



DAVIS TECHNICAL COLLEGE

NRSG 0000 Practical Nurse Orientation

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Room: AHB 214

Classroom Hours: Monday – Wednesday 8:00 a.m. – 2:30 p.m.

Lab Hours: Monday – Wednesday 2:30 p.m. – 4:30 p.m.

Clinical Hours: Thursday, Friday and/or Saturday, 12-hour shifts (times vary)

Advisement Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

Introduction

Welcome to the Practical Nurse program at Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. Students are required to read this document thoroughly and discuss any unclear sections with their instructor or the Practical Nurse Advisor. Students may also review college policies on the Davis Tech website (davistech.edu), or in Student Services.

Program Description

The purpose of the Practical Nurse (PN) program at Davis Technical College is to prepare the graduate to function at the first educational level of nursing, the Licensed Practical Nurse, in a multitude of healthcare settings. Graduates will also be prepared to directly move into the next educational level of nursing: the associate degree. Classroom theory is provided concurrently with a variety of clinical practice situations.

Program Objectives

Students will learn and apply the following while enrolled in the Practical Nurse program:

Approved: 04/24/2024

1. **Provide patient-centered care:** Student will demonstrate respect for diversity while providing nursing care that focuses on individual needs of patients and their families.
2. **Engage in teamwork & collaboration:** Student will collaborate with other members of the healthcare team to facilitate quality patient care.
3. **Employ evidence-based nursing practice:** Student will integrate evidence-based practice based upon clinical knowledge, patient preferences, and best research evidence when providing quality care.
4. **Utilize quality-improvement methods:** Student will evaluate quality improvement methods and implement standardized protocols when providing patient cares.
5. **Maintain patient safety:** Student will ensure patient safety when providing nursing cares and facilitate a safe environment within various healthcare settings.
6. **Utilize informatics:** Student will utilize computer-based technology in communicating, documenting, and researching patient-care practices.

General Information

You can access current information on the Davis Tech program website on the following items:

- Program Accreditation
- Estimated Cost (tuition, fees, program, and course materials)
- Admission Requirements include prerequisite courses, Functional Requirements for Student Success, CPR certification and immunization details
- Course Descriptions
- Program Requirements
- Frequently Asked Questions
- Industry Licensing
- Academic Agreements

Program and Course Materials

The program and course materials listed on the website show general resources that you will need to purchase for this program. Curriculum is updated throughout the year and materials and pricing may change without notice. Also note that some textbooks, materials, and supplies may be used for multiple courses and are required unless otherwise noted.

Required Textbooks for Students

- *Curren's Math for Meds: Dosages and Solutions* by Curren and Witt, 12th edition
 - ISBN: 978-0-357-76807-5
 - NRSB 1005 and NRSB 1060
- *Medical Terminology Express: A Short-Course Approach by Body System* by Gylys and Masters, 3rd edition
 - ISBN: 978-1-7196-4227-9
 - NRSB 1005
- *Fundamentals of Nursing* (Vols. 1-2) by Wilkinson, Treas, Barnett and Smith, 5th edition



- ISBN: 978-0-8036-7690-9
- NRSB 1005, NRSB 1025, NRSB 1030, NRSB 1040
- *Davis Advantage for Maternal-Child Nursing Care* by Scannell and Ruggiero, 3rd edition
 - ISBN: 978-1-7196-4098-5
 - NRSB 1040, NRSB 1052
- *Pharmacology: A Patient-centered Nursing Process Approach* by McCuistion, Vuljoin-DiMaggio, Winton, and Yeager, 11th edition
 - ISBN: 978-0-3237-9315-5
 - NRSB 1060
- *Journey Across the Lifespan: Human Development and Health Promotion* by Polan and Taylor, 7th edition
 - ISBN: 978-1-7196-4591-1
 - NRSB 1040
- *Psychiatric-mental Health Nursing* by Videbeck, 9th edition
 - ISBN: 978-1-975184-77-3
 - NRSB 1025, NRSB 1040
- *Davis Advantage for Understanding Medical Surgical Nursing* by Williams and Hopper, 7th edition
 - ISBN: 978-1-7196-4458-7
 - NRSB 1040, NRSB 1052

