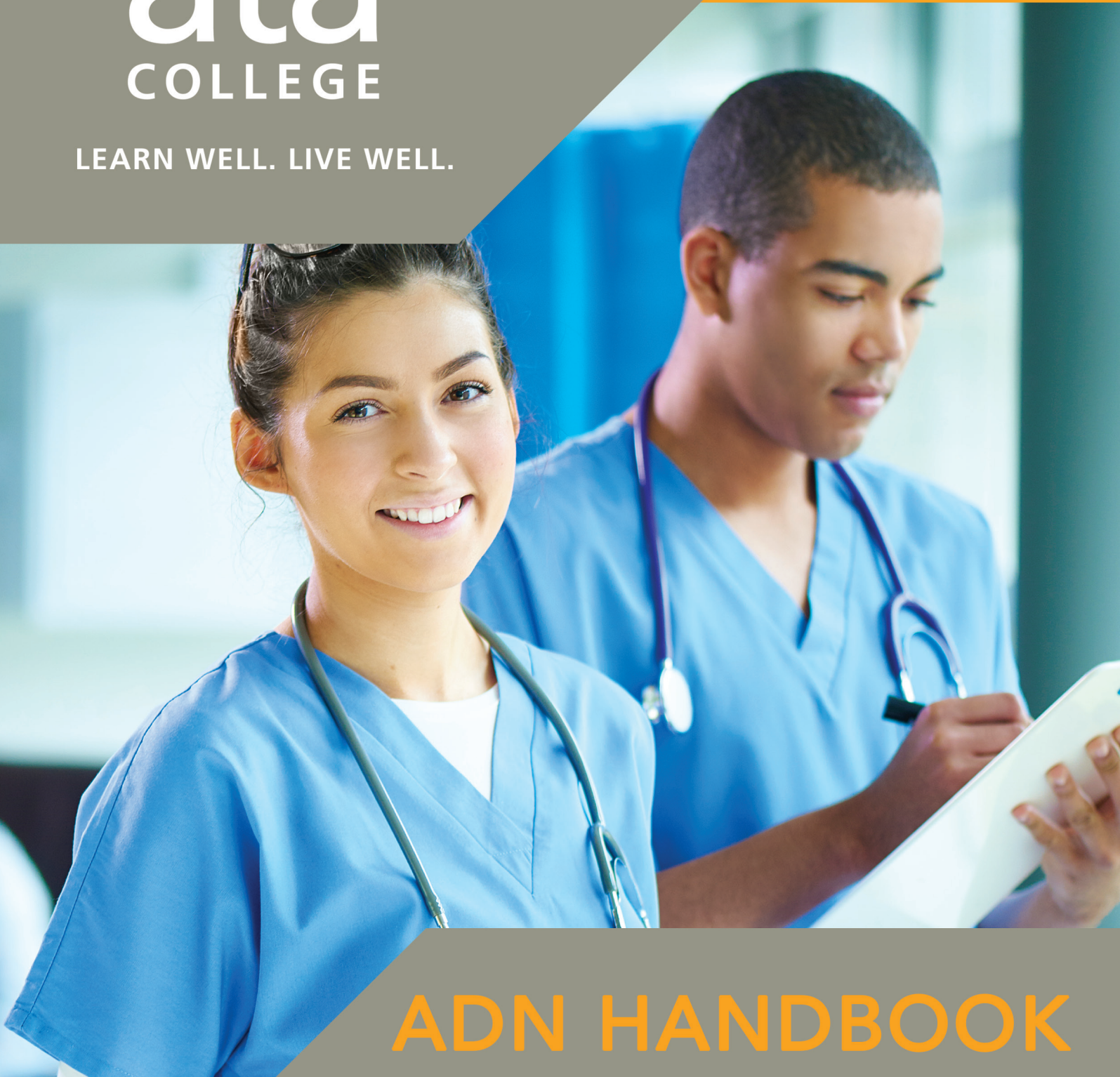




LEARN WELL. LIVE WELL.



# ADN HANDBOOK

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## TABLE OF CONTENTS

|                                                         |    |
|---------------------------------------------------------|----|
| Welcome .....                                           | 2  |
| Section 1: General School Information.....              | 3  |
| Section 2: Mission & Philosophy.....                    | 3  |
| Section 3: Scope of Practice. ....                      | 4  |
| Section 4: Conceptual Framework & Program Outcomes..... | 4  |
| Section 5: Academic Policies.....                       | 6  |
| Section 6: General Policies.....                        | 13 |
| Section 7: Clinical Policies & Procedures .....         | 15 |
| Section 8: Safety Policies & Procedures.....            | 19 |
| Section 9: General Program Information.....             | 21 |
| Clinical Site Expectation Acknowledgement .....         | 23 |
| Nursing Student Handbook Acknowledgement.....           | 24 |

# WELCOME

Dear Nursing Student,

This handbook provides policies and procedures specific to the Associate Degree in Nursing Program (ADN). You are expected to adhere to all policies in this handbook as well as all policies in the A Technological Advantage (ATA) Catalog. In addition, you are expected to adhere to all policies of any clinical facility 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 change will be provided via announcements to the student population on the student portal. You are encouraged to seek advice 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). The Graduates of this state approved program are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) examination. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma License to practice nursing. Oklahoma licensing requirements, including residency requirements, can be found at [nursing.ok.gov](http://nursing.ok.gov).

Oklahoma is a member of the Nurse Licensure Compact (NLC), which enables graduates of the ATA College nursing program to seek a multistate license allowing practice in all NLC member states. For more information about the NLC, including a map of current member states, please visit [nursecompact.com](http://nursecompact.com). Students residing in or intending to pursue licensure in a non-NLC member state are responsible for reviewing state education and licensing requirements, as requirements vary.

## United States Postal Service Delivery

Oklahoma Board of Nursing  
P.O. Box 52926  
Oklahoma City, OK 73152

## Physical Location

Oklahoma Board of Nursing  
2501 N. Lincoln Blvd., Ste 207  
Oklahoma City, OK 73105

Please remember that 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,  
ATA Nursing Staff

## SECTION 1: GENERAL SCHOOL INFORMATION

### Preface

This Student Handbook is provided in addition to the school catalog with specifics related to the nursing program and expectations from nursing students. It is the student's responsibility to keep abreast of the material presented here and stay up to date with the most current information published on the ATA website through catalog updates, addendums, supplements, and other literatures.

