



**HEALTH CARE TECHNOLOGY DIVISION
ALBANY CAMPUS
PRACTICAL NURSING PROGRAM STUDENT HANDBOOK**

Fall 2026

Albany Technical College Practical Nursing Program

Approved by:

Georgia Board of Examiners of Licensed Practical Nurses

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PREFACE

This Department of Practical Nursing Student Handbook is designed to share information, procedures, and policies specific to students enrolled in the practical nursing program at Albany Technical College. The information presented here will be helpful as you negotiate your way through the nursing program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment with the Department of Practical Nursing.

It is important that you check the electronic version available through the Department of Practical Nursing Department web portal at <https://www.albanytech.edu/academics/areas-of-study/business/18-academics/healthcare/775-practical-nursing> . You will receive emails when changes are made. The staff and faculty of the Department of Practical Nursing can answer your questions, assist you in planning your academic program, and to advise you as you make postgraduate plans. You can stop by the office of the Department of Practical Nursing to schedule an individual appointment with your advisor or the Chairperson.

Policies set forth in this handbook are reviewed and refined each year based on national standards, safety standards, curriculum review, clinical agencies policies, and input from constituents of interest (i.e., Advisory Board). Policies are subject to review and revision by the faculty of the PN Department, as necessary. The PN program offers a diploma which upon completion of the program graduates are academically eligible to write the National Council Licensure Examination (NCLEX-PN), which is required for practice as a licensed practical nurse.

You are engaged in an exciting, challenging, and rewarding journey. While the main responsibility for your success lies with you, the PN faculty remain ready to support you in your efforts. We wish you unrelenting success with your academic studies.

Department Chair, Faculty and Staff

Department of Practical Nursing

Albany Technical College

Albany Technical College

Practical Nursing Program

Dear Student:

Congratulations, and welcome to the exciting world of nursing and the Practical Nursing Program **Fall 2026 Orientation** at Albany Technical College. We are very glad to have you here and are excited about your joining us in a profession that we love. We want you to succeed. Every lesson plan, assignment, and activity has been developed with your success in mind. We will work together to make this an exciting and productive program.

You will be inundated with papers, handouts, notes, readings, and other assignments, including clinical and lab. We recommend that you get organized early and stay organized. Keep important papers for reference throughout the PN program. Do not get behind: it is easier “*to keep up*” and almost impossible to “*catch up*.”

Each nursing course will assist you to build on your knowledge of nursing and clinical proficiency for your future career. It is important that you gain a good foundation in the first nursing course and continue to build on your knowledge as you progress through each semester. We are here to support your future career, and we are eager for you to succeed.

Best Wishes

The PN Faculty

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The Practical Nurse Pledge

I pledge myself here, before my God and in the presence of this assembly, to practice my profession with integrity.

I will endeavor to maintain and elevate the standard of nursing, both as a science and as an art.

I wholeheartedly recognize the importance of high standards of care and of personal accountability.

I devote myself to the healing, protection, and welfare of those committed to my care.

I accept the duty to work for the improvement of health in the communities in which I live and work.

I will hold in confidence all personal matters committed to my keeping and will respect the privacy of medical information.

I will act with compassion in ethical matters.

I will not knowingly administer or consume any harmful substance.

I commit to interdisciplinary collaboration and lifelong learning.

I fully acknowledge the seriousness of the responsibility that I accept in my calling, and the significance of this pledge that I take today.



GOVERNANCE

Accreditation is the process through which educational institutions are evaluated by regional and national agencies and associations to establish recognized program quality. Albany Technical College is accredited by the:

Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
(404) 404-679-4501

Accrediting Commission of the Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, Georgia 30346
(770) 396-3898

Approval is the term by which the State Board of Examiners of Licensed Practical Nurses grants permission for an educational institution to establish and operate a practical nursing program. The Albany Technical College Practical Nursing Program is approved by the:

Georgia Board of Examiners
of
Licensed Practical Nurses
237 Coliseum Drive
Macon, Georgia 31217
Telephone 478-207-1629
www.sos.state.ga.us/plb/lpn

The Practical Nursing program at Albany Technical College at the Main campus, located in Albany, GA is accredited by the:

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

ADVISORY COMMITTEE

The Practical Nursing Program Occupational Advisory Committee provides expert support for the practical nursing program. The purpose of the advisory committee is to promote interaction between the program and business and industry served by the program. Faculty members use the expertise of the advisory committee to align program content with current industry standards. Members of the Practical Nursing Advisory Committee include individuals who are knowledgeable and successful in the health care delivery industry. Members of the community at large also serve on the committee as consumer advocates.

The Albany Technical College, **Albany Campus Practical Nursing Advisory Committee** includes the following members.

Advisory Committee Members	Name, Title, and Company
Joyce Barlow	CEO, Inglewood Health Center Albany, GA
Dr. Belinda Gilbert	ASU West Campus. 2400 Gillionville Rd. Albany, GA 31707
Donyale Childs PhD, MSN, RN	Nursing Department, Albany State University West Campus. 2400 Gillionville Rd. Albany, GA 31707 College Drive Albany, Georgia 31707
Lisa Rathel BSN, RN	Director of Nursing Albany Area Primary Healthcare, Inc. 204 N Westover Blvd. Albany, GA 31707 Office: (229) 405-6215

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PRACTICAL NURSING CLINICAL SITES

Wynfield Park Health & Rehab
223 West Third Ave
Albany, Georgia 31701
229- 435-0741

Phoebe Putney Hospital
417 Third Avenue
Albany, Georgia 31701
229 312-1000

Albany Area Primary Healthcare
204 N Westover Blvd
Albany, GA 31707
229-888-6559

Aspire Behavioral Health & DD Services
601 11th Avenue
Albany, Georgia, 31701
229-430-4140

Lee County Health & Rehab
214 Main Street
Leesburg, GA 31763
229.759.9236

FOUNDATIONS

Albany Technical College Mission

Albany Technical College (ATC) located in Southwest Georgia, a unit of the Technical College System of Georgia, offers Technical Certificates of Credit, Diplomas, and Associate Degrees. ATC exists to train individuals to meet dynamic workforce needs, promote economic and community growth through the delivery of quality credit instruction, adult education, and customized training using traditional and distance education formats.

Practical Nursing Program Mission

The mission of the Albany Technical College Practical Nursing Program is to prepare competent, entry-level pre-licensure practical nursing graduates through the delivery of high-quality, student-centered nursing education that supports academic excellence and aligns with the mission of Albany Technical College. The program prepares graduates to meet the evolving healthcare workforce needs of Southwest Georgia and beyond by developing the knowledge, clinical skills, professional behaviors, and ethical values necessary to provide safe, evidence-based, patient-centered nursing care.

Graduates are prepared to demonstrate technical competence, clinical judgment, interprofessional collaboration, effective communication, quality improvement, and the appropriate use of informatics while delivering culturally responsive care to diverse individuals, families, and communities. Through a commitment to lifelong learning, professionalism, and service, graduates contribute to improved health outcomes and the economic and community well-being of the populations they serve. (*Revised July 17, 2026*)

Practical Nursing Philosophy

Practical The Practical Nursing Program believes that learning is a lifelong, student-centered process that fosters the development of knowledge, clinical skills, professional values, and ethical behaviors essential for safe, competent, and compassionate nursing practice. Consistent with the principles of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the program provides purposeful, measurable, and outcomes-based educational experiences that support student achievement and continuous improvement.

In alignment with the Accreditation Commission for Education in Nursing (ACEN) and the National League for Nursing (NLN), the curriculum is built upon a foundation of general education and recognizes nursing as both an art and a science. Nursing education integrates evidence-based practice, clinical judgment, clinical reasoning, and ethical decision-making to prepare graduates to provide safe, therapeutic, rehabilitative, restorative, and preventive nursing care to individuals across the lifespan from diverse cultural, social, and economic backgrounds.

The faculty believe that effective teaching promotes active engagement, critical thinking, and lifelong learning. Faculty serve as facilitators, mentors, and role models by creating

supportive learning environments and implementing evidence-based instructional strategies that progress from simple to complex concepts and from simulation to clinical practice. These strategies accommodate diverse learning styles while promoting student success and professional growth.

Students are responsible for actively participating in the learning process by demonstrating accountability, professionalism, self-reflection, and a commitment to continuous personal and professional development. Through classroom, laboratory, simulation, and clinical learning experiences, students develop the competencies necessary to deliver safe, high-quality nursing care.

Consistent with the Quality and Safety Education for Nurses (QSEN) competencies, the Practical Nursing Program emphasizes patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. Graduates are prepared to function as competent, ethical, and compassionate members of the interdisciplinary healthcare team who provide culturally responsive nursing care within the legal and ethical standards of the profession and the scope of practice established by the Georgia Board of Nursing. (*Revised July 17, 2026*)

Conceptual Framework

The Albany Technical College Practical Nursing Program Conceptual Framework provides the foundation for the curriculum and guides the preparation of students to assume the role and responsibilities of the Licensed Practical Nurse (LPN) as defined by the Georgia Nurse Practice Act and the Georgia Board of Nursing. The framework reflects the philosophy, mission, vision, core values, program outcomes, and student learning outcomes of the Practical Nursing Program and supports the mission of Albany Technical College.

The curriculum is founded on the belief that individuals are holistic beings with physiological, psychological, social, cultural, developmental, and spiritual needs. Individuals exist within the context of families, communities, and diverse healthcare environments and deserve safe, compassionate, equitable, and culturally responsive nursing care. Throughout the curriculum, the terms **individual**, **patient**, **client**, and **resident** encompass persons across the lifespan, including infants, children, adolescents, adults, and older adults.

Practical nursing education integrates nursing science with biological, physical, behavioral, technological, and social sciences to prepare graduates to deliver evidence-based, patient-centered care. Students develop the knowledge, skills, attitudes, and professional behaviors necessary to promote, maintain, restore, and support optimal health while assisting individuals in adapting to illness, disability, rehabilitation, end-of-life care, and wellness throughout the lifespan.

The curriculum is organized using an interactive teaching-learning process that progressively integrates classroom instruction, laboratory experiences, simulation, and supervised clinical practice. Learning experiences are intentionally designed to move from simple to complex concepts and encourage the development of clinical judgment, clinical reasoning, effective

communication, and sound decision-making. Faculty facilitate learning by creating supportive educational environments that encourage inquiry, collaboration, self-reflection, and lifelong learning.

Consistent with the nursing process and the Quality and Safety Education for Nurses (QSEN) competencies, students learn to provide safe, evidence-based, patient-centered care while collaborating effectively with members of the interdisciplinary healthcare team. Clinical experiences prepare students to care for individuals in acute care, long-term care, rehabilitation, outpatient, home health, and community-based settings under appropriate supervision.

The Practical Nursing Program emphasizes health promotion, disease prevention, health maintenance, restoration of health, rehabilitation, and compassionate end-of-life care. The curriculum also fosters leadership, advocacy, ethical and legal practice, health education, quality improvement, and professional accountability. Graduates are prepared to provide safe, competent, and culturally responsive nursing care while contributing to improved patient outcomes and the advancement of the nursing profession through lifelong learning and service. *(Reviewed July 17, 2026)*

Terminal Performance Objectives

The program of learning is intended to produce graduates who are prepared for employment as practical nurses. Program graduates are to be competent in the general areas of: communication, math, and interpersonal relations. Graduates are to be competent in the occupational areas of: anatomy and physiology, drug calculations and medication administration, nutrition and diet therapy, nursing ethics, patient care, and wellness and prevention of illness.

These individuals will be prepared for licensure as set forth by the Georgia Board of Examiners of Licensed Practical Nurses.

The objectives of the Practical Nursing Program are to:

1. Teach the knowledge, skills, and attitudes of the Practical Nursing profession using a quality curriculum, instructional materials, and current equipment.
2. Provide educational facilities which foster learning and provide safe, healthy environments that are accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning and facilitates critical thinking skills for safe and effective clinical performance.
4. Provide the leadership and guidance necessary to foster the development of work attitudes and ethics desirable of members of the Practical Nursing profession.
5. Provide graduates with a quality educational base that will enhance performance and achievement of college level goals if desired.

6. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
7. Provide education that fosters development of good safety habits.
8. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
9. Promote public relations by contacts and regular communications with the business industry, and public sector.
10. Enhance student success in the program by promoting faculty and student rapport and communication.
11. Provide continuing educational learning activities for faculty to enhance the quality of the educational Program.

Technical Education Guarantee

The Technical College System of Georgia has developed curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow GA's 22 technical colleges, of which ATC is one, to offer their business partners the following guarantee:

"If one of our graduates who was educated under a standard program, and his/her employer agrees that the employee is deficient in one or more competencies as defined in the standards, the technical institute will retrain that employee at no instructional cost to employee or employer."

This guarantee applies to any graduate of our technical college who is employed in the field of his/her training. It is in effect for a period of two years after graduation.

