



**Academic Affairs Division**

**LPN REFRESHER**

**Student Handbook  
2025-2026**

**SOUTH PIEDMONT COMMUNITY COLLEGE  
PRACTICAL NURSING REFRESHER PROGRAM  
STUDENT HANDBOOK**

**WELCOME**

Congratulations on being accepted into the LPN Refresher program. During the next semester, you will experience preparation for re-entering the field of nursing through classroom, lab, and clinical settings.

This Student Handbook will acquaint you with the various policies and procedures that are relevant to South Piedmont Community College (SPCC) and the LPN Refresher program as well as the policies and procedures designed to meet standards and requirements defined by the North Carolina Board of Nursing.

You should refer to the SPCC Student Handbook for all policies and procedures relating to college academics, student behavior, and other areas. Copies of the SPCC Student Handbook may be obtained in the Student Services Division or may be viewed on the website at [www.spcc.edu](http://www.spcc.edu). Limited policies may be found in this handbook or in course syllabi.

Throughout the one-year program, you will be expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences. You will develop skills related to nursing practice, communication, interpersonal relations, and the use of good judgment. Evaluation of your performance will be based on tests covering all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long-term care/home health facilities, clinics, and physicians' offices.

The SPCC LPN Refresher Program is approved by the North Carolina Board of Nursing. Contact the Board at P.O. Box 2129, Raleigh, NC 27602-2129 or 4516 Lake Boone Trail, Raleigh, NC 27607 or call 919-782-3211 for questions about the approval.

SPCC provides an ongoing program of services that encourage students with disabilities to integrate themselves into all aspects of college life. The Disability Services provider, located in the Student Services Division at the OCH and LLP campuses, is available to assist with registration, counseling, academic advisement and arrangements for appropriate accommodation. Reasonable accommodations are established on an individual basis. Students must provide documentation of a disability from a physician or other licensed professional in order to establish eligibility for services. (Please see the SPCC College Catalog for further details.)

**Title IX – SEX DISCRIMINATION, HARASSMENT, AND ASSAULT**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” – 20 U.S.C. § 1681

Please refer to the SPCC Student Handbook found at [www.spcc.edu](http://www.spcc.edu) for further information pertaining to Title IX.

## **DISABILITY SERVICES**

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## **NURSING MISSION STATEMENT**

South Piedmont Community College promotes life-long learning experiences and inspires in its students an active desire for continuing personal growth and development, enhancing self-worth, occupational proficiency, and responsible citizenship. The nursing program provides for excellence of educational opportunity by adherence to the principle of the school philosophy and by the competence and dedication of its faculty in preparing Nursing students to assist in planning, implementing, and evaluating the nursing need of patients. The aim of the Nursing program is to prepare qualified persons for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

## **NURSING PHILOSOPHY**

The faculty at South Piedmont Community College is committed to the preparation of the student nurse to meet the diverse and changing health care needs of the community. We believe that nursing is a caring profession and a practice discipline. We believe that the graduate of South Piedmont Community College with a nursing degree or diploma is a beginning practitioner who is able to apply critical thinking skills in a holistic manner to the management of acute and community-based health care.

We believe that the graduate will be able to make decisions using scientific principles, clinical decision making, incorporating evidenced based nursing theory, research utilization, and evaluation of client outcomes. Courses in the biological, physical and social sciences are included in the curriculum for the student to develop a sound scientific knowledge base necessary for the development of nursing theory. We believe that the nurse utilizes communication skills for collaboration within interdisciplinary teams, patient education, and advocacy in providing for health care needs. We believe that the graduate from South Piedmont Community College will be able to participate in quality improvement processes to ensure quality patient care. We believe that the graduates of South Piedmont Community College with an Associate Degree in Nursing or a Practical Nurse Diploma will be able to contribute to society by being flexible and knowledgeable about the health care needs of a culturally diverse community.

The faculty believes that holistic health refers to the individual's physical, spiritual, and psychosocial state. Economic, environmental, and sociocultural factors are also influential in the health of the consumer. We believe that the graduate of South Piedmont Community College will be able to influence the populations at risk by education and counseling that promotes wellness and prevents illness.

The faculty believes that the environment has a significant impact on wellness. The environment of health care consumers consists of internal and external stressors that affect the state of wellness.

