



# Practical Nursing Program Handbook FY25

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<b>Skills Lab Hours:</b>	Monday – Friday	8:00 am – 2:00 pm *Open lab available until 4pm
<b>Clinical Hours:</b>	Monday – Saturday	4:45 am – 10:00 pm

## **About OTECH**

### **Introduction**

For general college information, refer to <https://www.otech.edu/about-us/about-the-college/>

### **Policies**

All students are expected to read and abide by college policies. Students may access policies at any time on the OTECH [Policy Web Page](#).

### **Student Handbook**

All students are expected to read the [OTECH Student Handbook](#). It contains important information about college-wide services, policies, and resources for students. Students are expected to abide by the policies outlined in the OTECH Student Handbook.

## **About the Program**

### **Program Description**

This program provides students with the knowledge and skills necessary to work as Licensed Practical Nurses (LPNs). Students will learn to assess patients' healthcare status and responses to the care provided. Students will learn to administer medications, perform sterile and non-sterile procedures, and assist patients with their personal hygiene, mobility, oxygen, nutritional, and elimination needs. Students also learn to manage patient care through appropriate delegation and supervision of nursing care provided by unlicensed assistive healthcare personnel.

### **Program Handbook**

The purpose of this program handbook is to familiarize students with information that is specific to the program. Students are expected to read this document carefully and discuss any unclear sections with a faculty member and/or Program Manager. Students must submit the 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.

### **Practical Nursing Program**

Ogden-Weber Technical College Practical Nursing Program's Mission Statement and Philosophy are supportive and consistent with the College's Vision, Mission, and Core Values.

### **PNP Mission Statement**

In partnership with local healthcare employers, we prepare and develop professional nurses who will function as licensed practical nurses in a variety of healthcare settings in the community; These LPNs will strengthen local healthcare workforce and economy. Graduates have the ability to apply for state licensure and option to continue their nursing education.

## **Philosophy**

The Practical Nursing Program (PNP) strives to foster professional development throughout the curriculum. Graduates are prepared to be essential members of the healthcare team with a holistic view of patient care based on the six human dimensions and the wellness/illness continuum. Application of theoretical knowledge in clinical practice will utilize critical thinking, clinical and interpersonal skills.

PNP faculty recognize that students are unique individuals with varied cognitive abilities and developmental levels including distinct motivations and styles for learning. Teaching strategies are implemented acknowledging these varied learning differences. Faculty and students share the responsibility for creating an environment in which learning can flourish. Faculty and students are equally responsible to demonstrate professional behavior as a member of the discipline that reflects mutual respect.

## **Conceptual Framework Model**

The PNP utilizes six dimensions of health to illustrate the program's philosophy and how nursing concepts will be defined and presented. Nursing care is provided in a holistic manner emulating respect, empathy, and dignity. Nursing care is aimed to restore health, promote wellness, and the provision of education to patients and their families.

The conceptual framework/model is illustrated by placing the patient at the center of the model and surrounding the patient with six interconnecting circles. Each circle represents a dimension of health that is integral to providing patient-centered care. The six dimensions represent the physical, emotional, intellectual, environmental, socio-cultural, and spiritual aspects of the patient.

The Nursing Process and Maslow's Hierarchy of Needs are the tools used to develop critical thinking and organize and prioritize nursing care within the framework.

Taylor, C., Lynn, P., and Bartlett, J. L. (2023) *Fundamentals of nursing: The art and science of person-centered care* (9th ed.). Lippincott, Williams & Wilkins.

## **Faculty Responsibilities**

PNP Faculty:

- Commit to upholding the vision, mission, and core values of the college and PNP philosophy.
- Serve as role models in demonstrating verbal and written communication skills and patient advocacy in those interactions with students, healthcare agency staff, colleagues, and the public.
- Assist the students to use critical thinking and be patient advocates by problem-solving in various healthcare settings.
- Evaluate student progress and provide constructive feedback to assist students to maintain their highest level of achievement.
- Continue professional development to stay current in their nursing practice.
- Maintain student and patient confidentiality.
- Maintain scheduled office hours.

## Student Responsibilities

All students are expected to abide by the **OTTECH College Policies**, PNP Policies/Processes, and Rules of Professional Conduct as outlined by the Utah State Board of Nursing, Nurse Practice Act. Students will be responsible for their own actions and behavior and are expected to behave in a professional and respectful manner.

Copies of the Nurse Practice Act are available at: <https://dopl.utah.gov/licenses.html>

## End-of-Program Student Learning Objectives

The PNP is organized into 12 courses, each with specific objectives and standards for successful completion. Students will learn through structured activities that include lectures, skills labs, group activities, instructional videos, assignments, quizzes, exams, clinicals, and comprehensive exams. Upon completion of this program, the student will achieve the following competencies:

1. Properly utilize the clinical judgment model and steps of the nursing process to determine actual and potential healthcare needs and prioritize those needs according to Maslow's hierarchy of needs.
2. Demonstrate safe, competent, and ethical person-centered care.
3. Utilize clinical judgment and critical thinking in the development, implementation, and evaluation of an individualized plan of nursing care for the client.
4. Demonstrate the ability to integrate the latest research, trends, and technology to organize and manage nursing practice.
5. Demonstrate professional behavior as a member of the discipline in the classroom and clinical setting.
6. Manage client care through collaboration with other members of the interdisciplinary healthcare team, individual client, and the family through effective communication.

*\*Competencies adapted from National Standards of Practice from the National Association for Practical Nurse Education and Service, Inc. (NAPNES)*

## Competency-Based Training

The PNP has defined start and end dates. Students will follow set schedules daily for lectures, skills, quizzes, exams, and clinicals. Due to this, students are not able to move at their own pace.

