SEU THEAST TECH
NURSING PROGRAM

LPN HANDBOOK

Practical Nursing Program

Student Information
Spring, 2015
Welcome to the Southeast Technical Institute Licensed Practical Nursing Program! We are so excited to help you begin your pursuit of a career as a Licensed Practical Nurse. We hope you will find your work interesting, challenging, and beneficial to you and the patients assigned to your care.

As a member of the student body, you have been accepted into the program because of demonstrated ability and motivation necessary to complete the LPN curriculum. It is our primary purpose to offer you the opportunity to acquire the necessary knowledge, skills, and attitudes to succeed as an LPN. In the following pages you will find information useful to you while you are a student here in the LPN program.

How to contact the full time staff, STI Nursing program:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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</table>
Southeast Technical Institute Nursing Program Student Learning Outcomes, based on the Quality and Safety Education for Nurses (QSEN)

1. **Patient Centered Care** - The student will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

2. **Teamwork and Collaboration** - The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and share decision making to achieve quality patient care.

3. **Evidenced Based Practice** - The student will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

4. **Quality Improvement** - The student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

5. **Safety** - The student will minimize risk of harm to patients and providers through both system effectiveness and individual performance.

6. **Informatics** - The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

SOUTHEAST TECHNICAL INSTITUTE
PRACTICAL NURSING STUDENT GUIDELINES

The nursing program has established the following guidelines in addition to the policies of Southeast Technical Institute and those outlined in the Health Handbook.

I. General Expectations of Students
   A. Students accepted into the LPN program are nursing professionals. Therefore, professional behavior is expected during all school activities. This includes lecture, lab, clinical and preceptor experiences.
   B. All LPN students will be evaluated on a regular basis by LPN instructors and staff concerning professional and ethical behavior.
   C. Students attending Southeast Technical Institute are expected to comply with all pertinent state laws and take personal responsibility for their conduct.
   D. Students must have proof of being a current CNA.
   E. The primary means of communication with students, outside of class, is the STI email system. Therefore students are expected to check STI email frequently.
   F. Professional language is expected at all times. Loud comments and boisterous behavior is not appropriate. Voice levels should be moderated, and appropriate judgment should be used in choice of words. No profane language will be tolerated. Tactfulness is expected.
   G. Students are expected to maintain confidentiality at all times in the classroom and clinical setting. This includes, but is not limited to, information learned verbally or in written format. Students are only permitted access to patient records that are relevant to a patient currently under their care. Students must sign an agreement to maintain confidentiality, which will be kept on file for each student. Any breaches of confidentiality will be considered grounds for immediate disciplinary action, including possible dismissal from the program.
   H. Honesty in all communication is expected. Dismissal from the program may result if a student is dishonest, steals, cheats, comes to class/clinical intoxicated or under the influence of alcohol or controlled substances, or inappropriately used social media (including any remarks about your patients or sharing any patient information). Dismissal may also result from a student making any disparaging remarks about your school, nursing program, students, faculty members and/or staff.
   I. If a student is absent, it is the student’s responsibility to find out what material was covered, and what can or should be made up.
   J. Disruptions such as talking during the instructor and/or peer presentations, excessive movement around the classroom, or other behavior deemed disrespectful or unprofessional in the classroom or clinical setting will not be allowed. Students who are disruptive may receive a 50% deduction on daily work for that week.

II. General Course Guidelines and Grading
   A. Students must pass each LPN specific course with a grade of 85% or higher in order to continue in the program. In addition, students must pass each section of a course, whether that be lecture, lab, or clinical, at 85% or higher in order to pass the class and continue in the program. If lecture, lab or clinical is below 85%, all sections are then reduced to a failing grade.
B. Attendance is required for all classroom and clinical experiences. Attendance policies for individual courses must be followed. If absences are necessary, arrangements should be made ahead of time. Medical or other emergencies will be dealt with on an individual basis. Appointments should be scheduled after class or clinical hours.

C. Punctuality and attendance is essential for the successful completion of the LPN Program. One absence per credit hour is allowed before absences can reduce grades. Due to the accelerated nature of courses and the program, anything more than one absence (3 tardies or missing one lecture) can reduce grades and/or result in a failing grade. Documentation of the attendance is as follows:
   1. Present
   2. Tardy, which includes arriving late or leaving early
   3. Absent, which is defined as missing more than 1/2 the class. If a student misses one half of a class period (this includes leaving after a test) it is considered an absence.

