



Practical Nursing Student Handbook

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DISCLAIMER STATEMENT

The Practical Nursing Student Handbook is a comprehensive guide that summarizes matters of interest to students. It should be used in conjunction with the Prism Career Institute School Catalog. Please note that this handbook is not intended to be a complete statement of all policies, procedures, rules, and regulations. It's essential to note that Prism Career Institute reserves the right to modify any course offerings, course content, programs, procedures, policies, regulations, and rules outlined in this handbook.

LETTER TO OUR STUDENTS

To All Student Members of the Practical Nursing Program,

The Practical Nursing Student Handbook supplements the Prism Career Institute School Catalog, providing additional information relevant to the Practical Nursing program. It is essential for you, as a program member, to read, understand, and refer to the handbook as often as necessary. You must adhere to the school's rules, regulations, policies, and procedures, as well as those of its clinical sites. These policies and procedures must be followed as outlined in the School Catalog and the Practical Nursing Program Student Handbook.

If you have any questions or need assistance, please contact your faculty members or a member of the nursing administration so we can assist you during your attendance in the Practical Nursing program.

Your commitment and success in Nursing is important. As a student, you are a vital member of the Prism community. Your learning begins with you.

As you begin the program and continue your studies at Prism Career Institute, we wish you success in your nursing career, a field that requires a lifelong commitment to learning.

The Practical Nursing Education Administration, Faculty, and Staff

MISSION

The mission of Prism Career Institute is to empower students with skill-based training that will allow them to pursue entry-level employment in practical nursing and healthcare.

VISION

Prism Career Institute will be the career school of choice in the communities we serve.

GOALS

The Goals of Prism Career Institute are:

1. To provide quality, relevant, and effective instruction to our students in various formats
2. To assist our graduates in finding employment opportunities with meaningful career potential
3. To provide employers opportunities to assist in shaping our curricula consistent with the needs of the workplace.
4. To develop credibility with employers
5. To meet all standards established by our state agencies, accrediting bodies, and the U.S. Department of Education
6. To offer programs that meet evolving societal and workplace needs.
7. To integrate emerging technologies into the institution's programs and services.
8. To provide our faculty and staff with professional growth opportunities.
9. To maintain high completion, placement, and certification exam pass rates.

PRACTICAL NURSING PROGRAM PHILOSOPHY

Prism Career Institute's Nursing department incorporates the institute's mission and values within the philosophy, student learning outcomes, and curricula. Nursing Leadership believes that any motivated individual in the local communities should be allowed to flourish as a professional by reaching their career goals. Prism offers instruction utilizing a range of learning strategies that cater to the diverse needs of learners. The curriculum is developed with a focus on patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and personal and professional development.

For healthcare providers, prioritizing safe, evidence-based, patient-centered care is essential. By doing so, patients can receive the most current evidence-based treatments while having their needs prioritized. By continuously improving the quality of care through a systematic approach, areas for improvement can be identified, and changes can be implemented to improve outcomes. Ultimately, this approach enables our graduates to deliver higher-quality care to patients. This delivery enables collaboration among the healthcare team.

Collaboration with the healthcare team is essential for providing quality nursing care that is culturally sensitive to the needs of patients. Communication with clients and their support can be achieved through various mediums, such as written, verbal, non-verbal, and technological methods. Maintaining professional conduct is crucial to ensure that information is conveyed accurately and concisely. By doing so, our graduates can aim to provide the highest levels of care while upholding their professionalism and expertise. Our graduates provide optimal care through the critical thinking and clinical judgment skills they develop throughout the program of study.

As a practical nurse, demonstrating proficiency in critical thinking and clinical judgment is fundamental. This requires the application of evidence-based practices, analytical skills, and logical reasoning to evaluate complex scenarios and arrive at well-informed decisions that lead to the most favorable patient outcomes. Through this approach, graduates can assess situations, make informed decisions, and deliver their patients the highest level of care, leading to positive outcomes and improved health.

To provide the best possible care for their clients, graduates need to work on improving the quality of care confidently and actively through various quality enhancement methods and advocacy skills. This includes identifying areas that require improvement, implementing evidence-based practices, and advocating for the needs and rights of clients. By incorporating these strategies, graduates can provide safe, efficient, and patient-centered care, leading to improved client health outcomes.

As a practical nurse, it is essential to have the skills to recognize, assess, and enhance the quality and safety of healthcare facilities. This involves evaluating evidence-based practices, identifying potential risks, and ensuring compliance with industry regulations and standards. By demonstrating proficiency in these areas, graduates can provide the best possible care and promote positive patient outcomes in accordance with the nursing standard of care.

Complying with ethical and legal standards is crucial for effective leadership, management, and personal and professional growth. It is essential to adhere to these guidelines when making decisions that impact oneself, one's team, and the entire organization. Ongoing development in these domains is crucial to staying current with industry standards and providing ethical and competent leadership.

Prism Career Institute's Nursing department offers a diverse range of learning strategies and prioritizes safe, evidence-based, patient-centered care. Collaboration with the healthcare team is crucial, as is maintaining professional conduct. Graduates work on improving the quality of care confidently and actively through various quality enhancement methods and advocacy skills. Integrating ethical and legal standards is crucial to ensuring the success of the graduate.

PROGRAM OBJECTIVES

The principal objective of the Prism Practical Nursing Program is to provide students with the knowledge and skills to prepare for taking the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and to gain entry-level employment as a Practical Nurse. Practical Nurses must be licensed to garner employment as Practical Nurses. The curriculum incorporates test-taking strategies throughout the program to prepare students for the style and structure of the

NCLEX exam questions. Prism employs a range of instructional methods for delivering coursework, including lectures, labs, simulations, videos, interactive media, and clinical site rotations.

The Prism Career Institute Practical Nursing Program comprises 1,500 clock hours of instruction, which can be completed in approximately 60 instructional weeks during day classes and 70 instructional weeks in the evening/weekend program. Upon program completion, graduates may be eligible to apply to the State Board of Nursing to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The school will assist in completing the registration and paying the required fees, which are applied to each student's account at that time.

Nursing students completing the Practical Nursing Program will be able to:

Patient-Centered Care

1. Provide safe, evidence-based, patient-centered care focusing on continuous quality improvement.

Teamwork and Collaboration

2. Use effective communication skills utilizing written, verbal, non-verbal, and technological methods with clients and clients' support in collaboration with healthcare team members to provide culturally sensitive nursing care.

Evidence-Based Practice

3. Display critical thinking and clinical judgment within the PN scope of practice, exhibiting competency in evidence-based practices.

Quality Improvement

4. Participate and incorporate quality improvement methods and advocacy skills to enhance client care.

Safety

5. Demonstrate the ability to assess, improve, and assure quality and safety situations in their work as practical nurses.

Personal and Professional

6. Utilize reflection and ongoing learning to incorporate legal and ethical guidelines to demonstrate leadership, management, and personal and professional growth.

NURSING CURRICULUM

NURSING EDUCATION

Please refer to the Prism Career Institute School Catalog for program outlines and course descriptions.

PROGRAM REQUIREMENTS

Refer to Prism Career Institute's School Catalog for program admission and enrollment requirements, including advanced placements.

HEALTH REQUIREMENTS

All students seeking enrollment in the Practical Nursing Program require a pre-admission physical examination. When the physical examination result indicates the need for corrective action, the student is responsible for providing valid evidence that the corrective action has been taken. Students must upload all medical record requirements to CastleBranch. All initial medical record requirements are due by Week 10 of Term 1. Students will be notified of the deadlines for all annual and seasonal health requirements.

For more details on policies regarding medical requirements, such as vaccinations, please refer to the school catalog. The Practical Nursing Program students are encouraged to carry personal health insurance. The program assumes no responsibility for any medical costs for any reason.

Emergency services will be provided for the usual fee of the affiliate hospitals or urgent care areas. Treatments for emergencies at the school are available at neighboring healthcare facilities, utilizing the student's health insurance coverage.

CASTLEBRANCH ENROLLMENT AND PROCESS

It is the student's responsibility to upload all required medical records to CastleBranch.

CastleBranch Enrollment and Process:

1. During Admissions: You will create a CastleBranch account and complete your background check.
2. During Orientation: You will receive a package code that provides access to the Compliance Tracker.
3. The Compliance Tracker outlines all required documentation and steps for clinical clearance.

Compliance Requirements:

1. All students are required to complete their CastleBranch compliance requirements by Week 10 of Term 1.
2. Physical Examination Validity: Physicals are valid for one year from the date of completion.
3. Document Review: All submitted documents must be fully completed. Incomplete or inaccurate documents will be rejected.
4. Students are responsible for regularly checking their CastleBranch account to ensure all requirements are approved.
5. Please allow 3–4 business days for CastleBranch to review uploaded documents.

Non-Compliance:

1. Students who are not fully compliant by the deadline will not be permitted to participate in clinical rotations in Term Three (3).
2. Missed clinical hours due to non-compliance cannot be made up, which may delay program progression.

HEALTH INSURANCE

Medical insurance coverage is the student's responsibility.

LIABILITY INSURANCE

Prism Career Institute has an aggregate liability insurance policy for nursing students. The School's Student Professional Liability Policy covers all currently attending students and provides liability limits of \$1 million per claim or \$5 million in aggregate.

HEALTH RECORDS

Occasionally, you may need to update your medical records and clearances to qualify for enrollment in academic and clinical courses. This includes immunizations and documents related to your physical condition after injury or illness, which may impact your safety and the safety of others. Failure to provide that information at the Nursing Education Department's request may result in your suspension or dismissal from the program.

Students returning to school following medical procedures, surgical interventions, or before and after pregnancy must present appropriate medical documentation from their healthcare provider. The written notification must indicate whether medical clearance has been obtained with approval to participate in scheduled classes/labs, or without restriction for participation in patient care in the clinical area. The healthcare provider must identify medical clearance and a no-restriction status for the student's safety and health.

Before attending a clinical course or a clinical site, a pregnant student may be required to submit medical clearance or a 'no-restriction' status, as determined by their healthcare provider, to ensure the safety of the student and their health status. Completed statements are submitted to the Nursing office. The medical clearance or restriction is communicated to the clinical instructor. The written medical note is placed in the student's medical file.

PREGNANCY

Pregnancies should be reported promptly to the ADON or Clinical Supervisor to prevent danger to the student's health. To continue in the program, the student's physician must provide written approval, specifically citing that there are no restrictions on activity or weightlifting. Following each prenatal visit, new restrictions must be reported immediately to the student's ADON or Clinical Supervisor.