## Graduation Requirements

To receive a Certificate of Completion from the OTTECH PNP, the student must achieve the following competencies. Failure to meet these competencies will result in dismissal from the PNP:

- All assigned exams per course must be completed. A cumulative exam average per course must equal B- (80% or better).
- All assignments for each course must be completed. A cumulative assignment average of 80% per course or better is required.
- Demonstrate competency in all practical nursing skills.
- Each course, including clinical courses, must be completed with a B- (80%) or better.
- The final student evaluations must be passed with a "satisfactory" in all components.
- Students must meet PNP and College Progress Policy requirements and have satisfactory PNP Professionalism.
- Program and faculty evaluations must be completed by the specified deadline. If a Student Remediation Plan is developed, the student must satisfactorily complete the plan of correction to graduate.

## **Program Outcomes**

Program outcomes are developed as measurable performance indicators that reflect the extent to which the program is meeting the mission established by the college and program faculty, and by which nursing program effectiveness is documented. Program outcomes are measured in our program completion rates, licensure examination (NCLEX-PN) pass rates, job placement rates, and PN to RN placement rates.

The OTECH Practical Nursing Program utilized the Accreditation Commission for Education in Nursing (ACEN) Standards and Criteria (2023 Edition) as a basis for the development of the program outcomes.

Program Outcomes include:

- A minimum of 90% of graduates from the PNP will pass the NCLEX-PN licensing exam on the first attempt during the same 12-month period.
- A minimum of 75 % of all students who begin the PNP will complete it on time in two semesters.
- A minimum of 50% of PNP graduates will be employed as licensed practical nurses within 12 months of graduation.
- A minimum of 80% of PNP graduates will be accepted into an RN Program within 12 months of graduation.

## **Transfer of Credit**

The Practical Nursing Program consists of 28 credits. Prerequisite courses can be taken at any regionally accredited institution of higher education. Courses with a grade of "C" or better are transferred by means of established College policy.

## **Articulation Agreement - Weber State University (WSU)**

OTECH has an articulation agreement with WSU that allows graduates who meet WSU requirements to articulate to the second year of the WSU PN to RN Program. Graduates receive credit for the PN year (18-semester credits) towards an Associate Degree in Nursing (AAS or AS). The second year of the WSU PN to RN Program is taught at the OTECH campus. For more information visit: [https://www.weber.edu/Nursing/pn\\_rn\\_admission.html](https://www.weber.edu/Nursing/pn_rn_admission.html)

NOTE: Under the articulation agreement between the WSU and OTECH, WSU grants credit (CR) for completion of OTECH Practical Nursing Program courses. However, PNP grades are not calculated into the overall GPA of the WSU transcript.

## **Articulation Agreement - Utah State University (USU)**

OTECH has an articulation agreement with Utah State University (USU) that allows graduates who meet USU requirements to articulate to the second year of the USU RN program. Graduates receive credit for the PNP year (22 semester credits) towards an Associate of Applied Science degree in Nursing. Students wishing to complete their Associate of Applied Science degree at USU must verify admission and course completion requirements.

Students wishing to complete their associate degree in nursing at a university or college other than WSU or USU must verify admission and course completion requirements. Visit <https://www.otech.edu/current-students/credit-transfer-articulation/>

## **Textbooks and Course Materials**

The following information for this program can be found on the OTECH PNP webpage:

<https://www.otech.edu/practical-nursing/>

- Course Descriptions.
- Estimated Cost (*tuition, fees, program, and course materials*).
- Program Accreditation.
- Course Materials.

The program and course materials listed on the website show general resources that you will need to purchase for this program. Some textbooks, materials, and supplies may be used for multiple courses and are required by the first week of class unless otherwise noted.

## **Clinical and Skills Lab Equipment/Supplies**

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

- Stethoscope (Littman or double lumen)
- Black pen, pencil, and highlighter
- Bandage scissors
- Watch with a sweep second hand
- Penlight
- Notebook
- Student ID Badge
- Kelly Clamp or Hemostat (recommended)

## **Required Textbooks**

<b>Textbook/Software</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
<b>Lippincott, Williams &amp; Wilkins: Lippincott's NCLEX-PN PassPoint Digital Content. 12-month Access</b>	Lippincott, Williams & Wilkins	Lippincott/ Wolters Kluwer	978-1-4963-0932-7
<b>Lynn: Taylor's Clinical Nursing Skills, 6<sup>th</sup> Ed. With CoursePoint Enhanced</b>	Lynn	Lippincott/ Wolters Kluwer	978-1-9752-2331-1
<b>Taylor's Fundamentals of Nursing: The Art and Science of Person-Centered Care, 10<sup>th</sup> Ed. With CoursePoint+ Enhanced</b>	Taylor, Lynn & Bartlett	Lippincott/ Wolters Kluwer	978-1-9752-0526-3
<b>Abrams' Clinical Drug Therapy: Rationales for Nursing, 13<sup>th</sup> Ed. With CoursePoint Enhanced</b>	Frandsen & Pennington	Lippincott/ Wolters Kluwer	978-1-9752-3161-3
<b>Psychiatric-Mental Health Nursing, 9<sup>th</sup> Ed. With CoursePoint Enhanced</b>	Videbeck	Lippincott/ Wolters Kluwer	978-1-9752-0590-4
<b>Brunner &amp; Suddarth's Textbook of Medical-Surgical Nursing, 15<sup>th</sup> Ed. With CoursePoint Enhanced</b>	Hinkle	Lippincott/ Wolters Kluwer	978-1-9751-8670-8
<b>Intro Maternity and Pediatric Nursing, 5<sup>th</sup> Ed. With CoursePoint Enhanced</b>	Hatfield & Kincheloe	Lippincott/ Wolters Kluwer	978-1-9751-8695-1

## **Other Required Supplemental Software**

Students may be required to purchase materials in addition to textbooks to supplement their clinicals, learning, and assignments. These include software from ATI (Civility Mentor, Electronic Health Record, and PN Comprehensive Predictor Exam) and myClinical Exchange.



