



**PITC INSTITUTE PRACTICAL
NURSING STUDENT HANDBOOK
2023**

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PRACTICAL NURSING STUDENT HANDBOOK
TABLE OF CONTENTS

GENERAL INFORMATION	5
COVID-19 POLICY	5
ACCREDITATIONS AND APPROVALS	5
PURPOSE OF THE PRACTICAL NURSING (PN) STUDENT HANDBOOK	6
COMMUNICATIONS FOR STUDENT SUCCESS	6
MISSION OF PITC INSTITUTE	6
ADMISSIONS REQUIREMENTS	7
PENNSYLVANIA STATE BOARD OF NURSING – CONVICTED FELON	8
NEW FELONY OR MISDEMEANOR CHARGES	8
PRACTICAL NURSING PROGRAM AT PITC INSTITUTE	8
PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM	8
CONCEPTUAL FRAMEWORK OF THE PRACTICAL NURSING PROGRAM	9
PRACTICAL NURSING PROGRAM OBJECTIVES	10
PROGRAM DESCRIPTION AND CURRICULUM PLAN	10
LABORATORY AND NURSING SKILL COMPETENCIES	10
LEARNING AT CLINICAL SITES	11
SAFE PRACTICES	12
MEDICATION ADMINISTRATION AND ERRORS	13
COVID-19 POLICY	13
ACADEMIC POLICIES	14
CURRICULUM PLAN	14
STUDENT ATTENDANCE	14
MAKE-UP POLICY FOR STUDENT ABSENCES	15
MISSED CLASS WORK POLICY	15
PRACTICAL NURSING PROGRAM GRADING SYSTEM	16
SATISFACTORY ACADEMIC PROGRESS (SAP)	16
ASSESSMENT OF STUDENT LEARNING	16

GENERAL RULES FOR ON-SITE TESTING/ATI TESTING	17
ACADEMIC TUTORING ASSISTANCE	18
LUNCH AND BREAKS	18
PREREQUISITES AND COREQUISITES COURSES	19
REPEAT COURSES	20
RE-ADMISSION POLICY	20
GRADUATION REQUIREMENTS	20
ATI Comprehensive Predictor Examination	21
Practical Nursing Courses with ATI Requirement	22
NURSE EDUCATION VERIFICATION	22
ADMINISTRATIVE POLICIES	23
STUDENT COMMUNICATIONS	23
ASSIGNED PITC INSTITUTE EMAIL	23
STUDENT CONDUCT	22
STUDENT READMISSION POLICY (SPECIAL CIRCUMSTANCES)	23
STUDENT LEARNING EQUIPMENT	24
CELL PHONE POLICY	24
AUDIO AND VIDEO TAPING	24
STUDENT UNIFORMS	24
PERSONAL APPEARANCE	24
STUDENT HEALTH PROGRAM	25
INJURED OR ILL STUDENT	25
TRANSMITTABLE ILLNESS	26
TRANSMISSION OF HIV	26
FOR-CAUSE DRUG SCREENING	26

GENERAL INFORMATION

PITC INSTITUTE CATALOG AND PRACTICAL NURSING STUDENT HANDBOOK

The *Catalog and PN Student Handbook* is provided for information purposes and is designed to assist students in planning and understanding the requirements for program completion. The information provided in the *Catalog and PN Student Handbook* do not represent a contract between a student and PITC Institute.

Every reasonable effort is made to ensure the accuracy of this publication. The Institute reserves the right to make changes or corrections to the contents and provisions of the *Catalog and PN Student Handbook* at its sole discretion. The Institute further reserves the right to change tuition, program or course offerings, policies, regulations, or requirements as needed, consistent with applicable laws, in order to fulfill its role and mission or to accommodate unusual circumstances beyond its control. Changes to the *Catalog and PN Student Handbook* may be implemented without prior notice or obligation and are effective immediately unless otherwise stated.

COVID-19 POLICY

Please refer to PITC catalog

ACCREDITATIONS AND APPROVALS

PITC Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the U.S. Department of Education.

PITC Institute is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education.

The Practical Nursing Program is approved by the Pennsylvania Board of Nursing

PURPOSE OF THE PRACTICAL NURSING (PN) STUDENT HANDBOOK

The purpose of the *PN Student Handbook* is to communicate the policies and practices for success in the PN program. In combination with the *Catalog*, it provides students with guidance and direction.

Unlike many other professional programs, nursing programs must adhere to standards set forth by the healthcare industry for both students and caregivers. Compliance with these standards may seem rigid, yet they are required by health care providers. PITC Institute replicates the real world of nursing in its practical nursing program to assist students in assimilating into a variety of healthcare workplaces

COMMUNICATIONS FOR STUDENT SUCCESS

PITC Institute's mission is student success. As a result, the PN program is designed for students to be fully engaged in the learning process. This means that students' opinions

are extremely valuable and they frequently lead to continuous improvement of the program.

