

Mississippi Delta Community College

Division of Health Sciences



Practical Nursing Program

Student Handbook

2026-2027

**MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

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I. INTRODUCTION

The Practical Nursing Student Handbook provides information, policies, and guidelines necessary to be successful in the program. Students must read and follow the policies set forth. The MDCC College Catalog/Student Handbook continues to be the student's resource for student information and policies. Due to the nature of health science programs' accreditation requirements, the College of Health Sciences and program specific policies supersede comparable college policies.

The College reserves the right to alter or change any statement contained in the MDCC College Catalog/Student Handbook without prior notice.

The PN program reserves the right to alter or change any statement or policy without prior notice. Written notification is sufficient to effect policy change.

NON-DISCRIMINATION POLICY/ AMERICANS WITH DISABILITIES ACT

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Waunita Roberts Jones, Executive Director of Human Resources; 662.246.6390 or EEOC@msdelta.edu. Title IX: Dannielle Taylor, Esq., Dean of Student Services, 662.246.6487 or titleIX@msdelta.edu. Disability Support Services: Jalisha Kee, Coordinator of Counseling and Disability Support Services, 662.246.6442 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

LEGAL LIMITATIONS OF THE LICENSED PRACTICAL NURSE

All applicants should be advised that according to the Mississippi Nursing Practice Law and the Mississippi State Board of Nursing Administrative Code, an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

II. PRACTICAL NURSING PROGRAM

ACCREDITATION

Mississippi Delta Community College is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges. The Practical Nursing Program is fully accredited by the Mississippi Board of Nursing (MSBON).

MISSION/GOAL STATEMENT

The mission of the Practical Nursing program at Mississippi Delta Community College is to prepare graduates for entry-level nursing practice in a variety of health care settings. The goal is to provide instruction in the Practical Nursing Program curricula, both didactic and clinical, utilizing the state standardized curriculum framework to prepare students for successful program completion and eligibility to successfully write the NCLEX-PN®.

STUDENT LEARNING OUTCOMES

Upon completion of the Practical Nursing Program at Mississippi Delta Community College, the graduate will be able to:

1. Utilize critical thinking/clinical judgement in applying the nursing process to client care in a variety of settings.
2. Practice safe nursing care to assist in the maintenance or restoration of the client's optimal state of health throughout the life span.
3. Demonstrate a caring, empathetic approach while assisting clients to meet physical, developmental, emotional, psychosocial, cultural, and spiritual needs.
4. Practice clinical competence according to the legal and ethical framework of the practical nurse.
5. Provide assistive support in the implementation of client education on health care and promotion.
6. Communicate effectively with clients, families, significant support person(s), and members of the health care team.
7. Demonstrate professional responsibility and accountability.

PROGRAM OUTCOMES

1. The 3-year mean of the NCLEX-PN® pass rate for all takers will be at or above the national mean.
2. The 3-year mean for program completion (students who enter the program graduate and receive a certificate) will be at or above 50%.
3. The 3-year mean for job placement in a healthcare setting within a year from graduation will be at or above 90%.
4. The 3-year mean for graduate program satisfaction will be at or above 90%.

Health Sciences Certificate Degree Plan
PRACTICAL NURSING PROGRAM CHECK SHEET | NURP Major | CIP Code: 51.3901
 Rev. 2023

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__
*PNV 1213 Body Structure & Function	3 hrs.		PNV 1213		
PNV 1443 Nursing Fundamentals and Clinical	13 hrs.		PNV 1443		
PNV 1524 IV Therapy & Pharmacology	4 hrs.			PNV 1524	
PNV 1682 Adult Health Nursing Concepts and Clinical	12 hrs.			PNV 1682	
PNV 1728 Specialty Areas in Nursing	8 hrs.				PNV 1728
PNV 1914 Nursing Transition	4 hrs.				PNV 1914
RECOMMENDED ELECTIVES (OPTIONAL):					
BIO 1613 Nutrition	3 hrs.				
**BIO 2513 Anatomy & Physiology I	3 hrs.				
**BIO 2511 Anatomy & Physiology I Lab	1 hr.				
**BIO 2523 Anatomy & Physiology II	3 hrs.				
**BIO 2521 Anatomy & Physiology II Lab	1 hr.				
BIO 2923 Microbiology	3 hrs.				
BIO 2921 Microbiology Lab	1 hr.				
CSC 1123 Computer Applications I	3 hrs.				
ENG 1113 English Composition I	3 hrs.				
ENG 1123 English Composition II	3 hrs.				
LLS 1333 Introduction to Health Professions	3 hrs.				
LLS 1413 Enhancement of Study	3 hrs.				
MAT 1313 College Algebra	3 hrs.				
PSY 1513 General Psychology	3 hrs.				
PSY 2533 Human Growth & Development	3 hrs.				
SOC 2113 Intro to Sociology	3 hrs.				
SPT/COM 1113 Public Speaking I	3 hrs.				
TAH 1113 Medical Terms in Allied Health	3 hrs.				
TOTAL HOURS:		44 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 44		16	16	12
	Advisor Initials				
	Date				

- Body Structure & Function is for those students who have not completed BIO 2513/2511 and BIO 2523/2521 with a "C" or better within the last 3 years prior to admission into the program.
- Students that complete the programs requirements will be eligible to apply LPN licensure.
- A certificate of completion is issued to those who satisfactorily complete the PN curriculum.

**MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

COST ESTIMATE 2026-2027

Please Note:

This estimate is meant to be used only as a guide to students, parents, and sponsors. The figures are based upon previous school year averages and are not binding to the college or the nursing program.

In addition to these estimates, students will incur expenses related to travel necessary for clinical laboratory experience. All students are responsible for their own transportation to class and healthcare agencies utilized in the program's curriculum. All costs are approximate and subject to change without notice and tax is not included.

FALL SEMESTER

Tuition	\$1,800.00
Textbooks	750.00
Uniforms (3 pair @ \$83.33/pair)	270.00
Shoes	80.00
Customized Nurse Kit	340.00
Stethoscope Kit	25.00
Watch	25.00
ID Badges	10.00
MLPNA SNO Dues	75.00
Duplication Fee	25.00
ATI Testing	510.00
Lab Fee	50.00
Liability Insurance	30.00
Accident Insurance	30.00
Handbook Fee	30.00
Syllabus Fee	30.00
Drug Screening	120.00
1 st Healthcare	50.00
Exam Soft	130.00
CPR	10.00
Insignia	10.00
Technology Fee	60.00
TOTALS	\$4, 463.00

SPRING SEMESTER

Tuition	\$1,800.00
Duplication Fee	25.00
Drug Screening	130.00
ATI Testing	510.00
MLPNA SNO Dues	75.00
Lab Fee	50.00
Syllabus	60.00

Field Trip Fee	50.00
Exam soft	130.00
Graduation Pin	80.00
Graduation Lamp	25.00
Technology Fee	60.00
Total	\$2,995.00

SUMMER SEMESTER

Tuition	\$1,800.00
ATI Testing	510.00
Duplication Fee	25.00
Graduation Uniform (optional)	50.00
*MS Board of Nursing	100.00
NCLEX® PN	225.00
NCLEX® Review Course	350.00
*MBON Background Check	75.00
Field Trip Fee	50.00
Syllabus	60.00
Transcript Fee	10.00
Exam soft	130.00
Technology Fee	60.00
Total	\$3, 450.00

Total for Year **\$10,868.00**

ADDITIONAL COSTS FOR BOARDING

STUDENTS:

Boarding student from supporting counties
(includes meal ticket, dorm, & tuition)

Each Semester \$2,000

***NOTE*:**

Fees for MBON and MBON Background Check are NOT billed to student's account. Student must pay these fees with a debit or credit card at the time of registration.

III. ADMISSION

Applicants should obtain information regarding application for admission from the Health Sciences web page which can be accessed from the MDCC website at www.msdelta.edu. All required application materials must be submitted by the specified deadline for the applicant to be considered for admission.

APPLICATION AND ADMISSION PROCEDURE

Applicants must have the following documents on file in the Health Sciences office by program's posted due date to be considered for admission to the Practical Nursing Program:

- MDCC application for admission or readmission
- MDCC application to the Practical Nursing Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript from all colleges previously or presently attending
- ACT scores

Students are encouraged to submit all parts of the application well in advance of the deadline.

Incomplete applications will not be reviewed for admission.

MINIMUM ADMISSION REQUIREMENTS:

Applicants must:

- Meet general MDCC admission requirements
- Be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)
- Have a minimum ACT composite score of 16 (12 if taken before October 28, 1989).
Completion of the science section of the ACT is required for admission.
- The Practical Nursing Program at MDCC may allow up to 15% admission for high-risk students (students who do not meet admission criteria)
- Must be 18 years of age at start of program
- Must have a minimum 2.0 grade point average for all college course work taken.

LEGAL LIMITATIONS FOR LICENSURE AS AN LPN

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Law and Administrative Code Mississippi Board of Nursing an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Licensed Practical Nurse in Mississippi.

