

# TOM P. HANEY TECHNICAL COLLEGE



## Practical Nursing Handbook 2026



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# WELCOME

The faculty of Tom P. Haney Technical College's School of Practical Nursing welcomes you to our center. Our school is approved and recognized by the Florida Board of Nursing, and we offer two different classes: August start date and a January start date. Students are not allowed to transfer from one program to the other.

It is our sincere desire that we may be of service in helping you prepare for the world of work as you expand your educational opportunities.

Our mission is to provide educational opportunities for all students and the training necessary to meet the needs and standards of today's changing global workplace.

This handbook is a supplement to the Tom P. Haney Technical College Student Handbook and will assist you in becoming knowledgeable regarding the policies of the School of Practical Nursing.

We hope your time here at Tom P. Haney Technical College will prepare you to function as responsible, competent and compassionate members of the HealthCare Team.

*The School of Practical Nursing Faculty*

# PHILOSOPHY

We believe that the School of Practical Nursing is a justifiable and essential part of Career and Technical Education, and that every person has the right to choose a vocation and be given the opportunity to succeed commensurately with his or her aptitude and ability.

We believe selected applicants who meet the requirements for entrance and potential career success, should be considered for the School of Practical Nursing.

We believe in providing an environment for individual growth with equal opportunity, so that each student may develop his or her talents to the optimum capacity through self-expression.

We believe the student should function with a problem-solving approach consistent with their assigned and assumed responsibilities and is an essential part of the health team dedicated to maintaining the health of society.

We believe the student should recognize his/her role as a member of the health team through cooperation, communication and collaboration with other workers.

We believe that closely related planned experiences in theory and practice must be provided by the faculty so the students will develop skills, knowledge, understanding, attitudes and appreciations toward job satisfaction and personal attainment.

We believe that teaching is guiding, directing, and leading the learners through the curriculum based on evidence-based practices and past experiences.

We believe learning is an individual activity; therefore, the student is responsible for carrying on these activities involved.

We believe the graduate of the School of Practical Nursing should be aware of his/her responsibilities in continuing learning through self-education and membership in appropriate career-related organizations.

We believe that provisions should be made for planned, continuous evaluation of the curriculum in order to measure the effectiveness in achieving the objectives of the program and in meeting the needs of the students.

## PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as Licensed Practical Nurses (SOC 29-2061). The program must be approved by the Florida State Board of Nursing in order for graduates to apply to take the examination to practice as a Licensed Practical Nurse.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

# DESCRIPTION

The program aims to prepare students for the role of Licensed Practical Nurse. It provides theoretical instruction along with competency-based learning and clinical experience to build academic and occupational skills such as:

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

**\*\*Clinical experience will make up at least 50% of the total program with no more than 25% in the simulation lab.**

# OBJECTIVES

Graduates of the School of Practical Nursing can be expected to have accomplished the following:

1. Be prepared to function within the definition and framework of the role specified by the Florida State Board of Nursing, Nurse Practice Act and the Department of Education Curriculum Framework.
2. Be prepared to function as responsible and accountable members of the health care team concerned with basic therapeutic, rehabilitative, and preventive care for people of all ages and cultural diversities in various stages of dependency.
3. Be prepared to function as safe and competent practitioners, with the knowledge to perform a specific skill, assess the patient, formulate a nursing diagnosis, perform the procedure, and evaluate the results.

## FLDOE STUDENT PERFORMANCE STANDARDS

### **Testing Requirements for Basic Skills:**

Required scores are:

Reading – 11.0 A; Math – 11.0 A; Language – 11.0 A

\*All testing must be completed prior to the program's pinning date to be eligible to participate, receive a diploma and be eligible to sit for the NCLEX exam. For more information, please see the Guidance Counselor in Student Services.

# FLDOE STANDARDS

## PRACTICAL NURSING

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Recognize and practice safety, security and emergency procedures.
- 03.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 04.0 Perform patient and personal care as it pertains to the practical nurse.
- 05.0 Provide patient-centered care for the geriatric population.
- 06.0 Assist with restorative (rehabilitative) activities.
- 07.0 Demonstrate organizational functions, following the patient plan of care.
- 08.0 Demonstrate computer literacy as related to nursing functions.
- 09.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 11.0 Apply the principles of infection control, utilizing nursing principles.
- 12.0 Perform aseptic and sterile techniques.
- 13.0 Describe the structure and function of the human body in relation to health and disease.
- 14.0 Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- 15.0 Describe human growth and development across the lifespan.
- 16.0 Demonstrate the performance of nursing procedures.
- 17.0 Demonstrate how to administer medication.
- 18.0 Demonstrate how to provide bio-psycho-social support.
- 19.0 Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- 20.0 Implement education and resources for family wellness.
- 21.0 Participate in Community Health Awareness Forums.
- 22.0 Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.

