



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. The faculty and staff at UBTech, want to congratulate you on your decision to pursue a career in nursing.

The Practical Nursing Student Handbook has been developed to provide students with an overview of the Nursing Program's philosophy, conceptual framework, educational goals, and expectations. . This handbook is designed to serve as a resource and answer many of the questions you may have regarding the program. Within it you will find information regarding tuition costs, courses, grading standards, and expectations for students. This handbook is utilized in conjunction with the Uintah Basin Technical College's Catalog and Student Handbook.

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

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>

Contents

Section I: Guiding Principles and Curriculum	1
Utah Systems of Higher Education Mission Statement.....	1
Uintah Basin Technical College Mission Statement	1
Nursing Program Mission Statement.....	1
Nursing Philosophy.....	1
Conceptual Framework.....	1
Course Outline	2
Course Descriptions and Competencies.....	3
End of Program Student Learning Outcomes	8
Program Outcomes.....	8
Section II: Program Policies and Procedures.....	9
Tuition, Books, and Fee Payments	9
Student Code of Conduct.....	10
Student Records	10
Class Representatives.....	11
Student Advising.....	11
Grading Policies.....	11
Late Work	12
Withdrawal or Dismissal Policy	12
Social Media Guidelines	13
State Board Licensure	13
Section III: Didactic Policies and Procedures	13
Didactic Requirements.....	13
Drug Dosages and Calculations Exam.....	14
Section IV: Clinical/Simulation Policies and Procedures.....	14
Clinical Requirements.....	14
CPR Certification.....	14
Health Clearance and Immunizations	14
Screenings	15
Lab Skills	15
Mandatory Attendance: Skills Lab	15
Mandatory Attendance: Clinical/Simulation	15
Safety and Reporting.....	16

Warning Form	16
Professional Conduct	16
Inclement Weather Policy	17
Medical Clearance after Clinical Absence due to Medical Condition.....	17
Student ID Badges	17
Uniform and Dress Code	17
Travel	18
Appendices.....	19
Handbook Acknowledgement.....	19

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 workforce 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 the Uintah Basin Technical College Practical Nursing Program to provide the community with caring and competent nurses who utilize critical thinking skills in structured settings to meet patient needs.

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 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

Prerequisite Course / Certification		
Course	Hours	Credit
Human Anatomy (BIOL 2320) *with Lab		4
Human Physiology (BIOL 2420) *with Lab		4
Human Development: Lifespan (HDFS 1500) or General Psychology (PSY 1010)		3
Active Certified Nurse Assistant		3

*Labs are recommended but not required for UBTECH's Practical Nursing Program. Labs will be required if students are interested in completing a BSN.

Nursing Core Course Outline		
Course	Hours	Credit Equivalent
Semester 1		
TEPN 1010 Fundamentals of Nursing Practice	120	4
TEPN 1300 Comprehensive Mental Health Nursing	60	2
TEPN 1200 Introduction to Nursing Pharmacology	60	2
TEPN 1190 Skills Lab	120	4
TEPN 2990 Fundamentals Clinical	90	2
Semester 2		
TEPN 1100 Medical Surgical Nursing Care	120	4
TEPN 1490 Nursing Care of Women and Children	60	2
TEPN 2290 Nursing Pharmacology II	60	2
TEPN 2590 Leadership Concepts for the LPN	30	1
TEPN 2291 Medical Surgical Clinical	90	2
TEPN 2992 Women and Children Clinical	90	2
Total	900	27

*Total length with prerequisite courses and certifications = 1320 hours. (Using conversion factor of 30:1 for didactic/lab and 45:1 for clinical/simulation)

Course Descriptions and Competencies

TEPN 1010 Fundamentals of Nursing Practice

4 credits / 120 instructional hours

Course Description

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 include 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:

1. Review the origins of nursing and apply those principles to begin your nursing career.
2. Recognize the healthcare delivery system and discuss the legal and ethical aspects of nursing.
3. Identify basic human needs and providing health and wellness to the community.
4. Identify the nursing process by nursing assessment, nursing diagnosis and planning, implementing, and evaluating care, documenting, reporting, and data collection.
5. Learn the continuum of care for a client. Learn about transferring clients, bed mechanics, and bed making skills.
6. Acquire emergency preparedness skills and implement emergency care and first aid treatment.
7. Apply understanding of bandage and binder usage. Recognize the usage of heat and cold applications for pain management and demonstrate understanding related to client care.
8. Demonstrate understanding of preoperative and postoperative care and the use of surgical/medical asepsis related to skin and wound care. Learn critical thinking skills related to oxygen and respiratory care.
9. Describe basic nutrition, special diets, and diet therapy. Apply knowledge of nutrition in transcultural social aspects of nutrition. Demonstrate understanding of cultural influences in healthcare.
10. Describe processes surrounding the aging adult and the dying process. Demonstrate understanding of the stages of grief and the nurse's role in end-of-life care. Be able to analyze cognitive impairment in adults.
11. Demonstrate understanding of all areas of client care in different facility and home settings.
12. Apply understanding of the disease processes related to cancer, HIV and AIDS, and how it applies to client care.
13. Demonstrate through testing an understanding of fundamental nursing.

TEPN 1300 Comprehensive Mental Health Nursing

2 credits/60 instructional hours

Course Descriptions

This course introduces essential mental health nursing concepts, emphasizing therapeutic communication to build strong nurse-client relationships. Students will learn to recognize and manage common mental health conditions using evidence-based interventions. The course prioritizes individualized, person-centered care, considering cultural and psychosocial factors, preparing students to deliver empathic, holistic care across the lifespan.

Course Competencies:

1. Apply Legal, Ethical, and Safety Principles in Mental Health Nursing
2. Explain Foundational Concepts and Theories of Mental Health Care

3. Establish Therapeutic Nurse-Client Relationships
4. Integrate Psychopharmacology Principles into Patient Care
5. Assess Responses to Stress, Loss, Trauma, and Crisis Situations
6. Differentiate Nursing Care Approaches for Common Mental Health Disorders
7. Examine Care Strategies for Severe and Persistent Psychiatric Disorders
8. Utilize Evidence-Based Resources to Support Mental Health Promotion and Recovery

TEPN 1200 Introduction to Nursing Pharmacology

2 credits/60 instructional hours

Course Description

This didactic and lab 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:

1. Review mathematics, abbreviations, measurement conversions, and dosage calculations.
2. Describe the components of medication classification.
3. Understand injectable and noninjectable medication administration skills.
4. Understand the classifications, common medications, therapeutic uses, adverse drug reactions, contraindications, interactions, nursing interventions, and patient teaching for the immune system.
5. Understand the classifications, common medications, therapeutic uses, adverse drug reactions, contraindications, interactions, nursing interventions, and patient teaching for the neurological system.
6. Understand the classifications, common medications, therapeutic uses, adverse drug reactions, contraindications, interactions, nursing interventions, and patient teaching for pain and inflammation medications.
7. Understand the classifications, common medications, therapeutic uses, adverse drug reactions, contraindications, interactions, nursing interventions, and patient teaching for the respiratory system.
8. Understand the classifications, common medications, therapeutic uses, adverse drug reactions, contraindications, interactions, nursing interventions, and patient teaching for the musculoskeletal system.
9. Evaluate classifications, common medications, therapeutic uses, adverse drug reactions, contraindications, interactions, nursing interventions, and patient teaching for Pharmacology I Medications.

TEPN 1100 Medical-Surgical Nursing Care

4 credits/120 instructional hours

Course Description

This course builds on nursing fundamentals, focusing on care of individuals with varied medical and surgical needs, addressing etiology, symptoms, and management. Applying anatomy, physiology, and preventive care principles through evidence-based practices and the nursing process. The curriculum emphasizes critical thinking, holistic approaches, therapeutic communication, and adherence to professional standards to deliver individualized client care.

Course Competencies:

1. Develop an understanding of the body system related to fluid and electrolyte balance. Analyze and recognize acid/base imbalances.
2. Differentiate normal body functions related to the respiratory system and prioritize applied knowledge of respiratory disorders.
3. Understand the importance of digestive processes for normal body functioning. Consider the effects of digestive disorders on nutrition and healing within the body.
4. Classify immune system responses. Analyze antigen and antibody reactions related to allergies and autoimmune disorders.
5. Distinguish normal urinary physiology from urinary disorders and assess using clinical judgement.
6. Understand the endocrine system and the effects of endocrine disorders on the body systems. Evaluate judgement and prioritization related to disease processes.
7. Identify how the blood pumps through the cardiovascular system and recognize the effects of cardiovascular disorders and disease. Recognize common dysrhythmias.
8. Develop an understanding of hematologic and lymphatic disorders. Apply learned knowledge in prioritizing nursing care.
9. Compare nervous system and nervous system disorders. Support nursing care through critical thinking related to the nervous system.
10. Understand the relationship between the integumentary system and skin disorders. Apply understanding and treatment of skin disorders through client care.
11. Evaluate the importance of the sensory system in the body and critique the symptoms of sensory system disorders.
12. Evaluate the musculoskeletal system and system disorders and construct learning to client care through clinical judgement.
13. Understand normal reproductive systems of the male and female body and distinguish the effects of reproductive disorders related to client care.
14. Review and evaluate understanding of med surg nursing care through examinations.

TEPN 1490 Nursing Care of Women and Children

2 credits/60 instructional hours

Course Description

This didactic 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. Didactic learning provides the student an opportunity to apply theoretical concepts and implement safe patient care to childbearing women, newborns, and children in select settings.

Course Competencies:

1. Recognize the optimal progression of a normal pregnancy. Identify a normal labor, delivery, and postpartum period. Understand the care of the normal newborn and evaluate the deviations from the norm.
2. Evaluate the signs and symptoms of a high-risk pregnancy and childbirth. Recognize signs and symptoms of high-risk newborns and develop an understanding of steps to care for them.
3. Analyze the pathophysiology of fertility and sexually transmitted infections. Categorize various types of family structures and discuss the family life cycle stages.

4. Apply a foundational understanding of the fundamentals of pediatric nursing, care of the infant, toddler, or preschooler from infancy to childhood. Determine patient care concerns related to delivery of quality care and patient safety.
5. Understand the needs of a school-age child or adolescent. Explain intimate partner violence in adolescents and young adults. Recognize the challenges of a child or adolescent with special needs and apply proper quality and safe patient care.
6. Identify Early and Middle Adulthood developmental milestones.
7. Summarize the stages of pediatric development.
8. Analyze understanding of nursing care of children.
9. Evaluate understanding of maternal newborn.
10. Synthesize knowledge in the nursing care of women and children.

TEPN 2290 Nursing Pharmacology II

2 credits/60 instructional hours

Course Description

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:

1. Analyze the classifications, common medications, therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for the immune system and cancer management.
2. Analyze the classifications, common medications, therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for the gastrointestinal system
3. Analyze the classifications, common medications (including insulins), therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for the endocrine system.
4. Analyze the classifications, common medications, therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for cardiovascular system.
5. Analyze the classifications, common medications, therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for the hematologic system.
6. Analyze the classifications, common medications, therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for the female reproductive system.
7. Analyze the classifications, common medications, therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for the male reproductive system.
8. Evaluate classifications, common medications, therapeutic uses, adverse drug reactions, nursing interventions, patient teaching, contraindications, and interactions for Pharmacology II medications through proctored ATI and final examinations.

TEPN 2590 Leadership Concepts for the LPN

1 credit/30 instructional hours

Course Description

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.

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Course Competencies:

1. Demonstrate understanding of prioritizing and managing client care.
2. Coordinate client care and use critical thinking to determine the needs of clients.
3. Understand professional responsibilities and demonstrate scope of practice judgement.
4. Understand how to maintain a safe environment for clients and healthcare professionals.
5. Understand facility protocols and demonstrate use in the workplace.
6. Demonstrate professional development and organize critical thinking related to evidence-based practice.

TEPN 2991 Medical-Surgical Clinical

2 credits / 90 clock-hours

Course Descriptions

This 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:

1. Advocate for Safe, Family-Centered Care Across the Childbearing and Pediatric Continuum
2. Differentiate Normal and Abnormal Findings in Maternal, Newborn, and Pediatric Assessments
3. Formulate Nursing Priorities for Childbearing and Pediatric Patients
4. Deliver Developmentally Appropriate Nursing Interventions
5. Apply Principles of Medication and Treatment Management in Women and Children's Health
6. Interpret Maternal, Neonatal, and Pediatric Clinical Data
7. Partner with Families and Healthcare Professionals to Support Continuity of Care
8. Promote Health Maintenance Through Education and Anticipatory Guidance
9. Analyze the Effectiveness of Care for Women and Children