## **Grading and Performance Standards**

Each course has specific requirements in the course curriculum. You will receive a grade for each course. The assignments and activities used to calculate your grade will vary according to the course. If you do not meet assignment competency, you may be asked to rework it. Specific details for each course can be found in the course syllabi.

Semester I courses must be completed with a B- (80%) or better to progress to Semester II courses. The Nursing Care of the Adult, Nursing Care of the Adult Lab, Nursing Care of the Adult Clinical, and Pharmacological Nursing Care II courses in Semester II must each be completed with a B- (80%) or better to progress into the Nursing Care of the Family Courses.

The student must complete the following competencies to pass each course:

- Complete the entire course with a "B-" (80%) or better.
- Complete all assigned exams per course and have a cumulative exam average of 80% or better per course. As applicable, penalties will be applied for not taking any exam on the scheduled date/time. Failure to maintain a cumulative exam average per course of "B-" (80%) will result in dismissal from the PNP.
- Complete all assignments per course and have a cumulative assignment average of 80% per course or better. Incomplete or late assignments must be turned in by the adjusted deadline (date/time) per course. As applicable, penalties will be applied for late or incomplete submissions. If assignment(s) are not received by the adjusted deadline, the student may fail the course and be dismissed from the PNP.
- Pass all skills and clinical competencies.
- Final student evaluations must be "satisfactory" in all areas.
- Complete program evaluations (per course) by the specified deadline.
- Meet College Academic Progress Policy requirements.

### **Grading Scale**

The grading scale used throughout this program will be:

A	94.5 - 100%	A-	89.5 < 94.5%		
B+	86.5 < 89.5%	B	82.5 < 86.5%	B-	80.0 < 82.5%
C+	77.0 < 80.0%	C	73.0 < 77.0%	C-	70.0 < 73.0%
D+	67.0 < 70.0%	D	63.0 < 67.0%	D-	60 < 63.0%
E	< 60.0%				

*All grades above 80.0% are rounded to the nearest tenth. Any score <80.0% will not be rounded.*

For details on requesting an official transcript, see [Transcript Request](#) on the OTECH website.

## Exams

- Exams are based on assigned readings and lectures, as well as past content relevant to the current module.
- Students may take up to three (3) hours to complete an exam.
- Students are required to take each exam at the specified date/time.
  - If a student does not take the exam at the specified time/date, they will be considered tardy or absent, and scores will be subject to deduction.
    - A five (5%) deduction/penalty from the individual exam score will be applied if the student is tardy on the exam day during the time frame allowed. Students will have a 10% deduction if a subsequent tardy occurs within the same course.
      - Students will be considered tardy for the exam if their exam start time occurs more than 10 minutes past the scheduled exam schedule time.
    - A 10% deduction/penalty from the individual exam score will be applied if the student is absent. Subsequent absences will have the same 10% deduction.
      - A student will be considered absent if they do not arrive within the three (3) hour timeframe given to complete the exam.
- Approved testing accommodations will be provided as applicable.
- Exam dates/times may be adjusted at the Program Manager's discretion.
  - Students who receive an adjusted deadline must take the exam by that date/time or receive the deduction on the individual exam score as per policy.
  - An exam may be taken at an earlier time with waived deductions. Students must make arrangements with the Program Manager and Course Instructor in advance. A confidentiality agreement must be signed. Times will be coordinated with faculty. Only one request per semester will be considered.
  - An exam can be taken later than scheduled with waived deduction for extenuating circumstances at the discretion of the Program Manager.

## Exam Procedure

- Students may not begin their exam until the established start time, and a proctor is available.
- Students should leave notes, books, or other study materials in the classroom. Cell phones, smart watches, Bluetooth devices, personal headphones, other electronic devices, and hats must be left in the classroom or student's locker. Any of these items found on the student while the exam is in progress will be considered Academic Dishonesty.
  - The exam is considered in progress from the time of sign-in until closed.
- Students will be provided instructions on use of a whiteboard and erasable marker for exams.
  - Students using a whiteboard must erase the board completely before returning it.
- Noise Cancelling Headphones will be provided for students who desire to use them.
- Students may not talk to their peers during the exam.
- If students encounter problems accessing the exam or while the exam is in progress, notify the proctor immediately.
- All exams will be taken through Lockdown Browser.
  - Students may not have any other webpage or browser open on their computer.
- Students who witness Academic Dishonesty are responsible to report that activity to the Program Manager immediately.
- Students may be recorded during exams to ensure test procedures are followed.

## **Review of Exams**

Students who wish to review and discuss their exam with faculty are responsible to set up a meeting date and time within one week of the exam date. Exams will be unavailable for review after one week. Didactic faculty will maintain consistent office hours to review exams with students or discuss other concerns.

## **Remediation**

Students exhibiting a pattern of failed exams will require remediation.