To understand the physical and psychological qualifications needed for successful the nursing field the essential abilities have been listed below:

Qualifications	Standard	Examples of Necessary Activities
<u>Critical Thinking</u>	The nursing student must possess critical thinking ability sufficient for problem solving and clinical judgment.	Identify cause-effect relationships in clinical situations • Assess risks and provide for patient safety Consider multiple priorities and make effective decisions quickly
<u>Interpersonal Skills</u>	The nursing student must possess interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish helping relationships with patients, families, significant others, and the interdisciplinary health care team • Demonstrate caring behaviors

<u>Communication</u>	The nursing student must possess communication abilities sufficient for interaction with others in verbal and written form.	Communicate relevant, accurate, and complete information in a concise and clear manner both verbally and in writing to patients and health care team members Utilize information technology to support and communicate the
<u>Mobility</u>	The nursing student must possess sufficient physical abilities to move from room to room and maneuver in small spaces.	Move around in patient rooms, workspaces, and treatment areas • Administer cardiopulmonary resuscitation • Stand, squat, reach above head,
<u>Motor Skills</u>	The nursing students must possess gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment, e.g., administer injections, insert catheters, manipulate intravenous equipment, and position and transfer patients
<u>Hearing</u>	The nursing student must possess sufficient auditory ability to monitor and assess health needs.	Hear monitor alarms, emergency signals, and cries for help Auscultate sounds (Blood pressure, breath, and heart sounds)
<u>Visual</u>	The nursing student must possess visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses, see a change in skin color, read the scale on a syringe
<u>Tactile</u>	The nursing student must possess tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of catheters, palpate a pulse

<u>Weight Bearing:</u>	The nursing student must possess the ability to maneuver/move 40-50 pounds, weekly and sometimes daily.	• Position patients and move equipment
<u>Emotional</u>	The nursing student must possess sufficient emotional stability to maintain composure in stressful situations.	• Cope effectively with stress in the workplace • Cope with client and colleague emotions calmly • Receive corrective
<u>Environmental</u>	The nursing student must possess the ability to tolerate environmental stressors.	• Adapt to variations in work schedules Work safely with chemicals used in health care settings

Work Ethics

Purpose

Albany Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success and are listed in the table below. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program.

Work Ethics Traits

Trait	Definition
Appearance	Displays appropriate dress, grooming, and hygiene.
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
Character	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
Communication	Displays appropriate nonverbal, verbal, and written skills.
Cooperation	Handles criticism, conflicts, and complaints appropriately; works well with others.
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
Productivity	Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
Respect	Tolerates other points of view; acknowledges and appreciates rights of others; has regard for diversity.
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

Procedures:

The Work Ethics traits **will not be formally addressed** in General Education or other courses; however, an informal introduction and application of the Work Ethics (*WE*) traits are strongly encouraged.

The Work Ethics traits will be introduced in a designated entry level course in each program. Students will be told how and when they will be assessed. Modules of instruction will be included on Blackboard for that course. Instructor for the course can proceed with instruction of traits in a method that suits the design of the course. The *WE* module must be successfully completed with a passing score before the student can receive a grade for the course. If the assessment is incomplete not taken or unsuccessful with a passing grade, the student will be assigned an I (incomplete) for the course, in which case, the "I" will be removed after successful completion, an F will be given at the conclusion of ten days into the next semester term if the assessment is not completed with a passing grade. The assessment may be attempted as many times as needed to complete with a passing grade.

At the conclusion, a formal evaluation form will be completed by the instructor to document successful completion.

Program instructors will continue to incorporate the traits informally throughout the program courses.

The Work Ethics traits will be emphasized formally again in a designated capstone course for the program. Modules of instruction will be included on Blackboard for this course and a written assessment of each student will be made before course completion. The *WE* module must be successfully completed with a passing grade before the student can receive a grade for the course.

A Student Learning Outcome related to Work Ethics will be written for each program. There will be a listing of assigned programs courses that will incorporate the *WE* module assessments and will be monitored by each division dean. Since the work ethics requirements vary from program to program, it is important that each program determines and teaches traits in a relevant environment.

Documentation will be maintained by each program so that documentation may be presented as need for future PAR evaluations.

Students will not receive a separate Work Ethics grade for any course.

The official transcript for the college will include the following statement:

Emphasizing, instruction and assessment on Work Ethics Traits are included in every program of study. These traits include appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.

The following statement will appear in every course syllabus:

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.



Practical Nursing Program
Curriculum Pattern
49 Credit Hours

First Semester (Fall Admission)

PNSG 1600 - Introduction to Pharmacology and Clinical Calculations (G Term)	3
PNSG 1605 - Fundamentals (B Term)	6
PNSG 1610 - Adult Health Nursing I (C Term)	6
PNSG 1630- Mental Health Nursing (C Term)	4
Total Hours	19

Second Semester (Spring)

PNSG 1615 - Adult Health Nursing II (B Term)	6
PNSG 1620 - Adult Health Nursing III (C Term)	6
PNSG 1640 - Pediatric Nursing (C Term)	3
Total Hours	15

Third Semester (Summer)

PNSG 1625 - Adult Health Nursing IV (K Term)	6
PNSG 1635 - Maternal Nursing (K1 Term)	4
PNSG 1645 - Practical Nursing Capstone (A Term)	5
Total Hours	15

First Semester (Spring Admission)

PNSG 1600 - Introduction to Pharmacology and Clinical Calculations (B Term)	3
PNSG 1605 - Fundamentals (B Term)	6
PNSG 1610 - Adult Health Nursing I (C Term)	6
PNSG 1630- Mental Health Nursing (C Term)	4
Total Hours	19

Second Semester (Summer)

PNSG 1615 - Adult Health Nursing II (K Term)	6
PNSG 1620 - Adult Health Nursing III (K1 Term)	6
PNSG 1640 - Pediatric Nursing (A Term)	3
Total Hours	15

Third Semester (Fall)

PNSG 1625 - Adult Health Nursing IV (B Term)	6
PNSG 1635 - Maternal Nursing (C Term)	4
PNSG 1645 - Practical Nursing Capstone (A Term)	5
Total Hours	15

Everything in the first semester block must be taken to advance to second semester (Pre-requisites). All classes in each term from second through fourth MUST be completed to progress to the next semester courses, as each block is a prerequisite to the next.

PROGRAM AND STUDENT LEARNING OUTCOMES

The PN program is committed to continuous program improvement. Part of the process is to monitor the achievement of program graduates and program satisfaction of the graduates and the people that employ them. The following data categories are used to assess overall Program Performance Outcomes.

Program Outcomes

- 1. Performance on Licensure Exam**—National Council Licensure Examination (NCLEX-PN) pass rate eighty percent (80%) will be at or above the national means for first-time writers.
- 2. Program Completion**—At least 50% of the students admitted will graduate within 100% of the time of the stated program length beginning with the first required nursing course as delineated below:

Practical nursing- Three semesters

3. **Job Placement-** At least 90% of the graduates seeking employment will be employed six months to twelve months after graduation in a position for which the program prepared them.

Practical Nursing has adopted the QSEN concept. QSEN project identifies six competencies that nurses need to deliver safe, high quality patient care and these competencies are embedded throughout the PN curriculum. These competencies are: 1) patient – centered care, 2) teamwork & collaboration, 3) quality improvement, 4) safety and 5) informatics. The sixth concept of evidence-based practice is threaded throughout the program as well. Development of these competencies in nursing students requires that they acquire knowledge, master skills, and develop attitudes related to the delivery of safe and high-quality patient care. Our sixth standard is Professionalism, derived from the standards issued by the Technical College System of GA.

Program Outcomes

1. Provide competent, individualized, culturally appropriate," *evidence-based* "care that incorporates the values, preferences, and needs of patients, families, and communities. **(Patient Centered Care)**
2. Utilize data to monitor and transform care outcomes while promoting the integration of improvement methods to continuously improve the quality and safety of healthcare systems. **(Quality)**
3. Make nursing judgments in practice, substantiated with evidence demonstrating effective use of technology and standardized practices that support safety and quality. **(Safety)**
4. Function competently in collaboration with interprofessional teams fostering open communication, mutual respect, and shared decision-making to provide quality care to patients, families, and communities. **(Teamwork/Collaboration)**
5. Utilize technology and information management as it relates to the quality and safety of patient care. **(Informatics)**
6. **Demonstrate behaviors consistent with professionalism. (Professionalism)**

ESSENTIAL PROGRAM REQUIREMENTS

Admission Requirements

In addition to the requirements for admission to Albany Technical College the following must be met:

1. Make application and indicate AH21 as program of choice (Major will change upon acceptance)
2. High School transcript or GED
Applicants must be at least 17 years of age.
3. Minimum Accuplacer Test Scores
Accuplacer NG Reading: 224
Accuplacer NG Writing: 236
Accuplacer NG Arithmetic: 229
- *Passing scores for English and Math can substitute Accuplacer scores.*
4. PN applicants must complete the pre-admission test, (TEAS) and must earn a minimum overall score of 58.7, *but please note that this is competitive admission, and acceptance is based largely on TEAS scores.* Applicants who do not meet the minimum Teas score will not be allowed to apply.

Admissions Requirements

Program Application Requirements

Applicants seeking admission to the Practical Nursing Program (PNP) must complete the following steps:

1. **Apply for general admission** to Albany Technical College.
2. **Meet minimum academic requirements** by one of the following:
 - Achieve acceptable placement scores on the Accuplacer assessment (Arithmetic-229, Reading-224 & Writing- 236), **OR**
 - Earn a grade of “C” or higher in:
 - **MATH 1012 or MATH 1111**
 - **ENGL 1010 or ENGL 1101**
3. **Submit an official high school transcript** to the Albany Technical College Registrar.
4. **Complete the Test of Essential Academic Skills (TEAS)** with a minimum score of **58.7**.

Program Application Submission

Once all admission requirements are met, applicants must:

5. **Submit a completed Practical Nursing Application Packet**, including:
 - Official TEAS transcript
 - Official college/university transcripts (if applicable)

Applications must be submitted electronically to:

mosumbry@albanytech.edu – Program Administrative Assistant

CC: Teresa Darity, PN Program Chair – tdarity@albanytech.edu

Subject Line: *PN Application*

Admissions Selection Process

Admission to the Practical Nursing Program is competitive and based on a holistic review of applicant qualifications.

- The **TEAS assessment score will serve as the primary determinant** in the selection process.
- Additional consideration points may be awarded for applicants who hold current certifications in:
 - Phlebotomy
 - Certified Nursing Assistant (CNA)
 - Medical Assistant (MA)
 - Emergency Medical Technician (EMT)
 - Pharmacy Technician

These certifications are used to support applicant readiness and will be considered as **supplemental criteria**.

Admissions Decision Notification

- **Decision letters will be issued within 21 days of the application deadline.**

Post-Acceptance Requirements

Applicants who are offered admission must submit the following documentation **no later than the day of orientation (extensions may be given until the first week of class)**:

- Two (2) Professional Recommendation/Reference Forms
- Completed Physical Examination Form
- Immunization Records, including:
 - Hepatitis B Series or Declination
 - Seasonal Influenza Vaccine
 - Tuberculosis (TB) Testing
 - MMR, Tetanus, Varicella
- N95 Fit Test
- Healthcare Provider CPR Certification (American Heart Association)
- First Aid Certification
- Background Check and Drug Screening (instructions provided upon acceptance)

Program Admission Conditions

- Admission is contingent upon:
 - Completion of all required documentation
 - Attendance at the **Practical Nursing Orientation**
- Failure to meet requirements by the stated deadline may result in forfeiture of admission.

Important Disclosure

- Applicants with a history of **arrest or conviction involving moral or legal violations** may be ineligible to sit for the NCLEX-PN licensure examination in the state of Georgia. (*If questioning, please reach out to program chair*).

Transfer Credits

We do not currently take transfer credits for PNSG courses.

Grading Standards and Testing for the Practical Nursing Program– General Information

- The passing grade for each student is 70% (Letter grade of C).
- A student is advised to keep a list of his/her test grades in his/her notebook. Grades may be recorded at the time the test is reviewed with the instructor; otherwise, the instructor will make them available to the student after 3p.m.
- A student cannot repeat a failed subject more than once. A student must complete the Nursing Program within **18 months** to comply with the Rules of the Georgia Board of Examiners of Licensed Practical Nurses (Rule 400-3-.07 Curriculum. Amended, section 3-a).
- For each failed test students will be required to remediate in that subject area and to submit a computerized score sheet to document a remediation test score of 80% or more to the instructor unless otherwise directed. The original exam grade will be used for computation of final grade.