TEPN 2992 Women and Children Clinical

2 credits / 90 clock-hours

Course Descriptions

This 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, team work 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:

1. Advocate for Safe, Family-Centered Care Across the Childbearing and Pediatric Continuum
2. Differentiate Normal and Abnormal Findings in Maternal, Newborn, and Pediatric Assessments
3. Formulate Nursing Priorities for Childbearing and Pediatric Patients
4. Deliver Developmentally Appropriate Nursing Interventions
5. Apply Principles of Medication and Treatment Management in Women and Children's Health
6. Interpret Maternal, Neonatal, and Pediatric Clinical Data
7. Partner with Families and Healthcare Professionals to Support Continuity of Care
8. Promote Health Maintenance Through Education and Anticipatory Guidance
9. Analyze the Effectiveness of Care for Women and Children

End of Program Student Learning Outcomes

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

1. Provide compassionate, culturally sensitive nursing care that meets the physical, psychosocial, and spiritual needs of diverse patients.
2. Deliver safe, high-quality care using best evidence, sound judgement, and established safety principles to promote optimal outcomes.
3. Demonstrate professional, ethical and legal accountability while using effective communication to collaborate with patients and the healthcare team.
4. Apply leadership and quality improvement principles to coordinate safe, effective and collaborative patient care within the LPN scope of practice.

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 NRSN 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 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
- Analog watch
- Pen light
- Shoes 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).
- Pen (black or blue ink)

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 (Price is subject to change).

Functional Requirements and Expectations

The UBTech Practical Nurse program values a broad range of student backgrounds and experiences among those preparing to enter the nursing profession. Applicants must understand the physical, cognitive, and behavioral expectations required for safe and effective performance in both classroom and clinical settings.

Admission to the program requires medical clearance from a licensed healthcare provider verifying the applicant's ability to meet program requirements. Students are expected to comply with all health, safety, and accommodation policies as outlined in the UBTech Catalog and Student Handbook. Students who are unable to meet the required functional standards may be ineligible to participate in clinical experiences, which may result in unsuccessful course completion.

Functional Requirements

Students must be able to perform essential nursing functions, including but not limited to:

- Lift, push, and pull patients to assist with positioning and transfers
- Palpate body structures and identify variations in temperature, texture, and consistency

- Hear and distinguish body sounds, including heart, lung, and bowel sounds
- Read, comprehend, and apply written materials, including instructions on medical equipment and supplies
- Visually assess patients and recognize changes in physical condition
- Detect changes through the sense of smell
- Stand and walk for extended periods
- Demonstrate coordinated motor and cognitive skills required for patient care tasks
- Communicate effectively in English in both verbal and written formats

Environmental Requirements

Students must be able to function in a variety of clinical and educational settings, including:

- Working varied and extended hours, including shifts ranging from 2 to 12 hours
- Functioning in confined, busy, or high-demand environments
- Working independently and collaboratively as part of a healthcare team
- Exposure to potentially hazardous substances or environments

Behavioral and Psycho-Social Expectations

Students must demonstrate the ability to:

- Maintain emotional stability and professional behavior under stress
- Function effectively in emotionally demanding or high-pressure situations
- Use sound judgment and maintain appropriate interpersonal interactions in patient care settings

Student Code of Conduct

The UBTech Practical Nurse program adheres to the Student Code of Conduct as outlined in the UBTech Student Handbook and is committed to maintaining a safe, respectful, and professional learning environment. Students are expected to demonstrate professionalism and interact with patients, peers, faculty, staff, and community partners in a courteous and respectful manner across all settings, including classroom, lab, clinical, and college-sponsored activities. Compliance with established conduct standards is required while on college property, at clinical or externship sites, and while representing UBTech, and failure to meet these expectations may result in disciplinary action and impact program progression or completion.

Student Records

Student records maintained within the UBTech Practical Nurse program are kept secure and managed in accordance with UBTech policies and procedures as outlined in the UBTech Student Handbook. In alignment with institutional standards, all student information is handled with appropriate confidentiality, security, and oversight to ensure compliance with applicable regulations and to protect student privacy.

Class Representatives

Students are encouraged to participate in shared governance activities for both the governing organization and the nursing program. Two student representatives will be selected from each cohort through a peer election process, with final approval by nursing faculty.

