Ballad Health Academy

Practical Nursing Program

BalladHealth™
Academy



Vision statement

The Ballad Health Academy will provide a vigorous comprehensive curriculum and engage its students in a multitude of meaningful learning experiences in a variety of learning environments to enhance student achievement.

Mission statement

The mission of the Ballad Health Academy Practical Nursing Program is to empower excellence in nursing.

Table of contents

Welcome to the Ballad Health Academy 4

Practical nursing definition 5

Program 5

Student learning outcomes 5

Overview of high school schedule 6

Example high school schedule 7

High school admission and qualifications 9

Attendance policy 9

Promotion and graduation criteria 10

Grading scale 10

Conduct code 11

Conduct in class 11

Conduct in clinical area 12

Uniforms and dress regulations for clinical 13

Uniforms 13

Complete Uniform 13

Appearance while in uniform 14

Classroom dress and grooming policy 15

Exit exam and NCLEX testing requirements 16

Employement opportunities 16

Evaluation criteria 16

Health requirements 17

Risk managment 18

HIPAA privacy and security program 19

Hazardous materials and waste 20

More information 21

Ballad Health Academy team 22

Student and parent contract 23

Tennessee State Board of Licensure and transcript availability 25

Welcome to the Ballad Health Academy!

We are thrilled to announce the launch of our Licensed Practical Nurse (LPN) Program, specifically designed to provide high school students with a unique opportunity to begin their journey into the healthcare field while completing their high school education.

This innovative program aims to equip students with the essential skills and knowledge required to become a licensed practical nurse, preparing them for a rewarding and impactful career in healthcare.

Program highlights:

- Comprehensive curriculum: Our curriculum covers a broad range of subjects, including anatomy and physiology, nursing fundamentals, patient care and pharmacology. This ensures that students receive a well-rounded education that meets industry standards.
- Hands-on experience: Students will gain practical experience through clinical rotations in local Ballad Health facilities. This real-world experience is invaluable for developing the skills and confidence needed to excel in the nursing profession.
- Qualified instructors: Our program is led by experienced and dedicated instructors who are passionate about nursing education. They are committed to providing personalized guidance and support to every student.
- State-of-the-art facilities: Our school is equipped with modern labs and simulation centers that replicate real healthcare environments. This allows students to practice and refine their skills in a safe and controlled setting.
- Career pathway: Upon completion of the program, students will be eligible to take the NCLEX-PN (National Council Licensure Examination for Practical Nurses). Successful completion of this exam will qualify them to become licensed practical nurses, ready to enter the workforce or pursue further education in nursing.

We believe this program will give students a valuable head start in their nursing careers while also addressing the increasing demand for skilled healthcare professionals in our community.

Getting started:

- Orientation: We will be hosting orientation sessions to give students and parents the opportunity to meet the instructors, tour the facilities and learn more about the program requirements and expectations.
- Enrollment: Enclosed with this booklet, you will find an enrollment packet that includes all necessary forms and detailed information about the program. Please review the packet carefully and return the completed forms by the established deadline.
- Support: We understand embarking on this journey can be exciting and challenging. Our team is here to support you every step of the way. If you have any questions or need assistance, please do not hesitate to contact us.

We look forward to welcoming you to our LPN Program and working together to achieve your educational and career goals. Together, we can make a difference in the healthcare field and our community.

Warmest regards,
Ballad Health Academy Team



Practical nursing definition

A licensed practical nurse (LPN) is a nurse that provides basic patient care. LPNs work under the supervision of registered nurses (RNs), doctors and other providers. LPNs are also a direct link between a patient, their family and their doctor and other providers. They must maintain clear communication among the healthcare team. They also help a patient's family understand standard procedures. They educate them on how best to take care of their loved ones.

LPNs work in a variety of healthcare settings, including:

- Nursing homes
- Extended care facilities
- Hospitals
- Physicians' offices
- Private homes (home health care).

By : Cleveland Clinic

Program

The Ballad Health Academy Practical Nursing Program is located in the high schools of Greeneville City Schools, Kingsport City Schools, Sullivan County Schools, Elizabethton City Schools, Johnson City Schools and Bristol Tennessee City Schools.

The practical nursing program offers a program of studies, in conjunction with the Tennessee College of Applied Technology in Elizabethton and Morristown, and covers 1,269 clock hours. The program is divided into four years, covering three trimesters: Practical Nursing I, II, and III.

Practical Nursing I is spread across sophomore and junior year of a student's high school experience. It covers the first trimester. Upon completion of the first trimester a student can sit for the state CNA exam to become a Certified Nursing Assistant. Practical Nursing II is held the first semester of the senior year. Practical Nursing III is held in the second semester of the senior year and offers subject matter concurrent with nursing care assignments in local hospitals, clinics, nursing homes and physicians' offices.

Upon successful completion of all program objectives, the graduate is eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) to become a Licensed Practical/Vocational Nurse (LPN/LVN).

Many graduates desire to continue their education to become registered nurses or even nurse practitioners.

Student learning outcomes

(Based upon QSEN and NLN Competencies)

- **Evidence-based practice:** Utilize best current evidence with clinical expertise and patient preferences to make nursing practice decisions.
- **Nursing judgment:** Be accountable for decisions and actions performed in the provision of safe, quality nursing care.
- **Safety:** Minimize risks of patients through effective use of technology and standardized practices that support safety and quality.
- **Teamwork:** Collaborate and communicate with healthcare team to achieve quality patient care.
- **Patient-centered care:** Ensure the patient is involved in decision making and understands the plan of care based on respect for patient's preferences values and needs.