After delivery, the student must provide a postnatal doctor's note clearing them to resume all program activities without restrictions.

CPR CERTIFICATION

CPR Certification is required for all Nursing Students and is a prerequisite for clinical courses. Basic Life Support (BLS) certification through the American Heart Association (AHA) is the only CPR course accepted for enrollment and participation in the Nursing Program. Certifications from other providers will not be recognized.

CPR certification is the student's responsibility for students at the Philadelphia Campus.

CPR will be provided for students at the Cherry Hill, NJ, Campus before their first clinical class. Students who do not attend the provided session will be responsible for acquiring their CPR certification at their own expense.

CRIMINAL BACKGROUND

Practical nursing students must have a Criminal History Background Check (CHBC) and, in Pennsylvania, a Child Abuse Clearance before entering the program. Students enrolled in the Practical Nursing program must have a criminal background check on file to participate in clinical experience(s). Clinical agencies may independently review checks on nursing students or request additional background information when deciding whether a student may participate in clinical experiences at its facility.

A criminal history does not automatically disqualify a student from continued enrollment in the program. Consideration may be given to the date, nature, and number of convictions, the relationship the conviction has to the role and responsibilities of nursing, and efforts towards rehabilitation. Where a criminal background is disclosed, the school may require the student to provide a waiver acknowledging that they are aware it may adversely affect their ability to obtain a practical nursing license or employment.

The CHBC for each student is provided to the clinical facility upon request, prior to the start of each student's clinical rotation. Based on the information provided, it is within the authority of the clinical agency to determine whether the student can participate in patient care at a facility. Examples of criminal behavior (convictions, guilty pleas, or judicial findings of guilt) that may result in the refusal of a student from training at clinical sites include, but are not limited to, assault, battery, drug abuse and/or distribution, homicide, manslaughter, kidnapping, sexual assault, arson, domestic violence, theft, fraud, and DUI. If a student cannot continue in the Practical Nursing program due to the denial of clinical placement based on the CHBC information, the student will be dismissed from the nursing program.

Similarly, any history of child abuse or domestic violence violations in any jurisdiction must also be disclosed to the school before enrollment, as these also play a part in future nursing licensing decisions once a graduate takes the NCLEX test. Child Abuse Clearance is required before licensure in Pennsylvania. The school's clinical sites and/or New Jersey may also request it during their review process.

The student is responsible for notifying the Nursing Program of any change in their background status during enrollment, whether criminal, child abuse, or domestic violence issues. State boards of nursing require a criminal background check and a child abuse/domestic violence background check for licensure applications; therefore, it is critically important that the school be informed at all times of any existing or new criminal background issues.

Failure to disclose all previous criminal convictions and child abuse/domestic violence violations, other than minor traffic violations, will be considered falsification of records and may result in dismissal from the program.

Prism Career Institute will not reimburse any tuition or monies earned when a student leaves the program because of having committed disclosed or undisclosed offenses described in these acts. Tuition refunds or monies due will be calculated in accordance with the refund policies outlined in the student's Enrollment Agreement.

It is essential to understand that the authority to permit a person to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and the authority to grant a license to practice as a practical nurse in New Jersey is vested in the New Jersey State Board of Nursing. In Pennsylvania, the authority is vested in the Pennsylvania State Board of Nursing. Prism Career Institute cannot and does not make any representations or guarantees regarding a student's ability to obtain a license as a Practical Nurse, receive training at a clinical site, or obtain employment due to any background issues.

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

Clinical agencies may request that student information be released to the site. Students must sign an authorization for the release of their information at enrollment. Failure to do so may result in suspension or termination from a specific course or program.

TRANSPORTATION POLICY

Students are responsible for providing their own transportation to the Prism Career Institute campus, clinical affiliation sites, or field trips. Travel expenses are not included in tuition, and students are responsible for their own.

ELECTRONIC DEVICES POLICY

Electronic devices, including cell phones, AirPods/earbuds, smart glasses, smartwatches, and all other smart devices, are prohibited in any classroom or clinical setting. Anyone who uses a smart device during classroom or clinical instruction will be immediately dismissed from class, and the student will be subject to further disciplinary action at the instructor's discretion. This restriction includes using cell phones in class to send or read text messages. Any time missed because a student is removed from the classroom due to the use of an electronic device will be recorded as an "Absent" day and may result in action up to and including termination from the Practical Nursing Program. Students should provide the Nursing Office number to friends and family for emergencies. The Nursing Office staff will immediately notify any student of an emergency in class or a clinical setting.

Prism administration or faculty reserves the right to ban cellular phones or similar devices from any classroom or clinical site.

PROGRAM GUIDELINES

Refer to the Prism Career Institute School Catalog for the program requirements for:

1. Attendance Policy
2. Make-Up Policy: Assignments
3. Make-Up Policy: Hours
4. Examination Policy
5. Lateness for Examinations
6. Absence from Examinations
7. Tutoring/Remediation
8. Satisfactory Academic Progress
9. Students with Disabilities
10. Copyright Policy
11. Student Code of Conduct
12. Academic Integrity
13. Student Grievances/Complaints
14. Withdrawal Policy
15. Re-Admission Policy

OFFICE ETIQUETTE

If you need to meet with a member of the Financial Aid Department, Admissions, Career Services, the Campus Director, or the Assistant Dean of Nursing, you should report to the Front Desk Receptionist, who will check the availability of the individual. If the individual is not available to meet with you immediately, the Front Desk Receptionist will schedule an appointment for you. Please arrive promptly for your appointment.

STUDENT RIGHTS AND RESPONSIBILITIES

Students accepted into Prism Career Institute have certain rights and responsibilities. These rights and the associated responsibilities establish a student code of professional conduct. This code of conduct shall establish a learning environment conducive to participation in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance.
- Students shall receive, at the beginning of each course, information outlining the method of evaluating student progress, including the process by which the final grade is determined.
- Students will be treated fairly and impartially.
- Students shall have a campus environment conducive to learning.
- Students will not receive disciplinary sanctions without due process. Formal procedures are outlined in the school catalog to ensure all students are treated fairly and equitably.
- Students may follow the school grievance policy outlined in the school catalog should they perceive unfair or impartial treatment. These procedures are available to students who make their grievances known promptly.
- Students will be provided full disclosure and an explanation of all fees and financial obligations by the school.
- Students will participate in course and instructor surveys to give the school constructive feedback.

The following are student responsibilities:

- Attend class regularly and adhere to all attendance policies outlined in the School Catalog.
- Maintain professional behavior.
- Make the most of the educational experience through class participation and engagement.
- Maintain satisfactory academic progress.
- Know and observe the school's rules and regulations, including the code of conduct, academic integrity, and student handbook.
- Adhere to the School's dress code.
- Not to discriminate against any other person because of race, age, sex, sexual orientation, national origin, or handicap.
- Discuss grievances informally with the person(s) involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

All personal property is the student's sole responsibility, and the school does not assume liability for any loss or damage.

SOCIAL MEDIA

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The school values using social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the School also recognizes the potential danger of misuse, inappropriate behavior, and abuse. Therefore, students currently enrolled at the school must be aware that they are liable and responsible for any content they post on social media.

- Students are prohibited from posting confidential or proprietary information about the school, its students, and faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating, or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients, school staff, or other students) during their tenure at school or clinical sites. Applicable federal and state requirements, such as FERPA and HIPAA, must be followed consistently.

- When participating in any form of social media, students are encouraged not to misrepresent themselves and to make both meaningful and respectful postings without any slanderous or offensive language that may be aimed at any member or group of the school community.
- The use of any social media sites to harass, intimidate, or bully a fellow student, faculty member of the school, or affiliate is strictly prohibited and will not be tolerated.
- Students must be mindful of all copyright and intellectual property rights, especially those reserved by the school, when posting on social media.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate social media guidelines may face disciplinary actions, up to and including dismissal from school.

STUDENTS' CONCERNS WITH LEARNING

When a student has trouble with learning, they are responsible for speaking to the course instructor.

Please notify the instructor as soon as possible if you require assistance. If the learning situation remains unresolved, contact the campus Assistant Dean of Nursing.

CLASS EXPECTATIONS

As a student, you must actively engage in both in-class and out-of-class learning activities to ensure success. Participation and commitment to course expectations are essential for mastering the course content. As a Prism Career Institute student, you must balance your academic work with your personal and professional life. We recognize that this is not easy to achieve! Knowing your expectations of Prism faculty and staff is helpful.

As a Prism Career student, you are expected to:

- Arrive on time and be fully prepared for all class meetings and actively participate in hands-on activities, discussions, and group projects.
- Complete all prework assignments before the start of each class session to ensure you are prepared for in-class activities.
- Engage in active learning and collaborative exercises to apply the knowledge and skills covered during class.
- Apply professional standards and conventions to all written work. It is assumed that you utilize available tools (e.g., spell checker and grammar checker) to review your work before submission.
- Submit all coursework on the published due dates for your course.
- Unless identified as a collaborative project, each assignment must be submitted individually. You may find it helpful and appropriate to collaborate with other classmates on various aspects of an assignment or project, but the product you submit must be the result of your work.
- Observe accepted and appropriate standards of behavior.
- Take the initiative to contact your instructor if you need help or clarification on course content.

Lab and Clinical Expectations

- Arrive on time and be fully prepared for all lab and clinical sessions with the required materials, uniforms, and mindset to engage in hands-on learning.
- Demonstrate professionalism, safety, and adherence to clinical site policies while performing skills or interacting with clients and healthcare staff.
- Follow the guidelines outlined in the **Clinical Education** section of the handbook, which include details on attendance, dress code, confidentiality, and professional behavior.
- Students must meet the responsibilities and expectations for clinical sites, including punctuality, preparation, and adherence to HIPAA regulations.
- No food or beverage is permitted in the classroom or lab. Water in a sealed, spill-proof container is the only beverage allowed in the classroom.

Learning Outside the Classroom:

Out-of-class work is a critical component of every program of study. It enables students to achieve course and program learning objectives, preparing them for in-class engagement, assessments, and overall academic success.

Out-of-class work includes:

- **Pre-class assignments:** Foundational learning activities such as reading, videos, or practice modules that prepare students for in-class discussions and activities.
- **Studying and review:** Review course materials regularly, including notes, flashcards, and self-assessments, to reinforce knowledge and prepare for quizzes and exams.
- **Assignments:** Completing individual or group projects, case studies, essays, or other written work that applies course concepts.

