

# evit

## COLLEGE AND CAREER

### **Practical Nursing**

### **Student Handbook**

The information contained in this handbook is intended to accompany, augment, and complement the information outlined in the **EVIT Course Catalog**. Both must be understood in their entirety. Policies that apply specifically to the Practical Nursing Program (PNP) may differ from general policies. In such cases, the policies detailed in the Practical Nursing Handbook will take precedence.

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### **General Information:**

#### **Dress Code**

Students should strive to model professionalism and represent the EVIT program at all times, both on campus and at any external site referred by EVIT. Failure to follow the dress code can result in disciplinary action, from

dismissal for the day up to dismissal from the program. The EVIT PN uniform consists of the dress code outlined in the school Catalog with the following additions:

- Didactic
  - Gray scrubs are wrinkle-free and in good repair.
  - Closed-toed shoes
  - Student ID badge
  - Wired headphones are required for all didactic classes and exams. Bluetooth, AirPods, or wireless headphones are **prohibited** and may result in the student being dismissed from class or exam.
  - Students may wear a solid-color long-sleeve shirt (white, black, or grey) under a scrub top or a solid-color zippered sweatshirt or scrub jacket over their uniform. No hoodies in lab/clinical/sim, logos, adornments, or embellishments.
  - Students must maintain good personal hygiene, including **no** perfumes or fragrances, with no detectable odors.
  - Hair color must be of a naturally occurring shade. Facial hair must be neat and trimmed.
- Clinical, Skills, and Simulation Labs (in addition to the above)
  - EVIT scrubs in Gray with the EVIT logo in white on the right chest
  - Closed-toed shoes, black or white in color. No shoes with holes, e.g., Crocs®.
  - Students should have a stethoscope, black pen, black Sharpie®, pen light, and a watch/clock with a second hand. No smartwatches.
  - Hair must be pulled back and off the shoulders. Hair securement devices should be neutral in color. No other types of hair adornments or head coverings are acceptable.
  - Makeup should be neutral, minimal, and professional.
  - Nails should be kept clean and trimmed, extending no more than ¼ inch beyond the tip of the finger. No artificial nails or overlays, including gel, dip, polygel, acrylic, tips, wraps, or any other type of nail adornment. Only clear nail polish is acceptable.
  - Earrings are limited to one post in each ear.
  - No visible body jewelry, including facial jewelry.
  - No permanent or “forever” jewelry.

- A plain (no stones) wedding band is acceptable.

### Cell Phone Policy

- Cellular phones, smart watches, **and smart glasses** are strictly prohibited during class, skills lab, simulation, and clinical time. Phones should not be audible or visible during these times. Students may be dismissed from the class or program for persistent cell phone usage issues.
- The only times phones may be used in the classroom are when the instructor requests them to complete a class assignment.

### **Please review the EVIT Catalog about Disciplinary Action and Code of Conduct.**

Instructors are available Monday-Friday from 0700 to 1600. They can be reached by phone, email, or in person. Each instructor will post office hours and will be available by appointment. Emails will be returned within 24 hours of receipt during those hours. Students who email, call, or message outside these hours should not expect a response until the next business day.

### Schedule Changes

The **Skills Lab, Simulation, and Clinical schedules are subject to change** at any time based on program needs, instructor availability, or clinical site requirements. **Schedules will be released approximately one month prior to the start of each semester.** Students will be notified of any schedule adjustments as soon as possible. Flexibility and adherence to updated schedules are expected in professional nursing practice.

### Attendance Policy

The nursing program expects students to attend 100% scheduled didactic and clinical courses. Please see the EVIT Catalog.

If a student misses educational time due to illness or an extreme personal emergency, he or she must notify the Instructor/Director *before class*.

