skills with clients, family members, and health team members.
5. Provide health education for individuals, families, and peers within the LPN scope of practice.
6. Demonstrate concern for sociocultural and spiritual values when interacting with clients and health team members in a variety of settings.
7. Display responsibility and accountability for his/her nursing care utilizing ethical and legal principles within the LPN scope of practice.
8. Select appropriate goals for continued self-growth and vocational mobility to achieve his/her full potential.
9. Provide service to classmates, clients, families, community, and health team members.

PROGRAM OUTCOMES

Program outcomes are developed as performance indicators to provide evidence that the PN program is meeting the mission and goals established by the nursing program. The Program outcomes are measured by NCLEX pass rates, program completion, job placement rates, and continuing education. The PN program utilizes the ACEN Standards and Criteria (2017 edition) to demonstrate evidence of achievement in meeting the program outcomes.

The program outcomes include the following:

Outcome 1: The Snow College NCLEX-PN pass rate for the LPN program will meet or exceed 80% for all first-time test-takers.

Outcome 2: A minimum of 80 percent of students will graduate from the Snow College LPN program 1½ times the length of the program.

Outcome 3: At least 50% of program graduates will be employed within six to twelve months after graduation.

Outcome 4: At least 75% of program graduates will continue their education within six to twelve months after graduation.

PROGRAM RULES

1. Be on time.
2. Come to class prepared.
(read material, pen, sharpened pencil, books, homework ready to hand in.)
3. Do not curse or use profanity.
4. Respect others (including other students, facilitators, and instructors) by not disturbing, thus allowing all to learn and teach.
5. Show respect in the lab and classroom by always cleaning up.
6. No cell phones or text messaging during class time or in clinicals. The instructor has the right to ask that the device be turned off.
7. Electronic devices, including an apple watch or other similar devices, may be used for learning purposes at the discretion of the class instructor. The instructor has the right to ask that the device be put away if not being used for learning purposes.

Electronic devices cannot be used while taking a test unless the teacher specifically states otherwise. Electronic devices will need to be removed from the testing area. This includes the Testing Center as well as other approved proctor sites.

8. Use microphones appropriately during video conferencing classes.
9. Children are not to be brought to class, seminars, evaluations, or examinations.
Certain circumstances, such as newborn infants may be exempt after prior arrangements have been made with the Director of Nursing.
10. Cheating is prohibited and grounds for dismissal from the program.
11. To contact an instructor, please use their school email address or school phone number. They will respond to your inquiry during their office hours.

Do not contact instructors by their cell phone, by either calling or text messaging. The only exceptions will be if there is an emergency or you have permission from that instructor.

STUDENT HONOR CODE

All students are expected to conduct themselves in a manner which will bring credit to themselves and the college as stated in our Snow College catalog. In addition, the nursing department has certain codes of honor that must be met to demonstrate personal integrity. Any conduct listed below is considered a clear violation of the student honor code and may result in immediate termination in the Nursing Program.

1. Using unauthorized materials during a test.
2. Copying from or collaborating with another student during testing time.
3. Plagiarism on any written assignment.
4. Furnishing false information to the college or duly authorized personnel with intent to deceive.
5. ANY FORM OF CHEATING! Cheating includes, but is not limited to:
 - using test bank questions, either current or previous editions
 - talking about a test before everyone has taken it
 - talking during tests
 - photocopying tests
 - sharing information
 - printing a copy of a Canvas test
 - keeping tests that should be returned to the instructor
 - claiming another's work as your own
 - having someone else do your work
 - doing someone else's work

If you are aware of someone cheating and you do not report them, you are also guilty.

6. Tests are taken in the school testing centers or an approved proctored site. Student may not leave computer area during testing. Leaving the computer area may be grounds for dismissal from the program.
7. All online resources, such as Quizlet etc., used for tests, quizzes and assignments, must be approved by course instructor and documented.
8. Any use of illegal drugs or unauthorized use of prescription drugs.

