

Hinds Community College



PRACTICAL NURSING PROGRAM

Guidelines & Information Manual



Revised Fall 2011



HINDS COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM

All practical nursing students are held to the procedures of the Hinds Community College Catalog, Hinds Community College Student Handbook, Nursing and Allied Health Student Manual, and Practical Nursing Program Guidelines and Information Manual. These documents may be found on the website at www.hindscc.edu.

Mission Statement: The practical nursing program supports the mission of all nursing and allied health programs which is to prepare individuals to be competent, caring healthcare professionals.

Philosophy: The practical nursing faculty believes that:

- education is a lifelong process that should produce positive change in a meaningful and goal –directed way.
- each learner is unique, capable of self-direction, and responsible for learning.
- each learner should be treated with respect, and should participate in planning and making decisions about the educational process.
- each learner’s behavior is varied by personal life experiences.
- each learner must strive to meet goals based on need, abilities, and motivation.
- the teacher should be a competent practitioner who guides students into activities to meet behavioral objectives and program outcomes.
- the teacher should be a motivator, resource person, mentor, and role model who provides the student an environment that promotes the freedom to learn.

Goals:

1. Provide a program that prepares students to meet consumer needs in the changing health care environment.
2. Provide the student essential technology needed for entry level competency in the workplace.
3. Provide the student with learning experiences that promote coordinated care among the healthcare team.
4. Provide opportunities that will assist the student in the advancement of academic and technical careers beyond practical nursing.
5. Provide opportunities that will allow the student to develop a strong work ethic, leadership skills, and team work skills.
6. Provide opportunities that promote caring, community awareness, and cultural sensitivity.

Spring 07/ reviewed Spring 09

PRACTICAL NURSING CURRICULUM

See current college catalog for program of study and course descriptions.

PRACTICAL NURSING CURRICULUM PLAN

The curriculum for the practical nursing program at Hinds Community College is based upon the 2008 Mississippi Curriculum Framework for Practical Nursing. Specific course objectives are reflective of the competencies outlined within this framework.

Body Structure and Function (PNV 1213)

- I. Function and Physiology of the Body Systems
 - Integumentary/Sensory
 - Fluid and Electrolytes
 - Musculoskeletal
 - Circulatory/Blood
 - Respiratory
 - Immune
 - Digestive
 - Nervous
 - Urinary
 - Endocrine
 - Reproductive-Male and Female
- II. Interrelationships of the Systems
- III. Methods of Teaching, Learning, and Evaluation
 - Lecture/Discussion
 - Power Point Presentations
 - Learning Objectives/Study Guides/Home Work
 - Group and /or Individual Projects, Presentations, Reports
 - Unit Tests, Comprehensive Final Exam
 - Audio/Visual Aids
 - Handouts
 - Computer Lab, ATI, and The Point Assignments
 - Guest Presenters

Fundamentals of Nursing (PNV1426)

- I. History of Nursing
- I. Personal and Environmental Health
- II. Safety in the Healthcare Facility
- III. Nursing Process
- IV. Development Throughout the Life Cycle
- V. Nutrition and Diet Therapy
- VI. Client Care
- VII. Principles of Medication Administration
- VIII. Methods of Teaching, Learning, and Evaluation
 - Lecture/Discussion
 - Power Point Presentations
 - Learning Objectives/Study Guides/Home Work
 - Group and /or Individual Projects, Presentations, Reports
 - Unit Tests, Comprehensive Final Exam
 - Audio/Visual Aids
 - Handouts
 - Computer Lab, ATI, and The Point Assignments
 - Guest Presenters

Fundamentals of Nursing Lab and Clinical (PNV 1435)

