

School of Nursing

**Patient Care Technician (PCT) Program**

Student Handbook

2025-2026



**TECHNICAL COLLEGE  
OF THE LOWCOUNTRY**

Student Handbooks constitute Student Policy and are revised as needed.  
Please go to [TCL.edu](http://TCL.edu) for updates.

Approved: 11/2025 – V. Amason

## PROGRAM DESCRIPTION: PATIENT CARE TECHNICIAN (PCT)

This PCT Student Handbook serves to supplement the current TCL Catalog and School of Nursing Student Handbook to provide additional guidance for students enrolled in the PCT program. It constitutes Student Policy. It undergoes revision annually and as necessary. Review online at <http://www.tcl.edu> for updates.

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## PCT Program Philosophy

The philosophy of the PCT program is congruent with the mission of the Technical College of the Lowcountry (TCL). The PCT faculty serves the profession, community, and society. Both TCL and the PCT program strive to create an atmosphere of excellence in teaching and learning. Within the college's open atmosphere of shared values, the PCT program encourages creativity, innovation, and resourcefulness among its students and faculty. With these commitments, a positive, student-centered environment is created, and individuals are empowered to learn and develop throughout their lifetimes.

The PCT Program recognizes that patient care begins with knowledge and is driven by compassionate, personalized care. The role of the PCT is vital in supporting the healthcare team, collaborating with nurses and other professionals, and promoting the health, dignity, and well-being of individuals across the lifespan and in all stages of health and illness.

Patient Care Technicians serve to protect patient dignity, provide comfort, and foster an environment of respect that honors individual beliefs, cultural values, and lifestyles. All individuals have the right to receive high-quality care delivered with empathy, respect, and professionalism.

Education is a lifelong, interactive process of teaching and learning. The PCT Program encourages active participation, self-motivation, and reflective thinking. Faculty serve as facilitators, guiding students to develop clinical skills, critical thinking, and professional behaviors necessary for competent, safe, and ethical practice. An educational environment that promotes self-direction, mutual respect, and accountability is essential to learner success.

The PCT Program incorporates current healthcare theory and evidence-based practices to prepare students to function confidently and competently within their scope of practice. Whether instruction is delivered face-to-face or through distance education, the program upholds standards that ensure engaged, student-centered learning and regular interaction between faculty and students.

Graduates are prepared to perform patient care skills within the legal and ethical parameters defined for unlicensed assistive personnel (UAPs) in the State of South Carolina, under the supervision of licensed healthcare professionals.

## STUDENT LEARNING OUTCOMES

Upon completion of the program, graduates will be able to:

1. Describe the structure and function of the healthcare delivery system, and explain the legal, ethical, and professional standards that guide Patient Care Technicians (PCTs) in various clinical settings.
2. Demonstrate the ability to perform basic patient care, electrocardiogram (EKG) interpretation, and laboratory specimen collection in a safe, accurate, and compassionate manner across diverse populations and healthcare environments.
3. Apply infection control principles and safety measures while delivering basic nursing care, adhering to current standards and protocols to minimize risks to patients and healthcare workers.
4. Communicate effectively using verbal, nonverbal, and written methods in interactions with patients, families, and members of the healthcare team, fostering a collaborative and patient-centered care environment.

## SECTION I – ACADEMIC INFORMATION

### ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor to assist in advising of courses within the curriculum. It is the responsibility of the student to schedule an appointment with their advisor during each registration period, including when the student is registering on-line. Any student who has problems that interfere with satisfactory attendance, progress, and performance is encouraged to meet with their advisor to discuss these issues.

### ACADEMIC MISCONDUCT (See TCL student handbook and course syllabi)

Health care professionals hold public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses. Also, depending on the severity of the student's academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to all Health Science programs.

It is a fundamental requirement that any work presented by students will be their own.

Examples of academic misconduct include but are not limited to:

1. Copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. Completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, Scantron, or assignments.

3. Viewing another student’s computer screen during a quiz or examination.
4. Talking or communicating with another student during a test.
5. Violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. Plagiarism in any form, including, but not limited to copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. Knowingly aiding a person involved in academic misconduct.
8. Providing false information to staff and/or faculty.
9. Entering an office unaccompanied by faculty or staff.
10. Misuse of electronic devices.

**STANDARDS FOR ACADEMIC PROGRESS**

Students are expected to follow professional standards of conduct. Guidelines for these standards include the following:

1. Policies and Procedures of the School of Nursing and college.
2. Policies and Procedures of the clinical health care facility including (but not limited to) HIPAA and Standard Precautions.

