

SCHOOL OF HEALTH SCIENCES HANDBOOK



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601-477-4000

900 S Court St, Ellisville, MS 39437

This handbook may be referenced starting in August 2026.

Last Updated: July 2026

Statement of Non-Discrimination and ADA Statement: Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. Contact information for the persons that have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) ADA Coordinator, Student Affairs, phone 601-477-2673; email ADACoordinator@jcc.edu and (Title IX) Title IX Coordinator, email TitleIXCoordinator@jcc.edu Hutcheson-Hubbard Administration Building. Jones College, 900 South Court Street, Ellisville, MS 39437.

WELCOME

Welcome to the Jones College Health Sciences Division.

We are pleased that you have chosen to pursue your education within one of our Health Sciences programs. These programs prepare competent, compassionate, and skilled professionals who contribute to the health and well-being of their communities.

This unified handbook provides an overview of college-wide and Health Sciences policies, expectations, and resources. Program-specific information can be found in the *Program Addenda* section at the end of this document.

Purpose Of This Handbook

This handbook serves as the primary guide for all Health Sciences students at Jones College.

It combines institutional policies that apply to every program with specific rules, procedures, and requirements unique to each discipline.

Students are expected to review and comply with:

- *The Jones College Catalog (www.jcjc.edu/catalog)*
- *The Jones College Student Policies & Procedures (www.jcjc.edu/studentpolicies)*
- *This Health Sciences Handbook and their specific Program Addendum*

By becoming familiar with these resources, students ensure they are aware of all academic, clinical, and behavioral expectations required for program success.

In the event of a conflict between this handbook, a program addendum, a course syllabus, the College Catalog, Board policy, or the official Jones College Student Policies & Procedures, the official College policy shall control unless a stricter program requirement is required by law, accreditation, licensure, or clinical-affiliate agreement. Any dismissal, removal, disciplinary action, or

adverse academic action will be handled in accordance with applicable College procedures and student appeal rights.

MISSION OF THE HEALTH SCIENCES DIVISION

The mission of the Jones College Health Sciences Division is to prepare competent, caring, and skilled entry-level professionals through quality instruction, clinical experience, and community partnerships.

Our programs emphasize academic knowledge, technical skill, critical thinking, and ethical behavior—enabling graduates to enter the workforce as productive and contributing members of the healthcare and service industries.

ACCREDITATION

Institutional Accreditation

Jones College is accredited by the *Southern Association of Colleges and Schools Commission on Colleges* (SACSCOC) to award Associate in Arts, Associate in Applied Science, and Career Certificate degrees.

Contact Information:
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4500

Programmatic Accreditation

Each Health Sciences program maintains separate accreditation or approval through its respective accrediting or licensing agency.

Program-specific agencies are listed in the *Program Addenda*.

NON-DISCRIMINATION AND ADA COMPLIANCE

Statement of Non-Discrimination and ADA Statement: Jones County Junior College does not discriminate on the basis of race, color, national origin, age,

sex, or disability in its programs, activities, or employment practices. Contact information for the persons that have been designated to handle inquiries and grievances regarding the non-discrimination policies:

(ADA/ Section 504) ADA Coordinator, Student Affairs, phone 601-477-2673; email ADACoordinator@jcjc.edu and (Title IX) Title IX Coordinator, email TitleIXCoordinator@jcjc.edu Hutcheson-Hubbard Administration Building. Jones College, 900 South Court Street, Ellisville, MS 39437.

Students who have a documented disability and require academic accommodations should contact the Jones College Disability Support Services Office to initiate the accommodation process. Reasonable accommodations are determined through an interactive process between the student and DSS in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. It is the student's responsibility to request accommodations in a timely manner and to communicate approved accommodations to instructors. Additional information and required documentation guidelines are available on the Jones College website or through the Disability Support Services Office.

Sexual Harassment; Title IX Coordinator

Jones College is committed to maintaining a learning environment free from sexual harassment, discrimination, and misconduct. Students who experience or observe conduct that may violate Title IX protections—including sexual harassment, sexual assault, domestic violence, stalking, or gender-based discrimination—should report concerns to the College's Title IX Coordinator. All Health Sciences students are expected to uphold professional standards and report incidents promptly. The full Title IX policy, reporting procedures, and contact information for the Title IX office are available on the Jones College website.

The most current non-discrimination statement is available on the Jones College website. <https://www.jcjc.edu/about/ada.php>

Right of Privacy - FERPA

The college and program conform to the Family Educational Rights and Privacy Act of 1974 to ensure the privacy of the students' records. Refer to

“Access to Student’s Records” in the college student handbook for a more detailed explanation of access to student’s records. The program firmly adheres to these policies regarding access to student records.

Student academic, clinical, disciplinary, attendance, drug-screen, background-check, and health-clearance documentation must be maintained and disclosed only under College policy and FERPA/HIPAA-applicable procedures.

FINANCIAL INFORMATION

Financial Aid Information: <https://www.jcjc.edu/financialaid/>

Tuition and Housing Price Sheet (2025-2026):
https://www.jcjc.edu/tuition/docs/Fee_Sheet_05_13_2025.pdf

ADMISSION AND ENROLLMENT REQUIREMENTS

Admission into Health Sciences programs at Jones College is competitive and selective.

