



LEARN WELL. LIVE WELL.



PRACTICAL NURSING HANDBOOK

Volume 1: June, 2017

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ACADEMIC CALENDAR

TERM START DATES 2017–2021

ON-START

	Week 1 Begins	Week 10 Ends
2017		
Term 1	Jan. 2, 2017	Mar. 11, 2017
Term 2	Mar. 13, 2017	May 20, 2017
Term 3	May. 22, 2017	July 29, 2017
Term 4	July. 31, 2017	Oct. 7, 2017
Term 5	Oct. 9, 2017	Dec 16,2017
2018		
Term 1	Jan. 2 2018	Mar. 10, 2018
Term 2	Mar. 12, 2018	May 19, 2018
Term 3	May 21, 2018	July 28, 2018
Term 4	July 30, 2018	Oct. 6, 2018
Term 5	Oct. 8, 2018	Dec. 15, 2018
2019		
Term 1	Jan. 1, 2019	Mar. 9, 2019
Term 2	Mar. 11, 2019	May. 18, 2019
Term 3	May. 20, 2019	July. 27. 2019
Term 4	July. 29, 2019	Oct. 5, 2019
Term 5	Oct. 7, 2019	Dec. 14, 2019
2020		
Term 1	Jan. 6, 2020	Mar. 14, 2020
Term 2	Mar. 16, 2020	May. 23, 2020
Term 3	May. 25, 2020	Jul. 31, 2020
Term 4	Aug. 3, 2020	Oct. 10, 2020
Term 5	Oct. 12, 2020	Dec. 19, 2020

OFF-START

	Week 6 Be-gins	Week 10 Ends
2017		
Term 1	Feb. 13, 2017	Mar. 11, 2017
Term 2	Apr. 17, 2017	May 20, 2017
Term 3	Jun. 26, 2017	July 29, 2017
Term 4	Sept. 4, 2017	Oct. 7, 2017
Term 5	Nov. 13, 2017	Dec. 16, 2017
2018		
Term 1	Feb. 5, 2018	Mar. 10, 2018
Term 2	Apr. 16, 2018	May. 19, 2018
Term 3	June. 25, 2018	July. 28, 2018
Term 4	Sept. 3, 2018	Oct. 6, 2018
Term 5	Nov. 12, 2018	Dec.. 15, 2018
2019		
Term 1	Feb. 4, 2019,	Mar. 9, 2019
Term 2	Apr. 15, 2019	May. 18, 2019
Term 3	Jun. 24, 2019	Jul. 27, 2019
Term 4	Sep. 2, 2019	Oct. 5, 2019
Term 5	Nov 11, 2019	Dec. 14, 2019
2020		
Term 1	Feb. 10, 2020	Mar. 14, 2020
Term 2	Apr. 20, 2020	May. 23, 2020
Term 3	Jun. 29, 2020	Jul. 31, 2020
Term 4	Sep. 7, 2020	Oct. 10, 2020
Term 5	Nov. 16, 2020	Dec. 19, 2020

*Students who begin their program on the “off start” will complete their program 5 weeks later than the stated program length.

HOLIDAYS

ATA does not hold classes on the following national and public holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break: Thanksgiving day plus the Friday and Saturday which follow.
- Holiday Break 2018: 12.17.18–01.02.19
- Holiday Break 2019: 12.16.19 - 1.1.19
- Holiday Break 2020: 12.21.20 -1.2.21

WELCOME

1

1 LETTER

Dear Nursing Student,

This handbook provides policies and procedures specific to the Practical Nursing Program. You are expected to adhere to all policies in this handbook as well as all policies in the ATA College catalog. In addition, you are expected to adhere to all policies of any clinical facilities in which you are placed. The policies presented in this handbook supplement those presented in the ATA College Catalog.

The College reserves the right to revise any policies presented in this handbook or the ATA College Catalog. Policy changes will be provided via announcements to the student population on the student portal. You are encouraged to seek advising from Student Services and ATA administrative personnel if you have any questions about the policies presented in this publication.

This program is on full approval status by the Kentucky Board of Nursing (KBN) effective February 2014. ATA is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). Graduates earn an Occupational Associates Degree in Practical Nursing. Graduates are eligible to sit for the National Council Licensure Examination-Practical Nurse (NCLEX-PN) exam.

Upon successful completion of all required courses and completion of a 120 hour integrated practicum and successful completion of the NCLEX-PN graduates are eligible to seek employment as a Licensed Practical Nurse.

You may obtain information about the Kentucky Board of Nursing requirements related to nursing programs by contacting:

Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville, KY 40222-5172
(800) 305-2042 or (502) 429-3300
<http://kbn.ky.gov>

Please remember the nursing staff is here to support you on your academic journey. If you need any assistance, feel free to reach out to us.

Best wishes for your academic journey,
ATA College Nursing Staff

1 GENERAL INFORMATION

HISTORICAL OVERVIEW

Planning efforts to begin a Practical Nursing Program at ATA began informally in 2005. A needs assessment was made with the findings of a greater population of individuals requesting practical nursing program enrollment than the programs in the surrounding area could accommodate. The criterion as mandated by the Kentucky Board of Nursing was put into place along with advice from Educational Consultants on recommendations to approach the goal of starting the program. On August 11, 2006, the Kentucky Board of Nursing approved developmental status for the proposed Practical Nursing Program, ATA College-Louisville. The first class was commenced in February 2008.

A new nursing department, including construction of classrooms, laboratory, resource center, and reception area and faculty offices were added to the ATA Campus. The ATA campus is equipped with current equipment and technology for educational learning. Computer labs are available for student access.

ATA ADMINISTRATION

Don Jones President
Cindy Landry Director of Compliance
Russell Early Director of Financial Aid
Sally Beane Nursing Admissions and Student Services Advisor
Greg Mattingly Nursing Admissions Representative

PROGRAM ADMINISTRATION

Kathy Munday, RN, MSN-ED Nurse Administrator
Samuel Yeboah, RN, BSN Clinical Coordinator

FACULTY MEMBERS

Stacy Gravatte, RN, ADN
Michael Marks RN, ADN
Tetteh Narteh RN, BSN
Vontrese Warren, RN, MSN
Rolf Huesby PhD
Danielle Lunsford, RN, BSN
Lisa Lyons, RN, AS
Michard McQuire RN, BSN
Nicole Ralston RN, BSN
Tonia Snyder-Myers MSN
Alysesha Stiles MSN
Karen Scruggs MSN

1 NURSING PROGRAM VISION, MISSION, AND PHILOSOPHY

VISION

Educate Nurses

MISSION

To educate caring nurses committed to excellence, who will serve the healthcare needs of the community as well as the diverse community in the region.