- Failure to communicate before the start of class will be considered a “no-call/no-show” and could be grounds for administrative withdrawal from the program.
- Students will complete at least 412 hours of clinical courses, divided between the courses over the program. There will be no guarantee of make-up hours, so attendance is mandatory. Insufficient hours will result in the student being unable to pass the lab/**clinical** portion of the course and, therefore, unable to move forward to the next semester until the course is repeated and a passing grade is achieved.
- There will be no admittance to the clinical day for any late student.
- Early departure from clinical practice is strictly prohibited. Students who voluntarily leave clinical without instructor permission will be placed on clinical attendance probation and may be administratively withdrawn from the program.
- Students should plan ahead and come prepared for clinical shifts with enough food, beverages, and snacks to sustain them throughout the shift. Leaving to pick up food or arranging a meal delivery is prohibited.
- Students who arrive at the clinical site in violation of the code of conduct, dress code, or who engage in unsafe or unprofessional behavior may be dismissed from the site. This dismissal will count as an

unexcused absence and cannot be made up, which could result in a failing grade for the lab portion of the class.

**ABSENCES AND LATE WORK:** Assignments are due on the due date, regardless of the reason for absence.

**Absences and Late Work:** Students will have 3 days to turn in the assignment **with** deductions, regardless of whether the absence is excused or unexcused. This does not apply to Discussion Board assignments, which are due within the allotted time, with no exceptions.

- **Day 1:** 10% points off the student's achieved grade
- **Day 2:** 20% points off the student's achieved grade
- **Day 3:** 30% points off the student's achieved grade
- **Day 4:** Student receives a zero for the assignment.

### **On-Time Performance**

- Students must be on time. The door is locked when class begins. Students may enter class during the first available break. Students are responsible for obtaining any work they miss due to tardiness. Please see the EVIT Catalog for additional information, procedures, and consequences for class tardiness.

### **Testing and Exams**

- Students will need to download Exemplify to their personal computer.
- Computer Requirements per the Course Catalog
  - Windows-based laptop
  - Windows 11 23H2 or newer
  - CPU: Intel or AMD Processor
  - RAM: 8GB or higher
  - Drive: 10GB or more
  - Webcam & Microphone
  - Adobe Acrobat & anti-virus protection
- Exams will be held during scheduled exam blocks or during class time.
- The door to the testing room will be closed promptly at the scheduled exam time.
- The students must place all personal belongings at the front of the room, including but not limited to backpacks, purses, phones, smart watches, **smart glasses**, water bottles, and hats.
- Once the exam has begun, students may not approach the proctor to ask questions.
- Students should remain seated and raise a hand to indicate to the proctor that they need assistance.
- If a student leaves the room for any reason once the exam has begun, the exam is over **for that student**, and the proctor will close the exam.
- Students must be prepared for the exam with their laptops charged and ready to complete the test.
- Students who fail to communicate with the instructor/director regarding missing an exam will receive a score of ZERO.
- If a student is ill or absent on the day of a scheduled exam, the student will be required to take an alternate exam of the instructor's choosing. The student must schedule a makeup exam and complete it within five (5) business days of the missed exam. Makeup exams will be available only to students who notify the instructor/director before the start of the exam with appropriate documentation of an excusable absence.

## Dosage Calculation Exams

- Students will demonstrate ongoing math competency throughout the program to ensure patient safety and quality of care related to medication administration.
  - A dosage calculation test will be administered during the lab portion of Fundamentals (Semester 1) and Med Surg 2 (Semester 3).
  - A passing score of 100% on the dosage calculation exam is required to progress in the program.
  - For those who do not receive 100%, a retake exam, different from the original, will be required.
  - Faculty-assigned remediation is required before any retake attempt. It is the student's responsibility to complete the remediation.
  - Failure to achieve 100% on the 3<sup>rd</sup> attempt will result in failure of the lab course.
- Accommodations for testing can only be made for students with written and approved documentation on file. All documents must be received and processed before the accommodation can be granted.

### Grading Scale

90 -100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

60 and below = F

Category	Percentage of Overall Grade
Classwork	15%
ATI Assignments	20%
Exams	65%
<b>TOTAL</b>	<b>100%</b>

\*\*\* Students must achieve a 75% average on **assessments** and a 75% **cumulative** average *for each class* to be considered passing and move to the next semester. Students must achieve a 75% cumulative average in skills to be considered passing in lab courses.

