



# Uintah Basin Technical College

Office of Nursing and Health Professions  
1100 East Lagoon Street  
Roosevelt, UT 84066

## **PRACTICAL NURSING PROGRAM**

Welcome to the Uintah Basin Technical College (UBTech) and the Practical Nursing Program. We, as faculty at UBTech, want to congratulate you on your decision to pursue occupational training in this noble profession.

The Practical Nursing Student Handbook is provided to introduce students to the Nursing Program's philosophy, conceptual framework, educational goals, and policies. The information in this booklet has been prepared to answer questions you may have about the program. Within it you will find information regarding tuition costs, courses, grading standards, and expectations for students. This handbook is an addendum to Uintah Basin Technical College's Policy and Procedure Manual, Catalog, and Student Handbook.

No policies are infallible and if these are found to be inoperable, the faculty would welcome constructive suggestions for change. All policies are subject to change as needed. Should it become necessary to change a policy within an academic year, students will receive both written and verbal notification.

Uintah Basin Technical College is accredited by the Commission of the Council on Occupational Education:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: (770) 396-3898/Fax? 770-396-3790  
[www.council.org](http://www.council.org)

The Practical Nursing Program at Uintah Basin Technical College (UBTech) located in Roosevelt, Utah is accredited by:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

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  
<http://www.acenursing.us/accreditedprograms/programSearch.htm>

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## **Section I: Guiding Principles and Curriculum**

### **Utah Systems of Higher Education Mission Statement**

The mission of the Utah System of Higher Education (USHE) is to provide high quality academic, professional, and applied technology learning opportunities designed to advance the intellectual, cultural, social, and economic well-being of the state and its people. The USHE will foster a society of lifelong learners, prepare a productive work force for a knowledge-based global marketplace, cultivate social responsibility and commitment to ethical values, improve the quality and understanding of life, and promote cultural awareness and appreciation for diversity.

### **Uintah Basin Technical College Mission Statement**

The mission of Uintah Basin Technical College (UBTech) is to provide technical education and training for secondary and adult students, to fulfill labor market needs, and promote economic development in the Uintah Basin.

### **Nursing Program Mission Statement**

It is the mission of Healthcare Programs at Uintah Basin Technical College to provide the community with caring and competent healthcare workers who utilize critical thinking skills in structured settings to meet client needs. This is accomplished by preparing graduates who value lifelong learning and who are able to safely address acute and chronic health care needs in acute and long-term settings, where policies and procedures are specified, and supervision is available.

### **Nursing Philosophy**

The healthcare courses and programs at UBTech exist to meet the needs of our community for quality graduates. The courses and programs fill a basic need in the Tri-County area by educating individuals to fill healthcare roles in order to meet the well-being, health and safety needs of the community. Healthcare as a discipline responds to basic human needs in a holistic approach. Evidence based practice is utilized to assist the client in achieving their wellness goals. Professional development for faculty and program graduates grows from a dedication to lifelong learning.

### **Conceptual Framework**

Becoming an essential part of the health care system and practical nursing and other healthcare programs play an important component in the healthcare setting. The client is viewed in a holistic manner that encompasses care throughout the life span. Basic human needs are utilized as a curriculum framework, which also encompasses the core concepts of health promotion/illness prevention, therapeutic communication, cultural diversity, ethical/legal issues, pharmacology, and nutrition. The nursing process is utilized for the assessment, planning, intervention, and evaluation of care provided to the client, family, or community. Evidence based care strategies are incorporated throughout the program. Critical thinking skills are utilized in this process and through all aspects of the nurse's involvement in the delivery of healthcare. Psychomotor skills are developed throughout the program to facilitate safe delivery of care for the client and the nurse. These core concepts are integrated throughout the curriculum.

The curriculum is designed to provide a logical sequence of courses and content. Course content increases progressively in difficulty and complexity.

Course Outline

<b>Prerequisite Course / Certification</b>		
<b>Course</b>	<b>Hours</b>	<b>Credit</b>
Human Anatomy with Lab		4
Human Physiology with Lab		4
Human Growth and Development Across the Lifespan		3
Current Certified Nurse Assistant, Certified Medical Assistant, or Certified EMT	100	3

<b>Nursing Core Course Outline</b>		
<b>Course</b>	<b>Hours</b>	<b>Credit Equivalent</b>
<b>Semester 1</b>		
NRSG 1005 Foundations of Nursing Practice	330	11
NRSG 1105 Nursing Care of Clients with Mental/Behavioral Disorders	60	2
NRSG 1205 Pharmacology I	60	2
<b>Semester 2</b>		
NRSG 2005 Medical Surgical Nursing Care of Adults	210	7
NRSG 2105 Nursing Care of Women and Children	150	5
NRSG 2205 Pharmacology II	60	2
NRSG 2305 Leadership Concepts for the LPN	30	1
<b>Total</b>	<b>900</b>	<b>30</b>

\*Total length with prerequisite courses and certifications = 1320 hours. (Using conversion factor of 30:1)

## Course Descriptions and Competencies

### **NRSG 1005: Foundations of Nursing Practice**

**330 Clock Hours**

This didactic and clinical course provides an introduction to nursing and roles of the nurse, as well as profession related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, communication, and leadership. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a laboratory, simulation, and clinical setting. An introduction to the nursing process provides the student with a beginning framework for decision making.

#### *Course Competencies:*

- Discuss the history of nursing, the role of the nurse, and scope of practice related to established code of ethics, nurse practice acts, and professional registrations/certifications.
- Review the spectrum of health care settings across which patient care is provided.
- Describe the relationship of profession-related concepts to patient care: patient centered care, interdisciplinary collaboration, evidence-based practice, quality improvement, safety, informatics, patient education, professionalism, and leadership.
- Discuss concepts integral to the provision of safe, quality, patient centered care: nursing process, clinical judgment, advocacy, cultural sensitivity, and communication.
- Discuss the nurse's role in supporting a patient's physiologic needs: rest and sleep, spirituality, sensory perception, hygiene, activity and exercise, infection control, elimination, nutrition, and comfort.
- Discuss patient care concepts and their relationship to providing care that is safe for the nurse and patient: medication administration, documentation, body mechanics and ergonomics, and nursing process.
- Demonstrate basic nursing skills using proper techniques and measures that ensure patient safety.
- Relate the various elements of the nursing process to clinical decision-making.
- Describe the nurse's role in data collection as an integral part of the nursing process.
- Demonstrate basic assessment skills related to a patient's physiological, psychological, sociological, cultural, and spiritual dimensions using proper techniques and measures that ensure patient safety.
- Provide nursing care that is patient-centered, safe, and evidence-based.
- Document client care accurately utilizing the Electronic Medical Record.

### **NRSG 1105: Nursing Care of Clients with Mental/Behavioral Disorders**

**60 Clock Hours**

This didactic course focuses on the care of patients across the lifespan facing psychological and emotional stressors. Emphasis is placed on common mental health disorders as well as promoting and maintaining the mental health of individuals and families. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, communication, and leadership. Students achieve mental health first aid certification to prepare them to care for clients having mental health crises in any setting.