### Notice of Non-Discrimination

ATA College does not discriminate on the basis of race, color, national origin, sex, age, religion, qualified disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protect by applicable discrimination law in its policies, practices, or procedures. This includes but is not limited to admission. Employment, financial aid, and educational programs, activities, or services. The following are designed to handle inquiries regarding nondiscrimination policies.

Angela Manzanares  
Accreditation and Compliance Officer / Title IX Coordinator  
4608 S. Garnett Road, Suite 300 Tulsa, OK 74146  
Phone: (918)496-0800  
Email: amanzanares@ata.edu

### Accreditation and Licensure

ATA College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and Licensed by the Oklahoma Board of Private Vocational Schools (OBPVS).

ABHES  
6116 Executive Boulevard, Suite 730  
North Bethesda, MD. 20852

OBPVS  
3700 N. Classen Boulevard, Suite 250  
Oklahoma City, OK 73118

## SECTION 2: MISSION & PHILOSOPHY

### ATA College

**Mission:** The mission of the governing organization is "to provide quality instruction, hands-on training and effective career preparation for our healthcare programs in a comfortable environment that facilitates the learning experience."

### ATA College Associate Degree Nursing Program

**Mission:** The mission of ATA's ADN Program is "to 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 in your 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."

### ATA Nursing Philosophy

**Statement:** The philosophy statement for the ATA ADN Program is "ATA believes in providing quality educational opportunities in the field of nursing to all individuals with the passion and desire to become a registered 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 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.”

## SECTION 3: SCOPE OF PRACTICE

### Associate Degree in Nursing

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

**Terminal Goals:** Upon completion of the ADN Program, the student will be eligible to apply for licensure and take the National Council Licensure Examination for Registered Nurses (NCLEXRN). Once licensed, the graduate will be able to seek employment in numerous health care settings such as hospitals, nursing care facilities, physician offices, home health, and federal, state, and local government service organizations. Program completion for the Registered Nursing Program is 80 weeks; program delivery is blended.

### Oklahoma Nurse Practice Act Registered Nurse Scope of Practice

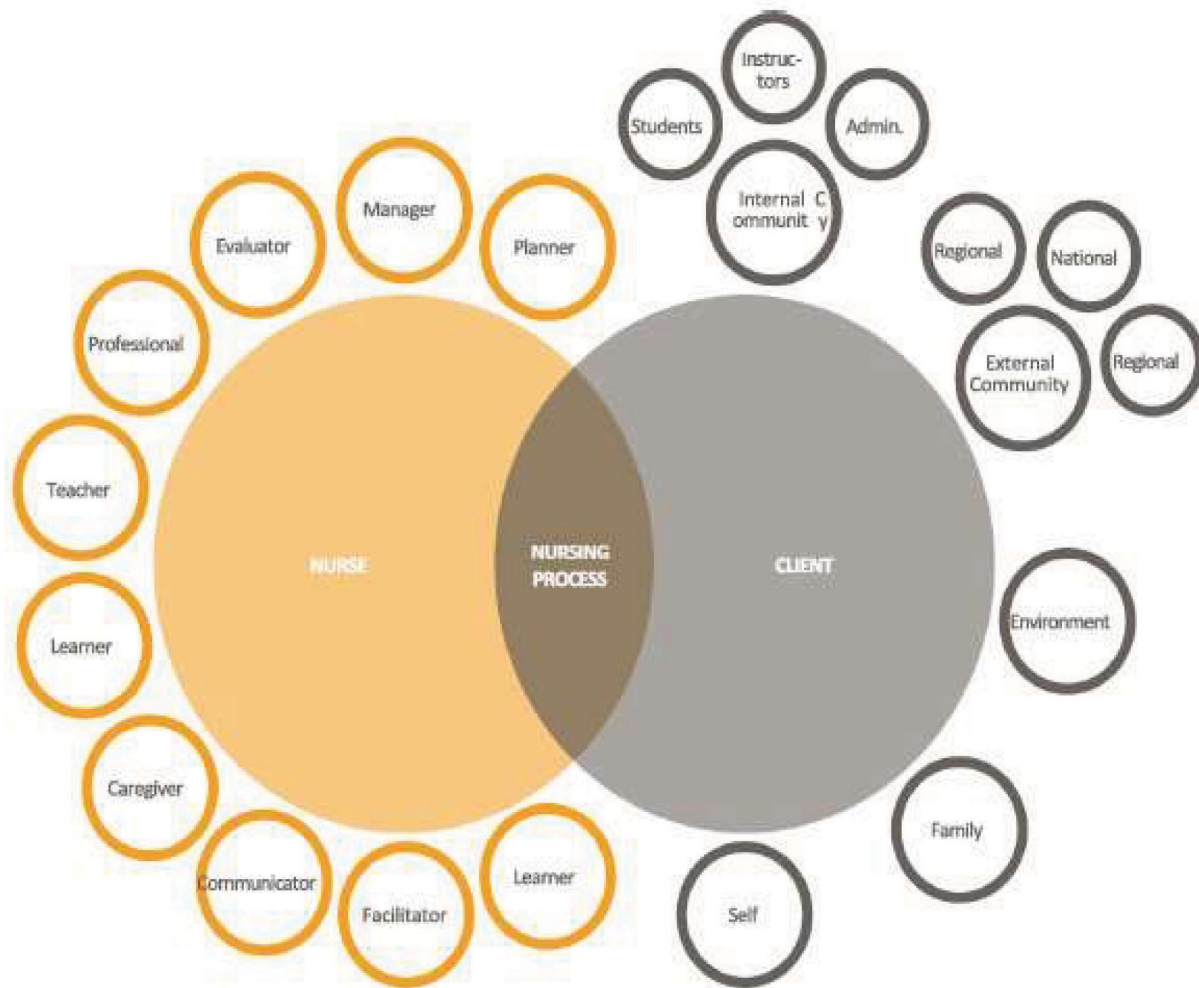
According to the Oklahoma Nurse Practice Act §567.3a. “Registered nursing” means the practice of the full scope of nursing which includes, but is not limited to:

- a. Assessing the health status of individuals, families, and groups,
- b. Analyzing assessment data to determine nursing care needs,
- c. Establishing goals to meet identified health care needs,
- d. Planning a strategy of care,
- e. Establishing priorities of nursing intervention to implement the strategy of care,
- f. Implementing the strategy of care,
- g. Delegating such tasks as may safely be performed by others, consistent with education preparation and that do not conflict with the provisions of the Oklahoma Nursing Practice Act,
- h. Providing safe and effective nursing care rendered directly or indirectly,
- i. Evaluating responses to interventions,
- j. Teaching the principles and practice of nursing,
- k. Managing and supervising the practice of nursing,
- l. Collaborating with other health professionals in the management of health care,
- m. Performing additional nursing functions in accordance with knowledge and skills acquired beyond basic nursing preparation, and
- n. Delegating those nursing tasks as defined in the rules of the Board that may be performed by an advanced unlicensed assistive person.