D. If absent from classes, notify school prior to class time. Any material covered in class when absent is the responsibility of the student. Tests must be made up according to each course policy. There are specific guidelines for lab makeup outlined in the syllabus.

III. Assignment Guidelines
   A. There will be no makeup on in-class assignments completed during lecture class. If an in-class assignment is missed due to an absence or tardy it is a zero (0).
   B. Care plan assignments including the turnitin.com report, will receive a 25% reduction for every day it is late.
   C. Online assignments will only be accepted up to the due date. After due date, they will not be reopened for submission. Students that fail to submit online homework assignments at the assigned time will receive a zero (0). Incomplete assignments will get credit for correct answers completed at the time of assignment closing.
   D. Students MUST be present in class, or have an instructor present, for a scheduled in-class, on-line exam. If a student is absent on a scheduled exam day it is up to the instructor whether the student can take the exam online at another time or to take the test in a paper/pencil format during the health building test makeup times. If a student attempts to access an in-class, on-line exam while not in the presence of an instructor, the student will receive a zero (0) for that exam, and may be permanently dismissed from that course.
   E. Cheating and plagiarism policy
      1. Southeast Technical Institute policies authorize suspension or termination of any student from school for misconduct as outlined in the rules of this policy. The following student misconduct shall constitute grounds for student discipline, suspension, or termination when such activity occurs on school grounds or during an educational function under the auspices of the school board: acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement.
      2. Assignments should be completed and submitted by individual students unless assigned as group work.
      3. Faculty will require students to use Turnitin for all lecture and clinical assignments. You must submit your assignment to Turnitin and a report will be generated as to
how much of the assignment is plagiarized, 25% or lower will be accepted on lecture and clinical assignments. Your Turnitin.com report and your assignment must both be submitted to the instructor. If a student does not turn in a report from Turnitin.com, the assignment is considered incomplete and will receive a 25% reduction for every day it is late. If the similarity report shows more than 25% similarity, that amount will be deducted from the total grade on the paper. For example, if the similarity report shows 30%; 30% will be deducted from the final graded paper.

F. Quizzes/Tests
1. Quizzes missed due to an absence cannot be made up.
2. Procedure for make-up tests will be arranged according to the health team policy. Any student missing a test has two (2) weeks (some classes vary on this) to make up the test. Make-up tests must be completed during scheduled make-up times or through arrangements with the instructor. The following criteria will be used for the grading of make-up tests:
   a. 1st test made up: no grading penalty given
   b. 2nd test made up: maximum grade will be 92%
   c. 3rd test and any subsequent tests made up: maximum grade will be 86%

IV. Clinical Guidelines
A. Students will receive a final clinical schedule for the courses once clinical sites have been finalized for a course or a semester. This schedule MAY differ from the computer schedule issued by student services. Students are expected to follow the final clinical schedule distributed by the LPN program.
B. Clinical Agency Policies must be followed when in the clinical area.
C. Absences due to illness (vomiting, diarrhea, elevated temperatures or any contagious illness) may require doctor’s verification. Students may wear a mask for the common cold. Treated infections after 24 hours of antibiotics are not contagious. There is no clinical makeup time.
D. Grade may be lower due to clinical absences because credit for clinical experience cannot be given when you miss the experience.
E. Absences due to snow days: If STI is closed or the Nursing Programs Director cancels clinicals there is no drop in grade and no make-up required.
F. Promptness is expected. If a student is late for a clinical experience, the instructor has the option to dismiss the student from the clinical area without allowing them to participate that day.
G. Student/patient relationships must be professional only. Students are to have a therapeutic relationship with patients. It is not appropriate to spend time strictly socializing during clinical experiences.
H. Punctuality and attendance is essential for the successful completion of the course. If a student will be absent from clinical, it is the student’s responsibility to call the clinical site and leave a message for the instructor, AND to call the STI nursing program secretary at 605-367-5728 and leave a message. It is imperative that a student notify the clinical site and the nursing program secretary before the start of a shift if absent from clinical. If a student is absent and does not call the site and STI, the student will receive an automatic 6% reduction in the clinical grade for that rotation. There will be no make-up for clinical missed.
I. Clinical paperwork may be available for reviewing 2 weeks after submission of the assignment.

J. Grading in the clinical portion of the course is based on performance at the clinical site, as well as written assignments. The performance grade equals 65% of the clinical grade, the assignments (care plans, paper work, etc.) equal 35%. The grade for clinical is included in the total grade for that specific course.