- A Student Success Worksheet will be completed after failure of two exams and is placed in the student file. Written communication will be given to the student.
- An instructor may exercise discretion to review a Student Success Worksheet with a student who has an exam average <80%
- If poor progress continues and the student is in jeopardy of failure, a Student Remediation Plan will be developed noting a plan to help the student improve. Timelines for student actions and outcome measures will be included.
- Refer to the Dismissal/Readmission Policy if the student is unable to pass a course.

## **Assignments**

- Students must complete all assignments and have a cumulative assignment average of 80% or better per course.
- Assignments will include, but are not limited to research papers, journals, lab activities, clinical papers, case studies, nursing care plans, concept mapping, and delegation.
- Assignments will be graded on a percentage basis.
- Assignments will be submitted through Canvas and must be received by the specified deadline (date/time). It is the student's responsibility to assure the assignment has been uploaded correctly.
- Incomplete Assignments will not be accepted and considered late. An incomplete assignment is defined as any section or major portion of the assignment that is not completed.
- Late or incomplete assignments will receive a 10% deduction for each day (24 hours) the assignment is not submitted by the specified deadline (date/time). After five (5) late days, the grade will be a zero. The assignment must still be completed and show quality work.
- Students who submit < 80% quality on an assignment may be requested to re-submit part or all of the assignment. The deadline to resubmit corrected assignments will be determined by the faculty. Additional assignments may also be required at the faculty's discretion to verify student competency.
- Adjusted deadlines for late/incomplete assignments will be established by faculty. If the assignment(s) are not received by that adjusted deadline, the student may fail the course and be dismissed from the PNP.
- Faculty will provide written feedback on graded assignments.
- Student Remediation Plan will be developed for a student who exhibits a pattern of assignments <80% quality, repeated deficiencies, and/or assignments that are late/incomplete.

## **Review of Assignments**

- Faculty will make every effort to return graded assignments within 10 days of submission.
- Students may schedule an appointment to review their graded assignment with faculty and discuss how to incorporate faculty feedback into their next assignment.
- Students who want to discuss their assignment score with faculty are responsible to set up a meeting date and time within one week (7 days) of the return date.

## Quizzes

- Students will be given quizzes throughout each course. Quizzes will be based on assigned readings as well as past content relevant to the current module.
- Students must take the quiz during the allotted time frame or receive a zero.
  - Make-up for quizzes will not be allowed.

## Skills Competency

Students are responsible to study the skills textbook and rubric prior to attending skills lab.

- Students are required to bring clinical supplies/equipment needed to practice and/or pass-off nursing skills.
- Students may not participate in skills lab or pass-off if they are not properly dressed, or do not have the required clinical supplies/equipment.
  - Students may return to the skills lab when the expected dress code is met, or supplies are obtained. Students will receive a 10% deduction from the individual skill pass-off if scheduled pass-off time is missed. Extenuating circumstances will be considered.
- Skills are graded utilizing the grading rubric. Skills must be passed with a minimum of 80% skill competency and 100% critical steps for each skill performed.
  - Students needing additional attempts for skills pass-off are required to meet 80% competency and 100% critical steps, but will receive a 10% deduction from their score for each attempt for of the skill (10% for second attempt and 20% for third attempts). Failure to pass the third attempt will result in dismissal from the PNP.
- Rubrics are a guide for faculty to evaluate whether the student meets the minimal competency for nursing skills (noted below). Faculty will use the grading rubrics for each skill pass-off.

Competency is defined by the following criteria:

- Verbalize the rationale and purpose of the procedure/skill
  - Demonstrate safe and proper skill technique
  - Demonstrate proper infection control measures
  - Maintain patient care considerations, privacy, and confidentiality
  - Require minimal to no assistance or guidance from faculty or students during pass-off
- Students who have not met competencies for all skills may not be allowed to begin clinical rotations and may be dismissed from the PNP.

## Process for Failed Skill Pass-Off:

When a student fails a skill on the first attempt, the student must meet with faculty to review what is expected to attain competency while practicing *before* the SECOND pass-off date. Communication will include what was done incorrectly causing the student to fail.

- Student will make an appointment through the Clinical Coordinator to schedule the SECOND pass-off, which may be on a different day and may be video recorded.

If a SECOND attempt of the skill is failed, the student will be expected to review the pass-off with an instructor and determine what was done incorrectly causing the student to fail.

Communication will include what was done incorrectly causing the student to fail.

- A Student Remediation Plan will be initiated by the Clinical Coordinator and/or Program Manager. The student will be expected to review the skill and practice.
  - Additional assignments may be required.
- Students must set an appointment with the Clinical Coordinator for the THIRD pass-off, which will be on a different day. The THIRD attempt for the skill will be video recorded.

The student must pass the THIRD attempt; failure to do so will result in dismissal from the PNP.

## **Clinical Experience**

Clinical experience is required for completion of the PNP. A full description of clinical requirements and policies is available in the PNP Clinical Handbook.

## **Faculty Evaluation of the Student**

The Student Evaluation Form is completed at midterm and at the end of each semester. The Student Evaluation Form includes the student's overall performance in all PNP courses including didactic, lab, and clinical. The evaluation is based on the student's ability to meet the End of Program Student Learning Outcomes (EPSLOs) of the PNP. All faculty members and clinical staff that are associated with the individual student will have input on the Student Evaluation. The student will be evaluated in all areas of performance such as academic, clinical, attendance, professionalism, lab/simulation, and leadership, and may include student counseling for the semester.

## **Course Evaluations**

At the end of each course, an online survey evaluation about instructional content and instructors will be provided. We appreciate and value your feedback. The results of the survey are anonymous. Feedback is used for program improvement and professional development.

