



LEARN WELL. LIVE WELL.



PRACTICAL NURSING HANDBOOK

Volume 1: February 2020

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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 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 Catalog.

ATA reserves the right to revise any policies presented in this handbook or the ATA 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.

ATA is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). Graduates are eligible to sit for the National Council Licensure Examination-Practical Nurse (NCLEX-PN) exam.

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

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

Oklahoma Board of Nursing
2915 N Classen Blvd. Suite 524
Oklahoma City, OK 73106
(405) 962-1800
<https://nursing.ok.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 Nursing Staff

1 NURSING PROGRAM VISION, MISSION, AND PHILOSOPHY

VISION

Educate Nurses

MISSION

Thoroughly prepare nursing students to provide holistic and competent care to all patients, present as leaders in the health care arena and serve as catalysts for the advancement of the nursing profession. 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

ATA believes in providing quality educational opportunities in the field of nursing to all individuals with the passion and desire to become a practical nurse. ATA's Nursing Program will 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.

STUDENT LEARNING OUTCOMES

1. Competent Care: Demonstrate systematic clinical decisions according to individualized client needs to improve patient outcomes
2. Cultural Acknowledgement: Inquire about cultural needs when providing care to patients and their family
3. Collaborative Inclusivity: Provide patient care involving patient, family, and ancillary teams
4. Evidence Based Practices: Discuss nursing skills based on current evidenced based research and practices
5. Professional Integrity: Understand laws relating to the nursing profession
6. Technological Patient Management: Demonstrate an understanding of practical current medical technological equipment in patient care

PROGRAM LEARNING OUTCOMES

1. Competent Care: The graduate will execute nursing care within the scope of practice of the nursing discipline
2. Cultural Acknowledgement: The graduate will implement cultural sensitivity when providing nursing care to patient and family.
3. Collaborative Inclusivity: Collaborate with clients, families, and interdisciplinary teams in the decision making process of holistic patient care
4. Evidence Based Practices: Incorporate best nursing practices that align with current evidenced based research and proven clinical algorithms
5. Professional Integrity: The graduate will differentiate nursing care that is incongruent with regulatory mandates.
6. Technological Patient Management: Graduate will manage patient care utilizing current technological capabilities

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.

The 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 GENERAL INFORMATION

EVALUATION OF THE PROGRAM

The Program Director will provide an evaluation of the overall effectiveness of the training program annually and shall include such elements as: student evaluations, first-time pass rates on the written and manual skills certification exams, student attrition rates, resolution of past student complaints and grievances, and review and revision of program policies. The Program Director can add other criteria in weighing the effectiveness of the evaluation process with subsequent quarters of training. This data will be shared with the administration of ATA as well as with any accrediting or licensing agencies as needed.

ATA ADMINISTRATION

Don Jones Chief Executive Officer
Marcus Horn President
Jeremy Wright Controller
Cindy Landry Director of Compliance
Chad Bertelkamp Director of Financial Aid
Brett Weber Chief Operating Officer
Kathy Munday, RN, MSN-ED Corporate Nursing Program Director