PHILOSOPHY

The philosophy of ATA College's Nursing Programs is to provide a foundation of knowledge that will incorporate the biological, physiological, psychological, and sociological aspects of nursing. Community service is an integral component in the professional nursing experience. This program is committed to providing service to the community, and to the development of the nurse with an appropriate balance of caring and professionalism. Nursing as a science allows for human caring processes that facilitate health and healing. Nursing is a vocation and profession in which the practitioner integrates learning, teaching, leading, caring, communicating, facilitating, evaluating, managing, planning, and professionalism to promote, maintain, and restore quality of health to communities, environment, family and self.

1 OUR BELIEFS

THE NURSING FACULTY BELIEVES:

Human beings are unique rational individuals possessing self-worth and dignity and can utilize their potential for self-development and self-improvement and are capable of modifying their environment and their responses to it.

Environment influences the individual's internal responses, beliefs and value system, also includes influences of culture, family, religion and community. Any environmental condition that interferes with man's well-being is a threat when he is no longer able to cope with it sufficiently well. Nursing attempts to provide an environment that promotes the well-being of people.

Health is a dynamic state of wellness and a fundamental right of every human being. Promotion of health and prevention of illness involves patients, families, and communities participating in decisions regarding their health and in evaluating accessibility.

Caring is central to nursing practice and requires the integration of knowledge, skill, and values to provide quality care. A professional caring relationship is based on respect for the harmony of the client and environment.

Client is the recipient of nursing care or services which could be person, family, aggregate, community, or society. Client is often referred to as patient.

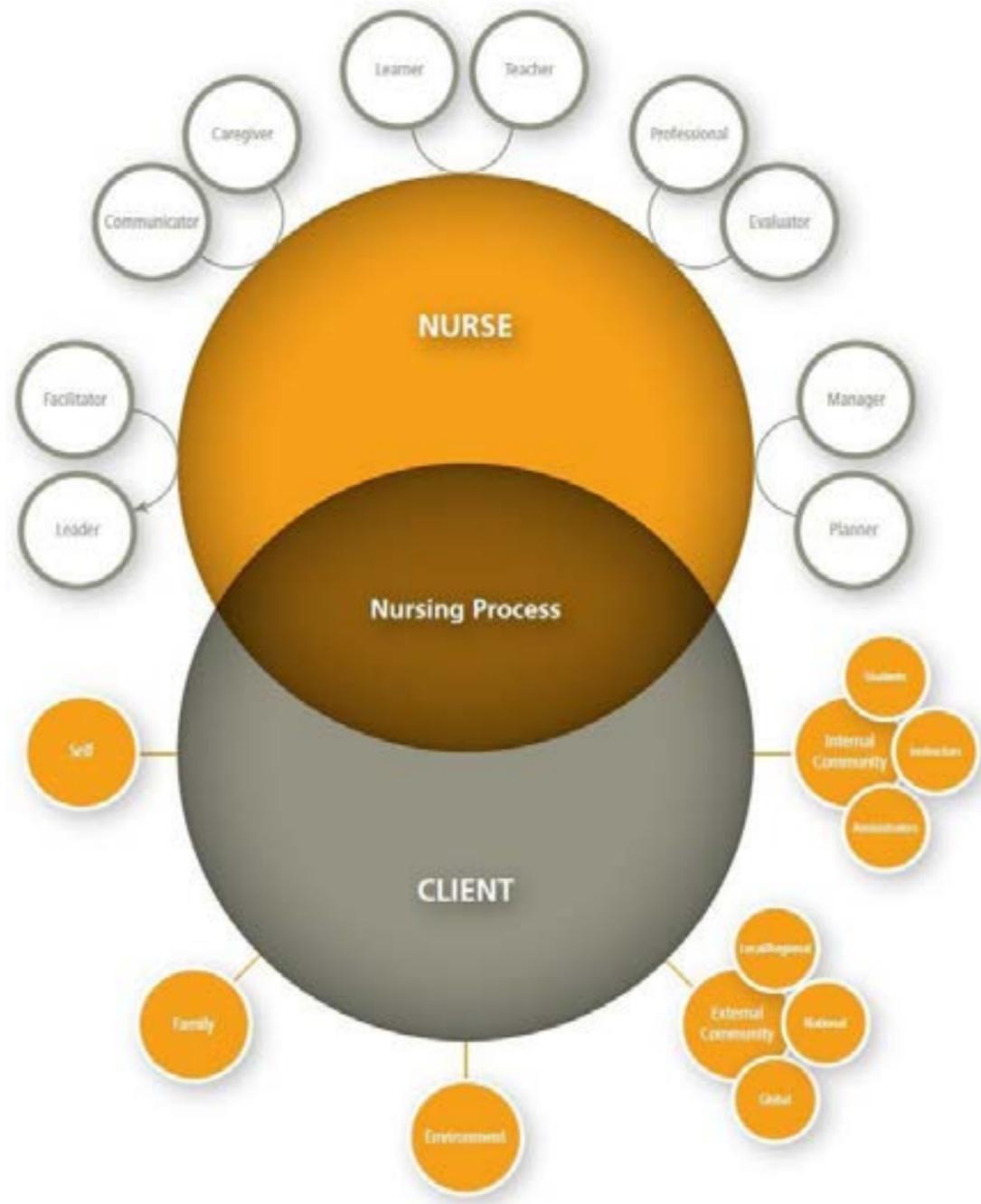
Nursing is a caring discipline that requires the integration of knowledge, skills, and values. Integrity in nursing is acting in accordance with an appropriate code of ethics and accepted standards of practice; patients advocate who defends for a vulnerable client. Nursing is an art and a science.

Nursing Process is a vehicle which enables one to meet basic human needs as they exist within the environment. The nurse incorporates psychomotor skills and scientific and social foundations in meeting these needs in the health illness continuum throughout the life span. The Practical Nursing Curriculum emphasizes the need for continued growth in nursing practice.