Students must successfully complete all courses in a semester to advance into the next semester. Failure to achieve a passing grade means the student must repeat the course before beginning courses in the next semester, pending space availability.

Didactic and Lab classes are considered concurrent enrollment classes. A failing grade in either section means the student must retake both portions and complete the necessary requirements, including clinical time.

### **Health and Safety Requirements for Clinical Attendance:**

Documentation of the following requirements must be submitted during the enrollment process. Specific clinical elements are also submitted to the My Clinical Exchange platform once students have begun the program. It is the student's responsibility to maintain compliance with each element throughout their program.

For the duration of the program, students must maintain:

- Valid Level 1 Fingerprint Clearance Card
- **Current immunization requirements**
- Valid American Heart Association CPR for the Healthcare Provider Card
- Medical Clearance Form completed initially, and in the event of illness or injury

## Immunization Requirements

1. All students entering the Nursing program must meet all immunization requirements to be enrolled in the clinical portion of the course.
2. Students must upload documentation of the following:
  - Measles, Mumps, Rubella
    - a) Proof of 2 vaccines **or** Titers showing immunity to all 3 diseases
  - Tetanus
    - a) Proof of TDAP **or** Td vaccine within 10 years
  - Varicella
    - a) Proof of 2 vaccines **or** Titers showing immunity
  - TB test
    - a) 2-step PPD skin test **or** Quantiferon/T Spot Blood test **or** Chest X-ray performed specifically for TB clearance to be completed annually
  - Hepatitis B
    - a) Proof of 3 vaccine series or a titer showing immunity
  - Influenza vaccination
    - a) Proof of annual vaccination is due by October 1<sup>st</sup> of each year the student is enrolled.
  - COVID vaccination/COVID booster
    - a) At least 2 doses of any brand, OR 1 dose of the Bivalent vaccine, OR a COVID declination form
3. Students unable or unwilling to provide documentation of compliance with the immunization requirements will be withdrawn from all nursing courses. **EXEMPTIONS for any reason are not accepted.**
4. Clinical requirements may vary by partner site. Students will be notified of any changes as they occur.

## **Skills Lab, Simulation, and Clinical Expectations:**

- Students must pass each skill. This is a pass or fail grade.
- Students will be allowed up to 3 attempts per skill before a failing grade is recorded, and they will need to repeat the course. Skills remediation is required before any subsequent skill check-off attempts.
- Students who do not successfully complete the required skills assignments, including skill check-offs, will be permitted to attend scheduled clinical shifts; however, they will not be allowed to perform any skills that they have not successfully passed during check-off. Students must successfully complete the required skill check-off within three attempts. If the student does not pass the skill check-off by the third attempt, they will no longer be permitted to attend clinical shifts. Suspension from clinical means the student will receive a failing grade for the lab portion of the course and will be required to repeat both the lab and didactic sections of the class.

**Simulation-** An important part of nursing training includes working with low-tech (simple mannequins, models, and standard medical equipment and supplies) and high-tech (complex mannequins and virtual simulation software) equipment.

- Students will utilize these resources, as guided by an instructor, in an appropriate, safe, and respectful manner to both the equipment and staff/fellow students.
- Failure to abide by the skills lab guidelines and the EVIT Student Code of Conduct will result in disciplinary measures in accordance with established policies.

During simulation and clinical time, students are supervised by a clinical instructor with a ratio of no more than 10 students per 1 instructor.

To successfully complete a clinical assignment, nursing students are required to demonstrate competence during that clinical. Students may perform in the clinical setting only skills for which they have been checked off by the lab or clinical faculty. The clinical instructor must review each student's clinical skills checklist before the student performs any skill in the clinical setting.