K. Students **MUST PASS** the clinical portion at or above 85% in order to pass the course. If a student is sent home for anything unprofessional, 0 points will be given for the day. If a student is more than 10 minutes late or leaves up to one hour early, ¼ will be taken off total daily points. If student leaves 2 hours to ½ day early, ½ will be taken off total daily points. If a student is more than one hour late, they must go home and receive 0 points for that day. Students will receive no points unless they are at clinical for at least ½ of the day. Students without passwords will be sent home and receive a zero for the day.

L. Students will be required to practice lab skills on their own time with an instructor if they fail a skill at clinical or simulator. They must complete this prior to their next clinical. If they fail to do so their clinical grade will be adjusted by 25% for the day that they failed clinical.

V. **Health, Illness and Injury Policy and Procedures**

A. Students incurring any injury or needle stick in the clinical area must report immediately to an instructor or preceptor for the necessary procedures for worker’s compensation. Required emergency treatment and appropriate report forms must be completed. This must be reported within three (3) days to be covered with worker’s compensation. If students are injured at a clinical site, the health care costs are covered under the worker’s compensation policy of the Sioux Falls School District.

B. Students must notify the classroom and/or clinical instructor as early as possible of any illness that will cause an absence from the clinical site or the classroom. The instructor must receive notification at least 10 minutes before the starting time of clinical experience.

C. If a student is exposed to a communicable disease during a clinical experience, they will be required to follow the policy of treatment for that facility.

D. Students must provide documentation of a health physical done within one year of starting the clinical rotations for the LPN courses. With the physical, students must provide proof of immunizations, including having received at least the first in the series of three Hepatitis B vaccinations. Before participating in clinical rotations, students must have received two of the three shot series. Students must have a TB skin test within one year of starting the clinical rotations, and will need to plan on having a repeat TB skin test on a yearly basis while a student is in clinical rotations.

E. Students are required to have health insurance in effect from the start of the clinical experiences through the end of the program. Students must provide proof of this insurance to the Affiliate Coordinator.

F. If students are injured in a school lab setting, they are responsible for any health care costs, including lab tests for needle sticks, etc. If a student sustains an injury at school, it must be reported and an accident report completed. If students are injured at school, the health care costs are the responsibility of the student.
VI. Appearance Guidelines for Lab and Clinical
   A. Uniform requirements:
      1. Uniforms must be clean and wrinkle-free, and free of tears or stains.
      2. Uniforms must fit properly, not too tight, not too loose to reveal inappropriate anatomy.
      3. Students may wear a long or short sleeved WHITE shirt under the uniform scrub top, but the white shirt must not hang lower than the scrub top.
      4. Appropriate underwear must be worn under the scrub uniform; underwear should not be visible either above the scrub shirt or pants.
      5. NO low-rise scrub pants are allowed. Scrub pants must come up to the waist.
      6. Scrub pants should be hemmed to insure they do not drag on the floor.
      7. White socks or pantyhose must be worn, and are the only acceptable leg wear allowed under scrub pants.
      8. Shoes—LPN students are required to wear ALL white shoes only. No other color, or combination of colors with white, will be allowed. The white shoes must be close-toed, with a full heel back. No straps or low heel back (clogs) will be allowed.
      9. A student STI ID name badge must be worn at all times when in a clinical area. Students who do not have the student ID will be sent home and receive zero (0) performance points for that day. Students doing clinical rotations at Veterans Administration Medical Center (VA) are also required to wear the VA name badge when at the facility.
   B. Other appearance guidelines for lab and clinical
      1. Hair should be clean, neatly combed and styled so it does not fall forward. Hair shoulder-length or longer must be put up. Bangs longer than eyebrow length must be pinned back. Hair must not touch collar.
      2. Head bands are NOT allowed. No feathers or non-hair type extensions will be allowed. Hair must be a color that could occur naturally.
      3. Men who wear mustaches or beards must keep them neatly trimmed close to the face.
      4. A minimum of makeup may be worn.
      5. Personal cleanliness, use of deodorant and good oral hygiene is expected. No perfume cologne should be worn. There should be no odor from tobacco use.
      6. Only clear nail polish is allowed. Nails must be no longer than the tip of the finger. Nails must be clean. No artificial nails are allowed.
      7. Gum chewing is allowed, as long as it does not interfere with patient care. Instructors will have the authority to determine if the student chewing gum is being unprofessional. Students must comply with the instructor if asked to discard the gum.
      8. Tobacco chewing is not allowed. Tobacco use policies of the school and facility must be followed.
      9. Students who arrive at lab or a clinical site who do not meet the dress code/uniform requirements may be sent home and receive a zero (0) for the day or lose 50% of their earned clinical grade for that day.