Overview of high school schedule

Practical Nursing I:	
Worker characteristics	Anatomy and physiology
Basic nursing principles	Clinical I
Fundamentals of nursing	
Administer of medications and basic IV therapy	

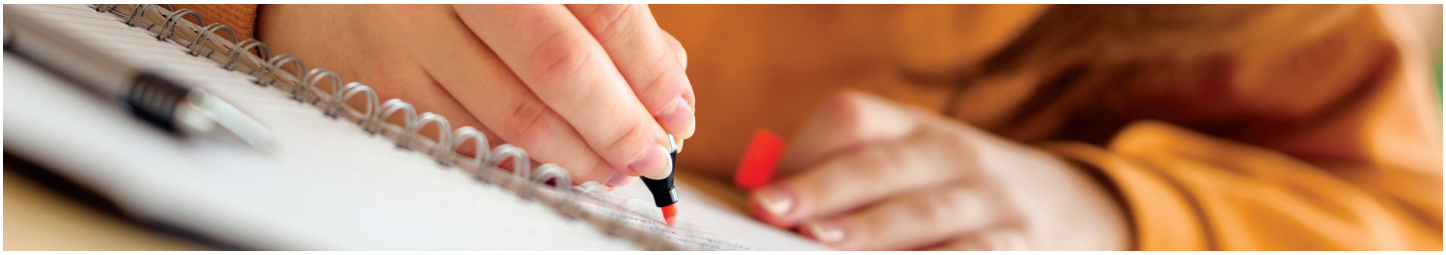
Practical Nursing II:	
Worker characteristics	Maternity health
Pharmacology	Clinical II
Mental health	
Medical surgical nursing I	

Practical Nursing III:	
Worker characteristics	Medical surgical nursing II
Advanced professional vocational relations	Clinical III
Pediatric nursing	
Pharmacology II	

In Practical Nursing I & II, the courses are devoted to the study of the nursing process and the underlying scientific principles and skills of nursing. This level offers clinical experience in caring for geriatric clients. A score of 80% or better in each PN I & II course are required for promotion to Practical Nursing III.

The competency-based curriculum is sequential. Therefore, all objectives and competencies must be met according to the sequential curriculum plan in order to progress to the next level and/or graduate from the program. The promotions committee decides the successful progression of each student. Probation or dismissal may be indicated if student performance is deficient.

Students in PN I observe the calendar of the participating high school over a two-year span throughout their sophomore and junior years. PN II & PN III will follow the participating high schools' calendar for the students Fall and Spring semester of their senior year.



Example high school schedule for Ballad Health Academy Practical Nursing:

Summer		9th Grade	Summer	10th Grade	Summer	11th Grade	Summer	12th Grade
Orientation	**Fall**	Algebra 1 A		PE/Personal Finance		Admin Meds & IV Therapy- DE	English 12 or Substitute	Pharmacology- DE
Expectations		English 9	Job Shadow	English 10	Med School Camp	English 11	Certified Employment	Mental Health - DE
Wellness Online		World History/Geog		Elective	Non-Certified Employment	Algebra 2	Late Entry Option	Med & Surg. Nursing - DE
		Fine Arts/ Elective		Basic Nursing Principles- DE		Government/ Economics	Med School Camp	Maternity Health -DE
	Spring	Algebra 1B		Geometry		Chemistry		Adv. Pro. Voc Relations-DE
		Biology		US History		Career Ready/ Elective		Pediatric Nursing-DE
		Computer Science*		Future Ready / Elective		Elective		Pharmacology II -DE
		Health Science		Fundamentals of Nursing- DE		Anat. & Phys- DE		Med. & Surg. Nursing II-DE
							On Ramp/ Off Ramp	NCLEX - PN
432 Hours	**Trimester 1**			Industry 4.0 Declaration		CNA EXAM		
432 Hours	**Trimester 2**			Register with American Job Center		HESI EXAM		
432 Hours	**Trimester 3**							

Clinical requirements	
Med/surg nursing	300 hours
Obstetrical nursing	60 hours
Pediatric nursing	35 hours
Mental health nursing	35 hours
Total minimum hours	**430 hours**

Status	Task	Semester	Due Date	Notes
Admission Requirements	• ACT score of 19 is recommended • Maintain 80% or better throughout Academy in order to proceed or be placed on probation • Pass HESI exam before admission into Trimester II			
Clinical Requirements	• Physical Examination • Immunization Records • Pass Drug Screen • Malpractice Insurance • Criminal Background Check • CPR and AED Certification from AHA • Health Insurance • Proof of Driver's License and Car Insurance • *Transportation can be provided if needed • TB Skin Test and Flu Shot • All Ballad Academy Paperwork and WBL paperwork			
Expenses 1st Trimester	• ATI (online learning module) ~ $700 • 3-piece uniform with embroidery ~ $150 • Liability Insurance ~ $15 • Shoes ~ $25-$80 • Stethoscope, Pen light, Scissors ~ $45 • Drug Screen, TB test, CPR Cert ~ $150 • Lab Kit ~ $90 • HESI Exam ~ $50 (each attempt) • Book Bundle ~ $365			
Expenses 2nd Trimester	• ATI (online learning module) ~ $700 • Intro into Pharmacology Textbook ~ $105			
Expenses 3rd Trimester	• ATI (online learning module) ~ $700 • Graduation Fee ~ $50 • TN NCLEX Exam ~ $200 • Board of Nursing Background Check-$50			



This 1,296 hour post-secondary program will be FREE with the Dual Enrollment Grant. All expenses listed above for student supplies and materials will be covered by Ballad Health and the school systems.

High school admission and qualifications

High school applicants:

- Currently have and maintain a 2.0 minimum cumulative GPA, recommended to have a 19 on ACT and pass HESI exam prior to admission into Trimester II.
- High school students must have completed Algebra I with a C+ or better by the end of the regular school session of their junior year of high school. The most recent grade will be used for admission evaluation.
- A C+ in Biology and/or Chemistry is required. The most recent grade will be used for admission evaluation.
- Valid Social Security number entitling student to work in the United States.
- Student must have a yearly physical up to date along with records of their vaccinations including TB skin tests and flu shot during season. Students must show health insurance, automobile insurance and driver's license.
- Student must have acceptable discipline and attendance records.

Discipline:
Students are to have zero to minimal discipline instances documented. Discipline will be reviewed on a case-by-case basis. There will be zero tolerance and no admission into the program if discipline involves the concerns of drugs and/or assault.

Students must exhibit work-readiness attitudes and skills as determined by the teacher and employer and consistent with the WBL Policy and Implementation Guides before beginning a WBL experience within Ballad Health Academy.

Attendance:
Tardiness or absences in excess of 42 hours per trimester will result in suspension (total of six school/clinical days). This includes excused absences. Please schedule appointments, etc. after school hours.

Attendance policy

The attendance policy is fully explained in the Tennessee College of Applied Technology Student Handbook. A student can be notified with a warning, probation or suspension notice. A probationary or suspension notification requires that the student make an appointment with Ballad Health Academy to be counseled. See the general school policy on attendance.