- I. Communication Techniques.
- II. Observing, Reporting, and Recording Information.
- III. Computer Application Skills: Inputting and Retrieving Data.
- IV. Nursing Procedures
 - Basic Care Skills
 - Equipment Use
 - Body Mechanics
 - Turning Techniques
 - Range of Motion
 - Positioning and Draping Techniques
 - Safety in Client Care
 - Wound Care
 - Catheter Insertion
 - Neurovascular/Neuro Checks
 - NG Tube Insertion
 - Glucose Monitoring
 - Ostomy Care
 - Trach Care and Suctioning

Surgical and Medical Asepsis Seizure Precautions

- V. Basic Mathematical Calculations and Conversions: Metric and Household Measurements.
- VI. Principals of Medication Administration
- VII. Methods of Teaching, Learning, and Evaluation
 - Demonstrations
 - Lecture/Discussion
 - Power Point Presentations
 - Videos/Models/Charts/Diagrams
 - Computer Lab, ATI, and The Point assignments
 - Lab Practice/Scenario Evaluations
 - Final Comprehensive Written Exam
 - Clinical Evaluation
- VIII. Clinical Application
 - Client Care/Acute and Long Term Care Facilities
 - Clinical Focus Assignments
 - Review of Systems
 - Plans of Care
 - Pre and Post Conference Discussions
 - Critical Thinking Exercises
 - Clinical Evaluation

IV Therapy Concepts (PNV 1524)

- I. Calculate IV Infusion Rates.
- II. Care of the IV Site.
- III. Central Venous Infusions: Infusion Rate and Site Dressing Changes
- IV. Client Responses to IV Therapy.
- V. Complications or Contraindications of IV Therapy
- VI. Discontinue Peripheral IV Therapy and IV Flushes
- VII. Specimen Collection
- VIII. Methods of Learning, Teaching, and Evaluation
 - Demonstrations
 - Lecture/Discussion
 - Power Point Presentations
 - Videos/Models/Charts/Diagrams
 - Computer Lab, ATI, and The Point Assignments
 - Lab Practice/Scenario Evaluations
 - Unit Tests

Medical/Surgical Nursing (PNV 1614)

- I. Care of the Client Experiencing Various Disorders.
 - Common Disorders Early Detection/Intervention
 - Basic Pathophysiology Treatment Modalities
 - Common Problems Nursing Process
 - Review of System Lifespan Considerations
 - Diagnostic Testing and Screening Cultural Considerations
 - Prevention Psychosocial Considerations
- II. Methods of Learning, Teaching, and Evaluation
 - Lecture/Discussion
 - Power Point Presentations
 - Learning Objectives/Study Guides/Home Work

Group and /or Individual Projects, Presentations, Reports
Unit Tests, Comprehensive Final Exam
Audio/Visual Aids
Handouts
Computer Lab, ATI, and The Point Assignments
Guest Presenters

Medical/Surgical Nursing Clinical (PNV 1622)

- I. Client Care: Care of Clients with Various Disorders.
 - Principles of Care
 - Psychomotor Skills
 - Safety Considerations
 - Nursing Process
 - Health Care Team
- II. Clinical Application
 - Client Care/Acute and Long Term Care Facilities
 - Clinical Focus Assignments
 - Review of Systems
 - Plans of Care
 - Pre and Post Conference Discussions
 - Critical Thinking Exercises
 - Clinical Evaluation

Alterations in Adult Health (PNV1634)

- I. Care of the Client Experiencing Various Disorders.
 - Common Disorders
 - Basic Pathophysiology
 - Common Problems
 - Review of System
 - Diagnostic Testing and Screening
 - Prevention
 - Early Detection/Intervention
 - Treatment Modalities
 - Nursing Process
 - Lifespan Considerations
 - Cultural Considerations
 - Psychosocial Considerations
- II. Methods of Learning, Teaching, and Evaluation
 - Lecture/Discussion
 - Power Point Presentations
 - Learning Objectives/Study Guides/Home Work
 - Group and /or Individual Projects, Presentations, Reports
 - Unit Tests, Comprehensive Final Exam
 - Audio/Visual Aids
 - Handouts
 - Computer Lab, ATI, and The Point Assignments
 - Guest Presenters