Applicants must meet all general admission requirements of the College and any additional program-specific criteria outlined in each *Program Addendum*.

Clinical sites may impose additional health, vaccination, testing, or screening requirements. Requests for disability, medical, or religious accommodation will be reviewed under applicable College procedures; however, inability to satisfy clinical-site requirements may affect placement or progression.

General Requirements Include:

- Completion of a Jones College Application for Admission
- Submission of an official high school transcript, GED scores, and any prior college transcripts
- ACT or SAT scores (as required by specific programs)
- Completed program application

Students are responsible for submitting all required documentation by posted deadlines. Submissions to the Admissions Office do not automatically go to the School of Health Science- you will need to submit necessary documents to both entities.

Failure to complete admission requirements or to maintain eligibility may result in being declined or removed from the program.

Selection Procedure:

Applicants are evaluated using a standardized admissions rubric based on application materials, academic transcripts, ACT scores, and interviews (when applicable). Meeting eligibility requirements does not guarantee admission. Because enrollment is limited by program capacity, clinical placement availability, accreditation standards, and other program requirements, qualified applicants may not be admitted.

The following is the general rubric utilized by the School of Health Science. Each program decides which sections are most important or necessary for their application process, and may not use every section.

Applicable Courses

This section varies by program and awards points for program-required courses that are separate from admission prerequisites. Applicants receive one point per successfully completed courses that are required for graduation from the program.

For example, English Composition I is not an admission prerequisite for the Pharmacy Technology program, but it is required for graduation. Therefore, an applicant who has successfully completed English Composition I would receive one point.

Extracurricular Activities

Applicants may earn points for extracurricular activities, certifications, and experiences that demonstrate preparation for and commitment to the healthcare profession. Addition of these points to the final rubric scoring may vary by program.

Points may be awarded for the following:

- Volunteer work
- Healthcare certifications
- Shadowing experience in a relevant healthcare field
- Current CPR certification
- Completion of a healthcare-related career and technical (Vo-Tech) program in high school

Applicants may be required to provide documentation verifying certifications, volunteer activities, or shadowing experiences.

Professional Experience

Applicants may earn points for paid work experience in a field relevant to the program to which they are applying.

Interview Rubric (Cosmetology, Emergency Medical Technology, Medical Radiologic Technology, Pharmacy Technology)

Professional Presence & Demeanor
11 - 12 - 13 - 14 - 15
Demonstrates confidence through posture and attentiveness, shows respect to interviewers, appropriate tone of voice and personal boundaries
6 - 7 - 8 - 9 - 10
Demonstrates some lack of confidence through posture and lack of attentiveness, shows basic respect for interviewers, shows a lack of tone of voice and personal boundaries
5 - 4 - 3 - 2 - 1
Very little confidence, little attentiveness, little respect to interviewers
Communication & Patient/ Client Interaction Potential
11 - 12 - 13 - 14 - 15

Clear and organized responses, social awareness, warm tone
6 - 7 - 8 - 9 - 10
Clear communication, basic awareness, awkward
5 - 4 - 3 - 2 - 1
Limited clarity, minimal awareness, low understanding of social cues
Motivation & Understanding of the Profession
11 - 12 - 13 - 14 - 15
Clearly explains why they have chosen this profession, has clear understanding of the profession, has obviously researched
6 - 7 - 8 - 9 - 10
Interested with basic understanding of the research, general healthcare interest
5 - 4 - 3 - 2 - 1
Vague reasoning, little evidence of understanding of the profession, unable to explain choice
Work Ethic & Program Readiness
11 - 12 - 13 - 14 - 15
Demonstrates realistic understanding of the time commitment, gives concrete examples of perseverance/discipline/ managing heavy workloads
6 - 7 - 8 - 9 - 10
States willingness but lacks supporting examples or details of planning
5 - 4 - 3 - 2 - 1
Appears unaware of program intensity, shows poor preparedness or planning

PROFESSIONAL CONDUCT AND EXPECTATIONS

Professional Behavior

Health Sciences students represent Jones College both on and off campus. Professional conduct, integrity, and ethical behavior are required in all settings.

Students must:

- Treat faculty, peers, patients, and the public with respect and courtesy
- Demonstrate accountability and honesty in academic and clinical activities
- Maintain patient confidentiality in accordance with HIPAA regulations
 - Students may not photograph, record, transmit, upload, or enter patient, client, clinical-site, or protected information into personal devices, social media, messaging platforms, or AI tools unless expressly authorized by the instructor and clinical site and permitted by law.
- Follow all site policies and instructions from instructors and preceptors
- Refrain from disruptive or unprofessional behavior
- Refrain from congregating in hallways or outside faculty offices during testing or conferences
- Refrain from entering any Instructor offices when the instructor is not present.

Violations of conduct standards may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.

Technology, AI Usage, and Communication Access

Students must maintain reliable access to a computer, internet connection, and a valid Jones College email account. Certain coursework and assessments occur through online or hybrid platforms. Students are responsible for checking college email and course announcements regularly.