A student whose behavior does not conform to the professional standards of conduct may be required to leave the clinical setting. The student may be required to make up the clinical day at the convenience of the faculty. A student may also be required to appear before a faculty committee for failure to conform to professional standards of conduct. A student whose behavior threatens or endangers the well-being of the patient will be withdrawn from the course with a grade of "F". Students withdrawn for this reason may be reported to licensing/credentialing agencies and not be eligible to apply to the program in the future.

**GRADING POLICY**

Grading Scale	
93% - 100% - A	W – Withdraw I - Incomplete
85% - 92% - B	
78% - 84% - C	
70% - 77% - D	
Below 70% - F	

**Grading Methodology**

The final grade must be 78.00 or more to pass the course and progress in the program. Grades will not be “rounded” up to the higher number. A final grade of less than 78.00 is not passing and does not meet progression requirements.

Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the instructor prior to the examination

or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor's voicemail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Students who are tardy for an examination will take the examination in the remaining allotted time.

Lab skills checklist must be complete. Incomplete checklist results in a grade of "U" (unsatisfactory) for the laboratory component of the course. An unsatisfactory in the laboratory portion of the course results in the failure of the course (a grade of "F") even if the theory grade is 78 or higher. Students are expected to perform accurate return demonstrations of skills before using the skill in the clinical area.

If a student misses an exam with prior notification to the course coordinator, the final exam will be reweighed to reflect the missed exam. If a student misses an exam and does not notify the instructor prior to the exam, the student will receive a grade of "0" for the exam. If a student misses more than one unit exam, the likelihood of student success is compromised, and the student will be required to repeat the course. If this should occur, the student will be given a "W" for the course and considered for re-entry if eligible.

**DISTANCE LEARNING:** For PCT courses offered at the Colleton and Hampton campus, every effort is made to minimize students' travel to the Beaufort campus. However, there will be circumstances that require the student to attend an event on the Beaufort campus.

**ONLINE AND WEB-CENTRIC COURSES:** PCT courses are in a hybrid format. This is a combination of in-person and online learning. All courses have a web-centric component. It is the responsibility of the students to ensure that they have access to a computer with a web browser and internet connection.

**Online Proctoring and Technology Requirements:** TCL uses an online test proctoring service to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored. If so, you will need to make sure that you have access to the necessary equipment to take your online-proctored tests:

- A computer with access to a high-speed Internet connection
- A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
- Microsoft Office. Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.

## COURSE EXAM PROCEDURES

1. All watches and personal items [purses, book bags, hats, etc.] must be placed at the front of the classroom before a test begins. No devices with internet capability are allowed in the testing area. No hoodies, jackets, coats, capes, etc. with pockets are allowed during testing. Students found to be in violation of this procedure will have their exam taken from them and they will be asked to leave the testing area. Students will receive a "0" on the exam for this procedural violation.
2. In general, 60 minutes are allotted for 50 item tests.
3. Variations in testing accommodation are made only based on written documentation from the TCL ADA officer. It is the student's responsibility to contact the course coordinator before each exam for testing arrangements.
4. Faculty does not answer questions about a test while it is being administered.
5. If a student wants to speak to the test proctor, the student must raise his/her hand and wait for the proctor to come to him/her. The student may not leave his/her seat.
6. Students who are tardy for an examination will take the examination in the remaining allotted time.

The following guidelines are enforced for test review as a learning opportunity:

1. Tests may be reviewed with the entire class at the instructor's discretion. All security measures applied during testing are utilized. In addition, students may not have writing devices during a test review.
2. Students may not take notes or use recording devices during test reviews.
3. Following class test review, students with academic problems are encouraged to schedule individual test reviews with a member of the teaching team.
4. Final exams are not reviewed with students.

## TESTING FOR NURSING ASSISTANT CERTIFICATION

Students are eligible to take the test for certified nursing assistant (CNA) after successful completion of AHS 163, Long Term Care, with a grade of "C" or higher.

## STUDENT EXPENSES ASSOCIATED WITH GRADUATION/LICENSURE

The following items are expenses the student may expect to incur related to completing their choice program, beyond tuition and books.

**Graduation:** rental of cap and gown

Licensure: CNA exam; additional certification exams (CET, CPCT/A, CPT)

## USE OF ELECTRONIC DEVICES

No pagers, phones, or any other electronic devices (including smartwatches) are allowed in the clinical facility. Phones, electronic devices, and other internet recording or messaging devices are not allowed in the clinical area and are not allowed during testing.