TESTING POLICY

1. Test will make up 60% of your final grade in each course. 40% will come from unit exams and 20% will be from the final exam.
2. Tests are never to be taken out of the testing area room.
3. There will be no retakes to receive higher grades.
4. Students who obtain less than a 74% on a test will need to remediate with the instructor. The student needs to remediate with the instructor until the instructor can validate 74% competency on the information tested. The original test score still stands and will not be changed to a higher score. It is the student's responsibility to initiate this meeting with the instructor.
5. Students will not help or assist with grading of tests.
6. The Student Handbook will be followed for taking points off for late tests. If there are extenuating circumstances, then the student needs to contact the instructor and an extra day may or may not be granted to the student. This needs to be approved also by the Director. Consideration and possible denial of an extra day will be taken into account of a student who abuses this privilege.
7. All tests must be taken on the specific testing day and time period. Any exception to this will result in the following penalties:

Taking the examination on the same day after the regularly scheduled time or the next school day will result in a 10 percent reduction of the total percentage in the examination. A subsequent reduction of 10 percent per day will be assessed.

No student will be allowed to make up an examination date unless otherwise specified by the instructor after reviewing circumstances with the Director.
8. Examinations for the nursing program may be administered in the Testing Centers or approved proctored sites.
9. Students are required to take a comprehensive examination at the end of the program. A fee will be assessed for the examination.

GRADING POLICY

1. A 74% grade or higher must be achieved in all Practical Nursing courses for advancement in the PN program. In order to transition to the RN program, the subsequent year, an 80% grade or higher must be attained in all Practical Nursing courses.
2. Review the attendance and absentee policy. This will have an effect on your grade.
3. Course work can consist of theory, skills, and clinicals. Competency in all course work will need to be demonstrated; failure to show competency in any area will result in failure of the course.
4. A student that is failing at mid-term will be put on probation. If a student receives probation in two evaluations, they may be terminated from the program.
5. Failure to pass a course with a 74% grade or higher is reason for dismissal from the nursing program with readmission subject to faculty evaluation. A student not passing course work is responsible for scheduling a time to meet with the appropriate instructor. Students may repeat a nursing course only once.
6. Costs incurred for readmission for any courses are the responsibility of the student.
7. Students who do not pass any course(s) twice with a 74% grade or higher, will be terminated from the Snow College Practical Nursing program and will not be eligible to reapply to the Snow College Practical Nursing program in the future.
8. All prerequisite courses and co-requisite courses taken to meet the LPN certificate requirement from Snow College must be passed with a minimum grade of "C" (2.0).

MID-TERM STUDENT PROBATION NOTIFICATION

Date: _____

Student: _____

Course: _____

Instructor: _____

This document is to formally notify you that you have been placed on probation due to low grades. According to current documentation, your midterm grade in the class listed above has fallen below 74% as outlined in, and required by, the Snow College Practical Nursing Handbook. Students failing to meet this standard by the end of the semester will be dismissed from the program.

Student Action:

I am aware that I must complete the following items as part of the probation process:

- _____
- _____
- _____
- _____
- _____

I understand that failure to complete the above requirements and/or bring my grade up to 74%, or higher, will result in complete dismissal from the Snow College Practical Nursing program. I also understand that I am still financially responsible for all expenses incurred by me for the present semester.

Student signature: _____

Date: _____

Instructor's signature _____

Date: _____

Director, Allied Health Department: _____

Date: _____



All courses in the Snow College Practical Nursing program will use the following table to determine course grades. You will notice the higher expectation of grades differ slightly from the Snow College grade scale.

PERCENTAGE GRADE TO LETTER GRADE BREAKDOWN

Department Percentage	Letter Grade	Number Grade
95-100	A	4.0
90-94	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
74-76	C	2.0
71-73	C-	1.7
67-70	D+	1.3
64-66	D	1.0
61-63	D-	0.7
59-60	E	0.0