SELECTION

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are assessed using a rating scale that considers: ACT scores, GPA, applicable previous degree and certificates earned from an accredited college/university, healthcare work experience (credit only awarded if employer verification letter received), performance on core courses (in-progress courses will not be considered), and other program-specific considerations. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. All applicants will be notified by email of their conditional acceptance or non-acceptance to the program. If an applicant is accepted for the program, they will receive conditional acceptance notification with specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- Completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better within the last 3 years to be exempt from Body Structure and Function (PNV 1213)
- Satisfactory completion of math remediation during the summer is required if indicated by the ACT Mathematics sub-score. The sub-score criteria for math remediation are based on the program’s established academic benchmarks, with an ACT Math sub-score of 17 used as the designated cutoff for required remediation and tutoring support.
- Acceptable pre-admission drug screen performed by our office

HEALTH AND COMPLIANCE REQUIREMENTS

Requirements upon program admission/entrance include:

- Satisfactory completion of American Heart Association Healthcare Providers CPR taught by MDCC
- Satisfactory background check performed by the Health Sciences office (See Policy on Admission to Health Science Program)
- Health evaluation form completed by a licensed healthcare provider
- Proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)

Failure to provide compliance documentation as requested will result in the student not meeting entry requirements or the inability to progress.

STUDENT RESPONSIBILITIES

Students who are accepted into the program must:

- attend a mandatory Health Science orientation session.
- be aware that, in addition to the regular college fees, Practical Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state licensing examination fees, and review seminars. Fees are not limited to these listed.

- be responsible for their own transportation to the college campus and clinical agencies.

PROGRESSION

Practical Nursing students must complete all courses with a final grade of C or better in didactic, satisfactory skills check-offs, and a final satisfactory clinical grade in order to progress to the next semester. If a student is enrolled in concurrent practical nursing courses, both courses must be successfully completed in order to progress. The grading scale for the program is A 93-100; B 84-92; C 75-83; D 68-74; F Below 68.

READMISSION TO HEALTH SCIENCE PROGRAMS

A student may be considered for readmission to a specific health science program one time only. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception may be:

- a student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission. If an applicant has ever attended another health science program a letter of good standing from their former school's program must be sent following MDCC's program application instructions. A letter of good standing indicates that the student is eligible for immediate readmission into the former program of study.

Each student requesting readmission into a health science program will be considered on an individual basis. The student should contact the appropriate program director/supervisor for the readmission procedure. Space must be available in the class and clinical setting. No precedent will be set by the decision of an admissions committee.

At the discretion of the Dean of Health Sciences, with the recommendation of the Admission Committee, a student requesting readmission to a Health Science program may be required to take a challenge exam to assess placement. Per program policy, it may be necessary for the applicant to repeat courses.

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student may have **one** transfer to an alternate MDCC Health Science program. Students will be held to the readmission policies of the program.

OR

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student will be eligible for **one** additional consideration of readmission after a waiting period of up-to three (3) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student must follow all readmission requirements as outlined in the program's handbook.

Any MDCC student who was unsuccessful and not eligible for readmission due to non-academic dismissal will be eligible for **one** additional consideration of readmission after a

waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. **The student will be held to the program's readmission policies as outlined in the program's handbook.**

Any applicant who has ever been accepted and attended a Health Science program at another institution of higher learning and has been unsuccessful more than once will be eligible for **one** additional consideration of readmission after a waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student will be held to the program's readmission policies as outlined in the program's handbook.

Procedure for Practical Nursing students:

1. The student should submit a request for readmission in writing to the Assistant Director of Nursing/PN Chair.
2. The student will be required to meet with the ADON/PN Chair and PN faculty.
3. The student will be required to complete an Assessment Tool for Readmission of Students.
4. A decision will be made and the student will be notified.
5. Readmission may be conditional upon completion of remediation activities if assigned. (Student may be required to take an exam prior to readmission. The student will have to complete 5 hours of mandatory practice time. This is for students that would like to be readmit for Spring/Summer readmission.)
6. If a student is readmitted to a semester that has required concurrent courses, both courses must be taken regardless of whether they were completed previously. Student can only be considered for readmission the following year of the semester they were unsuccessful.
7. Readmit students will have to complete a background check.

After information is reviewed, every effort is made to readmit students; however, readmission may be denied based on objective data regarding the individual application.

ACCEPTANCE OF TRANSFER STUDENTS INTO HEALTH SCIENCE PROGRAMS

The acceptance of transfer students into health science courses is based on the following:

- space available in the specific course being requested
- evaluation of applicant's college transcript and course materials including:
 - appropriate grades in all course work being considered for transfer
 - comparable content, semester hours, and clinical experiences in courses being considered for transfer
 - Transfer students will have to complete a background check.
- letter documenting good standing from administrator of the transferring program ability to meet all MDCC requirements for graduation individual program guidelines

MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING
Admission Selection Rating Scale Rubric

Category weight provided (percentage %)	Score		Point Scale	Points Earned
ACT Composite Sub-score total value percentage 52.94%				
ACT Math Sub-Score (17.65%)		16	½	
		17-20	1	
		21-24	2	
		25-30	3	
		31-36	4 ½	
ACT Reading Sub-Score (17.65%)		16	½	
		17-20	1	
		21-24	2	
		25-30	3	
		31-36	4 ½	
ACT Science Sub-Score (17.65%)		16	½	
		17-20	1	
		21-24	2	
		25-30	3	
		31-36	4 ½	
Cumulative GPA (Transcript)				
Grade Point Average in Relevant Course Work Approved by Program* (23.52%) (Based on min. 12 hours) Courses that are in progress will not be considered.		2.5-2.99	1	
		3.0-3.49	3	
		3.5-3.75	4	
		3.75-4.0	6	
A&P I and II Lecture/Lab within the past 3 years completed with a C or higher (7.84%)		No	0	
		Yes	2	
Previous Degree Awarded (Highest) (7.84%)				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis and awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
Health Care Background/Experience (7.84%)				
<i>Health Related</i> Work Experience+	Describe			
(CNA, EMT, RT, MLT, DHT, PBT, Pharm tech, Medical Assistant and Military Equivalent)	Year:		2	
			TOTAL SCORE	

Rev. 2026

*Calculate Based on Relevant Courses (see program checklist)

+Verification letter required

**MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING**

ASSESSMENT TOOL for READMISSION of STUDENTS

Student

Date

I. Average in Nursing Course at time of departure. _____

II. Directions: Evaluate your past performance in the nursing program as satisfactory or unsatisfactory. If unsatisfactory, please explain under comments.

	S	U
Attendance/punctuality		
Assignments turned in on time		
Appearance		
Attitude at time of departure		
Need for additional courses		
Problems in other areas – Courses		
Instructors		
College		
Campus lab – participation		
skills practice		
skills check off		
Responsibility/accountability		
Professionalism		
Ability to provide nursing care		
Acceptance of constructive criticism		

Comments:

ASSESSMENT TOOL for READMISSION of STUDENTS

DIRECTIONS: Briefly discuss the following:

1. Date of withdrawal from program.
2. Specific reasons for unsuccessful program completion.
3. Actions taken to correct items identified in #2.
4. Activities since withdrawal (educational, vocational, professional).
5. Interpersonal and financial status.
6. Plans for problem prevention if readmitted.
7. Attitude toward readmission and plans if not readmitted.

IV. PROGRAM POLICIES

STUDENT INFORMATION

1. Students are subject to all policies and regulations as stated in the *PN Student Handbook* and the *MDCC Catalog/Student Handbook*.
2. MDCC is a **TOBACCO FREE** campus. Smoking and/or use of tobacco products is not allowed anywhere on campus.
3. Students must wear their MDCC Student ID at all times with the name visible.
4. Students can schedule appointments to meet with instructors; however, students **must not** enter an instructor's office if they are not present, on the phone, or have someone in their office.
5. If an instructor's office door is closed, it means they are either not there or not available.
6. Dress code for the classroom is dark navy or brown scrubs, and appropriate shoes.
7. **Food and drink are not allowed in the Campus Lab.** Food and drink is permitted in the classroom as long as it is kept clean.
8. Cell phones/AI glasses/smart glasses are not allowed during class, meeting with an instructor, or campus lab. They are to be turned off or on silent and placed in the designated area. Other electronic devices, such as tablets or laptops, can only be used for test-taking and other learning activities designated by the faculty.
9. Alcoholic beverages may not be consumed in public places when wearing an MDCC PN uniform and/or name tag.