#### *Course Competencies:*

- Identify nursing care of patients with mental health needs related to patient safety and delivery of quality care.
- Discuss patient-centered care of patients with mental health needs and their families while adhering to ethical and legal standards and maintaining accountability and responsibility for the care provided.
- Develop a plan of care that is evidence based and includes cultural, spiritual, and developmentally appropriate interventions for patients with common, selected mental health disorders.
- Describe the application of clinical judgment in providing care to patients with common mental health disorders.

- Apply knowledge of pharmacology, psychopathology, and nutrition as well as evidence-based practice, to the care of patients with common mental health disorders.
- Describe the use therapeutic verbal and nonverbal communication that promotes therapeutic relationships with patients and their families, as well as professional relationships with members of the health care team.
- Identify the education needs of patients with mental health issues and their families, as well as the reinforcement of education provided by members of the health care team.
- Mental Health First Aid

### **NRSG 1205: Pharmacology I**

**60 Clock Hours**

This didactic, lab, and clinical course provides an introduction to the principles of pharmacology including: pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, and communication. Students learn principles of safe medication administration in the lab and clinical setting.

#### *Course Competencies:*

- Apply principles of pharmacology, pharmacokinetics, and pharmacodynamics to medication therapy.
- Discuss the major classifications of medications, common medications within each classification, their side effects, and contraindications.
- Discuss nursing implications and concepts of safety when performing medication administration.
- Describe the legal and ethical implications/aspects of medication administration.

### **NRSG 2005: Medical Surgical Nursing Care of Adults**

**210 Clock Hours**

This didactic and clinical course focuses on the care of adult and older adult patients with common medical/surgical health problems. Emphasis is placed on the nursing care of physiological disorders in select healthcare settings. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, communication, and leadership. Clinical and simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care.

#### *Course Competencies:*

- Perform a focused health assessment on adult patients with common medical/surgical health alterations and identify deviations from normal.
- Assist in developing an evidence-based plan of care that includes cultural, spiritual, and developmentally appropriate interventions related to health promotion and common medical/surgical health alterations of adult patients.
- Participate as a member of the health care team and patient advocate while providing quality care that promotes patient safety for adults.
- Demonstrate clinical judgment and participate in the evaluation of outcomes when providing care to adult patients experiencing health alterations.
- Apply knowledge of pharmacology, pathophysiology, and nutrition, as well as evidence-based practice, to the care of adult patients with common medical/surgical health alterations.
- Analyze verbal and nonverbal communication that promotes therapeutic relationships with adult patients and their families, as well as professional relationships with members of the health care team.
- Utilize information technology to appraise evidence-based literature as well as communicate with members of the health care team, accurately documenting patient care in a secure and timely manner.

### **NRSG 2105: Nursing Care of Women and Children**

**150 Clock Hours**

This didactic and clinical course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, and common pediatric disorders. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism,



communication, and leadership. Clinical and simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to childbearing women, newborns, and children in select settings.

*Course Competencies:*

- Assess the physical and psychosocial needs of women, infants, and children.
- Perform a focused health assessment on childbearing women, newborns, and children and identify deviations from normal.
- Contribute to the development of an evidence-based plan of care that is family- and health promotion-centered and includes cultural and age appropriate interventions for childbearing women, newborns, and children.
- Participate as a member of the health care team and patient advocate while providing safe, quality care to childbearing women, newborns, and children.
- Demonstrate clinical judgment and participate in the evaluation of outcomes when providing care to childbearing women, newborns and children.
- Apply knowledge of pharmacology, pathophysiology, and nutrition, as well as evidence-based practice, to the care of childbearing women, newborns, and children.
- Analyze verbal and nonverbal communication that promotes therapeutic relationships with patients and their families, as well as professional relationships with members of the health care team.
- Utilize information technology to appraise evidence-based literature and current trends, as well as communicate with members of the health care team, accurately documenting patient care in a secure and timely manner.
- Participate in identifying the health education and safety needs of childbearing women, newborns, children, and their families, as well as reinforcing education provided by members of the health care team.
- Utilize organizational, time management, and priority-setting skills when providing care to childbearing women, newborns, and children and when assigning and supervising unlicensed assistive personnel in select settings.
- Determine patient care concerns related to patient safety and delivery of quality care.
- Provide care to patients and their families while analyzing ethical and legal standards and maintaining accountability and responsibility for the care provided.

**NRSG 2205: Pharmacology II**

**60 Clock Hours**

This didactic course provides a continuing discussion about the principles of pharmacology including: pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, and communication.

*Course Competencies:*

- Discuss the major classifications of medications, common medications within each classification, their side effects, and contraindications.
- Determine nursing implications and concepts of safety when performing medication administration.
- Analyze the legal and ethical implications/aspects of medication administration.

**NRSG 2305: Leadership Concepts for the LPN**

**30 Clock Hours**

This didactic course facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, safety, professionalism, communication, and leadership. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. *Course*

*Competencies:*

- Examine selected leadership styles and their potential impact on the management and role of employees.
- Apply principles of effective communication, group process, and teamwork to the LPN role as a member of the interdisciplinary health care team.
- Use a problem-solving framework, including conflict management, to resolve patient care issues and incivility among the healthcare team.
- Analyze the application of effective time management and prioritization skills in client care.
- Determine appropriate delegation of nursing care tasks to healthcare team members within their scope of practice.
- Determine the preparation necessary in the pursuit of LPN employment opportunities.
- Examine educational and employment opportunities for LPNs that promote career mobility.

### **Student Learning Outcomes**

A Graduate practical nurse will demonstrate the following entry-level competencies:

1. Practice nursing that is patient centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
2. Serve as a member of the inter-professional health care team to promote continuity of patient care.
3. Use best practice resources and current evidence as a basis for nursing practice.
4. Provide a safe environment for patients, self, and others.
5. Reinforce patient education in collaboration with other members of the health care team.
6. Practice nursing in a professional, ethical, and legal manner.
7. Use communication skills that promote an effective exchange of information, development of therapeutic relationships, and patient satisfaction.
8. Use leadership skills in the provision of safe, quality, collaborative patient care.

### **Program Outcomes**

Program outcomes are developed as performance indicators which give evidence that the program is meeting the mission and goals established by the college and program faculty. Program outcomes are evidenced by graduation rates, NCLEX-PN pass rates, training outcome forms, summary of program evaluations noting job placement rates, and program satisfaction. The program utilizes ACEN standards and criteria. In addition, there is consistency noted between the program outcomes and the mission and philosophy of Utah System of Higher Education, Uintah Basin Technical College, and the program.

The program outcomes include the following:

**Outcome #1:** A minimum of 85 percent of admitted students will complete the program in 2 semesters from starting NRS 1005. Graduates will be entry-level nurses prepared to be employed in a variety of healthcare settings and function within the scope of a Licensed Practical Nurse as defined by the Utah Nurse Practice Act.

**Outcome #2:** A minimum of 90 percent of program graduates will pass the NCLEX-PN licensing exam on the first attempt by 12 months' post-graduation. This benchmark will be assessed annually.