The instructors' role in the program is to transfer knowledge to students and to share with them the reasons why certain topics are important for future nurses. Students are encouraged to ask instructors questions to gain a deeper understanding and appreciation for the skills necessary for success.

At PITC Institute, we communicate with each other courteously, with the utmost dignity and respect. As part of the PITC community, we encourage students in all written and oral communications to pause and be mindful of our culture and only communicate using language and terms that professional nurses use.

MISSION OF PITC INSTITUTE

The mission of PITC Institute is to provide high quality, cutting-edge post-secondary education. We strive to develop leaders who will provide innovation and service for the wellbeing of the community. Our commitment is to deliver education (relevant to the market demands) that equips students for success and for lifelong learning.

The mission is achieved by providing career-oriented instruction and facilities that fulfill the desired goals of our students through the following objectives:

- To offer high quality education to meet the employment demands of the marketplace
- To provide resources to excel in educational pursuits
- To cultivate the habit of critical thinking in students to effectively service their patients
- To instill leadership endeavors by challenging the students for creative solutions.

ADMISSIONS REQUIREMENTS

Please refer to PITC catalog

PENNSYLVANIA STATE BOARD OF NURSING – CONVICTED FELON

Refer to PITC catalog <https://pitc.edu/consumer-information/>

NEW FELONY OR MISDEMEANOR CHARGES

Refer to PITC catalog <https://pitc.edu/consumer-information/>

PRACTICAL NURSING PROGRAM AT PITC INSTITUTE

PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM

The philosophy of the practical nursing at PITC Institute is as follows:

WE BELIEVE...

- The mission of the practical nursing program is to provide students with learning experiences that produce the nursing skills required for employment. Students will be prepared with competent, entry level performance skills.
- Students and patients are individuals structured by physiological, psychological, emotional and spiritual components that are in a constant state of change.
- Students and patients' health are dependent on the physiological, psychological, emotional, sociocultural and developmental state of the individual.
- Nursing is based on the desire to care for those who cannot help themselves by providing them with basic needs of care.
- Nursing is a highly developed art that requires specialized judgment and skill based on knowledge and application of principles of nursing derived from biological, physical, and social sciences.
- Practical nursing is an integral part of the multidisciplinary health care team performing selected nursing actions under the direction of a licensed professional nurse, physician, or dentist.
- The opportunity to prepare for a practical nursing career should be available to any individual regardless of age, race, sex, religion, creed, state of health, or national origin.
- Learning is developed through experience, practice, and insights. Critical thinking, reasoning, problem-solving/decision- making skills, and competency in new skills are all phases of the learning process.
- Nursing students need to be highly motivated with the emphasis on continued learning as well as the quest for self-improvement.
- Nursing education is a dynamic process that provides learning experiences that enable students to develop knowledge of biological and social sciences emphasizing the importance of problem-solving and decision-making skills.
- Nursing students should utilize the nursing process in order to deliver effective nursing care as part of the multidisciplinary health care team.
- Nursing education is a life-long process and encourage students to build upon the nursing skills acquired in this program through engaging in planned educational programs and membership in professional organizations.
- PITC's practical nursing program should be systematically reviewed and evaluated on a continual basis in order to meet the stated program objectives.

CONCEPTUAL FRAMEWORK OF THE PRACTICAL NURSING PROGRAM

Our curriculum has as its conceptual framework the premise that individuals have dignity and worth and exhibit physical, ethnic, emotional, spiritual and sociocultural

needs. These needs, which change as individuals pass through their life span, must be fulfilled to achieve and maintain an optimal level of well-being. The practical nurse can assist client and patients at all stages of life in attaining an optimal level of health and well-being.

The practical nurse must recognize the client as an individual with a unique personality pattern and personal problems. Through effective communication and mutual interaction with the client and their family, the practical nurse contributes to the prevention of illness as well as the restoration and maintenance of the clients health.

The nursing process is a nursing specific approach to problem solving and is used as a tool to help organize and implement care in to assist the clients with meeting their healthcare needs. The practical nurse must develop certain skills that are important elements in the nursing process. These skills include client assessment, planning, implementing, and evaluation. These skills are essential in order for the practical nurse to be more effective in providing quality care for clients.

In the skill-development process for nursing students, the curriculum is designed to begin with basic skills and progress to more advanced ones. The learning process is enhanced as the student progresses from acquiring fundamental skills to learning more complicated nursing skills.