Key Expectations:

- The specifics of out-of-class work are outlined in course syllabi, which detail how these activities support in-class learning and course objectives.
- Students should allocate sufficient time for pre-class work, studying, and completing assignments to meet course expectations.
- Students are encouraged to speak directly with their instructor(s) for any questions or concerns about out-of-class requirements, including grading or accommodation.

DAY SCHEDULE:

Classes are generally scheduled from Monday through Thursday; however, students may be required to attend a Friday make-up session due to a holiday or unforeseen circumstances requiring class cancellation.

NIGHT SCHEDULE:

Classes are generally scheduled from Tuesday through Thursday and on alternating weekends; however, students may be required to attend a Monday or Friday make-up session due to a holiday or unforeseen circumstances that necessitate class cancellation.

CODE OF CONDUCT AND ACADEMIC INTEGRITY

Students must abide by the School Code of Conduct and Academic Integrity policies outlined in the School Catalog. Students found violating these policies are subject to disciplinary action up to and including dismissal from the school.

Faculty utilize a Disciplinary Point System to monitor any student infractions. This system ensures that students will not be subject to the faculty member's interpretation of the violation. If the instructor finds it necessary to issue a Disciplinary Point System Ticket (DPST), the faculty member will conduct a private advisement session with the student and receive a copy of the ticket. The student's signature is an acknowledgment of receipt. Should a student refuse to sign the ticket, it doesn't negate the issuance of the ticket. The instructor will document the refusal to sign the form.

A copy of the ticket will also be provided to ADON. Points accumulate throughout the student's enrollment. If a student accumulates six (6) or more points, a meeting with the ADON will be required. The student will be placed on a Corrective Action Plan and probationary status. Students who accumulate twelve (12) points may be subject to additional disciplinary action up to and including dismissal from the school.

The three-step disciplinary System will be used. The Three-Step System is as follows:

- **Verbal Warning**—After the first correction, a verbal warning will be given. A ticket explaining the infraction should be filled out for documentation purposes, but no points should be assigned. A copy of this ticket is then to be placed in the student's file.
- **Written Ticket**—After the second correction, a written ticket with points and private advisement will be issued. The student and instructor must both sign and date the ticket. One copy will be given to the student and another to the nursing office.
- **2nd Written Ticket**—After a second written ticket, the student will be suspended from the program pending investigation.

For infractions **10-12**, there will be an immediate suspension pending investigation. Disciplinary action may include suspension, probation, and dismissal from the program.

Students who are suspended or dismissed for conduct have the right to appeal their dismissal or suspension. Appeals must first be submitted in writing to the ADON within three (3) calendar days of the decision date. If the student disagrees with the decision rendered by the ADON, the next level of appeal is to the Executive Regional Dean of Nursing Education, followed by the Campus Director if further review is sought.

It is important that students follow this chain of command throughout the appeal process. Bypassing levels of review will not expedite the process and may delay resolution.

All appeals will be reviewed in accordance with the timelines and procedures outlined in the Prism Career Institute Catalog. Students who are suspended due to a violation of the Code of Conduct may be required to sign a behavior contract and/or complete a course in Anger Management, Conflict Resolution, Academic Integrity, or a related area, depending on the nature of the violation.

Infraction		Point Assignment
1	Unauthorized use of an electronic device	4
2	Unprofessionalism (Language/Disrespectful Communication)	4
3	General Distraction to Learning Environment	2
4	Distractions caused by private conversations	2
5	Out of uniform or unprepared for lab/clinical	4
6	Partial Uniform	3
7	Violation of online learning policy	3
8	No student ID	3
9	Violation of Academic Integrity	6
10	Damage to school property	10
11	Reasonable suspicion/cause of illicit substance	10
12	Acts of harassment, threats, or fighting	10

STUDENT/FACULTY COMMUNICATION

Students are encouraged to ask clinical or classroom-related questions and express their concerns to the appropriate faculty member. However, before and after class, instructors are often engaged in activities related to the day's learning activities and may be unable to provide sufficient attention to address individual academic concerns. Faculty office hours are indicated on the Canvas course. Students should schedule appointments with faculty to address individual academic issues, ensuring they receive the appropriate attention. Additionally, please note that all communications with faculty should be conducted via Canvas, as it is the official means of communication between faculty and students.

Students who will be late or unable to attend a scheduled class or clinical activity must notify the instructor one (1) hour before the start of class, simulation, or clinical. When a message is left, the student's contact number should be included so that they can be reached if needed.

All students must notify the Nursing program office or Registrar in writing if there is a change in the student's address, phone number, or e-mail. Notification should be provided within 48 hours (about 2 days) of the change. Students are expected to complete clinical and course evaluations, as well as program satisfaction surveys, to provide feedback to faculty and administration.

STUDENT ADVISEMENT

Prism Career Institute's goal is for all students to access mentoring and advising services.

The primary purpose of the Advising Program is to achieve high outcomes, including licensure pass rates and student satisfaction with the course, instructor, program, and campus.

The advising goals are as follows:

- Assist students in assessing their interests and abilities, examining their educational goals, making decisions, and developing short-term and long-term plans to meet their career objectives.
- To clarify institutional policies and procedures.
- To evaluate and monitor student academic progress and the impact on achievement of goals.
- To reinforce student self-direction, self-sufficiency, and accountability.
- To direct students with educational, career, or personal concerns or skill/learning deficiencies to other resources and programs on the campus when necessary.

Students may be required to have weekly check-in meetings with faculty or Nursing Leadership based on their academic progress.

CHAIN OF COMMAND

Students are asked to follow the chain of command whenever they have a concern that needs to be addressed informally or formally. We encourage each student to resolve disputes with the office or the person involved first. Students should follow this procedure to address minor issues before they escalate into major problems. Students who have a complaint relating to faculty members, class work, or any school-related matter must honor the chain of command and follow this defined procedure:

Students should schedule an appointment to speak directly with the faculty member, other students, or a staff member if they have a concern. If needed, the Assistant Director of Nursing could arrange a meeting for the students and other individuals involved to discuss the issue in their presence.

If the concern is not addressed or resolved, the student should schedule an appointment with the Assistant Dean of Nursing and submit documentation of the problem before the appointment. Students should be as factual as possible in describing their concerns, the actions taken to resolve them, and the resolution sought.

If the concern remains unresolved, the student can file an appeal, a formal student complaint, or a grievance. For policies and procedures related to grievance procedures, refer to Prism Career Institute's School Catalog: Student Complaint Procedure.

The above procedure is designed to help students resolve any problem related to their education at Prism Career Institute.

DRESS CODE

Students must always wear their complete uniform while on campus or at clinical sites. Failure to comply with this policy will result in disciplinary action, which may include, but is not limited to:

- Issuance of a disciplinary ticket
- Being sent home from the clinical site or campus
- Not being permitted to take an exam or quiz

Compliance with the uniform policy is mandatory to maintain professionalism, ensure safety, and uphold program standards.

Hair

- Must be pulled back and up.
- No non-religious hair coverings. No article of headwear in the form of a piece of cloth of any shape or form that covers the head.
- Hair must be a color that is considered natural for human hair. (For example, no blues, pinks, purples, green, etc.). This aligns with policy and infection control.

Eyelashes/Make-up

- No eyelash extensions, false eyelashes, fake eyelashes, or magnetic eyelashes. Discrete, minimal use of make-up. This applies to clinical and/or classroom.

Facial Hair

- Men must be clean-shaven or have their beard/mustache neatly trimmed.

Piercings

- All piercings (eyebrow, lip, tongue, and nose) must be removed.
- Small earlobe earrings are allowed only. Hoops must be smaller than a dime size.

Tattoos

- All arm and neck tattoos must be covered at the clinical site. White shirts/turtlenecks may only be worn under the uniform.

Nails

- Must be natural nails and less than one-quarter inch long.
- Are to be neatly manicured.
- Only clear-colored regular nail polish on natural nails is allowed.
- No artificial nails, nail tips, gel tips, acrylic dip, or gel nail polish due to infection control concerns.

Uniform

- Clinical uniforms should be clean, stain-free, and unwrinkled.
- No sweatshirts unless it is the Prism logo sweatshirt.
- Plain black and white shirts may be worn under scrub tops if cold.
- Plain black or white regulation shoes or sneakers will be worn for clinical and/or classroom work. Footwear must cover the complete foot. No colorful footwear, Ugg boots, open-toed shoes, backless clogs, or Crocs are permitted.
- A full-over-garment and a Hijab or scarf may be worn (solid colors only: navy blue or black).

However:

- The uniform must be worn OVER the over-garment.
- Niqab or veil is not to be worn due to facility policy and procedure, and due to infection control.

Badges

- ID Badges must be worn above the waist during clinical and classroom time.

Campus locations may designate “dress down” days, and students can deviate from the standard program attire. The “dress down” days would apply to on-campus courses only.

If the campus does not state specific attire, the following rules apply:

- Students may wear jeans, t-shirts, and skirts (no shorter than knee length)
- No lewd or offensive messages may appear on clothing.
- No flip flops, halter/tube/tank tops, nor may they expose bare backs or midriffs or wear low-cut necklines.
- No tights, yoga pants, or ripped jeans

LATENESS FOR CLASS OR LEAVING EARLY

When attendance requirements are not met, repeated instances of lateness, early dismissal, or early leaving can result in course failure. Students arriving late or leaving early before a class completes the scheduled hours for the day lose time from the required attendance hours. Time will be deducted from the student's hours if they arrive late or depart early from a class.

ASSIGNMENTS

Assignments are due by the specified due date. If a student submits an assignment after the specified due date, the assignment is considered late. It is the student's responsibility to submit all assignments on time. Late assignments may be accepted up to 24 hours after the due date, but a 50% grade deduction will be applied. No assignments will be accepted after 24 hours, and the student will receive a grade of 0 (zero) for the assignment.

Pre-class assignments must be completed and submitted before the start of the class session. Late submissions will not be accepted.

DESIGNATED STUDENT PROJECTS

Students will have designated projects throughout various courses. The course syllabi will indicate the final grade percentage derived from the project grade. Whether a project is defined as an individual student project or a class project, students are expected to participate in and complete the project within the designated time frame.

1. Students who fail to complete their assigned projects on time will have fifteen (15) points deducted from their project grade.
2. Students who fail to complete and hand in an assigned project will receive a zero (0) grade for that project.
3. Any student(s) who receives a zero (0) grade for a project must meet with the instructor to initiate a remedial plan.

REMEDICATION REQUIREMENTS

The following remediation requirements apply to students. These measures are in place to support students in achieving successful course completion and increasing their likelihood of passing the NCLEX.