- 23.0 Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- 24.0 Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- 25.0 Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- 26.0 Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- 27.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
- 28.0 Develop transitional skills.
- 29.0 Demonstrate employability skills specific to practical nursing.

# PROGRAM STRUCTURE

OCP	Course Number	Course Title	Length	SOC Code
A	PRN0098	Practical Nursing Foundations 1	300 hours	31-1014
B	PRN0099	Practical Nursing Foundation 2	300 hours	29-2061
	PRN0290	Medical Surgical Nursing 1	300 hours	29-2061
	PRN0291	Medical Surgical Nursing 2	300 hours	29-2061
	PRN0690	Comprehensive Nursing and Transitional Skills	150 hours	29-2061

The Tom P. Haney School of Practical Nursing is divided into 5 course numbers. Students are required to pass each subject in the course outline with a 77% or higher.

If a student's average during a course drops below a 77%, an academic warning will be issued.

If the student's final average for the course is below a 77%, the student will be withdrawn from the program.

Program Structure outline hours consists of theory, lab and clinical hours combined.

**Curriculum:** ATI Core-Curriculum and Resources

# GENERAL RULES

## ABSENCES:

The maximum absences allowable for any practical nursing student will be 30 hours during the course of the program. When a student has missed 15 hours, an administrative warning will be issued. If a student misses more than the allowed 30 hours, the student will be automatically withdrawn.

\*It is the responsibility of each student to be aware of their absences. Haney Technical College is a clock hour institution; therefore, attendance is tracked minute by minute. Students are not to be asking instructors for attendance information. Students may monitor their attendance using the student web portal located in FOCUS.

Absences must be reported to the assigned instructor in the clinical area within a minimum of 30 minutes prior to the beginning of clinical assignment by email/canvas inbox (or instructor's preferred method of contact) and call the nursing department at the number below.

If the absence occurs on a theory (classroom) day, the student must notify the nursing department: Phone number 850-767-5500. Leave a message if there is no answer. You may also notify by email/canvas inbox. Failure to do so will result in administrative action.

\*Three (3) No Call, No Shows will result in disciplinary action.

## TARDIES:

Students will adhere to Practical Nursing tardy policy which includes: failure to report to class on time, conferences, and late return from lunch or break. If you anticipate being late, you must contact your instructor. The minutes that the student is tardy will be counted as part of the allotted 30 hours absence from the program. If a student is more than 30 minutes late for clinicals, this is considered an absence and he/she will be sent home.

\*Students will not be allowed to enter the classroom once testing has started. If you are not in your classroom prior to testing, then you will have to wait in the lobby until testing is complete and the teacher allows the break. This time will be deducted from your 30 hours maximum absences allowed.

INSTRUCTOR

Conferences may be scheduled after class. Students are not to make random visits into the instructor's office or the teacher workroom. At no time are students allowed in the instructor's office or workroom without the presence of their assigned instructor.

EVALUATIONS:

Evaluations are a continuous process and will be done by the instructors. Students are required to maintain a Grade Point Average (GPA) of 77% in each subject area. A student whose final GPA for the subject area is below a 77% will result in automatic dismissal from the Practical Nursing Program. (Refer to Re-Entry or Advance Placement Policy)

MAKE-UP  
TEST:

If you are absent, all tests must be made up on the next day that you return. It is your responsibility to contact the instructor regarding make-up tests.

Ex. If you return on a classroom day, the test will be made up after school. Failure to comply will result in 20 points deducted from that particular test.

RE-ENTRY

Students are allowed entry into the nursing program twice unless there are extenuating circumstances. This is evaluated on a case-by-case basis.

Students desiring re-entry or advance placement into the Tom P. Haney Technical College School of Practical Nursing

- If students are dismissed for GPA reasons and are readmitted, they will have to pay for the remaining hours lost in the payment period out of pocket along with the next full payment period.
- If students bring up their GPA and meet other SAP requirements, they may once again receive Pell Grant funding if additional payment periods exist.