If a student demonstrates unsatisfactory or unsafe clinical performance, he/she will be referred for mandatory remediation. Mandatory remediation may include:

- Completing mandatory skills practice in the nursing skills laboratory with an instructor
  - Evaluation of clinical performance by another clinical instructor
  - Clinical probation
  - Withdrawal from the program if remediation attempts fail
- No student may perform, or be allowed to have performed, any invasive procedure (inserting any needle, tube, device, etc.) outside the classroom, clinical, or skills/simulation setting. This includes, but is not limited to, needle and IV sticks, and the placement of any type of catheter internally. Students may not practice any invasive skills on any person, including peers, family, or friends, at any point during the program. Students are encouraged to practice non-invasive skills, such as taking vital signs and conducting assessments, on any willing volunteer.

### **Transferability of credit**

The EVIT PNP is a **clock-hour program leading to permission to sit for the NCLEX-PN licensing exam**. A transcript of the coursework and sequence will be provided to the student upon determination of program completion. Syllabi for each class or instructional experience are available on Canvas. The PNP does not guarantee the transferability of any coursework, as this is the sole decision of the accepting institution.

### **Evaluation Surveys:**

- Students will have the opportunity to complete anonymous evaluations of each course, instructor, clinical site, program resources, and the overall program during their time in school. Evaluations are available at the end of each course and upon completion of the program.

### **Reportable Incidents & Near-Miss:**

- Examples of **incidents** include patient injury resulting from a fall or movement during care, and medication administration errors. Any injury to the student that occurs in the classroom, skills lab, or clinical site is considered an incident.
- Examples of a **near miss** include failure to practice the "10 rights" of drug administration, failure to calculate a drip rate correctly, and failure to notify the nurse or instructor of a change in the patient's condition.
- Rules and Process:
  - Students must avoid any actions or procedures that are outside the PN's scope of practice, have not been approved by the instructor, or are performed in a manner inconsistent with standard nursing knowledge.

- Should an **incident** or **near miss** occur in the clinical setting, an **EVIT** incident form will be completed, placed in the student's file, and discussed with the student. Any/all required forms will also be completed **at the clinical site** in accordance with the clinical site's policy.
- Safety issues will be evaluated, and the student may be required to complete extra training to be eligible to continue in the nursing program. All incidents must be reported to the nursing clinical instructor or the classroom instructor at the time of the accident/incident.
- Appropriate forms must be completed and turned in to the EVIT office. School security officials will be notified of any injury or accident on campus.

If an injury or illness occurs in the clinical or classroom setting, the student will be responsible for paying the costs of emergency room or clinic visits, physician visits, and follow-up care.

### **Drug Testing**

- Per industry standards for nursing, a random drug screen is required at the student's expense before the first clinical course begins. This is a programmatic requirement, and not tied to any particular class. Additional drug screenings may be required based on clinical site requirements.
- Only students with negative results on the drug screen will be allowed to remain in the Program. Students who test positive for illegal substances, non-prescribed legal substances, or substances deemed clinically unsafe for the clinical setting will be dismissed from the program. Once notified of the date and time of the drug testing, students have 24 hours to complete the drug screen request; failure to do so will result in a presumed positive result and administrative withdrawal from the program. Students absent on the day of drug screen notification will be notified by the Nursing Program Administrator or Instructor and must comply within 24 hours.

### **Reasonable Suspicion Drug Testing:**

When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by a substance, the following steps are taken:

- The instructor will remove the student from the campus or clinical area and notify the appropriate supervising personnel. The supervisor or other qualified medical personnel will be requested to corroborate the student's behavior for validation and incident reporting.
- The student's listed emergency contact will be called to arrange transport. Students impaired by substances will not be allowed to drive themselves.
- Contact information for the designated drug testing facilities will be provided to all students. If requested to leave a campus or clinical site for cause testing, students have 2 hours to appear at the drug testing facility at their own expense. The student will use their EVIT picture ID to identify themselves at the drug testing facility.
- The Nursing Program Director will be informed of the student's actions and procedures taken by the faculty.

After Reasonable Suspicion drug testing, the student must meet with the Program Director before being given clearance to return to class or clinical.