A comprehensive Clinical Proficiency (Calculations) exam is administered at the beginning of semesters two and three. The exam will be given only once at the beginning of each new semester. The student must make a score of 85 to remain in the classes and clinical within each semester. If a student receives a grade less than 85, the student will be dropped from all classes and clinical within that semester. A retest will not be administered. If repeating any semester, the Calculations exam must be taken and passed within that semester. *Students will be given the opportunity to attempt the Calculations exam at the end of the semester. If passed, it will count as the semester attempt for the following semester. If not, it will be administered at the beginning of the semester and counted as the applicable attempt. Failure of both attempts will result in withdrawal from all courses within that semester. Missing either test will count as forfeiture of the attempt.*

Notice of Criminal Records Check Requirement

The State of Georgia has a law regarding the placement of persons with criminal records in childcare, pharmaceutical, and medical facilities. According to the Department of Human Resources (DHR), anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other “covered crime” will not be allowed to work in certain facilities in these fields as a student, a student intern, co-op student, or paid employee. The following programs are affected by this law: Early Childhood Education, Pharmacy Technology, and Practical Nursing. A satisfactory determination on the criminal records check is not a requirement for admission. However, a satisfactory records check must be documented before a student can be placed in any clinical, practicum, lab, or internship settings that are a part of Early Care and Education, Practical Nursing, and Pharmacy Technology programs.

Effective January 2009, Phoebe Putney Hospital is requiring all students participating in their facility for clinical to complete a criminal background check. Phoebe Putney is asking that all background checks are completed by Student Check Healthcare Background Check Program. Students will also be

required to upload all clinical information into ACEMAPP, a management system for all schools utilizing Phoebe Putney. The information that you will need to complete this process will be given at orientation. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete. The cost for this criminal background check is \$49.50.

Albany Technical College does not make any determinations about satisfactory/unsatisfactory criminal records checks. Questions about criminal records check or how to clear should be addressed to the Georgia State Board of Nursing.

Criminal records checks are good for a 12-month period and it is the student's responsibility to keep the record current. Because this portion of a student's record is neither permanent nor educational, the criminal records checks will be maintained in the program department files. Criminal records check files may be discarded after a few years

Student Health

Physical Health Requirements

The Practical Nursing Student must be in good physical condition to:

- Provide nursing care for clients/patients/residents for 10 hours.
- Perform one-man CPR.
- Lift and move clients/patients/residents and objects of 35 pounds or more.
- Move from room to room quickly.
- Maneuver in limited spaces
- Demonstrate a high level of manual dexterity and use both hands simultaneously.
- Produce clear written materials.

Sensory Abilities

The Practical Nursing Student must have:

- Adequate **hearing** to recognize and respond to auditory assessments, instructions, and requests with or without assistive devices.
- Adequate vision to correctly identify the clients/patients/residents, perform visual acuity assessments of clients/patients/residents through inspection, and read written instructions, labels, and records. The student must also be able to differentiate the color spectrum.
- Adequate **speech** to explain procedures, provides client/patient/resident education, and communicates client/patient/resident status to appropriate persons clearly and succinctly. The student must also be able to communicate in English clearly enough for most clients/patients/residents to understand and understand the verbal communication of English-speaking clients.
- A good sense of touch to perform physical assessments through palpation and to discriminate between sharp/dull and hot/cold.

Cognitive Abilities

The Practical Nursing Student must be able to:

- Read in English with comprehension
- Utilize Algebra in solving mathematical problems
- Interpret graphs, numerical tables, and charts
- Analyze data and solve problems
- Communicate effectively in writing
- Communicate verbally using appropriate grammar, vocabulary, and word usage.

EMOTIONAL ABILITIES

The Practical Nursing Student must be able to:

- Function safely under stressful conditions
- Adapt to ever changing environments inherent in clinical situations involving client/patient/resident care.
- Provide service to all clients regardless of race, age, color, sex, religion, disability, nationality, veteran status, or disease process.
- Demonstrate emotional stability and effective coping when providing client/patient/resident care.

WORK ENVIRONMENT

- Possess the ability to carry out procedures that prevent the spread of infection, i.e., frequent hand washing, using a face mask, gloves, and/or goggles.
- Possess the ability to function as a health care team member.

Physical Examination

New and Re-entering Students

All entering Practical Nursing students and all students who are re-entering the PN program after a one-year absence shall submit evidence, on the Health Form, of a complete physical examination. The physical examination report must include results of measles, mumps and rubella screening, immunization for tetanus and varicella, and tuberculosis.

The Hepatitis series is strongly encouraged and should be started prior to commencement of clinical. If the student elects not to receive the hepatitis series, the student must sign a declination form.

The physical examination, x-ray and lab test results must not be older than three months at the date of entry or re-entry into the PN program. The physical exam must be complete before students are allowed to proceed to clinical.

STUDENT HEALTH INSURANCE

As a non-resident school, Albany Technical College expects students to secure medical services through a private physician. In case of a serious accident or illness, Albany Technical College will refer a student to the nearest medical facility for emergency care. It is understood that the student or

parent will assume full responsibility for cost of such emergency care at the hospital, including ambulance charges, if, in the opinion of school officials, such service is necessary.

LIABILITY INSURANCE

Student liability insurance is required for practical nursing students enrolled in any clinical practicum course or any course including clinical practicum experience. Premiums vary each year and are to be paid in the business office prior to being allowed to attend any clinical practicum experience.

CONFIDENTIALITY

It is **imperative** that the PN student maintains confidentiality regarding all aspects of patient care. This includes discussing patients, hospital personnel or anything coming to their knowledge in public areas (elevators, cafeteria, and restrooms) in the hospital and talking about patients outside the hospital. Students should not take family members, friends, or any other persons to the clinical facility when performing pre-clinical assignments. It also involves **not discussing** the patient's physician, the patient's personal life, or even acknowledging that a person is a client/patient/resident or under medical care. Students should realize that violation of confidentiality **will result in immediate dismissal** from the PN Program and potential lawsuits. Some clinical affiliates will require that you sign a statement of confidentiality prior to the onset of your rotation.

SPECIFIC PROGRAM POLICY/PROCEDURE

Withdrawal and Failure for Health Programs

Students will be allowed only two (2) failing grades during their enrollment in the program. Upon failing the first class (whether it is general core courses, allied health science courses, nursing courses or nursing clinical courses) the student will attend a meeting with selected nursing faculty. The student will be placed on a probationary status with a prescribed action plan. The student must adhere to the prescribed action plan completely.

If a student fails a second course, that student will be dismissed from the program and cannot reenter for three (3) years. In practical nursing, two failures will result in dismissal for three (3) calendar years. 2 withdrawals, or a failure and a withdrawal will result in dismissal from the program for one (1) calendar year. Once a student has failed or withdrawn, withdrawal again will result in dismissal from that cohort and having to go back through admission process.

Appeals Procedures for Re-Entry into Health Programs

A student cannot repeat a failed subject more than once. A student must complete the Practical Nursing Program within 18 months to comply with the Rules of the Georgia Board of Examiners of Licensed Practical Nurses (Rule 400-3-.07 Curriculum Amended section 3-a). Therefore, students who were dropped from a health program because of failure or withdrawal must appeal for re-entry. The student must submit a written appeal to the Dean of Health Care Technology to make exceptions in extreme circumstances. The program instructor must recommend this appeal. A committee composed of instructors and the Dean of the Health Care Technology Division will hear appeals and determine re-entry status. This also applies when attempting re-entry after the mandatory three years post failure or excessive withdrawal.

Physical Forms and Reports

Documentation of current physical examinations and immunization records are required for program admission. Proof of current physical is 12 months or less.

BCLS FOR HEALTH CARE PROVIDERS CPR AND FIRST AID REQUIREMENTS

CPR and First Aid Certifications must be obtained by all health students prior to enrollment in Nursing Fundamental. The students must provide current certification cards for CPR and First Aid to the instructor.

CPR and First Aid certifications must be obtained through the American Red Cross or American Heart Association.

The CPR certification must include adults, children, and infants.

The certification status must remain current while in the Practical Nursing Program.

Immunizations

Proof of the following immunizations is required before admission to the clinical practice facilities: measles, mumps, rubella, tuberculosis, tetanus and varicella. **Although, Hepatitis vaccination is highly recommended, it is not mandatory for clinical practice. A signed declination form is required.**

Vaccinations: Flu will be required during flu season per clinical site request.

O.S.H.A/ Exposure Control Policy

ATC PN Program adheres to the policy published and updated on the ATC Website. See the following link:

<https://www.albanytech.edu/exposure-control>

TESTING POLICY

1. All exams will be administered via a web-based testing system in a proctored setting apart from Math exams.
2. All exams may contain test questions on all assigned readings, power point presentations, computer and video assignments that have not been covered in class past and present.
3. Students are not allowed to leave the testing environment and return (i.e., bathroom breaks).
4. Only nursing approved calculators may be utilized during exams.
5. Students will not be allowed to copy, record, or take pictures (i.e., screen shot) of test questions, answers, or materials during testing periods.
6. All exams will have time limits.
7. Grading will be completed and finalized before the release of grades and content for review to students.
8. Any student sitting for an exam will earn a grade and that grade will become the grade of record.
9. No personal items will be allowed on the student's person or desk during testing. These items include but are not limited to the following: a. Caps/hats b. Drink containers c. Food d. Gum or candy (wrappers) e. Headphones (earbuds, hands free headsets) f. iPads, iPods, laptops, tablets, cellular phones, non-approved calculators g. large coats/ jackets h. Spy wear earpieces/ eyeglasses or Sunglasses.
10. Cellular phones and any other form of electronic devices (i.e., beepers, tablets, etc.) must be turned off during testing. a. No hands-free headsets may be worn.
11. If a student misses an exam, it is the student's responsibility to notify the instructor of the absence prior to or on the day of the exam. All make-up exams must be taken on the scheduled makeup date. a. All nursing program theory make-up exams can be in any format such as essay, short answer, fill in the blank, etc. c. Failure to notify the instructor may constitute a grade of zero for the missed exam. d. Only one missed exam will be made up. Any exam missed after, without a documentable excuse will result in a grade of zero (0).
12. No tests or student activities are to be scheduled during the three (3) calendar days prior to final exams each semester (This policy does not include make-up tests and/or individualized studies tests).
13. Essay/short answer format questions may be placed on unit exams and will be graded for grammar, spelling, and content.
14. **A test review may be offered (at the instructor's discretion) after each test. Test reviews offered before next scheduled unit exam must be scheduled individually with the course instructor(s) for all students. Students are expected to attend all test reviews offered to strengthen their knowledge and testing skills. No review of the final examinations will be allowed.**
15. No communication among students, written or electronic, will be allowed during exams. This includes talking, mouthing, hand gestures, tapping, nodding, etc. a. Violation of this can result in an exam score of zero up to dismissal from the practical nursing program. b. Integrity is a vital attribute in the nursing profession. Students who miss an exam and who attempt to obtain information regarding test information (i.e., what questions were asked, what information was on the test, etc.) will be considered in violation of the testing policy and subject to disciplinary action. c. Test proctors will be utilized during all exams/testing.
16. Any proven occurrence of academic dishonesty may result in a course grade of "WF" and permanent dismissal from the program without a possibility of readmission.

Achievement Tests

Standardized achievement tests will be given at the end of Peach PNSG coded course (Excluding Capstone) and will be computed as 5% of the student's final grade. A comprehensive standardized examination will be given as the final examination in Practical Nursing Capstone and will be computed as 50% of the student's final grade. If a student fails Practical Nursing Capstone the same standardized exam will not be retaken.

Another standardized examination will be administered. The student will be able to repeat the course once. If the student fails the course a second time, he/she will not be eligible for graduation and cannot write the State Board Examination. Any student with a previous failure will not retake PNSG 1645 but will receive an "I" and be remediated then allowed to sit for their third attempt at the standardized exam. If unsuccessful by the third attempt in receiving the passing standard, 90% likelihood of passing boards will receive a failing grade and will be terminated from the program for a period of three (3) years and will be required to go back through the admissions process. All students in third semester must take a mandatory simulated State Board Exam given by Contemporary Health Systems; All students are required to participate in the standardized evaluation process.

Failure to participate will result in failure of the course.

STANDARDIZED TESTING

The Practical Nursing Program utilizes a comprehensive **Standardized Testing Program** designed to enhance student learning, assess knowledge acquisition, identify areas requiring remediation, and prepare students for successful completion of the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). The standardized testing program provides evidence-based assessments, learning resources, tutorials, practice assessments, and comprehensive examinations that support student success throughout the nursing curriculum.

Recognizing that nursing students have diverse learning styles and educational needs, the standardized testing program offers a variety of instructional resources, including practice assessments, remediation activities, skills modules, tutorials, and comprehensive review materials. Students are expected to actively participate in all required standardized testing activities as assigned throughout the curriculum.

The following summarizes the Standardized Testing Program requirements:

1. **Standardized assessment results** are a designated portion of the course grade, as outlined in each course syllabus, and are used to identify strengths, areas requiring remediation, and readiness for successful performance on the NCLEX-PN®.
2. Students are responsible for purchasing all **required standardized testing materials and resources**, including but not limited to textbooks, skills modules, tutorials, online practice assessments, proctored assessments, and other required educational resources. These materials are required for participation in the Practical Nursing Program and must be purchased according to program requirements.