Jones College supports responsible use of educational technology and AI tools. Use of AI-generated content is permitted only with explicit instructor approval. Submitting AI-generated work without permission constitutes academic dishonesty and will be handled according to the Jones College

Student Code of Conduct. Use of approved disability-related assistive technology is not prohibited by this section. Instructors may clarify permitted tools in the course syllabus.

Electronic devices may be used only for academic purposes and with instructor consent. During exams, students must use an approved laptop with a secure browser and privacy screen (if applicable). Smart technology, earbuds, and phones are prohibited; violations result in dismissal from testing and a score of zero.

Professionalism Evaluation

Professionalism is an assessed component of student performance. Evaluation factors include attendance, punctuality, preparedness, respectfulness, teamwork, safety adherence, and overall demeanor. Consistent professionalism is required for program progression and eligibility for clinical or licensure participation.

Committee Participation

Students may be selected to serve on departmental committees such as Curriculum, Policy, or Activities. Committee representatives are expected to attend meetings, communicate professionally, and uphold confidentiality.

ATTENDANCE AND TARDINESS

Attendance and punctuality are essential for academic and clinical success. Students are expected to attend all scheduled classes, labs, and clinical experiences.

General Guidelines:

- Students must notify instructors before any absence.
- Excessive absences may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.
- Leaving early without approval counts as an absence.

- Unexcused absences or tardiness affect grades and professionalism evaluations.
- Missed clinical hours must be made up at faculty discretion.

Documentation and Verification

All class, lab, and clinical hours must be accurately recorded and verified by the instructor or preceptor.

Falsification of attendance records or signatures is academic dishonesty and grounds for may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.

Virtual Attendance

Attendance rules apply equally to virtual, hybrid, and in-person sessions. Students must log in and be ready at the scheduled time; no grace period applies.

Student Employment

Student employment while enrolled in the program is left to the discretion of the student. If the student elects to seek employment, employment must not interfere or conflict with scheduled didactic or clinical assignments. In addition, if the student is employed by a clinical affiliate, the student may not work as an employee or receive compensation while on scheduled clinical assignment.

GRADING AND EVALUATION

Each program establishes minimum grade requirements for course progression and completion.

Unless otherwise stated in a program addendum, a grade of C or higher is required in all major courses.

Standard Grading Scale may differ by program. If not specified, the program uses the classic 10-point grading scale.

A = 90–100 B = 80–89 C = 70–79 D = 60–69 F = Below 60

Assignments and Examinations

- All assignments are due on the posted date and time.
- Late submissions may incur point deductions as determined by faculty.
- Missed exams must be made up promptly with proper documentation.
- Alternate formats may be used for make-up exams at faculty discretion.

Academic Integrity

Cheating, plagiarism, or falsification of records constitutes academic dishonesty.

Violations are reported through the Dean of Health Sciences and may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.

STUDENT RESOURCES AND SUPPORT

Jones College provides multiple support services to promote student success:

- **Student Success Center** – academic tutoring, test prep, and study skills
- **Career and Transfer Services** – resume assistance and job placement guidance
- **Counseling Services** – personal and academic counseling, referrals
- **Library and Media Services** – access to research materials and technology
- **ADA Services** – accommodations and accessibility support
- **Campus Police and Public Safety** – provides safety, security, and emergency response services for all students, employees, and visitors
- **School Nurse** - The college does have a clinic on campus. The clinic is operated by South Central Regional Medical Center and staffed by a nurse practitioner. Patients at the clinic are billed for services. No free

health services are offered at the college clinic or clinical education centers as part of program participation or enrollment.

Health Liability

Students are not employees of the College or clinical affiliates and are generally responsible for their own healthcare expenses, including expenses related to illness, injury, exposure, or follow-up care, except as otherwise required by law or applicable agreement. This statement does not waive any rights or remedies available under law.

Students are encouraged to seek assistance early if challenges arise.

Transmission of communicable diseases

Education:

Students and faculty are offered education regarding transmission of communicable diseases to include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the risk of occupational exposure in the clinical setting, Universal Precautions, work practice controls, engineering controls, and the exposure control plan of each clinical affiliate.

Precautions:

Students and faculty will be required to undergo the full series of the Hepatitis B vaccine or sign a declination statement refusing the vaccine. The vaccination must be received or the declination statement signed prior to any potential exposure to blood borne pathogens at either of the clinical affiliate sites. Students and faculty will also be required to have the tuberculin skin test annually.

Post-exposure:

In the event a student, faculty, or patient is exposed to a communicable disease, the students or faculty involved must report the exposure immediately. The exposure should be reported to the appropriate clinical personnel, according to clinical affiliate policy. Responsibility for any follow-up or further testing of students or faculty will be the responsibility of that individual.

GRIEVANCE AND APPEAL PROCEDURES

Students have the right to fair and equitable treatment and due process in resolving concerns.

Academic and Disciplinary Appeals

Students should first attempt resolution at the instructor then program director level before filing a formal appeal.