1 CONCEPTUAL FRAMEWORK

CONCEPTUAL FRAMEWORK

The conceptual/organizational framework of ATA College's Pre-licensure Practical Nursing Program is illustrated through the circular strands exemplifying the philosophy and objectives of the Practical Nursing Program. The concepts reflect the significance of the nurse/client relationship. This framework exemplifies the boundless community.



1 PROGRAM OBJECTIVES / TERMINAL GOALS

OCCUPATIONAL ASSOCIATE DEGREE PRE LICENSURE PRACTICAL NURSING INFORMATION

The Practical Nursing program is a 90.5 quarter credit hour program. Courses that have the following prefix to the course number are considered core curriculum courses, NPN, PHA, NUT, MIC; each of these courses follow the grading scale for nursing courses.

Objective: This degree program provides students with classroom and clinical experiences that allow for students with the acquisition of knowledge and skills that enable each student to meet the requirements necessary for success as a nurse.

Terminal Goals: Upon completion of this Pre-Licensure Practical Nursing program, the student will be able to apply for licensure and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Once licensed, the student will be able to seek employment and provide nursing care as an entry level practical nurse, working under the direction of a physician or registered nurse.

Graduates are prepared to function as professionals in accordance within the scope and standards of practical nursing practice set by the National Association of Practical Nurse Education and Service (NAPNES) and the Kentucky Board of Nursing (KBN).

This program prepares graduates for employment in numerous health care settings. Licensed practical nurses hold positions in hospitals, nursing care facilities, physician offices, community, home health, and employment agencies, outpatient care centers, and in federal, state, and local government service organizations.

THE LP/VN FULFILLS THE PROFESSIONAL RESPONSIBILITIES OF THE PRACTICAL/VOCATIONAL NURSE BY:

1. Applying the ethical principles underlying the profession.
2. Following legal requirements.
3. Following the policies and procedures of the employing facility.
4. Cooperating and collaborating with all members of the health care team to meet the needs of family-centered nursing care.
5. Assuming accountability for his/her nursing actions
6. Seeking educational opportunities to improve knowledge and skills.
7. Building post-licensure skills to assure and increase continuing competence.

ADMISSIONS

2

2 ADMISSIONS

NURSING PROGRAM ADMISSION REQUIREMENTS:

In order to be considered for admission to the Practical Nursing program, the applicant must meet the following qualifications:

GENERAL ADMISSION REQUIREMENTS:

1. Provide proof of high school graduation or documentation of a General Equivalency Diploma (GED) diploma.
2. Communicate effectively in English. Provide proof of English literacy via:
 - a. TOEFL Internet-based Test Total of 80 or higher
 - b. TOEFL Computer based Test of 173 or higher
 - c. TOEFL paper based Test of 500 or higher

EXEMPTION FROM TOEFL:

Students will be exempt from the TOEFL if they graduated from a high school where instruction was given in English.

Successfully completed a full time curriculum at another post-secondary institution for at least 2 semesters/terms/quarters where the primary language of instruction was English.

ACT composite score of 19 or above

SAT composite score of 1350 or above

PAX composite score of 92 or above

3. Satisfactorily pass a criminal background screening prior to the start of classes.
4. Satisfactorily pass a drug screen test within a week of starting class at ATA.
5. Complete all necessary clinical documentation required to attend clinical.

ENTRANCE PROCESS:

The Nursing Program utilizes a selective admission process, whereby potential students must complete a Nursing Applicant Questionnaire and provide unofficial college transcripts from any school attended within the last 5 years, if applicable. The Nursing Admissions Review Committee will review all submitted materials and make admission determinations.

Students who have withdrawn from ATA are subject to any change in curriculum and cost when they return to ATA. A new Enrollment Agreement must be signed and is submit to approval for re-entry.

ATA RESERVES THE RIGHT TO:

- Revoke admission based on an adverse background report or drug screening
- Defer qualified applicants to future start dates
- Deny admission to an otherwise qualified applicant

2 ADMISSIONS

READMISSION OF FORMER ATA PRACTICAL NURSING STUDENTS:

A student who has been withdrawn from the Practical Nursing program over six months will be required to meet the following criteria:

1. Re-entering students must abide by the current admission, curriculum, and program requirements of the department.
2. Students are readmitted on a space available basis.
3. ATA reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical/classroom. The decision to deny or accept readmission will be made by the academic review committee.
4. ATA ARC and the nurse administrator reviews reports of scholastic counseling, analyzes student's progress and makes decisions regarding admission, advancement, evaluation and graduation for students. These individuals also oversee the disciplinary process for academic matters. The Academic Review Committee may request that an individual student appear before the committee concerning matters of academic and or non-academic situations that warrant attention.

STUDENT INFORMATION:

Students enrolled in the nursing program are required to notify the Student Services and the Nursing Office of any changes in name, local or permanent mailing address, and/or phone number. All information is considered confidential and will not be released. Written permission must also be provided for information to be sent to other educational programs.

ATA College recognizes and adheres to the Family Educational Rights and Privacy Act (FERPA) regulations. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

ATA College recognizes and adheres to the American Disability Act. Any student who needs special accommodations is to disclose information to the Chief Operational Officer/Associate Director of Academic Affairs and provide documentation from a qualified health care provider outlining recommended accommodations. This information must be received prior to receiving accommodations.

ACADEMIC CALENDAR AND CLASS SCHEDULE:

Please refer to www.ata.edu academic calendars. Class schedules are obtained through the student portal.

2 ADMISSIONS

NURSING PROGRAM HEALTH RECORDS REQUIREMENTS:

All students in the nursing program must have verification of immunizations and a physical exam on file in the Nurse Administrator's office, prior to attending any clinical or skills lab experience.

The following immunizations are requirements of the nursing program:

1. MMR (mumps, measles, rubella)
2. Varicella (Chicken Pox)
3. Tetanus-Diphtheria (adult)
4. PPD (Tuberculosis): Five year chest x-ray or annual renewal is required
5. Hepatitis B (or signed waiver)
6. Flu. Vaccine

PHYSICIANS RELEASE

In the event of a major illness pregnancy or orthopedic problem, a physician's release indicating the student can safely continue to give patient care is required. The release must attest to the student's ability to perform the physical activities listed in the "Essential Functional Abilities and Skills for Nursing Students". The student will be denied clinical opportunity if the physicians release form is not submitted.

Cardiopulmonary Resuscitation: Students are to have an American Heart Association Basic Life Support provided Healthcare Provider CPR certificate. The CPR certificate must remain current for the duration of the nursing program. Recertification is offered at ATA, information can be obtained in the nursing department.