REQUIRED PARTICIPATION

1. **Course Grade:** Overall course grade falls below 80% after an examination.
2. **Quiz/Exam Scores:** Any quiz or exam score below 80%.
3. **Readiness Quick Check:** Score below the passing criteria.
4. **Course Repetition:** Any student repeating the course.
5. **GPA Remediation:** Overall GPA below the program's required threshold, as outlined in the Student Handbook.

STUDENT EXPECTATIONS

1. All students are required to complete all assigned remediation activities within each course.
2. The student must meet with the ADON or the Faculty to discuss expectations.
3. Students who must attend remediation due to course repetition or a GPA below 2.50 must meet with the ADON or designee and sign a Notice of Remediation Form. If a student wishes to seek outside or third-party remediation, it would be in addition to the needed remediation with Prism faculty and at the student's expense.
4. Failure to complete every remediation component, including but not limited to individual course assignments, ATI level 2, ATI individual modules, Saunders practice questions, and U-World review videos and practice questions, may result in the student being ineligible to progress to the next academic term.
5. Successful completion of remediation is an essential component of academic progression.
6. Each faculty and TA will validate all remediation work and collaborate with the ADON from each track.
7. If remediation is offered on an online platform such as MS Teams, the Hybrid Delivery policy applies.
8. Remediation requires a minimum of 85% attendance and must be completed with authorized Prism personnel.
9. Failure to meet the 85% attendance requirement will result in further disciplinary action, including course failure and loss of seat priority for the next academic term. All absences must be explained in writing and sent to the appropriate Prism Faculty.

GRADING SCALE

The Prism Career Institute Nursing program grading scale can be found in the school catalog.

FINAL GRADES

A student must achieve a cumulative score of 75% and must attend at least 80% of scheduled course hours to be eligible to receive a passing grade.

For courses with multiple components (theory, lab, clinical), students must achieve at least 80% attendance individually in the theory and lab components and 90% in the clinic component.

A final course grade shall be rounded to the closer whole number grade. For example, a student achieving .5 or better shall be rounded up to the next higher whole number. Those scoring .4 or less shall be rounded to the next lower number.

Specific Practical Nursing courses contain two components: a) lecture/lab and b) clinical training. A student must pass both components of the course to earn a passing grade for that course. A student will only be required to repeat the course component in which they were unsuccessful.

Practical Nursing students who fail a course or courses after a specific term will not be allowed to progress to the following term until all failed courses are completed. Students must receive a passing grade in all courses to graduate from the program.

COURSE REPEATS

If a student fails a course, it must be retaken. Only the higher grade is counted when calculating the student's CGPA. However, the hours of all courses attempted must be included when calculating the maximum required time frame for completing the program.

Students will incur a charge for repeated courses. If the student fails the course in the first retake, they will be charged for a second retake. Only one retake is permitted unless an appeal is submitted and granted by the Assistant Dean of Nursing or Campus Director. Courses are retaken on a space-available basis only.

STUDENT RECOGNITION

Prism Career Institute recognizes students who have achieved a better-than-average scholastic record.

Director's List

Students who earn a cumulative grade point average of 3.70 - 4.00

Perfect Attendance

Students with no missed time at the end of an academic term.

Clinical Excellence

Selected by the Assistant Dean of Nursing and Clinical Faculty. The student who displays above-average clinical competency and professionalism.

EXAMINATION STANDARDS

Prism Career Institute utilizes a range of testing resources to evaluate students' content mastery and provide information regarding their ability to pass the NCLEX examination.

WEEKLY NCLEX TESTING QUESTIONS

Each week, pre-licensure students must complete a number of focused NCLEX-style questions through various testing resources in all pre-licensure nursing courses. Students must submit a screenshot of the ending question to their instructor. Credit will be assigned to complete the mandatory NCLEX Testing questions, as outlined in the course grade components.

These practice questions are a valuable tool for students to understand the course content and prepare for success on the NCLEX. Multiple research studies indicate a strong relationship between the number of NCLEX-type questions nursing students are exposed to and success on the NCLEX exam. Therefore, students who complete these practice questions with the intention of self-improvement will have a better chance of success on the NCLEX exam.

INTEGRITY AND EXAMINATIONS

The faculty and administration are dedicated to supporting students' goals of lifelong learning while upholding the core value of integrity. Prism Career Institute's policies and expectations on student integrity are in the school catalog.

In the event of a suspected breach of academic integrity, the Nursing faculty and the Assistant Deans Council will conduct a preliminary review and, if warranted, recommend invalidating the examination results. This recommendation is then submitted for review and approval by the Campus Director. Upon approval, an alternative exam of comparable academic rigor may be administered within 10 business days.

Students retain the right to appeal such decisions through the grievance process outlined in the school catalog. Circumstances that may lead to this action include statistically irregular examination results or other indicators suggesting testing irregularities.

PROCTORED AND PRACTICE EXAMINATIONS

Practical Nursing Diploma Program courses may include proctored and practice exams. The practice exams, focused review activities, and corresponding assignments based on the practice exam scores are specifically designed to assist students in completing the proctored exam. These components reinforce key concepts and ensure student preparedness for the proctored assessment.

Students must complete all focused review activities and assignments outlined in the course syllabus to be eligible for the proctored exam. Failure to complete these required components may result in the student's inability to take the exam or complete the course. Students will receive their raw scores for all proctored exams. As detailed in the course syllabus, proctored exam scores will contribute to the final course grade as a percentage.

TESTING CONFIDENTIALITY

Testing and examination details are strictly confidential and not to be shared with others. Specifically, and without limitation, students will not speak out/or post any test information or details on social media websites. They will not copy and/or distribute test questions or answers to others or assist others.

Each student must immediately report any potential or actual breaches of examination integrity to the Proctor. The Proctor will report the incident to the Assistant Dean of Nursing, who will contact the Campus Director and notify the Director of Compliance.

CLINICAL EDUCATION

The Practical Nursing Program is designed to equip students with the knowledge and skills necessary to promote safe practices when caring for patients and their families. The program aims to enhance clinical experiences through strategic clinical affiliations, allowing students to be assigned to multiple clinical sites throughout the nursing program. Clinical rotations are a crucial component of the Practical Nursing Program and are aligned with the academic calendar.

Clinical days and times are scheduled according to the curriculum but may be subject to change. During the clinical experience, students have responsibilities and are accountable for their learning. Clinical Instructors ensure that students meet their obligations. Nursing Leadership determines clinical assignments; students may be placed within a 50-mile radius of campus. The students are responsible for arranging transportation to and from the site.

STUDENT RESPONSIBILITIES- CLINICAL SITES

Students understand that there are rules and regulations regarding the clinical site, and deviance from these rules may result in disciplinary actions, including termination from the program. The student must adhere to the following rules:

1. Students must meet the requirements listed in the Essential Skills and Functional Abilities ([Appendix IV](#)).
 - a. A medical release statement from a healthcare provider is required following a major injury/illness, hospitalization, surgery, or extended absence to indicate that the student meets all Essential Skills and Functional Abilities. This also applies to illnesses and/or surgeries during breaks between academic terms.
2. Students report on time to the designated clinical site. If a student is late or absent, the instructor and school must be contacted.
3. Students must report to the clinical site in the school-issued green uniform, clean white or black shoes, and no head covering unless part of designated religious garb. Students must bring specific equipment, i.e., stethoscopes, pens, small notebooks, bandages, scissors, and other equipment, as their instructor directs. Students may not change clothes at the clinical facility without special permission from the instructor.
4. Students receive their assignment from the instructor and complete it with supervision from them. All information regarding patients/residents is subject to strict adherence to confidentiality per HIPAA laws. Patients/residents will not be discussed outside the clinical area; they will only be discussed with the clinical instructor while on the clinical unit for learning/clarification purposes.
5. Students do not leave the designated area/unit unless instructed by the Clinical Instructor. The instructor will inform students regarding breaks, lunch, and dismissal time—no smoking at the clinical sites. Most facilities are smoke-free.
6. Clinical Instructors will determine students' competency before allowing them to perform procedures. Students will be supervised and monitored for safe practices and competency.
7. Students must complete assignments before leaving the unit.
8. Students must complete assignments given by the Clinical Instructor in the allotted period determined by the instructor.

STUDENT CONDUCT ON CLINICAL SITES

All learning, including clinical activities, takes place at specific scheduled times. Student schedules are based on required program clock hours.

Students are not permitted to visit clients at a clinical site and should not go to other facility areas unless directed by their instructors.

Patient confidentiality must be maintained, and HIPAA regulations must be upheld. Duplication of any patient information is prohibited.

When entering facilities, students are requested to enter quietly. To avoid any violation of patient rights, residents or patients are never discussed in the elevator, public corridors, or other areas.

Personal cell phones or electronic devices should not be brought into clinical sites.

Any emergency calls are taken by instructors. For emergency purposes, the phone number of the school office is listed in the Student Catalog. It should be given as an emergency contact for care providers for children and family members or in an emergency. The instructor will then be notified of the situation, and the student will be informed.

Students are not authorized to act as witnesses to any consent forms.

Any problem, malfunction, or equipment breakage must be reported to the clinical instructor. Students are not to request, inquire, or take medication from a clinical area in any facility.

Any student involved in an accident or clinical injury in the facility must report the incident to the clinical instructor and facility charge nurse. The instructor and facility will complete an incident report as directed and guided. The school needs to be made aware of the incident.

The opportunity to attend and participate in clinical learning is a privilege.

COVID REQUIREMENTS

By enrolling in the Practical Nursing Program, students acknowledge that their clinical placement is contingent upon compliance with all COVID-19 requirements of the partner facility. The program cannot guarantee alternative clinical placements for students who decline vaccination or are unable to meet site requirements. Students must provide documentation of COVID-19 vaccination and booster status as required by assigned clinical facilities.

CLINICAL ATTENDANCE

Students are expected to attend clinical sessions regularly as hands-on experience reinforces the procedural nature of the nursing program's skills, training, and employment goals.

- Students must meet 90% to pass for clinical.
- Students cannot exceed 10% missed time.
- No students are allowed on campus during clinical time unless otherwise indicated by ADON.
- It is highly recommended that students arrive at the clinical site at least 15 minutes before the designated clinical start time.
- Students are expected to arrive at the clinical promptly at 7 am, 5 pm, or at the start time designated by the clinical facility. Students are given a 15-minute extension to arrive. Any student who comes after this time will be sent home for the day, marked absent, which would be considered a missed clinical day.
- Any absence from clinical accrues missed clinical time (minutes/ hours). Students must notify their instructor 1 hour before the clinical start time via Canvas, which is the only approved method of communication with the faculty. The clinical instructor will communicate with the Nursing Administration. However, it is ultimately the student's responsibility to email the Nursing Administration about the situation. The Nursing Administration will provide further information to the instructor and student. This communication process is mandatory for the documentation of reported events.