Alterations in Adult Health Clinical (PNV 1642)

- I. Care of the Client Experiencing Various Disorders.
 - Principles of Care
 - Psychomotor Skills
 - Safety Considerations
 - Nursing Process
 - Health Care Team
- II. Clinical Application
 - Client Care/Acute and Long Term Care Facilities
 - Clinical Focus Assignments
 - Review of Systems
 - Plans of Care
 - Pre and Post Conference Discussions
 - Critical Thinking Exercises
 - Clinical Evaluation

Maternal Child Nursing-(PNV 1715)

- I. Care of the Client and Family Experiencing Pregnancy from the Ante-partum Through Postpartum Stage
 - Lifestyle Practices
 - Health Care Needs of Obstetrical Client/Family
 - Screening Methods
 - Diagnostic Testing
 - Common Problems
 - Common Conditions/Disorders
- II. Care of the Newborn and Pediatric Client Experiencing Normal and Abnormal Health Conditions
 - Normal Newborn-Health Promotion and Preventative Services
 - Screening Methods
 - Diagnostic Testing
 - Common Problems
 - Common Conditions/Disorders
 - Basic Pathophysiology
 - Review of Systems
 - Treatment Modalities
 - Nursing Process
 - Psychomotor Skills
- III. Methods of Learning, Teaching, and Evaluation
 - Lecture/Discussion
 - Power Point Presentations
 - Learning Objectives/Study Guides/Home Work
 - Group and /or Individual Projects, Presentations, Reports
 - Unit Tests
 - Audio/Visual Aids
 - Handouts
 - Computer Lab, ATI, and The Point Assignments
 - Guest Presenters
- IV. Clinical/Campus Lab Application
 - Client Care/Postpartum
 - Clinical Focus Assignments
 - Review of Systems
 - Plans of Care
 - Pre and Post Conference Discussions
 - Critical Thinking Exercises
 - Clinical Evaluation
 - Campus Lab Skills Practice and Clinical Simulations

Mental Health Concepts (PNV1813)

- I. Care of the Client with a Common Psychiatric Disorder(Psychoses, Mood, Adolescent,Cognitive)
 - Basic Pathophysiology
 - Review of Systems
 - Diagnostic Testing
 - Common Problems
 - II. Methods of Learning, Teaching, and Evaluation
 - Lecture/Discussion
- | |
|----------------------|
| Common Disorders |
| Treatment Modalities |
| Nursing Process |
| Psychomotor Skills |

Power Point Presentations
Learning Objectives/Study Guides/Home Work
Group and /or Individual Projects, Presentations, Reports
Unit Tests
Audio/Visual Aids
Handouts
Computer Lab, ATI, and The Point Assignments
Guest Presenters

III. Clinical Applications

In-patient Psychiatric Units
Therapeutic Communication
Clinical Focus Assignments
Pre and Post Conference Discussions
Critical Thinking Exercises
Clinical Evaluation

Nursing Transition (PNV 1914)

- I. Professional Development Concepts/Professionalism
- II. Ethical/Legal Aspects of Nursing.
- III. Employment Skills
- IV. Delegation/Prioritization Skills
- V. Application of Team Concepts to the Care of Clients
- VI. Role and Responsibilities of the Licensed Practical Nurse
- VII. Preparation for NCLEX-PN®
- VIII. Methods of Learning, Teaching, and Evaluation
Lecture/Discussion
Power Point Presentations
Learning Objectives/Study Guides/Home Work
Group and /or Individual Projects, Presentations, Reports
Unit Test
Audio/Visual Aids
Handouts
Computer Lab, ATI, and The Point Assignments
Guest Presenters /Tours

IV. Clinical Applications

Care of Clients/Team Applications
Skills specific to the LPN
Clinical Focus Assignments
Pre and Post Conference Discussions
Critical Thinking Exercises
Clinical Evaluation