All graduates must have 1,296 hours.

All students must sign in and out when joining or leaving class and must document a reason for all missed time. Failure to sign in or out may result in being counted a full day's absence.

Documentation of absences should be retained by the student and made available should a counseling session be required with a Ballad Health Academy pathway advisor. Attendance is a required component for vocational education. Absenteeism can negatively impact a student's overall performance.



Grading Scale

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

Scale	
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59
P	Pass
CONT	Continuing/incomplete
W	Withdrew

Admission to the National Technical Honor Society requires an overall average of 95 and no attendance violations.

Grades for courses will be determined as described in course syllabi. Students will be graded in the following categories:

- Skill proficiency
- Theory/related information

Promotion and graduation criteria

A. Level objectives: Students will be evaluated on a continuing basis. The student must complete each semester with a minimum average of 80 in each subject area and in clinical performance in order to progress in the Practical Nursing program.

B. Terminal objectives: Graduation shall depend upon satisfactory completion of the total requirements of the program. Students shall complete all subjects with at least an 80 average in each subject area and shall successfully complete the 430-hour clinical requirements to be eligible for graduation. After graduation, the student is eligible to make an application to the Board of Nursing upon achieving 100% VATI, 90% benchmark on TCAT Practical Nursing Exit Exam, and receives a greenlight from ATI for an opportunity to test for licensure as a licensed practical nurse. Transcripts will be held until completion of the previously stated requirements.

Conduct code

All students are expected to behave in a mature, adult manner always

Patient and care setting information is considered confidential information and should not be revealed or discussed, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Patient records, as well as personnel records, are protected documents and are never revealed without due process. All trainees are expected to always conduct themselves in an acceptable manner.

Misconduct subject to disciplinary sanctions includes, but is not necessarily limited to the following: Possession of cell phone in clinical facilities, conduct dangerous to others, bullying, hazing, disorderly conduct, interference with institutional facilities, misuse of or damage to property, theft, misuse of documents, possession of dangerous weapons or explosives of any kind, consumption or possession of alcoholic beverages, unlawful possession, use, sale, or distribution of any drug or controlled substance. Gambling, financial irresponsibility, unacceptable conduct in hearings, failure to cooperate with institutional officials, violation of general rules and regulations, aiding and abetting the commission of offenses or violations of state and federal laws.

Violation of the school's drug policy will result in immediate termination and expulsion from school. Application for reinstatement in other programs offered by the school will not be accepted.
The instructor has the primary responsibility for control over classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct that violates the regulations of the institution. Upon exclusion from the classroom, the student is not allowed to participate in any class activity, including tests, quizzes or laboratory experiences. This time is also counted as absent time.

Cheating and other forms of academic dishonesty are prohibited and students guilty of such will be disciplined in an appropriate manner. In addition to other disciplinary sanctions, the instructor has the authority to assign an unsatisfactory grade for the exercise or examination or to assign a failure in the course. Cheating includes knowingly using, buying, stealing, transporting or soliciting in whole or part of the contents of any administered/unadministered test key, homework solution, paper, project, software project or computer program or any other assignment. This also includes, using, accessing, altering or gaining entry to information held in a computer account or disk owned by another, which includes sharing personal log in to testing sites. The use of "smart pens" or similar devices is prohibited in the classroom. Having cell phones or "smart" devices out during a test is not allowed.

Professional communication is of utmost importance in nursing. Communication via any social media outlet should not involve Tennessee College of Applied Technology, students, staff or clinical affiliates. This is considered a breach of confidentiality and may result in dismissal from the school.

A. Conduct in class

- It is the responsibility of the student to be punctual in all scheduled classes, clinical and laboratory sessions. Any student absence at the time attendance is taken will be considered absent/tardy.
- Tardiness or absences in excess of 42 hours per trimester will result in suspension.
- All facilities are a smoke-free campus. Smoking will not be permitted in the classroom at any time. This includes the use of E- cigarettes.
- Be prepared with all materials each day. Make sure your computer/tablet is charged prior to class.
- Examinations may not be removed from the classroom. The failure to comply with this directive may result in the immediate dismissal from the program.
- Any student whose conduct is disruptive to the classroom will be asked to exit and will be counted absent for the remainder of the class hours.
- It is the student's responsibility to sign-in with an instructor in the event of any absence to prevent accumulation of absent hours.
- All personal matters such as phone calls, using restrooms, consulting other Instructors, purchasing snacks, should be taken care of during break or after school hours. PLEASE NOTE: Any absence from the classroom for ANY reason when a pop quiz is delivered will be scored as zero.
- Due to class size and the large amount of information that must be covered, students may be asked to write down questions during lectures. Instructors will provide time for questions or comments at the end of lecture. If necessary, students may make an appointment to meet with the instructor.

B. Conduct in the clinical area

- It is the responsibility of the student to be in the clinical area promptly and in proper uniform.
- Clinical times vary per institution and location. Report times will be determined by your clinical instructor. Please note that some facilities require students to report at 5:30 am. If the student is to be absent or tardy, it is the sole responsibility of the individual student to notify the instructor of any delays or absences via phone call or text message. This form of communication applies to clinical occurrences specifically.
- If the student is assigned an office location for clinical activities and the student is going to be absent or tardy, the student must also notify the office manager of the attendance infraction as well as instructors.
- Clinical assignments are created by classroom instructors. Once the clinical schedule with assignments has been published, it will not be changed. Clinical assignments are made to satisfy learning expectations of the Practical Nursing Program.
- Meals and breaks will be offered in compliance with customary workdays associated with employment. However, be aware, in healthcare, patient care is of utmost importance and will be prioritized over personal matters.
- Absence from assigned clinical times will affect grades in Workers Characteristic, Clinical, and your ability to register for the National Licensure Exam upon completion of the Practical Nursing Program. The Board of Nursing requires 430 hours of clinicals to be eligible for application for the National Council Licensure Examination exam.
- If a student fails to meet the number of hours required to maintain a passing clinical grade, he or she will be asked to meet with a team of instructors and the director to discuss options, if any, to make up clinical time. The student is expected to bring any documentation they believe to be helpful in addressing absenteeism to this meeting.
- Attendance in clinical assignments is critically important. Students are expected to make all required arrangements necessary to meet this expectation.
- Once arriving and being assigned to a specific clinical location/unit, the student is not allowed to leave the clinical area without the facility personnel and/or instructor's knowledge. If a student leaves the area or facility without instructor knowledge, the student may be dismissed from the program. NOTE: Leaving the clinical area with a preceptor for a break or meal is not considered leaving without instructor notification.
- Instructors or clinical facility managers have permission to send a student home for reasons that are unbecoming toward the student, the program or the facility. For example: Reporting to a clinical assignment while experiencing an illness will result in being sent home and no credit will be given for that day.
- It is required by our clinical facilities that students maintain their own health/accident insurance coverage. Fees paid along with tuition cover malpractice insurance. Students must provide evidence of health/accident insurance coverage.
- Conversation in the clinical area must be maintained at a professional level. Personal matters are not to be discussed with clients, staff or among student peers while in a clinical setting. In addition, as a reminder, communication via social media outlets should not involve TCAT (Tennessee College of Applied Technology), other students, staff or clinical affiliates. This is considered a breach of confidentiality and may result in suspension or dismissal from the Practical Nursing Program. No cell phones or smart watches are allowed in clinical facilities.
- Tobacco use and smoking is prohibited by most clinical affiliates. This includes the use of E cigarettes and vaping devices.