**Outcome #3:** A minimum of 70 percent of program graduates seeking employment will be employed as a Licensed Practical Nurse within one year of graduation.

## Section II: Program Policies and Procedures

### Tuition, Books, and Fee Payments

All costs associated with the program are the responsibility of the student and may include but is not limited to the following: tuition, books, lecture notes, supplies, uniforms, educational trips, immunizations, transportation, CPR certification, testing, graduation, and lab fees. If an agency, such as the Department of Workforce Services (DWS), is funding a student, the student is responsible for obtaining the necessary forms from the funding agency and submitting them to the UBTech Financial Aid Office in adequate time to ensure payment. Students will not be allowed to attend class if tuition and fees have not been paid.

Visit [https://www.ubtech.edu/avada\\_portfolio/practical-nursing](https://www.ubtech.edu/avada_portfolio/practical-nursing) for a breakdown of tuition and fees. Additional expenses that are required by the student include:

Students are to supply the following required equipment and supplies:

- Adult stethoscope with diaphragm and bell
- Blood Pressure Cuff
- Watch with capability to monitor in seconds
- Pen light
- Shoes/socks appropriate for clinical
- Pen (black or blue ink)

Supplies (stethoscope, BP cuff, penlight, etc.) .....	~ \$150
Shoes .....	~ \$100
Immunizations/Titers variable/approx. ....	\$400
Intravenous (IV) Therapy (post graduation) .....	\$100

Post-Program Fees for Testing and Licensure (paid by the student to the state and testing agency).

- State of Utah Application Fee and NCLEX-PN Exam is approximately \$300

**NOTE:** As there is no ability to predict changes that may occur in prices; these are estimates only.

### Student Health

Nursing students are healthcare providers and are now a role model to others. We encourage students to exert every effort to maintain optimal health as a nurse's example influences others. UBTech encourages students to be open and honest about any health problems which may exist as they enter the program and progress through graduation. Problems which might require special attention or special considerations should be documented as they are reported. Student's failure to disclose a known serious health problem could result in a health crisis with the program being unaware and unable to make accommodation. This request is made out of concern for students' health and safety.

### Reasonable Expectations of Students

It is expected that the student provides advance notice to faculty if class will be missed due to disrupted or hazardous transportation and an assignment is supposed to be submitted by handing it in during the class or clinical session as instructed by faculty.

### Student-Instructor Communication

Students and faculty must be respectful in their communications (verbal, email, text, etc.). Faculty may be contacted Monday through Friday. Faculty members are not required to respond outside of business hours, over

the weekend, or on holidays. Students are encouraged to seek out instructor input during posted office hours. Students should arrange appointments during these hours to ensure that the faculty members are not engaged in assisting other students or at a clinical facility. It is not appropriate to contact faculty for assistance during the weekend. If students have an emergent issue (hospitalization, death of family member, etc.) during weekends, holidays, or breaks, please contact the appropriate nursing faculty.

### **Student Honor Code**

The Honor Code is established to promote professional conduct and personal integrity on the part of the student. The program has a zero-tolerance policy for academic integrity violations of any kind. If a student is found to be in violation of any of the following, dismissal from the program may occur:

1. Copying from another student's work.
2. Using materials during a test not authorized by the person administering the test.
3. Collaborating with any other person during a quiz/test.
4. Brain dumping/re-creation of exams/quizzes.
5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part of the contents of any test or assignment.
6. 'Plagiarism' meaning the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
7. 'Collusion' meaning the unauthorized collaboration with another person in preparing work offered for credit.
8. Furnishing false information to faculty/affiliates with the intent to deceive.
9. Forgery, alteration, or misuse of UBTech documents or records.
10. Theft or malicious destruction, damage, or misuse of UBTech property or the private property of another, whether occurring on or off campus.
11. Possession, use, or distribution on campus or at clinical of any alcohol, narcotic, dangers or unlawful drug, or controlled substance as defined by the laws of the United States or the State of Utah except as expressly permitted by law.

If a student believes that peers have cheated on any course work, the student has the ethical responsibility to self, fellow students, and the healthcare profession to immediately notify the faculty member of that course. When conducting academic inquiries, anonymity will be maintained by the faculty.

### **Technical Standards for Core Professional Healthcare**

UBTech's Technical Standards for Core Professional Nursing Competency Performance ("Technical Standards") are an integral component of UBTech's academic requirements that identify core professional nursing competencies in five specific domains – Communication, Observation, Cognitive, Motor, and Behavioral and Social Attributes. UBTech's Nursing and Health Profession students must meet all the requirements of the Technical Standards, with or without reasonable accommodations, in order to successfully progress through and graduate from their respective curricula. These requirements pertain to all student conduct regardless of setting (e.g. classroom/didactic, office, on-campus simulation, or off-campus clinical, email communication, etc.).

Individuals interested in applying for admission to UBTech are encouraged to review the Technical Standards to become familiar with the skills, abilities, and behavioral characteristics required to complete the programs

**Communication** Competencies: The Technical Standards include the ability to communicate effectively with a wide variety of individuals. **Rationale: Communication competencies include knowledge, attitude, and**

**skills necessary to provide quality and safe patient care in all health care settings.** Examples of communication competencies include, without limitation, the ability to:

- communicate clearly in English, in a professional and sensitive manner, to patients or to a patient language interpreter (if the patient and/or family members/significant others do not speak English), and their family members/significant others, health team members, faculty, and peers of diverse ethnic, religious, and cultural backgrounds in professional nursing practice settings as well as in the academic setting.
- elicit accurate information from patients, family member/significant others, health team members, and/or faculty related to a patient's medical history and current status necessary to adequately and effectively evaluate a patient's condition.
- use and comprehend standard professional nursing and medical terminology when using and/ or documenting a patient's print or electronic health record.
- convey appropriate information to patients and the health care team and teach, direct and counsel a wide variety of individuals, including explaining treatment procedures and initiating health education.

**Observation Competencies:** The Technical Standards include the ability to make observations in connection with other identified professional nursing student competencies. **Rationale: Student observation competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples of observation competencies include, without limitation, the ability to accurately:

- use and interpret information obtained from digital, analog, and waveform diagnostic tools (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools that monitor or obtain physiological phenomena.
- observe a patient during the course of a comprehensive or focused physical assessment to determine signs and symptoms of disease, pain, and infection.
- observe and interpret normal and deviations from normal the following: e.g., a patient's heart and body sounds, body language, color of wounds, drainage, urine, feces, expectoration, and sensitivity to heat, cold, pain, and pressure.

**Cognitive Competencies:** The Technical Standards include the ability to demonstrate cognitive abilities in connection with the other identified professional nursing student competencies. **Rationale: Student cognitive competencies include demonstrating the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples of cognitive competencies include, without limitation, the ability to:

- demonstrate cognitive abilities related to course and program outcomes, which include intellectual, conceptual, integrative, quantitative, critical thinking, and comprehension skills that indicate that the student is able to carry out the nursing process in the care of patients.
- measure, calculate, reason, analyze, and synthesize subjective and objective data to carry out the nursing process in relation to patient assessment, diagnosis, goals, plan of care/interventions, and evaluation.
- retrieve and critically appraise patient related research to determine the best available research evidence (quantity and quality) to use in a patient's nursing plan of care.
- comprehend extensive information from written documents, visual and/or oral presentations, and patient computer information systems in order to carry out the nursing process.
- analyze and prioritize all aspects of patient care in a prompt and timely fashion.
- synthesize objective and subjective findings and diagnostic studies in order to formulate nursing diagnoses.