SPECIAL PROGRAM REGULATIONS

Liability Insurance:

Each student must carry liability insurance coverage when he/she begins clinical experience as a nursing student of ATA College. The fee for the insurance will be included with your tuition. Students providing nursing care must be under the direct supervision of a nursing instructor. A student's liability insurance is in effect only if the student is providing nursing care as part of the nursing program requirements.

If a student chooses to work in a health care agency, he/she is not employed as a nursing student and cannot wear the student uniform or use the initials S.P.N. after the signature. Liability of the student in an employing agency rests with the individual and the agency.

Conviction Records:

Successful completion of the PN program does not ensure students will be eligible to become licensed nurses. KRS. 314.091(1b) states that the Kentucky Board of Nursing may take action on a felony or misdemeanor and allows the Board to deny, limit, revoke, probate, suspend, or take other action against an applicant or licensee who is guilty of the offenses or conduct specified in KRS. 314.091. A criminal background check and abuse registry search will be conducted on all enrolled students. It is important to note that negative background records may prevent enrollment into the program, cause disenrollment from the program, or prevent acceptance into clinical sites.

Please consult <http://kby.ky.gov> in regards to licensure and background checks. Applicants with a conviction of a misdemeanor or felony shall read the KBN – KRS 314.109 and 201 KAR 20:370 on the

2 ADMISSIONS

Kentucky Board of Nursing website. A student with a conviction of any type should contact the KBN before entering the program. Some clinical facilities have more stringent guidelines. According to KRS 216.789 Prohibition against employing certain felons at long term care facilities, in nursing pools providing staff to nursing facilities or in assisted-living communities –Preemployment check with Justice Cabinet – Temporary employment.

1. No long-term care facility as defined by KRS 216.535(1), nursing pool providing staff to a nursing facility, or assisted living community shall knowingly employ a person in a position which involves providing direct services to a resident or client if that person has been convicted of a felony offense related to theft; abuse or sale of illegal drugs; abuse, neglect or exploitation of an adult; or a sexual crime.
2. A nurse facility, nurse pool providing staff to a nursing facility, or assisted living community may employ persons convicted of pleading guilty to an offense classified as a misdemeanor if the crime is not related to abuse, neglect, or exploitation of an adult.
3. Each long term care facility as defined by KRS216.535(1), nursing pool providing staff to a nursing facility, or assisted living community shall request all conviction information from the Justice Cabinet for any applicant for employment pursuant to KRS216.793.
4. The long-term care facility, nursing pool providing staff to a nursing facility, or assisted living community may temporarily employ an applicant pending the receipt of the conviction information.

Drug Screening Policy:

ATA complies with the Drug Free School and Communities Act of 1989, Public Law 101-226, which requires that as a condition of receiving funds or any form of federal assistance under any federal program, the institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees.

All nursing students will be required to take a nine panel drug screening prior to acceptance into the nursing program. This procedure must be completed at Baptistworx only. Students with a positive drug screening will have to adhere to the drug policy as stated in the Course Catalog. A positive drug screening is defined as:

1. Clinical indications of impairment or signs of dependency (Student will be directed to immediately report to BaptistWorx for a drug screening)
2. Prescribed medication taken in excess of prescription
3. Diluted urine
4. Refusal to urinate or comply with screening policy/procedures
5. 5. Urine sample determined to be out of the appropriate temperature range.

Chemical Dependency Policy:

In order to comply with all clinical affiliates, federal and state legislation, any student exhibiting behavior which suggests impairment related to drugs and/or alcohol will be mandated to chemical dependence assessment. ATA College will contact a taxi service to transport the student from any clinical site to

2 ADMISSIONS

Baptisworx or emergency room (ER). All costs related to drug screenings will be at the expense of the student. The student will have a specified time frame to have the screening conducted. The drug testing results must be received by ATA directly from the Baptisworx or ER facility.

When the college determines that a student has a positive drug test, the student will be withdrawn from the clinical course and all concurrent health, nursing, or allied health program. Prior to returning to the college, the student must reapply, be accepted to the program, have a negative drug test, and provide satisfactory documentation of drug counseling and treatment. The student will assume all costs of expenses.

False Positive Screening:

A student may request to have their original specimen retested should the student feel the specimen is a false positive reading. The request must be stated in writing to ATA College. The student must submit this request within 10 days of learning of a positive result and assumes all costs of the test. A second positive test is considered final and cannot be appealed. When a student, with a previously positive drug test, is accepted back into the program, he/she will be subjected to unannounced, random drug screenings.

GENERAL CAMPUS INFORMATION:

Counseling and Guidance:

The Department of Student Services serves as an academic advisor to students. Students may also seek out faculty members based on their chosen program of study. Counseling of a severe/professional nature is referred to appropriate outside listed agencies.

Grievance Procedure:

If a student has any problems or concerns regarding his/her classes or instructors, the student is encouraged to speak with the instructor first. If the problem is not resolved, the student should make an appointment with the PN Director. If the problem is still not resolved, the student should make an appointment with the Director of Academic Affairs. Every effort should be made by both the student and ATA staff to resolve any complaint issues at the levels indicated above.

ID Badges/Tags:

Badges/tags must be visible at all times for security reasons. Students will not be allowed in the clinical facilities without ATA issued student ID badges. The student must also wear the ID tags/badges when on campus to be allowed in classrooms, computer labs and resource rooms.

Eating/Drinking:

Designated areas will be available for breaks. Students are responsible for removing any materials such as cans, bags, etc. when finished. Eating in classrooms is not permitted. Drinks are allowed in spill proof containers only.

2 ADMISSIONS

Resource Room:

The Resource Room is open each week, Monday through Thursday, from 8:00 a.m. until 9:30 p.m. On Fridays, the Resource Room is open from 8:00 a.m. until 4:00 p.m. Books and periodicals may be checked out for student use. Reference materials must be used in the Resource Room. ATA has loaded appropriate encyclopedia and dictionary requirements on computers and these are available for student use. The school also provides Internet access for other student requirements. ATA subscribes to Gale Virtual Library. The Virtual on-line library can be accessed from the Resource Room and gives students access to over 900 periodicals, a virtual reference room, medical videos and an extensive pharmacology database. For more information regarding campus amenities, please refer to the student catalog:

USE OF COPYRIGHTED MATERIALS

Copyright is a protection given to original written materials and works of art. It allows the author or the artist to control the reproduction of her work. As a result, ATA College employee(s) may not reproduce written materials or works or unless the works are considered within the public domain or meet the criteria established by the Fair Use Act.