- If students are dismissed for attendance reasons, they will lose Pell Funding.
- If they are permitted back into a future class, they will have to pay out of pocket for the remaining hours needed in their program.

ADVANCE  
PLACEMENT  
POLICY:

Must meet the following criteria:

1. Having left the program in good standing
2. Show proof of good physical & mental
3. Be interviewed and recommended by the P.N. Faculty
4. Admission based on space available
5. Be recommended by nursing faculty, if from another School
6. TABE scores 11th grade level in Reading, Math, and Language (TABE must be level A)

NAME BADGE:

Students must wear a Haney issued name badge while on campus and in the clinical setting. This is considered part of your uniform. Any student present without his/her name badge will be sent home. Time missed from the program will be counted as part of the allotted 30 hours absence from the program.

DRESS CODE:

Students must dress for the occupation for which they are being prepared. Therefore, in the classroom and clinical setting, students will wear their uniforms. Uniforms cannot be tight-fitting. Female students must wear bras. Students must wear shoes at all times. No sweat shirts, hoodies, or blankets are allowed during school or clinical. Any student in violation of the dress code will be sent home. The time missed from the program will be counted as part of the allotted 30 hours absence from the program.

UNIFORM &  
ACCESSORIES:

Tom P. Haney Technical College School of Practical Nursing Faculty selects the style and accessories. It is the responsibility of each student to purchase the required uniform and accessories. Uniforms will be worn during clinicals and in the classroom. Uniform pants should touch the top of the shoe and

not touch the floor. Specialty areas may require different attire, upon which instructors will notify you.

JEWELRY /  
TATTOOS

In classroom and clinicals: A watch with a second hand and plain wedding band may be worn. Medic Alert bracelets or necklaces may be worn.

No smart or digital watches are allowed. Absolutely no other jewelry of any description may be worn.

Permanent body jewelry in visible places such as eyebrows, nose, lips, and tongue are not permitted during clinical or class rotations and need to be covered with a mask or a regular skin tone band aid.

Tattoos should be covered as much as possible.

STUDENT  
CONDUCT:

The student will adhere to the policy on student conduct as described by the Bay County School Board.

Students will conduct themselves in a professional and respectful manner at all times to instructors, affiliation staff, and students, in the classroom and clinical settings.

Any behavior which is not conducive to the learning environment or experience will result in immediate withdrawal and dismissal from the program.

SCHOOL  
VISITORS:

In accordance with Bay District Schools Policy, No visitors are allowed on campus without prior consent from the administration. This includes no visitors during lunch and breaks.

Approved visitors must check in at front desk, present a photo ID and receive a visitor's pass.

SMOKING:

Smoking / Vaping is not allowed on the school campus. All Bay County Schools and properties are "Smoke-Free" zones.

MEALS: Students may bring their lunch or purchase drinks/snacks from the market in the community area. Lunch is to be eaten in the designated areas. Food trucks will be available on specified days during weekday lunch hours. Microwaves are located in the community area.

BREAKS: Breaks are given at the discretion of your instructor in the clinical area and classroom. Patient care has priority over breaks.

SOCIALS: School policy does not allow for social functions during class/clinical hours.

SPECIAL EQUIPMENT: Practical Nursing Students do not operate any type of special equipment without *PRIOR* approval of the assigned instructor in clinicals or in the lab setting.

HEALTH: Students are responsible for personal health. Any condition which interferes with providing safe nursing care to any assigned patient, or exposure to others, will not be tolerated in class or clinical areas.

Admission to the clinical facility is at the discretion of the instructor in cooperation with the nurse manager of the facility.

All costs for medical care, including emergencies, are the student's responsibility.

While on duty at the clinical facility, necessary care will be given at the student's expense. If in doubt regarding personal health, consult the instructor in charge.

### PROFESSIONALISM:

Students are required to do individual testing. If a student obtains information while testing at any time, the student will be reported to the administration for immediate dismissal. All students must read and sign the “test-taking rules.”

Students are not allowed to lie their heads on their desks during class. This may be perceived as sleeping in class which is not tolerated. Any student seen with their heads on their desks will be dismissed, and time missed will be deducted from the 30 hours of absence allowed in the PN program.