TESTING POLICIES

1. Unit tests and final exams are taken on computer and are proctored by faculty in person using Respondus LockDown Browser/or Exam soft or remotely using Respondus LockDown Browser and/or Exam soft.
2. Students are required to have a laptop (**no Chromebook**) with a microphone and webcam for testing purposes.
3. No purses, books, backpacks, or personal items (water bottle, food, drinks, cups and etc.) are allowed on the desks when tests are being given.
4. No one is allowed to leave the testing area once testing has begun and must remain until all students have finished testing.
5. Students are not allowed to have cell phones, AI glasses/smart glasses, smart watches, or other electronic devices at their desk or on their person during testing.
6. Partial credit for alternate style questions (e.g. select all that apply, ordered response) is ***NOT given***.

Student Test Review

1. Unit test are not reviewed by students except at the instructor's or chair's discretion
2. Students who wish to discuss a specific content area of the test must make an appointment with the instructor who taught the content. Specific test questions will NOT be discussed.
3. Final exams will not be reviewed by the student

Grade Policy

1. Grades on unit test and final exams are made available to each student in a confidential and timely manner in *Canvas*.

2. Final grades are posted in *My Banner* at the end of the semester. Students access grades in *My Banner* utilizing their student ID and password.

MDCC maintains the highest level of academic integrity. Any student who chooses to compromise this integrity through cheating on coursework, exams, plagiarism, etc. will receive an "F" on the work and/or dismissal with a final grade of "F." Depending on the severity of the infraction, the student may be given a warning, placed on probation, or dismissed from the program.

Course: PNV 1213 – Body Structure and Function (Online Delivery and Testing)

Policy Statement:

The Mississippi Delta Community College (MDCC) Practical Nursing (PN) Program ensures that PNV 1213 – Body Structure and Function is delivered in a manner that promotes student success while maintaining academic integrity, instructional quality, and compliance with institutional and accreditation standards. This course is offered in an online format in accordance with MDCC e-learning policies.

Course Delivery and Faculty Qualifications:

PNV 1213 is delivered online through the college's approved learning management system and is taught by a qualified academic biology instructor. Faculty credentials meet institutional and accreditation requirements for teaching in the discipline.

Course Content and Alignment:

Course content, student learning outcomes, and instructional materials are consistent with the official course description as outlined in the MDCC Student Catalog and approved curriculum documents. Instruction ensures students gain foundational knowledge of body structure and function necessary for success in the Practical Nursing Program.

Prerequisite Policy:

Students who have not successfully completed both Anatomy and Physiology I and II within the past five (5) years are required to enroll in PNV 1213. Students who have not completed both courses, or whose coursework exceeds the five-year timeframe, must take this course. Final approval for enrollment is determined by the instructor.

Student Evaluation and Testing:

Student learning is evaluated through assignments, quizzes, and a comprehensive final examination. The final examination is administered at the end of the semester by the biology instructor responsible for the course. All testing procedures follow MDCC policies related to academic integrity, student authentication, and secure assessment practices

Compliance:

This course follows the guidelines outlined in the MDCC Student Catalog and institutional e-learning policies to ensure consistency, quality instruction, and compliance with accreditation standards.

ATTENDANCE**I. Classroom Absences**

A. When a student's absences in a course exceed the following, the student will be dismissed from the course:

1. One class meeting, lecture, or laboratory, per week..... 2
2. Two class meetings, lecture, or laboratory, per week4
3. Three class meetings, lecture, or laboratory, per week..... 6
4. Four class meetings, lecture, or laboratory, per week 8

B. Students should notify faculty if they will be absent or tardy.

C. Once class has started students are not allowed entry until the next break.

D. Students who leave class before dismissal can receive an absence.

E. Assignments due on the day of absence must be turned in on the day of return to class. Failure to do so can result in a zero or points being taken off.

F. No more than 2-unit tests can be made up unless there are extenuating circumstances that are documented and approved by faculty.

II. Clinical Absences (Off-campus clinical experiences)

A. The first absence must be made-up with a clinical instructor.

B. The second absence will be a learning activity that is determined by faculty to be comparable to the missed clinical experience; such as a virtual clinical scenario, virtual simulation, or a comprehensive written assignment.

C. The third absence will result in dismissal from the course.

D. Students more than 30 minutes late will be considered absent.

E. Students should notify the clinical instructor if they will be absent or tardy.

F. If the campus is close due to unforeseen reason other than hazardous weather, students are required to report to clinical area. Such as light out on campus, water line busted, gas line busted, no heating or air on campus and etc.

III. Campus Lab Absences

A. Absences from Campus Lab must be made up within two weeks.

B. The student is responsible for scheduling make-up with faculty.

WITHDRAWAL POLICY

Students who have officially cut out of a course may appeal to the Dean of Health Sciences for consideration of readmission to class.

Students considering withdrawal from the program should discuss the matter with the PN Chair and/or their PN academic advisor. Students need to follow MDCC policies and procedures regarding program and course withdrawal, which can be found in the MDCC College Catalog/Student Handbook on page 57-58. Class/Program Withdrawals (Drops) Students may withdraw from class beginning after the 60% attendance day of a semester until one week prior to the start of exams. Students who would like to withdraw from a class should initiate the process with their instructor during the withdrawal period. The instructor should fill out a withdrawal form including the last date of attendance (LDA) for the class. The student is required to sign the withdrawal form, and the instructor will provide the student with a copy of the form. The instructor will go into Banner and record the LDA, then file the

form. If a student is cut out by the instructor due to excessive absences prior to the withdrawal date, they may come to the instructor after the withdrawal period has begun to withdraw. Students wishing to withdraw required to do an exit interview with the PN Chair/ADON prior to their withdrawal from the program. An exit form is completed by the student and the PN Chair/ADON.

Excessive Absences (Cut-outs)

If a student is dropped by the instructor due to EXCESSIVE ABSENCES prior to the 60% withdrawal date, a grade of “F” is automatically recorded in Banner with an LDA. It is the student’s responsibility to return to the Instructor after the Drop period has begun to fill out the withdrawal form (see Class Withdrawal (Drops) procedure). Once the withdrawal form is complete, the instructor will record a “W” with the LDA in Banner.

School Withdrawals

Students wishing to officially withdraw from all classes at MDCC should begin the process in the Office of Advising in the Boggs-Scroggins Student Services building.

- The student will visit with the Advising Coordinator in the Office of Advising where he/she will be issued a School Withdrawal form.
- The student should obtain signatures from:
- the Library (staff will check for any materials the student may have checked out and not returned)
- the Business Office (staff will check for any fines the student may have incurred)
- Financial Aid (staff will inform the student of the consequences resulting from a total withdrawal from MDCC. The student should then bring the signed form and their MDCC issued student photo ID card back to the Office of Advising for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

PREGNANCY

A student who is pregnant should immediately notify the ADON/PN Chair and obtain the forms to be completed by her physician. One form must be completed and on file as soon as the pregnancy is known to the student. The other is required upon return following the student's pregnancy. Modifications/accommodations will be made on an individual basis in order to prevent unnecessary exposure of mother and fetus to environmental effects that could be harmful. Confidentiality will be observed.

LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex

allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program adviser the first week of the school term. If an allergic condition develops while in the program, the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/Students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. **No additional accommodations for latex allergy are available.**

SOCIAL MEDIA

Social media includes, but is not limited to, blogs (Blogger, BlogSpot, WordPress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, Snap Chat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post.

For all Health Science students, all social media postings must be made with the program, division, state and national Code of Conduct; Professional Behavior, Professional Ethics and Confidentiality; Safe/Unsafe Clinical/Practicum policies outlined in the program specific student handbook. Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal. Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. The following best practices are encouraged:

Be Aware of Liability

You are personally responsible for the content you publish.

- Do **NOT** post the personal information or photograph of any patient/client at clinical sites. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do **NOT** represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do **NOT** share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do **NOT** post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do not post copyrighted content
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.
- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.

Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may **NOT** represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

- Make sure post are relevant and accurate.
- Do not display vulgar language.
- When commenting on others individual's post refrain from posting potentially inflammatory or unflattering material.

Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.
- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors of other unverified information NOT: everything posted on social media is true.

Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your post including future and/or current employers.

HAZARDOUS WEATHER

1. In the event that MDCC classes are canceled, clinical learning experiences are also canceled. If MDCC classes are not canceled but hazardous weather conditions exist in the area to be traveled, the instructor will conduct classes via zoom. The clinical instructor may cancel clinical. If clinical teaching is not canceled students are urged to evaluate road conditions carefully and to avoid taking unnecessary risks in traveling to the clinical agency or to the college campus on designated days. Students will be required to complete an assignment in virtual simulation if it is clinical is canceled or it may be made up.

2. Students should sign up for MDCC Wireless Emergency Notification System for notification of weather alerts, school closings and other emergency situations via cell phone. The website to register for MDCC alerts is alerts.msdelta.edu.

POLICY ON CONTINUATION OF INSTRUCTION DURING UNPLANNED SCHOOL CLOSURES

In the event of hazardous weather conditions or other unexpected school closures (e.g., electricity or water outages), Mississippi Delta Community College is committed to maintaining instructional continuity whenever possible. To support student success and minimize disruption to learning, all courses will transition to remote instruction using Canvas, Zoom, or other approved platforms during such closures.