PRACTICAL NURSING PROGRAM OBJECTIVES

Refer to PITC catalog <https://pitc.edu/consumer-information/>

PROGRAM DESCRIPTION AND CURRICULUM PLAN

The curriculum plan and course descriptions are located in PITC's Catalog. Refer to PITC catalog <https://pitc.edu/consumer-information/>

LEARNING EXPERIENCES

On-campus instructional methods include a variety of delivery formats such as: lectures, slide presentations, simulation scenarios, demonstration and return demonstration, role playing, interactive online instruction, and critical- thinking activities. Students will be required to participate in both individual and cooperative learning activities in the classroom, clinical lab environments, and patient care environments. Computer labs, skills lab equipment, simulation manikins, and other equipment provide the technological support for various teaching methodologies.

LABORATORY AND NURSING SKILL COMPETENCIES

In the laboratory, nursing instructors explain, clarify, and demonstrate nursing procedures. Students practice these procedures in a supportive learning

environment to develop their skills and understanding of nursing care procedures. Students complete assigned readings and learning activities **prior** to laboratory experiences in order to be prepared to take full advantage of in-lab time by discussing assigned material and practicing and demonstrating skills.

Students are required to work with each other in a respectful and professional manner, participate in clean-up, and are responsible for the equipment and materials in terms of safety, maintenance, and care. Students may use only the equipment related to skills that have been taught in the classroom and lab. No eating or drinking is permitted in the lab.

Once students are assessed and successfully demonstrate competency in designated nursing procedures in the lab setting, they will then be allowed to perform these skills in the clinical setting. All skills will be learned first, and then practiced in the lab during the course. Faculty will perform ongoing evaluations of clinical skills competency in all clinical/laboratory courses. Students who fail to perform a skill successfully will go through a debriefing process with the instructor and will be provided with one more opportunity to prove proficiency. If a student fails to perform any skill successfully after two attempts, the student will fail the course.

Skills competency retention throughout the program is critical to overall program success. Students will demonstrate competency in already-learned skills throughout the program, and will be evaluated on previously-learned skills (from earlier courses) during subsequent courses. Students who are unable to successfully perform a previously-learned skill will be required to engage in remediation outside of scheduled class hours until competent to perform.

LEARNING AT CLINICAL SITES

Students are assigned randomly to off-campus clinical groups, preceptor assignments and clinical sites that will best facilitate each student's learning opportunities. Clinical hours vary and may include evenings, nights, weekends, and 10- to 12-hour shifts. Students will be required to make any needed travel arrangements to the clinical site(s) they are assigned. The student is responsible for all transportation expenses and any parking fees. If a student does not drive, arrangements such as carpooling with other students or using public transportation will need to be considered and the full responsibility of the student.

PITC Institute maintains contractual agreements with each clinical facility. During the clinical rotation, students are required to know and adhere to all College **and** all site policies and procedures. Agency staff, patients, and family members have the right to refuse care provided by nursing students. Faculty reserve the right to change a student's daily patient/unit assignments to provide optimal learning experiences.

Students **must** arrive at clinical settings on time, professionally attired according to

the program's dress code, with appropriate equipment including a watch with a second hand, and his/her personal equipment provided by the Institute. Students who do not meet these standards may not be allowed to participate in the clinical experience but are in violation of the Student Conduct policy and must subsequently meet with the Nursing Program Director. Subsequent violations of the Student Conduct policy may result in dismissal from a clinical experience or dismissal from the program. Missed clinical experiences due to violations of the Student Conduct policy are subject to the attendance policy.

Students will provide care to a diverse group of patients, provide comprehensive reports on patient status to the instructor and/or designated agency personnel, and participate actively in clinical conferences. It is mandatory that students maintain health information confidentiality and adhere to patient privacy and HIPAA regulations.

Students will remain in their assigned unit in the clinical setting for the entire shift unless otherwise reassigned by the instructor or preceptor. Students wishing to leave the unit for a break, must obtain permission before doing so. Students will be assigned a meal break time, and will return at the time identified by the instructor or preceptor. Students who return late will be subject to the attendance policy.

Students are supervised and assessed during all procedures, will receive daily feedback about clinical performance, and will receive a final evaluation at the end of the clinical rotation. At any point during the clinical course, any student whose performance could result in a clinical failure will be scheduled to meet at the campus with the clinical instructor and Nursing Program Director to identify deficiencies and actions necessary for improvement.

SAFE PRACTICES

Patient, staff and nursing student safety is of primary importance in the clinical setting. Students **will not**:

- Perform procedures or administer medications without prior approval of the clinical instructor
- Care for patients without the clinical instructor or a staff nurse in attendance
- Accompany a patient to another care area without obtaining prior approval from the clinical instructor
- Take verbal or telephone orders from anyone except the clinical instructor
- Witness consents for procedures or other legal documentation;
- Carry medication or narcotic keys
- Use cellular phones or personal electronic devices for any activities other than those directly related to the educational experience

Unsafe practices are defined as any situation during which a student's interaction

with a patient places the patient, student, staff, healthcare facility, and/or college at risk. Examples of unsafe practice include, but are not limited to:

- lack of preparation
- breach of confidentiality
- failure to report significant assessment findings or changes in patient status,
- leaving a patient unattended
- undertaking tasks with insufficient supervision or permission
- incorrect practice
- leaving the unit without permission

If the student's performance is unsafe, a student will be asked to leave the clinical setting and may receive a clinical failure or be dismissed from the program.