PRACTICAL NURSING PROGRAM OUTCOMES

REQUIRED OUTCOMES	DEFINITION	LEVEL OF ACHIEVEMENT
PROGRAM COMPLETION	The percentage of students who complete the nursing program within 150% of the time of the stated program length.	At least 60% of students entering the program will complete the program.
PERFORMANCE ON LICENSURE EXAM	The percentage of graduates who pass the NCLEX-PN® as first time writes.	70% of the graduates will pass the NCLEX-PN® on first write.
JOB PLACEMENT	The percentage of graduates employed in nursing practice.	At least 90% of the graduates will indicate employment in nursing practice within 6 months after graduation.
PROGRAM SATISFACTION	The degree to which the employer and graduates express satisfaction with the overall preparation of graduates from the Practical Nursing Program.	At least 90% of the employers responding to the employer survey and 90% of the graduates responding to the graduate survey will rate the graduate's overall preparation to practice nursing as satisfactory.

PRACTICAL NURSING END OF PROGRAM COMPETENCIES

The graduate of Hinds Community College Practical Nursing Program will be able to:

- Explain the physiology and function of each body system.
- Explain the relationship between each system.
- Demonstrate an understanding of the evolution of practical nursing to include role, licensure, and the laws governing the practical nurse.
- Provide a safe and effective care environment for client care.
- Provide for the protection of clients and healthcare personnel from health and environmental hazards.
- Demonstrate an understanding of growth and development in the care of the clients and the family.
- Provide care that assists with the promotion and support of the emotional, mental, and social well-being of clients.
- Provide care that promotes health and well-being in a safe manner.
- Provide safe care to clients related to administration of medications.
- Provide care for clients in relation to nutrition and oral hydration.
- Provide safe care to clients related to diagnostic tests and procedures.
- Demonstrate knowledge of the scientific principles and technical skills necessary to perform nursing procedures.
- Perform basic mathematical procedures and conversions using metric and household measurements.
- Apply the principles of medication administration.
- Summarize the major legal implications of IV therapy relative to state regulations and agency policy.
- Summarize the major legal requirements of the nurse in the administration of IV therapy.

- Identify and locate peripheral veins used for venipuncture, and list factors that influence their size and condition.
- Identify IV equipment used in administering IV solutions, indicate the criteria for use, and list precautions and complications of each.
- Discuss and demonstrate nursing responsibilities in preparations for and during venipuncture.
- Discuss and demonstrate nursing care of the client with an IV infusion.
- Summarize the fundamentals of fluid and electrolyte balance and classifications of IV fluids.
- Discuss and demonstrate appropriate aseptic technique in IV therapy.
- Compare and contrast the hazards and complications of IV infusions, their preventions, and nursing interventions.
- Report and record all pertinent information related to IV therapy.
- Perform the skills of IV therapy in the clinical setting.
- Promote safe and effective care for the client experiencing an alteration in health.
- Promote the prevention and/or early detections of health problems.
- Promote and support the emotional, mental, and social well-being of clients experiencing an alteration in health.
- Utilize the nursing process to provide safe and effective care for adult medical-surgical clients experiencing acute or chronic disorders.
- Provide safe and effective care for client and families during pregnancy and the postpartum period.
- Provide safe and effective care for newborns and children.
- Discuss issues related to the safety and well-being of a client with a psychiatric disorder.
- Discuss behavioral and physical signs, symptoms, and treatments associated with psychiatric problems.
- Demonstrate professional development concepts in the workplace.
- Explain ethical and legal aspects of nursing.
- Be prepared for employment.
- Demonstrate the role of an entry level LPN in a clinical setting.

These competencies are from the 2008 Mississippi Curriculum Framework for Practical Nursing

READMISSION INTO THE PRACTICAL NURSING PROGRAM

See the current Hinds Community College Nursing and Allied Health Student Manual: Procedure for Readmission of Students.