Clinicals will continue if students are scheduled for clinical rotation if schooled is closed for unplanned closure that is not due to hazardous weather.

Faculty are expected to:

- Communicate promptly with students regarding the transition to remote instruction.
- Provide clear instructions and expectations for online participation and coursework.
- Utilize Canvas and/or Zoom to deliver course content, facilitate discussions, and manage assignments.

Students are expected to:

- Check Canvas and their MDCC email regularly for updates and instructions.
- Participate in remote learning activities as directed by their instructors.

This policy applies to all unplanned school closures, unless otherwise communicated by college leadership. Exceptions may be made in cases where remote instruction is not feasible due to the nature of the course or lack of access to necessary technology.

STUDENT COMPLAINT PROCESS

The PN program adheres to the MDCC Student Complaint Procedure as outlined in the MDCC Catalog/Student Handbook. A student with a complaint should follow the PN department organizational chart, which begins with the faculty member, then the PN Chair, followed by the Director of Nursing and the Dean of Health Science of the program.

Instructional Complaint Process

The instructor has authority over all matters affecting conduct of classes, including the assignment of grades. If a student has a complaint about instructional activities or a grade, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with faculty member involved.

If the matter is not resolved with the faculty member:

2. Student must meet with the division chairperson/program director and faculty member to discuss complaint.

If the matter is not resolved after meeting with the division chairperson/program director:

3. Student may submit a written appeal to the Vice President of Instruction within three (3) working days of meeting with the division chairperson/program director. Within five (5) working days after receipt of the written appeal, the Vice President of Instruction will render a written decision to the student or call a meeting of the Instructional Appeals Committee to hear and rule on the appeal. The Instructional Appeals Committee will hear from all parties involved and render an oral decision to the Vice President of Instruction. This decision will then be placed in written format to the student within five (5) working days after the hearing.

If the student is unsatisfied with the decision of the Vice President of Instruction or the Instructional Appeals Committee:

3. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

Non-Instructional and Discrimination Complaint Process

If a student has a (non-instructional or discrimination) complaint, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with staff member involved.

If the matter is not resolved with the staff member:

2. Student must then meet with the department administrator and staff member to discuss complaint.

If the matter is not resolved after meeting with the department administrator:

3. Student may submit a written appeal to the Vice President of Student Services within three (3) working days of meeting with the department administrator. Within five (5) working days after receipt of the written appeal, the Vice President of Student Services will render a written decision to the student or call a meeting of a Complaint Committee to hear and rule on the appeal. The Complaint Committee will render a written decision to the student within five (5) working days after the hearing.

If the student is unsatisfied with the decision of the Vice President of Student Services or the Complaint Committee:

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

A student has one academic year from the time of the alleged incident to file a complaint.

The Office of Instruction and the Office of Student Services will each maintain a log which records all written complaints that have been received from students, along with documentation on how the complaint was addressed. These records will be retained and made available for accreditation and regulatory purposes.

Non-Retaliation Statement

An individual filing a complaint in good faith shall not be subjected to any form of retaliation by the college. An individual has the right to file a complaint alleging retaliation.

CORE PERFORMANCE STANDARDS

The following core performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful practical nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modifications/accommodations can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the practical nursing program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment. *Examples:***
 - prioritize information and identify cause-effect relationships in the clinical setting
 - analyze assessment findings and use findings to plan and implement care
 - evaluate plan of care and make revisions as appropriate
 - make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
 - demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools
2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community. *Examples:***
 - respect differences among clients and exhibit an attitude accepting of clients as individuals
 - establish rapport in order to communicate effectively with clients, families, significant others, and health team members
 - work effectively in small groups as a team member and a team leader
 - recognize crises and institute appropriate interventions to help resolve adverse situations
3. **Demonstrate appropriate verbal and written communication skills. *Examples:***
 - speak English coherently to clients, families, and other staff members
 - clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
 - provide clear, understandable written client documentation based upon proper use of the English language
 - convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner
4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary. *Examples:***
 - physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close-fitting areas alone or with assistance
 - stand, walk up to 75% of 6 to 12-hour shifts
 - stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care

- lift a minimum of 20 pounds of weight
 - transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
 - provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
 - perform CPR satisfactorily and respond quickly in an emergency situation
5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care. *Examples:***
- demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
 - hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
 - pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
 - calibrate and use equipment
 - maintain sterile technique when performing sterile procedures
6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients. *Examples:***
- hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
 - perceive and receive verbal communications from clients, families, and health team members
 - read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
 - discriminate colors; changes in color, size and continuity of body parts
 - discriminate alterations in normal body activities such as breathing patterns and level of consciousness
 - observe hazards in environment (water spills, safety rails, restraints) and harmful situations
 - perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

Please sign and return this form to the Practical Nursing Program.

I understand the Core Performance Standards described for the Practical Nursing Program.

Signature _____ Date _____

Please Check (*Completion is optional*): Information provided is not evaluated as part of the admissions criteria.

_____ I do not require special accommodations to meet the performance standards.

_____ I will need the following accommodations to meet the performance standards:

CODE OF ETHICS

Due to the nature of nursing, students in the Practical Nursing Program are expected to conduct themselves in an accountable, responsible and ethical manner. The American Nurses Association (ANA) has developed a Code of Ethics that describes a set of ethical principles that are widely recognized as professional guidelines for nurses.

- The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse safeguards the client's rights to privacy by judiciously protecting information of a confidential nature.
- The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- The nurse assumes responsibility and accountability for individual nursing judgments and actions.
- The nurse maintains competence in nursing.
- The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
- The nurse participates in the profession's effort to establish and maintain conditions of employment conducive to high-quality nursing care.
- The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

All students are responsible and accountable for their own actions. Students will be considered for ethical probation or dismissal from the Practical Nursing Program if evidence indicates violation of the ethical code.

During the course of classroom, lab, or clinical learning activities, if a student demonstrates a pattern of repeated irresponsible and/or unethical behavior the nursing faculty may recommend to the ADON/PN Chair that the student be placed on ethical probation and/or dismissed from the program. Acts constituting misconduct are listed on the following pages under "Articles of Conduct Which Constitute Violation of the Ethical Code." If a student demonstrates behavior resulting in danger to a patient, immediate dismissal of the student may be recommended to the ADON/PN Chair.

- The definition of the Term "Ethical Probation" is: Period of time designated by the nursing faculty and administration in which the student's behavior must meet criteria set in the terms of probation in order to remain in the program. The purpose of probation is to redirect student behavior toward desired ethical conduct. Probation is considered a warning.
- The definition of the term "Dismissal" is: Permanent removal from the nursing program. The purpose of dismissal is to enforce the maximum penalty for violation of the ethical code. Readmission to the practical nursing program at Mississippi Delta Community College after dismissal for violation of the ethical code requires a

recommendation from the nursing faculty. Students dismissed from the program for behavior-related issues will not be eligible to reapply for the program or any health science admission or readmission.

Specific behaviors which may result in immediate dismissal from the program include, but are not limited to:

- Insubordination
- Abusive language or behaviors
- Violation of the terms of any clinical agreement or clinical facility's policies and procedures
- Inappropriate sexual behaviors
- Unexcused and/or excessive absenteeism – refer to attendance policy of this handbook.
- Release of confidential information regarding patients, and/or clinical education site personnel or activities
- Cheating

Articles of Conduct Which Constitute Violation of the Ethical Code.

If the student

1. demonstrates behaviors or exhibits characteristics consistent with the suspected use of mind-altering substances in the classroom or clinical setting.
2. demonstrates dishonest behavior in assigned work, testing, falsification of records or any other aspect of the program of study (includes unauthorized study guide, notes, tests, materials, etc.).
3. fails to follow proper procedure in notifying clinical instructor prior to absence from a clinical learning experience.
4. is convicted of any felony.
5. demonstrates behavior and/or their nursing performance that indicates mental or emotional incompetence.
6. falsifies or alters a patient's record.
7. administers medications and/or treatments in a negligent or unsafe manner.
8. performs treatments or procedures beyond the limit of past or present instruction in the Practical Nursing program.
9. misappropriates drugs, equipment and/or supplies.
10. leaves a nursing assignment without properly advising appropriate personnel.
11. administers medications and/or treatments without a physician's order or without permission of the nursing instructor.
12. violates the confidentiality of information or knowledge concerning a patient or family.
13. discriminates in the rendering of nursing services as it relates to human rights and dignity of the individual.
14. takes articles belonging to another person.
15. participates in inappropriate social networking, personal and/or professional.
16. demonstrates dishonest or unprofessional behavior that could result in harm to others (includes patients, families, agency employees, students, etc.).

16. fails to follow specific rules and guidelines for each nursing course.
17. fails to follow guidelines as stated in "PN Student Handbook".