For a formal appeal, follow the procedures outlined in the *Jones College Student Policies & Procedures*. Nothing in this process prevents a student from reporting discrimination, harassment, Title IX, ADA/Section 504, retaliation, safety, or criminal concerns directly to the appropriate College official. The official policy is online:

<https://www.jcjc.edu/policies/index.php#studentcomplaints>

COLLEGE POLICIES AND REVISION DISCLAIMER

All Health Sciences students are bound by the policies on the official *Jones College Student Policies & Procedures* website:

<https://www.jcjc.edu/studentpolicies/>

This online version is the most current and authoritative reference.

Students are responsible for reviewing updates periodically.

Policy Revision Disclaimer

The Health Sciences Division reserves the right to revise policies, procedures, and program requirements as needed to comply with accrediting and regulatory standards.

Students will be notified of changes through official college communication channels.

STATE POLICIES CONCERNING HEALTHCARE

According to Rule 41.6.18 entitled *Criminal History Record Checks* found in the [Title 15: Mississippi State Department of Health](#) writings:

If such criminal history record check discloses a felony conviction; a guilty plea; and/or a plea of nolo contendere to a felony for one (1) or more of the following crimes which has not been reversed on appeal, or for which a pardon has not been granted, the applicant/employee shall not be eligible to be employed at the licensed facility:

- possession or sale of drugs
- Murder
- manslaughter
- armed robbery
- rape
- sexual battery
- sex offense listed in Section 45-33-23(g), Mississippi Code of 1972
- child abuse
- arson
- grand larceny
- burglary
- gratification of lust
- aggravated assault
- felonious abuse and/or battery of vulnerable adult

Licensure and State Authorization

Licensure and certification requirements are determined by individual states and may vary by profession. In many cases, a license or credential issued by one state does not automatically authorize practice or employment in another state. Students should be aware that completing a program and obtaining licensure or certification in Mississippi may not permit employment in another state without additional approval, testing, or licensure. It is the student's responsibility to verify licensure, certification, and employment requirements for the state in which they intend to work.

JONES COLLEGE SCHOOL OF HEALTH SCIENCES FACULTY AND STAFF

(Jones College Health Sciences Handbook — 2025–2026)

DEAN

Benji Sessums Ph.D., NR-P

PROGRAM DIRECTORS

Cosmetology

Delois Stovall

Culinary

Lee Martineau

Emergency Medical Technology

Eric Williams Ed.D., NR-P

Healthcare Assistance / Phlebotomy

Chantra Parker

Medical Radiologic Technology

Mandy Pearson, M.H.S., R.T.(R)

Practical Nursing

Amy Myers, MSN, RN

Associate Degree Nursing

Mike Cummings

Pharmacy Technology

Tracey Parker, RPh.

HOSPITAL SIMULATION CENTER GUIDELINES

Purpose

The Robert C. Robbins Hospital Simulation Center is an essential instructional resource designed to support student learning across all Health Sciences programs. The equipment, supplies, and technology within the center represent a significant institutional investment and must be used responsibly. Access to the Simulation Center is limited to Health Sciences students who have been granted permission by faculty or authorized staff. The space and its resources are to be used exclusively for educational purposes that support program learning outcomes and clinical skill development.

Conduct

Students are expected to conduct themselves in a professional manner at all times while in the Simulation Center. This includes treating all manikins, task trainers, equipment, and furnishings with care. Food, drinks, gum, and personal items are not permitted in any simulation, skills, or lab area. Horseplay, misuse of equipment, unauthorized recording, or any behavior that compromises safety is strictly prohibited. Students must follow all posted safety instructions, remain only in approved areas, and use equipment only as demonstrated by faculty.

Supplies and consumable items may not be removed from the Simulation Center without authorization. Students must immediately report any damaged equipment, malfunctioning technology, spills, or safety hazards to faculty or staff. Failure to comply with Simulation Center guidelines—including inappropriate conduct, unauthorized use of the lab, or damage to equipment—may result in disciplinary action, removal from the lab, financial responsibility for damages, and/or dismissal from the program after review under College procedures.

The Simulation Center is a professional learning environment; students are expected to demonstrate the same standards of behavior, respect, confidentiality, and accountability required in an actual clinical setting.

STEM CENTER GUIDELINES

Purpose

The Jones College STEM Center is an instructional resource designed to support student learning across all programs. The equipment, supplies, and technology within the center represent a significant institutional investment and must be used responsibly. Access to the STEM Center is limited to faculty and students who have been granted permission by authorized staff. The space and its resources are to be used exclusively for educational purposes that support program learning outcomes and clinical skill development.

Conduct

Students and faculty are expected to conduct themselves in a professional manner at all times while in the STEM Center. This includes treating all available equipment with care. Food, drinks, and gum are not permitted in the immersion room or near the Anatomage tables. Heavy items- including phones and computers- are not permitted on or above the Anatomage tables, as dropping said items poses a significant risk to the screen of the tables. Horseplay, misuse of equipment, unauthorized recording, or any behavior that compromises safety is strictly prohibited. Students must follow all posted safety instructions, remain only in approved areas, and use equipment only as demonstrated by faculty.