VII. Appearance Guidelines for classroom – see information on the table.

VIII. Students will be sent home from clinical for any of the following reasons:
      1. Under the influence of any drugs or alcohol
      2. Refusal to comply with dress code regulations
      3. No STI name tag and/or facility required name tag
4. Unprofessional conduct toward a patient, staff member, clinical instructor, or other students
5. Any patient care outside of scope of practice
6. Working overnight the previous night
7. Any infectious disease (i.e. strep, pink eye, pneumonia, influenza)
8. Being emotionally unfit to take care of patients
9. Performing any procedure without instructor permission or instructor presence if procedure is invasive.
10. Giving any form of medication without instructor present
11. Any violation of confidentiality
12. Instructors have the right to send students home for any violation as listed above, or if the instructor determines that the student’s behavior may be harmful to the clinical site, patients, or other students. If asked to leave, students must do so in a respectful, courteous manner and the issue will be discussed at a later time on campus with the Instructor and Nursing Programs Director or LPN Coordinator.
## Summary of Guidelines for the nursing program

<table>
<thead>
<tr>
<th>Item</th>
<th>Classroom</th>
<th>Lab/Clinical</th>
<th>Preceptor/Practicum</th>
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<tbody>
<tr>
<td>Any scrubs</td>
<td>XX</td>
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<tr>
<td>*STI Blue Scrubs</td>
<td></td>
<td>XX</td>
<td>XX</td>
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<tr>
<td>*White shoes and socks</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
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<tr>
<td>White long sleeve or lab coat (if desired)</td>
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<td>XX</td>
<td>XX</td>
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<tr>
<td>Headbands</td>
<td>XX</td>
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<tr>
<td>Sweatshirts</td>
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<td>Hair of a naturally occurring color</td>
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<td>Clear nail polish</td>
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<td>Tattoos covered</td>
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<tr>
<td>Cell phone only on scheduled breaks</td>
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<tr>
<td>No pictures are allowed with any device</td>
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<td>*Student ID badge</td>
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<td>Med cards</td>
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Items with an * in front, are required at clinical and preceptor/practicum or you will be sent home and receive a zero.
IX. **Advanced Standing Policy**
A. The Nursing Programs Director will evaluate the content of courses taken and experiences completed in order to determine equivalency to STI LPN courses.
B. If it is determined that there is a course content equivalency, the Nursing Programs Director will recommend that transfer credit be given for these courses and the student be granted permission to enter the program at an advanced level.
C. The Nursing Programs Director will make the final decision.
D. If it is unclear to the Nursing Programs Director if there is course equivalency, the director may suggest credit by examination.
E. All students graduating from STI LPN Program must successfully meet all course and clinical requirements and competencies.
F. A student accepted, as an advanced standing student, must take at least one-fourth of the required STI LPN program credits at STI.
G. Advanced standing placement is given only if there is space available in the class.

X. **Advanced Standing Procedures**
A. The applicant must submit a request for advanced standing in the LPN program along with any transcripts, course outlines, skill competencies, clinical evaluations, and other material requested by the Nursing Program Director.
B. After the Nursing Program Director has evaluated the material and determined if there is possible equivalency to STI LPN courses, the director will meet with the Director of Student Services or designee. A final determination of advanced standing will be made.
C. If there is space available in the class, the applicant will then proceed through the admissions process as outlined in the admissions policy and procedure.
D. If the admissions committee accepts the applicant, the applicant will pay the necessary fees, submit the required health information and proceed with the program.

XI. **Student Engagement**
Nursing students are invited and encouraged to attend Nursing Faculty Meetings to voice any concerns or opinions. The meetings are held each Friday; time and room number will be announced each semester. Students may attend the first 10 minutes of the meeting. If you need more time than that, please schedule through the nursing program secretary at 367-5728.

*Rev. 2/17/14, 7/7/14, 1/9/15*
This is a binding document. By signing the student acknowledges that he/she has received a copy of the student LPN Handbook for the LPN Program, and has read the book, and agrees to abide by the policies in the book.