Public Domain: Works that fall within the public domain are those that contain common information. Examples include height and weight charts, standard calendars, and the like.

Fair Use Act: Under the Fair Use Act, copyrighted works may be reproduced, for instructional purposes only, without permission, if ALL of the following criteria apply:

- Spontaneity: There is not enough time to obtain copyright permission.
- Single Use: The work is copied one time, i.e. for a class. If the work is to be copied for subsequent Classes, copyright permission must be obtained.
- Length: The portions of the work may be copied are limited in length.

Paragraphs or a few pages may be copied; whole chapters may not be copied. For works that are not within the public domain or do not meet the parameters of the Fair Use Act, the ATA College Education Department will seek copyright permission. Employees are reminded that ATA College curricula are the property of and may not be copied or used outside of their employment with ATA College.

ACADEMIC POLICIES

3

ESSENTIAL FUNCTIONAL ABILITIES AND SKILLS FOR NURSING STUDENTS

The Practical Nursing Students will have the following abilities/competencies:

1. **Visual:** possess visual acuity, depth perception and peripheral vision adequate with or without corrective lenses to see objects more than 20 feet away, read small print on objects and withdraw medications from small containers.
2. **Auditory:** have hearing ability with or without auditory aids to distinguish faint sounds with variations, understand the normal speaking voice without viewing the speaker's face, hear auditory alarms, emergency signals, and communicate via the telephone.
3. **Tactile:** demonstrate gross motor skills and physical endurance, able to stand and maintain balance for prolonged periods of time, lift, push or pull objects of 50 pounds or more, demonstrate full range of motion of all extremities, move or ambulate without difficulty independently, maneuver in limited spaces, and squeeze with hands.
4. **Communication Skills:** demonstrate fine motor skills with manual dexterity to write with a pen or pencil, type on a computer keyboard, pick up and manipulate small objects with hands, screw on caps, perform actions using two hands simultaneously, and pinch small objects with fingers. Communicate effectively in verbal and written form by speaking clearly and succinctly when explaining treatment procedures or describing patient conditions, implement health teaching, and write legibly.
5. **Critical / Cognitive Thinking:** demonstrate effectively the ability to synthesize knowledge in reading, writing and comprehension of English language, make decisions independently, identify cause-effect relationships; adapt decisions based on new knowledge.
6. **Adaptation:** Function safely under stressful conditions and demonstrate the ability to adapt to ever changing environments.

STUDENT CONDUCT

Whenever the student is in the classroom, a clinical agency, on a College-sponsored field trip, off-campus activity, or meeting, he/she is a representative of ATA College Nursing Program at ATA College and is expected to behave in an appropriate manner. All students are expected to conduct themselves in a professional manner at all times. Students who engage in certain misconduct activities are subject to disciplinary action up to and including dismissal from school. Specific forms of misconduct are as follows: all types of dishonesty, sexual harassment, theft or damage to school premises, intentional disruption or obstruction of any school proceedings, violation of any code of ethics or any behavior that would be considered detrimental to the operation of ATA. Violation of any of these policies may result in administrative termination from ATA. Students will be notified in writing of disciplinary action taken by ATA.

To ensure the safety of the public and to adhere to all guidelines of the KBN and collaborative institutions, it is expected for all nursing students to adhere to the following guidelines:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each client.
5. A student shall delineate, establish, and maintain professional boundaries with each client. At all times when a student is providing direct nursing care to a client the student shall: provide privacy during examination or treatment and in the care of personal or bodily needs; and treat each client with courtesy, respect, and with full recognition of dignity and individuality.
6. A student shall practice within the appropriate scope of practice as set forth by the Kentucky Board of Nursing for a practical nurse (<http://kbn.ky.gov>).
7. A student shall use universal blood and body fluid precautions established by the PN handbook and OSHA regulatory guidelines.
8. A student shall not: engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client; or engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
9. A student shall not misappropriate a client's property or: engage in behavior to seek or obtain personal gain at the client's expense; engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense; engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

NAPNES: NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE, INC.

CODE OF ETHICS

The Licensed Practical/Vocational Nurse shall:

1. Consider as a basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his/her family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health care team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people. 9) Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
9. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

Nursing websites:

ANA Code of Ethics – Expected behaviors:

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.asp>

Kentucky Nursing Statute (KRS 314) – Information regarding licensure eligibility

<http://www.lrc.ky.gov/KRS/314-00/chapter/htm>

National Council of State Board of Nursing – Information regarding NCLEX:

[testinghttps://www.ncsbn.org/nclex.htm](https://www.ncsbn.org/nclex.htm)

STUDENT TO STAFF COMMUNICATIONS

Communication relating to academic matters (e.g. absences, grades, class issues) is only communicated through business phones, or Compass. Nursing staff are obligated to respond to all correspondences within 48 hours, excluding weekends.

PROGRAM PROGRESSION POLICY

A student at ATA receives grades on attendance / participation, laboratory and project work, written examinations and/or homework. All final grades are given at the end of each 10-week quarter in all subjects taken by the student. Note: Final exams are given during the last week of the quarter.

Students must achieve an 80% average in each subject taught during each quarter of the nursing program, with the exception of ANA101, MED100, LAS120, LAS130 and MED105 where the ATA grading scale applies. A student that fails or withdraws any one (1) nursing course two (2) times results in termination from the nursing program. A student who fails 4 courses in the program curriculum will have their enrollment terminated.

A student must have successfully passed theory, skills and clinical coursework otherwise he/she must repeat the entire class.

Grading Scale:

94 to 100: A (4.00) Excellent

87 to 93: B (3.00) Above Average

80 to 86: C (2.00) Average

79 and under: F (0.00) Failing

The following classes in the nursing program follow the ATA grading scale below:

ANA101N, MED100N, LAS120N, LAS130N, MED105N

90 to 100: A (4.00)

80 to 89: B (3.00)

70 to 79: C (2.00)

69 and under: F (0.00)

GRADE APPEAL

If a student has the reason to believe that a grade he/she has received is incorrect, the student should first contact the instructor to resolve it. If satisfactory resolution is not reached, the student may consult the Student Services Office and appeal his or her grade by obtaining a Petition for Grade Appeal form. The completed petition for grade appeal form must be submitted by the student to the Student Services Office within the first two weeks of the subsequent quarter. The grade appeal is reviewed by the Academic Review Committee; the decision of the committee is communicated to the student within five days of submission of the appeal.