TRANSFER OF COURSES INTO PRACTICAL NURSING

- A. Students entering the Practical Nursing Program may be awarded three (3) semester hours of credit for PNV 1213 Body Structure and Function. Academic courses that may be substituted are Anatomy and Physiology I and II with labs. Acceptable courses must be comparable with course content as determined by course description and college transcripts. The courses must have been passed with a grade of "B" or better and completed within the last 2 years. Course work completed within the last 5 years with a grade of "C" or better must be validated through a challenge exam with a minimum score of 78%.

- B. Any course substitution must take place by the end of the first week of the first semester in the program. No course substitutions will be allowed after this time. All course substitutions must be approved by the District Director of Practical Nursing.
- D. An agreement exists between the Associate Degree Nursing Program and Practical Nursing Program providing for transfer from ADN to PN. See the District Director for these guidelines.

GRADUATION REQUIREMENTS AND PROCEDURES

It is the students' responsibility to meet all college requirements for graduation as outlined in the Hinds Community College catalog. All first-time, full-time students and full-time transfer students new to Hinds Community College must enroll in an orientation course (LLS/ RST/ RSV 1312). Students should inquire about this course during the registration process for first semester.

FINANCIAL REQUIREMENTS

Students entering the program will be given a cost list that reflects estimated program expenses. These expenses will vary from semester to semester. The cost list is provided to assist the student in preparing to meet the financial obligations of the program.

ATTENDANCE

Attendance in the Practical Nursing Program is carefully monitored and the student is only allowed a limited number of absences. The scheduling of any outside activities, appointments, etc. should be avoided during designated class, lab, or clinical hours. Each student is expected to be familiar with and adhere to the attendance policy as stated in the Hinds Community College Student Handbook and on the individual course policy sheets.

- **Absence/ Tardy Classroom/Campus lab:** Students should notify a faculty member of the absence/tardy as soon as possible by speaking directly with a faculty member or leaving a message on the faculty's phone.
- **Absences in Clinical:** Each student is expected to call the assigned unit and speak with or leave a message for the faculty . No call, no show is considered unacceptable behavior and will be reflected on the clinical evaluation tool.

EVALUATION PROCEDURES

A 78% is required to receive credit for any course in the practical nursing program. (Refer to individual course policy sheets for specific evaluation methods)

RECOMMENDED/MANDATORY PRACTICE FOR SKILL PERFORMANCE

Recommended Practice for Skill Performance

If a faculty member and/or student determines that more guidance and/or practice is needed

related to skill performance, the following procedure is to be followed:

The faculty will:

1. Identify with the student while in the clinical setting the skill performance that needs improvement.
2. Utilize time during the clinical experience to reinforce the skill with the student at the time of the occurrence.
3. Encourage the student to attend the open lab practice time for improvement in performance of the skill.

The student will

1. Self-identify the need for improvement in performance of a skill.
2. Attend an open lab practice to review the performance of the skill with the lab faculty.
3. Return to clinical and seek an opportunity to perform the skill needing performance improvement.

Mandatory Practice for Skill Performance

If a student is still unable to perform the skill within the appropriate guidelines, the following procedure will be followed:

The faculty will

1. Provide the student with the mandatory practice form which documents the area of needed skill performance improvement.
2. Direct the student to attend the practice lab scheduled by the faculty member requesting the practice.

The student will

1. Take the form to the assigned practice lab and give to the faculty member present.
2. Practice the skill under the direction of the faculty.
3. Return the signed form to the clinical faculty if different from the practice lab faculty.
4. Be expected to perform the skill in the clinical setting for evaluation.

Continued difficulty may result in the student being deemed unsafe for clinical practice.

STUDENT FILES

All permanent files for students enrolled in the Practical Nursing Program are maintained at the Nursing Allied Health Center in a secure manner.