Class representatives will serve for the duration of the cohort unless otherwise determined by faculty. Responsibilities include attending Occupational Advisory Committee meetings and scheduled meetings with nursing faculty, communicating cohort feedback, representing student perspectives, and contributing constructive recommendations to support continuous program improvement.

Class representatives are expected to demonstrate professionalism, maintain confidentiality when appropriate, and communicate information accurately and respectfully between students and faculty.

Student Advising

Student advising is intended to focus on the academic needs of students, i.e. academic standing, program issues/concerns, scheduling program requirements/outcomes, etc. Student advising will occur on an as needed basis.

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 higher for a student to receive credit for the course and continue progression in the nursing program. Students whose course performance places them at risk of earning a final grade below 80% will receive written notification and be engaged in advising and academic review with nursing faculty throughout the semester. These advising interactions are intended to identify concerns, provide academic support, and develop strategies for student success. Students who earn a final course grade of 79.9% or lower, after faculty review and completion of the advising process, will be academically dismissed from the program and will not receive credit for the course.

Testing Procedures and Expectations

Students are required to follow all testing procedures to ensure a secure and equitable testing environment. Personal belongings, including cell phones, smart watches, and all other items, are prohibited in the testing area and must be stored in designated locations. No individuals other than authorized students may be present during testing.

Exams must be taken as scheduled; late arrivals will not be permitted to test and will receive a grade of zero. Once an exam has begun, students are expected to remain in the testing area until completion and may not

communicate with others. Discussion or sharing of exam content, including questions, answers, or results, before or after testing is strictly prohibited and may result in disciplinary action, including a score of zero.

To support NCLEX preparation and evidence-based testing practices, all exams are timed. Students are allowed 1.5 minutes per question for each quiz or test and are expected to complete the exam within the allotted time.

Late Work

Work will NOT be accepted if it is submitted after the scheduled deadline.

Attendance

Consistent attendance is essential to student success in the Practical Nurse program, as learning experiences are structured, sequential, and build upon one another. Students are expected to attend and fully participate in all scheduled classroom, lab, simulation, and clinical activities to develop the knowledge, skills, and professional competencies required for safe patient care. In unavoidable or emergency situations, students remain responsible for all missed content and course requirements. Circumstances such as personal appointments, travel, fatigue, or elective events are not considered sufficient justification for absence. Faculty may require appropriate documentation, including verification from a healthcare provider, to evaluate absences. Health conditions that limit a student's ability to meet course or clinical requirements may impact continuation in the program. Following an unexcused absence, students may be required to meet with faculty to review expectations and discuss potential impacts on progression. Leaving a scheduled class, lab, simulation, or clinical experience early without prior approval may be considered unprofessional conduct and may require a meeting with faculty before the student is permitted to return.

Withdrawal or Dismissal Policy

Students wishing to withdraw from the program are encouraged to meet with the Director of Nursing and Health Professions prior to withdrawal to discuss academic standing, available resources, and potential options for continuation.

Students who withdraw or are dismissed before successfully completing the first semester may apply for readmission to the program. If readmitted, the student must repeat all first-semester nursing courses, including didactic, laboratory, and clinical components.

Students who successfully complete the first semester and subsequently withdraw or are dismissed during or after the second semester may apply for advanced placement into the second semester. Students requesting advanced placement must complete the readmission process and register for courses no later than two weeks prior to the start of the semester. Advanced placement consideration is based on clinical competency, remediation requirements, and seat availability within the cohort.

Due to the sequential and cumulative nature of nursing education, failure of any nursing course requires the student to repeat all nursing didactic, laboratory, and clinical courses within that semester.

Readmission is not guaranteed and is evaluated based on available program capacity.

All program requirements must be completed within two academic years of the student's original admission date unless otherwise approved by the program administration.

Students who withdraw or are dismissed from the program on two separate occasions are not eligible for further readmission consideration.

Social Media Guidelines

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 shared through social networking by UBTech students including but not limited to patient identifiers, diagnoses, treatment options, or medical advice.
- Students will be subject to discipline including program dismissal for their comments, posts, etc. that constitute unprotected or otherwise unlawful or prohibited speech.
- The program discourages the use of cameras in clinical settings. Pictures taken at clinical sites cannot include clients, family members, or faculty.

Any violation of these guidelines will be handled according to the UBTech student handbook.