MEDICATION ADMINISTRATION AND ERRORS

Students may be allowed to administer medications in the clinical setting based on prior successful demonstration of competence in drug calculation and administration. Once assessed to be competent, with the approval of the instructor, and directly supervised by the instructor or a nurse, the student may administer:

- Oral, rectal, topical, subcutaneous, intradermal, and intramuscular medications
- Already-mixed continuous, primary intravenous solutions
- Secondary intravenous medications

A medication error or potential error is defined as any situation in which the correct procedure for medication administration is not followed. If an error occurs, the patient's safety is of utmost importance. Students must report immediately a medication error to the clinical instructor, as well as to the unit nurse manager or charge nurse.

COVID-19 Restrictions for Laboratory and Clinical Experiences

Students must follow PITC Institute policies related to COVID-19 screening and personal protective equipment at both campus and clinical settings. Students are expected to arrive on time to all learning experiences, and will be held accountable for all clinical and laboratory policies outlined in the Student Nursing Handbook.

Students may not participate in campus and clinical experiences if they test positive, experience symptoms of COVID-19, or are quarantined due to exposure to COVID-19. Missed campus and clinical experiences due to COVID-19 restriction are subject to the

attendance policy. Makeup experiences for missed content and evaluations, not attendance, may be scheduled at the discretion of the Nursing Program Director upon review of documentation of a COVID-19 infection or mandatory quarantine. If approved, makeup experiences must be completed when scheduled and may include weekday, evening and weekend times. Students who are unable to meet all competencies by the end of the term due to non-completion of approved makeup experiences will earn a failing grade.

ACADEMIC POLICIES

CURRICULUM PLAN

The comprehensive curriculum plan is found in the Catalog along with the course descriptions.

ATTENDANCE POLICY – PRACTICAL NURSING PROGRAM

The Practical Nursing program requires students to complete a minimum of 1,500 clock hours as stipulated by the Pennsylvania Board of Nursing. PITC Institute is focused on providing an academic experience that prepares the student in every way for the expectations of their chosen career. Students who miss class hours do not receive the benefits of instructor-led training, which includes the demonstrations, and hands-on practice needed in their respective career fields. Poor attendance, tardiness, or early departure can substantially affect the student's ability to master the knowledge and skill objectives for satisfactory completion of the course.

Due to the nature of the career-focused training provided, students must be physically present in order to learn and to acquire the greatest understanding from the real-world, hands-on classroom experiences. Good attendance as a student will prove to be invaluable as a graduate where the employer will require dependability and punctuality. Students are required to be punctual and attend all scheduled classes. This is the expectation in the health care work environment and the requirement of PITC Institute's Practical Nursing program.

The attendance policy is designed to promote and develop the discipline of regular and prompt attendance. Regardless of the level of technical expertise, an employee is only valuable when present on the job. In the event of an emergency or an unavoidable absence, a student must contact his/ her instructor and/or Student Services. PITC Institutes' attendance policy is based on the percentage of course hours attended. A student who demonstrates consistently poor attendance may be dismissed from his/her program of study.

For all NURS courses (nursing specific courses) , the program requires a minimum of 1,500 clock hours to meet graduation and licensure, and all missed hours must be made-up.

For general education courses, students are required to attend a minimum of 75 % of all scheduled classes. Students that fall below this percentage may be dismissed from the program.

Failure to demonstrate improvement in his/her attendance may result in additional consequences including dismissal from the program. Please note that all missed hours in any PN course must be made up. Late arrival, early departure and lateness returning from breaks are also incorporated into the cumulative attendance percentage and will count towards hours missed. The instructor will take attendance/roll-call at the start and the end of class or at any time the instructor chooses.

MAKE-UP POLICY FOR STUDENT ABSENCES

Make-up time must be approved by the course instructor or the PN Program Director. All make-up work must be completed by the end of the current term. Make-up time must not exceed 10% of the total scheduled class hours. All make-up hours must be completed by the end of the course. No make-up time may be completed after the scheduled last class meeting.

Practical Nurse students are advised that all time missed from their program must be made up or the student will fail to meet the 1,519 hours required to qualify for licensure. Practical Nurse students must attend 100% of scheduled clinical course work and will not be eligible for graduation from their program until they have successfully completed 1,519 clock hours.

Students are required to make up all missed coursework including both didactic and clinical courses. In the event that a student misses any clinical coursework, the student will be required to pay a fee of \$100.00 per day for clinical make-up time. Labs make-up fee will be \$75.00. Students are not allowed to miss more than 1 lab day.