ASSIGNMENTS

1. All written assignments are to be done on standard size paper, written legibly in ink or typed on one side. Title page and reference page, when appropriate, are to be included. Assignments may be submitted electronically with the instructor's approval. Paper torn from a loose leaf notebook, written in pencil and containing spelling errors are not acceptable.
2. Assignments are to be turned in on the assigned date. If turned in late, an initial 10 percent will be deducted. If more than one day late, 10 percent per day will be deducted. Instructor(s) reserve the right to impose additional late penalties as stated in the individual syllabi.
3. All clinical assignments need to be completed and turned in on the assigned date. If the assignment is turned in late, an initial 10 percent will be deducted. If more than one day late, 10 percent per day will be deducted. All clinical paperwork has to be completed and turned in for a grade.
4. Electronically submitted assignments must be attached as a Microsoft Word Document, PDF, or as specified by the instructor.
5. Email: All students must be able to access their school e-mail account. Faculty will use this account to share information to the students.
6. You may also be evaluated on the following performance characteristics:
 - a. Care of property
 - b. Good work habits
 - c. Cooperation with instructors
 - d. Cooperation with students
 - e. Cooperation with affiliating agencies and staff
 - f. Effective use of time
 - g. Personal grooming
 - h. Working skills
 - i. Organization
 - j. Attendance and punctuality
7. Grade reports are issued at the end of each semester and are recorded in the students' permanent records.

ATTENDANCE AND ABSENCES

Because of the nature of nursing education, attendance at all times is essential in order to gain the knowledge and skills necessary to provide safe nursing care. Students will not be excused from class or clinical laboratory experiences. In case of unavoidable absence, the instructor or course coordinator must be notified prior to the scheduled learning experience. For clinical laboratories both the instructor and the health care agency must be notified. See policy related to weather conditions below.**

Absences from class may result in the following:

- A. More than two absences from class per semester may result in the following grade reductions:
 - 1. The third absence may be a one-third (1/3) grade reduction, i.e., if you are earning a "B" grade, the grade may be reduced to a "B-".
 - 2. Any subsequent absence may result in a full grade reduction, i.e., if you are earning a "B" grade, the grade may be reduced to a "C".
- B. Students are encouraged to be to class on time. Three tardies in any one class will equal one absence in that class.

Absences from clinicals may result in the following:

- A. Nursing students must attend each clinical experience except in cases of illness or untoward weather conditions. In either situation, the instructor must be notified personally prior to the student's scheduled time.
- B. No more than two clinical absences per quarter are allowed and must be excused by the instructor. It is strongly recommended that students try not to miss any clinical time.
- C. **Clinical hours must be made up at the facility you were assigned if at all possible.** Hours will be made up by the clinical instructor's discretion. More than two clinical absences must be evaluated by the course instructor and program Director with the option of the student being placed on a probationary status. The decision of the faculty will be given to the student in writing.
- D. A student with an extended medical problem must provide written documentation from the primary care provider. The documentation will be reviewed by the faculty and recommendations for retention or dismissal will be made by the faculty in written form and a copy given to the student.

- E. Students must be on time for clinicals. For every 15 minutes late, students must make up one hour. If you miss more than four hours the student will have to make up the entire shift. For every 15 minutes late, 10 points will be deducted from your final grade.
- F. More than one absence from clinicals per semester may result in the following grade reduction:
 - 1. The second absence may be a one-third grade reduction, i.e., if you are earning a “B” grade, the grade may be reduced to a “B-”.
 - 2. Any subsequent absence may result in a full grade reduction, i.e., if you are earning a “B” grade, the grade may be reduced to a “C”.

**When the weather conditions are poor and the highway patrol has issued "major winter storm", the students will not be required to attend clinical or theory. Each student involved is required to notify their instructor prior to class and also the facility during clinicals.

PN CLASS OFFICERS

Class officers will be elected by the students during the first semester. Class officers are invited to participate in Advisory Meetings held in the fall and spring to offer student input and suggestions; they will also relay information back to the class as needed. Class officers have the following duties:

Class President:

- Works closely with the nursing department Director and keeps Director informed of class activities and concerns. If students have strong concerns, the President will gather information from them in a confidential and professional manner and present it to the Nursing Director.
- Directs class officers and makes appropriate assignments.
- Works with the Nursing Director on graduation ceremony planning.
- Completes any other assignments as deemed necessary by student officers and Nursing Director/instructors.
- Assists with fund raising for student - for service projects and pinning ceremony.
- Assist in planning LPN pinning ceremony.