## **Extenuating Circumstances**

At the Program Manager's discretion, students with extenuating circumstances (death in the family, medical emergency, jury duty, military leave, etc.) may be given an adjusted deadline to complete the required coursework, exams, clinicals, or program evaluations. Students need to contact the Program Manager immediately if they have extenuating circumstances to coordinate adjustments to due dates and rescheduling of the clinical with the instructors. Failure to contact the Program Manager will result in deductions.

## **Classroom and Lab Conduct**

Students are expected to conduct themselves in a professional (appropriate attire, grooming, and hygiene) and courteous manner (appropriate behavior and language) during all aspects of the PNP. As per College policy, "behavior which interferes with or detracts from the teaching/learning process or violates school regulations or federal, state or local laws is not acceptable and may result in disciplinary action or dismissal." Issues with Academic Progress, and Integrity, unprofessional behavior, or violation of the College Code of Conduct may result in a dismissal from the PNP program.

- Food and Beverages - Beverages in self-contained, sealed bottles may be used in the classroom but not near electrical equipment or lab areas. There are designated areas in the building where students may eat snacks or lunch. A student may eat snacks in the classroom only if the desk/table areas are kept clean and do not detract from learning.
- Children, visitors, and animals (except service animals) are not allowed in the classroom.
- Electronic Devices - Cell phones and all electronic devices must be silenced in the classroom. Cell phone usage is prohibited in the testing area, skills lab, simulation, and clinical settings, unless otherwise directed. Messages may be checked during breaks.
- Lockers - Available for student use. Assigned on a first come, first-served basis. Students are required to provide their own lock. OTECH reserves the right to inspect lockers as needed and is not responsible for any items lost. Signed acceptance of stipulations is required.
- Fragrance-Free Classroom/Clinical odors related to tobacco, perfume/cologne, scented lotions, and essential oils are not allowed in the class, lab, or at the clinical sites
- Audio/Video Recording is only allowed with written or verbal permission from the course instructor, and for educational purposes only. Recording is not allowed in simulations.
  - Per federal law, recording will be allowed for ADA accommodations.

### **Properly maintain the lab areas, manikins, and lab equipment:**

- Lab equipment and manikins are very expensive and must be treated with care.
- Do not use an ink pen while working with the manikins (they cause permanent stains).
- Students are expected to clean up after themselves, accessories put away after use with reusable supplies placed in designated areas, soiled linens removed, area free from debris, and chairs placed under tables.
- Beds should be placed flat and in the lowest position with side rails up when not in use.
- The over-bed table should be positioned at the bedside, in the lowest position.
- Cover/dress manikins modestly

### **Professionalism**

Professionalism, including civility and attendance along with punctuality are very important. Arriving on time and being ready to work is part of being a professional nurse. Students are expected to be to class on time and attend all scheduled PNP course hours.

- Treat peers, faculty, and clients with courtesy, respect, and in an ethical manner.
- Respect time of peers and faculty by being prompt and prepared for class, labs, and clinical.
- Must not engage in unprofessional conduct or any act that may be detrimental or harmful to the health and safety of peers, faculty, or clients in all aspects of the PNP.
- Students not demonstrating professional behavior in any area, including those mentioned above and not directly discussed, will be counseled.
- Failure to meet the professionalism standards may result in academic discipline or dismissal.

## **Skills Lab and Simulation Professionalism**

Students are expected to be to attend all scheduled PNP course hours and conduct themselves in a professional manner in the lab and simulation settings.

- Students should arrive prepared with necessary supplies/equipment and on time for any lab practice, skills pass-off, and simulation.
- Students must always meet the lab, pass-off, or simulation dress code outlined on the designated Professionalism rubric.
- Active participation in skills lab and simulation are expected.
- Students who do not arrive on time with required supplies/equipment, or in proper attire may be sent home and/or have deductions from the designated Professionalism rubric.
- Refer to designated Professionalism rubric for specific outlined expectations

## **Classroom Dress Code**

Appropriate and professional grooming and personal hygiene, including deodorant, clean hair, and clean clothes, are essential in the classroom, lab, and clinical sites. Individual facility policies regarding piercings, tattoos, or hair color will be followed. Visible tattoos that are inappropriate or derogatory in nature must be covered while in the classroom, labs, and clinicals.

- Students may wear scrubs, uniform, or street clothes that comply with the college dress code.
- Clothing must be clean, professional, modest (low-cut tops & short skirts/shorts are not acceptable), wrinkle and stain free and must not promote alcohol or drug use.

## **Lab Dress Code**

- Students are expected to wear scrubs during skills lab practice. Shoes must be closed toe.
- Students must wear their Clinical Uniform for Skills Pass-Off and Simulation.
- If a student is not dressed appropriately for Skills Lab or Simulation, they will be dismissed from the lab. Students may return to Skills Lab/Simulation when the dress code is met.

## **Skills Lab and Simulation Attendance**

Attendance is mandatory for Skills Pass-Off and Simulation; Pass-Off date/time will be assigned for each student. Students with extenuating circumstances will be allowed to reschedule a Pass-Off date/time with the skills lab instructor. Missing scheduled skills pass-off day will result in a 10% deduction for each individual skill missed during the pass-off.

## **Leave of Absence (LOA)**

Due to the rigorous nature and schedule of this program, students are not eligible for a LOA. If a student is called to participate in jury duty, or military service while enrolled in the PNP, they must submit a request for the leave and meet with the Program Manager. The Program Manager will review the class schedule and discuss the possibility of adjusted deadlines for required clinicals, exams, assignments, or quizzes as necessary prior to the dates of required service. If the student must be absent from the program due to this type of leave, and the leave cannot be accommodated by the program, the student will be offered the opportunity to withdraw and return to the program to repeat their current semester.