CLINICAL REQUIREMENTS

Documentation of completion of clinical requirements should be returned directly to the Clinical Records Clerk. No faxes or telephone reports will be accepted. The required health record packet and contact information is available at www.hindscc.edu.

(Refer to the NAH Student Manual for the procedure for the required background check and additional guidelines for clinical requirements)

COMMUNICATIONS PROCEDURE FOR PRACTICAL NURSING

Faculty will communicate with students via the blackboard and the go.hindscc.edu site. In order to receive this communication, students must activate their e-mail account as directed at the

beginning of the program. All students are expected to check these sites daily for any communications from faculty. Test grades will be posted on the blackboard site within 3 working days of test administration. No grades will be given out over the telephone. .

COMPLAINT PROCEDURE

If a student has a specific complaint about the student learning environment or program procedures/guidelines, the student is expected to follow the complaint procedure as outlined in the Nursing and Allied Health Student Manual and the Hinds Community College Student Handbook found at www.hindscc.edu.

PRACTICAL NURSING STUDENT ORGANIZATION

All practical nursing students are required to belong to Hinds Community College Student Practical Nurses Organization (HCCSPNO) Chapter of Mississippi Licensed Practical Nurses Association (MLPNA)

All practical nursing students are required to become a member of this organization and demonstrate participation in the organization to complete the requirements for PNV 1914 Nursing Transition.

See the practical nursing website for the purposes of this organization.

COMMUNITY SERVICE HOURS

All graduates of the practical nursing program must document 6 hours of community service in order to complete the requirements of PNV 1914 Nursing Transition. The program will provide opportunities for community service at various times. The student is encouraged to pursue opportunities in their communities as well. The student must obtain approval from their advisor in regards to any community service they perform to ensure appropriateness to meet program requirements. Acceptable examples are: Walk for Diabetes, Breast Cancer, volunteering at a shelter sorting clothes or a food pantry. Unacceptable examples are: Any activity for which the student receives money or personally benefits: ie cleaning out your own closet to give clothes to Goodwill.

CNA CERTIFICATION

Upon the successful completion of PNV 1426 and 1435 in the program, the student is eligible to sit for the Certified Nursing Assistant exam and skills check off to become a licensed CNA. Students will be given a certificate at the completion of the above courses which indicates the classroom, lab, and clinical requirements for this certification have been met. The student may then see the campus director for the application and booklet to complete the process.

DRESS CODE

All students are held to the dress code procedures of the college. See the Hinds Community College Handbook online at www.hindscc.edu for this procedure and the penalties that will apply for failure to comply with the procedure.

HINDS COMMUNITY COLLEGE NOTICE OF NON-DISCRIMINATION STATEMENT:

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. George Barnes, Vice President for Administrative and Student Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7001.

HINDS COMMUNITY COLLEGE DISABILITY SUPPORT SERVICES STATEMENT:

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campuses to establish a plan for reasonable, appropriate classroom accommodations.

Raymond Campus	601.857.3310	Jackson Campus – NAHC	601.376.4803
Utica Campus	601.885.7045	Jackson Campus – ATC	601.366.1405
Rankin Campus	601.936.5544	Vicksburg-Warren Campus	601.629.6807

Practical Nursing Program Professional Dress Guidelines

All required uniforms for the practical nursing program are to be purchased from the prescribed provider. This provider will be responsible for the specific monogramming and patches required by the program. Student and/or agency picture ID badges must be worn in all settings. These should be worn in a manner that the badge is clearly visible and above the waist. Refer to the Hinds Community College Student Handbook for penalties attached to failure to comply with these guidelines

CLASS ROOM SETTING

1. Respectful attire is expected with the student ID always visible above the waistline.
2. Scrubs may be worn in the classroom setting.

CAMPUS LAB SETTING

1. Lab attire consists of navy blue scrubs.
2. The navy scrub jacket with Hinds PN patch in place may be worn in the lab setting.
3. The student ID must always be visible above the waistline.
4. Shoes should be clean white leather tennis shoes with clean white socks.
5. The scrub pants must be hemmed to prevent walking on the fabric.
6. A long sleeved white t-shirt is allowed under the navy scrub top in the campus lab setting **ONLY**.