PROGRAM COMPLETION POLICY

All Programs

The candidate for graduation must:

1. Have successfully completed all credits or hours and all specific programmatic requirements for the appropriate credential;
2. Earn a cumulative grade point average of at least 2.00 (a "C" average);
3. Meet all requirements for acceptance by ATA including documentation of his/her graduation from high school with a regular diploma or documentation of his/her achievement of high school graduation equivalency; and/or by attestation: (see Admission Requirements).
4. Be current on all indebtedness to ATA.
5. 5. Successfully complete all coursework in the curriculum within 150% of the stated program length as per the catalog.

ATTENDANCE POLICY

Didactic Attendance Policy:

Students are encouraged to arrive to class on time and to remain in class until it is officially dismissed. Any student absent from more than 20% (absences, tardies, leaving class early) of scheduled contact hours for a particular class may be withdrawn from that class with a grade of "W" or "WF". Students absent for more than 20% of the class should contact student services. If any of the 20% is due to extenuating circumstances as listed below, student services may permit a make-up of missed work given proper documentation is received in a timely manner. Extenuating Circumstances include: Jury Duty, Military Duty, Illness/Death (immediate family), Court Proceedings (excluding criminal appearances), or other mitigating circumstances as approved by student services.

Clinical/Skills Lab Attendance Policy:

Students are allowed to incur one absence in a clinical or skills lab. Not to exceed two absences in any quarter and no more than one per course. A clinical make up fee will be assessed for makeup hours. Students will be responsible for \$120 make up fee for each missed clinical. **Arriving more than 10 minutes late will result in being dismissed that day from clinical and scheduled for a makeup.**

Inclement Weather Campus Closing Notification:

ATA notifies FOX 41 television and WAVE3 TV in the event of school closing. A determination is made 1.5 hours prior to class start time for both day and evening class cancellation. A message is also posted on www.ata.edu website. All classes are to follow the school closing or delays with the exception of PRA100. PRA100 is considered an externship and should follow the guidelines of the affiliated agency.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI):

ATI assessments are online computerized tests and modules designed to academically evaluate students in nursing programs. The purpose of this product is to prepare each student for NCLEX success. ATI learning and testing modules are threaded throughout the program curriculum. Nursing students will be expected to reach proficiency benchmarks in NPN110, NPN 120, NPN131, NPN140, NPN141, NPN152, and PHA200 (subject to change). Performance on these tests will determine the overall grade in these classes. Supportive materials and assignments will be available in all classes that mandate proficiency levels. Students must obtain 92% predictability on the ATI Compredictor on the first attempt or self remediate content modules where a score less than 60% were earned. Students will be permitted two (2) attempts to post a passing score. Failure to obtain 92% will result in class failure.

ATI Schedule:

Self Assessment Inventory
Critical Thinking – Entrance & Exit – Proctored
Nurse Logic Tutorial
Learning Systems Tutorial
Fundamentals Assessment – Proctored
Fundamentals Practice assessment – Online Practice A & B
Adult Medical Surgical Assessment – Proctored
Adult Medical Surgical practice assessment – Online Practice A & B
Nursing Care of Children Assessment – Proctored
Nursing Care of Children practice assessment – Online Practice A & B
Maternal Newborn Assessment – Proctored
Maternal Newborn practice assessment – Online Practice A & B
Mental Health Assessment – Proctored
Mental Health practice assessment – Online Practice A & B
Pharmacology Assessment – Proctored
Pharmacology practice assessment – Online Practice A & B
Nursing Management Assessment – Proctored
Nursing Management practice assessment – Online Practice A & B
PN Comprehensive Predictor – Proctored
PN Comprehensive Predictor practice – Online Practice A & B

3 ACADEMIC POLICIES

DRESS CODE (SCHOOL AND CLINICAL)

Student's dress and grooming should be consistent with what is acceptable in the business community. If choice of clothing affects the safety or health of the student or other persons, the school retains the right to effect a change. It is the responsibility of ATA College to conform to all safety regulations as required by OSHA.

Any form of dress which is considered contrary to good hygiene or which is destructive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Tube tops, tank tops, halters, bare midriffs, muscle shirts or fish net shirts, short shorts are not to be worn in the school; clothing with obscene or offensive questionable printing will not be permitted.

Clinical Experience Dress Code:

Male: Neat, clean, ironed uniform shirt and pants with identifying name/photo ID badge over left breast pocket. (Uniform designated by the program.)

Female: Neat, clean, ironed uniform. A dress uniform must be of regulation length at the knees, with identifying ATA issued name/photo ID badge on left side of uniform. (Uniform designated by the program.)

All Students: Black uniforms may have white under shirts only (no visible logos, no designs in shirt, clean) and shoes must match undershirt without any stains. No undershirt can reach longer than the uniform top.

While in uniform the student must always have a watch with second hand, a pen, note pad, bandage scissors, blood pressure cuff, stethoscope, penlight and name/photo ID badge. (Stethoscope covers are not allowed). The uniform must be worn to and from the facility. No sweater coats worn under or on top of the uniform shirt.

Wear your uniform with pride and dignity befitting your profession, remembering it identifies you as a student of ATA College and your appearance reflects you as a professional.

No sweaters are allowed in the clinical units. You may also choose to purchase an approved scrub jacket that matches your uniform.

Footwear: White, comfortable leather or simulated leather is recommended, neatly polished, shoelaces clean if applicable (no clogs, sandals or canvas shoes.) Your feet must be completely covered.

Socks and Hose: Male: solid white socks; Female: white, clean, free of runs hosiery, and/or white socks (no colors in socks).

3 ACADEMIC POLICIES

Hair: Must be worn away from the face and off the collar in a neat orderly fashion prevents transfer of microorganisms and contamination. Color of hair must be professional and non-distracting. No bright tones allowed. No hair is to be extended over the student's ears or forehead.

Male: Beards and mustaches must be neat, trimmed.

Females: Extreme hairstyles are to be avoided, barrettes and combs should be color of hair, no hair ribbons or bows are to be worn.