3. **Standardized testing fees are non-refundable.** Fees associated with required testing materials, assessments, and educational resources are the responsibility of the student and must be paid as scheduled. Failure to purchase the required materials or complete required assessments may affect course progression as outlined in the Practical Nursing Program policies.

GRADING POLICIES

Academic and Work Ethics Grade

Grading in the practical nursing courses is designed to objectively measure a student's mastery of knowledge and its application to the practice of nursing. Students will be awarded academic grades for each course. The work ethic grades will be done in the Nursing Fundamentals (PNSG 1605) and the Nursing Leadership (PNSG 1645) course. The College academic and work ethic grading scale will be used to award grades. Students can access final grades by logging into their Banner web accounts.

Calculation of Final Grade for all Nursing Courses

Exam grades will be determined by adding absolute grades (to the nearest 100th point). Thus, any grade below 69.45 will be a "D or F". Example (69.5 is passing).

College Academic Grading Scale

Letter Grade Numerical Grade Range

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 59 - Below

W Signifies the student withdrew before midterm.

WP Signifies the student withdrew after midterm with a passing grade.

WF Signifies the student withdrew with a failing grade after midterm. "WF" carries a grade point average of "0."

Practical Nursing Program Grading Schema

Additional Requirements:

- Clinical/Math Competency assessments require a p score of eighty-five (85) as outlined in program policy.
- Clinical Performance and Clinical Final Evaluation must be successfully completed to pass the course.
- Students scoring **below 70%** on any examination are required to complete remediation (must score **85% or better**) and/or tutoring according to program policy.

- All standardized/proctored examinations must be completed as scheduled, and any practice for preparation must be completed prior to the exam. Failure to complete practice and any remediation will result in forfeiture of proctored exam.

PNSG 1800, 1610, 1615, 1620, 1625, 1630, 1635 and 1640

Category	Percentage
Unit Exams	20 %
Assignments/Activities	10%
Proctored Exams (Standardized Testing)	10%
Clinical	20%
Clinical Final	10%
Final Exam	20%
Med Terms, lans, and Math Competency	10%
Total	100%

PNSG 1600

Category	Percentage
Unit Exams	20 %
Assignments/Activities	10%
Proctored Exams (Standardized Testing)	10%
Skills Lab	20%
Final Exam	20%
Terms, lans, and Math Competency	20%
Total	100%

Capstone (PNSG 1645) Grading and Comprehensive Predictor Examination Policy

Effective Date: August 5, 2026

Purpose

The Albany Technical College Practical Nursing Program is committed to preparing graduates who demonstrate the knowledge, clinical judgment, and professional competencies necessary for safe entry-level nursing practice and successful completion of the NCLEX-PN® licensure examination.

In accordance with the Accreditation Commission for Education in Nursing (ACEN) Policy 39, current evidence-based educational practices, and the requirements of the Georgia Board of Nursing (GBON), the Comprehensive Predictor Examination is utilized as one component of the Capstone course to evaluate graduate readiness, identify learning needs, and promote first-time NCLEX-PN success through structured remediation and reassessment.

The Comprehensive Predictor Examination is not the sole determinant of course success or program completion. Student achievement is evaluated by using multiple assessment methods throughout the curriculum.

PNSG 1645 Grading Schema

Category	Percentage
Comprehensive Predictor Examination	20%
Unit Examinations	20%
Assignments	10%
Clinical/Interviews/Capstone Activities	20%
Final Examination	20%
Clinical Final Evaluation	10%
Total	100%

A minimum cumulative course grade of 69.5% is required to successfully complete PNSG 1645.

Comprehensive Predictor Examination

The Comprehensive Predictor Examination represents 20% of the Capstone course grade and serves as one measure of student readiness for the NCLEX-PN licensure examination.

The Practical Nursing Program has established a benchmark of 90% Predicted Likelihood of Passing the NCLEX-PN®, or the equivalent benchmark established by the standardized testing vendor.

Students who achieve the established benchmark on the initial administration of the Comprehensive Predictor Examination will receive the full twenty (20) points allocated to this grading category.

Students who do not achieve the benchmark on the first attempt will be required to complete individualized faculty-directed remediation based on identified areas of weakness prior to retesting.

Following successful completion of remediation, students will be provided with one additional opportunity to complete the Comprehensive Predictor Examination.

Students who achieve the benchmark on the second attempt will receive the full twenty (20) points allocated to the Comprehensive Predictor Examination category.

Students who do not achieve the benchmark following the second attempt will receive zero (0) points for the Comprehensive Predictor Examination category. The final course grade will be calculated using all graded course components.

Course Completion

The Comprehensive Predictor Examination represents one graded component of the Capstone course.

Failure to achieve the established predictor benchmark does not automatically result in failure of PNSG 1645.

Students who earn the program-required minimum cumulative course average of 69.5% through all graded course requirements, including examinations, assignments, clinical experiences, and final evaluations, will successfully complete the Capstone course regardless of performance on the Comprehensive Predictor Examination.

Mandatory NCLEX Success Remediation

Because graduate success on the NCLEX-PN is an expected program outcome and an important measure of program effectiveness, students who do not achieve the established benchmark following two testing opportunities will participate in additional mandatory NCLEX Success Remediation.

The remediation process will include, but is not limited to:

- Individualized remediation plan developed by the course faculty;
- Faculty counseling and academic coaching;

- Review of content areas identified by the standardized assessment;
- Completion of assigned remediation modules, case studies, question banks, and focused review activities;
- Documentation of remediation completion.

Following completion of the required remediation, students will complete a mandatory third Comprehensive Predictor Examination.

The purpose of the third administration is to evaluate continued NCLEX-PN readiness and guide individualized preparation for licensure.

Because the student's course grade will have already been determined, no additional course points will be awarded based upon the third administration of the Comprehensive Predictor Examination.

Program Commitment to Student Success

The Albany Technical College Practical Nursing Program recognizes that standardized assessments are one measure of student achievement and should be used in conjunction with multiple methods of evaluating student learning.

Consistent with ACEN expectations for evidence-based assessment practices, students identified as academically at risk will receive structured remediation, individualized faculty support, and opportunities to demonstrate improvement.

The Comprehensive Predictor Examination is intended to promote student learning, improve graduate readiness for licensure, and strengthen first-time NCLEX-PN success while ensuring fair, valid, and reliable evaluation practices.

Accreditation and Regulatory Compliance

This policy supports the Albany Technical College Practical Nursing Program's commitment to:

- compliance with Accreditation Commission for Education in Nursing (ACEN) accreditation standards and Policy 39 regarding standardized testing and high-stakes assessment;
- compliance with Georgia Board of Nursing educational requirements for prelicensure nursing programs;
- utilization of multiple measures of student learning and achievement;
- evidence-based remediation practices;
- continuous quality improvement; and

- protection of the public through preparation of competent entry-level practical nurses.

This policy becomes effective August 5, 2026, and supersedes all previous Comprehensive Predictor Examination policies for PNSG 1645 and PN21,

Practical Nursing Computer and Skills Lab Attendance/Make-Up

Students in the clinical area are expected to be knowledgeable about the nursing skills required in the care of their assigned patients. To assist the students to become prepared for clinical practice, a well-equipped nursing laboratory is maintained on the ATC campus. Students are expected to work with faculty, peers, and independently to develop their skills. Students may practice procedures during posted open-laboratory times during the week in the skills laboratory. If a student misses a scheduled laboratory practice time, she/he is required to contact the instructor directly to schedule a make-up session. It is the student's responsibility to schedule make-up time.

1. Any student who requires a make-up in the skills laboratory will be required to submit a written outline and/or video of the skill in addition to actual "check-off" with the lab instructor.
2. This written assignment/check-off must be completed within one week after the date of the missed laboratory session.
3. In the event of unexcused absence, tardiness, or coming to skills lab unprepared will result in a deficiency (0).
4. Students who must make up more than one laboratory session will be issued a deficiency and may expect to have their skills grade lowered.

- **Open Practice Lab** Hours are posted for the semester on the door of the Nursing Skills Laboratory. If you need any assistance for practicing skills, contact the Nursing Skills instructor.

- **Dress Code** Students are expected to follow the college dress code. When practicing in the lab students must wear navy or khaki scrubs and closed toe shoes. No jumpsuits or tight-fitting uniforms.

- **Behavioral Conduct**

The following rules will be always enforced:

1. **No eating or drinking in the labs at any time.**
2. **Quiet** is to be observed as much as possible.
3. **Coats, books, etc.** should be kept to a minimum in the lab.
4. **No sitting on beds or desks.**
5. **No removal of equipment** from the laboratory.
6. **Return all equipment to its proper storage area** before leaving the lab and return lab to previous state after use.

Failure to comply with the policies/procedures of the skills lab will result in a lowered work ethics/employability grade.

CLINICAL & LAB REGULATIONS

All Levels All students entering the Practical Nursing Program must show proof of the following prior to clinical rotation:

- Physical exam for entry
- PPD annually
- Immunization Record for entry
- Liability Insurance yearly (Banner Web)
- Hepatitis Series or Signed Declination Form
- Drug Screening upon admission (StudentCheck)
- Criminal Background Check upon admission (StudentCheck)
- Flu vaccine annually (during flu season)

The primary instructor is the instructor assigned to the class. A clinical instructor may assist a primary instructor in clinical supervision. The primary instructor assigns the final grade with input from the clinical instructor.

❖ **Clinical Rotations may include all shifts, 7-3, 3-11 and 11-, 10 or 12 hours. Students are expected to attend their assigned shifts.**

A criminal background check is required for all students entering fundamentals. If the criminal background check is positive, the student may not be allowed to attend clinical.

If the student is unable to report for clinical the student must notify his/her instructor and/or his/her assigned floor, failure to notify will result in a failing grade for the day. ***FAILURE TO NOTIFY THE INSTRUCTOR AND/OR ASSIGNED FLOOR TWO TIMES WILL RESULT IN A FAILING CLINICAL GRADE FOR THE SEMESTER.***

Students will remain in their assigned area unless they are patient related activities such as dismissing or transferring a patient, taking a break, or the nurse sends you on an errand. At no time does the student go to other floors looking for your instructor or visiting other students or patients. If students are off their assigned area, the first offense will result in dismissal from clinical for the day. The second offense will result in dismissal from clinical for the semester with a failing grade. All nursing skills will be under the supervision of the instructor.

Students must have a passing average in all work to attend the clinical experience. If a passing average of class work is not maintained at midterm, the student will be dropped from clinical and the student must repeat clinical the next semester if space is available.

Attendance

Students are expected to attend **ALL** assigned clinical experiences and to be **prompt**. The student is required to notify the clinical instructor **AND/OR** the clinical affiliate in the event of an unavoidable absence, or if the student expects to be tardy. Students are expected to arrive at nursing homes by 6:45 am, from 6:46 am to 7:00 am students will be considered late, and it will be reflected in their clinical grade. Hospital arrival is by 6:30 am. From 6:31 am to 6:45 students are considered late, and it will be

reflected in clinical grades. After 6:45 am, students will be sent home. Any alternate scheduling for observation or other sites will be given by instructor of record. Any student arriving 15 minutes or later to the assigned area will be sent home and time must be made up.

Failure to notify the instructor and/or facility of a clinical absence will result in a critical incident. A cumulative total of Two (2) critical incidents constitutes a program failure.

Any student who misses clinical experience and is unable to meet clinical objectives for the course will be subject to review and/or dismissal. Students who miss more than one day of clinical in any one semester the clinical performance evaluation grade **will be penalized**. Students who miss more than two days in any one semester will receive a **failing** final clinical performance evaluation grade. Make-up may be scheduled for any day, as well as time. Once make-up has been scheduled, it is the student's responsibility to decide to be there. Failure to complete all clinical hours will result in failure of clinical course. **The only exceptions to the clinical attendance policy are those that fall under the Albany Technical College emergency and catastrophic situations, and documentation must be submitted to the instructor.** Time will still have to be made up.

The Albany Technical College Practical Nursing Program curriculum provides the **required 487.5 clinical hours** to meet State Board requirements. Students who fail to attend scheduled practicums and do not meet the State Board clinical practice hours requirement will be **ineligible** to sit for the State Board exam (Board Rule 400-3-.02). Students who fail to meet minimum State Board clinical practicum hours may negotiate clinical make-up hours when a clinical instructor and clinical space are available.

Absence of Clinical Instructor

If a faculty member is absent from the clinical agency at the time pre-conference is to begin, students are expected to proceed as follows:

1. One student from the clinical group should contact the Program Director at home or office.
2. Students should remain at the clinical agency until further instructions are given, or alternate arrangements are made.
3. Students **may not** proceed with patient care if an instructor is not present in the agency.

If a faculty member is ill and substitution has not been arranged, she/he will contact students in the affected clinical group regarding cancellation. The clinical cancellation will not be held against the students; however, the hours will have to be reallocated.