Uniforms and dress regulations for clinical:

All student uniforms will be garments of professional appearance. Uniforms should be clean, pressed and of appropriate fabric, style, and length for the work to be performed. A nursing uniform company must produce uniforms. Royal blue garments of any other type are not acceptable. The uniforms must be royal blue pants and top with a white lab coat of appropriate length. Uniforms must be a comfortable fit, appropriate for movement and bending. School embroidery will be worn on the left chest of all uniform tops and lab coats.

A. Uniform:

- Scrub tops and pants: Must be in the designated student color of olive green. Tops should be a basic solid top without zippers, snaps or buttons. Pants can vary in style of waist band and leg style. Skirts should not be above the knee more than two inches.
- Lab coats: Must be white. Lab jacket should not extend past the hips and must be “nursing” style.
- The Ballad Health Academy logo embroidery must be on all tops and lab jackets placed on the left chest. This is a requirement for all clinical activities.
- Appropriate under garments are to be worn under uniforms.
- Shoes: Shoes worn in clinical settings must be professional, clean and in good condition. Cleanliness includes shoelaces, if appropriate. Students must consider comfort and safety when selecting shoes. For student safety it is required that shoes be waterproof, non-porous and of puncture resistant materials. The shoes must be either black or white.
- A Ballad Health Academy T-shirt will be available for each student in the academy. There are occasions on which this is the required dress for certain activities.

B. Complete uniform includes:

- Black or white leather/leather like shoes (non-porous, puncture resistant)
- Olive green Ballad Health Academy embroidered scrub top and pants/skirt
- White Ballad Health Academy embroidered lab coat
- Penlight
- Wristwatch with second hand (No smartwatches)
- Bandage scissors
- Stethoscope
- Name badge
- Black pen

C. Appearance while in uniform:

- Approved uniforms should be clean, in good repair, and appropriately sized. Hemlines on pants should not touch the floor when the individual is standing.
- Hair neat and off the collar; away from face. Hair styles/color and jewelry should reflect principles of asepsis and safety. Fabric head/hair covering may be worn without images or words. Fabric head/hair covering should be clean and in good repair. Exceptions for certain areas may apply.
- Beards and moustaches must be neatly trimmed and allow for respirator mask {i.e., N95, Powered Air Purifying Respirator (PAPF)} in patient care areas. Beards should not interfere with safety and infection control policies.
- Small stud earrings only, one in each ear. No hoop or dangling earrings/chains for the interest of patient care and student safety. Wedding band and/or engagement rings only for infection control purposes.
- Guage earrings, eyebrow, nose, face, tongue or lip jewelry is not compliant with the school's or its clinical affiliates policy for business image. Any student with these types of piercings must have them removed for clinical rotations. No retainers are approved by our clinical affiliates and cannot be worn during clinical experiences or associated clinical simulations in simulation labs.
- Tattoos may offend some patients and affiliates. All visible tattoos must be covered by clothing, bandages or cosmetics. Any tattoo that cannot be covered must be vetted by the director of nursing and/or affiliate prior to clinical attendance. Tattoos that cannot be covered must be vetted, free from words of discrimination, profanity and sexually explicit content.
- Moderate make-up. Cosmetics should be used sparingly, avoiding shocking colors (blue, pink, purple, black eye shadow).
- No perfumes, colognes or aftershaves in patient care areas.
- Good personal hygiene and good grooming are especially important in every area of schooling.
- Black or white leather/leather type shoes must be waterproof, non-porous, puncture resistant and in good repair. Safety, comfort, and appearance are important considerations for footwear. Open-toed shoes, bare feet, and every other essentially barefoot sandal and high heeled backless shoes are not acceptable or permitted in any patient care areas.
- Smoking is not permitted. All schools and most facilities are smoke free.
- Lab coats must be removed when providing bedside patient care.
- Fingernails must be short. Nails should be trimmed, clean and conservatively polished with no chipped polish. Bright or dark colored polish or nail art is not appropriate. All nail enhancements (false nails) are prohibited.
- Students are required to wear badge identification during clinical experiences. Name badges may be issued by Ballad Health Academy. Students should report to all clinical areas with nametag, pen light, stethoscope, bandage scissors and black pen. These items are considered part of the nursing uniform. If a student arrives to clinical areas without name tag, they are to immediately report to their instructor. There are exceptions to this in psychiatric units; the instructor will discuss this information with students.
- Cleanliness is imperative for infection control. Stethoscopes, pen lights, bandage scissors, etc. should be cleaned appropriately between patients. Stethoscopes should not be worn around the neck.
- Students who do not comply with these guidelines will be sent home and not allowed to return to the clinical area until the clinical instructor/Director approves their appearance. Corrective action will take place for failure to comply with school policy.

D. Classroom dress and grooming policy:

Students of Ballad Health Academy are expected to dress appropriately for the occupation for which they are training. Good grooming habits and appropriateness of dress are important components of worker characteristics in vocational education. Each day a student reports to class is equivalent to reporting to work as an employee. Students must regard classroom days as indicators of professional behaviors expected to be demonstrated on any other workday by an employer.