Vice President:

- Works closely with the class president to help him/her and all class officers have a successful year.
- Organizes community projects such as the food drive at Thanksgiving and assisting a needy family for Christmas.
- Prepares a schedule for the nursing lab cleanup and follows up with students to make sure that all participate and that the nursing lab meets cleanliness standards.
- Assist in planning LPN pinning ceremony

Secretary/Treasurer:

- Works with the class president and vice president in activity planning.
- Keeps records of class officer meetings and activities to be turned in at the end of the school year.
- Keeps records of finances from fundraisers and activities to be turned in to the Nursing Director at the end of the school year.
- Completes any other assignments as deemed necessary by class officers and Nursing Director/instructors.
- Works with public relations officers on sending out “thank you” cards for any services rendered the department such as guest speakers, etc. Please give to secretary, Melissa Blackner, for postage and mailing.
- Reports any problems or concerns to the class president.

Historian/Public Relations:

- Works with the class president in planning activities, etc.
- Submits newspaper articles about class activities and functions. Please approve articles with class president and Nursing Director before submitting them. Work with nursing secretary on submission.
- Takes photographs that will represent learning and accomplishments throughout the school year to be used in the graduation slide program and scrapbook. Pictures must represent proper ethics and budget for them must be approved with class president and Nursing Director.
- Completes any other projects as deemed necessary by the class officers and Nursing Director/instructors.
- Works with secretary/treasurer on completing “thank you” cards.

Activities Coordinator:

- Works under the direction of the class president and vice president in planning class activities. Also works with the secretary/treasurer on funding and budget, which must be submitted in written form. All activities must be cleared through the class president and Nursing Director.
- Assists with all fundraisers.
- Recognize student’s birthdays on a monthly basis.
- Assist with community projects as planned by all student officers.
- Assess when students are becoming overstressed and work with other class officers to relieve stress and tension.
- Decorate classroom for holidays in good taste and classroom boards.
- Plan holiday parties for Halloween, Christmas, and others as needed.
- Reports any problems or concerns to class president.

Important: All class officers are also officers for the Snow College Health Occupations Students of America (HOSA) chapter.

Decoration of the nursing bulletin boards is also the responsibility of class officers as a whole. This duty must be completed three times a year or as deemed appropriate.

The Practical Nursing program follows the Snow College Academic Policies and the Students Rights and Responsibilities unless otherwise noted in the practical nurse handbook. Students should read and know these policies. The following policies can be found in the Snow College Catalog.

SNOW COLLEGE ACADEMIC POLICIES

The Academic Policies are:

- Academic Honesty
- Academic Standards Policy
- Academic Credit
- Academic Appeals

These policies can be found at www.snow.edu/catalog/academic_policies.html.

SNOW COLLEGE STUDENTS RIGHTS AND RESPONSIBILITIES

The Students Rights and Responsibilities are:

- Student Right to Know
- Student Code of Conduct
- Student Discipline
- Student Concerns and Appeals

These policies can be found at www.snow.edu/catalog/student_rights.html.

RULES FOR SKILLS LAB & AUDIO VISUAL LIBRARY

During your nursing education, you will be spending time in the skills lab. Rules need to be followed to achieve the best learning environment for you. You will be divided into skill lab groups and will have various lab care assignments within that group.

1. Skills practice supplies are found in the cupboards. It is expected that all materials will be cleaned, re-wrapped or packaged, and stored in the correct designated area by the students using them.
2. Materials or supplies may not be taken out of the lab at any time.
3. All supplies and materials will be taken care of and respected.
4. All supplies and materials will be cleaned up and returned neatly to assigned shelves or areas.
5. All laundry soiled will be washed after used.
6. All needles and sharps are to be discarded in the sharps containers using Standard Precautions.
7. Skills lab can be used for practice after scheduled hours if all rules are obeyed and prior permission is obtained by a faculty member or lab coordinator.
8. Do not use beds or tables unless for procedures and practice.

PROFESSIONAL CONDUCT

Adopted from: Utah State Board of Nursing Rules and Regulations Governing Conduct of Nurses

Professional conduct in nursing behavior including acts, knowledge and practices, which through professional experience, has become established by practicing nurses as conduct which is reasonably necessary for the protection of the public interests.