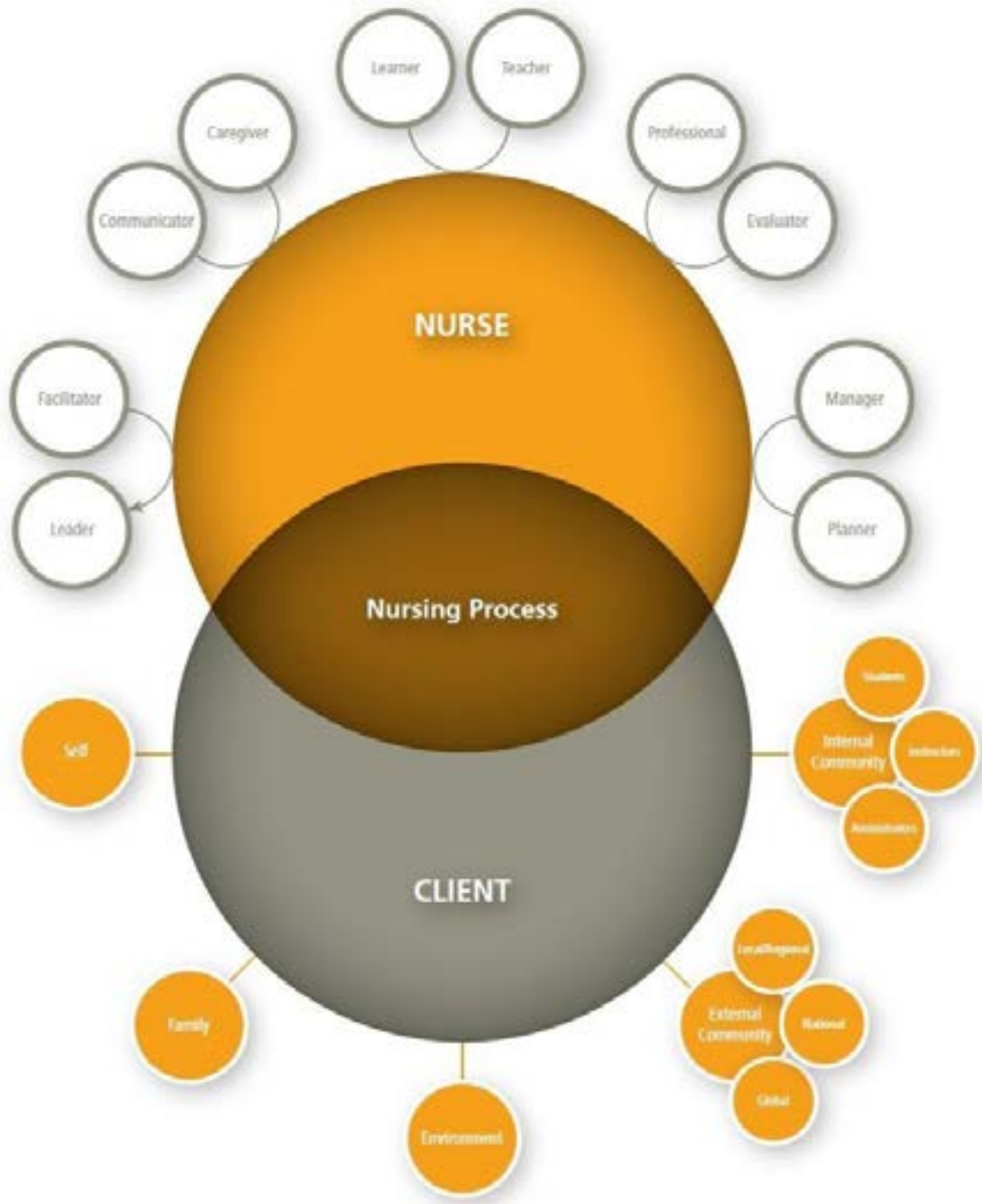
PROGRAM ADMINISTRATION

Nursing Program Director
Gay Pierce, BS, RN

1 CONCEPTUAL FRAMEWORK

CONCEPTUAL FRAMEWORK

The conceptual/organizational framework of ATA'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 PRACTICAL NURSING

Objective: This 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 the 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, registered nurse or a dentist.

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 Oklahoma Board of Nursing.

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.

Oklahoma Nurse Practice Act Licensed Practical Nurse Scope of Practice

According to the Oklahoma Nurse Practice Act (§567.3a.4) "Licensed Practical Nursing" means the practice of nursing under the supervision or direction of a registered nurse, licensed physician or dentist. This directed scope of nursing practice includes, but is not limited to:

- a. Contributing to the assessment of the health status of individuals and groups,
- b. Participating in the development and modification of the plan of care,
- c. Implementing the appropriate aspects of the plan of care,
- d. Delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the Oklahoma Nursing Practice Act,
- e. Providing safe and effective nursing care rendered directly or indirectly,
- f. Participating in the evaluation of responses to interventions,
- g. Teaching basic nursing skills and related principles,
- h. Performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation, and
- i. Delegating those nursing tasks as defined in the rules of the Board that may be performed by an advanced unlicensed assistive person.

ADMISSIONS

2

2 ADMISSIONS

OCCUPATIONAL ASSOCIATES DEGREE PRACTICAL NURSING

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. These criteria must be met by potential students where English was not the first language spoken in their home.
 - a. TOEFL Internet-based Test Total of 61 or better
 - b. TOEFL Computer-based Test Total of 173 or better
 - c. TOEFL Paper-based Test Total of 500 or better

Exemptions to TOEFL Requirement:

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 end of the drop/add period
4. Satisfactorily pass a drug screen test
5. Complete all necessary medical documentation required to attend clinical.
6. Complete the Nursing Application

ATA reserves the right to:

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

Re-Admission of Former Students:

A student who has been withdrawn will be required to meet the following criteria:

1. Students seeking re-entry should complete a Re-Entry Application which will be reviewed by the Re-Entry Committee.
2. Re-entering students must abide by the current admission, curriculum, and program requirements of the department.
3. Students are readmitted on a space available basis.
4. The department 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 an academic review committee.

ADMISSIONS

ACADEMIC CALENDAR AND CLASS SCHEDULE:

Please refer to the course catalog academic calendars. Class schedules are obtained through the student portal.