Guidelines

- Personal appearance guidelines must always be observed, including participation in classroom activities.
- A lab coat over street clothes may be worn, as indicated, for a specific activity, to distinguish students from patients and visitors.
- Nonuniformed students are expected to wear business or business casual attire regardless of interactions with patients and guests. Whenever a student is participating in a school associated event, wearing a Ballad Health Academy or healthcare facility badge, he /she is expected to be dressed in conformance with these guidelines.
- The following are examples of attire which do not support the healthcare business and professional image:
  - Western style jeans or shoes of any color
  - Bib overalls
  - Blue denim pants, any style
  - Shorts, cropped pants, capri pants, leggings, parachute pants, low rise pants
  - Sweatshirts, except as part of uniform. Seasonal motif sweatshirts, if approved, may be worn between Thanksgiving and Christmas
  - T-shirts with messages and logos. Solid color T-shirts may be worn for extra covering under a uniform or jacket.
  - Tank tops or any tops with a low neckline; sundresses or any backless or low back dress unless worn with a jacket/sweater.
  - Any revealing fabrics or styles
  - Skirts should be no shorter than mid-thighs.
  - Full underwear should be worn with unlined white pants.
  - Jewelry should be conservative. Nose, tongue, eyebrow, lip, or cheek jewelry is not compliant with the professional image.
  - Hair should be clean and well groomed. Long hair should be pulled back and restrained for all patient care positions. Very artificial colors (pink, green, purple, etc.) are not consistent with a professional healthcare image.
  - There should be no short shorts, short dresses (above the mid-thigh), halter-tops, and any apparel which reveals the midriff.
  - Out of consideration for patients and others who may have allergies or other sensitivities, the use of colognes, perfumes and aftershaves should be kept to a minimum.
  - Good personal hygiene and good grooming are especially important in every area and organization.
- Occasional exceptions may be made to this policy when a student is engaged in work activities that may be destructive to their normal business attire.
- Students who do not comply with these guidelines will be sent home and not allowed to return to school until their appearance is in conformance with this policy. Corrective action will be the same as failure to comply with any other school policy.

Exit exam and NCLEX testing requirements

Preparation for the State Board Licensing Examination is an integral part of the nursing program. The testing and remediation system utilized is Assessment Technologies Institute (ATI). Students are expected to pass all course proficiency assessments with a minimum of Level Two to progress in the Practical Nursing program. Remediation is required if the student scores below Level Two before advancing in the practical nursing program.

The Comprehensive Predictor is used as the exit exam. The student must score a minimum of 90% on the comprehensive exam. Failure to achieve this standard will result in remediation and a hold placed on transcripts sent to the Board of Nursing for NCLEX testing until remedial requirements assigned by Tennessee College of Applied Technology and ATI are met and a green light received from ATI for NCLEX testing. Please refer to the ATI policy and Promotion and Graduation Criteria (Terminal Objectives) for additional information. ATI products will be utilized throughout the practical nursing course. Because ATI resources are primarily on-line, students should not purchase ATI books from previous students. Students are accountable to complete all assignments, take tests, etc.

Employment opportunities

As of July 1st, 2024, Ballad Health released the following: "Minors of 16 and 17 years of age who have not yet graduated from high school may be employed in one of the following roles as long as they remain actively enrolled in their secondary school program."

- Certified Nursing Assistant (200)/ Nursing Assistant (987)
- Phlebotomists (1085) (Non-certified)
- Transporter (1571)
- Telemetry Technician (1564)
- Medical Assistant, Certified/Registered (905)/ Medical Assistant, Non-certified (906)
- Supply Chain Technician (1051)
- Patient Mobility Tech (1039)
- Rehabilitation Technician (1197)
- Virtual Safety Companion (1593)

Evaluation criteria

- Students are expected to complete each semester maintaining an average grade of 80 in each academic course and comply with the ATI policy to remain in the program.
- No early examinations will be given for any tests. If you are present on test day, you must take the test with the class. If not present for the exam, make-up tests must be taken on the date set by the instructor of that subject. The make-up test may be in a varied format as preferred by instructor; if a varied format is not available, 10 points will be deducted from the make-up exam score. Students will have 72 hours, (three class days) from the date of return to make up any missed exam, after 72 hours or three class days, a grade of zero will be given for the missed exam. Extensions may be granted based on extenuating circumstances.
- All written assignments are to be turned in on the due date. However, individual instructors reserve the right to reject or accept late assignments. If accepted, a penalty of 10 points for each day late will be placed on all assignments not submitted by due date. No assignment will be accepted five days after the due date. If the student is absent during a pop quiz, there is no make-up for that activity. A grade of zero is then assigned. Announced quizzes will have ten points deducted from the final score if not taken with the class.

At the completion of each course in any semester, all quizzes, homework, classwork, unit exams and final exams are calculated for a final grade. Course scores are weighted based on each course syllabus provided by the instructor. Each instructor will determine how final grades are calculated. A final grade below 80 in any course will cause the student to be terminated from the semester. There is no option for retaking an exam.

At the end of each course, students receive documentation of their progress in the program. Each course in the semester is assigned a final grade and recorded on the student's transcript. If the grade is unsatisfactory for the course, the student is then terminated from the semester/program. Options for retaking the course are offered.

Final clinical evaluation is done at the completion of each clinical rotation by the clinical instructors. Clinical attendance is scored as already described, one point deducted from 100 for each hour or portion of an hour missed in a clinical setting. Clinical performance is based on professionalism, safety, skill performance, simulation lab performance and work ethic. Students are only to perform skills within the scope of practice for the practical nurse and within guidelines issued by any clinical affiliate. Students who receive an unsatisfactory clinical performance evaluation will be subject to dismissal from the program.

The Practical Nursing Program faculty and administration through Ballad Health Academy reserves the right to dismiss any student who fails to conform to the program policies and guidelines. For example, excessive tardiness, absenteeism, unsatisfactory grades in academics or in clinical, falsifying records and inappropriate attitude and/or conduct are causes for dismissal.

Health requirements emergency health care policy

First aid and supportive treatment will be provided in the event of an accidental injury or sudden illness as available resources allow. Each student is responsible for his/her medical expenses for services rendered. It is required by the school's clinical affiliations that all students maintain their own accident insurance.