REMOVAL OF A STUDENT FROM A CLINICAL SETTING

Participation in any clinical experience requires that students meet the academic and professional standards of behavior that ensure patient comfort and safety.

If a situation occurs where a faculty member determines that a student cannot proceed safely in the clinical setting during a specific clinical assignment period, the faculty member does the following:

1. Verbally inform the student of the reason the student must leave or is denied access to the clinical setting (e.g., arrives late, is not prepared to provide safe care, has symptoms of an illness that place the patient or other care providers at risk, shows evidence of use of and/or impairment from drugs, alcohol, or exhibits unethical conduct, etc.), and the conditions for returning to the clinical area.
2. Ensures that the student immediately and safely leaves the clinical area.
3. Contact the Assistant Dean of Nursing or designee to discuss the situation.
4. Records appropriate attendance and performance grades for the daily experience.

5. Provides follow-up written guidance to the student, outlining the observed behavior and requirements for return to the clinical area and patient care.
6. If a faculty member determines, based on one or more unsafe or unethical incidents, that a student may need to be removed from the clinical experience for the remainder of a course, the following procedure applies:

The faculty member:

1. The student is notified verbally and in writing through an advising note not to return to the clinical setting until a decision regarding their participation is made.
2. Review recorded documentation of relevant incidents regarding their clinical experience, including advising notes regarding conferences with the student.
3. Discuss observed behaviors and/or learning problems identified with the Assistant Dean of Nursing, the teaching and remediation strategies employed, and the rationale for recommending the student be removed from the clinical course.
4. If the Assistant Dean of Nursing decides to remove the student from clinical experience for the rest of the course, the student will receive a non-passing grade and need to repeat the course. The circumstances will determine the exact grade (e.g., I, F, or W).

The student can appeal this decision following the procedures outlined in the Prism Career Institute Student Catalog.

GRADUATION AND LICENSING APPLICATION REQUIREMENTS

Graduation and submission of the student's application to the State Board of Nursing for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) is contingent upon completing all program requirements and meeting all financial obligations to the school.

Each eligible graduate will receive a Certificate indicating completion of the Practical Nursing Program. Certificates will only be awarded after all program and graduation requirements, as outlined in the Prism Career Institute School Catalog, have been satisfied.

APPLICATION FOR THE LICENSING EXAMINATION

A student who has met all the above program completion and graduation requirements is expected to apply immediately after graduation to the State Board of Nursing for the licensure examination.

The school will provide information on where to access forms for the Temporary Practice Permit, as well as for licensure applications with the Pennsylvania State Board of Nursing or the New Jersey State Board of Nursing, and for the NCLEX-PN Examination.

Each student is responsible for the accuracy of the information on the various applications and for submitting the required fees.

PRACTICAL NURSING LICENSING REQUIREMENTS

The Pennsylvania or New Jersey State Board of Nursing has the authority to permit a person to take the Practical Nursing Licensing Examination and to grant a license to practice as a Practical Nurse in Pennsylvania. Prism Career Institute makes no representations or guarantees regarding a student's ability to obtain a license as a Practical Nurse or employment.

FINANCIAL RESPONSIBILITY

Most students will have some degree of financial commitment to the school. Students must meet all payment obligations promptly. They may also be required to provide updated financial information or relevant documents relating to their tuition and/or grant financing. Failure to make timely payments or provide required information or documents may result in the student's termination or denial of readmission later.

Students are encouraged to maintain regular contact with the Financial Aid Department at their campus to avoid issues relating to meeting their financial responsibilities.

Those reaching the end of the program are reminded that compliance with their financial obligations to the school is a requirement of attaining graduation status.

CAREER SERVICES

Students are reminded that Prism provides free career services to its graduates. These services include job search assistance, resume building, job tracking, and interviewing management. The service is available for a lifetime for graduates. Although the school offers no guarantee of employment, Career Services personnel assist students in writing a resume and cover letter, as well as in obtaining a job interview through a network of established contacts, including employers and employment agencies. Placement assistance is not intended to eliminate the need for students to seek employment on their own. Students are encouraged to explore volunteer, internship, and temporary job opportunities, as these experiences provide valuable skills and may lead to a permanent position.

The school is required to have students meet with the campus Career Services Department before graduation to register so that the Department can provide job leads to track the graduates' progress in attaining their LPN license and employment, and provide the appropriate agencies with statistical information relating to the volume and inventory of nurses entering the field. This is a requirement before receiving certification from the Board of Nursing.

APPENDIX I: STUDY STRATEGIES FOR NURSING STUDENTS

TEST-TAKING STRATEGIES FOR NURSING EXAMS

Why Are Nursing Exams So Difficult?

Nursing exams are so difficult because the questions ask you to make judgments and apply information – not just recall facts.

No matter how hard you study or how much information you can recall, you will not pass unless you can apply your nursing knowledge and make sound nursing judgments on the exam.

Another reason nursing exams seem difficult is because the questions are written at a high cognitive level:

- Knowledge – drawing out factual answers, testing recall and recognition.
- Comprehension – translating, interpreting, and extrapolating.
- Application – to situations that are new, unfamiliar, or have a new slant for students.
- Analysis - breaking down into parts and forms.
- Synthesis – combining elements into a pattern not there before.
- Evaluation – according to some set of criteria and state why.

In other words, the questions seem difficult because they are designed to be challenging to answer. The complex questions on nursing exams are designed to assess problem-solving, critical thinking skills, and mastery of nursing content. To prepare you to become a professional nurse, these exams must assess your ability to:

- Identify problems in clinical situations.
- Apply nursing principles.
- Set nursing priorities.
- Evaluate nursing care.

The questions are complex because such decisions are rarely black and white.

Why Do I Need New Test-taking Skills?

Multiple-choice testing is here to stay in nursing courses. The NCLEX has developed its testing methodology because the nursing profession is specialized. Many nursing course exams now use questions similar to those on the NCLEX and other professional examinations to better prepare students for the NCLEX. Therefore, every nursing student needs specialized test-taking skills to correctly interpret and answer the unique questions found on nursing exams.

You may find it confusing when asked to select the highest or lowest priority nursing intervention in a specific clinical scenario. Such questions are asking you to solve a problem. In nursing, problem-solving entails figuring out what the nurse should (or shouldn't) do when providing care to a client. Many nursing students find it hard to understand these questions.

Sometimes, a question may present so much information about a clinical situation that it is difficult to determine which factors are most important. Or a question may seem to have two, three, or even four correct answers. Although students often regard these as “trick” questions, they use a special test-taking logic.

In a clinical situation, many actions might be appropriate. On an exam, only one will be the best or priority action. This is how the exam tests your nursing judgment, as well as your nursing knowledge. It is essential to know how to go about answering judgment questions!

You also need new skills because you must be prepared to answer many questions related to a given clinical area. For example, there may be communication questions in addition to questions about pathophysiology, pharmacology, and nursing interventions and their rationales. These questions are included because therapeutic communication is vital to safe and

effective nursing practice. An exam designed to test your knowledge in a specific clinical area will, therefore, be likely to include communication questions involving that area. The NCLEX will have many communication questions that test your ability to teach clients. You need to identify these questions and know what they are asking.

Other questions test your nursing knowledge about safety or infection control or providing care to infants and children, pregnant clients and new mothers, elderly clients, clients with sensory impairments, confused clients, or other clients with special needs. On nursing exams, you may be called upon to apply your knowledge of everything from body mechanics to growth and development to special diets. This is especially true on the NCLEX.

You must know how to prepare for such comprehensive exams for these reasons. You need to know how to answer all these special types of questions. In addition to reviewing nursing content, your preparation for a course exam or the NCLEX should include a plan to improve your test-taking skills and practice answering problem-solving questions.

Your Personalized Study Program for Nursing Exams

You should begin your preparation for a nursing exam on the first day of class. You should review your class notes when you review for an exam. You anticipate an exam when you take notes, ask questions in class, and read assigned chapters in your textbook. By planning to use good preparation, note-taking, and review techniques, you can save time and be more successful.

Time Management: Preparing for Class

Students today are very busy, and many complain that they never have time to read the text ahead of time. It is essential, however, to prepare for class. Even if you have only a few minutes, a little preparation will significantly increase your understanding of the material.

It is recommended that students develop a study plan to allot for required out-of-class assignments, study, and review.

Preparation will pay off in terms of better comprehension, saving you time later. Studies have shown that using your time effectively and efficiently and utilizing the strategies listed can cut your study time in half. So be sure to prepare.

Date/Day of Week (What days do I have available for study time?)	Time (What time do I have available to study?)	Location (Where can I study with little or no interruption?)

Use the SQ3R Method for Reading Textbooks.

Step 1: Survey

Why: Surveying helps you get a bird's-eye view of your reading, its basic structure, and its essential concepts.

When: Before reading, surveying helps you contextualize as you read.

How: Quickly check out the:

- Title, author, and any headings to subsections.
- Images, graphs, etc., and the captions accompanying them.
- Any review questions or practice quizzes.
- The introduction and conclusion (these may be more than one paragraph).

Step 2: Question

Why: Collecting questions you develop as you survey the reading will help you focus your reading on understanding the critical gaps in your knowledge.

When: As you survey, jot down any questions about the content that you are interested in.

How:

- Look for things you don't understand in the title and headings of any subsections.

- Make note of any provided questions within the reading that you don't know the answer to.
- Ask yourself what you already know about the subject the reading focuses on.

Step 3: Read

Why: To fill in the gaps between what you know and need to know.

When: After you have surveyed and questioned, but before the lecture.

How:

- Try to answer the questions you came up with or were provided with.
- Pay attention to words or phrases that are underlined, italicized, or bolded.
- Slow down when you encounter difficult passages. Reread them if necessary.

Step 4: Recite

Why: To crystallize and solidify what you have learned.

When: After you've completed the reading.

How:

Ask yourself out loud the questions you developed.

Summarize the reading in a few sentences.

Underline or highlight key points.

Step 5: Review

Why: To make sure you understand the material sticks.

When: Daily or as frequently as possible.

How:

- Test your memory by asking each question.
- Review notes to verify you are correct.
- Quiz yourself on information.
- Make connections between reading and notes from class.
- Review the questions you missed a second time.

You should not have to reread chapters if you have actively read and taken notes. Reviewing notes each time you study will eliminate the need to "cram" for an exam.