Materials and Fees After Acceptance

- Immunizations
- Background Check
- Drug Screen
- Watch with second hand
- Uniforms
- Stethoscope (double bell)
- Penlight
- Bandage scissors (5-1/2 inch)
- Basic Life Support (BLS) certification

Learning Resources

Student Resource Center

In the Practical Nurse Advisor's office, there is a Student Resource Center where students will find nursing-related materials. In addition, students will be given opportunities to use equipment and materials, such as computers with internet access and software applications that are currently being used in industry.

Electronic Student Resources

The student Canvas orientation course contains electronic learning resources that can be used throughout the time in the program. Each Canvas course links to these resources, and they will be updated regularly. If students find a frequently used resource (website, video, tutorial, etc.) that they think would be helpful for other students in the program, consider sharing the link with an instructor.



First Aid Supplies

A first aid kit and other supplies needed in case of emergency are available in the lab storage. Evacuation maps can be found in strategic locations throughout the college.

Instructor Response Time

Instructors will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Student Policies and Procedures

Students may find further information on institutional student policies and procedures here: <https://www.davistech.edu/policies-and-procedures>.

Graduation Requirements

Students must receive a grade of B- (80%) or better for each of the nursing courses in order for the student to graduate from the nursing program. Students who meet all requirements of the PN program will receive a Davis Tech Certificate of Completion upon graduation.

The PN program consists of 900 clock hours or 26 credits of course work. This course work is transferrable to Weber State University (WSU) as **18 credits** of their PN program through an articulation agreement.

Course Descriptions

NRSG 0000 Practical Nursing General Education Courses (0 Hours/credits)

Completion of this course is to acknowledge that the general education requirements have been met for graduation from Practical Nurse. The following general education courses are normally 3 or 4 credit hour courses available from a college or university with regional accreditation. These general education courses are available at Weber State University (WSU). The CNA course is available at Davis Tech as well as other facilities. Credit will be given for courses from other colleges and universities that are determined to be equivalent.

NRSG 1005 Nursing Foundations (60 Clock Hours/ 2 credits)

Students in *Nursing Foundations* explore the Davis Tech Philosophy of Nursing, which is based on QSEN Competencies. During this course, you will study professionalism, the scope of practice, and the nursing process in order to prepare you for clinical rotations within the community. Your clinical preparation will also include completion of immunization requirements and current CPR certification, review of program policies and procedures, and demonstration of competence in dosage calculations and medical terminology. You should take this course the semester immediately prior to NRSG 1025, 1030, 1031 and 1040.

NRSG 1025 Nursing Care of Diverse Populations (60 Clock Hours/ 2 credits)

Nursing Care of Diverse Populations introduces care for patients and families from a variety of diverse populations. During this course, you will develop culturally and ethically competent nursing care. You



will study the principles of therapeutic communication. You will also be introduced to caring for patients with common mental health disorders in a variety of healthcare settings.

**NRSG 1030 Fundamentals of Nursing Care Practice
(90 Clock Hours/ 3 credits)**

Fundamentals of Nursing Care Practice will introduce you to the care of patients with medical/surgical conditions and address the role of the nurse in administering medications safely. This course also emphasizes patient-centered care associated with performing basic nursing skills.

**NRSG 1031 Fundamentals of Nursing Care Practice (Clinical)
(180 Clock Hours, 4 credits)**

Fundamentals of Nursing Care Practice (Clinical) course provides you with the opportunity to apply the concepts you have learned from didactic nursing courses. This course will require you to practice patient safety as you perform basic nursing skills such as baseline assessments, administration of medications, sterile procedures, and other practical nursing skills. You will also perform skills in a simulated lab setting and pass off these skills before applying them in clinical settings.