Supplies and consumable items may not be removed from the STEM Center without authorization. Students must immediately report any damaged equipment, malfunctioning technology, spills, or safety hazards to faculty or staff. Failure to comply with STEM Center guidelines—including inappropriate conduct, unauthorized use of the lab, or damage to equipment—may result in disciplinary action, removal from the lab, financial responsibility for damages, and/or dismissal from the program after review under College procedures.

The STEM Center is a professional learning environment; students are expected to demonstrate the same standards of behavior, respect, confidentiality, and accountability required in an actual clinical setting.

COSMETOLOGY PROGRAM ADDENDUM

(Jones College Health Sciences Handbook)

Program Director: Delois Stovall
Office: Home and Health, Room 102
Email: delois.stovall@jcjc.edu

1. Program Purpose

The purpose of the Cosmetology Program is to: train individuals to become proficient in the arts and sciences of cosmetology to the end that they can become licensed practitioners in their chosen profession; extend and broaden social and economic horizons; and serve the needs of students, the school, and the community.

The curricula are designed to: establish a program of instruction and educational practice experiences which will prepare qualified students to apply their skills in relation to client need; prepare students to become licensed in their profession; and equip students to become active citizens of the community.

2. Program Goals and Learning Outcomes

The goal of this program is to:

1. Provide a scientific foundation for cosmetology whereby each student can develop:
 - a. an appreciation and understanding of cosmetology as an art and science as well as a business.
 - b. a basic knowledge of scientific principles in related sciences selected for their value and correlation to cosmetology.
 - c. the knowledge, understanding, and skill needed to function as a member of a team.
2. Improve self-understanding and personal relationships with others whereby the student can develop:
 - a. abilities for effective communication
 - b. abilities for problem solving.
 - c. professional concepts to function effectively in cosmetology organizations and in community activities.
3. Teach students to function as assistants in cosmetology so they will have the ability to:
 - a. provide a service in relation to individual needs for healthful living.
 - b. meet physical, emotional, and social needs of individuals of all age groups within the functions of cosmetology.

In this program, the student is expected to:

- Gain a basic knowledge of all phases of the cosmetology program.
- Understand the role of the cosmetologist in various situations, to recognize these situations, and to behave in accordance with the role.
- Understand and appreciate the need for qualified instruction.
- Adapt cosmetology to meet the needs of clients in all age groups and provide assistance in all areas of cosmetology.
- Attend class regularly and promptly to receive maximum benefits of the program.
- Strive for satisfactory grades in all areas of the cosmetology program.
- Prepare for State Board examination, successfully pass it, and become a licensed cosmetologist.
- Teamwork maintaining a cordial relationship.

At the end of this program, the student will be able to:

- Operate in compliance with state and local regulatory guidelines in the Cosmetology profession.
- Choose the correct supplies/techniques needed for various clients for services requested in licensed salons.
- Function as a young professional as an entry level Cosmetologist.
- Apply appropriate concepts of personal health and well-being.
- Practice the concept of self-management.
- Practice communication skills with co-workers and salon management
- Create a safe environment for clients in a salon.
- Demonstrate universal precautions as a salon professional
- Practice sterilization, disinfection, and sanitation techniques
- Demonstrate an understanding of anatomy and physiology as a cosmetologist.
- Demonstrate an understanding of the different types of tissues in the human body.
- Demonstrate an understanding of the 10 main body systems as it relates to a client.
- Apply chemistry principles to cosmetology services.
- Show understanding of oxidation and reduction (redox) reactions
- Demonstrate safety precautions.
- Demonstrate an understanding of various property of the hair and scalp
- Communicate with the client about the desired hairstyle.

- Demonstrate an understanding of hair care products used in the salon
- Identify the factors used in hair analysis.
- Demonstrate design considerations for men.
- Select the proper shampoo and conditioners for client hair types.
- Describe the various options for hair loss treatment.
- Create hairstyles for different facial shapes.
- Apply understanding general hair and scalp treatments
- Demonstrate a basic manicure and pedicure.
- Apply safety measures to prevent the spread of contagious diseases.
- Demonstrate an understanding for artificial nail services.
- Apply sanitary and safety precautions when performing a manicure/pedicure.
- Describe the various disorders and irregularities of nails.
- Demonstrate massage techniques on a client.
- Demonstrate basic procedures in nail tips, wraps, acrylic nails, gel.
- Apply safety precautions when applying artificial nails.
- Recognize diseases of the nails that should not be treated in a salon.
- Demonstrate an understanding of the structure and composition of the skin.
- Utilize techniques in basic facial care.
- Apply different types of cosmetics.
- Demonstrate safety measures to be followed during makeup applications.
- Demonstrate hair removal services.
- Identify the different types of electrical current used in facial treatments.
- Apply advanced skin care services.
- Demonstrate the procedure for an advanced facial.
- Demonstrate the ability to follow safety precautions.
- Demonstrate procedures for operating a successful salon.
- Demonstrate the steps involved in preparing for employment.
- Demonstrate the qualities that help new employees succeed in the cosmetology program.
- Demonstrate procedures to operate a successful salon.
- Demonstrate an understanding of the different types of salons.
- Demonstrate the ability to interact effectively with co-workers and retain clients.