How to Take Notes in Class

Your nursing instructor, in presenting material, is trying to make the materials more accessible. The instructor will, therefore, include explanations and clarifications of concepts and information covered in your textbook. When taking notes, your object should also be to clarify. Here are some basic principles:

Always be sure you know what is being discussed. This may seem obvious, but it isn't always simple to describe the subject of a discussion. Here are some possible topics related to the study of a health problem:

- Incidence
- Pathophysiological process
- Manifestations
- Side effects and adverse effects of treatments
- Complications
- Nursing interventions, including prioritizing
- Client teaching

Be sure you understand the rationale for a treatment or intervention. Your objective here is understanding. Although you can return to the textbook later for the details, be sure to ask a question if there is something you don't understand. Remember that if something is unclear to you, it is probably unclear to others, especially if you have prepared for the class. Asking questions in class can decrease your study time by half!

Make sure you understand what is essential to study. One clue would be any visual aids the instructor uses, such as charts, illustrations, or notes written on the board.

Be alert for answers to any questions you may have had while reading the assigned material. If you have a question that is not answered during the instructor's presentation, take the opportunity to ask it either during the class period, following class, or during your instructor's office hours.

When taking notes, stay focused on the topic and try to be analytical. Note-taking is not the same as taking dictation! You should write down the important points but not try to write down everything the instructor says.

After class, preferably the same day or the next, quickly review your notes and the assigned textbook material and re-read any problematic text sections. Write down any remaining questions and ask the instructor at the next class.

Reviewing for the Exam

Now it's exam time! You have your class notes and your textbook. How will you study for the exam?

Don't wait until the last minute! Take a calendar and plan the content you need to review, how long it will take, and exactly when you will do it. Putting your plan in writing is like writing your guarantee of success! So, write out your plan. If possible, plan to review in the library or in a quiet location where you can be sure not to be interrupted.

Here is a comprehensive, time-saving way to review:

Review your class notes, paying particular attention to rationales for interventions. If any are unclear, look them up in your text. As you review the material, remember the phases of the **nursing process**: What should the nurse **assess**? How should the nurse **analyze** the assessment data? How should the nurse plan to care for the client? What should the nurse keep in mind when **implementing** care? How should the nurse monitor and **evaluate** the client's response to therapy? Again, your focus is on **understanding**, so try to use your own words.

Look through the textbook. You may wish to make a brief, one-page outline of the subject, noting any challenging areas. Are you familiar with the main points? Do you understand the charts and illustrations? Reread any sections that you found unclear. If you complete your preparation ahead of time and have questions about the material, ask your instructor!

Use practice questions. *This is extremely important!* Practice questions assess and reinforce what you have learned. Practice questions reflect real-world clinical situations and help you develop a more analytical approach.

Teamwork harnesses brainpower – if possible, study in teams with other talented **students**. Group study is also beneficial for morale.

Using Practice Questions

Plan time during your review to **answer practice questions** covering the subject.

Answering practice questions is as important as going over your notes or reviewing your text because it gives you a chance to practice applying your newly acquired nursing knowledge.

As a general rule, plan to answer approximately 200 practice questions in preparation for a typical 50-question exam. You will find "Q&A" books online, in the bookstore, and in the lab. Computerized practice tests are also available. When answering questions, be sure to time yourself and practice **pacing** yourself.

Check your answers and read the rationales to assess your knowledge and test-taking skills! Assess the reason why you answered any questions incorrectly. Did you misunderstand or "read into" the question? Did you lack the required nursing knowledge to answer the question? Is there a test-taking strategy that would have helped you select the correct answer?

Finally, when you have completed a set of practice questions, you may wish to return to your textbook or class notes and review any information that gave you difficulty. You may also want to use this resource to learn how to answer specific types of questions or to employ particular test-taking strategies.

The Payoff!

Following these guidelines for organized and streamlined preparation and review will increase confidence, understanding, improve time use, and lead to better test scores. Try it and see!

APPENDIX II STATEMENT OF CONFIDENTIALITY

STATEMENT OF CONFIDENTIALITY

Nurses are bound by a Code of Ethics, which commits them to a nonjudgmental attitude, honesty, protection of confidentiality, and the right to patient privacy. Patients often confide highly personal information to nurses and student nurses, trusting that this information will not be divulged to those not involved in their care. In recognition of this, students at Prism Career Institute agree to abide by the following conditions:

- Patient names are never used when writing nursing care plans, notes, or other documents required for school or clinical preparation.
- Photocopying of any part of the patient's record is never allowed.
- Looking at patient records is restricted to patients you are caring for.
- Any information regarding a patient's diagnosis, condition, treatment, financial, or personal status must be held in confidence except when being discussed with others involved in the care of that patient.
- Discussions regarding any aspect of patient care are not to be held in any public place (e.g., elevators, restrooms, and cafeterias).
- Discussion regarding a patient in a classroom setting must be limited to pertinent facts and done without using names; the standards of confidentiality bind students listening to a classroom discussion of this patient not to discuss this information outside of the classroom setting.
- Theory examinations, clinical skills, and other testing situations are confidential. The details of these examinations may not be discussed or shared with other students.

My signature affirms my understanding of and commitment to upholding the principles outlined in this Confidentiality Statement.

Student Printed Name		Date:
Student Signature		

APPENDIX III ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES

ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES

Nursing requires the ability to perform various activities safely and competently consistently. The Prism Career Institute Nursing Department has identified the following skills as essential to safe and effective nursing practice. To protect the health and safety of clients and students, individuals should consider the program's mental and physical demands before applying. Students must attest to their ability to perform skills and functions essential to nursing practice and complete the nursing education program. If an applicant believes that they cannot meet one or more of the standards listed below without accommodation, they have the right to request a reasonable accommodation in compliance with the ADA. Refer to the Prism Career Institute School Catalog for the process for requesting accommodation. Using a trained assistant/mediator is not a permitted accommodation because the nursing care-related judgment of the nurse would be mediated by the assistant's powers of observation and selection of data to transmit to the candidate.

Motor Abilities

Standard: Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide patient care.

Examples of Required Activities: Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, turning and lifting patients, and providing care in confined spaces such as treatment rooms or operating suites.

Manual Dexterity

Standard: Demonstrate fine motor skills sufficient for providing safe nursing care.

Examples of Required Activities: Motor skills sufficient to handle small equipment such as insulin syringes, administer medications by all routes, perform tracheotomy suctioning, and insert a urinary catheter.

Perceptual/Auditory Ability

Standard: Sensory/perceptual ability to monitor and assess clients.

Examples of Required Activities: Auditory abilities sufficient to hear alarms, auscultate sounds, cries for help, etc. Visual acuity to read calibrations on one cc syringe and assess the color (cyanosis, pallor, etc.). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke or noxious odor, etc.

Behavioral/Interpersonal/Emotional

Standard: Ability to communicate fluently in English (verbally and in writing) to colleagues, staff, and patients with honesty, integrity, and nondiscrimination within the appropriate boundaries to ensure safe patient care. Capacity for developing mature, sensitive, ethical, and effective therapeutic relationships. Interpersonal abilities are sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. Ability to work constructively in stressful and changing environments and modify behavior in response to constructive criticism. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Examples of Required Activities: Establish rapport with patients/clients and colleagues. Work with teams and workgroups. Professionally accepts critique and feedback and integrates it into practice. Emotional skills are sufficient to remain calm in an emergency. Behavioral skills are sufficient to demonstrate good judgment and prompt completion of all responsibilities related to the diagnosis and care of clients. Adapt rapidly to environmental changes and multiple task demands. Maintain behavioral decorum in stressful situations.

Safe Environment for Patients, Families, and Co-workers

Standard: Ability to accurately identify patients. Ability to effectively communicate with other caregivers. Ability to administer medications safely and accurately. Ability to operate equipment safely in the clinical area. Ability to recognize and minimize hazards that could increase healthcare-associated infections. Ability to identify and mitigate accident hazards in the clinical setting, including hazards that contribute to patients, family, and co-workers.

Examples of Required Activities: Prioritizes tasks to ensure patient safety and standard of care. Maintains adequate concentration and attention in patient care settings. Seeks assistance when the clinical situation requires more expertise/experience. Responds to monitor alarms, emergency signals, patient call lights, and orders rapidly and effectively.

I have received and understand the required skills in the areas of:

- Motor Abilities
- Manual Dexterity
- Perceptual/Sensory Ability
- Behavioral/Interpersonal/Emotional
- Safe environment for patients, families, and co-workers

I understand that these skills are essential for continuing through and completing the nursing program, as required by clinical agency agreements, and for seeking licensure in accordance with the National Council of State Boards of Nursing guidelines. I understand that the process for requesting reasonable accommodation can be found in the Prism Career Institute Catalog. I will notify the nursing department in writing immediately of any changes in my status while enrolled in the program.

Student Printed Name		Date:
Student Signature		

APPENDIX IV: CLINICAL ORIENTATION AND GUIDELINES



PRISM CAREER INSTITUTE PRACTICAL NURSING CLINICAL ORIENTATION

Clinical Site:	Instructor:
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***Students are not to leave the facility/clinical site at any given time!**

PHONE NUMBERS

Prism: Philadelphia (215) 331-4600	Cherry Hill (856) 317-0100
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TIMES

Pre-Conference:	Clinical:
Lunch	Post Conference

The Practical Nursing Program is designed to equip students with the knowledge and skills necessary to promote safe practices when caring for patients and their families. The program aims to enhance clinical experiences through strategic clinical affiliations, allowing students to be assigned to multiple clinical sites throughout the nursing program. Clinical rotations are a crucial component of the Practical Nursing Program and are aligned with the academic calendar. Clinical days and times are scheduled according to the curriculum but may be subject to change. During the clinical experience, students have responsibilities and are accountable for their learning. Clinical Instructors ensure that students meet their obligations. Nursing Leadership determines clinical assignments; students may be placed within a 50-mile radius of campus. The students are responsible for arranging transportation to and from the site.