## SECTION 4: CONCEPTUAL FRAMEWORK & PROGRAM OUTCOMES

### Nursing Conceptual Framework

The conceptual/organizational framework of ATA’s ADN Program is illustrated through the circular strand exemplifying the philosophy and objectives of the Registered Nursing (RN) Program. The concepts reflect the significance of the nurse/client relationship. This framework exemplifies the boundless community



### End of Program Student Learning Outcomes:

The End of Program Student Learning Outcomes are achieved by successfully demonstrating competencies in the didactic and clinical setting to independently practice upon graduation.

The Associate Degree in Nursing program prepares the graduate to:

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 patients and family.
3. Cultural Inclusivity: The graduate will collaborate with clients, families, and interdisciplinary teams in the decision-making process of holistic patient care.
4. Evidenced Based Practice: The graduate will 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 in congruence with regulatory mandates.
6. Technological Patient Management: The graduate will manage patient care utilizing current technological capabilities.

## SECTION 5: ACADEMIC POLICIES

### Student Conduct Policies

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 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.

### Academic Dishonesty

The Nursing department adheres to the college's academic dishonesty and student code of conduct of policies and procedures. In addition, students must understand the following:

- Program leadership may nullify examination results if anomalous or irregular activity is detected.
- Program leadership may administer faculty written examinations, electronic exams, or exams from a variety of vendors.
- Any assignment, exam, or quiz found to have been compromised will be assigned a failing grade, and all parties involved will be required to meet with the Director of Nursing or designee for further evaluation. Such incidents may lead to dismissal from the nursing program.
- The transmission from one student to another of any test material or test information is considered cheating.
- Peer-to-peer communication during an examination may be considered cheating.
- Unauthorized access to the test materials is considered cheating.
- Plagiarism is defined as "the conscious or unintentional use of words, phrasing, or ideas of another person without acknowledging the source, thereby attempting to receive underserved credit." One must put other's words in quotation marks and cite the source(s) and must give citations when using other's ideas, even if those ideas are paraphrased in your own words.
- Self-plagiarism is also considered to be a form of plagiarism and is not accepted unless acknowledged and approved.

### Nursing Student Code of Ethics

The following always applies to all premises and facilities of ATA College and their affiliates:

1. All students, while enrolled in ATA College's ADN Program, will behave in such a manner so that no person shall be embarrassed, harassed, endangered, or upset by the student's behavior.
2. Students must adhere to the ATA code of conduct at all times.
3. Students will not direct disrespectful or abusive behavior toward anyone while participating in college sponsored activities. Instructors and health care facility employees will be treated with the respect their positions deserve, and the student will abide by any rules governing facility staff.

4. Students will not make false statements to faculty or college administrators.
5. In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who will attempt to resolve such conflicts independently.
6. Any student who is asked to leave a class, lab or clinical site must do so immediately and without protest. Failure to do so may result in disciplinary action up to and including dismissal from the program.
7. No student shall engage in sexual harassment.
8. No student shall use foul or vulgar language while on ATA premises, including but not limited to the classroom, lab, or clinical setting.
9. No student will leave his or her assigned clinical area unless authorized by the instructor.
10. No student shall have guns, knives, or other lethal weapons in their possession, at school or while participating in college sponsored activities.
11. Nursing students may not practice nursing outside the college's approved clinical setting and without an instructor present. Observational experiences do not constitute nursing practice.
12. Nursing students are responsible for keeping confidential identities and identifying information of all clients. No students shall divulge the names of any client orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. Nursing students must not reveal to any person or person, except authorized clinical staff, and associated personnel, any identifying information regarding any such client. This requirement extends to all client records.
13. Photocopying, taking pictures of, audio taping or in any way reproducing medical records, and/or removing medical records from any clinical setting is strictly prohibited.
14. A student who has a conflict or complaint regarding an instructor should first try to resolve the matter with the instructor. If the issue is not resolved, the student should follow up with the Director of Nursing or designee.
15. Students must check their school email daily and respond within 24 hours.
16. Any violation of the foregoing code of ethical behavior may result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance with the chain of command as set forth in the Nursing Student Handbook. In addition, the student may receive a failing grade based on the clinical evaluation and a failure to meet course requirements.
17. If a student is suspended or otherwise formally disciplined by ATA College, the student may be subject to permanent dismissal from the College.
18. No student shall have in their possession or be under the influence of any controlled substance or alcohol, except for those substances prescribed by a physician. Students who appear intoxicated or impaired will be dismissed from the clinical, lecture, or lab setting and sent for drug testing. Testing must occur within 1 hour of being dismissed from the clinical lecture or lab setting. Students who do complete the required testing within the allotted time may be dismissed from the program. No student will leave his or her assigned area unless authorized by the instructor.

Any violations of the Nursing Student Code of Ethics will be evaluated by members of the Nursing program's faculty and administration. A recommendation for disciplinary action will be submitted to the campus administration and the college's main office for review and final determination.

### **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 exams. 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, RN student handbook, and class syllabi.
3. Complete all required coursework as outlined by the course syllabus.

4. Arrive on time and be prepared for class and remain in class for the entire class 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 on weekdays, weekends, or nights. Transportation to and from any clinical setting is the responsibility of the student. Clinical assignments cannot be based on carpools, public transportation, or student preference. Staff are prohibited from transporting students. All students must attend orientation for each clinical course. Every facility requires orientation for students. This orientation is only provided on 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 by the RN Director. Those hours missed will still require to be made up. There is no make-up for missing clinical orientation.