Refer to the College [Leave of Absence Form](#) and [Schedule Changes, Leave of Absence, and Other Leave Policy](#)

## **Academic Integrity**

Practical Nursing Program Faculty equate unethical and/or dishonest behavior as a demonstration of potentially harmful and/or life-threatening behavior. Therefore, academic dishonesty in any of its forms will not be tolerated. To this end, the following activities are specifically prohibited and will warrant disciplinary action and/or dismissal. Students engaged in academic dishonesty will face disciplinary actions, which may include dismissal from the PNP.

### **Cheating**

- Copying from another student.
- Using materials or technology (including but not limited to, textbooks, notes, electronic devices, unauthorized resources, other person(s), or nursing students) during an exam, or assigned course activity not authorized by the faculty.
- Unauthorized collaboration/working together with any other person(s) or nursing students on any assignment without prior faculty approval.
- Knowingly obtaining, giving, using, buying, selling, voluntarily revealing, transporting, or soliciting graded information such as exams, quizzes, or assignments.
- Unauthorized access to past exams or quizzes.
- Substituting for another student or permitting any other person to substitute for oneself.

### **Copyright Violations**

These violations infringe on the copyright law of the United States, which prohibits the making of reproductions of copyrighted material except under certain specified conditions.

### **Fabrication**

Falsification or invention of any information, citation, or document.

### **Plagiarism**

Plagiarism is the unacknowledged (not cited) use of any other person or group's ideas or work. This includes purchased or borrowed papers. It is the intentional or unintentional use of someone else's work or thoughts, without giving proper credit. Students are expected to have a working knowledge of what plagiarism entails, the purpose of internet-based plagiarism tools, and ensure that all work is referenced correctly.

### **Student Rights and Due Process**

Complaints regarding program processes or faculty should be addressed at the lowest organizational level, when possible.

- Students are encouraged to first address any issues or concerns with the student or faculty member involved prior to going to the Program Manager or another faculty.
- If the issue persists, students should present their concern to the Program Manager.
- The Program Manager and student will develop a plan to resolve the issue and involve the health occupations counselor and administration as applicable.
- If the complaint is related to civil rights, discrimination, sexual harassment, bullying, or ADA compliance, students should report their concerns directly to the Campus Compliance Officer. <https://www.otech.edu/current-students/sexual-harassment-assault/>



## **Readmission Process**

Students who voluntarily or involuntarily withdraw during the Semester I or II of the PNP may request re-admittance to the next cohort cycle without reapplying.

To be eligible for readmission, students must meet the following criteria:

- Must have withdrawn (either voluntarily or involuntarily) during the Semester.
- Must not have “needs improvement” or “unsatisfactory” ratings in the Professionalism section of the PN Student Evaluation Form.
- Must not have been dismissed from the program for reasons including, but not limited to, behavior that is inappropriate, disruptive, dishonest, unprofessional, or unsafe; academic integrity violations, drugs and/or alcohol violations, breach of confidentiality, or compromising patient safety.

Readmission is **not** guaranteed. Readmission may be granted under the following circumstances:

- Space is available in the Semester cohort of the next immediate cycle.
- In the event there are more students seeking readmission than there are spots in the next cycle, students will be ranked according to the following criteria:
  - Cumulative PNP GPA for completed courses and raw scores for incomplete courses.
  - Professionalism – Timely submission of assignments, attendance, class participation, professional behavior, etc.

Students wanting to be considered for readmission should follow the following process:

- Submit a ‘Request for Readmission Form’ to the PNP Manager no later than 5 business days following the voluntary or involuntary withdrawal.
- Should visit the Financial Aid office to discuss future eligibility for financial aid.
- Students will be notified of the decision in writing at least 30 days prior to the start date for the desired cycle.

Students who are granted readmission are expected to adhere to the following expectations:

- Repeat the semester and program in its entirety, regardless of if one of the courses was completed or passed prior to the withdrawal. Because of the integrated nature of courses, failure in one course requires repeating all didactic and clinical courses.
- Submit original coursework for the cycle for which expedited readmission is granted. All exams, quizzes, and assignments will be redone. Previous coursework will not be accepted.
- You may need to purchase software subscription extensions. Students are responsible for any associated costs for extensions or repurchasing of software.
- Review immunizations and TB testing to ensure all are current through the program.
- CNA, CPR and Food Handler’s certifications must remain valid for the remainder of the program.
- May be required to repeat a random drug screen prior to restarting the program. The student is responsible for any cost associated to repeat drug screen.
- Sign an attestation form stating background check has not changed prior to restarting the program. Background checks >1 year old may be repeated. Student is responsible for any cost associated to repeat background check.
- Abide by the policies and procedures of the cohort cycle in which they are being readmitted.
- Review Tuition and Fees and pay before the semester starts.
- Purchase any additional supplies, books, or supplements that pertain to the current semester.
- Meet with Program Counselor and PNP Manager prior to restarting the program.

A student who voluntarily or involuntarily withdraws from the either semester twice will not be considered for readmission to the PNP. Each semester can only be repeated once.

\*Students who have been dismissed from the Practical Nursing Program for reasons including, but not limited to, behavior that is inappropriate, disruptive, dishonest, unprofessional, or unsafe; academic integrity violations, drugs and/or alcohol violations, breach of confidentiality, or compromising patient safety **are not eligible for readmission**.