## E-MAIL

It is the student's responsibility to establish and monitor a current TCL email address at least twice daily. Allow a 72-hour (3 business days) response time from faculty for emails.

## DEFINITION OF STUDENT COMPLAINT

A complaint is an oral or written claim concerning an academic issue or a college occurrence initiated by a student alleging improper or arbitrary treatment. Disagreement with an administrative decision is not a complaint unless it alleges improper or arbitrary treatment.

## SECTION II – GENERAL STUDENT INFORMATION

### ATTENDANCE POLICY

The faculty of the PCT program has a responsibility to assure all students have an adequate background of knowledge and skills, therefore attendance is mandatory. Students must be present for all didactic, lab, and clinical sessions. No unexcused absences are allowed.

### CLINICAL ABSENCES

Absences from the clinical area are strongly discouraged as all clinical hours are mandatory. Clinical schedules cannot be adjusted to student preferences. The attendance policy applies to all clinical activities. "NO CALL, NO SHOW" for clinical is unprofessional conduct and THE STUDENT WILL BE WITHDRAWN FROM THE PROGRAM AND BE RENDERED INELIGIBLE TO REAPPLY TO THE PROGRAM.

If absence or tardiness does occur, the Program Director, Clinical Instructor, and unit the student is scheduled for rotation must be notified via phone message no later than 30 minutes prior to your clinical start time along with PCT Program Director also being notified by telephone no later than 30 minutes prior to the start of the clinical experience. The PCT Program Director telephone number is (843-470-5954).

\*Please refer to the School of Nursing **Handbook for clarification of the No Call/No Show process.** \*

### TARDINESS

Arrival at class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas. Failure to attend class, clinical, and lab on time as measured by the clock in these areas may result in point reductions or unsatisfactory clinical evaluations. Please note: Any unreported tardiness on the part of the student will be considered a "no call, no show" and be treated as such. See course syllabi for details.

### CLINICAL BREAKS

Students are eligible for a fifteen-minute break during clinical experiences that are less than seven hours. Students are eligible for a thirty-minute break and two fifteen-minute breaks

during clinical experiences that are greater than seven hours. Students must notify the instructor upon taking a break and returning from a break. It is the student's responsibility to ensure patient needs are met during their absence. Students may not leave the clinical facility campus during their break. Clinical breaks and lunch are not included as clinical learning time. Students are not allowed to smoke during clinical breaks on any facility grounds or in their vehicles as going back to a clinical assignment with smoke odors is unprofessional and may be harmful to patients.

## CLINICAL ROTATIONS

Students explore learning opportunities at multiple clinical sites throughout the Lowcountry and Coastal Empire. Students engage in various clinical rotations in Beaufort, Jasper, Hampton, and Colleton counties in SC as well as Effingham and Chatham counties in GA as assigned. Clinical rotations may include days, evenings, nights, and/or weekends. Students are accountable for all eligibility requirements stated in the TCL catalog. Students must be eligible and able to attend clinical rotations at all sites the program utilizes for clinical practice for the entirety of the program. Students may not request clinical swaps or customized schedules. Students are to update and provide clinical requirements for each agency assigned by TCL faculty/staff by the due date established by the clinical agency or TCL. Delay in submission of clinical requirements, or requirements that have expired, place the student at risk for a disapproval to complete the clinical rotation at the agency. Any disapproval results in the students' withdrawal from the course and the PCT Program. Students are not to contact clinical sites directly for any questions relating to clinical clearance. TCL has established clinical liaisons for all clinical sites and communication with clinical sites for clearance will be per TCL faculty and staff only. Any student who contacts a clinical site regarding clinical clearance will be considered to have acted unprofessionally and will face disciplinary action, including the possibility of withdrawal from the program. Any change to the clinical rotation is at the sole discretion of the course coordinator or clinical facility and will not be influenced by student requests. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student's progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in clinical activities. To evaluate the student's knowledge and skills, it is necessary for the student to be present for all clinical experiences. Students are expected to conduct themselves in a professional manner with regard to clinical facilities. This expectation extends to social media. If a student becomes ineligible for any reason to attend a clinical facility the program utilizes, the student will automatically be withdrawn from the program. Students are not allowed to leave clinical early without the knowledge and consent of the course coordinator.