PITC Institute will schedule make-up clinical time based on availability of faculty and the availability of the clinical site, which may include evening, weekday or weekend hours. All clinical make-up work must be completed at the school or the approved clinical site. It is the students' sole responsibility to coordinate make-up time for missed class time with their instructor or the Clinical Coordinator.

For evening students, the nursing program may schedule the make-up time during day time hours based on the availability of the clinical facilities, instructors and the student. Make-up hours are required to be completed within 2 weeks of the missed session or prior to the last scheduled class session, whichever is shorter. Make-up hours must be completed by the end of the course period.

MISSED CLASS WORK POLICY

The student is responsible for all material covered daily in each class for which he/she is enrolled. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible

for initiating any request to make up work missed because of class absence. Make up of missed assignments does not erase an absence from a student's record. A student will only be allowed to make up one test or exam per course, but may not be allowed to miss the final exam, as based on the sole discretion of the instructor. The makeup test or exam must be completed by the end of the course. Make up of missed assignments does not erase an absence from a student's record

Practical Nursing Program Grading System

The following grading scale applies to all courses in the Practical Nursing program. Students must earn a grade of "C" or better in order to pass a course, otherwise, the course must be repeated.

<u>Letter Grade</u>	<u>Description</u>	<u>Grade Point Value</u>
A	Excellent (90-100)	4.0
B	Good (80-89)	3.0
C	Average (75-79)	2.0
F	Failing (Below 75)	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
W	Withdraw	0.0
I	Incomplete	0.0

For a complete description of PITC Institute's grading system, please refer to the Catalog.

Satisfactory Academic Progress (SAP)

All students are required to maintain satisfactory academic progress toward successful completion of their program of enrollment. Please refer to the Catalog for a comprehensive description of the Satisfactory Academic Progress policy.

Assessment of Student Learning

All examinations, quizzes, and assessments are proctored and timed. Classroom

exams and quizzes are multiple-choice, multiple response and approved alternate format questions. Nationally standardized tests may also be used and will be computer-based.

Examinations and student learning assessments must be taken on the day and time they are scheduled for each course. Students must make provisions to attend all testing times as scheduled. All final exams and ATI assessments must be taken as scheduled at the PITC campus.

If a student is late for an examination, they will be permitted to take the exam in the time remaining – no additional time will be provided. A student requesting to make-up a missed exam must submit documentation providing the reason(s) for the absence, including any supporting documentation, to the Instructor or the PN Program Director within 72 hours of the missed exam.

Based on extenuating circumstances, makeup exams may be scheduled at the discretion of the PN Program Director upon review of documentation of the student's reason for missing the test, and in collaboration with the course instructor. If approved, makeup exams must be completed when scheduled by, and at the discretion of, the PN Program Director, and may include weekday, evening and weekend exam times.

All quizzes must be taken on the day scheduled. If a student is late for a quiz, he or she will be permitted to take the quiz in the time remaining. If a quiz is missed, there are no provisions for a make-up quiz. Missed quizzes will receive a grade of zero (0).

Examinations and quizzes may be proctored using remote monitoring systems that provide video and audio recordings, as well as exam taker screenshots and keystrokes, while testing. Students are required to have a computer with a camera, a microphone, and adequate internet access to complete each assessment. In the event a student has technical issues or internet access problems, he or she must contact the technical support department in advance to arrange for testing on campus. Students who experience internet or technical issues during an assessment must contact the instructor immediately by email and/or phone. Communications between the student and the instructor will be submitted as documentation to support requests to make up examinations.

Students suspected of dishonesty will be removed from class without completing the exam and will be reported to the Nursing Program Director or designee. Please see academic honesty and integrity policy in PITC catalog.

General Exam Rules for on-site testing

- Students must be signed in 15 minutes before the exam
- Face masks are required and must cover mouth and nose
- PITC uniforms is required
- Bring your own laptop and charger to exam
- Know your usernames and passwords
- Clear computers cookies and cache

- Make sure you are connected to PITC student WIFI
- All seats must be turned so computer screens are facing the proctor
- Phones must be turned off and placed on top of desk where proctor can see them or collected by proctor
- No smart watches, earbuds, or devices of any kind
- No other internet tabs or windows may be opened during the exam
- No eating or drinking during the exam
- No leaving the testing room during the exam. Use the bathroom before the exam
- No speaking or communicating with other students during the exam
- Do not skip any questions. You can not go back and answer them later
- You are not allowed to memorize, discuss or share questions on the exam in any way during or after the exam
- Once you finish your exam do not disturb the students who are still testing

Standardized testing (ATI)

PITC has implemented standardized testing throughout the nursing curriculum and many of its courses. This testing will give the program faculty and student an opportunity to identify areas of weakness in learning and curriculum to better prepare the student to successfully pass the licensing examination.