State Board Licensure

Successful completion of the Uintah Basin Technical College Practical Nursing Program qualifies graduates to apply for licensure and seek approval to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The NCLEX-PN is a computerized examination administered through Pearson VUE testing centers and is designed to assess the knowledge, skills, and abilities necessary for safe and effective entry-level nursing practice. Information regarding the licensure application process, examination requirements, and nursing regulations in Utah is available through the Utah Division of Professional Licensing (DOPL).

Graduates are encouraged to apply for licensure and take the NCLEX-PN as soon as possible following program completion.

Eligibility for licensure is determined by the Utah State Board of Nursing in accordance with the Utah Nurse Practice Act and applicable state regulations. Completion of the Practical Nursing Program does not guarantee eligibility to take the NCLEX-PN or obtain licensure. The Utah State Board of Nursing reserves the authority to make all final determinations regarding licensure eligibility and the issuance of a nursing license.

Section III: Didactic Policies and Procedures

Didactic Requirements

Didactic content in the Practical Nurse program is delivered over two semesters in a structured and sequential format. Consistent attendance and timely arrival are strongly encouraged, as punctual participation ensures students receive the full scope of instruction, discussion, and learning activities necessary for academic success. Students who are late or leave early may miss critical content that is difficult to replicate independently.

Students who are not present or not fully engaged may experience gaps in knowledge that can impact skill development and progress toward satisfactory academic achievement. Students are responsible for obtaining any missed material and demonstrating continued progress in meeting course outcomes.

To support learning and maintain progress toward satisfactory academic achievement, students are expected to remain fully engaged during all scheduled class time. Breaks are provided to allow students to address personal needs; however, time spent in class should be focused on instruction, participation, and skill development.

Cell phones and electronic devices must be kept on silent and should not disrupt the learning environment. Students are expected to limit personal use of technology, including texting or social media, during class as it detracts from engagement and may hinder understanding of course material. Leaving class unnecessarily or engaging in disruptive behaviors may result in missed instruction and impact academic progress.

Drug Dosages and Calculations Exam

Students are required to successfully pass a drug dosage and calculations exam prior to attending clinicals that require administration of medications. This examination will be administered in Pharmacology I. Passing is defined as an earned score of 90% or higher. A student who fails to successfully pass the exam on the first attempt will be offered remediation until the student has met the requirement of 90% or higher.

Section IV: Clinical/Simulation Policies and Procedures

Clinical Requirements

UBTech has a blanket policy covering each student. However, you may purchase and maintain your own malpractice insurance policy.

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.

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.

Health Clearance and Immunizations

Students must meet all health clearance, immunization, background check, drug screening, and other clinical agency requirements prior to participating in clinical experiences. Documentation must be submitted by established deadlines and maintained throughout enrollment in the program.

Students are responsible for ensuring that all required records remain current. Students who do not maintain required clearances or immunizations may be prohibited from attending clinical experiences and may be subject to course attendance and progression policies.

Additional requirements may be imposed by clinical agencies and must be completed as a condition of clinical placement.

Screenings

Students in the Practical Nurse program are required to complete and maintain all compliance documentation required by UBTech and clinical partner agencies. This may include additional requirements specific to clinical sites. Background checks and drug screens are required prior to admission and before participation in any clinical experiences. Continued participation in the program is contingent upon satisfactory results.

Program officials may use background check and drug screening results to determine a student's eligibility to continue in the program. Students may also be subject to random, scheduled, or for-cause drug testing during enrollment based on UBTech policy 106 Drug and Alcohol Free Workplace; Drug and Alcohol Testing Policy. Refusal to participate in required testing will be taken as a positive drug test for disciplinary purposes and may result in removal from the program.

Students are responsible for providing accurate information during the screening process and may be required to verify prescription medications. Students can address or clarify results with the testing agency. All records are handled confidentially and shared only with individuals or clinical partners who have a legitimate need to review them. Final decisions regarding clinical placement are determined by the clinical agency.

Lab Skills

Students may only perform clinical skills for which competency has been successfully demonstrated through the laboratory skills pass-off process.

Laboratory skill requirements, performance criteria, and time limits are outlined within the applicable course materials. Students who do not successfully demonstrate competency on a skills pass-off will be required to complete remediation and reassessment as directed by faculty.

Students must successfully complete all required laboratory skills prior to participating in related clinical activities and before completion of final laboratory competency evaluations. Failure to demonstrate competency after the maximum number of permitted attempts may result in dismissal from the program due to patient safety concerns or inability to progress in the curriculum.