UNPROFESSIONAL CONDUCT

Nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people shall constitute unprofessional conduct and shall include but not be limited to the following:

1. Failing to utilize appropriate judgment or exercise technical competence in administering safe nursing practices based upon the level of nursing for which the individual is prepared.
2. Failing to follow policies or procedures defined in the practice situation to safeguard patient care.
3. Failing to safeguard the patient's dignity and right to privacy.
4. Violating the confidentiality of information or knowledge concerning the patient.
5. Verbally or physically abusing patients.
6. Performing new nursing techniques or procedures without proper education and preparation.
7. Being unfit to perform because of physical or psychological impairment.
8. Using alcohol or other drugs to the point that there is interference with job performance.
9. Manipulating drug supplies, narcotics, or patient's records.
10. Falsifying patient's records or intentionally charting incorrectly.
11. Appropriating medications, supplies, or personal items of the patient or agency
12. Violating state and federal laws relative to drugs.
13. Intentionally committing an act that adversely affects the physical or psychosocial welfare of the patient.

14. Delegating nursing care, functions, tasks, and/or responsibilities to others contrary to the Utah Laws Governing Nursing and/or to the detriment of the patient's safety.
15. Leaving a nursing assignment without properly notifying appropriate personnel.
16. Resorting to fraud, misrepresentation, or deceit in reference to licensing examination or in obtaining a license.
17. Aiding, abetting, or assisting an individual person to violate or circumvent any law or duly promulgated rule or regulation intended to guide the conduct of a nurse or any other health care provider.

For the safety of the patient, use of alcohol and/or drugs prior to, or during learning experience, is prohibited and is grounds for dismissal from the nursing program.

Students may be dismissed from the nursing program when in violation of the Honor Code, after displaying unprofessional conduct and after a faculty decision.

UNIFORM CODING AND GROOMING

GENERAL GROOMING

- a. Bathe daily. Use antiperspirant that controls your body odor.
- b. Clean, brushed teeth. No halitosis.
- c. No chewing gum.
- d. Uniforms are to be washed every day. It is recommended you buy at least one complete uniform for clinicals.

HAIR

- a. Clean and neatly combed.
- b. No extreme styles.
- c. Long hair - off the collar. Hair, longer than shoulder length, must be tied back.
- d. Hair should never obstruct vision or require pushing aside.
- e. Side curls and ringlet, no longer than ear lobe length.
- f. No excessive hair ornaments, ribbons, or colored scarves.
- g. Shave beard daily - moustaches allowed if neatly trimmed. No extreme side burns or beards.

UNIFORMS

- a. General information
 1. Clean and wrinkle free.
 2. Proper mending (use white thread rather than safety pins and/or tape.)
 3. White sweaters only.
 4. No lab coats or patient gowns for student uniforms.
 5. Appropriate uniforms in special care areas.
 6. Lab coat and name badge will be worn in clinical area when obtaining patient information outside of normal clinical hours.
 7. Stethoscope.
- b. Women
 1. Approved student uniform
 - a. White uniform top with pewter pants.
 - b. Regulation white nursing shoes - no fancy ornaments and no sandals. Condition and care of shoes: no cracks, run down heels, leather intact, and clean laces. Shoes should be entirely white in color.
 - c. Student identification badge must be worn at all times in any clinical area.

c. Men

1. Approved student uniform
 - a. White uniform top with pewter pants.
 - b. Appropriate underclothes.
 - c. No scrubs.
 - d. White nursing shoes - no fancy ornaments and no sandals. Condition and care of shoes: no cracks, no run down heels, leather intact, and shoes and laces cleaned daily.
 - e. White socks.
 - f. Student identification badge must be worn at all times in any clinical area.

JEWELRY

- a. Acceptable
 1. Wedding and engagement rings.
 2. Watch with second hand. Band should be as simple as possible. Digital watches are not recommended.
 3. One pair of post earrings may be worn, one in each ear. No dangling earrings.
 4. No chains, bracelets, or ankle bracelets.
 5. No visible body piercings - nose, eyebrows, tongue, etc.

MAKE-UP

- a. Should be conservative
- b. **NO** perfume or cologne

FINGERNAILS

- a. Medium length, clean and manicured - no artificial nails of any kind.
- b. Color or polish, clear or neutral.

APPROPRIATE STREET CLOTHES FOR SPECIFIC STUDENT EXPERIENCES.

- a. Appropriate underclothes.
- b. Appropriate skirt or dress length.
- c. No tight clothing.
- d. No sheer blouses or halter tops.
- e. No bare feet, midriffs or short-shorts.

