



Practical Nursing Program Student Clinical Handbook FY26

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PN Office and Hours:	HT201 Monday – Thursday	8:00 am – 8:00 pm and Fridays 8:00 am – 3:00 pm
Theory Hours:	Monday – Friday	8:30 am – 12:30 pm or 4:00 pm – 8:00 pm
Skills Lab Hours:	Monday – Friday	8:00 am – 12:30 pm or 4:00 pm – 8:00 pm
		Open lab available 12:30 pm – 4:00 pm
Clinical Hours:	Monday – Saturday	4:45 am – 10:00 pm with hours varying per site

Clinical Student Handbook

All students are expected to read the OTECH Clinical Student Handbook carefully. It contains important information about requirements for the clinical portion of the Practical Nursing Program (PNP). These requirements are in addition to the requirements and policies outlined by the college and your PNP Student Handbook.

Students should discuss any unclear sections with a faculty member and/or Program Manager. Students must submit a statement of acceptance, via Canvas, that they have read and understand the student policies and program processes and have clarified any questions they may have regarding those policies during the first week of class.

All policies are subject to change. Should it become necessary to change a policy during a cohort cycle, enrolled students will receive both written and verbal notification.

Clinical Equipment and Supplies

Students are required to bring the following supplies to skills lab and clinical days:

- Stethoscope (Littman or double lumen)
- Penlight
- Bandage scissors
- Watch with a sweep second-hand (or digital watch that counts seconds)
- Black pen, pencil, and highlighter
- Kelly Clamp or Hemostat (recommended)
- Notebook
- Student ID Badge (and facility ID badge, as applicable)

Clinical Clearance

The following must be completed for continuation of clinical in the PNP. If the student is not able to complete/pass any of the following, the student will be dismissed from the PNP:

- Clear/Negative urine drug screen (see Urine Drug Screen policy).
- Clear Background Record Check (see Background Check policy).
- Clear Sex Offender Check (see Background Check policy).
- Documentation of required vaccines and skin tests (see Immunization policy)
- Submission of all required documentation to Verified Credentials by deadline.
- Competently pass all lab skills (see Skills Competency policy).
- Complete competency for OSHA and Exposure Control Protocol (in Fundamentals Course).
- Complete orientation procedures, including all necessary paperwork, for each of the clinical facilities the student will be attending. This may require software purchase.

Release of Student Information

Students admitted to the PNP will be required to sign the Confidentiality Statement and Release of Information Authorization Form. This will allow OTECH PNP to release required information to the clinical facilities in which the students participate. The required information may include but is not limited to proof of immunization status and other health information, urine drug screen results, full background/sex offender check, CPR certification status, CNA certification, insurance status, and a copy of the Food Handlers permit. To maintain student privacy, information will not be given to persons claiming to be family or friends of the student.

Clinical Attendance

Attendance is mandatory for all clinicals. Clinical hours are required and must be completed to graduate; Students are expected to make up any missed clinical hours. Clinical instructors will track student attendance for the clinical and communicate attendance issues with the Clinical Coordinator and Program Manager.

Clinicals may include but are not limited to long-term care (LTC) facilities, hospice and home health (HH), outpatient wound care, acute care hospitals, operating room (OR), Head Start, flu immunization clinic rotations, and simulations. See 'Clinical Sites' for addresses.

- Students are expected to complete the entire shift and may not request to leave early.
- Students who are unable to attend clinical due to an extenuating circumstance must notify their Clinical Instructor and/or Program Manager as soon as possible; 24-hour notice is preferred, when possible. Avoid calling the Clinical Instructor from 9pm-3am.
- Tardiness is unacceptable. Students who arrive 10 minutes past the scheduled time will receive a zero for clinical professionalism for that day and may be sent home.
- Missing a scheduled clinical will result in a zero for Clinical Professionalism for each clinical missed. Exceptions will be given for extenuating circumstances. If a student at clinical is ill and is sent home by the Clinical Instructor, the deduction will not apply.
- Students who miss clinical will not be guaranteed placement on another clinical rotation. Missed clinicals may not be available for rescheduling. However, the hours are required. Students will be placed in a make-up clinical as availability permits.
- Students are required to meet professional standards for clinical make-up. However, professionalism points will not be awarded for make-up clinicals.
 - If a make-up clinical is missed, the student will lose additional professionalism points and may be dismissed from the program.
- Students may be required to complete other assignments in addition to the make-up clinical proportionate to the clinical time missed.
- A note from a licensed health care provider (HCP) is required to be submitted to the Program Manager and Clinical Coordinator if there are restrictions to activity during clinical.
- Students who miss clinical will be counseled by the Clinical Coordinator. Clinical make-up information will be documented via email for the rescheduled date, site, and time.
- A Student Remediation Plan will be developed for students with an 'Incomplete in Clinical' or professional issues related to clinical.
- Please refer to the 'Incomplete in Clinical' Policy for extenuating circumstances. Students are strongly advised to use discretion and only miss clinical for extenuating circumstances.
- Requests for change in the clinical schedule will only be granted on a case-by-case basis, such as an extenuating circumstance.