Students MUST take course specific test(s) at the designated dates and times throughout the program. If student does not achieve the required score or national mean score, whichever is applicable, the first time a test is taken, handwritten remediation as designated MUST BE COMPLETED and submitted to the instructor prior to a second attempt. Students who do not achieve the required score or national mean score will be required to take a second attempt. Failure to take the required first attempt, or failure to take a second attempt, if required, will result in an automatic failure of the course, which will be reflected as a course total grade of 74%.

If students pass the standardized test on the first attempt, it is highly recommended that students take the second attempt to help with test taking skills, increase knowledge base and critical thinking skills, and to potentially better their score.

Academic Tutoring Assistance

When a substantial number of students are having difficulty passing a specific course, the PN Program Director, with the recommendation of the faculty, may consider tutoring sessions to enable students with the opportunity to successfully complete the course. Students who are having academic difficulty should contact their instructor in order to receive extra academic assistance.

Lunch and Breaks

A 30-minute lunch break is available to students who are taking courses online. A student lounge is provided in the practical nursing department in which to take breaks. 10 minute breaks will be provided for every 50 minutes of class time. The schedule of lunch and breaks is at the discretion of the instructor.

Students assigned to the clinical sites unit will follow the policy established by that site. Food either purchased or brought from home must be eaten in the clinical site cafeteria.

Prerequisites and Corequisites Courses

Practical Nursing – Associate in Specialized Technology Program

		Prerequisite	Corequisites
NURS105	Body Structure and Function	None	
NURS102	Basic Nursing Skills	NURS105	
NURS110	PVR	None	
NURS115	Nutrition	None	
NURS150	Applied Nursing Clinical Practice IA	NURS105	NURS102
NURS150 B	Applied Nursing Clinical Practice IB	NURS150A, NURS105	NURS 102
NURS205	Advanced Nursing Skills	NURS102	
NURS220	Pharmacology	None	NURS205
NURS211	Gerontology	None	
NURS206	Maternal & Child Health		NURS 205
NURS250 A	Applied Nursing Clinical Practice IIA	NURS150B	
NURS250 B	Applied Nursing Clinical Practice IIB	NURS250A	
NURS200	Pediatrics		
NURS251	Medical Surgical Nursing I	NURS205, NURS220, NURS250	NURS250
NURS252	Medical Surgical Nursing II	NURS251	

NURS255 A	Applied Nursing Clinical Practice IIIA	NURS250	
NURS255 B	Applied Nursing Clinical Practice IIIB	NURS255A	

Repeat Courses

Please refer to PITC catalog

Re-admission Policy

Please see refer to PITC catalog for re-entry process

Graduation Requirements

In order to graduate earning an Associate Degree in Practical Nursing, students must fulfill the following requirements:

- Successfully complete all the courses in the program of study and complete at least 1834 contact hours required in the program
- Achieve a cumulative grade point average of at least a 2.00 out of 4.00 system
- Pass the ATI Comprehensive Predictor examination
- Meets all required financial obligations
- Meet all the requirements in the Practical Nurse Program including submission of all the required documents
- Must meet the SAP requirements provided in the catalog

ATI Live review and Comprehensive Predictor Examination

Students are required to attend Live Review sessions prior to taking the Comprehensive predictor. This interactive review course covers every essential topic on the NCLEX-PN licensure examination plus provides test-taking strategies, critical-thinking exercises and question and answer practice sets. Due to its intensiveness, students who complete the Live Review historically have a substantially higher NCLEX-PN pass rate than the national average.

The Comprehensive Predictor Examination is the final step prior to taking the NCLEX-PN licensure examination. It is a three-hour, 180-item test designed to help students determine their likelihood of passing the licensure examination while identifying areas in need of improvement and remediation.

The examination is made up of multiple-choice questions to help ascertain a student's basic comprehension and mastery of core principles. Upon completion of the examination, students have the opportunity to view their percentage of correct answers within topics, categories and outcomes.

Students are given two opportunities to take the ATI Comprehensive and attain a required score of at least 70%. If a student does not pass the ATI comprehensive predictor in the first attempt, based on their focused review, handwritten remediation will be required to be completed to evaluate their weak points in order to improve upon their skills and turned into the PN director. Upon completion of remediation, a second attempt at the ATI Comprehensive predictor will be allowed.

Students are required to pass the ATI Comprehensive Predictor Examination in order to graduate from the program.