REQUIREMENTS

IMMUNIZATIONS

Immunizations are required since student nurses are at risk for exposure to, and possible transmission of, diseases because of their contact with patients. Compliance will be required of all students in the Practical Nursing program. Immunization requirements are subject to change based on agency requirements for participation in clinical sites.

Students will need the following immunizations:

TB: (one of the following)

1. 2-step TST test – This test requires that you have TB test within 1-3 weeks of each other.
2. If you have had a 2-step TST test previously, over 12 months ago, you will need to get a single TB test.
3. Proof of QuantiFERON Gold blood test with negative results.
4. Proof of T-Spot blood test with negative results.
5. If you have a positive TB test, you must have a chest x-ray with normal results.

Tdap:

1. Proof of one Tdap vaccination after age 10.

MMR: (one of the following)

1. Proof of two MMR vaccinations.
2. Proof of Immunity to Measles, Mumps, Rubella through a blood test.

Hepatitis B: (one of the following)

1. Documentation of three Hepatitis B vaccinations.
2. Blood test with “reactive” result.

Varicella (chickenpox): (one of the following)

1. Proof of two Varicella vaccinations.
2. Proof of Immunity to Varicella through a blood test.

Flu Shot:

1. Proof of current, annual influenza vaccination. This documentation will be required when the new flu vaccine becomes available for the current year.

CPR

All students are required to be American Heart Association CPR certified and must maintain current certification throughout the program year. Every student must be certified before participating in any clinical experiences. A CPR course will be taught in the fall semester for all LPN students; all students are required to attend class on the day CPR is taught.

TRAVEL

Each student is expected to provide their own transportation to the campus, clinical areas, and workshops. These experiences are an integral part of the nursing program; therefore, they are mandatory. Students from all campuses will travel about six times a month to these different sites for labs and activities. For those students attending on the Nephi Campus: The Nephi Campus is a distant education site; students accepted on the Nephi Campus will be able to attend this campus for theory instruction but for any labs, presentations, skills pass-offs, guest speakers, or group projects you will be required to travel to one of the other campuses. Travel will be required at least two days a week. The cost of this travel is assumed by the student.

EMPLOYMENT POLICIES

It is strongly recommended by the faculty that students do not work the night shift (11-7) prior to class. Students **cannot** work the night shift (11-7) prior to clinicals. Students will be sent home if they have done so. A student must assess his/her own ability to handle employment along with the course of study in nursing.

STUDENT RECORDS

1. A cumulative record is kept on each student. This record contains grades, evaluations, and other pertinent information.
2. Evaluations of individual student clinical performance will be signed by the student and instructor prior to this record becoming a part of the students' cumulative record.
3. Students seeking access to the cumulative file are referred to the General Education Provisions Act, Sec. 438, Privacy Rights of Parents and Students.
4. Students may sign a form giving permission to the department of nursing to release information to prospective employers or other schools upon their request.

STUDENT INSURANCE

1. Health care agencies view students as volunteers and do not include them under their Workman's Compensation. Therefore, students are strongly encouraged to be enrolled in a personal health insurance plan to cover any injury or illness that might occur related to clinical laboratory experiences.
2. Students are covered by accident insurance as stated in the Snow College Catalog, but the student needs to utilize their own insurance first.
3. Malpractice insurance which covers each student is also provided by Snow College. If any student wishes to purchase his or her own malpractice insurance, he/she is free to do so.

EXPOSURE RISK POLICY

Students who have been exposed to blood or body fluids are at risk for infectious diseases. To assess risk, a baseline, done within a two-hour window, is optimal for medical intervention of an OSHA defined accident (such as a needle stick or body fluid exposure). The baseline is used for future evaluation and potential interventions if necessary.

Students must immediately report all on-the-job injuries or illnesses to a school instructor. If a life-threatening or serious injury occurs, report to the Emergency Department, your private care provider, if immediately available, or an insta-care provider for initial treatment. This must be done within two hours of the injury or illness.

Any injury sustained by the student while participating in clinical activities and subsequent medical treatment, with all costs associated with care, will be the student's responsibility.