**NRSG 1040 Principles of Nursing Across the Lifespan
(120 Clock Hours/ 4 credits)**

Principles of Nursing Across the Lifespan emphasizes developmental concepts throughout the human lifespan. During this course, you will examine all aspects of growth and development from fetal development to geriatrics beginning with genetics. Childhood growth and development will emphasize safety principles and care during hospitalization. Young adult growth and development will include a discussion on human sexuality. Adult growth and development will include perinatal nursing and the care of women, infants, and families during the childbearing process. Geriatric growth and development will focus on the aging population and the many life and health adjustments associated with this period of life.

**NRSG 1052 Patient-Focused Care
(120 Clock Hours/ 4 credits)**

Patient-Focused Care builds upon principles of nursing presented in first-semester foundational courses. During this course, you will learn medical and surgical practices as they apply to both adult and pediatric patients utilizing evidence-based research. You will also use the nursing process to assess, plan, and evaluate patients' nursing interventions.

**NRSG 1053 Patient-Focused Care (Clinical)
(180 Clock Hours/4 credits)**

Patient-Focused Care (Clinical) course provides you with the opportunity to apply the concepts you learned during your foundational courses. This course will emphasize providing developmentally appropriate care for both adults and children in medical and surgical settings. You will also perform skills in a simulated lab setting and pass off skills in both lab and clinical settings.

**NRSG 1060 Pharmacological Nursing Care
(90 Clock Hours/3 credits)**

Pharmacological Nursing Care continues to emphasize the safe administration of medications including dosage calculations. You will focus on nursing responsibilities related to the safe administration of



selected pharmacological agents, including drug actions, adverse effects, precautions, contraindications, and related patient education.

Advisement

The Practical Nurse Advisor will assist the student in determining if all requirements are met; however, it is the student's ultimate responsibility to see that all requirements are met for graduation.

Campus Technology

Students receive a ten-digit student number after completing the Davis Tech enrollment process. This student number is used to access the Student Portal, Canvas, and the school Wi-Fi network. The Practical Nurse Advisor will provide training on Canvas access.

Canvas

Canvas can be accessed from any internet-connected computer at the following URL:

<https://davistech.instructure.com/login>. For problems logging in to Canvas, please go to the following URL to provide the requested information to update a password:

<https://portal.davistech.edu/Portal/Account/ResetPassword>.

For further problems accessing Canvas, please see the Practical Nurse Advisor or email onlinesupport@davistech.edu. For technical problems encountered while in Canvas, use the Help button in Canvas and the "Report a Problem" link. Response time on support requests will be no more than 24-hours within the operational schedule of the program.

Use of Copy Machine

A coin-operated copy machine is available for student use in the main building. The Print Center is also available to students. Please make use of these resources when printing more than 2 copies.

Students with Disabilities

If a student has a disability that may require some accommodation by the instructor, they need to contact Student Services.

Performance Standards

Davis Tech Practical Nurse students are responsible for their own education. It is expected that students will attend all classes and assigned clinical experiences. **An absence from class does not excuse a student's responsibility for class content.** Students are responsible for information discussed in class whether they are present or not. Students are expected to:

1. Attend classroom lectures, lab activities, and clinical rotations.
2. Arrive on time to class, clinical, and exams.
3. Complete assigned readings prior to attending class.
4. Come prepared to answer questions in class and participate in class discussions, based on assigned readings.
5. Hand in written work within the assigned time frames.
6. Complete all required class-related activities within the assigned time frames.