- use synthesized data to initiate a nursing plan of care which appropriately integrates patient preferences in order to provide appropriate, quality, and safe patient care.
- accurately follow course syllabi, assignment directions, patient protocols, and any action plan(s) developed by deans, faculty, administrators, or health care agency staff.

**Motor Competencies:** The Technical Standards include the ability to perform or assist with nursing interventions to provide comprehensive general nursing care and treatment in connection with other identified professional nursing student competencies. **Rationale: Student motor competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples motor competencies include, without limitation, the ability to:

- obtain accurate information from patients using gross and fine motor skills appropriate to the technique (e.g., palpation, auscultation, and percussion) and common medical/nursing digital, analog, and waveform diagnostic tools and equipment (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) that monitor or obtain physiological phenomena or data.
- perform and/or assist appropriately with expected nursing student procedures, treatments, and medication administration using sterile or clean techniques appropriate to the type of procedure, treatment, or medication administration (e.g., drawing medications into syringes in precise measurements; giving a medication IV, IM, or subcutaneously using the appropriate syringe or apparatus; performing tracheotomy care and suctioning; inserting urinary catheters; creating sterile fields; sterile and clean dressing changes) and administering basic life support (BLS) cardiopulmonary resuscitation or advanced cardiopulmonary life support (ACLS), depending upon the nursing student's program level.
- move, transfer, and position patients or equipment safely under a variety of circumstances with or without a lift team or assistive devices during the delivery of general nursing care or in emergency situations.
- have the endurance to complete all required tasks during the assigned period of clinical practice in order to carry out the nursing process in the context of patient care delivery.
- navigate patients' rooms, workspaces, and treatment areas with appropriate precision and speed to carry out the nursing process during the delivery of general nursing care or in emergency situations.

**Behavioral and Social Attributes Competencies:** The Technical Standards include the ability to demonstrate behavioral and social attributes in academic and in on-campus clinical and off-campus clinical settings in connection with other identified professional nursing student competencies included in the National Student Nurses' Association, Inc.® *Code of Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements*, and UBTech Student Handbook. **Rationale: Student behavioral and social attributes competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care in all health care settings.** Examples of behavioral and social attributes competencies include, without limitation, the ability to:

- conform to all requirements set forth by UBTech/health care agency's affiliation agreements as well as any additional requirements of any clinical setting.
- uphold professional nursing standards related to the student's scope of practice.
- conform to UBTech's attendance and clinical dress code/professional appearance requirements for on-campus clinical simulation and off-campus clinical learning sessions.
- communicate in a mature, professional, culturally sensitive, therapeutic, accurate and effective manner with patients, patients' family members/significant others, members of the health care team, faculty, staff, and peers.

- maintain effective, appropriate, and sensitive relationships with patients, patients' family members/significant others, peers, faculty, staff, and other health care professionals.
- work cooperatively and with honesty and integrity with peers, faculty, and members of the healthcare team adapt to changing environments and exhibit flexibility and composure in the face of uncertainties inherent in the clinical problems of diverse patients.
- use conflict resolution strategies effectively in college, on-campus clinical simulation, and off-campus clinical learning settings
- integrate constructive criticism received in college, on-campus clinical simulation and off-campus clinical learning settings.
- correctly judge when a nursing intervention requires additional assistance and seek help from UBTech's clinical instructor, preceptor, or appropriate agency health care team member.

### External Work Expectations

Due to the extensive amount of time required by the program, it is strongly recommended that students not commit to external work of more than 16-20 hours per week. Absences and tardiness due to employment are not acceptable or excused. Students are not permitted to work a shift immediately preceding a scheduled clinical shift. It is required that students have a minimum of 12 hours off-duty time prior to attending a clinical. For the safety of the patients, arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will result in the student being asked to leave the clinical setting, being given an absence, and receiving a zero for the clinical assignment that week.

### Student Records

Student records are kept beginning with the application to the nursing program and maintained according to UBTech policy.

### Class Representatives

Class representatives will be elected by the students during first semester. Class representatives are invited to participate in faculty meetings to offer student input and suggestions; they will also relay information back to the class as needed. Representative's plan and coordinate group activities such as class parties, and help with graduation preparations in coordination with the faculty. Being a class representative is a privilege and should not be abused. Faculty may have the students re-elect class representatives at their discretion and under the approval of the Faculty.

### Grading Policies

Percentage	Letter Grade	Percentage	Letter Grade	Percentage	Letter Grade
94-100%	A	All final grades at and below 79.9% halt progression in the program.			
90-93.9%	A-	77-79.9%	C+	64-66.9%	D
87-89.9%	B+	74-76.9%	C	60-63.9%	D-
83-86.9%	B	70-73.9%	C-	0-59.9%	F
80-82.9%	B-	67-69.9%	D+		

Each course must be passed with a grade of B- (80%) or better for a student to continue progression in the program and receive credit for the course. If students receive any final course grade at or below 79.9%, they will be dismissed from the program.

## **Unit Assignments, Exams, and Quizzes**

Students must maintain an average of 80% or higher in each course to pass the course and for continued progression through the program. Failure to earn at least 80% in any course at the end of a semester will result in a dismissal from the program. If it is necessary to delay an assigned task due to illness or emergency, students are responsible for notifying the instructor and making arrangements as appropriate.

### **Exam Time Limit**

To simulate the NCLEX exam and to follow evidence-based best testing practices, the Practical Nursing Program has set a time limit for all exams. Students are allowed 1.5 minutes per question for each quiz/test.

### **Midterm and Final Exams**

Midterms and final exams are comprehensive and must be taken at the date, time, and place scheduled. Exceptions will be made for hospitalization and other extreme emergencies at the discretion of the faculty member and Director.

### **Written Work**

Written work must be completed using APA format and handed in on time. All assigned work is to be completed independently unless otherwise specified by UBTech faculty.

### **Late Work**

Work will NOT be accepted if it is submitted after the scheduled deadline. Exceptions will be made for hospitalization and other extreme emergencies at the discretion of the faculty member and Director.

### **Withdrawal or Dismissal Policy**

If a student wishes to withdraw from the program, they must request an interview with the Director to discuss the request. If a student chooses to withdraw or are dismissed before completion of semester, they may re-apply to the program at any time. Upon re-admittance to the program, students must repeat the entire first semester.

If a student successfully completes semester one and chooses to withdraw or are dismissed between semesters or during semester two, they may choose to re-apply to enter the program at the beginning of semester two (advanced placement). Because of the integral nature of nursing knowledge, failure in one course requires repeating all didactic and clinical courses in that semester. However, reentry is at faculty discretion and dependent on space availability. Program coursework must be completed within two academic years from the initial admission date. If a student is dismissed or withdraws from the program twice, they will not be considered for readmission. Dismissal for academic integrity requires a minimum one-year suspension with the possibility of permanent dismissal.