Classroom Attendance and Make-Up Work

Students are expected to attend class regularly and to be on time for each class. Instructors keep accurate records of absence and tardiness, and attendance records will become part of the student's transcript. All provisions of the Academic Policies regarding class attendance are in effect. Students **MUST** be in uniform to make up coursework and/or class time. **NO EXCEPTIONS!!!**

Dress Code for Clinical

The Practical Nursing Student shall purchase uniform(s) through an assigned uniform Company during the first semester of enrollment in Nursing Fundamentals of the Practical Nursing Program. **Only school assigned uniforms will be allowed, and must be worn for ALL classes, labs and interactions on campus and in clinical.**

When in uniform, the student will be expected to abide by the following guidelines.

1. Uniforms will be kept clean, free of wrinkles, and neat in appearance. Tight, form-fitting uniforms are not permitted. White long sleeve t-shirts are allowed under uniform tops. Undergarments should be worn but not be visible through uniform top and bottom.
2. Students are required to wear either white compression socks or hose, or white crew socks.
3. Clinical shoes must be **ALL** white, vinyl or leather closed in shoes. NO Crocs or Uggs allowed. No mesh allowed. No holes in body of the shoe allowed.
4. Jewelry will be limited for students to consist of a watch with a second hand, a wedding band, and one (1) set of small stud earrings in the ears. Visible body piercing is limited to the ears only. Tattoos must remain covered.
5. Long hair must be worn off the face and shoulders. All hairstyles must be professional in appearance without excessive or loud colors for hair or colored hair pieces.
6. Large, excessive hair jewelry, scarves and bands, clips and other accessories are not permitted. No scarves or hats allowed. False eyelashes are not allowed.
7. Beards and moustaches may be worn but shall be neat and trimmed. Males without beards and moustaches must be clean-shaven. No false lashes allowed.
8. Make-up should be conservative and light.
9. Students are expected to keep their bodies clean and wear appropriate deodorants/antiperspirants. Strong colognes/perfumes **are not allowed**. No long nails, fake nails or colored nail polish.
10. *Chewing gum is strictly prohibited while in clinical.* Breath mints/films are permitted if they are small and do not change the contour of the face.
11. Students are expected to have the necessary equipment to perform their clinical duties, including a black pen, watch with a second hand, scissors, penlight, stethoscope, and blood pressure cuff. ID badge must be worn.
12. ***A white uniform for Pinning Ceremony is required at the end of the third semester.***
 - a) ***Men are required to wear a white uniform consisting of pants and matching uniform top.***
 - b) ***Women are required to wear white uniform dresses.***
 - c) ***White nursing shoes with white socks for men and white hose for women should be worn.***
 - d) ***Long hair must be worn up and off the face and shoulders. Stud (post) earrings (one pair) and a small necklace permitted. No other piercings (facial jewelry) permitted.***

Classroom and Lab Attire

Practical Nursing students are expected to dress comfortably for class and to use discretion. The practical nursing student ***must*** wear a navy or khaki scrub uniform, with closed shoes when in the nursing lab and classroom. In clinical and lab (***checkoffs***) hair must be up off collar and clinical uniform must be worn. Uniform must be clean/neat, and shoes must be clean. White closed leather shoes must also be worn in clinical. Reference the ATC Student Handbook for school-wide policy. Specifically, practical nursing students are expected to observe the following guidelines in addition to the school-wide policy. Checkoffs in lab require hair up from face and shoulders as well.

Failure to abide by the dress code will result in not being able to stay for class.

ACADEMIC STANDARDS, POLICIES, AND PROCEDURES

The general policies and procedures that apply to all students can be found in the Albany Technical College Student Handbook and Catalog. A summary of the following College policies and services is required to be listed in all program course syllabi.

Attendance Policy: To complete a class successfully, students are required to participate in class, complete assignments in a timely manner, and attend all scheduled classes. Students are expected to arrive on time and remain in class for the entire session. Students can be absent 10 percent of the class without penalty of withdrawal, *but ALL* time missed must be made up. Failure to follow the attendance policy may result in suspension or withdrawal from class. Withdrawal or suspension from a class may affect a student's present, and future academic and financial aid status as well as the class work-ethics grade.

Attendance Suspension: If a student misses more than 10 percent of the scheduled class sessions, the student may be suspended or administratively withdrawn from class. A student who has been suspended or administratively withdrawn for attendance reasons has the right to appeal in writing to the Dean of Health Care Technology and must remain in class during the appeal process. When the appeal process is completed, the final decision is issued retroactive to the date of the original notice of suspension.

For additional information, refer to the Albany Technical College Student Handbook/Catalog. If you have questions during the semester about your continued attendance, please contact the instructor or the division dean, in which this class is being taught, or the or Chair Vice President of Operations if enrolled at a branch campus.

Student-Initiated Withdrawal from Course(s): A student desiring to drop a class must officially withdraw from the class by completing and submitting a Schedule Change Form to the Office of Admissions.

Equal Opportunity Awareness Statement: As set forth in the Student Handbook Guide, Albany Technical College does not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX/Title VI Coordinator: Kathleen Skates, Kirkland Building, Room 6134, Phone Number (229) 430-3524 and Mrs. Armstrong, Prosperity Hall Building, Room 123, (229) 430-3511.

Disabilities Services Coordinator: Regina Watts, Kirkland Jr. Building Room 6156, Phone Number (229) 430-2854. **Disability Services:** Students with disabilities or special needs must self-identify and provide documentation to the

Counseling Services: Academic counselors are available for students' needing assistance with career choices, study skills, scheduling of classes, improving grades, academic advising, and wellness. The counselors are in the Kirkland Building and may be contacted by telephone at (229) 430-3558.

Career Services: Career Services helps with resume and cover letter preparation, mock interviewing, career information, and provides a website of job leads from employers. The website can be accessed by clicking the "Student Services" logo on the Albany Technical College webpage or through the URL: www.albanytech.edu

Safety: Classroom and laboratory organization and operation will reflect as closely as possible standards in the health facilities. Neatness and orderliness will be expected in these areas. All students are expected to properly store supplies after completion of lab activities. It is important for students to always use good safety practices. Safety and operational instructions will be discussed with students prior to their performance of any procedure or skill. Any malfunction or loss of equipment should be reported immediately to the instructor who then notifies the dean. Equipment and supplies should be used in the same manner as they would be used in clinical areas.

Formal Grievance Procedure: When a student cannot resolve their grievance informally, he or she may use this formal grievance procedure. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the technical college president's designee (see the ATC Student Handbook/Catalog).

Financial Aid: Students are eligible to apply for the following financial aid programs:)

Federal Pell Grant	Zell Miller Grant Zell Miller Scholarship	Federal Direct Stafford Student Loans	Social Security Benefits
Federal Supplemental Educational Opportunity Grant (FSEOG)	Georgia Hope Scholarship Georgia Hope GED®	New Connections to Work	Temporary Assistance for Needy Families (TANF)
Federal Work-Study Program	Strategic Industries Workforce Development Grant (SIWDG)	Georgia Fatherhood Program	Workforce Investment Opportunity Act (WIOA)
Georgia Hope Grant	Student Loans	Rehabilitation Services	Bright from the Start/BFTS (Georgia Department of Early Care and Learning)

To be eligible for financial aid assistance, you must:

- Complete the FAFSA
- Be a U.S. citizen or an eligible non-citizen
- Be enrolled in a diploma or associate degree program
- Maintain satisfactory academic progress
- Not be in default of a federal educational loan or owe a refund on a federal/state educational grant
- Meet other regulations as noted
- Have a high school diploma or GED

Conduct and Professional Guidelines

All nursing students are expected to:

1. Students must maintain confidentiality of patients' records. In any type of setting, students are not to discuss information related to patients outside of conferences with instructors.

2. Students are not to reveal the presence of patients in any clinical facilities to anyone other than their clinical instructor. a. The nursing student also promotes, advocates, and strives to protect the health, safety, and rights of the patient.
3. The student's primary commitment is to the patient, whether an individual, family, group, or community.
4. Students must maintain professional appearance and personal hygiene when in uniform:
 - a. Skin clean - use no perfume or aftershave or scented lotions; do use deodorant.
 - b. Nails should be kept short (not visible over fingertips when viewed from palm), smooth, clean, and unpolished.
 - c. No acrylic, gel, or other types of artificial nails can be worn in the clinical setting.
 - d. Hair should be clean and neatly arranged.
 - e. Hair cannot extend below the collar and should be pinned up.
 - f. No swinging ponytails are allowed.
 - g. Hair ornaments/barrettes must be the same color as hair color.
 - h. Men without well-established beards and/or mustaches are expected to shave before reporting to the clinical setting.
 - i. Men with beards and/or mustaches are expected to keep them neatly trimmed.
 - j. Watches, wedding and/or engagement rings, and small, stud earrings are the only acceptable jewelry to be worn with your uniform.
 - k. Rings with large or ornate settings, including single stones that protrude from the setting, should be pinned to the inside of your uniform pocket to avoid loss or damage.
5. Refrain from using any technique or procedure for which you, the student, have not been adequately trained. a. If there are any questions, seek approval first from faculty or clinical instructor.
6. Demonstrate punctuality. Arrive at class and clinical on time, as well as submit all required, written material on time (See the Attendance Policy).
7. Refrain from chewing gum or consuming food or drink in the clinical area. a. The consumption of food and drinks is only to be conducted in approved, designated areas.
8. Call your instructor when circumstances prevent attendance or cause tardiness to clinical and/or class.
9. Be adequately prepared for your clinical assignment. This includes being in uniform, with all equipment necessary to perform your clinical or classroom duties as specified. Each student is responsible for being prepared and will be individually held accountable for such behavior.
10. Work cooperatively with instructors, hospital staff, and peers.
 - a. Any behavior that would be considered unprofessional, unethical, or disruptive either for the classroom, clinical settings, patients, or areas of practice will result in disciplinary action.
 - b. Provide timely, truthful, and accurate treatment for all patients. Do not reveal your own or student peers, or instructors' addresses or telephone numbers to patients, friends, or family members. If provided, this is for your use only and should be kept confidential.
 - c. Follow the chain of command when resolving difficulties on campus, in the classroom, or in the clinical area. The chain of command to be followed should be the instructor, the Program Chair, the Dean of Health Care Technology, and the Vice President of Academic Affairs.
11. **SMOKING or the use of any Tobacco products including e-cigarettes and dipping IS PROHIBITED WHILE IN CLINICALS or on campus.**
 - a. Refrain from smoking in public while in uniform.
 - b. Students who smell any offensive odors will be sent home from clinicals and will receive an unsatisfactory clinical grade.
 - c. Albany Technical College is a smoke-free campus.

12. Promote excellence in nursing by encouraging lifelong learning and professional development.
13. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
 - a. Address hospital personnel by title - Mr., Miss, or Mrs. in the clinical area.
 - b. Address all patients by title - Mr., Miss, or Mrs. i. Exception: pediatric patients or if at the patient request. You may ask for preferences and use them.
14. Collaborate in every reasonable manner with the academic faculty and clinical instructors to ensure the highest quality of patient care.
15. Refrain from any deliberate action or omission of care in the academic or clinical setting that compromises patient safety or creates unnecessary risk of injury to the patient, self, or others.
16. Ensure that there is full disclosure and proper authorization is obtained from a patient regarding any form of treatment or research.
17. Abstain from the use of alcoholic beverages or any substances (legal or illegal) in the academic and clinical setting that will impair your judgment in any manner.
 - a. Students will be dismissed from the clinical setting and sent for toxicology screening (alcohol/drugs-legal and/or illegal) if there is any question regarding the judgment status of a student or any other issue (such as the odor of alcohol on a student's breath).
 - b. Testing will be at the expense of the student. Students must complete screening within 24 hours following the request.
 - c. Failure to comply with requests within 24 hours for toxicology testing may result in disciplinary action including issuance of a clinical failure and/or dismissal from the nursing program.
18. Strive to achieve and maintain an optimal level of personal health. The nursing student owes the same duties to self as to others, including the responsibility to preserve integrity and safety, maintain competence, and continue personal and professional growth.
19. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per the college grievance policy.
20. Refuse to engage in, or condone, discrimination based on race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
21. If a student is employed by a health care agency/hospital following completion of one or two semesters of nursing courses, the nursing program disavows all responsibility for the actions of the nursing students who are functioning in these employment positions.
 - a. Students will not represent themselves as students while employed.
 - b. The hiring institution (hospital or health care agency) assumes legal and ethical responsibility for the actions of these employees.
 - c. Clearly stated job descriptions for these employment positions are the sole responsibility of the employment institution.
22. Cellular phones, beepers, iPads, or any other electronic/technology devices are not allowed in the classrooms, clinical setting, or any professional function sponsored by the program. Exceptions may be at the discretion of your instructor.
23. The use or presence of a technological device during testing is considered a form of cheating and may result in a grade of zero on the exam.
24. Children will not be allowed in classrooms, computer labs, or skills labs.