7. Wear the required nursing uniform and name tag to every clinical rotation, skill pass-off, and simulation. (See Student Uniform Policy).
8. Ensure all requirements are met for graduation. The Practical Nurse Advisor will assist the student in determining if all requirements have been met; however, it is the student's ultimate responsibility.
9. Attend mandatory clinical time. Failure to complete clinical hours results in a failure of the course. All clinical experiences for a semester are to be completed before the beginning of the next semester (makeup days are at the discretion of the PN clinical coordinator).
 - a. All students should report personal illness or exposure to a communicable disease to his/her clinical instructor immediately. The clinical instructor will decide on a case-by-case basis if the student will be allowed to participate in the clinical experience.
 - b. If a student thinks he or she will be late, or unable to attend a clinical, he or she should contact the clinical instructor immediately. (The student should page the instructor overhead at the clinical site if necessary.)
 - c. In case of inclement weather, the student should contact his or her clinical instructor to determine if the clinical experience has been canceled.
 - d. Students may be sent home if they are more than 30 minutes late to clinical. If a student has more than one make-up clinical in a semester, they may fail the course and be required to repeat the semester.
 - e. For the safety of the patients, students arriving at the clinical site impaired in anyway (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting.
10. Attend skills lab and simulation. This is part of the students' required hours. Consequently, students must attend all labs, be on time, and stay for the entire period. If students miss all or part of a lab, they will be expected to:
 - a. Schedule a time to meet with a lab instructor to learn the skill
 - b. Watch skills videos to see the skills demonstrated
 - c. Use open lab time to practice the skill and make-up time missed
 - d. Successfully demonstrate competence in the skill by passing it off in the lab
 - e. Students who are allergic to latex need to notify the PN clinical coordinator and the clinical faculty so that provisions can be made.
11. A student who is pregnant or develops a functional limitation must notify the PN clinical coordinator as soon as possible. The student and appropriate faculty will meet to develop guidelines delineating the student's plan to complete course requirements.
12. If a student should be injured during lab or clinical rotation, it should be reported



immediately to the clinical instructor. An Incident Report will be filed as soon as possible.

Scheduling and Attendance

The PN program starts with the 'Nursing Foundations' course which will meet at Davis Tech 2 times a week from 8:00 a.m. to 12:00 p.m. for 8 weeks. This first part of the PN Program will start in February, June, and October each year.

Theory courses for the program start in January, May, and August, after completing Nursing Foundations, and are held on Mondays, Tuesdays, and Wednesdays from 8:00 a.m. to 2:30 p.m. with skills labs or pass-offs until 4:30 p.m. Clinical courses are held on Thursdays, Fridays, and Saturdays. The exact hours of clinical will depend on which hospital the student is assigned, but they are typically 12 hours long. No part-time or evening hours are available.

Grading

Grading for Didactic Courses:

Students must achieve a minimum cumulative average of B- (80%) in the course and an average of 80% on all exams in order to pass the course. In addition to achieving the required exam average, all assignments in the course must be completed. Late assignments will receive a 5% deduction per day up to one week. All assignments must be submitted; however, after one week they will receive a zero. More than two late assignments may lead to failure of the course.

Performance on all other graded work cannot be used to bring a failing exam average to a passing course grade.

Grading Scale:

A	4.0	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
Failure	0	79% or below

Grading for Clinical Courses:

In addition to achieving an 80% in the clinical courses, evaluation criteria must also be met. PN2 students must achieve a "satisfactory" rating for each QSEN performance criteria on the final evaluation of the clinical evaluation tool. PN1 students must achieve a "satisfactory" or "developing" rating for each QSEN performance criteria on the final evaluation of the clinical evaluation tool. Those students not achieving these benchmarks will not pass the clinical course.

Classroom Behavior

The faculty place a high value on a positive learning environment, which includes mutual respect. It is the responsibility of both students and faculty to facilitate and maintain an appropriate learning environment in the classroom setting. It is the responsibility of the faculty to place reasonable limits on students' behaviors to ensure that classroom interactions facilitate learning and are not disruptive to



fellow students.

The following behaviors are considered disruptive to the educational process:

1. Persistent speaking by students who carry on private conversations among themselves.
2. Grandstanding by students whose behavior or comments distract the class from the subjectmatter, or students who are continually making irrelevant comments or attempting to capture the attention of their peers.
3. Excessive lateness by students who disrupt the learning environment by repeatedly comingin late to class.
4. Using cell phones or other electronic devices, passing notes, or exiting disruptively from the classroom.
5. Showing disrespect to faculty/staff by students who devalue the faculty's/staff's authority/judgment/expertise, or students who refuse to comply with faculty/staff directions, or students who make personal insults or derogatory statements to faculty/staff.
6. Hostile behavior by students who are confrontational, openly hostile, or argumentative with faculty/staff or classmates.
7. Verbal or physical threats made to a classmate or faculty/staff member.
8. Sleeping in class is not an acceptable classroom behavior, and the faculty may ask the student to leave the classroom.