The consumer responds holistically to interactions with the environment through the ability to adapt to stressors. The practice setting includes acute care institutions, community-based facilities, and home health care. Changing technology, informatics, consumer health needs, economic resources, political factors, and legal and ethical issues influence nursing practice and require student knowledge of advanced communication processes.

The faculty believes that students learn best in an educational climate that fosters respect, accountability, collaboration, and self-direction. Nursing education requires clinical laboratory experience and experiential learning as an integral component in the curriculum. We believe that nursing education is a continuous process and moves from the simple to the complex. It is designed to facilitate the student in learning nursing theories and skills, in providing holistic care, and in developing critical thinking skills.

### **LPN REFRESHER OUTCOMES**

Upon completion of this course, you should be able to:

- ❖ Differentiate between the scope of practice of an LPN and RN as outlined in the North Carolina Board of Nursing (NCBON) Rules and Regulations.
- ❖ Describe the responsibilities of the practical nurse in relation to the nursing process, physical assessment, documentation, effective communication, patient safety, medical asepsis, infection control, medication administration and IV therapy.
- ❖ Describe the legal and ethical responsibilities of the licensed practical nurse.
- ❖ Demonstrate performance of nursing skills in Theory to Practice Blogs.
- ❖ Increases nursing competence through the review of nursing concepts and skills.
- ❖ Identify nursing responsibilities related to caring for clients with alterations in the functioning of the following systems: integumentary, musculoskeletal, gastrointestinal, urinary, cardiovascular, blood/lymphatic, respiratory, endocrine, reproductive, sensory, neurological, and immunological.
- ❖ Identify nursing responsibilities related to caring for clients with special needs (surgical, cancer, AIDS, elderly).
- ❖ Set priorities and plan nursing care to meet the various health care needs of the adult client.
- ❖ Effectively communicate knowledge of nursing skills and concepts in discussion and conferences

### **PERFORMANCE REQUIREMENTS**

The following are examples of activities that you will be required to perform to successfully complete any Allied Health or Nursing program:

1. **Critical Thinking:** Possess critical thinking ability sufficient for clinical judgment. Example: You must be able to identify cause and affect relationships in clinical situations, participate in development of nursing care plans, etc.
2. **Ethical Behavior:** Provide services with respect for human dignity and the uniqueness of the patient/client unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: You will care for patients/clients assigned regardless of race, religion, or diagnosis.

3. Legal Behavior: Provide care within the scope of practice as stated in the North Carolina Nursing Practice Act. Example: You will learn to assess the patient's/client's physical and mental health.
4. Interpersonal Skills: Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: You will establish rapport with patients/clients and health care team members by behaving in a professional, courteous manner.
5. Communication Skills: Possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: You will be able to explain treatment procedures to patients/clients/family, document patient/client responses, and report to others regarding nursing care.
6. Mobility: Possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.
7. Motor Skills: Possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: You will be able to calibrate equipment, position patients/clients, administer injections, etc.
8. Hearing Skills: Possess auditory ability sufficient to monitor health needs and collect data. Example: You will be able to listen to other alarms, listen to heart and breath sounds, and hear a cry for help.
9. Visual Skills: Possess visual ability sufficient for observation and data collection. Example: You will be able to observe color of skin and read scale on a syringe.
10. Tactile Skills: Possess tactile ability sufficient for data collection. Example: You will be able to detect pulsation and feel skin temperature.
11. Weight Bearing: Possess the ability to lift and manipulate/move 40-50 pounds. Example: You will be able to move equipment, position patients, etc.

## **STUDENT CONDUCT EXPECTATIONS**

While in class, lab, or clinical setting, you are required to maintain standards of dress and grooming that are consistent with good hygiene and professional conduct.

### **Dress Code**

Classroom and Lab: You are expected to dress neatly and appropriately for classes and other school functions.

Clinical: While in the clinical setting, you will wear the attire appropriate for the clinical setting. You must follow the agency dress codes.

### **Grooming**

- ❖ Hair (male and female) must be worn at or above the collar in a professional style. Long hair must be worn up or pulled back from the face. Ribbons or other colorful ornaments are not permitted.
- ❖ Beards, moustaches, and sideburns must be kept neatly trimmed.