## **Deferment**

Students are given an option to defer the start date of the semester on admission acceptance, and anytime thereafter. Only one (1) deferment is allotted per student and is for the next proceeding semester start. For students deferring prior to start, all admission criteria must be met at time of readmission and attendance at orientation is mandatory. All vaccinations and certifications must be up to date for the duration of the PNP.

Students wanting to be considered for deferment should do the following:

- Submit a Request for Deferment to the PNP Manager no sooner than 10 business days from the start or readmission date. Forms can be completed at the time of withdrawal.
- Students are encouraged to visit the Financial Aid office to discuss eligibility for financial aid.
- Students will be notified of the decision in writing at least 30 days prior to the new start date.

Consideration for deferment acceptance may be based on the following:

- Space is available in the desired admission cycle.
- Good Academic and Professional standing in the completed semester courses, and/or have requested expedited readmission.
- Have met with the program counselor prior to signing the form and/or will meet with the program counselor before return date.

## **Student Resources**

Industry publications, periodicals, manuals, and media materials can be found in the PNP Classroom, Office, and Lab are places where you will find these items. In addition, you will be given opportunities to use equipment and materials that are currently being used in the industry.

The classroom also includes an evacuation map, first aid kit, and other emergency supplies.

## **Advisement**

1:1 advisement is important for your success. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. At a minimum, students should meet with their instructor at the beginning and end of each course. Instructors are available to meet with you during the advisement hours. These meetings can be used to:

- Review performance and attendance.
- Define and clarify assignments, quizzes, or exam questions.
- Discuss professional work ethic in performance, attitude, dress, behavior, and communication.

## **PN Program Resource Library**

The PNP Resource Library is located in HT234. The PNP Resource Library contains learning resources available to the student to complement their study references. Learning resources include textbooks and professional journals. Additional journal articles and resources are included in the Lippincott Resources purchased by each student. Skills lab equipment is available in the Skills Labs and may be available for “check out” by request.

Students may “check out” learning resource material by using their OTECH Student ID Badge. The student will leave their OTECH Student ID Badge with the PNP faculty until the resource material is returned to the PNP Office (HT201). The learning material may only be checked out for that day and must be returned by 5:00 pm (unless specified by PNP Faculty).

Learning resource materials not returned or damaged must be replaced by the student. Any student with uncollected charges may not receive their certificate of completion until those charges are paid.

## **Copy Machine Use**

Students can make any copies needed at the College Store in the Union Building. The copy machine in the HT Building may not be used by students. At no time should copies be made at the clinical sites.

## **Printer Use**

Printing is available in the Student Space of the PN Office! You must acknowledge the printing guidelines in Canvas prior to printing. To print, you will utilize the desktop computer in the Student Space to print class-related materials. See “Printing Guidelines” in Canvas for details.

## **Technology Resources**

For OTECH technology resources, refer to [Student Resources](#).

## **Program Technology**

Canvas is the Learning Management System utilized by the PNP. Individual course syllabi and requirements for each course are contained within Canvas; your instructor will provide details. The PNP utilizes Canvas announcements and messages to communicate important information. Students are responsible for the information contained in those announcements or messages.

A tutorial introducing you to Canvas is available on Canvas by clicking on the “Help” button in the upper right corner and selecting “Need Help Logging In?”. You can access Canvas from any internet-connected computer at the following URL: <https://otech.instructure.com/login>. If you have problems logging in to Canvas, please use the following URL to provide the requested information to update your password: <https://portal.otech.edu/Portal/Account/ResetPassword>.

If you encounter technical problems while in Canvas, use the “Technical Support” button. Response time on support requests will be no more than 24 hours within the operational schedule. If you have further problems accessing Canvas, see your instructor or email [canvasinfo@otech.edu](mailto:canvasinfo@otech.edu).

For issues with supplemental software, contact the individual vendor’s “Customer Support”.

## **Safety**

Every room in the College has an emergency evacuation map by the door. Take the time to look at the map and be aware of both the primary and secondary exit routes. If you are in the restroom when the fire alarm sounds, exit the restroom, and leave the building using the closest exit. Classroom doors will be locked. You should be aware of the proper exit route from every room you regularly use.

In the event the building must be evacuated, it is important to move away from the outside doors of the building. Also, be sure to take all your personal possessions (as well as your coat in winter) with you. You may not be allowed back into the building for some time. When evacuating, please stay together as a group so the instructor can then determine if everyone has left the building.

Some simple rules to remember in the event of an emergency:

- Make every effort to maintain a disciplined reaction to the emergency.
- Obey all directions from faculty and staff.
- Exit the building in an orderly manner and follow the evacuation route posted in each room. Remember to exit and move away from the doors.
- Assist members of the class that may have special needs. One of the office chairs with wheels and armrests can be used to move someone out of the building if needed.

## **LiveSafe App**

Students are encouraged to download the LiveSafe App to easily connect with Campus Security. The app provides tools for reporting suspicious behavior, calling for emergency assistance, accident, and emergency procedures, and options for the virtual escort tools Safe Walk and Safe Drive. <https://www.otech.edu/other/livesafe-app/>

## **SafeUT**

The college participates in SafeUT. It is a resource for “supportive or crisis counseling, suicide prevention, and referral services” To learn more visit <https://healthcare.utah.edu/uni/safe-ut/>

## **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**

PNP students who suffer an accidental needle stick on campus may receive assistance from the college in obtaining and paying for post-exposure testing on the source patient.