Students are expected to demonstrate respect, honesty and integrity at all times. They are expected to maintain a professional demeanor both in the classroom and during clinical rotations, and communicate respectfully with peers, faculty and staff. Any violation of this policy will result in immediate dismissal from the program without privileges to return

### CELL PHONES / SMART WATCHES / LAPTOPS / TABLETS:

To foster an environment conducive to learning, engagement, and academic success, Tom P. Haney Technical College implements a cell phone lockup policy to minimize distractions during class/lab sessions.

#### *1. Phone Lockup Requirement:*

- Upon entering the classroom, students must place their cell phones in the designated secure cell phone lockers. Phones will remain inaccessible during the class and lab sessions.
- Cell Phones may be removed during the lunch break and when dismissed for the day after the student has clocked out

#### *2. Compliance and Consequences:*

- Compliance is mandatory. Non-compliance (e.g., retaining or using a phone during class) will result in the student clocking out for the day

and hours deducted from time missed. Repeated violations will lead to referral to the Dean of students for further action.

- Cell phones/smart watches out during testing will be seen as cheating, and will be an automatic dismissal from the nursing program without privileges to return.

### *3. Safety and Emergencies:*

- Campus alert systems and classroom communication channels (e.g., instructor email, learning management systems) ensure access to emergency notifications, mitigating the need for personal phone access during class.
- Family members can call the front office and they will get the message to us. Phone number: [\(850\) 767-5500](tel:8507675500)

### *4. Personal Laptops/Recording Devices*

- No personal laptops, tablets, etc. are allowed in classrooms. A school laptop will be provided at school for testing and class assignments.
- Using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without prior consent of individuals being recorded is prohibited (Haney Student Handbook).

### ACCIDENTS / INJURY

If any accident and / or injury occurs in the school facility, notify the instructor immediately. Accident / injury reports must be completed as required by the Bay District School Board.

NOTE: School health insurance is available for purchase at a nominal fee. Information is available in the Student Services Office at Haney.

# RULES IN THE CLINICAL FACILITY

ATTENDANCE: Any student who leaves the designated clinical area including campus or classroom without the assigned instructor's permission will be subject to administrative dismissal from the Practical Nursing Program.

SUPPLIES: Students are expected to come prepared to class and the clinical setting with all of the required supplies as indicated by the checklist. Any student that does not have his/her supplies will be sent home, and receive a "U" for the day. Time missed will be deducted from the 30 hours of absence allowed in the PN program.

## CONFIDENTIALITY OF PATIENT

RECORDS: Students may make entries into healthcare records and reports and clinical assessment forms. Any false entries made will require the instructor (faculty or facility) to review these entries and immediately notify the Director of Nursing. Knowingly recording false information is a violation of the program professionalism policy and the student will be immediately dismissed from the program. Students should not have contact with patients/clients and/or family members during the clinical setting while in uniform. The student may visit after clinical hours and must change into regular street clothing.

## JEWELRY/ TATTOOS:

A watch with a second hand and plain wedding band may be worn. Medic-Alert bracelets or necklaces may be worn.

No Smart or digital watches are allowed. Absolutely no other jewelry of any description may be worn.

Body Jewelry/Tattoos in visible places such as eyebrows, nose, lips, and tongue are not permitted during clinical/class rotations. Tattoos should be covered as much as possible.

*COSMETICS:* Cosmetics may be worn with discretion and used in moderation. No fragrances of perfume or aftershaves. No star-shaped acne patches on uncovered parts of the body will be allowed

*UNIFORMS:* Professionalism is reflected in appearance and behavior. This policy describes the uniform code and is designed to project a professional image that represents our school to area hospitals and community settings.

Students will wear the uniform adopted by the program (designated scrub top, pants, (only a scrub jacket may be worn - same color as uniform).

You may wear a white or black long sleeve shirt under your scrub top or white or black arm sleeves.

Uniforms must be clean and well pressed and cannot be tight-fitting.

In specialty areas, students will wear the required facility attire.

Students will adhere to the dress code and any violation of this policy; the student will be sent home with hours deducted from the allotted 30 hours. Repeated occurrences may be grounds for dismissal from the program.

*SHOES/*  
*SOCKS:* Students will wear all white leather athletic shoes. They may also wear all white leather nursing shoes, including clogs with enclosed toes and back straps in place around the heels. Shoes must be clean at all times. All students will wear white socks that are above the ankles.