- ❖ Fingernails should be clean and cut so that they do not extend beyond the fingertips. No fingernail polish, artificial nails, or nail tips are allowed.
- ❖ A single pair of stud-type earrings may be worn. Hoops, dangling earrings, necklaces, or large earrings may not be worn.
- ❖ Engagement, wedding, and class rings and wrist watches may be worn. The wristwatch should have a second hand and not be digital.
- ❖ While in clinical, there should be no observable body piercing. Tattoos should be covered unless approved by Program Director.

## **CLINICAL RESPONSIBILITIES**

SPCC recognizes that students are adults with many responsibilities. An occasional absence might be necessary. However, such absences in no way lessen your responsibility for meeting the requirements of the class.

If it is necessary for you to be absent from the clinical assignment once your schedule has been made, it is your responsibility to notify the clinical agency as well as the SPCC course faculty.

You are responsible for complying with parking regulations at the clinical facility. SPCC will not be responsible for tickets or towing because of illegal parking.

## **COURSE EXPECTATIONS**

### **Assignments**

All assignments--class, lab, or clinical--are due as specified in the course syllabus. Penalties are posted on the assignments if you fail to turn in these written assignments on the designated day.

### **Dismissal from the Program**

Dismissal from the LPN Refresher program may occur if you (1) fail to meet course criteria and/or (2) demonstrate unsafe or unsatisfactory behavior that conflicts with safe nursing practices. Unsafe or unsatisfactory behavior includes, but is not limited to, the following:

- ❖ Violation of the academic integrity policy.
- ❖ Violation of the HIPAA confidentiality policy.
- ❖ Falsification of any school records or clinical agency records.
- ❖ Willful destruction of school or clinical agency property.
- ❖ Intoxication or use of illegal drugs while in the clinical area or on school property .
- ❖ One incident of gross unprofessional conduct (i.e., hitting or cursing a patient, student, SPCC faculty or staff, and/or healthcare team member, etc.)
- ❖ Any willful or intended act that endangers the health, safety, or well-being of another person (physical, verbal, or sexual harassment or abuse).
- ❖ Physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- ❖ Violation of school or clinical agency policies.
- ❖ Violation of accepted standards or institutional policies for implementation of nursing care, including but not limited to asepsis, treatments, and administration of medications
- ❖ Omission of essential components of nursing care regardless of whether actual injury to the patient is established.
- ❖ Failure to protect the patient's wellbeing.
- ❖ Repeated failure to recognize and/or promptly report significant patient information allowing for potential patient harm.

- ❖ Inability to complete a clinical rotation at all required clinical sites. This includes the refusal of any clinical site to allow you to begin participation, continue, or return for clinical rotation at their site.
- ❖ Failure to demonstrate awareness of one's own limitations in nursing practice or to seek appropriate assistance when limitations are recognized.
- ❖ Requiring an inordinate amount of faculty supervision/time due to inadequate preparation for clinical practice, poor clinical decision-making skills, or violations of safety principles and practices that jeopardizes the required supervision of other students by faculty. An "inordinate amount of faculty supervision/time" indicates that the student consistently requires a significantly longer period of time to complete healthcare assignments than would other students at the same point in the program.
- ❖ Consistently documented failure to apply previously learned principles and practices of nursing.

SPCC reserves the right and the responsibility to dismiss any student whose health, conduct, or behaviors are deemed unsafe and/or unsatisfactory for the field of nursing, a threat to patients/clients and their families, the staff or clinical agency, or a threat to themselves. Students who are dismissed will have the opportunity to due process and the right to appeal.

## **GENERAL INFORMATION**

### **Academic Integrity**

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes cheating or plagiarism.

Cheating is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Cheating includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering and/or soliciting information on a quiz, test, examination, or other academic exercise.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

It is the student's responsibility to learn more about how to avoid academic dishonesty.

If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

- The instructor will notify the student in writing of the details of the academic integrity violation and that an "F" or "0" has been given for the assignment.
- The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, the Vice President and Chief Academic Officer, Academic Affairs, and the Vice President of Student Services to be added to the student's permanent academic record.

- The Vice President of Student Services will notify the appropriate supervisor if there are previous documented offenses in the student's file. The Vice President and Chief Academic Officer, Academic Affairs, in consultation with the supervisor, will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of expulsion depending on the severity and number of violations.
- The student may appeal the disciplinary action resulting from the academic integrity violation by submitting a letter addressed to the Student Appeals Team in care of the Vice President and Chief Academic Officer, Academic Affairs, no later than five (5) days following the notification to the student of the disciplinary action. The Student Appeals Team will hold a hearing within ten (10) working days of the receipt of the appeal. The decision of the Student Appeals Team will be final.