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. Influenza 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. 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.

2 ADMISSIONS

Conviction Records:

Successful completion of the PN program does not ensure students will be eligible to become licensed nurses.

The ATA Practical Nursing Program is approved by the Oklahoma board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 and 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

2 ADMISSIONS

Guidelines for Background Checks:

ATA requires applicants to complete a background check and drug screen before enrollment. The state and various other agencies may require criminal background checks before a student can be placed in clinical or take professional licensing, certification, or registration examination. Externship sites will not accept persons with a drug or felony conviction. For this reason, applicants with drug and or felony convictions or a positive drug test will not be admitted.

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. 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 a drug testing facility 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. 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 will contact a taxi service to transport the student from any clinical site to a testing facility 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 testing facility or ER facility.

When ATA 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 ATA, 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. 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.

2 ADMISSIONS

DRUGS TO BE TESTED

All students will be tested for the following drug categories: amphetamines, methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phencyclidine, and propoxyphene. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.

MEDICAL MARIJUANA

Regardless of a student's status as a medical marijuana license holder, marijuana is not allowed on the premises of ATA or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of ATA in school vehicles; going to and from and attending ATA sponsored functions, events, and athletic activities, including those ATA sponsored functions, events and/or athletic activities which occur in a location other than the premises of ATA; utilizing ATA equipment or transportation; and in any other instance in connection with the technology center where ATA reasonably deems the possession of marijuana to be illegal. In the event that a student is found to possess or to have possessed marijuana in any of the instances stated above, ATA will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, ATA policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by ATA in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in ATA because of an individual's status as a medical marijuana license holder. The College recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the colleges current policies regarding employees, students, parents and individuals on technology center premises or attending center events. The college will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the college will consider and/or examine technology center policies in order to assess whether revisions, if any, may be needed to a college policy in order to comply with state and federal law.

CONFIRMED POSITIVE TEST

A student with a confirmed positive drug test will be ineligible to complete the required clinical rotation. Consequently, the student will receive a grade of "F" and be terminated from the program.

REFUSAL TO BE TESTED

A student's refusal at any point to be tested for drugs will result in ineligibility to complete the required clinical rotation. Consequently, the student will receive a grade of "F" and be terminated from the program.

2 ADMISSIONS

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 Campus President. 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.

Resource Room:

The Resource Room is open each week, Monday through Friday. 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.

The LRC will hold reference copies of every textbook currently adopted by the PN program. These textbooks will be non-circulating, but can be borrowed by nursing program faculty at the discretion of the LRC Manager and/or Nursing Director.

The LRC will add supplemental physical materials to its collection on a bi-annual basis. The collection will include but are not limited to text books, audio visual resources and e-books. The LRC Manager will create and maintain a bibliography from which new materials can be selected. Nursing faculty are required to participate in the selection process by reviewing the bibliography, providing input that is course specific, and identifying their preference of materials. The Nursing Program Director will give the final approval for purchase.

Nursing textbooks currently in use will be held in the LRC collection as non-circulating ("reference") until they are no longer in use by the PN program, at which point it enters the General Use LRC Collection.

ADMISSIONS

Any PN-relevant materials in the General Use Collection will be held until five years after their copyright date. The General Use collection will be reviewed by the LRC Manager in December of each calendar year to find PN-relevant materials that have reached the five-year threshold. A list of materials older than 5 years will be submitted to the nursing department faculty for review. Nursing faculty and the LRC Manager will determine whether any given item shall be removed from the LRC General Use Collection, or kept, but marked as “historical.” The “historical” label on materials alerts students and faculty that more current materials on its subject may be available.

The LRC will maintain subscriptions to subject-area appropriate electronic databases for access to scholarly journals and periodicals annually.

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 students 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 Education Department will seek copyright permission.

ACADEMIC POLICIES

3

3 ACADEMIC POLICIES

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 POLICY

ATA believes that in today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for and should report the following violations while on school, fieldwork, clinical, or externship property: all forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration or misuse of school documents, theft of, or deliberate destruction, damage, misuse or abuse of school property or the property of private individuals associated with the school, insubordination, inappropriate or profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings, or other school activities, the use of alcoholic beverages or controlled substances on the school or externship property, including the purchase, consumption, possession, or sale of such items. The use of any tobacco products in the school buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas. Smoking areas are located outside of the building at ATA; failure to comply with school officials acting within the scope of their employment responsibilities, failure to comply with any regulation not contained in official school publications but announced as administrative policy by a school official or other person authorized by the President of the school. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the school property, violence or threats of violence toward persons or property of students, faculty, staff, or the school, cell phone use should be kept at a minimum while in class and are prohibited in clinical and externships. A student committing any of the violations listed above will receive a written warning concerning the misconduct and will receive disciplinary action up to and including immediate suspension or dismissal based upon the severity of the violation. Students dismissed for conduct violations will not be readmitted.