Professional Behavior/Attendance

The nursing faculty at Davis Technical College value learning professional behaviors and attitudes in addition to the class content. These behaviors are learned in both theory and clinical settings. These professional behaviors and attitudes are part of the profession of nursing and result in quality nursing care to vulnerable populations. In addition, interactions with patients, classmates, and all professional colleagues are respectful, civil, and caring, including accepting responsibility for your own actions and judgments in the provision of care.

Failure in the development of these behaviors and attitudes may negatively impact grades and therefore, impact progression in the Practical Nurse program. As these behaviors are part of the nursing profession, they will be part of the earned grade in clinical courses.

Academic Performance

Student success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progression, and attendance standards or violate Practical Nurse program policies and procedures:

Academic Probation and Dismissal

Students may be placed on probation for consistent unsatisfactory behavior or for poor academic



performance at midterm (below the required 80% exam average). A contract will be written specifying the unsatisfactory behavior or poor performance, the length of the probation, and the student requirements to complete the probationary period satisfactorily. Failure to meet the requirements in the allotted time frame may constitute grounds for dismissal from the program.

The following behaviors by students will not be tolerated and may result in immediate suspension of the student while the Davis Tech Student Code of Conduct Policy is initiated. Any issue with academic integrity may put the student in jeopardy of losing their position in the program.

1. Plagiarism, as defined, is to steal and pass off as one's own the ideas or work of another. This may include both copyrighted and non-copyrighted material.
2. Collusion is the unauthorized collaboration with another individual for the purpose of preparing work for a separate grade.
3. Falsification is the intentional and unauthorized alteration or fabrication of any information used in the academic setting.
4. Cheating includes, but is not limited to the following:
 - a. Looking at and copying from another student's assignment, test, or answer sheet
 - b. Using materials during a test not authorized by the person giving the test including, but not limited to notes, internet sites, electronic devices, books, journals
 - c. Collaborating with any other person during a test without permission
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test, without authorization of the appropriate official
 - e. Bribing any other person to obtain any test
 - f. Soliciting or receiving unauthorized information about any test
 - g. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.

When behaviors and attitudes are found to be inconsistent with the professional expectations of the Practical Nurse program, the following actions will be taken:

Written contract: A face-to-face meeting with the student, faculty member, and, in some circumstances, the nursing coordinator will be held. The student will be placed on a behavioral contract that will go in the student's file. Documentation of the contract will be provided to the student. A mandatory 5% deduction of the grade for the class in which the inconsistent behavior occurred will be applied. Additional occurrence (whether a repeat of the previous inconsistent behavior or as a result of new behavior) may lead to dismissal from the Practical Nurse program. Documentation will go in the student's file. If such a dismissal occurs, readmission is forfeited.

Occurrences are cumulative.



Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

The program administration retains the right to review and revise any case in which a student is in jeopardy of not progressing or losing their position in the Practical Nurse Program. A representative from Student Services may be involved to ensure the protection of the student's rights and compliance with Davis Tech policies and procedures. The student will be notified of the decision to review the case and may be requested to appear before the administration. The student will be informed of the final decision in a timely manner. Students who are dismissed or withdraw from the program may not be entitled to reimbursement.

Progress

Students are encouraged to complete the program within the scheduled 10-month time frame. Students that fail one course will need to repeat that course before moving into the next semester. If a student fails multiple courses in a semester, all courses in the semester will need to be repeated. Students cannot repeat each full semester or course more than once. Withdrawing from the semester will be considered one attempt. Students who fail a nursing semester must submit a letter of intent stating their desire to return outlining a remediation plan for success. If a student is unable to return to the semester the Nursing Coordinator offers, they will be required to reapply to the program. Once a student successfully completes a semester, he or she may not repeat the semester for a higher grade and must progress in the program.

Attendance

Attendance must be maintained at 67% or better to be eligible for financial aid. For the Practical Nurse program, students must have an 80% attendance for each course. Failure to meet this requirement may result in dismissal from the program.