General rules:

- All illnesses should be reported to the instructor in the clinical area.
- If a student is absent for a serious illness, he/she must present a written statement from his/her physician before returning to class or clinical. If a student is required to begin taking any therapeutic medications, the nursing instructors must be notified and a statement from the physician regarding drug effects is required.
- When accepted into the program, a licensed physician or qualified person must perform a physical exam.

Risk management

The risk management teams at Ballad Health identify and evaluate risks as a means to reduce injury to patients, team members, providers and visitors. Every hospital, physician group and corporate operations has a team dedicated to establishing and preserving incident-free environments.

Incident/occurrence reporting: An incident (sometimes called an occurrence) reporting is any unexpected event that is not consistent with the expected standard of care or occurs outside the normal activities of the facility. The incident may or may not cause injury. All events require the completion of an online incident report through the Patient/Occurrence Reporting System. Events involving patients, visitors, providers and all others not employed by Ballad Health are handled by Risk Management. Accidents involving team members are completed through the HR & Payroll Service Center and are handled through Team Member Health. A patient incident/occurrence report must be completed online by the end of the team member's shift. A team-member occurrence should be reported immediately to the supervisor or manager. An occurrence/patient safety report must be completed online by the end of the shift or within 24 hours of the event.

Disclosure: Ballad Health's philosophy is to disclose unexpected outcomes to patients and/or families. The disclosure process is initiated through risk management at each individual facility. Don't forget patient information is confidential and should not be discussed outside of your scope of practice.

Reporting abuse, neglect, and exploitation: Abuse is another form of an occurrence team members must immediately report. In reporting abuse, we strictly adhere to guidelines set forth by the Centers for Medicare and Medicaid Services (CMS) to protect patients and team members alike from abuse. Abuse comes in many forms, such as verbal, sexual, physical and mental. All abuse must be immediately reported, including an occurrence report and protection given to the person at risk.

Abuse, neglect and exploitation – Tennessee: Abuse and neglect might involve forms of harm to an adult including, but not limited to, the infliction of physical pain, injury or mental anguish, or the deprivation of services by a caretaker that are necessary to maintain the health and welfare of an adult, or a situation in which an adult is unable to provide or obtain the services that are necessary to maintain that person's health or welfare. Neglect may be unintentional, resulting from the caregiver's lack of ability to provide or arrange for the care or services the adult requires. Neglect also may be due to the intentional failure of the caregiver to meet the adult's needs. Exploitation means the improper use of funds by a caregiver that have been paid by a government agency to an adult or to the caretaker for use or care of the adult. Team members respect the rights of all patients.

Suspected abuse, neglect or exploitation occurring within a Ballad Health facility by team members or by non-Ballad Health team members:

- Notify facility supervisor: An allegation, observation or suspected abuse, neglect or exploitation that occurs while a patient is in a Ballad Health facility should be reported immediately to a facility supervisor and to the attending physician or designee. Any allegation of abuse or suspected abuse requires an immediate notification to risk management. Risk management or their designee will conduct an investigation.
- Complete an incident/occurrence report on suspected abuse, neglect or exploitation occurring inside a Ballad Health facility: Any Ballad Health team member having knowledge or a reasonable belief that a patient suffers from abuse, neglect and/or exploitation must report such concerns immediately to Adult Protective Services.
- Ballad Health team member shall also notify his/her supervisor of the suspected abuse, neglect and/or exploitation.
- Notification of the team member's supervisor is not a substitute for the team member fulfilling his/her responsibility to notify APS directly if the team member has knowledge or a reasonable belief that abuse has occurred.

HIPAA privacy and security program

There are many federal and state laws regarding the privacy and security of patient information. One such federal law is the Health Insurance Portability and Accountability Act, also known as HIPAA. HIPAA is a federal law that sets forth regulations safeguarding patient information and creates two primary rules.

- Privacy rule: Applies to all forms of individuals' protected health information, whether electronic, written or oral
- Security rule: Establishes national standards to protect the integrity, confidentiality and availability of individuals' electronic protected health information (ePHI) that is held or transmitted by covered entities HIPAA requires covered entities to designate a HIPAA privacy officer and a HIPAA security officer to oversee the organization's overall HIPAA compliance program.

HIPAA regulates patients' rights, which include:

- Right to access and obtain a copy of own medical record
- Right to request restrictions of use/disclosures
- Right of restriction for use/disclosure of protected health information (PHI) related to services for which the patient pays 100% out-of-pocket and requests the restriction
- Right to request an amendment to own medical record
- Right to accounting of disclosure HIPAA permits the use and disclosure of PHI for specific purposes and with certain requirements.

Access, use and disclosure of patient information are permitted under HIPAA for treatment, payment and healthcare operations. Patient information is about a patient but is considered property of the organization. Patient information is only to be accessed, used or disclosed on a need-to-know basis, and reasonable efforts should be taken to limit access to what is needed to accomplish an intended purpose, known as "minimum necessary." Before accessing patient information, ask yourself, do I need to know this to do my job? If the answer is no, you should not access the information. Inappropriate access, use or disclosure of patient information resulting in a failure to comply with privacy or security practices is reason for disciplinary actions, up to and including termination.

Phishing/malware: Phishing is a serious problem with potentially disastrous consequences. Phishing is an attempt to acquire sensitive information such as usernames, passwords, financial data, banking and credit card information. Malware is a software program or file that is harmful to a computer user, such as computer viruses, worms, Trojan horses and spyware. It's important that you avoid falling victim to phishing and malware.

A few tips to remember are:

- Never give out your password
- Do not use your Ballad Health password on any personal, public or vendor websites
- Never provide personal data, such as your bank account numbers, SSN, etc.
- Do not randomly click on links in emails or open email attachments. Cybercriminals will communicate a sense of urgency before a negative result will occur, such as threatening to lock your account
- Promptly report the receipt of a phishing email to the Ballad Health IT department
- If you fall victim to a cybercriminal by clicking on a link, opening a file or providing information, shut your computer down immediately and contact the IS service desk.