### **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 the skills checkoff will be assessed as a penalty for two attempt and only have two attempt to complete all skills assigned for that checkoff 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 be reflected in the clinical evaluation.
10. If a student is not able to correct a skill 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 their destination (e.g., uber, ambulance, family member).

### **Students are not allowed to work an overnight shift prior to a clinical experience.**

Sleep deprivation can be the equivalent to alcohol intoxication and puts the students and clients at risk for harm. Students may not be financially compensated for clinical or practicum experiences.

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

## Safe Medication Administration

The safe administration of medications is a key responsibility of registered nurses and nursing students. Students must successfully complete a medication calculation exam, and pass with a 96%, prior to being allowed to pass medications. Students have three attempts at the math exam. If they do not pass with 96% on the third attempt, this results in a failure of NPN201 Introduction to Professional Nursing.

## Program Progression Policy

The ADN program is a rigorous program with high academic standards. Students in the program must meet all institutional satisfactory academic progress requirements, as outlined in the college catalog. In addition to the institutional requirements, students in the nursing program must also meet the following academic standards:

- All nursing courses are designated by the NPN, PRA, and/or PHA prefix and must be taken in the scheduled order.
- A passing grade must be earned in each course to advance to the next course in the sequence. A passing grade in all NPN, PRA and PHA prefixed courses is 80% (B).
- Complete corequisites in sequence as listed in the published program of study. If the student fails a course that is prerequisite or corequisite to a nursing course, the student cannot enroll in the next course in sequence until the failed course is completed with a passing grade.
- In addition to all institutional Satisfactory Academic Progress (SAP) policies stated in the catalog, nursing students must comply with the following program specific academic progression requirements for completion.
- A minimum of a B (80%) is required to pass all courses with an NPN, PRA, PHA prefix.
- A minimum of a C (70%) is required to pass ENG200 English Composition, MAT200 College Algebra, ANA200 Anatomy & Physiology I, ANA 202 Anatomy & Physiology II, HUM201 American Literature, PSY202 Developmental Psychology, MIC212 Microbiology, and SOC201 Introduction to Sociology.
- A student who fails two courses within the program curriculum (General Education, Nursing, Practicum or Pharmacology) will have their enrollment terminated. A failure is defined as achieving less than 70% on the general education courses or less than 80% on any nursing, practicum, or pharmacology course or less than 80% overall grade average. If a student receives a "F" or "WF" for a course, this will be counted as one (1) failure.
- A student must have successfully passed (80%) each component of a course (didactic, skills laboratory, and clinical coursework) to receive a passing grade. If a student fails the didactic component but passes the clinical component, the student will receive a failing grade for the course, and the entire course must be repeated.
- If a course consists of a clinical/skills component, the student must be successful in the clinical and skills components to successfully pass the theory (classroom) portion of the course and receive permission to take the final examination. The success of the clinical component will be demonstrated with a point percentage of the didactic portion of the class. If a student has demonstrated proficiency in the clinical field by achieving 80% or greater, a grade will be awarded accordingly, and the student will be allowed to take the final examination. If the student fails to perform proficiency, a failing grade in the clinical section will be awarded and the student will forfeit opportunity to take the final examination, therefore failing the overall course.
- In extenuating circumstances, a student who is dismissed for any reason listed above may submit an appeal for readmittance into the program in the subsequent quarter. The appeal must be submitted and approved prior to the start date of the subsequent quarter. It must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies. The appeal must be approved by both the Director of Nursing (DON) and the Executive Director. Appeals will be granted only if there is overwhelming evidence provided by the student that leads the DON and Executive Director to believe that the student has more than a reasonable chance of success.

- Students may be granted approval for only one appeal during their enrollment in the program.
- Students who are granted approval of an appeal are required to meet with the Director of Nursing to make an action plan for success and discuss the auditing requirements if applicable.

### **Notification**

A student who receives a failing grade in a course with NPN, PRA, or PHA prefix will be advised by the Director of Nursing or designee. The advising session will include a review of the academic progression requirements, notification that continued unsatisfactory academic progress including a second course failure will result in withdrawal from the program, and information on strategies and resources available to the student to help achieve success. This advisement will be documented on the Academic Advising Form and will be signed by the student and by the designated advisor.

A student who is withdrawn from the program for not meeting nursing academic progression standards is advised in writing of the withdrawal. Additionally, the student is encouraged to meet with the Director of Nursing or designee to discuss the reason for the withdrawal and to discuss the appeal process if that is available to the student.

A student who submits an appeal after failing to meet nursing academic progression requirements is notified of the results of the appeal both in writing and verbally. Prior to sending the written notification, the campus will contact the students following the review of the appeal to schedule a meeting. If the appeal is approved, the re-entry process and timeline will be explained, and a plan for success will be created. If the appeal is denied, the rationale will be provided.

A student who is withdrawn from the program for not meeting the nursing academic progression standards is not eligible for return.

### **Re-Admission of Former Students:**

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

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

### **Re-Entry Process**

In the event a nursing student receives a "W" due to withdrawing from a course prior to the withdrawal date and wants to retake the course in the following term, the student must meet with the Director of Nursing prior to the start of the subsequent term. The student and Director of Nursing will discuss the reason for the withdrawal and create an action plan for their success in the course.

In the event a nursing student has withdrawn or was dropped from the nursing program due to any circumstance other than failing two NPN, PRA, and/or PHA courses, they must contact their admissions representative who will notify the re-entry committee of the student's interest in reentering the program and schedule a meeting with the student to discuss the circumstances which led to the withdrawal from the nursing program. After meeting with the student and reviewing all supporting documentation, the re-entry committee will decide if the student is eligible to return to the nursing program. If the student is accepted and the student has been out of school for more than three (3) months, the student will meet with the Director of Nursing to create an action plan with the student for their success in the nursing program.

All students who are re-entering into the nursing program who have been withdrawn or dropped from the nursing program for longer than three (3) months are required to audit a course and the connecting skills course (if applicable) from the previous term during which the student was withdrawn or dropped. The student is not charged for the audited courses, and the original grade remains. The student is required to fully participate in the course(s) and achieve a grade of 80% or higher in each audited class and their components (e.g., didactic and lab). In the event the student does not successfully pass the audited courses, the student will be required to meet with the Director of Nursing and didactic lead instructor and revisit the action plan for success. The student will be required to continue auditing the same course(s) until the student successfully passes the course(s) although limited to two attempts each. Once the student has successfully passed the audited course(s), the student will move on to the next term of the program. If the student cannot pass the audited course(s) after two attempts, the student will not be accepted back into the nursing program.