Social Network Statement

The Health Care Technology faculty and administration recognize that social networking websites and their applications are an important and timely method for communication. However, students, staff and faculty who use these websites and other applications must be aware of the critical

importance of privatizing their websites, so that only trustworthy “friends” have access to them. Students, faculty, and staff should take advantage of privacy settings available on many social networking sites in their personal online activities and separate their personal and professional sites and information online. They must also be aware that posting some information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders may be subject to adverse academic actions that range from a letter of reprimand to dismissal from the occupational program and/or school. The following actions are strictly forbidden:

1. With respect to information that you have in your role as a caregiver, you may not reveal the personal health information of other individuals as specifically proscribed by law and regulation. Removal of an individual’s name does NOT constitute proper deidentification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photography may still allow the reader to recognize the identity of a specific individual. This is a HIPAA violation and may violate other laws and clinical agency regulations as well.

2. The student may not report private (protected) academic information on another student or graduate. Such information might be included but is not limited to course or clinical grades, narrative evaluations, examination scores, or adverse academic or clinical actions. This may be a violation of state and/or federal privacy laws or regulations.

3. Do not represent yourself as someone else or as a representative of Albany Technical College.

Professional Boundaries The purpose of this policy is to provide guidelines for students and faculty regarding the use of social networking technology. Maintaining professional boundaries can be a challenge for students and faculty in the information technology age. Social networking technology can obscure patient-caregiver and faculty-student relationships, creating a friend relationship versus a friendly professional one. Professional boundaries exist to maintain therapeutic relationships between patients and caregivers and objective relationships between faculty and students. To assure professionalism, it is imperative to set clear boundaries for both nurse-patient and faculty-student communications and relationships.

This policy establishes guidelines for these relationships and for professional behaviors related to communications which utilize information technology, including e-mail and social networking sites (i.e., Facebook, Instagram, Snapchat, Twitter, LinkedIn, and others, both online and as mobile applications). Violations of these guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

Faculty-Student Communications: The appropriate use of information technology between faculty and students is the utilization of college e-mail, not personal e-mail, or social networking sites (i.e., Facebook, Instagram, Twitter, LinkedIn, and others, both online and mobile).

Nurse-Patient Communications: Do not become a friend on a patient’s social networking site or allow patients to become a friend on your site. Students must not reveal personal health information of patients obtained while an ATC nursing student. This is considered a HIPAA violation. Do not use Albany Technical College or clinical facilities computers for personal business. These resources are provided for academic or clinically related business.

Professional Behaviors Related to Social Networking

1. Do not report private academic information of other students on these sites
2. When using social networking sites, always present self in a mature and professional manner.
3. Be aware that future employers review these network sites when considering potential candidates for employment.
4. Refrain from the following actions on social networking sites:

- a. Display of vulgar language
- b. Display of language or photographs that are disrespectful of any individual or group secondary to age, race, gender, ethnicity, or sexual orientation.
- 5. Posting of personal photographs or photographs of others that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
 - ii. Posting potentially inflammatory or unflattering material on another's website, e.g., on the "wall" of that person's Facebook site.
 - iii. Maintain professional conduct between colleagues on social media networks.

Healthcare Technology Division Practical Nursing Department Critical Incidents

A critical incident will result in an unsatisfactory performance for the clinical week and the student shall be sent home. ***Two critical incidents will result in program dismissal.***

Critical incidents include:

1. Discourteous or disrespectful behavior to classmates, instructors or patients and families.
2. Accepting tips or gratuities.
3. Receiving unauthorized visitors in the work area while on duty.
4. Sleeping on clinical property.
5. Use of abusive or offensive language.
6. Violations of the confidentiality policy.
7. Unprofessional conduct or behavior.
8. Failure to follow health, safety, or fire regulations.
9. No call or no show for clinical.
10. Verbal or physical patient abuse.
11. Insubordination (refusal to follow instructions or perform assigned duties.)
12. Leaving the clinical area without permission.
13. Theft of property from school or clinical site.
14. Falsification of patient or other clinical record.
15. Excessive time on breaks or taking unauthorized breaks.
16. Patient abandonment (Leaving floor or unit without permission).
17. Use of hospital property (i.e., telephone, copier, fax machine or refreshments while on unit)
- 18. Use of personal cell phones on clinical property.**
19. Smoking on a tobacco free campus.
20. Family members and friends at clinical sites (other than pick up).
- 21. *Critical Offense: Any threatening behavior, as defined by the student affairs policy, inclusive of, but not limited to (Threatening behavior (perceived or implied), unscheduled/uncontrolled confrontation (directly with student or those associated with the student) – Stands in Class and Clinical***

CLINICAL ASSIGNMENTS

The clinical instructor will make clinical assignments on the first morning of the clinical experience. Students will be given ample time to review the chart and make necessary notes regarding the patient's diagnosis and treatment plan. The student is expected to research the patient's diagnosis, nursing care interventions, medications, laboratory data, and other background information following the format presented during the clinical orientation.

When seeking information about his/her client/patient/resident during “non-clinical” hours, the student is required to wear business casual clothes (no jeans, shorts, or sweats) with a lab coat/jacket and ATC picture ID.

All written clinical assignments are due on the date determined by the clinical instructor. Failure to turn in an assignment by the date/time announced will result in a lowered clinical performance grade.

LINES OF COMMUNICATION

In the Health Care Technology Division, there is a line of communication that students are expected to follow when attempting to solve problems, offer suggestions, or find answers to questions. This line of communication begins with the student's clinical instructor and proceeds as follows until the situation is resolved or the question is answered.

***Clinical Instructor ↔ Staff Nurse ↔ Instructor for the Clinical Course →
Program Director → Health Care Technology Dean → Vice President of Instruction***

Students are expected to follow these lines of communication. If at any time it is discovered that a student has circumvented these lines of communication, the student should expect that he/she will be sent back to talk with the person before his/her requests, comments, etc., will be considered.

Emergency Contact During Clinical

Students are strongly discouraged from making personal phone calls during clinical hours. Cell phones, pagers, and other electronic communication devices must be deactivated during clinical hours. The use of cell phones in most clinical agencies is prohibited.

Any student who anticipates a call or calls of an emergency nature (illness in the family, etc.) may give their clinical instructor's pager number and/or facility number to necessary persons (family members, childcare providers, etc.). The student must provide the Registrar's Office with updated emergency information to be placed on file. Students may not receive personal calls without first going through their clinical instructor. Students may not use facility phones to make personal calls. Students must use public phones to place personal calls in an emergency setting.

LEVEL OF COMPETENCY

The Practical Nursing Program curriculum builds on previously mastered competencies. During preparation to function as a Licensed Practical Nurse, the student will demonstrate progressive satisfactory performance in providing for the promotion, restoration, and maintenance of health for individuals experiencing commonly occurring and well-defined problems, illnesses, or adjustments with predictable outcomes. The performance levels are as outlined below.

1. Demonstrate ethical behavior in the clinical setting as evidenced by the ability to maintain patient confidentiality, ensuring the Patient's Bill of Rights, working cooperatively with the patient and other health care team providers, following written policies and procedures as deemed by the program and clinical affiliates.
2. Demonstrate safe nursing care as evidenced by prudent judgment and practice.
3. Demonstrate good personal hygiene as evidenced by a clean uniform, hair and nails appropriate for the clinical setting, daily bath, good oral hygiene and use of appropriate deodorants and/or antiperspirants.
4. Demonstrate the ability to maintain aseptic technique as evidenced by proper hand washing, appropriate use of gloves &/or barriers, and institution of appropriate infection control measures.
5. Demonstrate proper body mechanics as evidenced by correctly lifting, moving, and transferring of patients and objects.
6. Make an unoccupied and an occupied bed as demonstrated in the clinical lab.
7. Demonstrate the proper technique for giving or assisting with bathing an adult, including grooming of the hair, nails, and feet, oral hygiene, and perineal care.
8. Demonstrate the proper and safe use of restraints and/or restraint alternatives.
9. Accurately measure and record vital signs.
10. Demonstrate the ability to recognize and report abnormal vital signs.
11. Demonstrate the ability to assess the resident's/clients' general appearance and mental function.
12. Review the nursing record of an adult client/resident.
13. Serve food trays and feed adult clients according to facility dictated guidelines.
14. Assist the client/resident with bathroom privileges, a bedpan, urinal or bedside commode as indicated.
15. Observe and demonstrate wound care.
16. Demonstrate/explain effective use of patient/resident/client/nurse communication systems (call button/intercom).
17. Observe IVF administration via pump, via gravity.
18. Describe common health care problems of the geriatric client.
19. Describe the daily routine for a geriatric client living in a skilled nursing facility or extended care medical facility.
20. Demonstrate the ability to measure and weigh the adult client.

Level II: After the second clinical practicum (PNSG1610 & PNSG 1615), the student should be able to use the Nursing Process at the following performance level:

1. **Professional Conduct/Attitude:** Demonstrates ethical behaviors; sensitive and courteous towards others; anticipates needs of peers/patients and initiates appropriate assistance; respects authority; compliant with school/agency policies/goals; always present and prompt.
2. **Appearance:** Well-groomed and appropriate for professional setting; never needs reminders/always adheres to professional dress code as outline in the PN Student Handbook.

3. **Initiative/Adaptability:** Readily adapts to new situations and changing assignments; confident and relaxed in most situations; highly dependable in completing assignments; consistently exhibits self-confidence.
4. **Judgment/Responsibility:** Makes competent decisions and willingly accepts responsibility/accountability for actions; recognizes role boundaries as a student; performs as a reasonable prudent (responsible) person in a similar circumstance as evidenced by adherence to the standard of care; utilizes critical thinking skills to anticipate required action.
5. **Organization:** Organizes assignments; identifies and set appropriate priorities; assignments completed efficiently, correctly, and dependably.
6. **Technique:** Developing skills appropriately for level of instruction; independently performs basic nursing skills (ADLs); performs advanced skills with only minimal verbal/physical cues; maintains circumstances when performing tasks under supervision of the instructor.
7. **Medication Administration:** Follows “Rights” of medication administration; no potential/actual med error; meds always administered in a timely fashion; accurately calculates dosage and IV drip rates; safely selects injection sites and administer parenteral meds correctly; follows through with medication administration; knowledgeable of meds; drug research complete.
8. **Documentation:** Developing skills; always documents usual occurrences in a timely manner with minimal instructor input, rare grammatical/spelling error notation; legible and neat.
9. **Patient Safety:** Always observe basic safety precautions; independently recognizes SPN role limitations. Only performs Instructor supervised skills.
10. **Knowledge Application/Critical Thinking Skills:** Demonstrates appropriate level of knowledge of the patient diagnosis and/or treatment regimen as evidenced by complete written clinical assignments and thorough clinical preparation; applies basic nursing theory to clinical practice with minimal verbal cues when questioned orally; written assignments are complete, scholarly, and always delivered by due date.

Level III: After the third clinical practicum the student should be able to use the Nursing Process at the following performance level in addition to the competencies identified in PNSG 1610 and 1615.

1. **Professional Conduct/Attitude:** Identify positive, professional role models; discuss societal expectations of the PN; act on moral commitment; involve other health care professional in decision making; respect individual and family rights to dignity, privacy, and participation in care; begin to participate in professional and community activities related to the nursing profession. Complies with the scope of practice identified in the Georgia Nurse Practice Act.
2. **Appearance:** Exhibit a well-groomed and appropriate appearance for the professional setting without reminders.
3. **Initiative/Adaptability:** Maintains balance between professional and person life; demonstrates effective affective responses in all situations; accepts constructive feedback; establishes outlets to cope with stressors.
4. **Judgment/Responsibility:** Accepts responsibility for own actions and outcomes; provides a safe and secure environment for patients; offers and accepts help as needed; completes projects without prompting; demonstrates respect for the professional role of others.
5. **Organization:** Demonstrates increased proficiency in physical/psychosocial assessment skills on the adult client utilizing concepts of critical thinking; constructs appropriate nursing diagnoses in more complex situations with the adult client’ prioritizes and applies nursing care for more than one adult client; applies effective communication techniques for peer/coworker interactions; prioritizes own

time; coordinates schedule with others; plans ahead; demonstrates flexibility; completes assignments without prompting

6. **Technique:** Performs more complex therapeutic nursing interventions on the adult client safely and correctly under the supervision of an instructor; applies a higher level of nursing knowledge and skills to adult client care in more complex situations.
7. **Medication Administration:** Demonstrates increasing knowledge of medications, actions, indications, nursing implications, adverse reactions; demonstrates ability to administer medications to more than one client.
8. **Documentation:** Document's assessment data with increasing proficiency; effectively communicates assessment findings to appropriate persons; documents assessments that are more complex and nursing care legibly, concisely, and correctly.
9. **Patient Safety:** Provides a safe and secure environment for more than one adult client; offers and accepts help appropriately; consults appropriately with others to clarify problems. Only performs skills under an instructor supervision
10. **Knowledge Application/Critical Thinking Skills:** Compares normal vs. abnormal findings in adults in increasingly complex situations, interpreting deviations in health status; associates the effects of health alterations (age specific competencies) on the developmental tasks of the adult client' discusses more specific learning needs of adult clients related to health maintenance and restoration; describes adult teaching/learning principles; incorporates cultural and spiritual aspects of the client into the plan of care; applies principles of normal and therapeutic nutrition into the plan of care; assists in the review and revision of the nursing care plan to meet the changing needs of the client; identifies own learning needs based on previous experiences; seeks out new learning opportunities; seeks out professional literature; seeks to gain knowledge and input from others; develops plan of action in response to feedback.