## HAZARDOUS WEATHER

In the event of hazardous weather conditions, local radio, RIVER, WYKZ, 98.7 and WBHS-FM, 92.1 in Hampton will announce information concerning school closings or delays beginning at 0600. Notice will also be posted on the college website: [www.tcl.edu](http://www.tcl.edu). For clinical experiences, if

TCL is closed, then clinical is automatically canceled. If TCL is open on time or late and weather is a concern, clinical faculty will contact students.

#### JURY DUTY

Students who are called for jury duty should request to be excused from jury duty if the duty interferes with classroom, laboratory, or clinical experiences. Delaying this process may jeopardize the chances of the student being excused by the court. All missed classroom laboratory/clinical experiences must be addressed with the Dean for the School of Nursing and the course coordinator in this situation. The student is responsible for obtaining the missed classroom materials from the course coordinator.

#### FAMILY MEMBERS

Family members attending the program will not be allowed to participate in the same clinical rotations.

#### CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

With reasonable accommodation, the student should be able to demonstrate the following abilities.

1. Interpersonal skills sufficient to interact professionally with individuals, families, and groups (e.g., establish rapport, conflict resolution, accountability.)
2. Communication abilities sufficient for interaction with others in verbal and written form (e.g., explain procedures, document actions).
3. Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g., move around in patient's rooms, workspaces, and treatment areas, administers cardiopulmonary resuscitation procedures).
4. Gross and fine motor abilities sufficient to provide safe and effective care (e.g., calibrates and uses equipment; positions patients).
5. Auditory ability sufficient to monitor and assess health needs (e.g., hears monitor alarms, emergency signals, sounds necessary to observe patient health status, cries for help).
6. Sufficient visual ability for observation and assessment is necessary to provide care (e.g., observe physical condition and reading monitors).
7. Tactile ability is sufficient for physical assessment and data gathering (e.g., performs palpation). Note: Examples are not all inclusive.

## SECTION III – PROFESSIONAL CONDUCT

### PROFESSIONAL BEHAVIORS

Preparing for the role of PCT must include displaying respectful and courteous behaviors. Students are expected to conduct themselves in a polite, civil manner in all interactions with faculty and staff at TCL, including electronic communications. Additionally, this expectation extends to any and all interactions with individuals at clinical facilities or anywhere that the student represents the college. This expectation includes those individuals who are communicating with faculty, staff, or clinical agencies on behalf of the student.

PCT faculty will not “friend” or follow students on social media sites. Such relationships may lead to claims of sexual harassment, uncomfortable working relationships, morale problems, complaints of favoritism, questions regarding academic achievement, and the appearance of impropriety. The relationship between faculty and student must be kept professional.

Lateral or Horizontal violence will not be tolerated in any manner within this program. Lateral or horizontal violence is defined as any intentional, threatening, disturbing, repetitive behavior that is intended to disturb or upset another person. This includes verbal, nonverbal, emails, and any other forms of social media to do so. Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of the other students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of the class period, (this will count as an absence from the class), report the student to academic affairs, and possibly remove the student from the course.

### PRIVACY AND CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy of all health information. It is the responsibility of the student to maintain the confidentiality of patient information. Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient. Students are also expected to maintain professional confidentiality regarding other students, hospital/facility employees, and physicians.

## SECTION IV – DIVISION REQUIREMENTS

### STUDENT HEALTH

It is the student’s responsibility to provide required health documentation, proof of health insurance, current American Heart Association BLS (CPR) certification, background check, drug screen, PPD/Quantiferon and any other items required for clinical clearance. Following illness,

injury, hospitalization, or any change in health status, the student must submit a complete change in Health Status Form to the Health Sciences office.

Students will be required to submit to drug testing upon entrance to the PCT program. Additionally, a student may be required to submit to drug testing at the request of the clinical facility, Dean of Nursing, or the PCT Program Director.

Certain lab and clinical activities may be contra-indicated for pregnant students and the student should seek medical advice regarding the physical requirements of laboratory and clinical experiences. In the event of pregnancy:

- A. The student may continue in both the academic and clinical components of the program based on the recommendations and specifications of the health care provider on the Health Status Form.
- B. The student may decide to withdraw from either the academic, laboratory, or the clinical component of a course. Doing so places the student as a withdrawal for the course.
- C. If the student is unable to complete academic, laboratory, and/or clinical components of a course the student may receive an incomplete for the course. The course would need to be completed in its entirety prior to progression in program.
- D. The student may opt to completely withdraw from the program of study. The student who withdraws will have the opportunity to re-enter the program per the handbook reentry policy.
- E. Only a medical doctor can determine physical limitations and/or modifications to physical activity for a pregnant student. The student must present a note from the provider stating such modifications and/or limitations, and the timeframe(s) for such. Academic, laboratory and clinical activities will be modified as recommended by the health care provider's recommendation on the Health Status form.
- F. Only a health care provider can excuse a student from class, laboratory, or clinical learning activities due to pregnancy. The student must present the change in health status form from the health care provider stating the reason for the corresponding timeframe(s) absence.
- G. If an absence(s) occurs, it is the student's responsibility to make up all academic and clinical components of the course in order to progress in the PCT program.