STUDENT RESPONSIBILITIES- CLINICAL SITES

Students understand that there are rules and regulations regarding the clinical site, and deviance from these rules may result in disciplinary actions, including termination from the program. The student must adhere to the following rules:

1. Students must meet the requirements listed in the Essential Skills and Functional Abilities (Appendix III). A medical release statement from a healthcare provider is required following a significant injury/illness, hospitalization, surgery, or extended absence to indicate that the student meets all Essential Skills and Functional Abilities. This also applies to illnesses and/or surgeries during breaks between academic terms.
2. Students report on time to the designated clinical site. The instructor and school must be contacted if a student is late or absent.
3. Students must report to the clinical site in the school-issued green uniform, clean white or black shoes, and no head covering unless part of designated religious garb. Students must bring specific equipment, such as stethoscopes, pens, small notebooks, bandages, scissors, and other items as directed by their instructor.
4. Students receive their assignment from the instructor and complete it with supervision from them. All information regarding patients/residents is subject to strict adherence to confidentiality per HIPAA laws. Patients/residents will not be discussed outside the clinical area; they will only be discussed with the clinical instructor while on the clinical unit for learning/clarification purposes.
5. Students do not leave the designated area/unit unless instructed by the Clinical Instructor. The

instructor will inform students regarding breaks, lunch, and dismissal time—no smoking at the clinical sites.

6. Clinical Instructors will determine students' competency before allowing them to perform procedures. Students will be supervised and monitored for safe practices and competency.
7. Students must complete documentation assignments before leaving the unit.
8. Students must complete paper assignments given by the Clinical Instructor in the allotted period determined by the instructor.

STUDENT CONDUCT ON CLINICAL SITES

- All learning, including clinical activities, begins and ends at specific scheduled times.
- Student schedules are based on required program clock hours.
- Students are not permitted to visit clients at a clinical site and should not go to other facility areas unless directed by their instructors.
- Patient confidentiality must be maintained, and HIPAA regulations must be upheld.
- Duplication of any patient information is prohibited.
- When entering facilities, students are requested to enter quietly.
- No standing around the hallways or at the nurses station
- To avoid any violation of patient rights, residents/ or patients are never discussed in the elevator, public corridor, or area.
- Personal cell phones or electronic devices should not be brought into clinical sites. Any emergency calls are taken by instructors. For emergency purposes, the school office's phone number is listed in the Student Catalog. It should be given as an emergency contact for care providers for children and family members or in an emergency. The instructor will then be notified of the situation, and the student will be informed.
- Students are not authorized to act as witnesses to any consent forms.
- Any problem, malfunction, or equipment breakage must be reported to the clinical instructor.
- Students are not to request, inquire, or take medication from a clinical area in any facility.
- Any student involved in an accident or clinical injury in the facility must report the incident to the clinical instructor and facility charge nurse. The instructor and facility will complete an incident report as directed and guided. The school needs to be informed about the incident.
- The opportunity to attend and participate in clinical learning is a privilege

PARKING

Students must park off-site if driving. Vehicles may be parked on the street. Please do not use the facilities' lot unless otherwise indicated by the instructor.

STAFF LOUNGE

The staff lounge is for STAFF use only! Unless the clinical instructor gives permission.

APPEARANCE/UNIFORM – FOLLOW PRISM'S DRESS CODE

All students must be in complete uniform to remain at the clinical site and on campus. Students will be sent home if they do not attend clinical sessions appropriately dressed.

Hair

- Must be pulled back and up off the collar professionally.
- Ponytail must be less than 5 inches and not hang past the shoulder.
- No hair coverings or hair accessories wider than 1 inch.
- Hair must be a color that is considered natural for human hair. (For example, no blues, pinks, purples, green, etc.)
- This aligns with policy and infection control.

Facial Hair

- Men are to be clean-shaven or have their beard/mustache neatly trimmed.

Piercings

- All piercings (eyebrow, lip, tongue, and nose) are to be removed or replaced with a clear or solid plug of neutral color.
- Small earlobe earrings are allowed only. Hoops must be smaller than a quarter.

Tattoos

- All body art or tattoos are to be covered while at the clinical site.

Eyelashes

- No eyelashes. This aligns with policy and infection control.

Nails

- Are to be neatly manicured, in their natural state, and not extend past the fingertip.
- Only clear-colored regular nail polish on natural nails is allowed.
- No artificial nails, nail tips, gel tips, acrylic dip, or gel nail polish due to infection control concerns.

Uniform

- Prism issued green scrub uniform with Prism Logo visible, worn daily.
- Solid black, white or green short/long sleeve shirt under uniform top.
- Solid white or black nursing shoes or leather sneakers with white socks.
- No open-toed shoes or backless clogs permitted. (No UGGs)
- Clinical uniforms should be clean, stain-free, and unwrinkled.
- All joggers, leggings, or body-hugging attire is prohibited. Uniforms must be size-appropriate to maintain a professional appearance.
- Religious attire (Black or navy blue) must be worn under the Prism uniform
 - Niqab or veil is not to be worn due to the facility policy and procedure and infection control.

Badges

- ID Badges must be worn above the waist during clinical and classroom time.

CELL PHONES & COMMUNICATION

- Personal cell phones or electronic devices, including smart watches, are not to be brought into clinical sites.
- Any emergency calls are taken by instructors. For emergency purposes, the phone number of the school office, as listed in the Student Catalog, should be provided as the emergency contact for care providers, family members, or in the event of an emergency. The instructor will then be notified of the situation, and the student informed
- First time offense – Warning
- Second time offense – Students will be sent home with a ticket and lose their clinical time.

EMAILS

Please check Canvas daily for announcements, updates, and assignments. Develop a routine of reviewing Canvas each night before bed and again first thing in the morning.

COMMUNICATION

Please use the following format when communicating with other healthcare professionals, especially doctors, regarding patient care. This is the standard communication you will need to use when you become a licensed nurse. Therefore, it is beneficial to implement it into your clinical practice now.

SBAR

- **Situation:** Identify yourself. Identify the patient. Where you are calling from and your role
- **Background:** The patient's presenting complaint, relevance, PMH. Summary of background.
- **Assessment:** Vital signs, LOC, clinical impression, severity of patient, any additional concerns.
- **Recommendations:** Explanation of what you require, urgency, and actions needed. Suggest needed actions. Clarify what actions you expect to be taken.

ATTENDANCE POLICY

- Students must meet 90% to pass for clinical.
- May not participate in clinical if more than 15 minutes late.
- Students can only miss 1 Foundations Lab class.

- Students can only miss 10% of the total Foundations Clinical class.
- Students can only miss 10% of the total clinical hours scheduled for Nursing I, Nursing II, and Nursing III classes.
- No students are allowed on campus during clinical time unless otherwise indicated by Nursing Administration
- Students are expected to arrive at the clinical facility promptly at 7 am. Any student who arrives after 7:15 a.m. will be sent home for the day and will be marked absent. If a student cannot attend clinical, they must notify the instructor 24 hours in advance that they will be absent from clinical that day.

Clinical time for the Practical Nursing clinical course can be made up by attending simulation labs or clinical sites offered at specific scheduled times; however, the total course hours cannot exceed 10%. Each approved request for make-up time will incur a \$100 per-session charge.

MEDICATION MATH POLICY

COMPETENCY REQUIREMENT

- All PN students must demonstrate proficiency in medication dosage calculations before administering medications in clinical settings.
- Term 2: Mastery is defined as a **minimum passing score of 80%** on a proctored dosage calculation exam.
- Terms 3: Mastery is defined as a **minimum passing score of 85%** on a proctored dosage calculation exam.
- Terms 4 and 5: Mastery is defined as a **minimum passing score of 90%** on a proctored dosage calculation exam.

TESTING STRUCTURE

END OF TERM:

At the end of each term, students will receive a Medication Math practice assignment in Canvas to support preparation for the Medication Math exam, scheduled during the First Week of the following term. This should be completed during the Term Break.

PRACTICE EXAM:

1. Administered Clinical Day 1 using ATI Dosage Calculation & Safe Medication Administration modules (or equivalent).
2. Students must complete practice exams before the proctored exam.

PROCTORED EXAM:

1. Administered Clinical Day 2 before clinical rotations each term.
2. Passing score: Term 2 is 80% or higher. Term 3 is 85% or higher. Terms 4 and 5 are 90% or higher.

ATTEMPTS AND REMEDIATION

1. **First Attempt:** Students complete the proctored exam.
 - a. **If Unsuccessful:**
 - i. The student must complete structured remediation, which will be done in class after the proctor exam.
 - ii. The student will retest in 24 hours on Clinical Day 3.
2. **Maximum Attempts:** Two proctored attempts per term.
 - a. Failure to achieve 80% or higher (Term 2), 85% or higher (Term 3), 90% or higher (Term 4 and 5) on the second attempt will result in **clinical ineligibility** and course failure in accordance with program progression policies.
3. **Clinical Eligibility**
 - a. Students who do not meet this requirement will be removed from clinical and will not be permitted to progress until competency is demonstrated in the following term.

MEDICAL RECORDS

All medical records must be up to date to participate in clinical. If your medical records are not up to date, the student will not be permitted at the clinical site. The student will be marked absent until their medical file is updated. They will not receive credit for that time, which may result in the course failing. Please refer to the student handbook for the current requirements.

ARRIVING AT THE UNIT

- Upon arriving at the unit, students are expected to begin their day with professionalism and preparedness. They must first orient themselves to the unit layout, review their assigned residents' MAR, TAR, care plans, Braden Scale scores, and the most recent assessment tools.
- Students should introduce themselves to the facility staff and their assigned residents, always knocking before entering a resident's room and treating the space as the resident's personal home.
- Morning responsibilities include assisting with breakfast and verifying dietary needs, followed by bathing and grooming tasks. Before providing care, students must consult the TAR for any equipment or treatment instructions, such as TEDS, splints, or instructions for applying lotion.
- All residents should receive comprehensive hygiene care, including oral care, hair grooming, deodorant, lotion, and shaving or cosmetic support as desired.
- Residents should be dressed in clean, matching clothes, and encouraged to participate in their own care as able.
- A thorough head-to-toe assessment must be completed. Students must remain in their assigned unit unless directed otherwise by the instructor, and they are expected to provide care within their current level of skill and training.
- Instructors will assess student competency before authorizing any procedures, ensuring safe and supervised practice.
- Skills students will conduct in accordance with their skill level include but are not limited to:
 - Basic AM Care
 - Patient Feedings
 - Ostomy Care
 - Emptying Foley catheter bags
 - Documentation
 - Vital Signs
 - Medication Administration
 - Tracheostomy care
 - Dressings
 - Transport via Wheelchair
 - Tube Feedings
 - Wound Care
 - Patient Observations
 - Bed Making
- Clinical Site Nursing Staff MUST BE present for all patient transfers.
- Students are NOT allowed to use any mechanical lifts regardless of clinical site policies.
- All assignments must be completed before the student leaves the unit, including any written work required by the instructor within the specified time frame.
- Students will be supervised and monitored for safe practices and competency.