Incomplete Clinical

Students who are unable to complete all required clinical hours and related clinical assignments within the school year may be dismissed from the PNP. However, an 'Incomplete in Clinical' may be awarded due to extenuating circumstances (as approved by the Program Manager) or Title IX-related factors:

- A Student Remediation Plan will be established by the Program Manager and include locations, dates, and times when the clinical hours will be completed.
- Assignment deadlines for clinical assignments will be established. Students who do not submit the assignments by the new assigned deadline may be dismissed from the PNP.
- Course grades will not be posted on the transcript until all required clinical hours and related clinical assignments are completed. ***Students are ineligible for graduation until the clinical hours have been completed.**

Clinical Competency

Students will be graded on clinical competency which includes attendance and professionalism.

Clinical weight towards course grade may vary per course. See course syllabi.

To meet clinical competency, students must meet the following criteria:

- Complete clinical clearance as per admission requirements.
- Complete the clinical course competency with a cumulative average of 80% or greater.
- Complete all required clinical hours in the course.
- Complete competency for all assigned skills.
- Follow the procedures taught in the skills lab when performing skills during the clinical shift. Students should not attempt to do a procedure that has not been taught in the lab.
- Students must stay within the scope of practice of a licensed practical nurse as per the Utah State Nurse Practice Act <https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html>
- Faculty and/or staff nurse supervision is required in the clinical setting for any invasive procedure.
- When administering medications, the student must pass medications with the Clinical Instructor and be deemed competent by the Clinical Instructor before the student is allowed to pass medication with the assigned clinical staff nurse.
- The student will pass a minimum of one PO; one SQ; one IM; and one medication pass via gastrostomy tube with the Clinical instructor in the clinical setting prior to performing the medication pass skill with the assigned clinical staff nurse.
- Students **may not** administer medication unless directly accompanied and supervised by licensed nursing personnel. Students **may not** administer controlled medications.
- Students are to remember that the nursing student's standard of care is compared to a Licensed Practical Nurse and will be held responsible/liable for their own conduct.
- Students must meet all components of the final Student Evaluation with a Satisfactory status. A Student Remediation Plan will supersede the Student Evaluation Form.
- Failure to follow clinical competency, attendance, and professional guidelines and/or compromised client safety may result in dismissal from the PNP.

Clinical Professionalism

Professional conduct is expected in the clinical setting. Students must abide by policies and procedures set forth by the clinical facilities, as well as OTECH and the PNP.

- Students must not work the night prior to clinical; This compromises client safety.
- Arrive to clinical on time. (See Clinical Attendance)
- Students must always meet the clinical dress code (See Clinical Dress Code).
- Students should dress in designated clinical uniform and bring the required equipment and supplies to clinical (Clinical Equipment and Supplies). Students who do not bring the required equipment and supplies to clinical may be sent home, required to attend a makeup clinical, and will receive a score of zero for clinical professionalism if sent home for being unprepared.
- Students are expected to be active participants in caring for their clients during the clinical shift and verbalize their clinical goal to the Clinical Instructor and staff nurse.
- Students will be expected to provide client care as assigned by the Clinical Instructor or licensed nursing personnel during the clinical shift that is within the scope of an LPN.
- Students must report to the assigned clinical nurse and Clinical Instructor when leaving the unit for any reason, and at the end of the clinical shift.
- Students are expected to maintain professional relationships/boundaries with clients and their families. Interaction with clients/families outside clinical or on social media is prohibited.
- Soliciting goods or services to/from clients/families at any time during is strictly prohibited.
 - Inappropriate contact may result in a Code of Conduct Violation. Violations of the College Code of Conduct can result in disciplinary action up to and including dismissal from the PNP. (See OTECH Student Policy 530.4)

Confidentiality

Strict patient confidentiality is expected. It is illegal to discuss a patient with anyone who is not directly involved in that person's care. You are expected to adhere to the laws set forth in HIPAA. Any breach of client confidentiality may result in dismissal from the PNP and legal consequences.