### **Social Media Policy**

Due to Health Insurance Portability and Accountability Act (HIPAA) and other privacy and security laws and regulations:

- Students are not authorized to create or manage a social media site, page, network, etc. that claims to belong or be affiliated with Uintah Basin Technical College (UBTech) or the Nursing Program, either explicitly or otherwise.
- No health information of any kind can be share through social networking by UBTech students including but not limited to patient identifiers, diagnoses, treatment options, or medical advice.
- Students will be held accountable for their comments, posts, etc.



- The program discourages the use of cameras in clinical settings. Pictures taken at clinical sites cannot include clients, family members, or faculty.

Violation of this policy will be grounds for immediate dismissal from the program. In addition, to maintain professional student/faculty interaction, we respectfully request students not attempt to make personal contact with instructors through social media until after completion of the program.

### **Penalty Waivers**

Attendance, late work, exams, lab, and clinical penalties may be waived for special circumstances including but not limited to military duty, court subpoenas, hospitalizations, etc. on a case-by-case basis. Adequate documentation must be provided to the Director prior to absences when possible. Waivers are provided at the discretion of the program director in conjunction with program faculty.

### **Graduation Requirements**

To receive a certificate of completion for the Uintah Basin Technical College Practical Nursing Program, students must meet the following criteria:

1. All classroom, laboratory, and clinical experience must be completed with a B- (80%) or higher.
2. Tuition and fees must be paid in full.
3. Adhere to attendance requirements of the program and institution, including completing immunization requirements.
4. Final evaluation with instructors must be complete and documented with appropriate signatures. Clinical badges will be returned at the final evaluation.

### **State Board Licensure**

Successful completion of UBTech Practical Nursing program prepares students as a candidate to sit for the National Council Licensure Examination (NCLEX) for Practical Nurses. The NCLEX-PN exam is taken on a computer at one of many Pearson Vue Testing Centers within the United States. The NCLEX is designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level. Only boards of nursing can release NCLEX results to candidates. Students can go to <http://dopl.utah.gov> for more information regarding the examination as well as state information related to the scope of practice. Testing must be completed within three years of graduation; however, the faculty at UBTech encourage students to test within 90 days of program completion.

**\*\*Note:** In order to be a licensed nurse in the State of Utah, students must meet standards set forth within the Utah Nurse Practice Act. Applicants who have been convicted of a felony, treated for mental illness or substance abuse, have been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse, or may pose a threat to themselves, patients, clients, or to the public health, safety, or welfare because of any circumstances or conditions may not be eligible for licensure.

Acceptance and completion of the UBTech Nursing Program does not assure eligibility to sit for the PN licensure exam. The Utah State Board of Nursing makes final decisions on issues of license to practice in the State of Utah.

## Section III: Didactic Policies and Procedures

### Attendance: Didactic Class

Didactic material will be covered over two semesters. Students not in class cannot learn and may miss needed information; therefore, **attendance is mandatory**. If an absence is unavoidable, the student must notify the instructor prior to the absence when possible. An absence is defined as more than 15 minutes of unexcused missed class time regardless of whether missed time occurs at the start, middle, or end of a scheduled class. **After two unexcused absences, each subsequent absence will result in a 2% reduction in the student's theory grade. Excused absences will be defined at the discretion of faculty.**

Children are disruptive to the learning environment; therefore, children are not to be brought to class, lab practice, lab pass-offs, examinations, or any clinical experience. This is a UBTEch policy and will be adhered to in this program. Pets of any kind are not allowed in the nursing laboratory or classrooms, with the exception of certified assistance animals as defined by the ADA.

Breaks will be given during the class periods. These breaks are for the purpose of taking care of personal needs. Cell phones and other electronic devices should be kept on silent mode during class time. **Please do not disrupt the class by receiving calls, being paged, or leaving inappropriately. Excessive text messaging/social media during class will not be tolerated. Use of the above-mentioned technologies during class will result in students being asked to leave for the remainder of the class with an absence recorded on their attendance record.** If there is a particular problem, please discuss it with the instructor. In-class use of a personal computer/tablet is at the discretion of the instructor.

### Punctuality: Didactic Class

Arriving late, leaving early, or leaving class multiple times in class is disruptive for the instructor and fellow classmates. To mimic the workplace, tardiness will be tracked. **A tardy is defined as missing 1-14 minutes of unexcused class time once class has begun. Excused tardiness will be defined at the discretion of the faculty.** Habitual tardiness in the didactic setting will result in academic probation based on the following scale:

- 2 tardies/course = verbal warning
- 3 tardies/course = probationary contract (student will not be allowed in class until a break occurs to minimize disruptions and will receive a 1% grade deduction)
- 5 tardies/course = dismissal from program

**Students that are tardy or absent on an exam day will not be allowed to take the exam and will receive a score of zero on that exam.**

If a student has a health issue that requires additional break time, please visit with Student Services and request an appropriate accommodation.

### Testing Honor Code

Computerized testing is utilized in the program.

1. When taking any written or computerized quizzes or exams, nothing except the exam, blank piece of paper, writing utensil, and calculator should be on the table/desktop.
2. Once an exam is started, it should be completed. Do not leave or discuss anything with anyone during the exam.

3. Upon completion of the exam, it is inexcusable to discuss with peers the results, questions, answers, etc. of the exam. Any such behaviors will not be tolerated and may result in students receiving a score of zero for the exam.
4. If a student arrives late to a scheduled exam, the student will not be allowed to take the exam and will receive a grade of zero.
5. No part of any exam should be discussed with anyone who has not yet taken the exam.
6. No children, spouses, friends, or others should be present during hours of testing.
7. Computerized exams are scored promptly. Students should review exams at this time. Hard copies of exams (for review purposes) will not be provided. Faculty strongly suggests that students review exam items missed or do not clearly understand because exam questions and concepts will be revisited as course exams/quizzes are comprehensive.
8. High scores, low scores, and average scores may be given to everyone once testing is complete.
9. All belongings should be left in lockers or the classroom during tests.
10. Cell phones and watches are prohibited during test times.
11. Students are encouraged to select a different seat and sit by different peers for each exam. Sit forward in the cubicle with the chair pushed in as close as possible to the computer.

During testing, personal items, such as purses, watches, backpacks, cell phones (turned off), pagers, notebooks, laptops, drink or beverages and briefcases will be left in the classroom. The instructor reserves the right to ask students to remove all hats/caps, jackets or articles of clothing that are bulky and could be suspicious of covering written material during the exam.

### **Drug Dosages and Calculations Exam**

Students are required to successfully pass a drug dosage and calculations exam prior to passing medication in a clinical setting. This examination will be administered in Pharmacology I. Passing is defined as an earned score of 100%. A student who fails to successfully pass the exam on the first attempt will be given the score they earned on the first attempt, offered remediation, and receive a second opportunity to obtain 100% on the exam without a change in their original grade. A student who fails to pass the exam on the second attempt will be given the score they earned on the first attempt, offered remediation, and receive a third opportunity to obtain 100% on the exam without a change in their original grade. **A student who fails to successfully pass the exam on the third attempt will be dismissed from the program due to patient safety concerns.**

## **Section IV: Clinical/Simulation Policies and Procedures**

### **Clinical Requirements**

You must be covered by malpractice insurance throughout the year. UBTech has a blanket policy covering each student. The premium for this insurance is paid from part of your fees. However, you may purchase and maintain your own malpractice insurance policy. If you have a question on how to obtain malpractice insurance, please see your faculty advisor.