Procedure for Placing Students on Ethical Probation and/or Program Dismissal

1. The faculty member will counsel the student, document the article of conduct in writing and place the documentation in the student's file. The student may respond in writing within 48 hours.
2. If the incident occurs in the clinical setting, the Incident Report will be completed and documented on the weekly clinical evaluation form.
3. The faculty member(s) will notify the ADON/PN Chair of the incident along with a recommendation of probation or dismissal from the program.
4. If the recommendation is approved by the ADON/PN Chair, a statement of probation or dismissal will be prepared. The ADON/PN Chair, faculty member(s), and student will meet to discuss the statement of probation or dismissal. The statement will be signed by the all parties. A copy will be given to the student and a copy will be kept in the student's file in the Practical Nursing department.
5. The student may be required to meet with the Director of Nursing
6. The student may appeal dismissal by following Student Complaint Process in the MDCC Catalog/Student Handbook.

MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
Incident Report

Student: _____ **Date of incident:** _____

Instructor: _____ **Course/Semester:** _____

Type of incident:

☐	Safety Violation	☐	Medication/Treatment Error	☐	Other Performance
	☐ physical		☐ right patient		☐ unprepared for clinical
	☐ psychosocial		☐ right drug		☐ nursing process
	☐ microbiological		☐ right dosage		☐ skills
			☐ right route		☐ decision making
			☐ right time		☐ accountability
			☐ documentation		☐ professionalism
			☐ other _____		☐ other _____

Other questions/issues related: (check if yes; leave blank if no)

☐ Did the incorrect medication and/or treatment reach the patient?

☐ Was there any harm done to the patient?

☐ Was the physician notified?

☐ Was there a “system problem” that contributed to the error? (Please describe briefly.)

Description of incident by student:

Signature/Date _____

Description of incident by instructor:

Signature/Date _____

Description of incident by witness:

Signature/Date _____

Recommended action:

☐ Counseling

☐ Education

☐ Remedial

☐ Other

Student Response:

Referral: ☐ Yes ☐ No If yes to whom: _____ Date: _____

Instructor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

MISSISSIPPI DELTA COMMUNITY COLLEGE

HEALTH SCIENCES
SUBSTANCE ABUSE OR MISUSE POLICY**I. PURPOSE AND GOALS**

Mississippi Delta Community College (“MDCC”) and its Health Sciences Department recognize that substance abuse is a significant public health problem in the United States, and that drug overdose is now a leading cause of death among Americans under 50 years of age. Abuse and misuse poses health risks, potential legal violations, and affects many individuals, including health care providers and patients.

Abuse or misuse may affect the ability of a health care provider to deliver safe, high-quality care. This policy promotes and assists the student’s ability to maintain personal and professional integrity and facilitates the student’s success both clinically and didactically. This policy promotes a healthy learning environment for the student. In the clinical and laboratory setting, this policy enhances patient safety and meets the mandated clinical requirements set forth by the clinical facilities utilized by MDCC.

It is the goal of MDCC to maintain an environment that is free from the abuse or misuse of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and/or clinical settings. It is our belief that a substance/drug free environment benefits the students and employees of MDCC as well as the surrounding community. MDCC Health Sciences will not tolerate abuse or misuse of drugs or alcohol while on any MDCC campus or clinical affiliate or as a student of any MDCC Health Sciences program.

II. PROGRAM ENTRANCE AND OTHER REQUIREMENTS

A satisfactory substance screen is required for admission, readmission, and/or progression in MDCC’s Health Science programs. All testing or screening will be done by certified laboratories who maintain normal chain of custody requirements. Substance screen results must meet all MDCC affiliated clinical agency requirements, and this issue may not be altered or changed by this policy. If a clinical requirement of a provider conflicts with this policy, the clinical agreement shall control.

Substance testing procedures will be carried out under the direction of the Dean of Health Sciences utilizing the college’s designated testing agency. Testing will generally be done by hair or urine, but MDCC reserves the right to use blood testing if the circumstances warrant such testing if deemed necessary by the Dean of Health Sciences in consultation with the collecting/testing agency.

Testing results are submitted directly to the Dean of Health Sciences. The Dean of Health Sciences sends notification of substance testing results to the Program Director. Substance test results for the College of Health Sciences will be securely maintained under the supervision of the Dean of Health Sciences.

Student Initial _____

III. TESTING REQUIREMENTS

To insure a drug-free workplace and learning environment, MDCC's College of Health Sciences' students are required to submit to substance testing prior to program admission, randomly each semester, and for reasonable cause. Pre-admission substance screening is required for all students admitted to the Health Science Programs. Random and/or group substance screening will take place each semester. Any person in the role of a student in a Health Science Program who exhibits symptoms or behavior indicative of being under the influence of mind-altering substances (reasonable suspicion exists) may be required to have a substance and/or alcohol screening performed immediately.

Faculty members, Program Directors, and the Dean of Health Sciences will consult to determine if there is reasonable suspicion of student impairment due to drug or alcohol use (including over-the-counter or prescribed medications) based upon but not limited to: unusual or aberrant behavior or patterns of abnormal or erratic behavior; physical symptoms of impairment; arrest or conviction of a drug or alcohol related offense; evidence of drug tampering, drug diversion, or misappropriation; direct observation of drug use or discrepant drug counts; alterations in student clinical, laboratory, fieldwork, and/or didactic performance; school, clinical, or work-related injury or illness; observation of poor judgement or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment. If tested due to suspicion, the student may be suspended pending test results and the student's demonstrated behavior and condition. Refusal by a student to participate in a substance screening is in violation of this policy and will result in dismissal.

All substance screening will be done in a manner to assure verification of an accurate specimen. Collection and testing will be performed by an authorized substance testing agency/laboratory designated by the MDCC Dean of Health Sciences. All students who are tested must be witnessed by an approved MDCC employee or a staff member of MDCC's designated collecting agency. Test results from an outside vendor will not be accepted, except as stated below during any appeal process. If the collected specimen does not meet the necessary testing standards of the collecting agency, the student may be subject to re-collection.

If any student(s) is caught falsifying a specimen or in possession of a falsified specimen, that individual(s) will be immediately re-tested and be subject to disciplinary action by MDCC and the College of Health Sciences. If a student does not report or refuses substance testing at the designated time, or leaves the testing area without giving a specimen, the test will be considered positive and the student will be dismissed immediately from the program.

Student Initial_____

IV. DUTY TO DISCLOSE

All prescription or other medications taken regularly or as needed should be listed on the student Health Assessment Form. Students are responsible for updating their student Health Assessment record as medications change or are added.

V. TEST RESULTS

All testing will be done by certified laboratories. While MDCC reserves the right to use blood testing, the testing done pursuant to this policy will generally be done by hair or urine testing. If blood testing is used, it will be used in conjunction with a reasonable suspicion analysis and two separate blood samples will be taken and tested before any positive result is reported.

For hair testing, at the time of collection, two separate hair collections for each student will occur subject to customary chain of custody requirements. If the initial screening of the first sample shows a negative result, the test will be reported as negative. If the initial screening of the first sample shows a positive result, the same sample will be confirmed by Gas or Liquid Chromatography and Mass Spectrometry (“GC/LC-MS”) testing. If that confirmation process shows a negative result, the result will be reported as negative.

If the confirmation process of the first hair specimen shows positive, the student may challenge the result by having the collected, second sample tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student’s cost. The request for the second sample specimen testing must be made in writing within twenty-four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO’s actions stated below. A copy of the submission of payment within 5 business days must be submitted to the program director (U.S. mail, whether first class, certified, or otherwise, or FedEx, UPS, wire, or the exact transmittal.) If either of the results of the initial or confirmation testing of the second sample show negative, the test will be reported as negative. If both the initial and confirmation screenings for the second sample show positive, then a positive result will be reported, subject to the Medical Review Officer’s (“MRO”) actions stated below.

For urine testing, a specimen will be collected by split specimen, and placed into two bottles by the collecting agency, bottle A and bottle B, which is sent to a certified lab by proper chain of custody. If the testing of the specimen in Bottle A yields a negative result, the test will be reported as negative. If the testing of the specimen in Bottle A shows a positive, confirmed result, the student may challenge that result by having Bottle B tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student’s cost. The request to test the Bottle B specimen must be made in writing within twenty-four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO’s actions stated below.

Student Initial _____

If a student is confirmed positive by the certified laboratory, the MRO from the testing laboratory will contact the student to request verification/documentation of any controlled or prescribed drug. The MRO will make multiple attempts to contact the student. Failure of the student to respond to the MRO will result in a positive drug screen result. The MRO will review the information provided by the student. If the information provided to the MRO satisfies the requirements to report a negative drug screen, the MRO will issue a negative drug screen result.

Students with prescriptions must provide to the MRO acceptable documentation of prescriptions within 24 hours after notification of a positive test result.

If the information provided by the student to the MRO does NOT satisfy the requirements to report as a negative drug screen, the MRO will issue a confirmed positive drug screen result.