The following steps must be followed:

1. Inform Clinical Instructor of exposure.
2. Student must receive a baseline for future evaluation within two hours.
3. Follow Clinical Facilities procedures.
4. Fill out Snow College Accident-Injury-Incident Report. This can be found at <https://www.snow.edu/offices/safety/incident.html>. This form must be submitted within 24 hours.
5. Follow-up as needed.

LIBRARY

The Snow College libraries contain many nursing resources for you to use. The library has an extensive online collection of nursing journals, eBooks, and audio books. The online collection can be accessed from both on campus and off campus. The libraries also have over 10,000 print items available for your use. You are expected to adhere to all library policies concerning book loans, reserve items, and periodicals. A hold will be placed on your transcripts and/or graduation certificate if you have an unpaid fine or any unreturned books in any library at the time of graduation. Since these services are a courtesy extended to all of us, it is expected that you will not mark books or remove pages. Your Snow College student activity card will give you access to any academic library in the state. Computers, study rooms, copiers, mobile whiteboards, 3-D printers, large-format printers, laminators and more are available in the Snow College libraries for your use.

SMOKING

Obey the fire code:

1. Smoking is allowed 25 feet from Snow College Richfield buildings.
2. **DO NOT SMOKE IN RESTROOMS.**
3. The hospitals are a smoke-free environment.

STUDENT ADVISEMENT AND COUNSELING

1. Each course has a coordinator from the nursing faculty. The coordinator is available to the student for academic counseling on grades and progress in class. The student must see his/her coordinator at least once a semester. It is the responsibility of the student to schedule the time with the advisor.
2. The advisor keeps records of each student. These records are grades, clinical notes and evaluations, and other conference notes.
3. Each student is responsible to see that all course requirements are met before graduation. Transcripts of all required courses must be in the students file or on the Snow College transcript prior to receiving their degree.
4. If it is felt that the student has problems which need to be handled by a professional counselor, he/she may be referred to student services or other professional counseling services.
5. Job information can be found in the Student Services Center.

AMERICANS WITH DISABILITIES ACT (ADA) LAW

Snow College's responsibilities to individuals with disabilities are mandated by federal laws such as the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Snow College has a responsibility to provide reasonable accommodations, academic adjustments, or auxiliary aids to qualified students with medical, psychological, learning or other disabilities who voluntarily disclose to the Disability Resource Center (DRC) that they have a disability, provide documentation of that disability, request an accommodation and meet the criteria for receipt of accommodations.

To apply for services, you must contact the ADA Coordinator or the Richfield Campus Coordinator to set up an in-person appointment. ADA Coordinators are located on the Ephraim and Richfield Campus.

Ephraim

ADA Coordinator: Paula Robison
Greenwood Student Center, Room 239
(435) 283-7321

Richfield

Richfield Campus Coordinator: Cynthia Avery
Sorenson Administration Building, Student Success
(435) 893-2205

- If you will need special accommodations, it is your responsibility to contact the ADA coordinator as soon as possible. A letter from the ADA coordinator will need to be given to each of your instructors, each semester.
- Your instructor will keep disability-related information confidential, discussing it only with those who have valid, legal reasons to know.
- Instruction, advisement, counseling and other services will be offered in an accessible environment.

More information will be available on individual course syllabi.

FINANCIAL AID

The purpose of financial aid is to assist students in paying for their education. It is a need-based program, and eligibility is determined by completing the Free Application for Federal Student Aid (www.fafsa.ed.gov). Federal Student aid includes grants, work-study, and loans. Financial aid will not cover all educational expenses, but is designed to assist students in meeting those needs. No applicant will be discriminated against because of race, color, creed, religion, sex, or age.

Snow College Financial Aid Office
150 College Ave
Ephraim, UT 84627 435-283-7129
Fax 435-283-7134
financialaid@snow.edu

PROCEDURE FOR RESOLVING STUDENT CONCERNS

Steps for due process review:

- Step 1. Request an individual conference with the clinical or academic instructor.
- Step 2. If unsatisfactory progress is made, or no resolution can be reached, a referral to the program Director for review and resolution will be made.
- Step 3. If the findings by the program Director are not acceptable, an appeal may be made to the Snow College Dean of Business and Applied Technologies (BAT).

For Student Concerns and Appeals refer to the Snow College Academic Catalog or www.snow.edu/catalog/student_rights.html.