Practical Nursing Courses with ATI Requirement

There are Practical Nursing courses that have a requirement of passing the ATI examination at the end of the course. The courses with this requirement are listed below along with the name of the ATI examination:

Course with ATI Requirement	ATI Examination
NURS205 Advanced Nursing Skills	PN Fundamentals
NURS206 Maternal and Child Health	PN Maternal Newborn
NURS200 Pediatrics	Nursing Care of Children
NURS220 Pharmacology	Pharmacology
NURS251 Medical Surgical Nursing I	Mental Health
NURS252 Medical Surgical Nursing II	Adult Medical Surgical

For ATI course requirements, refer to the designated course syllabus.

Nurse Education Verification

When students have successfully completed the program of study and met all the program requirements, the Practical Nursing department will verify their status by providing the Nurse Education Verification (NEV) system the names of the graduates. After the submission to NEV, the graduate can apply for initial licensure and schedule to take the PN NCLEX exam.

In the event that the student was in the NEV system for one year after graduation from PITC, and did not take the NCLEX exam, the PA State Board of Nursing may decide to redirect the student to get re-approval from PITC. PITC Institute will not renew the student's NEV status if they have not registered for and taken the exam within 12 months of graduation. Students who do not meet PITC qualification guidelines for NEV submission within 12 months from their graduation date will not be eligible to be placed on the NEV eligibility list to take the NCLEX examination.

PITC Institute will offer its practical nursing graduates a NCLEX-PN preparation program, regardless of how long it has been since program completion. PITC is committed to assisting students in NCLEX preparation prior to testing, and then upon completing the NCLEX preparation program, PITC will reissue the required NEV.

ADMINISTRATIVE POLICIES

STUDENT COMMUNICATIONS

Students must provide PITC Institute with current home and cell phone numbers in addition to the telephone numbers of individuals to contact in case of an emergency. Students are responsible for notifying the school if any of the telephone numbers change and provide the new telephone numbers.

Telephonic communication is used in order to contact students in case of an emergency or if there is a sudden change in the course schedule due to an emergency. The Institute may also send text messages to students in order to disseminate information quickly. Students are also required to keep their home address information current with the school.

ASSIGNED PITC INSTITUTE EMAIL

All general communications will be conveyed to students through the PITC Institute email system. At the outset, students will be assigned a PITC email account. The PITC.edu email system is the primary form of communication used by the Institute.

PITC Institute will not send any official communication to any other email address other than the students' account at pitc.edu. Many email communications may include test schedules, changes in test schedules, new assignments, scheduling and rescheduling of classes, and other announcements. Students should check their pitc.edu account daily. Students should refer to the Acceptable Use Policy in the Catalog for more

information on the proper use of PITC email.

STUDENT CONDUCT

Students are required to follow PITC Institute's Standards of Conduct found in the Catalog. Students will be held responsible and accountable for exhibiting personal and emotional behavior important in the nursing profession. Violation of the Standards of Conduct, including inappropriate or unethical behavior, may result in suspension from the learning environment or dismissal from PITC Institute.

During online courses, students must participate on both audio and video platforms. Cameras must remain on with full view of the student's face during the entire class period. Students must arrange for a home learning environment that minimizes distractions and maximizes student learning.

Students who experience Internet or technical issues during online courses must contact the instructor immediately so that students receive technical assistance as needed.

STUDENT READMISSION POLICY (SPECIAL CIRCUMSTANCES)

Students who have withdrawn from the program due to health, dependent care or other issues beyond students' control, may apply for re-admission. An ad hoc committee of nursing faculty and staff must approve the application for re-entry into the program of study.

STUDENT LEARNING EQUIPMENT

In addition to instructional equipment for student use found in classrooms and laboratories, students are issued personal learning equipment including sets of scrub uniforms, a blood pressure cuff and a stethoscope. If a student is in need of a laptop computer, he or she can purchase one through PITC at the beginning of the program.

Individual learning equipment is distributed to students at different points in the curriculum.

CELL PHONE POLICY

Students may use cell phones during course breaks and during the lunch period. In order to maximize student learning without disruptions, cell phones must be turned off and put away during class. Earbuds are not allowed in classrooms or laboratories. Cell phones are not permitted on the premises of clinical sites for a number of reasons including patient interaction.

Students who violate this policy may be dismissed from the classroom or clinical site for the day. Dismissal for the day will result in a deduction from the total hours required for the course and the entire program.

AUDIO AND VIDEO TAPING

Audio or video taping or any other type of photography of classroom, laboratory and clinical learning, either at Institute's or at a clinical agency's premises is forbidden without written permission from the Program Director.

Student Uniforms

Student nurses are part of the nursing profession and should dress as professional health care providers. Therefore, uniforms should be worn at all times. Student uniforms consist of commonly called “scrubs” that are provided by PITC Institute.

Scrubs should be professionally worn without any tight rolling. Shoes, not provided by the school, must be white with clean white laces. Clogs, high top sneakers, sling back shoes or canvas shoes are not permitted primarily due to safety concerns. Only appropriate clothing should be worn under the uniform.