Mandatory Attendance: Skills Lab

The skills lab experience is an essential and required component of the Practical Nurse program, providing hands-on application of theory under the direct supervision of a lab instructor. Due to the interactive and experiential nature of lab instruction, these experiences cannot be replicated outside of the scheduled lab environment. For this reason, attendance is mandatory.

Students must be present and on time for all scheduled lab sessions. Failure to attend or maintain full participation may result in missed skill development opportunities that cannot be recreated. If an absence is unavoidable, students are expected to notify the lab instructor in advance whenever possible. An absence is defined as missing more than 15 minutes of scheduled lab time, whether at the beginning, middle, or end of the session.

Mandatory Attendance: Clinical/Simulation

Clinical and simulation experiences are essential to the Practical Nurse program and cannot be replicated outside of scheduled practice settings. These experiences rely on healthcare partner availability and real-world patient care opportunities, making them difficult or impossible to reschedule. For this reason, attendance and full participation are mandatory.

Students must arrive prepared and on time, defined as at least 15 minutes prior to the scheduled clinical or simulation start time. Arriving within this 15-minute window will result in a deduction in points for the day. Arriving after the scheduled start time, leaving early, or coming unprepared is considered unprofessional conduct and will result in the student being sent home, recorded with an unexcused absence, and receiving a zero for the clinical or simulation assignment.

Students are responsible for arranging reliable transportation to all assigned locations. If an absence is unavoidable, students are expected to notify the clinical or simulation instructor in advance whenever possible. Missed clinical experiences may not be recoverable and may impact on a student's ability to meet required competencies and successfully progress in the program.

Safety and Reporting

Students are expected to comply with all UBTech and clinical agency policies regarding patient safety, incident reporting, and professional conduct. Failure to follow these policies may result in disciplinary action based on the UBTech student handbook.

Warning Form

Students are expected to comply with all Practical Nursing Program policies, professional standards, and UBTech policies. Concerns related to academic performance, clinical performance, professionalism, attendance, or conduct may result in a documented warning and corrective action plan.

The warning will identify the concern, expected corrective actions, and timelines for improvement. Failure to meet the terms of the corrective action plan, repeated violations, or serious misconduct may result in additional disciplinary action in accordance with the UBTech Student Code of Conduct.

Professional Conduct

Practical Nursing students are expected to demonstrate professional, ethical, and safe behavior in all classrooms, laboratory, simulation, clinical, and electronic communication settings. Students must adhere to the standards of the nursing profession, applicable laws and regulations, clinical agency policies, and UBTech policies.

Examples of unprofessional conduct include, but are not limited to:

- Failing to maintain patient confidentiality.
- Falsification of records or documentation.
- Unsafe clinical practice or actions that jeopardize patient safety.
- Failure to report clinical errors, incidents, or safety concerns.
- Practicing beyond the student's level of preparation or competency.
- Abuse, harassment, discrimination, or inappropriate conduct toward patients, peers, faculty, or healthcare personnel.
- Theft, misuse, or diversion of medications, supplies, or property.
- Impairment due to alcohol, drugs, fatigue, or other conditions that compromise safe practice.
- Violations of professional, ethical, legal, or clinical agency standards.

Failure to meet the terms of Professional Conduct may result in disciplinary action in accordance with the UBTech Student Code of Conduct.

Inclement Weather Policy

The Practical Nursing Program follows all UBTech inclement weather and campus closure announcements. When UBTech is closed, all scheduled classes, laboratories, simulations, and clinical experiences are canceled unless otherwise directed by program faculty or the clinical agency. When UBTech announces a delayed opening, classes and clinical experiences will follow the guidance provided in the announcement. Students should monitor official UBTech communications and program communications for updates.

Medical Clearance after Clinical Absence due to Medical Condition

Students who miss a clinical or simulation experience due to hospitalization, illness, or any condition that may impair their ability to safely perform clinical responsibilities must obtain medical clearance prior to returning. Documentation from an appropriate healthcare provider verifying the student's ability to resume clinical participation is required.

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 Affairs. 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 silver scrub top and scrub pants; a UBTech clinical name badge, and nursing shoes. The nursing shoes 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 an undershirt is worn, it must be white, gray, or black. 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.

Appendices



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: _____

Signature: _____ Date: _____