## **Nursing Course Attendance**

### **Didactic Attendance Policy:**

Students are expected to arrive in class on time and to remain in class until it is officially dismissed. If the student arrives late, they may not be allowed to enter the classroom until the next scheduled break. Any student absent more than 20% (absences, tardies, and 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 from more than 20% of the class should contact the Director of Nursing. If any of the 20% is due to mitigating circumstances as listed below, the Director of Nursing may permit 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.

### **Make-Up Examinations:**

One make-up exam may be permitted per course at the discretion of the instructor. The student must contact the instructor within 24 hours of the missed exam to schedule a makeup exam. Make-up exams will have 10-point deducted for each day that passes after the exam was initially administered. The make-up exam will not be the same version as the original exam. The student must provide documentation to the instructor that substantiates the reason for the absence in order to be granted an opportunity for make-up.

### **Skills Laboratory Attendance Policy:**

Students are expected to arrive on time at the skills laboratory and to remain in class until it is officially dismissed. If a student arrives late, they may not be allowed to enter the laboratory until the next scheduled break.

This course consists of skills checkoffs, group activities, and other instructor projects, and a final skill demonstration examination. Satisfactory return demonstrations of designated skills are required. If the student is not present for a checkoff, 10 points will be deducted from the grade, and the missed checkoff must be made up prior to clinical attendance. Any skills that a student does not demonstrate competency with will be required to be repeated (a maximum of two attempts), but the original grade will be the one recorded. All skills and make-up skills checkoffs must be performed satisfactorily (80% or >) before approved for clinical rotations. Any skills course final must be taken as scheduled. If the examination is missed, it will result in a zero unless mitigating circumstances exist.

An 80% course average is required to successfully complete this component of the course. If a student does not demonstrate competency on any skills checkoffs by the second attempt, the student will fail the course.

## **Clinical Attendance**

Students are allowed to have one absence in a clinical not to exceed two absences in any quarter and no more than two per course. If an absence occurs, the missed time must be made up. If the missed time is not made up per policy, it will be recorded as a clinical failure, and the student will be withdrawn from the course. A clinical make up fee will be assessed for makeup hours. Students will be responsible for the \$200 make up fee for each missed clinical. If you miss more than one clinical in any course, you will fail the course. **Arriving late will result in being dismissed that day from**

**the clinical** and an absence will be recorded. The student will have to make up the entire date per the makeup policy. If a student leaves the clinical before the scheduled end time, the student will have to make up the entire day and pay the clinical make-up fee. All clinical make-up is scheduled in a clinical area (if space is available) to meet the learning objectives. If a student does not attend a clinical make-up course that will be counted as the second 'missed clinical' and the student will fail the course. If there is no clinical availability for the make-up clinical, the student will receive zeros for the days missed and failure of the course will occur. If mitigating circumstances exist, the Nursing Director will make the final decision.

### **Nursing Student Dress Code Policy:**

The dress code applies to all lectures, laboratory, and clinical settings.

Students are required to wear ATA scrubs during all residential general education, nursing core didactic, laboratory and clinical courses. Student uniforms must always be clean and neat, properly maintained, and appropriately laundered and pressed.

- A neat, clean, ironed uniform shirt and pants with identifying name/photo ID badge over left breast pocket with photo facing outwards. (Uniform designated by the program.) Pant length must be to the top of the shoe and must not touch the ground. A dress uniform must be regulated length at the knees.
- Uniforms may have white or black undershirts only (no visible logos, no designs in shirt, clean) and shoes must match the undershirt without any stains. No undershirt can reach longer than the uniform top.
- The uniform must be worn to and from the facility. No sweaters or hoodies over or under the scrub top are allowed in clinical units. You may choose to purchase an approved scrub jacket that matches your uniform to wear.
- White or black closed toe, closed back, impervious (leather) shoes are required. They are to be clean and in good repair. No clogs, crocs, sandals, or canvas shoes are allowed. Your feet must be completely covered, front and back.
- Socks should match your shoe color.
- Light make-up is allowed.
- Females must wear a brassiere.
- Nails must be short (no longer than the fingertips) and clean. No polish, false nails, overlays, or tips are permitted.
- False eyelashes of any kind are not permitted.
- Perfume, strong colognes or aftershave lotions should not be used, and offensive body odor is not permitted.
- Hair is to be neat and clean, a natural color, up off the neck and pulled back from the face. A one-inch black headband may be worn if needed. No other headwear, such as hats, or hair adornments, is to be worn with the uniform.
- Men should be clean shaven daily. Mustaches or beards, if worn, must be neatly trimmed to a short length. If facial hair compromises Respirator Fit Testing, the student may be denied certain client care opportunities.
- Only one small stud earring per ear is acceptable. Facial or mouth jewelry including piercing is not considered professional and should not be worn. One ring on the hand is permitted. No necklaces are permitted; except med-alert necklaces or bracelets. Single-hole ear gauges do not exceed 1/4mm, and flesh colored gauge plugs must be applied at all times.
- Tattoos are not allowed. Any visible tattoo must be covered with a band-aid or makeup.
- When assigned to a clinical education site, a student must also follow that facility's dress code, in addition to the program's policy.
- Students are required to have a watch with a second hand, a pen, note pad, bandage scissors, stethoscope, and penlight. Stethoscope covers are not allowed.

### **Name/Photo ID Badges**

Students are required to always wear their ATA name/photo ID badges to lab, class, clinical, and when attending campus outside of class hours. ID badges must have the picture facing outwards and must be worn on the upper left chest area. 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.

If a student comes to a class or lab not dressed in proper uniform, the student will have points deducted from their daily grade. If a student arrives at clinical and is not dressed in proper uniform, they will be sent home, and it will be considered an absence. The clinical absence policy will be applied.

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).

### **Testing Policies**

Students will be expected to abide by the following guidelines while testing and when departing from the testing area.

### **Cheating and Misconduct**

There will be a NO TOLERANCE policy regarding cheating or misconduct in the testing area. Any student who is found to be cheating will be removed from the testing area immediately, with additional action taken as appropriate. A student may also be dismissed from the testing area for misconduct, including but not limited to disrupting the testing environment.