UBTech does not accept responsibility for injury or illness that occurs while you are enrolled in the program. You are strongly encouraged to carry health insurance.

You must be in good physical health to attend clinical experiences. You will not be allowed to attend clinical with communicable diseases (please see [www.cdc.gov](http://www.cdc.gov) for information regarding communicable or infectious diseases). In addition, you cannot have open wounds that are not dressed, continuous or intermittent intravenous infusions, or other medical conditions or treatments that put patients' or your own health at risk when

participating in clinical experiences. The clinical faculty may attempt to reschedule clinical experiences that are missed due to significant illness, medical treatments, hospitalizations or medical emergencies when possible.

It is required that you have a minimum of 12 hours off-duty time prior to attending a clinical. For the safety of the patients, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting and given an absence.

A federal background investigation and random drug screen must be completed prior to entering any clinical setting. Admission and successful progression through the program is contingent upon submission of a satisfactory background investigation and drug screen. Convicted criminal actions may affect your status in the program and could lead to suspension/expulsion.

### **CPR Certification**

All UBTech Nursing and Healthcare students, prior to starting the clinical/externship sequence are required to have CPR Basic Life Support (BLS) Certification through the American Heart Association. Training sessions are **mandatory** and will take place on campus. There is no outside cost for the training as the fee is included in the Student Services Fee charged by the College Financial Office.

### **Health Clearance and Immunizations**

UBTech Office of Nursing and Health Professions is responsible for ensuring that you are in compliance with hospital/healthcare agencies' policies and regulatory requirements prior to their clinical rotations, whether off-campus clinical or on-campus clinical simulation.

Any course that includes a clinical (off-campus or on-campus) experience has mandatory clearance requirements in order to:

1. Decrease health risks to students.
2. Protect patients and other healthcare professionals with whom you interact.
3. Comply with UBTech Office of Nursing and Health Professions healthcare agency contracts, UBTech Nursing and Health Professions Student Health Center policies, OSHA regulations, and Utah State Department of Health policies. Other clinical placement requirements, as defined UBTech Office of Nursing and Health Professions healthcare agency contracts, may include HIPAA compliance documentation, background checks and/or drug testing.

To be in compliance with the mandatory health clearance requirements, students must submit:

- Form A - Annual History & Physical Examination Form
- Form B – Annual Tuberculosis Screening Form
- Form C – Measles/Mumps/Rubella (MMR)
- Form D – Varicella
- Form E – Tetanus-Diphtheria-Pertussis (Tdap)
- Form F – Hepatitis B
  - To be in compliance with the mandatory immunization requirements, students must provide documentation of a reactive titer 6 weeks after receiving dose 3.
- Form G – Annual Seasonal Flu Vaccination (Mandatory During Flu Season (October through May))
- Form H – COVID 19 Vaccination

**Students are required to keep their health clearance and immunizations up to date.** This is as an essential part of a student's professional responsibility for patient safety. Students cannot be in a clinical setting if their

health clearance expires or if immunizations are not up to date. If a student misses an on- or off-campus clinical day due to an expired health clearance or immunizations, **the student is at risk for course failure and must be made up according to the course policy.**

### **Background Check**

Students are required to complete a series of clinical learning experiences to successfully meet the learning outcomes for a given program of study. Prior to participating in clinical learning experiences at any off-campus healthcare facility, students are required to complete a criminal background check and a drug test. Each clinical facility has policies regarding possible convictions and potential drug use that may bar students from being accepted at the facility for clinical placement. If a student is not accepted to an assigned placement because of the findings of a background check or drug screen, UBTech does not guarantee an alternate clinical placement. College policy dictates that students who are unable to complete clinical requirements for any reason will be subject to dismissal from the program.

The process of obtaining a nursing license in Utah and many other states may involve consideration of an applicant's criminal history or other conduct (see link to Utah's Division of Occupational and Professional Licensing (DOPL) application (<https://secure.utah.gov/llv/search/index.html>)). Criminal convictions and/or a record of certain other conduct may prevent a nursing student/graduate from being licensed and may preclude the nursing graduate from obtaining gainful employment as a nurse. Applicants to UBTech are encouraged to determine, prior to matriculation, the licensure requirements in the state(s) in which they intend to practice.

### **Lab Skills**

When attending clinicals, students are able to perform the lab skills that they have passed off in lab. Lab skill pass offs are outlined in detail (including time limits) within the assignment in the appropriate course.

Students that have failed to pass off a skill must follow the remediation schedule. The remediation schedule is as follows:

The student is responsible for completing the remediation form. This form must be completed and presented to faculty at next attempt.

- 1<sup>st</sup> pass off attempt – Student receives feedback from faculty.
  - Student must practice for 2 hours outside of their regularly scheduled lab time.
  - Student must have a peer watch them “pass off”
- 2<sup>nd</sup> pass off attempt – Student receives feedback from faculty.
  - Student must practice for 3 hours outside of their regularly scheduled lab time.
  - Student must have a peer watch them “pass off”.
  - Student must have a faculty member watch them “pass off” and give 1 on 1 instruction.
- 3<sup>rd</sup> pass off attempt

Students that fail to successfully pass off a skill on their third attempt, will be dismissed from the program due to patient safety concerns. All lab skills must be successfully passed before a student can test for their final lab skills pass-off. If the lab skills are not passed before the final lab pass off is scheduled, the student may be dismissed from the program due to the inability to progress.

### **Mandatory Attendance: Skills Lab**

The lab experience allows students the opportunity to practice theory and apply skills in a lab setting under the direction of a lab instructor; therefore, attendance is mandatory for skills lab.

Students must be present at the designated time and day or it will be counted as an unexcused absence. If an absence is necessary, the lab instructor must be notified prior to the absence. Students not in lab cannot learn and may miss needed information and skill practice; therefore, **attendance is mandatory**. If an absence is unavoidable, the student must notify the instructor prior to the absence when possible. An absence is defined as more than 15 minutes of unexcused missed lab time regardless of whether missed time occurs at the start, middle, or end of a scheduled class. **After two unexcused absences, each subsequent absence will result in a 2% reduction in the student's theory grade. Excused absences will be defined at the discretion of faculty.**

### **Mandatory Attendance: Clinical/Simulation**

The clinical experience allows students the opportunity to practice theory in a clinical setting under the direction of a clinical instructor; therefore, attendance is mandatory for clinical experiences.

Clinical orientations are required for all facilities and are considered clinical hours. If a student is late, a grade reduction will result, and the student is required to stay and complete the orientation.