Make-up: Must be moderate and in good taste. No false eyelashes.

Jewelry: None except watch and plain wedding band, small pierced post earrings of silver, gold, or pearl, one per earlobes only. Visible body piercing (eyebrow, tongue, etc.) or tattoos are not allowed. Any visible tattoo must be covered with a band-aid or makeup. Single-hole ear gauges are not to exceed 1/4mm, and gauge plugs must be applied at all times.

Nails: Must be short (below finger tips) and clean with no polish or artificial nails (not permitted in the healthcare facilities).

Personal Hygiene: The student is expected to be well groomed and free of offensive odors. Perfume or aftershave should never be worn in the clinical area as odors cannot be tolerated by some ill patients. Smoking while in uniform or previous to client contact is unacceptable. No odor of smoke can be tolerated.

Name/Photo ID Badges: Students are required to wear their ATA College name/photo ID badges at all times in the clinical facility. Some facilities may require a facility issued Student Name/Photo ID Badge. These must be worn with the college's badge and returned at the conclusion of the clinical assignment. Students may wear ID badges and present themselves as nursing students only during class times and under the direct supervision of an instructor.

Cell Phone Policy: Cell phones are not permitted to be brought into clinical sites. Any student found with a cell phone at the clinical site will be dismissed for the day. All missed clinical hours will be required to be made up and a fee will be assessed based on hours missed.

Students should advise their families, childcare providers, etc., of their schedules so that they can be contacted during non-class or non-clinical times. Cellular phone number of each clinical instructor is provided for emergency contact only.

Students found to be in non-compliance with the above code will be dismissed for the day and incur an absence. Clinical hours must be made up. See PN Director for instructions. Additional sanctions will apply up to possible dismissal from the program.

Two violations of dress code can result in a clinical failure if within the same quarter or if a repetitive pattern exists (3 or more occurrences).

3 ACADEMIC POLICIES

MEDICAID NURSE AIDE CERTIFICATION (MNA):

Students who are not licensed Medicaid Nurse Aides will be required to gain licensure prior to the start of quarter four (4) of study. The first attempt to receive MNA certification is to occur by the end of quarter two (2). The MNA course takes place on ATA campus and certification can be obtained through Jefferson County Technical College (JCTC) only. To test for the MNA certification students must have an acceptable background check, not be listed on the Kentucky Office of the Inspector General Nurse Aid Abuse Registry, and be in good financial standing with JCTC.

To satisfactorily complete the evaluation, the student must:

1. Make a score of at least 70% (raw score of 52 or higher) on the 75 multiple choice written examination; and
2. Must successfully demonstrate at least five (5) procedures under the observance of an examiner, with 70% accuracy. Some steps on some of the procedures are considered critical. These steps must be performed with 100% accuracy.

The cost of the first certification examination is included in tuition.

Student Progression Evaluation

Each student will be advised by instructor anytime they receive a testing score below 80% in all nursing courses. The purpose of the advisement is to make the student aware of his/her academic achievement, provide the student with ample time for improvement and academic guidance for success. Grades are to be posted within a week of the students submitting course work.

THEORY/CLASSROOM/DIDACTIC POLICY

Regular class attendance and punctuality are expected in all classrooms. Students shall assume responsibility for regular attendance; completion of all assignments; completion of all examinations; and completion of required skills and clinical time.

The following are specific to nursing theory class, clinical/classroom laboratories, and test. Refer to your course syllabi for expectations.

Classroom Expectations

1. Read, understand, and adhere to all course policies and schedules.
2. Abide by all policies in course catalog and class syllabi (<http://www.ata.edu/disclosures>)
3. Complete all required coursework as outlined per course syllabi.
4. Arrive on time and prepared for class, and remain in class for the entire period.
5. Give full attention and participation to the class activities.
6. Avoid any behavior that may disrupt other students' learning.
7. Demonstrate respect in expressing opinions and listening to others.
8. Notify the instructor (outside of class) regarding problems with any of the above regulations or about situations that interfere with learning.

3 ACADEMIC POLICIES

CLINICAL POLICY:

Clinical education is a mandatory component of the program. Due to accreditation requirements of the clinical education centers, students will be required to obtain a criminal background check and undergo drug testing prior to acceptance to the clinical assignment. Any student who fails acceptance to the clinical assignment will be unable to complete the program. If a student is denied acceptance at a specific clinical site, every effort will be made to place the student elsewhere. If no acceptable/available site is found, the student will be unable to complete the program.

Students may be assigned to clinical facilities other than those in the immediate area. Transportation to and from any clinical setting is the responsibility of the student. Staff is prohibited from transporting students.

All students must attend orientation for each clinical course. Every facility requires an orientation for students. This orientation is only provided at scheduled dates and times and cannot be rescheduled or conducted more than once. Any student who does not attend orientation will immediately fail the clinical assigned. The only exception is for a student who had previously attended an orientation with the same facility and was returning due to extenuating circumstances which must be documented and approved per the PN Director. Those hours missed will still be required to be made-up. There is no make-up for missing clinical orientation.

According to KRS 314: Section 2 (9a) The curriculum shall include an integrated practicum. The integrated practicum shall consist of a minimum of 120 clock hours of concentrated clinical experience of direct patient care in a healthcare facility or health care organization. (9b) The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session during the last semester or quarter of a nursing program.

3 ACADEMIC POLICIES

CLINICAL AND SKILLS LAB GUIDELINES

1. Report to the clinical instructor when arriving and leaving the clinical area.
2. Call the clinical instructor one hour before the time of the clinical experience if absence is necessary.
3. No texting or emailing is permitted. Contact must be with the instructor assigned for the clinical only.
4. Follow and abide by the policies and procedures of the clinical facility where assigned.
5. Follow and abide by the confidentiality statement (*KRS210.235) (Attached).
6. Be able to participate in clinical assignments during day or evening hours as clinical space is made available (students will be given ample warning of a change in the times).
7. Be available between 6:30am and 11:00pm Monday–Saturday.
8. Any student who misses skills check-off will be assess a penalty of one attempt and only have two attempts to complete all skills assigned for that check-off day.
9. Failure to successfully pass skills or a skill will result in the inability to perform in the clinical setting (including instructor presence) this will reflect in the clinical evaluation.
10. If a student is not able to correct a skill's deficit at the scheduled remediation they may fail the course.
11. Students are to leave the clinical premises upon the dismissal of the class.