### **Testing Materials and Personal Belongings**

Students will not be allowed to have anything at their testing computer except a calculator, paper, pencil or pen, lab values (supplied by college), and a securely covered drink. Students will place smart watches/smartphones (turned off)/smart eyewear, tablets, cameras, or any other electronic device in the designated area provided for them. If they are testing in a classroom, all belongings, backpacks, purses, book bags, etc., will be placed at the front of the classroom until all students have completed the exam. If you are testing in the Computer Lab and you bring your cell phone, smart watch, and/or smart glasses, these will be placed in the designated area in the classroom. Students are to sit with 1-2 chairs between other students if class size allows.

### **Exiting the Exam Room**

We ask that all students maintain professional behavior until they have left the testing room and are no longer within the hearing range of the testing area. Please remember that other students are still testing. When a student has completed their exam, please quietly leave the room. Students will be able to collect their smart watches, smart glasses, and cell phones when they leave the room; all other belongings can be collected after everyone has completed the exam. We request this so that it is quiet and less disruptive for the students still testing.

## **SECTION 6: GENERAL POLICIES**

### **Confidentiality**

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 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 violations 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 or patient record are ever to be made by nursing students.
3. Handwritten 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 confidentiality will result in permanent dismissal from the program. Students should become familiar with the National Council State Board of Nursing A Nurse's Guide to the Use of social media at [https://www.ncsbn.org/public-filesNCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/public-filesNCSBN_SocialMedia.pdf)

### **Electronic Media**

Students should not post photos, comments, or other forms of web-based material of ATA faculty, students, clinical personnel, or patients to web-based social media sites without written permission. If a student is found violating this policy, it may result in suspension or termination.

### **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 and safety of the patient is a breach of this ethical responsibility and may result in dismissal from the program.

### **Clinical Site Incident Reporting**

Should an unexpected event occur during a student's clinical rotation, the student should inform the clinical instructor immediately and the clinical coordinator within 24 hours of the incident. Such incidents include but are not limited to blood or body fluid exposure, student accidents, client harm involving a student, and medication errors. The clinical coordinator will acquire all pertinent information to complete an incident report. Students must adhere to the medical facility rules and guidelines regarding work-related incidents and may consult with the clinical coordinator and/or nursing director on additional actions to be taken. Appropriate follow-up will be initiated by the nursing director upon receipt of a written incident report. Any costs incurred by the student in relation to a clinical site incident are the student's responsibility. It is highly recommended that each nursing student carry their own personal medical insurance coverage.

### **Cell Phone Policy**

**Didactic Hours:** It is the nursing program policy on cell phones that no cell phones are allowed in class but will be kept on silence and in a backpack or other book-carrying device. If the student is expecting a call, they need to remove themselves from the classroom to take the call. They will need to wait until the next scheduled break to re-enter the classroom.

**Laboratory Hours:** It is the nursing program policy that cell phones are not allowed in the laboratory.

**Students may have their phone on their person during preceptorship and clinical experiences.** The cell phone must be on vibrate while in the clinical and/or patient care areas. You **must not look at, answer or text on your cell phone** while in a patient's room and/or patient care area. You are allowed to carry your cell phones so that you have access to your resource materials, such as your drug book and the ability to contact your instructor. If the behavior of being on the cell phone at the nurse's station or in a patient care area continues, the student will be subject to disciplinary action up to and including dismissal from the nursing program.

All cell phones, smart watches, and smart glasses are to be removed and put in the designated area in the classroom during any quizzes, exams, etc. If a student is caught with a phone during a quiz or an exam, they will be evaluated for failure of the course and/or termination from the program.

**Students found to be in non-compliance with the above policy will be dismissed for the day and incur an absence.**

Missed clinical hours must be made up per policy. See the RN Director for instructions. Additional sanctions will apply up to possible dismissal from the program. Any repeated occurrence of this policy, the student will be subject to disciplinary action up to and including dismissal from the nursing program.

### **Recording Device Policy**

The use of recording devices is prohibited in all classes, labs, and clinical experiences unless expressly permitted by the instructor(s).

### **Chain of Command**

A chain of command systems helps to ensure students understand where to turn when they are having issues with their courses and helps to ensure that communication flows in a systematic and productive manner. Instructors are the most familiar with their courses and are uniquely positioned to provide guidance and support to students in their courses. For that reason, any student having course problems must first approach the course instructor.

- If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the Director of Nursing to discuss the issue.
- If an issue is still not resolved after speaking with the Director of Nursing, the student should then make an appointment to meet with the Director of the campus.
- Any student failing to follow this chain of command without valid reason will be sent back to the instructor in accordance with the policy.
- Any student who has a concern related to discrimination or harassment that involves the instructor should immediately contact the Director of Nursing or the Director of the campus as is outlined in the college catalog.

### **Student To Staff Communications**

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

### **Academic Calendar and Class Schedule**

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

### **Name, Address, and Phone Number Changes**

Anytime a student has a name change or change in address, or telephone number ATA College must be informed. This is essential in case the student needs to be contacted in an emergency situation.

## **SECTION 7: CLINICAL POLICIES & PROCEDURES**

### **Nursing Program Health Records Requirements:**

All students in the nursing program must have verification of immunizations and a physical examination on file in the nursing department, prior to attending any clinical or skills lab experience.

The following immunizations are requirements for the nursing program. Students are responsible for keeping their required clinical information up to date.

- MMR (measles, mumps, rubella) vaccine or positive titer
- Varicella (chicken pox) vaccine or positive titer
- Tdap (adult tetanus, diphtheria, pertussis)
- PPD (tuberculosis): if history of positive result-five year chest-x-ray or annual renewal is required or QuantiFERON Gold Test
- Hepatitis B vaccine or signed waiver
- Influenza vaccine (annually October to March)
- Covid vaccine is highly recommended as many of the nursing program clinical sites require vaccination. Failure to be able to provide proof of vaccination against COVID can impact the student's ability to complete the program.

Students are advised to keep a copy of the test results for future use. The College will not copy for the student or keep these records after the student graduates.

The costs associated with the above requirements are not covered by the College and are not included in tuition. Clinical Partners may have requirements beyond those listed here. All clinical partners, for example, do not currently require proof of COVID-19 vaccinations, or an approved request for exemption. Failure to meet the requirements of the clinical partner may result in an inability of the student to attend the associated clinical course that term which will result in a failure of the course.