## INSURANCE

**Personal Health Insurance:** Students are required to provide proof of personal health insurance to be eligible to begin and progress through the program.

**Accident Insurance:** TCL students are provided with accident insurance coverage. Students are covered to and from classes and clinical, while on campus, and while engaged in an assigned TCL clinical activity. A student who is injured on campus or while in the clinical setting must

immediately notify the instructor. The clinical instructor will arrange for the student to receive appropriate care. The student and instructor must complete an accident form promptly for submission to the TCL Student Affairs Office. The accident form and copies of any charges incurred must be taken to the TCL Student Affairs Office promptly. The appropriate incident forms will be completed as indicated by the policy of the health care facility.

**Malpractice Insurance:** College students are covered by a college policy for a fee. The fee for the premiums is paid at the beginning of each semester at the time of registration. No student will be permitted in the clinical area without this coverage. Re-entry students must confirm the correct major and that the proper fees are assessed

#### UNIFORM POLICY

The patient's first impression is primarily based on appearance. Patients have more confidence in a clinician who is well groomed and presents a professional appearance. Therefore, TCL's PCT Program adheres to the following student uniform policy related to the clinical setting.

#### ALL STUDENTS

1. TCL-issued ID is to be worn on left upper front of shirt.
2. Students must be in required, properly fitting uniform and comply with all regulations of the program of study. Uniform tops and white clinical lab coats are purchased from the TCL bookstore. Uniform top and bottoms must be Cherokee Hunter Green in color. Uniforms may not be extremely tight or revealing. The bottom hem of the uniform top should be fingertip length.
3. Student uniforms are to be worn for college scheduled lab and clinical sessions. Students may wear the student uniform only during activity associated with the college program. Following clinical experience, uniforms are not worn in public places.
4. Uniforms must be clean, pressed and in good repair.
5. Undergarments are required, must provide appropriate coverage, and be color-coordinated with uniform or not visible.
6. Plain black or white leather shoes with black or white shoelaces as appropriate. No color logos and/or designs. Entire foot must be covered. No sandals, canvas, Crocs, or open toe shoes.
7. Faculty in the clinical area has the final decision on attire.
8. Clinical facilities may have different uniform requirements than detailed in this policy.
9. Any student who arrives for clinical out of compliance with the uniform policy will receive a verbal warning on the first occasion. If the student arrives for clinical a second time out of compliance with the uniform policy, the student will be placed on a learning contract for professionalism. No make-up opportunities for uniform violations will be offered.

All students will be required to wear PPE as deemed appropriate and necessary per clinical facility for the duration of the clinical experience. Students will also be required to wear PPE while participating in any “on campus” activities such as labs/lectures as deemed appropriate and necessary. Failure to adhere to this mandate will render the student ineligible to participate in clinical rotations or “on campus” activities, and therefore unable to progress in the program.

To meet minimum satisfactory expectations for the clinical experience the student should adhere to the following:

1. Jewelry
  - a. No jewelry may be worn other than a wedding band and traditional watch with a second hand. No electronic watches may be worn during clinical rotation. No necklaces, bracelets, or additional rings.
  - b. Students with pierced ear lobes may wear one pair of small plain posts in the lobes. No loops or other decorations. No facial piercings may be worn.
  - c. No additional visible body jewelry may be worn in the clinical setting.
2. Tattoos or other forms of body art must be covered.
3. Hair should be combed and neat.
  - a. Must be arranged in a style that keeps it secure and off the collar. No “messy buns.”
  - b. Fasteners (including headbands) should be neutral color. Bows or ornate fasteners are not appropriate.
  - c. Beards must be neatly trimmed.
  - d. Hair color should reflect a professional appearance and not be dyed an extreme color or neon hair.
4. For patient safety, fingernails must be of fingertip length, neatly trimmed, filed, and clean. Students may wear clear nail polish. Acrylic, gel, or silk wrapped nails are not allowed.
5. No lash extensions may be worn in the clinical setting.
6. No chewing gum in clinical settings.
7. Perfume or strong shave lotions are not appropriate and may not be worn in clinical settings.
8. Proper personal and oral hygiene are required.
9. Students are not allowed to smoke at clinical facilities.
10. Badge holders must be purchased from the TCL college store.