Level IV: After the fourth clinical practicum (PNSG 1635 and 1645 the student should be able to use the Nursing Process at the following performance level in addition to the competencies identified in PNSG 1620 & PNSG 1625.

1. **Professional Conduct/Attitude: Demonstrates** accountability for decisions; treats patients within the scope of practical nursing education; discusses the role of practical nursing in health care; maintains the patient as priority; participates in professional and community activities related to the nursing profession; respects individual and family rights to dignity, privacy, and participation in care.
2. **Appearance:** Exhibit a well-groomed and appropriate appearance for the professional setting without reminders.
3. **Initiative/Adaptability:** Works effectively with challenging patients; responds effectively to unexpected experiences; delegates to others as needed; discusses difficult issues with sensitivity and objectivity; accommodates differences in learning styles; tolerates inconsistencies in the health care environment.
4. **Judgment/Responsibility:** Delegates as needed; encourages patient accountability; responds appropriately to urgent situations; considers multiple approaches when responding to problems.
5. **Organization:** Sets priorities and reorganizes when needed; performs multiple tasks simultaneously and delegates when appropriately; uses scheduled time efficiently; prioritizes multiple commitments.
6. **Technique:** Performs selected therapeutic nursing interventions safely and correctly under the supervision of an Instructor on the antepartum, intrapartum, postpartum, newborn, and pediatric client in noncomplex situations; applies nursing knowledge and skills to care of the antepartum, intrapartum, postpartum, newborn and pediatric client; modifies care as needed; initiates basic health teaching to the

- childbearing family/pediatric client and family and reinforces teaching initiated by the registered nurse related to health maintenance and health restoration; continues to build on adult nursing care skills.
7. **Medication Administration:** Continues to grow in knowledge and application of medication administration skills in various healthcare environments.
 8. **Documentation:** Document's assessment and care of the childbearing family and pediatric client and family legibly, concisely, and correctly; modifies and utilizes appropriate nursing diagnoses in caring for the childbearing family/pediatric client/family; continues to develop and refine documentation skills for the adult client; summarizes and documents assessment data proficiently.
 9. **Patient Safety:** Complies with the scope of practice as outlined in the Standards of Care and the Georgia Nurse Practice Act under the direct supervision of an instructor; responds appropriately to urgent situations.
 10. **Knowledge Application/Critical Thinking:** Modifies and utilizes appropriate nursing diagnoses in caring for all age groups; incorporates cultural/spiritual aspects into plan of care for all age groups; assists in the review and revision of the Nursing Care Plan to meet the changing needs of various clients and their families; demonstrates therapeutic relationships with various age groups; collaborates with and assists other members of the health care team in the revision of teaching and the nursing care plan; applies new information and re-evaluates performance; sets personal and professional goals and recognizes education as a lifelong process; is able to recognize and verify solutions to problems; implements solutions; reassesses solutions; justifies solutions selected; determines effectiveness of applied solutions; exhibits openness to alternative ideas; considers multiple approaches when responding to feedback.

CLINICAL PERFORMANCE EVALUATIONS/DEFICIENCIES

Students must attain an appropriate level of competency to pass a clinical course. All students enrolled in a clinical course will be evaluated weekly, in writing, by their clinical instructors. Additional conferences to discuss clinical performance may be requested at any time, either by the student or the clinical instructor. Progress Reports will be issued to the students weekly and will be assessed by using a point value system as presented in student orientation.

The weekly progress reports will be combined at the end of the semester into a clinical performance Evaluation Summary. Letter grades are derived from the total number of points accumulated in the summary (see Clinical Performance Evaluation Summary distributed during clinical orientation) and will follow the standard school grading policy (see Course Syllabus).

GRADUATION REQUIREMENTS

Albany Technical College grants the Practical Nursing (PN) certificate to graduates of the practical nursing program. Any PN nursing course presented for graduation must be completed within three calendar years or less prior to graduation. If a nursing course is completed more than three calendar years prior to graduation, the course must be successfully challenged (theory and clinical/lab components) or repeated for credit. The general requirements for graduation are as follows:

1. Quantitative- The Practical Nursing program students must complete a minimum of 49 semester hours of academic work.
2. Qualitative- Students must complete all courses in the nursing curriculum with a grade of a "C" or higher and have a minimum of a 2.0 cumulative grade point average on a 4.0 scale to be eligible to graduate from the Practical Nursing program.

3. Curricular- The student must satisfy the requirements of the core curriculum and complete the nursing program of study. In addition to the grade and cumulative GPA requirement, students must complete an exit portfolio and participate in a review course as designated by the program faculty (i.e., Kaplan, ATI, Rinehart, or HURST).

4. Students must successfully complete **687.5** theory hours and **487.5** clinical practice hours with a minimum GPA of 2.0 to receive a diploma in Practical Nursing from Albany Technical College. Meeting this requirement enables a student to be eligible to sit for the NCLEX-PN licensure examination.

GRADUATION/DEGREE AUDIT

Students are responsible for monitoring their progress toward completing their program. Consult with the nursing faculty/ academic advisors for support in reviewing and understanding degree requirements as listed in ATC catalog and PN student handbook. Degree audits are performed throughout the program, every semester. The results are shared with each student. All core courses must be completed prior to enrolling in the fifth and final semester of nursing courses.

1. The graduation/degree application process is initiated by the student.
2. The completed application is to be submitted to the Career Center.
3. For the diploma audit application to be valid, the student must have the required cumulative grade point average for their academic major.
4. Each student should update name and/or address with the Registrar.
5. If the student has any questions, contact the department chairperson as soon as possible. He/she should not wait until their expected semester of graduation to resolve any outstanding problems. Graduation exercises are scheduled for the end of Fall and Spring terms. All students must complete an application for graduation when they pre-register for their last class. Filing deadlines are March 15th for the Spring ceremony, June 15th for the summer semester (participation in the Fall ceremony), and October 15th for the Fall ceremony. Students are expected to complete a Career Portfolio prior to graduation as a tool for success in employment. Program advisors will provide details about specific portfolio requirements for each program. Students must also visit the ATC Career Center to complete a Leaver form and complete an Exit Interview at the Financial Aid office. Once the application is received, the Registrar will perform a graduation audit to determine graduation status. The college recognizes honor graduates when they maintain the following GPA's: Honors with Distinction: 3.75-3.94 Presidential Scholar: 3.95-4.0.

LICENSURE & NCLEX-PN EXAMINATION

Upon completion of the Practical Nursing Program, students will be eligible to sit for the National Council on Licensing Examination – Practical Nursing Examination and apply for Georgia State licensure. The registration process for students LPN initial licensing is an online process. A brief description of the procedures from application to receipt of results of the NCLEX using CAT examination is provided below.

1. The candidate is to submit a complete NCLEX-PN registration form along with the fee (\$200) to Pearson VUE or register with VUE by telephone payable by credit card only.
2. The Georgia Board is to receive a graduation list by email from the technical college. The name on Pearson Vue must match ID for testing.
3. The student and program director will register the candidate online www.sos.ga.gov students must have a credit/debit card to register, the fee is \$40.00.

4. Testing agency will then send the candidate an Authorization to test (ATT) letter, along with a complete listing of available testing sites.
5. Upon receipt of the ATT, the candidate is to call the testing vendor of his/her choice to schedule an appointment to take the NCLEX-PN using CAT.
6. After the candidate has completed the examination, the testing agency will notify the Ga. Board of Examiners – LPN of the candidate’s test results. The candidate may also access the Ga. Board of Examiner – LPN web site and search the licensure database for positive test results. Candidates who do not find their names in the database are not likely to have passed the exam.
7. The Board will then notify the candidate of his/her test results and will issue a license if the candidate was successful on the examination.

GUIDANCE AND COUNSELING SERVICES

Students who are experiencing personal problems at Albany Technical College may seek counseling services through the division of student services.

CAREER PLACEMENT SERVICES

The Career Service Center invites Albany Technical College students and alumni to use the many resources and services available through the office. Whether you need to improve your interviewing skills, have your resume critiques, or know how to research a company, you want to begin with the Career Service Center. Job opportunities are added daily and updated regularly. Many job opportunities are online via various websites. The staff selects and regularly updates user friendly and viable websites to keep you abreast of trends, salaries, and job opportunities. The Career Service Center is open Monday through Thursday from 8 a.m. until 6 p.m. and on Friday from 8 a.m. to 4 p.m. All Career Service Center services are free to students and alumni.

Blood and Body Fluid Exposure

If the faculty member or student has a percutaneous (needle stick, cut or puncture) or mucus membrane (splash to the eye, nasal mucosa, or mouth) exposure to body fluids (blood or other infectious materials) or has a cutaneous exposure when they have chapped or abraded skin, or otherwise non-intact skin, it shall be reported as an exposure incident to the faculty member and/or the Infection Control Coordinator.

Following the report of an occupational exposure incident, the faculty member/student shall complete an accident/incident occurrence report. The faculty member/student will be offered a confidential medical evaluation and follow-up, which will include the following information:

1. Documentation of the route(s) of exposure, HBV, and HIV antibody status of the patient(s) (if known), and the circumstances under which the exposure occurred.
2. If it is feasible and the source patient can be determined and permission is obtained, collection and testing of the patient’s blood to determine the presence of HIV and/or HBV infections shall be conducted.

3. If patient consent is refused, the employer shall establish that legally required consent cannot be obtained. When the source individual consent is not required by law, their blood, if available, shall be tested and the results documented. If the source patient is already known to be HIV or HBV positive, then testing need not be repeated.
4. Results of the source individual's testing shall be made available to the faculty member/student, and the faculty member/student shall be informed of the applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
5. The exposed faculty member or student's blood shall be collected as soon as feasible and tested after consent is obtained from the exposed person.
6. If the faculty member or student consents to baseline blood collections but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within the ninety- (90) days of the exposure incident, the faculty member/student elects to have the baseline sample tested, such testing shall be done as soon as feasible.
7. The College shall ensure that the healthcare professional responsible for the faculty member/student's Hepatitis B vaccination is provided a copy of the regulation of "Occupational Exposure to Blood borne Pathogens."
8. The College shall ensure that the healthcare professional evaluation an employee after an exposure incident is provided with the following information:
 - a. a copy of the regulation for "Occupational Exposure to Blood borne Pathogens".
 - b. a description of the faculty member's/student's duties as they relate to the exposure incident.
 - c. documentation of the route(s) of exposure and circumstances under which the exposure occurred.
 - d. results of the source individual's blood testing, if available.
 - e. all medical records relevant to the appropriate treatment of the employee including vaccination status, which are the college's responsibility to maintain.
9. The College shall obtain and provide the employee with a copy of the consulting healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion of Hepatitis B vaccination shall be limited to whether the vaccination is indicated and if the faculty member/student received such vaccination. The health care profession's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 - a. that the faculty member/student has been informed of the results of the evaluation.
 - b. that the faculty member/student has been told about any medical conditions resulting from exposure to blood or other infectious materials which require further evaluation or treatment.
10. All other findings remain confidential and shall not be included in the written report. Medical records required by the standard governing occupational exposure shall be maintained as outlined in the Blood borne Pathogen's standard. Student medical records shall be retained for a period of one year after graduation, completion, termination or leaving college. Faculty member records shall be retained for a period of 30 years plus the length of employment.

Practical Nursing Program Cost Sheet

Tuition (based on 1credit hours)

Tuition per semester	\$ 1500.00	x3 semesters
Activity fee per semester	\$ 29.00	x 3 semesters
Registration fee per semester	\$ 50.00	x 3 semesters
Insurance	\$ 6.00	x 3 semesters
Technology Fee	\$105.00	x 3 semesters
Athletic fee	\$ 28.00	x 3 semesters
Instructional Fee	\$ 55.00	x 3 semesters
Campus Safety Fee	\$25	x 3 semesters

Tuition & Fees Cost: \$5244

Books

First Semester	\$700.00
Second Semester	\$570.00
Third semester	\$570.00

Total Book Cost: \$1840

Uniforms

First semester (Uniforms and Supplies)	\$300.00
Second semester	\$20.00 (Nursing cap)

Total Uniform Cost: \$320.00

Additional Program Requirements

First semester

Health Exam	\$150.00
(Cost varies to the agency)	
TB Skin Test -	\$35.00
CPR Certification	\$65.00(cost varies)
Student Check	\$96.00 (done by student Pre-Check)
Liability Insurance	\$ 16.00
ACEMAPP Fee (1 st Semester)	\$58.00

Second semester

N/A

Third Semester

Nursing Pin	\$30
Uniform for pinning ceremony	\$80.00
NCLEX Exam Fee (<i>Paid mid semester</i>)	\$200.00
Georgia Licensing Fee	\$40.00
Pre-licensure fingerprinting	\$60

Total Additional Cost: \$830.00

APPENDIX A

PRACTICAL NURSING GRIEVANCE PROCEDURES (Effective July 26, 2021)

Students and faculty will follow the normal ATC chain of command in addressing issues of concern and problems that may arise. The first point of contact is the instructor. If the instructor does not resolve the issue, the student should meet with the Practical Nursing Program Chairperson. If the issue is not taken care of at this level, grievance procedures are outlined in the ATC Catalog.