### **Care Provider Release**

In the event of a major illness, pregnancy or orthopedic problem, a care provider release indicates 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 care providers release form is not submitted. The clinical attendance policy will then be applied.

### **Cardiopulmonary Resuscitation Policy**

CPR-BLS (Basic Life Support) is required and must be actively maintained throughout the program of study. This must be Healthcare Provider certified through the American Heart Association. Current certification must be maintained from the onset of clinical courses to program completion and are not covered by the College and are not included in tuition.

### **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 be identified as a student nurse or use the initials S.N. after the signature. Liability of the student in an employing agency rest with the individual and the agency.

### **Pregnancy Policy**

Students have the option to disclose a pregnancy to the Director of Nursing and are encouraged to do so. A pregnant student must meet all programmatic requirements without modification. The student may also opt to withdraw from the program until delivery or at such a time when the student is able to return. While pregnant and active in the program, the student must comply with the institutional policies of the health care agencies where the student receives clinical experience. This includes immunization requirements. If a student is unable to receive all required immunizations due to pregnancy as per the healthcare provider, the student will need to withdraw from the program until after delivery as they will not be able to meet the clinical requirements of the program.

### **Physical Exam Policy**

Prior to commencing clinical rotations and as required by clinical partners, students are required to provide results of a current physical examination performed by an MD, DO, or APRN. Students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe client care, may not continue in the program until a resolution of the health program is reached. Students must be able to meet the essential functional abilities and skills to continue in the program. The costs associated with this requirement are not covered by the college and are not included in tuition.

Essential Functional Abilities and Skills for Nursing Students:

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.

### Criminal History

Prior criminal offenses, or offenses that occur while enrolled in the nursing program, may limit a student's ability to attend their assigned clinical site, progress through the nursing program, or write the National Council Licensure Exam for registered nurses (NCLEX-RN). All offenses must be disclosed to the Director of Nursing or designee within 72 hours of the incident. The student is responsible for notifying the Director of Nursing of any arrests, regardless of adjudication, which occur after beginning the program. Failure to notify the nursing director within 72 hours of the incident may result in expulsion from the program. Successful completion of the RN program does not ensure students will be eligible to become a registered nurse.

The ATA ADN program is approved by the Oklahoma Board of Nursing. Graduates of this stateapproved program are eligible to apply to write the National Council Licensure Exam (NCLEX) for registered 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 stateapproved 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 including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 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. Potential applicants to state approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The Petition for Determination of Eligibility for Licensure or Certification form can be accessed at: <https://oklahoma.gov/nursing/criminal-history.html>

## **Guidelines for Background Check**

ATA requires applicants to complete a background check before enrollment. The state and various other agencies may require criminal background checks before a student can be placed in clinical rotation or take professional licensing, certification, or registration examination. Clinical sites will not accept people with drug or felony conviction. For this reason, applicants with drug or felony convictions or a positive drug test will not be admitted. If a clinical partner is unwilling to take a student due to an offense on their background, or dismisses a student for any reason, this may be grounds for failure of the clinical course and/or dismissal from the program. See ATA College Admission Procedures.

ATA holds the right to withdraw as a student who, in ATA's sole opinion, may have difficulty finding employment in their field of application because of issues disclosed on their background check or issues that may disqualify them from an Oklahoma registered nurse licensure. ATA may deny admission to an otherwise qualified candidate.

## **Urine Drug Screen**

All newly enrolled nursing students will be required to provide a urine sample for drug testing. 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 students will be tested for the following drug categories: amphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phencyclidine, methaqualone, methadone, and propoxyphene. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements. Clinical sites will not accept individuals with a positive drug test. For this reason, applicants with a positive drug test will not be admitted or continue to be enrolled in the nursing program. A student's refusal at any point to be tested for drugs will result in ineligibility to complete any enrolled course, including any clinical rotations. Consequently, the student will receive a grade of "F" and will be terminated from the program. In addition to the initial drug screening, further testing may be required of a student "for cause" or reasonable suspicion and may be either announced or unannounced.

## **Chemical Dependency Policy**

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.

1. If a student is suspended or otherwise formally disciplined by ATA College, the student may be subject to permanent dismissal from the College.
2. No student shall have in their possession or be under the influence of any controlled substance or alcohol, except for those substances prescribed by a physician. Students who appear intoxicated or impaired will be dismissed from the clinical, lecture, or lab setting and sent for drug testing. Testing must occur within 1 hour of being dismissed from the clinical lecture or lab setting. Students who do complete the required testing within the allotted time may be dismissed from the program. No student will leave his or her assigned area unless authorized by the instructor.

### **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 will assume 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.

### **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 affect 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 will be terminated from the program.

## **SECTION 8: SAFETY POLICIES & PROCEDURES**

### **Universal Blood and Body Substance Precautions**

The management of issues related to infectious diseases and hazardous materials in nursing programs is a primary concern to nursing faculty and administration. Control of microorganisms, which cause disease in humans, is vital in the healthcare environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. This policy and guidelines, when implemented, are designed to balance the protection from risk for students, faculty, and patients with the individual rights of privacy and equal opportunity.

An exposure incident is described as: contact with blood, body fluids, or other potentially infectious materials 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.

## **Epidemic Exposure Plan**

Objectives:

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

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

**Generally accepted standards to ensure 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
5. Thorough and immediate hand washing after
  - a. Patient care
  - b. Removing gloves
  - c. Contamination with blood/body fluids
6. 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
7. Use of needleless systems whenever possible
8. Avoiding direct patient care or handling of patient care equipment if a fresh, open, or weeping lesion is present on the health care worker.

## Latex Allergies

For students with known sensitivity/allergy to latex or any other element in the lab or clinical environment, it is recommended that the student:

1. Obtain consultation from a health care provider about your sensitivity/allergy, risks, and treatment.
2. Inform the lab instructor and your clinical instructor about your allergy.
3. Latex-free gloves will be provided. However, lab environment and clinical facilities are NOT latex free.
4. Provide and discuss with each clinical practicum faculty and laboratory instructor a written plan for how to manage a reaction to latex should one occur. This information will be kept in your student folder and permanent file.

## SECTION 9: GENERAL PROGRAM INFORMATION

### Faculty to Student Ratio

The program's goal is to provide 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 considering safety, learning objectives, students' level, patient acuity, and program outcomes.