VITAL SIGNS

Are to be done at the beginning of the clinical day and before medication administration. This includes Blood Pressure, Temperature, Pulse Ox (if on O2, how many liters?), Pulse and Respirations.

***ALL ABNORMAL VITAL SIGNS ARE TO BE REPORTED TO THE NURSE/INSTRUCTOR IMMEDIATELY.**

MEDICATION ADMINISTRATION

Before the morning medication pass, students should review the resident's medication (please use drug books and other approved resources).

Your clinical instructor will ask questions such as:

- Why is your resident on this medication?
- Signs and symptoms of adverse effects.
- What should you monitor the client for?
- Be prepared.

There should only be two people at the medication cart when passing medication. The student passing the medication and the instructor.

If you have any concerns or emergencies, let your instructor know, but do NOT hover around the cart.

ITEMS TO BRING TO CLINICAL (FAILURE TO DO SO WILL RESULT IN A TICKET)

- Stethoscope
- Blood Pressure Cuff
- Black Pen
- Medication Book
- Watch with a second hand (No smart watches that require a tap or flip of the wrist to initiate)
- Paper/Notebook

POST CONFERENCE

At the end of the clinical day, your complete nursing assessment and nursing notes are due, along with any other work given at the start of clinical.

CLINICAL ASSIGNMENTS

Weekly Clinical Evaluations - 15%

Each week, clinical instructors use this evaluation to assess student performance across six key areas: individualized care planning, collaboration, quality improvement, resource use, communication, and professional accountability. Students are rated on a scale from Unsatisfactory (U) to Exceeds Expectations (E), based on their ability to apply nursing knowledge, maintain patient safety, work effectively with others, and demonstrate professionalism. At the end of each week, students reflect on their performance and set two SMART goals to guide improvement. Instructors may provide an additional goal to support development and ensure students are progressing toward clinical competency.

If a student is absent from clinical, the highest possible score they can receive on the weekly evaluation will be limited to 50% of the total points available.

Clinical Assignments - 20%

Each week, students are expected to complete clinical assignments that support the development of critical thinking, clinical judgment, and readiness for the NCLEX. Assignments include documentation of patient care activities, nursing assessments, and reflection components that connect theory to practice. Students must complete an SBAR communication exercise every week to strengthen their professional communication and clinical handoff skills. Additionally, NCLEX-style questions or case-based scenarios will be assigned to reinforce priority setting, safe practice, and evidence-based interventions. All assignments must be submitted on time, professionally written, and demonstrate an understanding of current nursing standards.

Bootcamp Evaluation - 15%

The Clinical Bootcamp Evaluation is used to assess student readiness for clinical practice through structured skill demonstrations and professional behaviors. During boot camp, students are evaluated on foundational nursing skills, including vital signs, hygiene, medication administration preparation, and effective communication. Instructors observe performance using a standardized rubric, noting competency, accuracy, and safety.

Professionalism, time management, and preparedness are also evaluated. Feedback is provided to help students strengthen weak areas before entering the clinical setting. Successful completion of Bootcamp demonstrates the student's ability to apply learned skills and meet expectations for clinical participation. Clinical Bootcamp takes place during the first two weeks of the term.

Midterm Evaluations - 20%

The Midterm Clinical Evaluation serves as a formal checkpoint to assess student progress and performance at the halfway point of the clinical rotation. Instructors evaluate students across key areas, including clinical reasoning, safe patient care, communication, professionalism, and completion of required assignments. Strengths and areas for improvement are identified, and students are expected to reflect on feedback to enhance their practice. The evaluation includes a review of weekly documentation, SMART goals, SBAR exercises, and NCLEX readiness activities. Performance at midterm helps determine the student's trajectory toward meeting end-of-rotation objectives and guides continued growth.

End of Term Evaluation - 30%

The End-of-Term Clinical Evaluation provides a comprehensive assessment of the student's performance throughout the clinical rotation. It measures the student's ability to consistently apply the nursing process, deliver safe and effective care, communicate professionally, and demonstrate accountability and growth. Instructors review clinical assignments, weekly evaluations, SBAR activities, and NCLEX-style questions to evaluate readiness for progression. This final evaluation assesses the students' overall clinical competence, including their ability to meet program objectives and incorporate feedback into their practice. Successful completion indicates the student is prepared to advance to the next level of clinical learning.

CLINICAL/CLASS EXPECTATIONS:

- Students are expected to prepare for class by reading, completing assignments, and utilizing the assigned resources for the course. As class members, students are expected to attend and participate in class.
- Out-of-class work is an essential part of every program of study. Out-of-class work enables students to master course learning objectives and leads to the achievement of overall program objectives. Out-of-class work refers to self-directed learning activities such as reading assignments, research activities, and projects, case studies, quiz/exam preparation (flashcards), projects (group and individual), written assignments (papers and essays), knowledge checks and self-assessments, etc.

SIMULATION LAB

The SIM lab is considered a clinical day. Please come to campus with your complete clinical uniform. Bring all your clinical equipment, including your drug book; failure to do so will result in a score of zero for the Simulation. Your clinical time remains the same, regardless of the 0700-start time. All clinical policies and procedures, including those related to lateness and absence, will also be followed while in the SIM lab.

Simulation will count towards your clinical grade.

REMOVAL OF STUDENT FROM CLINICAL SETTING

A student's participation in any clinical experience requires that she/he meet the academic and professional standards of behavior that ensure patient comfort and safety.

If an instructor determines that a student cannot proceed safely in the clinical setting during a specific clinical assignment period, the instructor will do the following:

- Verbally inform the student of the reason he or she must leave or the reason he or she is denied access to the clinical setting (e.g., not prepared to provide safe care, symptoms of an illness that place the patient or other care providers at risk, evidence of use of and/or impairment from drugs, alcohol, unethical conduct, unprofessional demeanor (disrespect to patient's, staff, students or instructor etc.)
- Ensures that the student immediately and safely leaves the clinical area.
- Contacts the Practical Nursing Program Director of Nursing or Designee to discuss the situation.
- Provides follow-up guidance in writing to the student outlining the observed behavior and requirements for return to the clinical area.

CODE OF CONDUCT AND ACADEMIC INTEGRITY AND DISCIPLINARY POINT SYSTEM

Students are expected to abide by the School Code of Conduct and Academic Integrity policies outlined in the School Catalog. Students found violating these policies are subject to disciplinary action up to and including dismissal from the school. Faculty utilize a Disciplinary Point System to monitor any student infractions. This system ensures that students will not be subject to the faculty member's interpretation of the violation. If the instructor finds it necessary to issue a Disciplinary Point System Ticket (DPST), the faculty member will conduct a private advisement session with the student and receive a copy of the ticket. The student's signature is an acknowledgment of receipt. Should a student refuse to sign the ticket, it doesn't negate the issuance of the ticket. The instructor will document the refusal to sign on the form. A copy of the ticket will also be provided to ADON. Points accumulate throughout the student's enrollment. If a student accumulates six (6) or more points, a meeting with the DON or ADON will be required. The student will be placed on a Corrective Action Plan and probationary status. Students who accumulate twelve (10) points may be subject to additional disciplinary action up to and including dismissal from the school. The three-step disciplinary System will be used.

THE THREE-STEP SYSTEM IS AS FOLLOWS:

- Verbal Warning- A verbal warning will be given after the first correction. A ticket explaining the infraction should be filled out for documentation purposes, but no points should be assigned. A copy of this ticket is then to be placed in the student's file.
- Written Ticket—A written ticket with points and private advisement will be issued after the second correction. The student and instructor must both sign and date the ticket. One copy will be given to the student, and another will be sent to the nursing office.
- 2nd Written Ticket—After a second written ticket, the student will be suspended from the program pending investigation. For infractions 10, there will be an immediate suspension pending investigation. Disciplinary action may include suspension, probation, and dismissal from the program.

Students suspended or dismissed for conduct have the right to appeal their dismissal or suspension as outlined in the Prism Career Institute Catalog. Such appeals from a determination made under the Disciplinary Point System must be made in writing to the ADON/Program Manager or the Campus Director within three calendar days of the decision date. The ERDONE and the Campus Director will review all appeals and inform the applicant of the school's decision within ten calendar days of receipt of the appeal.

CONFIDENTIALITY POLICY & AGREEMENT

In performing your duties as a practical nursing student, you will have access to patient records and other protected health information (PHI). Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display (computerized), is strictly confidential. Access to confidential patient information is permitted only on a need-to-know basis.

It is the policy of PRISM Career Institute (PCI) that students respect and maintain the privacy and confidentiality of patient information, regardless of the agency to which they are assigned. Examples of violation (breach) of this policy include, but are not limited to:

- Discussing PHI outside the scope of practice, such as in the elevator or cafeteria. Accessing information that is not within the scope of your patient assignment, or disclosing to another person your sign-on code and/or password for accessing electronic or computerized records
- Using another person's sign-on code and/or password for accessing electronic or computerized records
- Leaving a secure application unattended while signed on
- Attempting to access a secured application without proper authorization
- Safeguarding confidentiality also applies to email, internet communications, and social network sites (Twitter (now X), Facebook, Instagram, other internet journals). Not only must the student safeguard the confidentiality of patients, but also of school and clinical agencies, staff, classmates, and instructors.
- Violation of this policy will result in immediate dismissal from the nursing program. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties in accordance with agency, state, and federal regulations, including penalties outlined in the Health Insurance Portability and Accountability Act (HIPAA).

CLINICAL ORIENTATION ACKNOWLEDGMENT PAGE

This last page is to be signed by the student and returned to the ADON on the first day of clinical. This file will then be added to the student's permanent file.

I acknowledge and understand the clinical expectation given to me at the start of the clinical rotation.

Name (Print):		
Signature:		
Term:		
Circle: Day / Evening	Clinical Instructor:	
Clinical Site:		Date Signed:

APPENDIX V RECEIPT OF STUDENT HANDBOOK

I have received, read, and understood the Student Handbook. I further acknowledge that I will abide by these policies and the Student Code of Conduct in the school catalog.

Student Printed Name		Date:
Student Signature		

FORMS AND RESOURCES

<u>Notice of Participation Form – Weekly Remediation Sessions</u>	 Notice of Participation Weekly
<u>Essential Skills and Functional Abilities</u>	 Essential Skills.pdf
<u>Statement of Confidentiality</u>	 Statement of Confidentiality.pdf
<u>Receipt of Student Handbook Acknowledgment</u>	 Student Handbook Ackn.pdf
<u>Clinical Orientation Acknowledgment</u>	 Clinical Orientation Acknowledgment Pz