3. Accreditation and Credentials

The Jones College Cosmetology Program is licensed by the Mississippi State Board of Cosmetology.

Graduates are eligible to apply for the Mississippi State Board of Cosmetology Examination to obtain licensure as a Licensed Cosmetologist.

4. Admission Requirements

Applicants must:

- Meet all Jones College general admission requirements.
- Submit the Cosmetology Program Application.
- Attend an interview.

Admission is competitive and based on interview scores, GPA, ACT and available space.

5. Program Overview

Program Length: Three semesters (1,500 clock hours)

Credential Awarded: Technical Certificate of Cosmetology

Course Examples:

- Orientation
- Cosmetology Sciences I, II, and III
- Hair Care I, II, and III
- Nail Care I, II, and III
- Skin Care I, II, and III
- Salon Business I and II

Instruction combines classroom learning with supervised laboratory and clinic floor practice on live models and clients.

6. Grading and Evaluation

Students must maintain a minimum of a “C” in each course and satisfactorily complete required clock hours.

Evaluation Components:

- Written tests and skills demonstrations
- Clinic performance and attendance
- Professionalism and customer service skills
- Completion of state hour requirements

Failure to meet academic or attendance standards may result in probation or may result in disciplinary action, up to and including dismissal, after review under applicable College procedures..

7. Attendance and Conduct

Attendance is mandatory to meet the 1,500-hour licensure requirement. No more than 28 hours of absences may occur throughout the program.

- Students must clock in/out daily and attend all scheduled classes and labs. If a student is late, 15 minutes goes towards the cumulative 28 hours of absences.
 - Three tardies equal one absence.
 - Missed hours with documented proof must be made up in the same month as the missed hours and, once completed, will be subtracted from the 28 hours.
 - Professional conduct and client etiquette are required at all times.
-

8. Dress Code and Safety

Uniform: Black scrubs; tops must be tunic or $\frac{3}{4}$ length style. A solid white or black top is permitted underneath. For outerwear, a black lab coat or jacket is permitted. A nametag should be visible at all times.

Footwear: Closed-toe, non-porous, non-slip shoes.

Hair and Makeup: Neat appearance consistent with industry standards.

Jewelry: Minimal; no dangling items or excessive piercings.

Sanitation: Students must sanitize tools and work areas before and after each client.

Safety: Adhere to all MS State Board sanitation regulations and college safety policies.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for disability, religion, pregnancy, or other protected status should contact the appropriate College office.

9. Clinic and Practicum Requirements

Students will complete supervised practice in the Jones College Cosmetology Salon to meet state hour requirements.

1. Students must attend class regularly and promptly.
2. Students must wear required uniforms and shoes during school hours to receive credit for daily work and time.
3. Department telephones are not for personal calls - business or emergency only! Calls are limited to one minute! Cell phones, or any other type of communication need to be placed on silent upon arrival in class.
4. No students, except cosmetology students or students who have made appointments or who are making appointments, will be allowed in the classroom or lab for any reason.
5. Students must be neat and clean in dress and appearance. Also, NO HATS, SCARVES, or SUNGLASSES are to be worn in the class or clinicals.
6. Students must fill out daily time sheets accurately to receive credit for daily hours (Required by state board).

7. Students must sign/clock in and out when arriving in the morning, taking breaks, leaving for lunch, leaving campus and departing in the afternoon (state requirement).
8. Do not use profane or vulgar language or make obscene remarks in the clinic or classroom.
9. Report broken equipment to the instructor immediately.
10. Keep stations clean and orderly.
 - a. Dispose of hair properly after each haircut.
 - b. Wipe up any spills from the floor immediately.
 - c. Remove pins, clippies, rollers, and paper from the floor regularly.
 - d. Sterilize objects dropped on the floor before using.
11. Leave shampoo stations clean and orderly.
 - a. Remove hair from all drain traps.
 - b. Dispose of used materials before leaving the shampoo area.
 - c. Place soiled towels in bins.
12. Students are responsible for keeping stations clean and maintaining their own materials and tools. Students are also accountable for keeping track of their own materials and tools
13. Breaks will be as follows:
 - a. Mornings -20 minutes
 - b. Lunch -30 minutes
 - c. Afternoon - 20 minutes
14. Do not use another student's station or borrow materials unless instructed to do so.
15. All supplies belonging to students must have proper identification on them.
16. Combs, brushes, and other objects left on the shampoo stations, dispensary, or other areas will be collected by the instructor.
17. Bring notebooks, textbooks , pencil, and/or a pen to class at all times. Students will be expected to have these items in the department on clinic floor days, also.
18. Students must not eat or drink in the classroom or clinical area.
19. Students must not place pictures or other items on mirrors at styling stations.
20. All handout sheets lost or misplaced will be replaced by the student.
21. If a student knows in advance that he or she will be absent, he or she is asked to please notify the instructor via text or email so arrangements can be made concerning clients.