Transportation to clinical facilities is the student's responsibility. Students must be present at the designated time or it will be counted as an unexcused absence. If an absence is necessary, the clinical instructor must be notified prior to the absence. **Two days per semester is the maximum clinical time that students may miss before receiving a failing grade.** A third clinical absence will result in dismissal from the program. A grade of zero is assessed for any absence in a clinical setting. **Excused absences will be defined at the discretion of faculty.**

### **Punctuality: Skills Lab**

Arriving late, leaving early, or leaving lab multiple times is disruptive for the instructor and fellow classmates. To mimic the workplace, tardiness will be tracked. **A tardy is defined as missing 1-14 minutes of unexcused lab time once lab has begun. Excused tardiness will be defined at the discretion of the faculty.** Habitual tardiness in the lab setting will result in academic probation based on the following scale:

- 2 tardies/course = verbal warning
- 3 tardies/course = probationary contract (student will not be allowed in class until a break occurs to minimize disruptions and will receive a 1% grade deduction)
- 5 tardies/course = dismissal from program

If a student has a health issue that requires additional break time, please visit with Student Services and request an appropriate accommodation.

### **Punctuality: Clinical**

Arriving on time is considered 15 minutes prior to students scheduled clinical time. Any student arriving in the 15-minute window prior to the scheduled clinical start time will receive a deduction in points for the day. Arriving late (after clinical start time), leaving early, or coming unprepared to clinical is unprofessional conduct and will not be tolerated; the student will receive an unexcused absence, sent home, and given a zero on the clinical assignments for that shift.

### **Punctuality: Simulation**

Arriving on time is considered 15 minutes prior to students scheduled simulation. Any student arriving in the 15-minute window prior to the scheduled simulation start time will receive a deduction in points for the day. Arriving late (after simulation start time), leaving early, or coming unprepared to simulation is unprofessional conduct and will not be tolerated and the student will receive an unexcused absence. If a student arrives late,

they will be permitted to stay and participate in the simulation for learning purposes but will receive zero points for the day.

### **Safety and Reporting**

In the event that a clinical error or incident occurs, please contact the clinical instructor immediately. The clinical instructor and director, in conjunction with the facility staff, will assist students to complete all necessary paperwork and processes. Additionally, with the guidance of the clinical instructor, students need to complete the Uintah Basin Technical College Incident Report. The purpose of this report is to identify best practices for patient safety and to prevent future occurrences. Reports are reviewed for trends and curriculum strengthened if necessary.

### **Probationary Contracts**

If a student violates program policies and procedures or is unsafe in lab or clinical, they will be placed on a probationary contract. The contract includes a specific period of observation and review of conduct during which the student must demonstrate compliance with the Nursing Program policies and procedures. Any further violations or the continuation of such conduct or actions will result in further disciplinary actions up to immediate dismissal from the program. Terms of probation and the probationary period will be determined at the time the contract is initiated and UBTech administration will be notified as appropriate.

### **Professional Conduct**

Nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession or could jeopardize the health and welfare of the people shall constitute unprofessional conduct. Examples of unprofessional conduct shall include but not be limited to the following:

1. Failing to report mistakes made in a clinical setting is a serious violation of the nurses' code of conduct. This is a violation of a client's safety and therefore may result in immediate dismissal from the program. The integrity of a nurse is of utmost importance.
2. Failing to utilize appropriate judgment or exercise technical competence in administering safe nursing practice based upon the level of nursing for which the individual is prepared.
3. Failing to follow policies or procedures defined in the practice situation to safeguard client care.
4. Failing to safeguard the client's dignity and right to privacy.
5. Violating the confidentiality of information or knowledge concerning the client.
6. Verbally or physically abusing clients.
7. Performing new nursing techniques or procedures without proper education and preparation.
8. Being unfit to perform because of physical or psychological impairment. (Students may be sent home from class or clinical for sleep deprivation if an instructor feels their judgment may be impaired.)
9. Using alcohol or other drugs to the point that there is interference with job performance. (UBTech Nursing Program reserves the right to dismiss any student from a specific learning experience and/or the nursing program for the use of alcohol and/or drugs prior to or during a learning experience. The faculty or nursing administration has the right to request an alcohol/drug screen for suspicious behavior at the student's expense.)
10. Manipulating drug supplies, narcotics, or client's records.
11. Falsifying client's records or intentionally charting incorrectly.
12. Appropriating medications, supplies, or personal items of the client or agency.
13. Violating state and federal laws relative to drugs.
14. Intentionally committing any act that adversely affects the physical or psychosocial welfare of the client.

15. Delegating nursing care, function, tasks, and/or responsibilities to others contrary to the Utah laws governing nursing and/or to the detriment of the client's safety.
16. Leaving a nursing assignment without properly notifying appropriate personnel.
17. Resorting to fraud, misrepresentation, or deceit in reference to the licensing examination or in obtaining a license.
18. Aiding, abetting, or assisting an individual to violate or circumvent any law or duly promulgated rule or regulation intended to guide the conduct of a nurse or any other health care provider.
19. Having a knowledge of facts regarding the incompetent, unethical, or illegal practice of any health care provider and failing to report to the proper channels.

### **Inclement Weather Policy**

1. When the College is open during weather events, it is expected that all classes will be held as scheduled.
2. Closure of the College is posted on the UBTech website (<http://www.ubtech.edu>). When the College is closed, all classes and on-site and off-site clinicals are canceled.
3. If the College is closed and faculty and students have already arrived at the clinical site, the clinical proceeds as normal as long as weather conditions permit.
4. When the College closes during the day, if the closure occurs before a simulation begins, that simulation is canceled. If the simulation begins before the announced closure, the simulation proceeds as normal as long as weather conditions permit.
5. When the College announces a delayed opening, class/clinical scheduled to begin before the delayed opening are canceled; class/clinical scheduled to begin after the delayed opening will be held as usual.
6. If the College is open but travel to the clinical location and weather conditions are extremely dangerous, faculty may cancel a class or clinical.

### **Medical Clearance after Clinical Absence due to Medical Condition**

If a student misses a clinical for hospitalization or for any health impairment, physical condition, or mental illness that renders them contagious and/or incapable of safely performing nursing student clinical responsibilities, they must submit health clearance authorization from an appropriate healthcare provider prior to returning to the clinical area to complete a rotation. Health Clearance from the student's primary care provider must be submitted to the UBTech Office of Nursing and Health Professions.

Once students are cleared by the UBTech Office of Nursing and Health Professions, they need to see the course faculty associate to review the UBTech Office of Nursing and Health Professions on- and off-campus clinical make-up policy.

### **Student ID Badges**

A UBTech student ID badge will be issued to students upon entrance to the program. This badge is required to be worn at all clinical facilities. Replacement badges can be obtained through Student Services for a fee of \$5. Some clinical facilities may also issue mandatory ID badges which must be returned at the end of the program.

### **Uniform and Dress Code**

The required uniform for UBTech Practical Nursing students enrolling in clinical courses is a white scrub top and silver scrub pants; a UBTech clinical name pin; nursing shoes which must be: solid white, black, or gray, closed toe, closed back, leather-like finish and non-porous (i.e. cannot be mesh, without a back, or clogs). If a head covering is necessary, it must be white. The nursing uniform must be worn to all off-campus clinical settings except the Duchesne County Jail.