Things you can do to protect patient information:

- Access, use or disclose patient information only if involved in the care of the patient and as permitted by HIPAA.
- Be alert to verbal discussions in your surroundings.
- Remember, it is the patient's information.
- Protect access to patient information, such as printouts, computer screens, etc.
- Do not place documents containing patient information in recycling bins or regular trash.
- Securely send any emails containing patient information.
- Never share logins or passwords.
- Always log off or lock computers when not in use.
- Disclose patient information only if you are the right person to do so and only when you are disclosing it to the right person.
- Only disclose the minimum necessary information as permitted by HIPAA.

Hazardous materials and waste

There might be risks associated with the materials used and wastes generated in the healthcare environment. Ballad Health has programs in place to provide for the safe storage, handling, transportation and disposal of these materials to ensure the safety of team members and the environment.

The hazardous materials and waste section of the EOC education program addresses the following risks:

- Hazard communication standard/right to know – training – safety data sheets – labeling requirements
- Types of hazardous waste
- Spills and exposures

Hazard communication standard/right to know: The Occupational Safety and Health Administration (OSHA) hazard communication standard, or right to know law, states that employers must develop programs to inform team members of the hazards that may be encountered in the working environment and provide training in the safe use and handling of products containing hazardous chemicals. This program at Ballad Health includes three main components: training, access to safety data sheets and labeling of all products. Training team members will receive initial and ongoing training of the hazards that they may encounter, and how to properly and safely use hazardous products. Training includes information on all the components of the program, how to access the program and measures team members can take to protect themselves from identified hazards in the workplace.

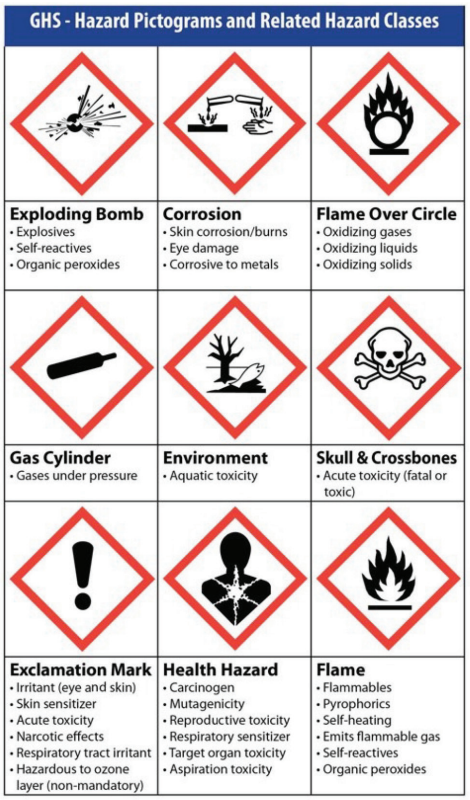
Safety data sheets: Team members have access to safety data sheets (SDS) on the Ballad Health intranet through an online service called MSDS Online. Safety data sheets contain detailed information regarding hazardous chemicals and how to prevent unnecessary exposure or injury. The SDS include detailed information such as the properties of individual chemicals; physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing and transporting chemicals. The SDS also provide important information on what Personal Protective Equipment (PPE) should be worn when in contact with hazardous materials.

Labeling requirements: Each hazardous product must meet labeling requirements stating what the product is, how it should be used and what PPE should be worn when handling the product. Hazardous materials should stay in the original container, if possible, and should be labeled appropriately if a secondary container must be used. Hazardous materials containers will include a pictogram on the label consisting of a symbol on a white background framed with a red border, representing a distinct hazard.

Pictograms and hazards are listed below:

Types of hazardous waste: There are multiple types of hazardous waste generated in the healthcare environment. The most common type of waste is regulated medical waste (biohazardous) that must be disposed of in red bags. Regulated medical waste includes sharps devices, such as needles and syringes, that are potentially infectious and must be handled correctly and disposed of properly into sharps containers. Proper handling and disposal of regulated medical waste will reduce team member exposure to bloodborne pathogens — infectious microorganisms in human blood that can cause disease in humans. Other types of waste in the healthcare environment include pharmaceutical waste, radioactive waste and chemotherapy waste. These types of hazardous waste must be segregated into the appropriate container and disposed of in the designated waste stream.

Spills and exposures: Ballad Health has procedures in place to respond to spills or exposures of hazardous materials. Responding to a spill includes procedures for containing the source material, evacuating the immediate area, if needed, making the proper notifications and cleaning up the spill. Team members assigned to respond to spills receive additional training per DOT CFR 49. Personal exposures include immediate response activities, such as removing the chemical waste from contact with the body by rinsing, flushing, washing, removal of clothing, etc. Follow-up activities include seeking medical attention as needed and following up with a supervisor and team member health. Hazardous materials spills and exposures are tracked in the facility environment of care committee.



More information:

Facilities
Classrooms, library, laboratory and faculty offices are located in the high schools of Greeneville, Kingsport, Sullivan County, Bristol and Elizabethton.