22. Cosmetology kits will be the responsibility of the student, and the student must replace any item that is lost, stolen, or broken. Periodic checks of kits by the instructor will be done to ensure students' kits are in order.
 23. Student services are not part of the curriculum and are not mandatory, it is a privilege and must be earned. Any special products used for students must be paid for by the students.
-

10. Certification and Licensure

Upon completion of 1,500 hours and successful coursework, graduates are eligible for the Mississippi State Board of Cosmetology Licensure Examination. Passing this exam grants the credential of Licensed Cosmetologist.

11. Student Acknowledgment

All Cosmetology students must sign a [statement](#) acknowledging review and understanding of:

- The Jones College Health Sciences Handbook
- The Cosmetology Program Addendum
- The Jones College Catalog and Student Policies & Procedures

CULINARY ARTS PROGRAM ADDENDUM

(Jones College Health Sciences Handbook)

Program Director: Lee Martineau
Office: Life Science Building, Room 123
Email: lee.martineau@jcjc.edu

1. Program Purpose

The Jones College Culinary Arts Program prepares students for successful careers in the food service and hospitality industries.

The program combines academic instruction with hands-on training in professional kitchens, providing students with the technical skills, creativity, and business knowledge necessary for employment in a variety of culinary settings.

2. Program Goals and Learning Outcomes

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

1. Demonstrate proficiency in culinary fundamentals and advanced food preparation techniques.
 2. Apply principles of nutrition, sanitation, and safety in all food service operations.
 3. Exhibit professional conduct, teamwork, and time management in kitchen environments.
 4. Manage food production, cost control, and menu planning.
 5. Demonstrate leadership and problem-solving skills relevant to the culinary and hospitality industries.
-

3. Accreditation and Credentials

The Jones College Culinary Arts Program is approved by the Mississippi Community College Board (MCCB).

Graduates may earn:

- **Career Certificate** (2 semesters)
 - **Technical Certificate** (3 semesters)
 - **Associate in Applied Science in Culinary Arts** (4 semesters)
-

4. Admission Requirements

Applicants must:

- Have a composite ACT score of 16 or at least as Associate's Degree.
- Complete a Culinary Arts Program Application.
- Attend an orientation session.

Admission is competitive and based on provided character references, GPA, ACT and available space.

5. Technical Standards

These standards are evaluated with or without reasonable accommodation. Students who believe they may need accommodation should contact Disability Support Services before clinical, lab, or practicum participation.

1. Critical thinking ability sufficient for culinary arts situations
 - a. Identify cause-effect relationships in food service operations.
 - b. Develop plans of actions for those situations.
 - c. Has the ability to think about particular situations and make judgments.
2. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
 - a. Establish rapport (relationship) with customers, employees and colleagues.
 - b. Practice therapeutic (non-harmful) and open communication.
 - c. Recognize crises (times or events that disrupt normal lives) and institute appropriate interventions (actions to bring the situation back to normal).
 - d. Participate in the referral process to health and social agencies.
 - e. Evaluate your own communication techniques.
 - f. Work effectively in small groups as team members and as team leaders.
 - g. Has the ability to carry on meaningful conversation with customers/employees and colleagues.

3. Communication abilities sufficient for interaction with others in verbal and written form
 - a. Explain policies and procedures.
 - b. Initiate (start) employee training.
 - c. Document (writing or typing) and interpret guest/employee actions and responses.
 - d. Speak English in such a manner to be understood by the general public.
 - e. Communicate verbally, and in proper written format.
 - f. Hear communications other than face-to-face (Ticket calls, phone systems, cries for help, answer telephones).
 - g. Give reports to staff and receive reports from staff.
 - h. Recognize and interpret other forms of communication such as customer choking, having a heart attack, etc.
 - i. Read, interpret, and respond to computerized data.
 - j. Function in a noisy, chaotic, fast-paced environment.
 - k. Has the ability to communicate with others verbally and fill out necessary paperwork/forms.
4. Physical abilities are sufficient to move from room to room and maneuver in small spaces
 - a. Moves around in kitchen, dining room, food service operations and other work areas.
 - b. Administer CPR.
 - c. Perform physical activities necessary to do basic skills such as bending over, kneeling, lifting, and standing on feet for long periods of time
 - d. Lift at least 50 lbs. of weight.
 - e. Respond quickly in an emergency.
 - f. Has the ability and strength to push and pull equipment.
 - g. Has the coordination to maneuver around and carry plates, glasses, and cookware.
 - h. Walk the property to make necessary assessments.
 - i. Operate Fire Extinguisher.
5. Gross and fine motor abilities sufficient to provide safe and effective management