CLINICAL LAB SETTING

1. The official school uniform for practical nursing must be worn in the clinical lab setting.
 - White pants/skirt with white tunic top with navy trim.
 - Required practical nursing patches(school/rural health if applicable).
 - Student ID must be visible above the waistline along with clinical setting ID if required.
 - Clean white socks with pants and nude hosiery if skirt is worn.
 - Clean white polished leather shoes with low heels --no open toe or heel.
 - White shoe laces should be clean and in good condition.
 - A short-sleeved white t-shirt (v-neck for females, round neck for males) may be worn beneath the tunic.
 - Navy lab jacket may be worn over the tunic top **but may not be worn to perform direct client care.**
2. A coat may be worn to the clinical site but must be removed while in the clinical setting.
3. Uniform should be cleaned and pressed.
4. The uniform pants must be hemmed to prevent walking on the fabric.
5. If skirts are worn, the length must be at mid-knee or longer.
6. Undergarments should be neutral or white.
7. The clinical uniform is never to be worn outside of the clinical setting (ie; to restaurants, grocery stores, etc).
8. Smoking while in the clinical setting is allowed only in the designated areas according to the agency policy.
9. Gum chewing is permitted only in designated areas according to the agency policy.
10. Students may use a personal digital assistant (PDA) in the clinical setting, if the agency permits.

COMMUNITY SERVICE SETTING

1. The community service uniform consists of a navy blue polo-type shirt and khaki slacks/skirt and may be required for designated clinical experiences and orientations.
2. The polo shirt must be purchased from the prescribed provider.
3. The khaki slacks/skirt may be purchased anywhere with the following guidelines:
 - Not made of spandex, spandex-like, or blue jean material.
 - Must fit at the waist line and be hemmed appropriately.
 - No rips, holes, patches will be allowed.
 - The slacks must be full length.
 - Skirts must be no shorter than mid-knee.
 - Belt is required if loops are present.
4. The navy blue scrub jacket may be worn.
5. Shoes should be closed toe and heel, leather, and a neutral color (white, brown, black).
6. Student ID must be worn and be visible above the waist.

GUIDELINES WHICH APPLY TO ALL CAMPUS LAB, CLINICAL LAB AND/OR COMMUNITY SERVICE SETTINGS

1. Hair must be well-groomed, out of the face, and secured in a manner that prevents contact with clients.
2. Hair accessories should be neutral and appropriate for the setting.
3. Specific agencies may require that certain hair colors and styles are not allowed in the agency and the student will be expected to comply.
4. Jewelry may include: a single pair of stud earrings (white, silver, gold) if the ears are pierced, no earrings if the ears are not pierced, a watch with a second hand (white, silver, gold, brown, black), and a smooth wedding band.
5. Beards must be neatly trimmed.
6. Makeup should be used in moderation.
7. Fingernails should be trimmed short. No nail polish, artificial nails, or acrylic overlays are permitted.
8. No odors such as perfume, cologne, aftershave, cigarette smoke, or body odor are permitted.
9. It may be necessary for the student to cover any tattoos that are visible based on specific agency guidelines and the student will be expected to comply.
10. Street clothes/scrubs are never worn to the clinical setting.
11. All uniforms will be expected to fit appropriately.
12. Pants must be hemmed and pants with waist lines should be worn on the waistline.
13. Personal pagers, cellular telephones, or any other communication devices are not allowed to be on the person.
14. Non-compliance to any dress guidelines will result in the student being sent home with an unexcused absence recorded. In addition, other penalties may be assigned as outlined in the Hinds Community College Student Handbook.
15. Clarification/interpretation of the professional dress guidelines will be at the discretion of the faculty in each clinical setting.