VI. POSITIVE TEST RESULTS AND DISCIPLINARY ACTION

Students who test positive—as reported by the MRO/testing agency or laboratory—will be immediately removed from all clinical, lab, and hands on activities or sessions. The student will be allowed to attend classroom lectures only, subject to the appeal procedures stated below. This includes positive tests reported to the College by an MRO or testing agency for employment purposes, law enforcement purposes, or school purposes. Nothing in this policy shall prohibit reporting of positive test results as required or allowed by law, subject to the Family Educational and Privacy Rights Act (“FERPA”). Prior to any report being made, an individual assessment of the facts and circumstances must be made regarding the specific student at issue.

Students who wish to file an appeal of a positive drug testing result must do so within forty-eight (48) hours of MDCC receiving the positive result. The appeal must be in writing and must be hand-delivered to the Dean of Health Sciences. The student’s appeal will be heard within three (3) working/business days of the receipt of the appeal by the Dean. MDCC will create an appeal committee, chaired by the Dean of Health Sciences, to hear the appeal. The members of said committee will be knowledgeable of this policy and have no direct involvement or relationship with the student. This is the sole and exclusive appeal remedy for any Health Sciences student.

The appeal committee will not be bound by any formal rules of evidence or law and will use its best judgment, in its discretion, to receive evidence, information, and testimony during any appeal hearing. The committee shall have the authority to limit the time of and information received during any hearing. The committee shall have the authority to accept the positive result, not accept the positive result if the facts and circumstances warrant a rejection in the committee’s discretion, or make any remedy it believes is necessary based on the information presented during the hearing.

The student will be allowed to present any information the student believes to be relevant, subject to the above limitations as established by the committee. The student will be

Student Initial _____

allowed to have one advisor present during the hearing; however, the student should be aware that it is unlikely MDCC will have legal counsel present during the hearing. The committee will want to hear from the student (not the advisor), and the committee has the discretion to limit the involvement of the advisor during any hearing. There will be no exceptions made to the rule of only one advisor per student during any hearing.

The committee will hear the information presented during the hearing and any other information it considers relevant and render a decision to the student within twenty-four (24) hours of the conclusion of the hearing. The committee's decision will be final, also copy the committee chairperson on any appeal. The failure by the student to meet any of these timelines will result in dismissal of the appeal.

Any missed clinical, lab, or hands on work or assignments during the appeal process shall not be the liability or responsibility of MDCC. Further, MDCC shall not—and cannot—alter any clinical or laboratory requirements because of or due to any appeal.

Students who are dismissed due to a positive drug screen will be given an opportunity to meet with the Program Director and the Dean of Health Sciences for possible consideration of readmission the following year. The student may be considered for probationary re-admission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. Once completed, the student is then eligible to be considered for re-admission into the Health Science program.

Any student being considered for re-admission into a Health Science program will be considered on an individual basis. Space must be available in the class and no precedent will be established based on any individual decision. At the discretion of the Dean of Health Sciences with the recommendation of the Admission Committee, a student requesting re-admission to a Health Science program may be required to take a challenge exam to assess placement. It may be necessary that courses be repeated. If probationary re-admittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense. The re-admitted student must meet and follow all policies of re-admission as outlined by the program.

I, _____, have read, understand, and shall abide by the substance abuse and misuse policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility or testing agency to release lab results to Mississippi Delta Community College.

Student Signature

Date

Signature of Parent/Guardian
(If Under 18 Years of Age)

Date

Medical Cannabis Policy

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and clinical settings. The College of Health Sciences has a zero tolerance of illegal substance use/abuse and misuse of legal substances.

Mississippi Medical Cannabis (Marijuana) Act allows for the controlled use of medical cannabis in the State of Mississippi. Thus, Mississippi citizens may legally obtain a medical cannabis (marijuana) ID card from the Mississippi Department of Health.

Despite the passage of this legislation, the College will continue to schedule drug screens by department/ program as outlined in the MDCC Health Sciences Substance Use Policy.

1. If the student is taking a prescribed substance, they are required to disclose the prescription information on the Health Sciences' Health Assessment Exam Form. The student must notify and provide written proof of any medications which may affect behavior to the program director.
2. Students subsequently must also provide written documentation from their licensed health care provider to the drug testing agency that performed the screen indicating there is a medical necessity for the medication within two business days of notification.
3. Failure to submit appropriate documentation from a licensed health care provider for medical necessity for the medication will result in the test being considered a "positive" result.
4. Despite a medical necessity for taking Medical Cannabis (Marijuana), the student may not be able to participate in class/lab/clinical/internships/externships/fieldwork experiences if:
 - a. This medication impairs the student's ability to appropriately function and meet the physical and cognitive functioning required for the safety of the student, classmates, faculty, and/or patients. This determination may be made by MDCC employees and/or clinical site if impairment is observed or suspected.
 - b. If impairment is suspected per MDCC Substance Use Policy: Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind-altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. If tested due to suspicion, the student will be suspended pending test results. If a student does not report or refuses substance testing at the designated time, or leaves the testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program.
 - c. If the clinical facility does not permit students with a legal medical cannabis (marijuana) ID card to participate in clinical experiences at their particular location, the student will not be

able to complete the required clinical contact hour requirements. There will be no accommodations made to ensure a student is placed at a clinical affiliate due to prescription use of this substance.

5. A decision regarding the student's ability to participate in clinical/internship/fieldwork experiences will be made at the program level utilizing each department's/program's current student review process.

6. Students are able to request a medical leave of absence if they believe that a medication condition and its subsequent treatments would prohibit them from appropriately functioning in their role as a student and/or health care provider.

By Mississippi's Medical Marijuana Law Statutory exemptions include:

1. This Law shall not: require any employer to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis;

2. This Law shall not: prohibit or limit the ability of any employer from establishing or enforcing a drug testing policy;

3. Authorized individuals can impose civil, criminal, or other penalties for individuals engaging in the following while under the influence of medical marijuana: Acting with negligence, gross negligence, recklessness, in breach of any applicable professional or occupational standard of care, or to the effect an intentional wrong as a result, in whole or in part, of that individual's medical use of medical cannabis

MDCC will follow the clinical affiliations' guidelines and the MDCC Substance Use Policy at all times.

I, _____, have read and understand the Medical Cannabis policy of Mississippi Delta Community College. I grant permission for substance testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a substance profile.

Student Signature

Date

Signature of Parent/Guardian (if under age of 18)

Date

POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility. All MDCC Health Science programs are required to meet clinical facility and state requirements for criminal background check.

Pursuant to Section 37-29-232 of the Mississippi code of 1972 and Section 43-11-13 of the Mississippi Code of 1972, all Health Science students must submit to a fingerprint background check prior to admission and/or any clinical activity. Each student must receive a clear or acceptable criminal background check in order to be fully admitted and progress in a MDCC Health Science program.

According to Mississippi Code 43-11-13, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(h), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

The background check is conducted through the submission of fingerprints by the MDCC College of Health Science office to the Mississippi Department of Health (MSDH) via the Mississippi Screening Assurance for Employee Enrollment and Registries (SAFER) system. The student is responsible for the fingerprinting fee. The background check **MUST** be completed before admission to a Health Science program and prior to clinical experiences, as defined by the program. Students with a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program Chair/Director. If the background clearance expires during a student's program of study, the student must undergo the background check again. It is the responsibility of the student to immediately report any allegations or charges of misdemeanor(s) or felony(s) that occur after the criminal background check has been originally submitted.

Students may be required to repeat the background record check based on clinical agency requirements, changes in Mississippi law, rules or regulations, or any reasonable suspicion of criminal behavior. Students admitted to Health Science Programs may also need to complete additional paperwork and pay additional fees related to the background check requirement. Some agencies may also require additional background checks to comply with specific clinical agency contracts, which may include criminal record checks, credit checks, driving history checks, and license checks.

No disqualifying events:

Effective July 1, 2026, the Mississippi State Department of Health (MSDH) Background Check Unit will consider a background check result returned as 'OK' in the SAFER system as

indicating no disqualifying events; the student will be issued a notarized clearance letter from the Dean of Health Sciences that is good for two years, as long as the student is continuously enrolled. These letters are to be used for school purposes only.

May have a disqualifying event: If the student's report is returned as "may have a disqualifying event" Effective July 1, 2026, the Mississippi State Department of Health (MSDH) Background Check Unit will review all healthcare background reports and make final employment eligibility determinations. If the MSDH legal team identifies a disqualifying offense as outlined in Mississippi Code §43-11-13, the background report will be mailed directly to the student. MDCC shall defer disqualification determinations to MSDH. The student should retain the MSDH background report for their records.

If a disqualifying event is identified, MSDH will issue a "NO" determination through SAFER. Students receiving a "NO" determination will be ineligible for admission to, and/or continuation in, the program.

If the student disagrees with MSDH's rendering the student has the right to request an appeal. Students who wish to file an appeal must do so within forty-eight (48) hours.

To appeal the decision and submit any relevant legal documentation to the MSDH background check unit.