3 ACADEMIC POLICIES

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>

Information Regarding Licensure Eligibility

Oklahoma Board of Nursing

<https://nursing.ok.gov/rules19.pdf>

Information regarding NCLEX

National Council of State Board of Nursing –
testing <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 with 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.

A student who fails 4 nursing courses with course codes beginning in NPN and PHA in the program curriculum will have their enrollment terminated. A failure is defined as achieving less than 80% overall grade average or receiving a WF for the course.

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

Grades for each course will include Assignments, Clinical Component, Exams, Final Exam, and Quizzes. Some classes will include a Proctored ATI and an NCLEX Readiness Exam.

ACADEMIC POLICIES

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 week 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. 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 mitigating circumstances as listed below, student services may permit a make-up of missed work given proper documentation is received in a timely manner. mitigating 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. If absence occurs, the missed time must be made up. A clinical make up fee will be assessed for makeup hours. Students will be responsible for \$200 make up fee for each missed clinical. If you miss more than one clinical/skills lab in any one course you will be withdrawn from that course. **Arriving more than 10 minutes late will result in being dismissed that day from clinical and scheduled for a makeup.** If a student leaves clinical or skills lab before the scheduled end time, the student will have to make up the entire day and pay the clinical make-up fee. Final determination of mitigating circumstances will be determined by the Program Director.

3 ACADEMIC POLICIES

Inclement Weather Campus Closing Notification:

In the case of inclement weather, students are to watch for school closings posted on the local news channels. If Tulsa Public Schools classes are cancelled ATA classes are cancelled as well. KOTV-Channel 6 is typically the first notified.

**If Tulsa Public Schools are not closed due to inclement weather, ATA students are expected to attend scheduled class or clinical, regardless of where they live.*

If inclement weather takes place during a clinical day, the student is encouraged to attend clinical. The focus of ATA is to help students secure employment in their desired field. Students should always consider clinical rotations as potential employment opportunities so if traveling to their clinical site will not endanger their safety then the student should attend clinical.

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 NPN101, NPN100, PHA101, PHA102, PHA103, NPN153, NPN154, NPN120, NPN130, NPN131, NPN140, NPN141, NPN151, NPN110, NPN175

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

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 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: 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 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 or black, 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).

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. 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.

3 ACADEMIC POLICIES

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 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 ATA 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).

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.

3 ACADEMIC POLICIES

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
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.

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.

Faculty to Student Ratio

The program's goal is to provide a safe clinical experience for the clients cared for at the partner clinical sites and the students in the program. The faculty to student ratio will adhere to the Oklahoma Nursing Practice Act and Rules [485:10-5-4.1 (f)] The maximum ratio of faculty to students in clinical areas involving direct care of patients or clients shall be defensible in light of safety, learning objectives, students' level, patient acuity and program outcomes.

Clinical Site Policy

Students entering the program will not attend any clinical site until a minimum of 16 hours of classroom instruction have been completed.

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
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 assessed 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 Board of Nursing 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.

3 ACADEMIC POLICIES

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.

EPIDEMIC EXPOSURE PLAN

Objectives:

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

The following protocol shall be instituted at ATA 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, State 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.

3 ACADEMIC POLICIES

Fees

Students attending ATA will be responsible for certain fees, as applicable:

Registration Fee: \$50 due upon enrollment

Quarterly Fee: \$200 per quarter due on the 5th week of the term

Supplies: \$50(Estimated) Requires purchase of leather shoes and a wristwatch with a second hand

Physical Exam and Required Immunizations: Cost varies depending on insurance and provider

CPR:Included in tuition

Student Participation in Program Development, Implementation, and Governance:

ATA encourages students to actively participate in programmatic governance through end of course surveys, graduate surveys, student satisfaction surveys, and the Nursing Student Advisory Board Meetings. A Nursing Student Advisory Board meets quarterly to discuss program policies, rules, and implementation. A representative is nominated from each cohort to attend the Nursing Student Advisory Committee. The meeting minutes are then distributed to the Program Director, COO, and Director of Student Services. Students interested in serving on the Nursing Student Advisory Board should contact the Nursing Program Director.

Faculty Participation in Program Development of Practices and Policies:

Faculty meetings are held quarterly and faculty feedback is solicited in order to continuously improve the program. Meeting minutes are recorded and sent to all nursing faculty members, including the program administration.

AGREEMENT FORM

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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: _____



LEARN WELL. LIVE WELL.

ATA College

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