### **Children on Campus**

South Piedmont Community College, as an adult educational institution, does not maintain childcare facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the college may not bring children to class or to work or leave children unattended on campus. The college assumes no responsibility for supervision of children. Students failing to comply with this policy will not be admitted to class and may be asked to leave campus.

### **Name/Address/Telephone Change**

Any change to your name, address, or telephone numbers should be reported to the LPN Refresher faculty and the Office of Student Services so that your records can be kept current.

### **Smoking/Tobacco-Free Campus**

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any College grounds or property –including athletic fields and parking lots – owned or leased by South Piedmont Community College
- at any College – sponsored or College related event, on campus or off campus

### **Social Media Policy**

The use of social media by nursing students can be beneficial to promote professional networking, exchange of ideas and knowledge, discussion of healthcare related topics, evidenced based practice, research and education. These benefits enhance student learning and promote professional relationships and conduct. However, the nursing student must understand that with these benefits comes responsibility for social media use.

Social media includes web-based services that allow individuals to connect and communicate with other individuals or groups in various geographical locations. Forms of social media include but are not limited to texting, blogging, chat rooms, video, social networking, and podcasting. Although the use of smart phones, tablets, and computers with access to the internet is allowed in the health care facility, it is beneficial for the nursing student to use caution with these devices and avoid inappropriate use that can be viewed as unprofessional or unethical conduct. Inappropriate

use of social media includes inaccurate information, breach of patient confidentiality and privacy, and comments about health team members, faculty and other nursing students.

To minimize risks when utilizing social media, the Nursing Department of SPCC has adopted the following guidelines. The students will:

1. Always maintain patient privacy and confidentiality.
  - a. No transmission of patient related images (photos) or patient information.
2. Limit use of cell phones, smart phones, tablets, computers, or any electronic communication devices with internet access to nursing practice, research, and education.
3. Refrain from posting on either a personal page or site any disparaging remarks about faculty, the healthcare team, and other nursing students, even if the individual or group is not identified. This includes threatening, harassing, embarrassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive remarks.
4. Avoid online social contact with patients or former patients.
5. Refrain from stating personal opinions as being endorsed by any faculty or college
6. Immediately report any breach of confidentiality or privacy and any inappropriate use of social media to the appropriate nursing faculty.

**Violation of any of the above behaviors may result in disciplinary action and possible dismissal from the nursing program.**

#### **Withdrawal Policy**

SPCC recognized that from time to time it may be necessary for a student to withdraw from a course. You may withdraw from any course and receive a grade of “W” following the Drop period and through the 70% point of the semester. You must see an Enrollment Coordinator or a counselor and complete a “Withdrawal Form.” This form must be signed by you and the Enrollment Coordinator or counselor and be submitted to the Student Records Office.

Before you withdraw from a course, you should be aware that course withdrawals:

- ❖ May affect your financial aid status.
- ❖ May affect your transfer grade point average.
- ❖ May affect your anticipated graduation date.

If you must withdraw from one or more classes after the 70% point of the semester, the Vice President of Student Services may grant an administrative withdrawal. To petition for an administrative withdrawal after the 70% point of the semester, you must:

- ❖ Get an administrative withdrawal request form from the Student Services Office.
- ❖ Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw
- ❖ Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Services formally approves the withdrawal, a grade of “W” will be assigned.

Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

Note: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a corequisite, both the corequisite and the course requiring the corequisite must be withdrawn.



**L. L. Polk Campus**

Mail: PO Box 126, Polkton, NC 28135  
680 US 74, Polkton, NC 28135  
704.272.5300 or 1.800.766.0319

**Old Charlotte Highway Campus**

Mail: PO Box 5041, Monroe, NC 28111-5041  
4209 Old Charlotte Hwy., Monroe, NC 28110  
704.290.5100 or 1.800.766.0319

**Lockhart-Taylor Center**

514 N. Washington St., Wadesboro, NC 28170  
704.272.5300 or 1.800.766.0319

**Center for Technology & Health Education**

Mail: PO Box 5041, Monroe, NC 28111-5041  
3509 Old Charlotte Highway, Monroe, NC 28110  
704.290.5100 or 1.822.766.0319

[www.spcc.edu](http://www.spcc.edu)