## HYGIENE

Since working in healthcare involves close physical contact with patients, during clinical experiences students are required to maintain professional standards of hygiene and grooming at all times. Daily showering/bathing, use of unscented deodorant, clean clothing, well-groomed haircut, and conservatively trimmed hair including mustache and beard, are required of all students at all times. Because some students and patients may be sensitive to scent,

grooming products used should be unscented and colognes and perfumes should not be used. Smoking is discouraged, and if a student smokes, care must be taken to remove odors from clothing, skin, and hair.

#### LAB EXPERIENCES

Students will adhere to the clinical uniform policy for all lab experiences. Failure to adhere to the uniform policy will result in the loss of lab points which may impact the student's ability to progress in the program. Any coats, jackets, sweaters, etc. are not part of the uniform and are not permitted in lab.

#### EQUIPMENT FOR CLINICAL EXPERIENCE

To be fully prepared and meet minimum satisfactory expectations for the clinical experience the student should have the following:

1. TCL ID photo ID. TCL photo ID badges are obtained from the HUB.
2. Wrist or pocket watch with second counting capability (no electronic watches)
3. Black ballpoint pen
4. Note pad.

#### DRUG POLICY

The Technical College of the Lowcountry PCT Program is committed to the health and safety of all students who participate in the program and represent the college in clinical agencies. Likewise, the PCT Program is committed to the health and safety of the patients entrusted to our care. Substance abuse poses severe health risks to students and those in the students' care. The use of illegal drugs, misuse of legal drugs, or misuse of alcohol is inconsistent with the standards and expectations of Technical College of the Lowcountry PCT Program.

#### DISCIPLINARY PROCEDURES

If a student violates TCL, the School of Nursing, or their program-specific policies or procedures, the standard disciplinary progression is as follows:

1. **First Violation** Verbal Warning (documented by email from instructor) & student must schedule a meeting with the Dean of Nursing
2. **Second Violation** Written Warning (Student Disciplinary Contract) & student must meet with a program faculty and Dean of Nursing
3. **Third Violation** Removal from the program

*\*While this is the standard disciplinary procedure for the School of Nursing, certain policy violations will lead to immediate removal from the program. This includes, but is not limited to, violations of the following policies:*

Academic Misconduct, No-Call/No-Show, Drug Use, Criminal Charges (Section IV-C), Falsifying Medical Records (or fraud), Patient Privacy Violations, Inability to rotate through all clinical sites,

and negligent behaviors that threaten the safety of a patient or jeopardize the relationship with a clinical partner.

***\*Violation of the No Call/No Show policy does not fall under the above School of Nursing Disciplinary Procedures, and students who violate this policy will be immediately removed from program.***

#### APPEALING THE REMOVAL FROM THE PCT PROGRAM

If a student feels they were wrongfully removed from the PCT program, the first step is to appeal the removal to the Dean of Nursing.

1. The student will alert the Dean of Nursing of their intent to appeal.
2. The Dean will select a committee to review the decision. This committee will include the Dean of Nursing and two faculty from unrelated Health Science programs.
3. The committee will meet with both the student and the faculty and/or program director involved (at separate times) to gather facts regarding the given case.
4. The committee will decide whether or not the removal from program is justified.
  - a. If the committee decides to uphold the removal from program, the student still has the right to pursue the TCL grievance process.
  - b. If the committee decides that the student was wrongfully removed from the program, the student will be allowed to resume classes in their given program. However, this does not mean that the student is exempt from disciplinary actions within the program (i.e., learning contract, failing grade, etc.).

#### STATEMENT OF NON-DISCRIMINATION - TECHNICAL COLLEGE OF THE LOWCOUNTRY

The Technical College of the Lowcountry does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions policies, programs, activities, or employment practices. The following individuals have been designated to manage inquiries regarding the non-discrimination policies:

Allison Canning  
Vice President for Student Services  
Title IX Coordinator  
Building 8, Beaufort Mather  
Campus, Room 221  
[acanning@tcl.edu](mailto:acanning@tcl.edu)  
843-525-8210

Alison Cadmus  
Executive Director of Human  
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Title IX Deputy Officer  
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Rodney Adams  
Associate Vice President, Student  
Services; Section 504 Coordinator  
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