If the source patient is unavailable for post-exposure testing, the exposed student would need to complete post-exposure testing at 6 weeks, 3 months, 6 months, and sometimes 12 months post-exposure. The need for post-exposure testing on the exposed student can be eliminated by testing the source patient immediately after exposure.

For the College to assist the exposed student in obtaining and paying for post-exposure testing on the source patient, the exposed student must notify the Program Manager *immediately* after the incident occurs. The Program Manager will obtain consent from the source patient to conduct post-exposure lab tests including HIV, Hepatitis B, and Hepatitis C. Should the source patient consent, the source patient will be referred to the College's provider of choice for testing. The College will pay for the post-exposure testing. Any treatment required by the exposed student after that point, including post-exposure prophylaxis, will be the student's responsibility. Should the source patient not consent, the exposed student will need to seek medical treatment at the student's cost from the student's provider of choice.

Accidental needle sticks occurring at a clinical or externship site fall under the College's Workers' Compensation coverage. Therefore, testing expenses are covered.

## **Latex**

We do not have the ability to ensure a Latex-free environment. Latex may be present in products used in our classrooms, labs, and clinical sites.

## **Student Organizations**

### **Student Governance Committee**

A committee consisting of students who are self-nominated or nominated by the class will be selected during the first few months of the PNP. The committee will serve to do the following:

- Offer program suggestions and feedback at the end of each semester.
- Conduct and organize extra-curricular activities.
- Take a lead role in taking pictures and producing a video presentation of student activities during the year to present at the Pinning Ceremony.
- Have two representatives attend the Employer Advisory Team Meeting to provide input and answer the employer's questions from the student's perspective. (1-2 meetings/year)

### **Occupational Advisory Committee**

The Occupational Advisory Committee (OAC) is made up of local industry professionals who meet at least twice a year. During the meetings, the advisory committee reviews the program, courses, equipment, materials, facilities, and the learning environment to ensure that what is being taught aligns with industry practices. They also provide information about the employment outlook in the field and specific changes that help us to better meet their employment needs.

### **PNP Honor Student**

The designation of "Honor Student" in the PNP indicates the student has done exemplary work throughout the program and has demonstrated a high level of professionalism and leadership. Honor students will be acknowledged during the PNP Pinning Ceremony.

The criteria for PNP Honor Student are:

- Students must complete the Practical Nursing Program in its entirety
- Students must achieve a cumulative GPA of 3.67 or higher for PNP Honors
- Students must achieve a satisfactory rating at the midterm and final in each component of the Professionalism Section in the student evaluation form.

The formula for GPA calculation: Class hours multiplied by GPA value for each course; total GPA value is divided by total clock hours. For Example:

Class Hours X GPA Value					
306	X	(B)	3.0	=	918
60	X	(A-)	3.67	=	220
<u>213</u>	X	(B+)	3.3	=	<u>702.9</u>
TOTAL	579				1840.9

$$1840.9 / 579 = 3.17 \text{ GPA}$$

## National Technical Honor Society

The National Technical Honor Society allows the College to honor student achievement in career and technical education. Students earning this honor will be recognized at graduation.

The criteria for the National Technical Honor Society are:

- Program > 400 hours with 300 hours completed.
- 100% or better cumulative progress in the program.
- Self-starter with a positive attitude, exhibiting good teamwork and leadership skills.
- Nominated by an instructor.

Additional details for NTHS can be found on the [OTECH National Technical Honor Society Page](#)

## PNP Pinning Ceremony

The PNP holds a Pinning Ceremony for graduating students shortly following completion. Graduating students are encouraged to participate in the Pinning Ceremony.

## OTECH Graduation

The Ogden-Weber Technical College holds campus graduation. PNP students eligible for graduation are encouraged to participate in the campus graduation. For information visit <https://www.otech.edu/current-students/graduation/>

## Utah Licensure

To be licensed as a practical nurse in the State of Utah, applicants must be in conformity with the Utah Nurse Practice Act. <https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html>  
See the "Nurse Licensure Guide" on the DOPL webpage: <https://dopl.utah.gov/nursing/>

Applicants who have been admitted into the PNP and convicted of any misdemeanor criminal activities should discuss their eligibility status with the Utah State Board of Nursing (801) 530-6628. Acceptance and completion of the OTECH PNP does not ensure eligibility to take the NCLEX-PN licensing exam. Only the Utah State Board of Nursing may grant this permission.

## **Accreditation**

The Ogden-Weber Technical College Practical Nursing Program maintains Utah State Board of Nursing approval and is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Phone: 404-975-5000 Website: [www.acenursing.org](http://www.acenursing.org)

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs>

## **Student Support**

### *Counselors*

Refer to the [Program Counselors at otech.edu](#)

### *Students with Disabilities*

Refer to the [ADA & Disabilities at otech.edu](#)

### *Student Success Center*

Refer to [Student Success Center at otech.edu](#)

### *Student Communication*

Refer to the [Student Email Guide at otech.edu](#)

### *Veteran Services Counselor*

Refer to [Veteran Services at otech.edu](#)

### *Title IX (Discrimination, Sexual Harassment, Pregnancy-Related matters)*

Refer to [Discrimination & Title IX at otech.edu](#)

### *Math Tutoring Center*

Refer to [Math Tutoring at otech.edu](#)

### *Student Wellness Resources*

Free counseling and wellness resources can be found on the Student Resource webpage.

Click "Student Wellness Resources" for information. [www.otech.edu/student-resources](http://www.otech.edu/student-resources)

## **Policy Discrepancies**

If there are discrepancies between handbooks or other documentation, OTECH policies supersede all other materials. See policies at <https://www.otech.edu/about-us/policies/>