- If the drug test results are positive, the student will be expelled from the program. Recommendations for counseling intervention will be offered.
- If the results of the test are negative for drugs, alcohol, or other illegal substances or for non-prescribed legal substances, the student will meet and discuss the circumstances surrounding the impaired behavior.

- Based on the information provided in this meeting and any further medical evaluations, the Program Director and/or the clinical instructor will decide whether to return the student to the campus and/or clinical setting.

If a student refuses Drug testing at any point during the program:

- The instructor will remove the student from the campus/clinical setting, and **the student will be dismissed** from the program **per EVIT Nursing policy**.

## **PROGRAM COMPLETION**

The EVIT Practical Nursing Program is designed to prepare the student to obtain employment as an LPN. The Arizona State Board of Nursing regulates and approves AZ nursing licensure and certification programs. Neither employment nor passing of the licensing/certification exams nor licensure/certification from the State Board of Nursing is guaranteed by the EVIT Practical Nursing Program. Completing the program is not a guarantee of eligibility to sit for the state licensure examination in this or any state. PNP completers will be eligible to complete an application to take the licensing/certification exams and be eligible to complete an application to be licensed for practice as an LPN in the State of Arizona.

### **Nursing Completion Certificate**

In order to graduate and receive a Nursing Completion Certificate, the student must have completed the following **academic** criteria:

- Completion of at least 1080 clock hours.
- Achieve a 75% average on assessments and a 75% **cumulative** average *for each class* with completion of all coursework and clinical requirements.
- Completion of Virtual ATI, including NCLEX Live Review Course.

The Program Director will review the student's records and confirm the date of completion. ***In addition***, in order to be considered as a program completer, the student must have met all tuition and fees in full. Following confirmation of completion status, the EVIT Practical Nursing Director will approve the student's graduation affidavit with the Arizona State Board of Nursing.

### **State Testing and Licensure Application Process**

It is the responsibility of the student to correctly submit the required forms and fees for the NCLEX-PN® examination, Board of Nursing licensure application, fingerprinting, and any other forms necessary for licensure. During the final course of the Program, instructors will assist students in obtaining and completing the application for the National Council Licensure Examination-Practical Nursing (NCLEX-PN®) and the application for licensure with the Arizona State Board of Nursing. Specific questions should be discussed with a representative from the Board of Nursing. National Council Licensure Examination-Practical Nursing (NCLEX-PN®) State Board Examinations for the PN license are offered through Pearson Vue and administered via Computer Adaptive Testing (CAT).

### **Practical Nursing Licensure—Arizona**

Nursing students should complete the application to the Arizona State Board of Nursing (ASBN) in accordance with the guidelines and instructions available online. The ASBN sets these requirements and provides them to students. Licensure processes in other states may vary. Please contact individual states' Boards of Nursing for information on their licensure processes.

Certification requirements and procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act Statutes, rules, and regulations, independently of any college or school requirements for graduation.

All Practical Nurse applicants for certification must have a legal presence in the United States, as defined in A.R.S. 32-1606 (B)(17), and will not be issued a Practical Nurse certificate if they have one or more felony convictions and have not yet received an absolute discharge from the sentences for all felony convictions five or more years before the date of applying for certification. Applicants will be fingerprinted to permit the Department of Public Safety to obtain State and Federal criminal history information. All applications with a positive history will be investigated and may be ineligible for certification. All nursing students should refer to the Arizona Nurse Practice Act for information regarding reasons for denial of licensure to practice as a Practical Nurse in Arizona and reasons for disciplinary action by the Arizona State Board of Nursing.

If you have questions regarding certification eligibility, you may contact the nursing education consultant at the Arizona State Board of Nursing at (602) 771-7800 or through the website at <http://www.azbn.gov>.

The AZBN requires that any nurse or nursing assistant with a license in Arizona report any arrests, charges, or potential violations of the Arizona Nurse Practice Act to the AZBN within ten days of the incident.

Students are also required to inform the nursing program director. Students who report an incident to the instructor or director will be advised of the impact, or potential effects, on the student's training and financial aid. All such discussions will be held in confidence.

**EVIT reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations in this publication**