*NAILS:* Fingernails must be clean, short, and well-manicured. No nail polish, dip, acrylic nails, artificial nails or tips are allowed in the classroom or the clinical rotations.

HAIR: Hair must be off the collar and pulled back out of the face. It must be clean and neatly arranged. This applies to both men and women. Beards and mustaches should be clean and neatly trimmed. No hair dye that is not natural hair color is permitted at any time. Any hair accessory must blend with the color of hair. No ribbons, scarves or fancy combs are permitted in the classroom or the clinical rotations.

PROCEDURES: Absolutely no procedures in the medical (clinical) facility are to be performed by students without the presence of an instructor.

ASSIGNMENT: Student assignments are to be made by Haney instructors or their designee. All changes in assignments are made and/or approved by a Haney instructor. This includes break and lunch assignments. Students may receive patient information from a written report or from verbal handoff report. The student nurse should never start patient care prior to receiving patient information, with the exception of vital signs if approved by instructor.

PAPERWORK: Any clinical paperwork assigned must be turned in to the designated instructor at the beginning of the next clinical day. Any student that does not turn in his/her paperwork will receive an unsatisfactory (“U”) for the day. A “U” will result in loss of time from the allotted 30 hours. 3 “U’s” will result in the next step in the disciplinary process.

ADMINISTERING MEDICATION: All medication administration in the clinical setting will be supervised by a Haney Nursing Instructor.

SIGN IN/OUT SHEET: Instructors must know the location of ALL students at ALL times. Therefore, prior to leaving assigned areas for errands, breaks, etc., students must have the instructor’s approval. A designated sign-in/out sheet is to be used each time the student leaves the assigned area. Time missed from class will be included in the 30 hours allowed for the program.

REPORTING: It is required that all students report off to the clinical staff nurse prior to leaving the floor for post-conference. Information to be shared includes: what has been done, what has not been done, and all other significant information relative to the individual patient(s). All MARS and Patient Profiles must be turned over to the staff nurse.

PRE / POST  
CONFERENCES: Students are not allowed to eat or drink during pre or post-conferences.

WITNESS OF  
SIGNATURES: Students are not allowed to witness, sign or co-sign any documents in the clinical facility.

METHOD OF  
ADDRESS: In the clinical area, please address patients as Ms., Mr., or Mrs. unless they prefer to be called by their first name. Children should be called by their accustomed name. The school encourages friendliness but not familiarity.

STUDENT  
ASSIGNMENT  
SHEETS: All patient/client information must be returned to the instructor prior to students leaving the clinical facility. Under no circumstances are students allowed to remove patient information from the clinical facility. This is a breach of confidentiality and the student is subject to administrative dismissal.

HOSPITAL  
VISITS: There are to be absolutely no visits to hospital patients or other areas of the clinical facility during clinical hours and in uniform. Bring a change of clothing to visit after hours. No student in uniform is to remain in the clinical area after being dismissed by the instructor.

REQUEST OF  
WITHDRAWAL  
OF STUDENT: The Affiliating Health Care Facility may request the school to withdraw any student whose work or conduct, in its opinion, may have a detrimental effect on patients or personnel; and/or reserves the right not to accept a student who has previously been dismissed by a health care facility for reasons which would make acceptance as an affiliate inadvisable.

*CELL PHONES:* Cell Phones/smart watches are not allowed in the clinical facility. If a student is seen with cell phone/smart devices, this will result in dismissal from clinicals.

The student will lose those hours for the day and must contact and meet with the Director of Nursing before being allowed back to school or clinicals.

Failure to comply will result in administrative action, which may include dismissal from the program.



## SCHOOL OF PRACTICAL NURSING AND ALLIED HEALTH PROGRAMS

### ATTENDANCE WARNING

The purpose of the Haney Practical Nursing Program is to prepare a person for employment as a Licensed Practical Nurse. Instruction is designed to prepare students for employment upon successfully passing the Florida Practical Nursing License Examination.

Essential factors in the employability process are attendance and dependability. You have now missed \_\_\_\_\_ hours and have only \_\_\_\_\_ hours before you will be dismissed from the Practical Nursing Program.