Students attending lab/simulation will be required to wear UBTech approved scrubs.

As per the policies and guidelines of our clinical affiliates, the dress code listed below must be followed:

1. Non-natural multi-colored hair is not permitted. Shoulder length or longer hair must be worn pulled back from the face.
2. Fingernails within a reasonable length, approximately 1/4 of an inch from the tip of the finger. Artificial nails, wraps/tips of any kind and chipped nail polish are not permitted. Nail polish must be natural/neutral in color.
3. Jewelry should be simple and minimal. No visible body piercings permitted. Dangling earrings/jewelry is not permitted.
4. Makeup should be modest. Colognes and perfumes are not permitted in the patient care areas due to patient/staff allergic reactions.
5. Visible tattoos must be covered with an acceptable extension to the uniform such as a long sleeve shirt under the uniform top.
6. Clothing must be neat, clean, professional, and appropriate in length. No see-through fabrics, denim pants, capri pants, skorts, sweat suits, midriffs, t-shirts, halters, t-shirts with written statements.

### **Travel**

Students are required to provide personal transportation to campus, clinical areas, professional conferences, etc. These experiences are an integral part of the nursing program; therefore, they are mandatory. The cost of this travel is assumed by the student.

### **PDA / Smartphone**

When entering the clinical sequence, students may use a PDA/Smartphone device if permitted by the clinical affiliate. The PDA/Smartphone device will only be used to access educational material and may not be permitted at the discretion of the faculty instructor despite affiliate approval.

### **Digital Textbooks**

Use of tablet devices (iPads, Kindle, Nexus, etc.) must be limited to conference areas only, and for access to textbooks or reference materials. Personal use of smart phones by students at clinical is prohibited.



## Handbook Acknowledgement

I, \_\_\_\_\_, acknowledge that I have had the opportunity to review the UBTECH Practical Nursing Student Handbook. I understand and agree to abide by the standards set forth therein.

Name (Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(MM/DD/YY)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendices



### Appendix A: Drug Screen Protocol

A urine drug screen is required of all accepted students in the Nursing Program at UBTECH and will be completed at a random date and time. This panel drug screen tests for cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, Phencyclidine, propoxyphene, methadone, methaqualone, and other substances as deemed necessary.

The student has **24 hours** from the time they are randomly notified by telephone or in person to complete the drug screen. When you arrive for your drug screen, you **must** have the following with you: the “consent to services” document and a picture ID.

Students must submit to the drug screen the day they are assigned. There will be no exceptions. **Refusal to submit to the drug screen will be treated the same as a positive drug screen and the student will be dismissed from the program.**

Results of the drug screen will be sent directly to the UBTECH Director of Nursing and Health Professions.

**Failed Drug Screen – Rights and Remedies:** If a drug test reveals the presence of a non-prescribed controlled substance the student may do the following:

- The student must submit a current copy of the prescription for a controlled medication if that is the cause of the positive drug screen.
- Should a student contest exam results, they may pay for an independent analysis of the same specimen.
- All positive drug screens are kept for one year at the designated site by Intermountain Toxicology.

**Therefore, if a legitimate prescribed drug is not identified (in a positive drug screen) the student will be dismissed from the program. The student may choose to re-apply for admission.**

**Application to the program does not ensure admission. New application materials will be required.**

**If your drug screen is not definitive because the sample is “dilute”, you will have to submit to another drug test. The second test will require a hair sample or other methodologies as deemed necessary.**

I have read and agree to follow the requirements stated above for the drug screen. I understand that failure to comply with these protocols will be grounds for dismissal from the program.

Name (Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(MM/DD/YY)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix B: Confidentiality Statement and Release of Information Authorization**

All personal and health information including Federal Background Check results and Urine Drug Screen results will be kept in my permanent confidential student file at Uintah Basin Technical College. I am aware that the Director of Health Professions, Administrative Assistant, and faculty may have access to my student file.

I understand that the agency to which I am assigned may require more health data than listed below.

I hereby authorize Uintah Basin Technical College (UBTech) to release my health clearance and contact information on this form and all associated documents, including laboratory reports, drug tests, criminal background checks, HIPAA quiz results, and immunization records, to any health care provider/agency, which may require it in connection with my participation in a clinical course. I understand that it is my responsibility to update this form as changes occur.

I also understand that UBTech and clinical site administrations have the right to request access to this information. I recognize that my ability to participate in clinical rotations is contingent upon satisfactory results on my background check, drug screen, and immunization status. I could be denied the opportunity to attend clinical by UBTech or any or all clinical facilities based on these results. I am aware that this could result in suspension or immediate dismissal from the program.

I agree that if I become ill, have a surgical procedure and/or become hospitalized, develop a condition, or have an exacerbation of a condition that limits my ability to fulfill UBTech Healthcare Program requirements, I will obtain health clearance again from a healthcare provider before returning to the Program. I have uploaded the originals of the required completed/signed Health Clearance documents and kept an additional copy for my own records.

I, \_\_\_\_\_, hereby authorize UBTech to release any requested files, or records of information of any type, to clinical site administrations used by the Nursing Program as required by law.

**I release Uintah Basin Technical College from any and all liability related to this release of information.**

Name (Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(MM/DD/YY)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix C: Photography / Video / Publications Release Form**

In the Health Simulation Education Center (HSEC) practice, remediation, testing, and simulation scenario sessions are professionally videotaped and may be used for evaluations and/or educational purposes. The videos may be shared only with students, faculty, supervisors, or the HSEC staff involved. Students are not permitted to remove, release, or make publicly available any recordings or photos of simulation sessions. UBTECH has the absolute rights and permission, with respect to the photographs and video recordings taken of me or in which I may be included with others.

**Photography and video recording on personal devices are prohibited by students and faculty in the HSEC.**

Name (Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Appendix D: General Consent Form

As a Health Professions Student, part of my training is to perform procedures in the same manner as I will when working in a health care facility.

I, \_\_\_\_\_ authorize UBTech's Health Professions student(s) to practice/perform procedures such as:

- Instillation of fluid into muscle and SQ tissue
- Glucometer Check
- IM deltoid, dorsogluteal, and ventrogluteal
- Subcutaneous injections
- Intradermal injections
- Placebo medication (oral, nasal spray, eye and ear drops)
- Phlebotomy
- Venous Cannulation

I further agree to release the State of Utah, UBTech, their agencies, departments, officers, employees, agents and all sponsors, officials and staff or volunteers from any and all liability, claims, demands, breach of warranty, negligence, actions, and causes of actions whatsoever for any loss, claim, damage, injury, illness, attorney's fees or harm of any kind or nature to me arising out of my participation in this UBTech course/program. This release extends to any claim made by my family, estate, heirs, or assigns arising from or in any way connected with the aforementioned activities.

#### CONSENT

Consent is expressly given, in the event of injury, for any emergency aid, anesthesia and/or operation, if in the opinion of the attending physician, such treatment is necessary.

**I have carefully read and understand the contents of the foregoing language and I specifically intend to cover my participation in the above stated UBTech activity.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_