Clinical Dress Code

- Students are required to wear the PNP designated uniform (red V-neck tunic with black scrub pants) to all clinical experiences and clinical site orientations. Students may purchase the scrub top from the college store or any vendor if it is the same style number, color, and brand.
 - Students may choose Style #8219 TRP Landau or Style #4876 Red Cherokee Workwear. Tops must be embroidered with the OTECH emblem through the college store.
- Tunics may be tucked in or worn outside the scrub pants, as the student desires.
- The clinical uniform must be clean, wrinkle, and stain-free.
- Students must wear their OTECH picture ID badge above the waist, readily identifiable as OTECH PNP students. Students must also wear the clinical agency's ID badge, as applicable.
- Black, white, red, or gray t-shirts/turtlenecks may be worn under tunics, free of wrinkles. The shirts must be plain with no other visible designs or insignias.
- Underwear must be worn with the clinical uniform scrub pants.
- Shoes must be white or black and closed toe (no mesh); May have small prints on the shoe, leather, or vinyl. They must be able to be wiped clean and/or polished free of stains. Professional nursing shoes with good arch support are recommended.
- Clean socks. Socks with a pattern may be worn, but the pattern must be professional.

- Hair must be clean, neat, off the face/pulled back while in the lab, simulations, and clinical.
- Facial hair must be neatly trimmed.
- Nails must not interfere with patient care and should reflect professional appearance. Nails should not exceed the length of the fingertips and must be filed. Artificial nails are not allowed due to increased risk of growth and passage of pathogens. Nail polish is prohibited.
- Necklaces and earrings must not be hanging down or accessible to either patients' hands or equipment, as this poses a hazard for the student and patient.
- Rings should be limited to one band and without stones to deter the growth and passage of pathogens during patient care.
- Gauged ears must be plugged.
- For operating room and critical care area (L&D, NICU, ICU) clinical rotations, no facial piercings or jewelry items below the elbow permitted.
- Students may be sent home if not appropriately dressed for the clinical (this includes ID badge). Students will be required to make up any clinical time missed and will receive a score of zero for clinical professionalism if sent home for dress code violations.

Clinical Safety

Student Injury/Bloodborne Pathogen Exposure

All accidents or exposures must be reported to the Faculty/Clinical Instructor and Program Manager immediately. Follow procedures located in the LiveSafe App under "Resources" "Accident Procedures". <https://www.otech.edu/other/livesafe-app/>

Accidental Needle Stick Policy

In the event of an accidental needle stick at a clinical site, the exposed student must notify the Clinical Instructor and Program Manager immediately after the incident occurs. Accidental needle sticks occurring at a clinical or externship site fall under the College's Workers' Compensation coverage. Therefore, testing expenses are covered. (See Accidental Needle Stick Policy in the PNP Student Handbook for on and off-campus incidents.)

Latex

We do not have the ability to ensure a Latex-free environment. Latex may be present in products used at clinical sites.

Grading and Performance Standards

Each clinical course has specific requirements. The specific details for each course can be found in the course syllabi. Refer to the PNP Student Handbook for grading scale information.

Clinical Sites

Brigham City Community Hospital
950 Medical Dr - Brigham City, UT

Canyon Home Health and Hospice
5926 Fashion Point Drive, Suite 200 - South Ogden, UT

Community Nursing Services (CNS) Hospice
1366 Legend Hills Drive, Suite 200 - Clearfield, UT

Holy Cross - Davis Hospital & Medical Center
1600 West Antelope Drive - Layton, UT

George E. Wahlen Ogden Veterans Home
1102 North 1200 West - Marriott-Slaterville, UT

Amazing Care Home Health (Formerly Ivy Lane Pediatrics)
5974 South Fashion Point Drive - Ogden, UT

Lakeview Hospital
630 Medical Drive - Bountiful, UT

Lakeview Wound Care
520 East Medical Drive, Suite 110 - Bountiful, UT

Lomond Peak Rehab and Nursing
524 East 800 North - Ogden, UT

McKay Dee Hospital
4401 Harrison Blvd - Ogden, UT

Ogden Regional Medical Center
5475 South 500 East - Washington Terrace, UT

Ogden Regional Medical Wound Center
434 East 5350 South - Washington Terrace, UT

Ogden-Weber Community Action Partnership (OWCAP): Head Start Main Campus
3159 Grant Avenue - Ogden, UT

South Davis Community Hospital Campus
401 South 400 East - Bountiful, UT

Western Peaks Specialty Hospital Campus
485 East 500 South - Bountiful, UT

Background Check Policy

All students in PNP at the Ogden-Weber Technical College require a background check.