#### **Student Statement:**

*I understand that I am not in compliance with the Attendance Policy as printed in the handbook I was given.*

*I will be allowed to remain in the Haney Practical Nursing Program under the following provision: I will have no more than a total of 30 hours of absence (or tardies to equate to absences) for the entire program.*

*If the above stipulation is not kept, I will be withdrawn from the Practical Nursing Program.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

Practical Nursing/Notice of Attendance Warning – Appendix A



**SCHOOL OF PRACTICAL NURSING  
AND ALLIED HEALTH PROGRAMS**

**DISMISSAL FOR ATTENDANCE**

\_\_\_\_\_ currently has missed \_\_\_\_\_ hours of class time, which constitutes a violation of the attendance policy. Therefore, this student is dismissed or withdrawn from the Practical Nursing program.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

Practical Nursing/Dismissal for Attendance – Appendix B



## SCHOOL OF PRACTICAL NURSING AND ALLIED HEALTH PROGRAMS

### NOTICE OF ACADEMIC PROGRESS

#### **Instructor Completes:**

\_\_\_\_\_ has been advised of unsatisfactory academic progress in the Haney Technical Center Practical Nursing Program in \_\_\_\_\_. The student has a grade of \_\_\_\_\_.

#### **Student Statement:**

I understand, according to the Haney Technical College, School of Practical Nursing Student Handbook, that “I must maintain a grade point average of 77% or higher in the program. At the end of the subject, a grade of less than 77% will result in dismissal from the program.”

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

Practical Nursing/Notice of Academic Progress – Appendix C



**SCHOOL OF PRACTICAL NURSING  
AND ALLIED HEALTH PROGRAMS**

**NOTICE OF ACADEMIC WARNING**

\_\_\_\_\_ has been advised of unsatisfactory  
academic progress in the Haney Technical Center Practical Nursing Program in  
\_\_\_\_\_. The student has a grade of \_\_\_\_\_.

**Student Statement:**

*I understand, according to the Haney Technical College School of Practical  
Nursing Student Handbook, that I must maintain a grade point average of 77% or  
higher in the program.*

\_\_\_\_\_  
Signature of Student                      Date                      Signature of Instructor                      Date

\_\_\_\_\_  
Signature of Administrator                      Date

Practical Nursing/Notice of Academic Warning – Appendix D



## **SCHOOL OF PRACTICAL NURSING AND ALLIED HEALTH PROGRAMS**

### **ACADEMIC DISMISSAL**

\_\_\_\_\_ currently has an \_\_\_\_\_ average in Practical Nursing. This constitutes an academic dismissal. Failure to have a 77 or higher as an average grade requires your dismissal from the program.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

Practical Nursing/Notice of Academic Dismissal – Appendix E



**SCHOOL OF PRACTICAL NURSING  
AND ALLIED HEALTH PROGRAMS**

**COMPLIANCE FORM**

This is to certify that I have read, understand, and will comply with the following:

**TOM P. HANEY TECHNICAL COLLEGE HANDBOOK**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TOM P. HANEY TECHNICAL COLLEGE  
HEALTHCARE HANDBOOK**

Program: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **SCHOOL OF PRACTICAL NURSING AND ALLIED HEALTH PROGRAMS**

### **PHONE AND SMART DEVICE POLICY**

#### **Classroom**

All smart devices must be placed in your assigned phone locker box and turned off prior to clocking-in. The Practical Nursing classroom, lab, and bathrooms are device-free zones. If you need to use your phone, you must clock-out and leave the Practical Nursing area. Cell phones may be removed during the lunch break and when dismissed for the day.

If family members need to contact you, have them call 850-767-5500.

Disciplinary action will be taken if cell phones are out at any other time during the school day.

Cell phones/smart watches out during testing will be seen as cheating, and will be an automatic dismissal from the nursing program.

#### **Clinical Hours**

Cell Phones/smart watches are not allowed in the clinical facility. If a student is seen with cell phone/smart devices will result in dismissal from clinicals. The student will lose those hours for the day and must contact and meet with the Director of Nursing before being allowed back to school or clinicals.

Failure to comply will result in administrative action, which may include dismissal from the program.

I fully understand and agree to follow this policy.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **SCHOOL OF PRACTICAL NURSING AND ALLIED HEALTH PROGRAMS**

### **INFORMATION**

Students will need a basic calculator (not scientific) to use in class.