Students will also be issued a name tag that is to be affixed to the top of the uniform. The name tag should be worn at all times. Students are also required to wear a wrist watch made of any material with a second hand and carry bandage scissors.

Uniforms should be clean, wrinkle-free and well-fitting.

Personal Appearance

Clinical sites permit nursing students to practice nursing skills on their patients or residents. The clinical sites operate in a highly regulated environment that requires adherence to many laws and regulations regarding patient care. As a result, the management of these clinical sites requires the following of nursing students:

Hair appearance: Hair must be clean, well-groomed, and out of the face and eyes. It must also present a professional appearance and conform to certain safety requirements. If hair is dyed, tinted or frosted, the color of the hair must resemble natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red (reddish brown), black or grey. Hair colors such as burgundy, purple, orange, fluorescent, neon colors or any other colors are not permitted.

Wigs/Hairpieces/Extensions/Accessories are permitted as long as they meet the same standard required for natural hair, fit properly, and comply with safety and professional standards. Hair accessories, such as fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, and barrettes must match hair color.

Hair should be secured in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun or ponytail, all loose ends must be tucked in and secured. When hair is in a ponytail it should not exceed a safe length that would compromise personal safety and patient care. As with all hairstyles, a neat and professional image is essential.

Facial hair such as beards or mustaches must be neat and well-trimmed and should not exceed a length of 2 inches from the face.

Makeup must be conservative, including eyelashes, and no cologne or perfume is allowed in a clinical setting. **Fingernails** must not exceed ¼ inch in length beyond the

tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment. Nail polish and acrylic nails are not allowed. **Jewelry** should be kept to a minimum, and dangling jewelry is not permitted. A plain wedding band is permissible. Medic/Alert Tags are acceptable. Small stud type earrings are permissible (one earring per earlobe only). No **Visible piercing or tattoos** are allowed.

Students must maintain excellent **hygiene** at all times. Daily bathing and use of antiperspirant/deodorant is required. A white sweater (cardigan type) or white lab coat may be worn with the uniform; however, the instructor will request that lab coats be removed if at any time the lab coat interferes with the completion of assignments (ex.: delivering direct client care). Sweater vests are not permitted to be worn over the uniform. The lab coat is optional and may be purchased at the expense of the student.

Student Health Program

In order to be successful in the nursing program, students must strive to maintain good mental and physical health. The prime objectives of the student health program are to: promote and maintain good health practices, meet the individual's immediate and ongoing health care needs, and protect the health of those patients with whom students come into contact.

INJURED OR ILL STUDENT

If a student is injured or becomes ill, it is the student's responsibility to report to the instructor. The instructor will provide or seek help for emergency first aid, make provisions for further care or allow the student to be excused if necessary. In case of injury, the instructor will complete an accident report and submit it to the appropriate individuals. If student illness or injury occurs at a clinical facility, the student must report first to their instructor, and then to the hospital's emergency room for treatment. The instructor will ensure that an incident report be submitted to the clinical agency and the Clinical Coordinator.

A student who develops a physical condition that limits or precludes participation in the program may remain in the program with written approval from their attending physician, provided that all course objectives are met. Students who have a debilitating physical condition may request a leave of absence.

TRANSMITTABLE ILLNESS

Any student contracting a transmittable illness may not participate in clinical or classroom activities until they produce a written statement from their attending physician that their illness is no longer communicable.

Students are encouraged to have personal hospitalization and medical insurance to cover any medical needs that may arise. Students are advised that all costs for such insurance, pre-admissions physical examination, laboratory tests including titers, emergency or routine medical care, diagnostic procedures and other medical care are the responsibility of the student.

Students are required to carry malpractice insurance while at clinical sites. PITC will provide a malpractice insurance policy on behalf of the student provided that the student pays the premium to PITC as indicated in the enrollment agreement.

TRANSMISSION OF HIV

The policy of the clinical agency policy will be followed for testing of those students exposed to HIV positive blood and body fluids. Students and faculty must report immediate exposure of HIV positive blood and body fluids to the Clinical Coordinator. The clinical agency will assess the status of the source patient and test for evidence of HIV as soon as possible after the exposure. If the test is negative, a retest is to be done at 6 weeks, then at 3, 6 and 12-month intervals. The exposed student must adhere to the recommendations for the prevention of transmission of AIDS during the 90-day testing period.

FOR-CAUSE DRUG SCREENING

Students may not be impaired or under the influence of legal or illegal drugs or alcohol. The legal use of prescribed and over-the-counter drugs is permitted if it does not impair a student's ability to perform essential nursing program requirements safely without endangerment to others or to one's self.

Instructors, clinical staff members and others may witness behavior that raises the suspicion that the student may be under the influence of one or more of the prohibited substances. If this should occur, the student will be asked to leave the classroom or clinical site. The Program Director will determine the appropriate course of action.