- A background check is required by our clinical sites to effectively protect the safety of their clients and staff.
- Admission to, and progression in, the PNP is contingent upon satisfactory results from the following background searches: County Criminal Records Search, Nationwide Healthcare Fraud and Abuse Scan, Nationwide Patriot Act, Nationwide Record Indicator with Sex Offender Search w/ M&A, Social Security Alert, Residency History Search, and Employment Verification.
- Students who are on any of the following registries will not be accepted into the PNP: Sex Offender Registry, Nationwide Healthcare Fraud, and Abuse, Patriot Act, or Social Security Alert lists.
- According to the Utah Nurse Practice Act (58-31b-302-9(a)(b), "A person convicted of one or more felonies, must receive an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application for licensure or registration under this chapter." Therefore, applicants/students who have committed felonies and have not met the above-stated criteria will not be allowed to enter/progress into the OTECH PNP.
- Students with a criminal history are encouraged to consider expungement prior to starting the application process.
 - To learn more about expungement visit the Utah Department of Public Safety, Criminal Identification (BCI) webpage: <https://bci.utah.gov/expungements/>
- It is strongly recommended that applicants who have been admitted into the PNP and convicted of any misdemeanor criminal activities discuss their eligibility status with the Utah State Board of Nursing (801) 530-6628.
 - Acceptance to the PNP does not assure eligibility for Licensure in the State of Utah. The Utah Board of Nursing makes final decisions on the issue of licensure.
- Students are required to inform the Program Manager of any pending criminal charges at the time they occur (this includes charges that occur prior to beginning and while enrolled).
- Students who are suspended or withdrawn from the PNP will not be entitled to reimbursement of tuition or other fees unless the suspension/withdrawal occurs within the reimbursement period identified in the Tuition Reimbursement Policy (520.33).

Urine Drug Screen Policy

Agreements with clinical sites require all students in the Ogden-Weber Technical College Practical Nursing Program to pass a random urine drug screen. Because clinical hours are required for program completion, a failed drug screen will prevent students from completing the program and will result in program dismissal.

The drug screen tests for amphetamines, barbiturates, benzodiazepines, cocaine, fentanyl analogue, marijuana, meperidine & PH/oxidants, methadone, methaqualone, opiates, phencyclidine, propoxyphene, urine creatinine, MDMA, and 6-acetylmorphine. Some clinical sites may require a more expansive drug screen and may be adjusted as required by the clinical site.

- The Clinical Coordinator and/or Program Manager will provide instructions for purchasing and completing the random drug screen. Payment for drug screening is the responsibility of the student.
- Drug screening must be completed at a designated approved service provider location; Drug screens from personal providers will not be accepted.
- Results will be shared with the Clinical Coordinator and Program Manager, and may also be shared with the clinical site(s) hosting the student.
- If the results reveal any of the substances listed above or, if the results indicate a dilute sample, the drug screen will be considered positive.

Positive Result

If the drug screen result is positive, a Medical Review Officer (MRO) will contact the student and request information to determine whether there is a medical explanation for the positive result. Submission of a prescription or medical marijuana card will be required. If there is a medical explanation for the positive drug screen, the result will remain positive but not failed.

Dilute Sample

If the drug screen result is dilute, the student must repeat the drug screen. If the repeat drug screen is also dilute, it will be considered positive and require review by a MRO.

The student will be required to provide a statement from their health care provider (HCP) verifying that a medical condition caused the dilute sample.

Failed Drug Screen

The following will result in a failed drug screen and dismissal from the program:

- Missing the assigned date or leaving the clinic without providing a sample.
- The presence of substances without medical documentation.
- Two dilute samples without medical documentation.

Students who are dismissed from the program due to a failed drug screen can submit a request for readmission following the *Program Readmission Following a Failed Drug Screen* procedures.

Clinical Placement

Positive drug screen results will be shared with clinical sites, which will decide if the student can proceed. If a clinical site is not found, the student will be dismissed from the program.

Clinical sites may require additional drug screens. The student will be expected to follow the policies and procedures of the clinical site.

Program Readmission Following Failed Drug Screen

Following dismissal from their program, a student may apply for readmission 1-year from the date of the failed drug screen. The student must complete the readmission application and meet with the readmissions panel (Program Manager, Director, and Counselor) to present their case for readmission. There is no guarantee that the student will be granted readmission to the program. The panel's decision will be based on the student's ability to demonstrate how they have resolved the concerns about substance use. The student should consider providing documentation of drug treatment or other cessation efforts during the readmission meeting.

Should the student be readmitted to the program, the student will be subject to a random repeat drug screen. A failed drug screen will result in dismissal from the program.

If readmitted, the student will be re-enrolled under the current certificate year. Credit for previous work completed will be determined by the amount of time which has passed, and changes made to the curriculum during the student's absence from the program. Upon readmission, the student may be required to participate in a skills refresher.