In the event a complaint is raised, the following steps will be taken:

1. The Program Director documents the complaint.
2. The Program Director attempts to resolve complaints and responds to complainant in writing with five business days.
3. If the student is not in agreement with the Program Director's response, they may follow the ATC process.
4. All documentation regarding complaints will be maintained in locked file cabinet in Program Director's office.

Title IX Coordinator

Kathy Skates, Vice President of Administration

1701 S. Slappey Blvd, Albany, GA 31701

Phone: (229) 430-3524 Email: kskates@albanytech.edu

Section 504/ADA Coordinator

Regina Watts, Special Needs Coordinator

1701 S. Slappey Blvd, Albany, GA 31701

Phone: (229) 430-2854 Email: rwatts@albanytech.edu

DISABILITY ACCOMMODATIONS: A student who believes that he/she has a disability of any type should contact the following: Regina Watts by phone at (229) 430-2854, by email at rwatts@albanytech.edu.

Non-Academic Grievances

For non-academic grievances, the instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be affected only through appropriate procedures of the institution, and a complaint may be filed by the instructor with student affairs.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to the other possible disciplinary sanctions which may be imposed through the regular institutional procedures because of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

In addition to the grievance and complaint policy, the nursing handbook clearly outlines the application and acceptance procedures, requirements for progression in the program and how to reapply to the nursing program. Nursing faculty believe clear policy statements help prevent misunderstandings among students seeking admission/readmission and those enrolled in the program. To validate understanding of these policies, new incoming students sign a statement verifying receipt and comprehension of the handbook information. Signed statements are kept on file in the administrative assistance office. Since the development of the program, we have had one formal grievance or complaint which was resolved following the policies of the college and nursing program.

CDC Website:

<https://www.cdc.gov/cdc-info/index.html>

OSHA Website:

<https://www.osha.gov/laws-regs>

Cohort return Policy

Scenario 1: 2 failures in one semester

Scenario 2: 1 failure in a semester

1 failure in a subsequent semester

Scenario 3: 1 failure along with 1 withdrawal in one semester (counts as 1 failure)

Failure following semester

➤ Administratively withdrawn and reapply in 3 years

Scenario 4: 2 withdrawals in one semester (only counted as one withdrawal)

1 withdrawal following semester

Scenario 5: 1 failure in one semester

1 withdrawal in any following semester

Scenario 6: withdrawal in one semester

1 failure and/or withdrawal in any following semester

Scenario 7: 1 failure and/or withdrawal in one semester with failure to return the next semester the failed or withdrawn course is offered

➤ Administratively withdrawn and reapply in a year

By signing I acknowledge that I have read and understand the policy outlined within this document.

Student Name: _____ Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Skills Lab Live Demo Agreement

Dear Nursing Students,

As part of your training in the Practical Nursing program, you will participate in the clinical skills practice lab performing three invasive procedures during the program. These procedures are as follows:

1. **Fingerstick** – PNSG 1605
2. **Intradermal Injection** – PNSG 1600
3. **IV Insertion/Phlebotomy** – PNSG 1610/1615

Each procedure may only be attempted with an assigned peer once, unless someone volunteers to assist. This is to ensure that you gain hands-on experience while maintaining a safe and supportive learning environment for all students.

Please come prepared and be ready to practice these skills under the guidance of your instructors.

Best regards,
Teresa Darity MSN, RN
PN Chair
Practical Nursing Program

Registering for the NCLEX Step by Step

Please use these step-by-step instructions for registering for the NCLEX. It is important to first understand the entire process and to become familiar with the names of the different applications including the companies/boards/affiliations that you will be submitting your applications to.

Definitions:

Companies/Boards/Affiliations

- **Pearson Vue** – the company that administers the NCLEX examination. They are only involved with test administration. They do not decide who can take the exam – that is done by the Georgia Board of Nursing.
 - You pay them \$200 to take the exam.
- **Georgia Board of Nursing (GBON)**– the people that decide who can take the NCLEX.
 - You pay them \$45 to review your application.
- **Georgia Applicant Processing Services (GAPS)/Field print** – the people that do the background check and fingerprinting services for the Georgia Board of Nursing. You pay them \$51.50 for your background check and fingerprinting. Remember you will not get your fingerprints done until the board sends you an approval code to move forward with the fingerprinting.

The Application and Forms

- **Application for Licensure by Examination**
 - This application is submitted to the Georgia Board of Nursing (GBON)
 - You must submit this application in order to be approved by GBON to take the NCLEX examination.
- **Citizenship Affidavit Form**
 - This document is submitted with the Application for Licensure by Examination to the GBON
 - It validates your citizenship, and it must be notarized.
- **GBON Criminal Background Check Release Form**
 - This document is submitted with the Application for Licensure by Examination to the GBON
 - Remember to add your city, state and Zip code to your address.
 - It allows the GBON to look at and use your background check and fingerprint information.
- **Secure and Verifiable Document**
 - This document is submitted with the Application for Licensure by Examination to the GBON
 - It validates your identity.
- **Authorization to Test (ATT)**
 - Once you are approved by the GBON, NCSBN will send you an email containing an Authorization to Test (ATT), which is essentially just an email confirming your eligibility to take the NCLEX.

- The email will direct you to a website where you can sign up for an actual time slot to take the NCLEX. You can choose any location and any open time slot.

OVERVIEW

The most important item to remember is that you must register and create an account first with Pearson Vue. Then, you must get approval to take the NCLEX by completing and submitting, an **Application for Licensure by Examination** to the Georgia Board of Nursing.

- To approve the Application for Licensure by Examination, the Georgia Board of Nursing needs verification of the following:
 - Confirmation of Degree sent to Georgia Board of Nursing by your school. **(The school does this, you do not need to submit a transcript)**
 - Citizenship and Identity Info which includes:
 - 1) A notarized **Citizenship Affidavit Form**
 - 2) Copy of approved ID such as a passport or a driver's license (this is your **Secure and Verifiable document**).
 - Background check and fingerprints
 - This is done through **Fieldprint/Georgia Applicant Processing Services (GAPS)**
 - A signed **GBON Criminal Background Check Release Form, dated November 2022** which allows the Georgia Board of Nursing to view your background check.

Once all these required documents above are submitted and verified, you will receive an **Authorization to Test (ATT)** – aka an email that will allow you to sign up for a time slot to take the NCLEX.

Original Source: Georgia Board of Nursing <https://sos.ga.gov/how-to-guide/how-guide-registered-nurse>

IMPORTANT TIPS

- Be sure to use your full legal name - the same name that is listed on your degree and your ID.
- All applications should be completed with your personal email address, NOT one from school or work.
- When they ask if you have ever been arrested – be sure to answer this completely honestly, even if the charges were expunged or reduced etc. You will need to upload with your application a disposition of the court case and a letter of explanation.

STEP BY STEP INSTRUCTIONS

1. Create an account with **Pearson Vue**
 - a. Go to www.pearsonvue.com/nclex
 - b. Use school code: **US (EACH SCHOOL WILL NEED TO ADD THEIR CODE HERE)**
2. At Pearson Vue, **register to take the NCLEX-RN licensure exam.**
 - a. Fee: \$200

- b. Registration with Pearson Vue may be done prior to applying for licensure to the Georgia Board of Nursing (as of 2023 it may be done in conjunction with registering at the GBON website)
3. Complete form entitled **Affidavit of Citizenship** – this must be done in the presence of a notary.
 - a. This form will be submitted when you complete your Application for Licensure by Examination
4. Complete form entitled **GBON Criminal Background Check Release Form dated November 2023**
 - a. This form will be submitted when you complete your Application for Licensure by Examination
5. Select a **Secure & Verifiable document** – this is just something that the GBON requires during the application to verify your identity.
 - a. This may include an unexpired passport, driver's license, green card, etc.
 - i. For a full list see document entitled: **Secure and Verifiable Documents Under O.C.G.A. § 50-36-2** on GBON Secretary of State- Georgia Online Licensing Website
6. Scan a copy of the signed **GBON Criminal Background Check Release Form**, the signed/notarized **Affidavit of Citizenship**, and your **Secure & Verifiable document** of your choosing – you will need digital copies of each to complete the application process.
7. Create a username and password with the **Georgia Board of Nursing** website, but do NOT submit an application until two to three weeks before degree conferral.
 - a. Five days after Degree conferral, the university/college will send degree confirmation to the BON.
8. **Application for Licensure by Examination with the Georgia Board of Nursing**
 - a. Go to GBON website:
<https://secure.sos.state.ga.us/mylicense/Login.aspx?process=app>
 - b. Go to the first bullet that says “If you wish to register for a "person" license account (e.g. Registered Nurse, Accountant), [click here](#) to continue the registration process.”
 - c. Select “**click here**” to begin your online application.
 - d. Login using your last name and SS#
 - e. Select ‘**Apply for a New License**’
 - i. Make sure you click this one only!
 - f. Under ‘**Profession,**’ select **Registered Professional Nurse or Licensed Practical Nurse**
 - g. Under ‘**License type,**’ select **Registered Professional Nurse or Licensed Practical Nurse**
 - i. **DO NOT submit the eNLC Upgrade application for multistate license.**
 1. NOTE: Your application for licensure by examination will be reviewed for multistate licensure automatically
 - a. If eligible, a multistate license will be issued within 7 days of single state licensure being issued.
 - h. Under ‘**Obtained by Method,**’ select **Exam- US**
 - i. Answer each question truthfully, especially the one related to arrest.
 - j. On **Document Upload Page**
 - i. Upload your signed and notarized **Affidavit of Citizenship**
 1. Select ‘**Choose File**’, and upload the **Affidavit of Citizenship**
 2. Click ‘**Upload Document**’
 3. Under ‘**Attachments list**’, go to ‘**Select from the List Below**’
 4. Choose **Affidavit of Citizenship**
 - ii. Upload a copy of your **Secure and Verifiable Document**

1. Repeat the same steps as above but choose **Secure & Verifiable Document** under ‘**Select from the List Below**’
- iii. If you have been arrested, you will need to upload your disposition and letter of explanation.
- iv. Press **continue**.
 1. If you are unable to upload the documents to the website for some reason, you can email them to nursing@sos.ga.gov OR fax them to 877-371-5712
- k. Submit \$45 payment.
9. **AFTER SUBMITTING Application for Licensure by Examination to GBON, register with Georgia Applicant Processing Services (GAPS)/Fieldprint**
 - a. Registration with GAPS is the first step in getting your background check and fingerprints completed.
 - i. See document: “Fieldprint Background/Fingerprint Instructions” for details
 - b. How to Register with GAPS/Fieldprint
 - i. Visit the Fieldprint GAPS website at <https://www.fieldprintgeorgia.com>
 - ii. Select “Secretary of State”
 - iii. Select “Board of Nursing”
 - iv. Read and accept Terms of Use
 - v. Complete Applicant Registration Form
 1. Use **PERSONAL** email (not one from school)
 - c. Once your Applicant Registration Form has been approved, GAPS will send you an email directing you to the fingerprinting site.
 - i. This must be done within 90 days of receiving the email.
 - ii. Follow instructions provided.
 - d. You will eventually be instructed to go to a GAPS fingerprinting site.
 - i. You will need to bring valid photo ID which may include:
 1. Driver’s license, state-issued ID card, or US passport
 - ii. You will need your **GAPS ID #** from your registration receipt too!
 1. Complete list of GAPS/Fieldprint fingerprinting sites
10. Once you have completed the steps above and been approved, **Pearson Vue will send you an Authorization to Test (ATT) via your personal email.**
 - a. The ATT will allow you to make a reservation to take the exam.
 - b. This could take 7-10 business days.
 - i. If the account says “transcript pending” 10 days after the transcript info has been submitted, then contact the university/college nursing department to make sure they have sent the transcript.
 - ii. Remember that if you had any missing documents when you did you application, this process could take up to 30 days.

Thanks goes to Silas MaNais at Smanais1@gsu.edu for sharing your wonderful document. I have made some changes, so any mistakes are mine.