- If legal documentation is provided proving the applicant was found not guilty, charges were dropped, and/or the case was dismissed, the MSDH Criminal History Fingerprint Unit will issue an "OK" letter in SAFER.

- If the applicant is unable to provide sufficient legal documentation, the MSDH Background Check Unit will issue a "NO" letter in SAFER.

Please note that the use and creation of waiver letters will be discontinued under this new process for any new healthcare rap sheets processed on or after July 1, 2026.

Students must be able to attend clinical agency sites in order to meet the requirements of their specific Health Science Program. Therefore, if a student is barred from any clinical agency, they will lose the ability to progress in a program and will not be able to continue.

In addition to educational requirements, licensure and certification boards may require a criminal background check or background check compliance statement prior to licensure/certification exam testing, and at their discretion, may deny any application to sit for the exam or application for licensure due to, but not limited to, conviction of a felony, or commission of fraud or deceit in the application process.

MDCC College of Health Sciences Procedure for Background Record Check:

1. Students will register for a time to be fingerprinted by the College of Health Sciences. Students will receive instructions for appointment registration before or during the Allied Health/ADN new student orientation. Fingerprinting will be conducted in the Allied Health

or Horton Buildings as determined by the Program Director/Chair. Failure to attend assigned time may deter a student's admission into a program. Students WILL NOT be fingerprinted without an assigned time.

2. Student must complete a Criminal History Background Application Information form prior to assigned fingerprinting time. This form will be provided to the students at or after new student orientation.

3. At the assigned time of fingerprinting, the student MUST bring a current, non-expired photo ID (driver's license or passport).

Student Signature

Date

CONFIDENTIALITY GUIDELINES

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information provided on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers is provided to all students.

Each student is to view the DVD: **HIPAA: A Guide for Healthcare Workers** or a DVD specific to the appropriate field of study.

All patient medical and financial records and any other information of a private or sensitive nature are confidential. Students should not read or discuss confidential information unless it pertains to his/her learning requirements. Under HIPAA Regulations, you can only discuss patient information directly related to treatment, and then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by the guidelines.

**MISSISSIPPI DELTA COMMUNITY COLLEGE
PRACTICAL NURSING**

AGREEMENT TO MAINTAIN CONFIDENTIALITY GUIDELINES

I acknowledge that I have been instructed on the guidelines regarding patient protected health information and the HIPAA guidelines as it relates to healthcare workers.

I agree to abide by the confidentiality guidelines. I understand that in meeting the requirements of my education I will have access to protected health information. I understand I must maintain confidentiality of this information unless it relates to the performance of my assigned responsibilities.

I understand that health care agencies may require additional instructions on specific HIPAA policies and matters of confidentiality as it relates to their agency.

Student Signature

Witness Signature

Date

BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES

During the course of study as a Health Science student, the student may be in contact with patients who have communicable diseases, including HIV and Hepatitis. The student may be exposed to blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions used while caring for patients or handling potentially infectious materials are taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student is expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for the student and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that the student be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

PREGNANT HEALTH SCIENCE STUDENTS

Pregnant health science students have no greater risk of contracting HIV than students who are not pregnant. However, if a student develops infection with HIV during pregnancy, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

HIV-POSITIVE STUDENTS

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have altered immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

Student's Signature

Date

Instructor's Signature

Date

Parent/Guardian Signature (STUDENTS UNDER 18)
MUST BE NOTARIZED

Date

***** PLACED IN THE STUDENT'S PERMANENT FILE *****

**MISSISSIPPI DELTA COMMUNITY COLLEGE
COLLEGE OF HEALTH SCIENCES**

STUDENT ACCIDENT/EXPOSURE REPORT

Faculty/Staff complete as soon as there is a known incident, even with no injury, and return to the program director/chair.

1. Name and D# of Student: _____
2. Location (include course #) _____
3. Date of injury, illness, or exposure _____ Time _____
4. Date report completed _____
5. Check All That Apply:
 - _____ A. INJURY – Any accident/exposure that results in harm, wound, or impairment.
 Describe: _____

 - _____ B. EXPOSURE – Any undesirable exposure that causes injury or may cause harm or loss to you.
 - _____ Needlestick with contaminated needle
 - _____ Piercing of skin with contaminated sharp
 - _____ Splashing/spraying of blood or other potentially infectious material to _____
 - _____ C. OTHER (describe) _____
6. Describe circumstances of incident and be specific: (Name objects, substances, equipment, what you were doing when injured or exposed.) List any protective devices in use at the time. Describe the student's duties as related to the incident. (attached a detailed report if warranted)

8. Are the student's vaccination up-to-date?

Hepatitis (Y or N) Diphtheria/Tetanus (Y or N)

9. Names of witnesses if applicable: _____

10. Student was: _____ 1. Advised to Follow Clinical Policy _____ 2. Referred to
Personal Physician/Healthcare Provider _____ 3. Transported to ER _____ 4. Other

MDCC Police notified: Yes _____ No (not applicable) _____

SAFETY AND REMEDIATION

11. If equipment was involved, was it removed from service and/or sent for repair?
Yes _____ No _____ Date _____

12. Identify equipment: _____

13. Follow-up implemented:

Training _____ In-service _____ Equipment modification _____

Policy Change _____ Personal Protection _____ Technique Change _____

14. The following remedial action taken to minimize the likelihood of future exposure.

Other Comments: _____

Student's Signature: _____

Action was instituted (Date): _____

Report completed by: _____

Reviewed with instructor/s (Date): _____

Instructor/s Signature: _____

Medical Treatment/Recommendations from student's healthcare provider and all clinical documentation (if applicable) must be attached to this form.

Copy sent to Dean of Student Services: Date _____

Medical Services: Mississippi Delta Community College does not provide medical treatment or referrals. It is the responsibility of the student to seek medical treatment at the time of the incident and if any complications or problems occur. Obtaining post exposure follow-up testing or medical treatment is the student's responsibility.

Financial Responsibility: Primary financial responsibility rests with the student. If the student is covered by medical insurance, a claim is filed on the student's insurance. Mississippi Delta Community College provides a secondary policy that covers any expenses not covered by the student's primary policy.

V. CAMPUS LAB

SKILLS CHECK-OFFS

Faculty verify that students can perform critical nursing skills with a skills-check off.

1. The student is expected to be fully prepared for skill check-offs.
2. The student will gather the appropriate supplies and equipment for the skill to be performed.
3. The instructor will observe the student for successful completion of the skill.
4. A record of student performance of skills will be maintained and placed in their file.

UNSUCCESSFUL SKILLS CHECK-OFFS

If unsuccessful with first attempt, the student will have two additional opportunities to successfully demonstrate competence in the performance of the skill.

1. The student must complete at least one remediation session prior to 2nd or 3rd attempts.
2. The third attempt will be with a different instructor than the previous attempts.
3. Failure to demonstrate competence on the third attempt will result in a failing grade for the course.

SKILLS PRACTICE

Instructors will be available to assist with skill practice by appointment. Independent practice time is available any time the campus lab is open. Due to the size of the student group and limited laboratory space, each student is required to complete the assigned laboratory hours each semester as outlined in the Practical Nursing curriculum. Mandatory practice time may be assigned for specific skills and to ensure each student has adequate opportunity to meet the required laboratory hours.

Students are responsible for attending scheduled lab sessions and completing assigned practice. Missed scheduled lab sessions will not be rescheduled or repeated by faculty. Students remain responsible for completing the required laboratory hours for each semester. Students may utilize available open lab time for additional practice as needed.

SKILL(S) REMEDIATION

The faculty reserve the right to request a student return to the campus lab for additional skills practice if needed. The faculty may also request that the student demonstrate competency with an additional skill check-off.

DOSAGE CALCULATION COMPETENCY

1. A dosage calculation unit test is administered in PNV 1443/1524 with a required grade of 85.
2. Students will be given two attempts to pass the test.
3. In the event a student is required to take both tests, the two scores will be averaged to determine the unit test score.
4. If a student does not pass the test after two attempts, the student will not be allowed to progress in the program.

*Students are responsible for cleaning their area and returning equipment and supplies to their proper place after use.

*No food or drink is allowed in the Campus Lab.