The clinical instructor has the right to dismiss a student from the clinical or skills lab area for lack of professional judgment, unpreparedness for clinical experience or lab, evidence of physical or mental health impairments that prohibits provision of safe care or if the student exhibits unprofessional behavior in the clinical site with anyone and if the student is not in proper uniform of the school or lacking evidence of proper identification badge. In cases of physical or mental health impairment, the student may have to find an alternative method of transportation to destination (e.g. cab, ambulance, family member).

The school may require students who miss lab or clinical due to illness to present a physician's statement upon their return to school. Statements must be from the physician stating the student can perform clinical expectations without limitations.

In the clinical area the following procedures are for all oral and written materials related to assigned patients in the clinical facility: Students are responsible for maintaining strict confidentiality of patient information. A breach will result in disciplinary action and possible dismissal from the nursing program. Patient confidentiality includes oral and written communication about the patient. It also includes electronic documentation systems utilized by the hospitals. The Health Insurance Portability and Accountability Act (HIPAA) is a Federal Law that prohibits unauthorized disclosure of private patient information. HIPAA provides both civil and criminal penalties for violation that can range up to fines of \$250,000 and 10 years in prison.

1. Remove names, initials, DOB, or other data that identifies an individual patient from all written documents related to patient assignments.
2. No photocopies of the patient record are ever to be made by nursing students.
3. Hand written notes for post conference or preparation for patient care cannot have names, initials, DOB, social security number, address or telephone numbers listed.
4. Violation of patient confidence will result in permanent dismissal from the program.

3 ACADEMIC POLICIES

PATIENT/CLIENT RIGHTS

The patients/clients have a right to safe and quality nursing care and that right is protected by the KBN and governing agencies. Behavior by a student that threatens the health or safety of the patient is a breach of this ethical responsibility and may result in dismissal from the program.

UNIVERSAL BLOOD AND BODY SUBSTANCE PRECAUTIONS:

An Exposure Incident is Described As: Contact with blood, body fluids or other potentially infectious material by splattering onto your eyes, mouth, mucous membranes, or non-intact skin. All sticks from a used needle or used sharp object also qualify as an exposure.

Generally accepted standards to assure protection of health care workers include: Routine use of appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids:

1. Wearing gloves when:
 - a. Touching blood and body fluids; mucous membranes, or non-intact skin
 - b. Handling items or surfaces soiled with blood or body fluids
 - c. Performing venipuncture and other vascular procedures
2. Applying mask and eye protection for procedures likely to result in splashing or spraying of blood or body fluids about the face.
3. The use of a gown/apron during procedures likely to soil clothing; 4) The use of disposable resuscitation equipment.
4. Thorough and immediate hand washing after:
 - a. Patient care
 - b. Removing gloves
 - c. Contamination with blood/body fluids
5. Implementation of precautions to prevent injuries caused by needles, scalpels or other sharp objects such as:
 - a. Not recapping needles
 - b. Not bending or breaking a needle by hand
 - c. Disposing needles, scalpels, and sharps in appropriate containers
6. Use of needless systems whenever possible
7. Avoiding direct patient care or handling of patient care equipment if a fresh, open or weeping lesion is present on the health care worker.

GENERAL GUIDELINES FOR PRACTICAL NURSING STUDENTS

In the event of an accidental exposure, the student should contact the nursing instructor immediately and then begin a thorough washing of the area involved. The instructor will contact the facility designee and an incident report will be filed. The facility/school's accidental exposure procedure will be initiated. Post exposure treatment should be initiated within 1–2 hours after exposure. Therefore it is important to immediately report to the Nursing Instructor or the nearest provider of care. All exposures must be documented and reported to the clinical facility and to ATA's student services.

Students are responsible to acquaint themselves with each clinical affiliate's exposure follow-up policy. This will be covered in orientation to the clinical facility and with the facility's student handbook.

Policies of the clinical affiliate must be followed. All exposures must be reported immediately to the responsible clinical faculty. All exposures must be reported to the department and the appropriate office at the clinical site. Neither the clinical agency nor ATA will be responsible for costs. The student is responsible for all medical costs. This includes costs of evaluation and treatment for the student and tests for documentation of the source. Students should check with their insurance provider regarding coverage.

Clinical Site Information:

Clifton Oaks – 446 Mount Holly Avenue, Louisville, KY 40206
Episcopal Church Home – 7504 Westport Road, Louisville, KY 40222
Kindred Hospital – 1313 St. Anthony Place, Louisville, KY 40204
Kindred Hospital, Jewish – 200 Flexner Way, Louisville, KY 40202
The Brooks – 1405 Browns Lane, Louisville, KY 40207
Jefferson Place – 705 Herr Lane, Louisville KY 40222
Franciscan – 3625 Fern Valley Rd. Louisville, KY 40219

Parkway Rehabilitation and Nursing Center, 1155 Eastern Pkwy, Louisville, KY 40217

EPIDEMIC EXPOSURE PLAN

Objectives:

1. Protect the students, staff and faculty wellbeing
2. Maintain compliance with CDC, Kentucky Board of Health, and affiliating organizations
3. Facilitate student success

The following protocol shall be instituted at ATA College for all national, regional and local epidemic outbreaks:

1. Traveling students must have entered the US by all legal processes and protocol. 2) Students must provide proof of date returned to the US
2. Students must have received and provide proof of all recommended and required immunizations upon return to the US
3. Students must adhere to and provide evidence of following prevention recommendations or requirements of the CDC, Kentucky Board of Health and affiliating agencies (e.g. clinical sites).
4. Students must provide documentation that he/she has been evaluated by a certified physician.
5. A release form must be electronically submitted to the school by a certified physician.
6. Students may not return to school with any signs or symptoms of the epidemic infection
7. Students may not return to school sooner than 10 days past the incubation stages of the epidemic infection, regardless of provided documentation.
8. Student is required to inform school of possible exposure to infection.

ATA holds the right to alter, update and implement new processes to this plan as necessary.

AGREEMENT FORM

4

7 PRACTICAL NURSING AGREEMENT FORM

AGREEMENT FORM

The Practical Nursing Program Handbook has been reviewed with me on: _____ (date)

by, _____.

I have had the opportunity to clarify information in the handbook and agree by my signature. I am aware of the policies and will abide by the contents within.

Student Signature: _____ Date: _____

Student Printed Name: _____ Date: _____



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