For a hospital setting, indirect supervision may occur only if there is direct supervision by an assigned clinical preceptor, a supervising program faculty member is available by telephone, and such arrangement is approved by the clinical facility. Any clinical preceptors will be governed by the Oklahoma Board of Nursing Clinical Preceptor Policy.

### 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 Council Meetings. The Nursing Student Council meets regularly to discuss program policies, rules, and implementation. A representative is nominated from each cohort to attend the Nursing Student Council. The meeting minutes are then distributed to the Nursing Director and the Executive Director. Students interested in serving on the Nursing Student Advisory Board should contact the Nursing Director.

### Assessment Technologies Institute (ATI)

Standardized testing is used to prepare and assess student readiness for the NCLEX licensure exam and beginning nursing practice. Specialty testing is conducted in most nursing courses. The benchmark score on these exams is the achievement of a Level 2 score. Students will be allowed one attempt at the specialty proctored exams. The student will receive two practice attempts before receiving the graded proctored exam. Students will be required to remediate between attempts regardless of their score.

Specialty ATI exam scores constitute a percentage of the course grade and will be determined as follows for the exams that use ATI levels of achievement:

Level 3 100%

Level 2 85%

Level 1 75%

Below Level 1 30%

End of program NCLEX and nursing practice readiness will be assessed via the ATI comprehensive predictor exam. The benchmark score for the ATI comprehensive predictor exam is 71.3% which correlates to a 90% probability of passing the NCLEX. Students have only one attempt to achieve the benchmark probability score. The comprehensive predictor exam percentage will be applied for use in the comprehensive predictor exam category.

## **Counseling and Guidance**

See ATA College catalog for resources.

## **Grievance Procedure**

Please see ATA College Catalog for the grievance procedure process.

## **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 students' requirements. ATA subscribes to the Gale Virtual Library. The Virtual online 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.

## **Online Resource Information**

Students may also check out materials in the Learning Resource Center. There is access to computers, books, and the Internet. Online resource library:

- Gale Health and Wellness  
URL: <https://link.gale.com/apps/HWRC?u=tulsa10820>  
Access Code: tuls\_log
- Gale OneFile: Health and Medicine  
URL: <https://link.gale.com/apps/HRCA?u=tulsa10820>  
Access Code: tuls\_log
- Gale OneFile: Nursing and Allied Health  
URL: <https://link.gale.com/apps/PPNU?u=tulsa10820>  
Access Code: tuls\_log

## **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 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 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 that 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.

## CLINICAL SITE EXPECTATION ACKNOWLEDGEMENT FORM

I acknowledge that the following are required during clinical site experiences: (please initial next to each item).

- I will comply with all requirements of the clinical site, which includes but is not limited to document submission, uniform policies, parking policies, and vaccination policies.
- My behavior is conducted with client safety as the primary concern.
- I must have a clinical instructor present in the client room to administer any medications.
- I will always use respectful language and tone.
- I will follow the directions and requests made by clinical instructors immediately and without protest.
- I will resolve any disputes arising at a clinical site at the campus, with guidance from the Director of Nursing.
- I may have a cell phone on my person at clinical only for the purpose of utilizing online resources or to notify my instructor of the need to assist me.
- I understand that if I am using my phone at the clinical site for other reasons than stated in the student handbook, I will be dismissed from clinical, and an absence will occur, and disciplinary actions may occur.
- Should I arrive late at the clinical site, or I am out of compliance with the clinical uniform, I will be sent home by my clinical instructor and an absence will occur.
- I understand that the make-up of any clinical hours is not guaranteed and is at the discretion of the Director of Nursing or designee.
- I understand that failure to complete all clinical hours as outlined in the course syllabus will result in a failure of the course.
- I understand I cannot chew gum while on site.

To make clinical rotations a positive educational experience, the clinical coordinator assigns students to sites taking into consideration the characteristics of the sites and the needs of individual students, as able. ATA College's goal is to provide sites which allow students to successfully complete their assigned proficiencies for each clinical rotation.

ATA College's clinical education centers may be located outside of the county where the campus is located. Students **may be required** to travel outside their local area, county, or the state where the campus is located to attend their clinical rotations. Students are responsible for making travel arrangements.

Students are **required to rotate to different sites and different shifts** during the length of the program. Once the program determines student placement, a student must attend the clinical education site assigned. The program reserves the right to make assignment changes to expose students to a variety of care settings and procedures performed.

I acknowledge that failure to comply with the policies outlined in this document may result in disciplinary action up to and including dismissal from the nursing program.

## NURSING STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

In addition to the policies described in this Student Handbook, I understand that by initialing the following items below, I have received the materials listed, have read them, and will abide by all policies and procedures contained within.

- I have received a current Nursing Student Handbook and access to the ATA Catalog.
- I acknowledge that I have been fully advised that my program of study requires performing 100% of the required clinical hours and that I am required to attend all clinical and laboratory hours.
- when scheduled. I understand clinical attendance, assignment, and make up policies.
- I have been advised of the rigors of the Nursing Program, and I will seek tutoring if necessary and when advised.
- I agree to hold ATA College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are neither the fault nor within the control of ATA College.
- I further agree and understand that if an injury were to occur, I would immediately notify the instructor of said incident. I further hold ATA College harmless for any and all consequences resulting from said injury and for all costs incurred.
- I understand that I must adhere to the Nursing Student Code of Ethics.
- I understand that I am required to submit a urine drug screening prior to clinical rotations at a company designated by the College. I also understand that I may be required to submit to random drug testing while enrolled in the Nursing Program. I further understand that the results of the test(s), should they return as positive, will result in withdrawal from the program.
- I understand that I may be required to submit proof of COVID/Flu vaccination or obtain an approved exemption in order to attend clinical.
- I have read and understand the pregnancy policy.
- I understand the attendance and dress code policy of the program.
- I have read and understand the requirements for attendance at clinical experiences.
- I understand the requirements for successful completion of lecture courses, laboratory, and clinical components of the program.
- I understand the testing policy stated in the handbook and the possible disciplinary actions that may occur.



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4608 S. Garnett Road, Suite 300 Tulsa, Oklahoma 74146  
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Fort Myers, FL Campus  
1685 Medical Lane, Fort Myers, FL 33907  
239.834.6500

<https://www.ata.edu/programs/registered-nursing/>



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