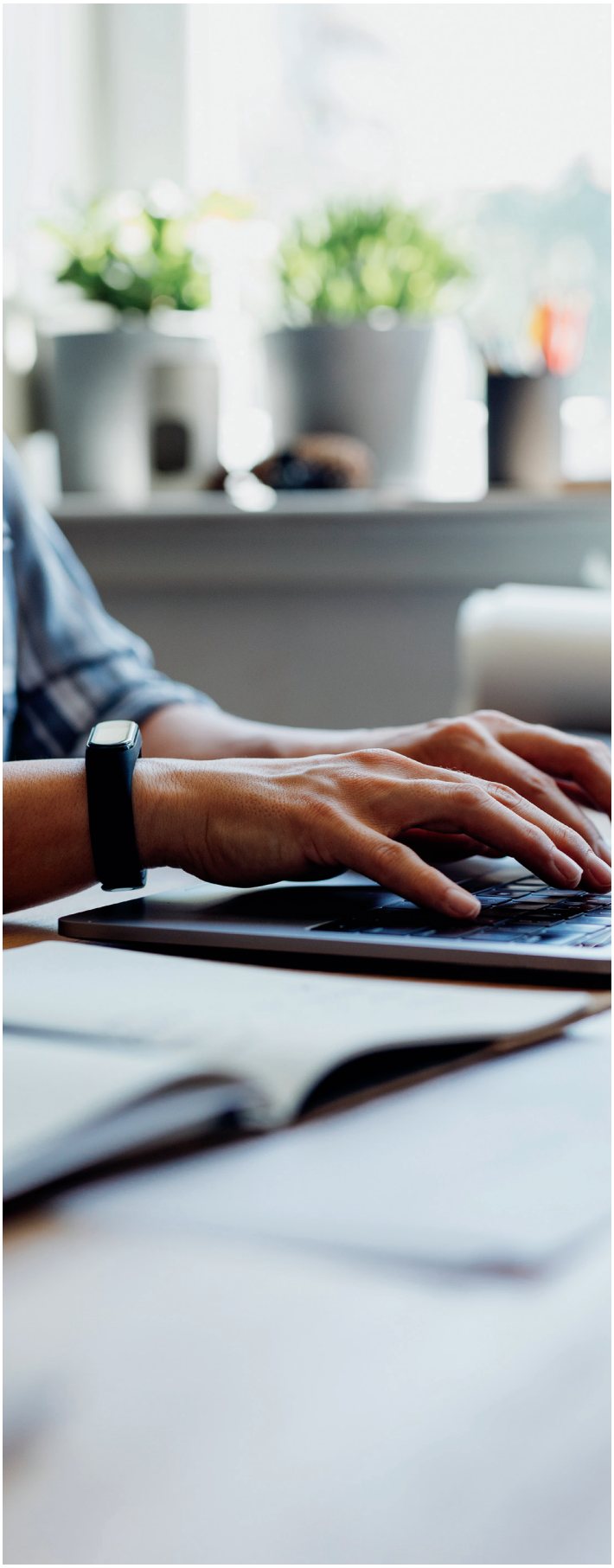
Clinical facilities throughout Ballad Health will provide educational experiences for students through hands-on real-life patient care and simulation labs.

Licensure
Completion of the pre-licensure nursing program qualifies the graduate's student records to be submitted to the Tennessee Board of Nursing. The Tennessee Board of Nursing will determine if the student is eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX -PN) to qualify for licensure as a licensed practical nurse.

Counseling services
The faculty members serve as advisors to assist students in meeting educational goals. Individual guidance is a continuous process from application until graduation through Ballad Health Academy Pathway Advisors. Students are encouraged to confer with Pathway Advisors, teachers, clinical instructors, and guidance counselors as the need arises.

Mentoring services
Each Ballad Health Academy student will be assigned a nurse mentor that is currently employed with Ballad Health. This mentor will remain connected to the student throughout the program.

When you enroll in this program, you are enrolling in a system to allow your information to be accessed through your high school, Ballad Health, TCAT, etc.





Ballad Health Academy Team

For any urgent questions or clarifications about this program, kindly reach out to any member of our Ballad Health team or your school's health science program :

Dr. Jeff Moorhouse
Corporate Director of Secondary Programs
jeffrey.moorhouse@balladhealth.org

Todd Barnett , Ed. S
Program Manager: Curriculum Based Programs
todd.barnett@balladhealth.org

Amy Jeffers, BSN, RN
Program Manager: Secondary Ed. Integration
amy.jeffers@balladhealth.org

Student and Parent Contract

Please carefully read the following contract with your parent/guardian, and sign to confirm that you understand and agree to its terms. As a Ballad Health Academy student enrolling in classes, you assume an obligation to conduct yourself in a manner compatible with the functions of your current high school and district as well as TCAT as an educational institution. Ballad Health Academy team of teachers and counselors will provide guidance as you transition from high school curriculum into TCAT. As a student enrolled in Ballad Health Academy, you are not only a high school student, you are also a Tennessee College of Applied Technology student.

I, _____ (Student), understand that I am responsible for my success as a Ballad Health Academy student. I will abide by all program expectations, policies, and procedures. I will also acknowledge the unique opportunity that has been awarded to me and I will take full advantage of the resources available to me to ensure my academic success.

Please initial each Item below:

_____ I will maintain open communication with my parents and family regarding my educational progress, especially regarding my choice in career and any academic or challenges I may be experiencing. I will print a copy of my course schedule and my course syllabi and share it with my parents/guardians within the first weeks of classes. I will also share my progress reports/grade cards/transcripts with my parents at the end of each semester.

_____ I will ensure that I am set up with my email and online learning accounts.

_____ I will meet with the Ballad Health Academy pathways advisor for advisement each semester for registration and academic progress.

_____ I understand that all current high school and TCAT policies pertain to me, and no exceptions will be made for me because of my age. I understand that it is my responsibility to seek out help when I need it. I will notify the Ballad Health Academy Pathways Advisor if I am underperforming or having issues, feeling overwhelmed or not performing to the best of my ability.

_____ I understand that Ballad Health Academy along with my high school will provide me all necessary textbooks and course materials for the duration of the course. I agree to return all textbooks and course materials at the end of the semester in good condition.

I hereby state that I have read and understand fully all the policies as stated in the Ballad Health Academy Practical Nursing Program Handbook and will abide by these rules of conduct. Furthermore, I understand that because my training requires that I spend time in affiliating agencies, I am subject to all the codes/policies of that agency including random drug screens. To the best of my knowledge, I have and will continue to be honest and forthcoming in all interactions regarding my nursing profession, and it is my responsibility to read these codes/policies and to abide by them. Failure to do so will result in inability to complete clinical training, suspension and/or termination from the Nursing Program.

Student: Print Name _____

Signature _____ Date _____

Parent/Guardian: Print Name _____

Signature _____ Date _____

Tennessee State Board of Licensure and transcript availability

Practical Nursing students are required to complete the ATI's Comprehensive Predictor as an exit exam for the Practical Nursing program. Tennessee College of Applied Technology will issue a Practical Nursing Diploma upon successful completion of all Practical Nursing courses as set by the Tennessee Board of Regents.

By signing this agreement, I am aware and confirm that I will be required to complete 100% of Virtual ATI if my Comprehensive Predictor score is below the benchmark of 90%. I further understand that if my Comprehensive Predictor score is below 90%, I am required to complete 100% of VATI and achieve a greenlight for testing from ATI. If I am unsuccessful in achieving 100% and greenlight, TCAT will not send my transcripts to Tennessee Board of Nursing until a greenlight has been achieved.

I further confirm that I will be given the opportunity to complete the Comprehensive Predictor after graduation through ATI and upon achievement of set benchmark TCAT will then provide transcripts to Tennessee Board of Nursing for licensure application.

Print Name _____

Signature _____ Date _____

Notes:

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