Problem Resolution

If you are not satisfied for any reason with your instructor, classroom management, grading or academic disciplinary actions taken, discuss your concerns with your instructor. If a reasonable solution cannot be reached, you may exercise your right to grieve under the Student College Grievance Policy and Procedures, which can be found on the college website.

Placement Services

Placement services are available to students upon completion of the program. These services include resume review, interview skills, and job placement assistance.

Student Follow-up

Student success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that students notify the instructor if they are already employed, become employed, or their employment status changes. Students may also report current military service, the pursuit of additional education, or reasons that may prevent them from completing the program or finding employment. If we do not receive a response, a DavisTech employee will contact the student to request employment status.



Program Safety

It is vital for the nurse to understand the importance of safety for the patient and the nurse; therefore, it is interwoven through every nursing course. In addition to those course specific practices, students are expected to follow these common safety standards:

- OSHA Guidelines
- Universal Precautions

Course Evaluation

Evaluations will be done online for each course and for the faculty. Reminder email will be sent to students if they fail to do the evaluation after the first notification. Students will receive points for one additional learning activity upon completion of **all semester evaluations** by the deadline. Evaluations are used to improve the PN program; therefore, please be detailed in explaining how the program could be improved.

Work-Based Activities

Clinical attendance is mandatory and failure to complete clinical time results in a failure of the course. All clinical experiences for a semester are to be completed before the beginning of the next semester (make up days are at the discretion of the PN clinical coordinator).

External Work Expectations

1. Due to the extensive amount of time required by the Practical Nurse program (i.e., class time, lab, clinical, and study time), it is strongly recommended that students not commit to more external work than 8 - 10 hours per week.
2. Students will not be excused from class, clinical, or tests due to employment schedules or obligations. Absences and tardiness due to employment are not acceptable and will be subject to faculty review and possible failure in the course.
3. Students must not work a shift immediately preceding a program clinical shift. For safety reasons, students must have a minimum of 8-hours off-duty time prior to attending a program clinical.

Functional Requirements for Student Success

Davis Technical College's Practical Nurse program values diversity in the students who wish to enter the profession of nursing. Students interested in entering the Practical Nurse program must be aware of functional requirements, environmental factors, and psycho-social demands and must be cleared by a medical provider in order to be considered as a candidate for entry into the nursing program.

1. Functional requirements include, but are not limited to the following:
 - a. Must be able to independently push, pull, and lift a medically fragile adult when positioning or transferring
 - b. Must have the ability to palpate body structures and be able to differentiate and report subtle variations in temperature, consistency, texture, and structure



- c. Must be able to hear, identify, and distinguish subtle variations in body sounds (e.g., lung, heart and bowel)
 - d. Must be able to read, understand, and apply printed material, which may include instructions printed on medical devices, equipment, and supplies
 - e. Must be able to visually distinguish subtle diagnostic variations in physical appearance of persons served (e.g., "pale color")
 - f. Must be able to distinguish subtle olfactory changes in physical characteristics of persons served
 - g. Must be able to walk and stand for extended periods of time
 - h. Must possess the ability to simultaneously and rapidly coordinate mental and muscular coordination when performing nursing tasks
 - i. Must be able to effectively communicate in English, in both written and verbal format.
2. Environmental factors include the following:
- a. Protracted or irregular hours of work, varying 2-12 hours including days and evenings
 - b. Ability to work in confined and/or crowded spaces
 - c. Ability to work independently as well as with coordinated teams
 - d. Potential exposure to harmful substances and/or hazards
3. Psycho-social demands include the following:
- a. Ability to maintain emotional stability during periods of high stress
 - b. Ability to work in an emotionally charged or stressful environment

Criminal Background Checks/Drug Testing

Criminal Background Checks/Drug Testing: A criminal background check/drug testing is required of all students entering the Nursing Program. If the record reveals a history of convicted criminal actions or positive drug screening, it may affect your eligibility to begin the PN program (or remain if you have already started). A review committee will discuss individual cases and render a decision regarding student's eligibility to remain in the PN Program.