All paperwork must be done using black ink. This includes any written homework, clinical papers, etc.

Students must use regular notebook paper. No torn-out pages from spiral notebooks are to be turned in.

You must scan in and out daily using your student ID badge in the classroom. This is to be done when you first arrive, go to lunch, back from lunch, and leave for the day. If you are late, you still must scan in. Late arrival times will be deducted from the 30 hours allowed.

In the clinical setting, you are scheduled to be there from 0630-1245. If you arrive after 0700, you will be sent home and will lose the hours for the entire day.

On all papers, your information will appear in the top right-hand corner as follows:

Student number	Example: 01
Subject	Basic Nursing II
Chapter	Ch. 10
Date	12/20/25



## **SCHOOL OF PRACTICAL NURSING AND ALLIED HEALTH PROGRAMS**

### **STUDENT SUPPLY LIST**

Watch with a second hand (no digital or smart watches). May be silver-tone, gold-tone, white or black. No rhinestones or excessive decoration.

Pen Light

Small Notepad

Clip Board (Black, Blue or Grey) Can be tri-fold or bi-fold

Black Pen

Black Permanent Marker (Sharpie)

Bandage Scissors

Pulse / Oximetry (optional)

\*Stethoscope and Blood Pressure Cuff will be provided to you in your nursing kit. If you choose to purchase a stethoscope it must be black or blue in color.

\*Random supply checks will be done at clinical sites. You are expected to be prepared with all your supplies each clinical day, including lab days at school.

If you are not prepared for clinicals you may be sent home with the time deducted from your allotted 30 hours.



## SUMMARY OF INSTRUCTION Cohort

COURSE NUMBER	COURSE	THEORY / LAB HOURS	CLINICAL HOURS	CLOCK HOURS	STANDARD
<b>PRN 0098</b>	<b>PRACTICAL NURSING FOUNDATIONS I</b>	<b>237</b>	<b>63</b>	<b>300</b>	
	Health Care Basic, HIPPA, HIV-AIDS	45 / 5		45	1-3, 7-11
	Basic Nursing 1	45 / 25	25	95	4,12
	Anatomy & Physiology	50		50	13
	Geriatrics	24	38	62	5,6
	Emergency, CPR	24 / 6		30	2
	Nutrition	18		18	14
	<i>Completion Date PRN0098</i>				
<b>PRN 0099</b>	<b>PRACTICAL NURSING FOUNDATION II</b>	<b>171</b>	<b>129</b>	<b>300</b>	
	Basic Nursing II	35 / 25	85	145	16
	Life Span	18		18	15
	Pharmacology – Medical Errors, Insulin	30	16	46	17
	Mental Health Concept – Domestic Violence	24	13	37	18
	Community Health & Personal/Family Wellness	12		12	19-21
	Introduction to Medical Surgical Nursing	27	15	42	
	<i>Completion Date PRN 0099</i>				
<b>PRN 0290</b>	<b>MEDICAL SURGICAL NURSING I</b>	<b>110</b>	<b>190</b>	<b>300</b>	
	Integumentary / Sensory disease / disorder	21		21	
	Musculoskeletal disease / disorder	18		18	
	Cardiovascular / Circulatory disease / disorder	32		36	
	Respiratory disease / disorder	21		21	
	Endocrine disease / disorder	18		18	
	<i>Clinicals</i>				22,23
	<i>Completion Date PRN 0290</i>				
<b>PRN 0291</b>	<b>MEDICAL SURGICAL NURSING II</b>	<b>90</b>	<b>210</b>	<b>300</b>	
	Urinary disease / disorder	18		18	
	Gastrointestinal disease / disorder	24		24	
	Neurological Nursing disease / disorder	27		27	
	Reproduction disease / disorder	21		21	
	<i>Clinicals</i>				24
	<i>Completion Date PRN 0291</i>				
<b>PRN 0690</b>	<b>COMPREHENSIVE NURSING &amp; TRANSITIONAL SKILLS</b>	<b>67</b>	<b>83</b>	<b>150</b>	
	Obstetrics and Newborn	30	25	58	25
	Pediatrics – Medicating Children	24	38	62	26,27
	Transitional/Employability Skills	13	20	30	28,29
	<i>Completion Date PRN 0690</i>				
	<b>Totals</b>	<b>614/61</b>	<b>675</b>	<b>1350</b>	