VI. CLINICAL

CLINICAL REGULATIONS

1. Students are responsible for getting their assignments prior to the clinical experience as directed by their clinical instructor.
2. If it is necessary for the student to be absent or late for an off campus clinical activity, the instructor should be notified before leaving home. If the student is unable to reach the instructor at home, the instructor should be notified at the hospital before clinical begins.
3. Students are not to leave the patient area for any reason without reporting to the instructor.
4. Before leaving the patient care area upon completion of assignment, the student must report to the charge nurse and the instructor. All patient records must be signed by student and instructor according to the health care agency policy.
5. No change in assignment is to be made without the approval of the instructor.
6. The performance of all nursing procedures and administration of all medications by students must be authorized by the clinical nursing instructor. When in doubt, always ask your clinical instructor first.
7. In assigning students to a hospital or health care agency, the objectives of the course and the number of students in the area must be considered. Students may be changed from one clinical agency to another if the faculty consider it necessary to ensure objective evaluation.
8. Students are advised to make arrangements for reliable transportation in order to meet the clinical requirements of the nursing course.
9. No cell phones/laptops/smartwatch/AI glasses/smart glasses or any other electronic devices are allowed in any clinical facility or clinical learning agency. Disciplinary action will be taken, including an unsatisfactory clinical grade for that day.
10. Students are not to receive or make personal telephone calls during clinical. An emergency contact number will be given to students at the beginning of each clinical rotation. The calls should be directed to the instructor who will then contact the student.
11. Students must comply with all regulations of the agency they are assigned for clinical.
12. Students can not do clinical on the floor with a relative. They also can't do preceptorship with a relative/friend.
13. Students can't do clinical or preceptorship at a facility where a relative is in management.
14. Students can change preceptor with the approved of the faculty if deemed necessary.
15. If student needs remediation for clinical as deemed by the instructor. Student will have to complete three extra days with the clinical instructor.

UNIFORM REGULATIONS

1. Uniforms are to be worn during clinical nursing experiences and campus lab check-offs only.

2. White hose without runs and plain white slips are to be worn by the female students wearing dresses. White socks are to be worn by the male students. Female students wearing pants may wear white hose or white socks.
3. No rings except a plain wedding band may be worn with the uniform. Earrings should be a single pair, lower lobe studs only, not to exceed 6-8 mm, in gold-tone, silver, or white. No other jewelry may be worn. Body art (tattoos) are **not** to be visible while in clinical agencies or participating in clinical activities. No body piercings/dermal piercings are to be visible during clinical activities.
4. Shoes are to be white leather (worn for clinical learning only), in good repair, and clean at all times, including laces. Shoes must be acceptable to the clinical instructor.
5. Students **must** wear a white tee shirt or undershirt under the uniform, (no turtlenecks).
6. Uniforms must be clean and pressed at all times. If uniforms become discolored, students will be asked to purchase new ones. If uniforms do not meet required standards in appearance, size and length, (minimum length of uniform dress will be top of the knee) the student will be required to alter or purchase a new uniform before he/she will be allowed to return to the lab or clinical. Minimum length of pants will be the top of the shoes.
7. Nails should be kept short and well-manicured. Colored nail polish or artificial fingernails (overlays/gel included) may not be worn to the clinical setting.
8. Hair should be clean and neat at all times. Hair should be kept off the shoulders; male students are expected to keep facial hair well-trimmed. Hairstyle should be appropriate for professional dress (no feathers, mohawks, hair tattoos or designs are acceptable). Hair barrettes/combs should be plain, simple, and non-ornamental. Hair pieces must be in good taste and of a natural color. Hair is not allowed to be an unnatural/vibrant color (red, yellow, blue, green, etc.).
9. All students must have the following articles at each clinical experience:
 - a. Watch with second hand
 - b. Appropriate writing materials
 - c. Bandage scissors
 - d. School name pin
 - e. Stethoscope
10. Student's personal hygiene should be exemplary. Perfume cannot be worn during clinical.
11. If make-up is worn, moderate use is recommended. **Artificial eyelashes are not allowed.**
12. The school and clinical facility assume no responsibility for loss of money, books, or personal articles.

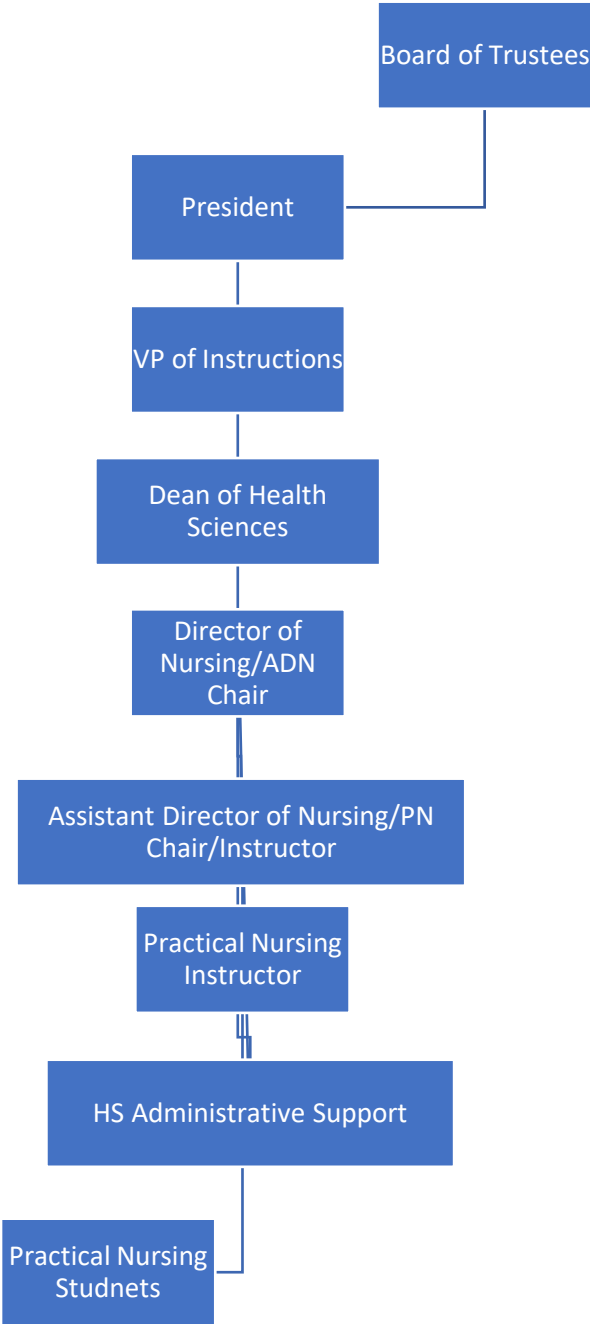
*Students must also comply with the dress code of the agency in which they are assigned for clinical. **FAILURE TO ADHERE TO DRESS CODE WILL RESULT IN DISCIPLINARY ACTION**

VII. ACTIVITIES

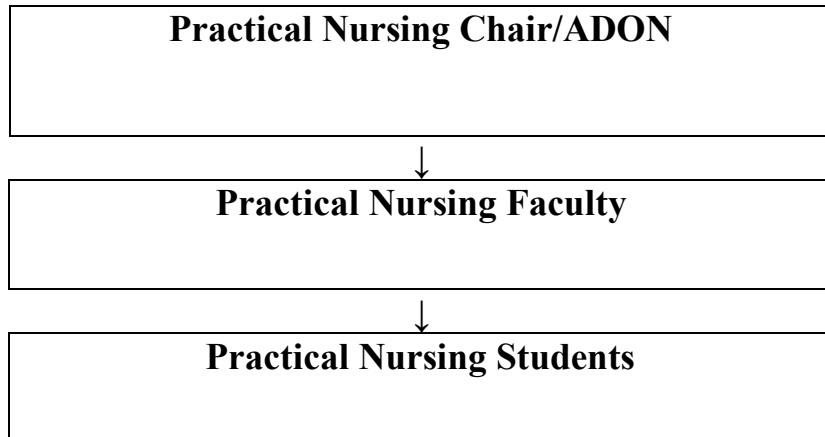
1. All Practical Nursing students are members of the **Mississippi Licensed Practical Nurses Association**, and the **PN Nursing Club**.
2. Practical nursing students and faculty attend the MLPNA Annual Convention in the spring semester each year.

3. Practical nursing students are encouraged to participate in on-campus activities. They may be admitted to most campus activities by presenting their student I.D.

VII. ORGANIZATIONAL CHARTS



Organizational Chart Practical Nursing Program



IX. HANDBOOK SIGNATURE PAGE

I have read and do understand all materials provided in the Practical Nursing Student Handbook at Mississippi Delta Community College. These materials include the following:

- 1. Overview Statement**
- 2. PN Accreditation/Mission/Goal**
- 3. PN End of Program Student Learning Outcomes and Program Outcomes**
- 4. Curriculum Checklist**
- 5. Cost Estimate**
- 6. Admission Requirements/Progression/Readmission/Transfer**
- 7. Classroom Regulations**
- 8. Testing**
- 9. Attendance**
- 10. Withdrawal**
- 11. Pregnancy**
- 12. Latex Allergy**
- 13. Social Media**
- 14. Student Complaint Process**
- 15. Core Performance Standards**
- 16. Code of Ethics**
- 17. Procedure for Probation/Dismissal**
- 18. Substance Use**
- 19. Background Record Check**
- 20. Confidentiality Guidelines**
- 21. Bloodborne Pathogens & Other Communicable Diseases**
- 22. Campus Lab**
- 23. Clinical**
- 24. Student Clubs/Activities**
- 25. Organizational Charts**

Signature of Student

Date of Signature