- a. Calibrate and use equipment.
 - b. Develop technological/computer skills (i.e., keyboarding, inputting data, retrieving data, checking email, navigate through Canvas).
 - c. Has the ability to use both hands to hold and carry cookware and be able to use equipment.
6. Auditory ability sufficient to monitor and assess customer/employee needs
- a. Be able to hear without communicating face-to-face such as hearing ticket calls in the kitchen, alarms, emergency signals, cries for help, answering telephones.
 - b. Can hear if equipment is turned on and running.
 - c. Able to hear and interpret communication in stressful situations such as when more than one person is talking at a time and in a loud voice.
 - d. Can hear food chopper, meat slicer, dishwasher, etc. when on and operating.
 - e. Able to hear a customer/employee when trying to communicate.
7. Visual ability sufficient for observation and assessment necessary in culinary arts
- a. Observe customers/employees.
 - b. Read numbers on dials, thermometers, gauges, measuring cups.
 - c. Provide eye contact when communicating.
 - d. Distinguish changes in color, size, and continuity of food & beverage products.
 - e. Visualize written words or data on a computer screen.
 - f. Observe safety features in the environment such as water on the floor, obstacles in the path of staff members and customers.
 - g. Observe non-verbal responses from customers/employees.
 - h. Can see if equipment is turned on or off.
 - i. Has the ability to see at what degree food is cooking in observance of degree of doneness.
8. Tactile/sensory ability sufficient for physical assessment
- a. Perform functions such as feeling food for changes in softness, hardness, temperature, dryness, texture, etc.
 - b. Perform skills requiring the use of hands.

- c. Handle all equipment, tools, and knives.
 - d. Perform functions to determine quality in food service operation areas.
 - e. Has the ability to feel hot and cold, smooth and rough, wet or slimy.
9. Accountability and responsibility
- a. Able to distinguish right from wrong, legal from illegal, and act accordingly.
 - b. Accept responsibility for your own actions.
 - c. Consider the needs of customers in deference to one's own needs.
 - d. Able to comprehend ethical standards and agree to abide by them.
-

6. Program Overview

Program Length: Two to four semesters

Credentials Awarded: Career Certificate, Technical Certificate, or AAS Degree

Course Examples:

- Culinary Principles and Techniques I–II
- Food Preparation and Garde Manger
- Baking and Pastry Fundamentals
- Restaurant Management and Operations
- Nutrition for Culinary
- Menu Planning and Facilities Design
- Purchasing and Cost Control
- Sanitation and Safety (ServSafe Certification)
- American Regional Cuisine
- International Cuisines
- Restaurant and Catering Operations
- Hospitality Supervision

Students gain experience in commercial kitchens using industry-standard tools and equipment. Some courses must be completed with a passing grade in order to progress to the next semester.

7. Grading and Evaluation

Students must maintain a minimum of a “C” in all Culinary Arts courses and meet all attendance and sanitation standards. A student may not continue to the next level of courses if their performance is not satisfactory. For example, if a student has below a “C” in Culinary Principles I, they will not be permitted to enroll in Culinary Principles II.

Evaluation is based on:

- Written exams and practical assessments
 - Lab performance and project completion
 - Attendance and professionalism
 - Sanitation and safety compliance
-

8. Attendance and Conduct

Attendance is critical in a hands-on program.

- Students must arrive on time, in uniform, and ready to work.
- Absences affect both grades and skill mastery.
- Repeated tardiness or unprofessional conduct may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.

Professionalism, teamwork, and respect are required in all labs, classrooms, and dining environments.

9. Dress Code and Safety

Uniform: White chef coat with Jones College logo is required for all events, black industry standard chef's coat is required for all labs, black chef's pants, black skull cap or black baseball cap, black apron, and closed-toe, non-slip black kitchen industry standard shoes. Black socks, appropriate underwear, plain black or white t-shirt or Jones Culinary t-shirt should be worn under uniform. Uniforms will be clean and wrinkle free. Shoes will be clean and polished.

Accessories: No jewelry other than a plain band style ring; hair restrained; no nail polish or artificial nails or fragrances; minimal makeup; no artificial eyelashes

Sanitation: Hands must be washed frequently and gloves worn as required. Proper personal hygiene, including daily bathing, must be maintained.

Students must comply with all safety standards and ServSafe guidelines. Violations may result in dismissal from the lab.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for disability, religion, pregnancy, or other protected status should contact the appropriate College office.

10. Lab and Internship Requirements

Students complete hands-on training in the Jones College Culinary Arts kitchen and approved external sites.

Requirements Include:

- Demonstration of safe food handling practices.
- Maintain proper personal hygiene, including proper uniform standards
- Demonstration of proper equipment usage.
- Demonstration of proper plating, saucing, and garnishing.
- Compliance with site policies and professional behavior standards.
- Completion of ServSafe certification prior to internship placement.
- Completion of Work Based Learning in the Culinary/Hospitality Industry (AAS degree specifically).

11. Certification and Career Opportunities

Students may earn ServSafe Manager Certification as part of the program.

Career opportunities include:

- Restaurant and catering operations
 - Institutional and hospital food service
 - Bakery and pastry production
 - Hospitality and event management
 - Entrepreneurship and small business ownership
-

12. Student Acknowledgment

All Culinary Arts students must sign a [statement](#) verifying review and understanding of:

- *The Jones College Health Sciences Handbook*
- *The Culinary Arts Program Addendum*
- *The Jones College Catalog and Student Policies & Procedures*

EMERGENCY MEDICAL TECHNOLOGY PROGRAM ADDENDUM

(Jones College Health Sciences Handbook)

Program Director: Eric Williams Ed.D., NR-P

Office: JB Young East, Room 105

Email: eric.williams@jcjc.edu

1. Program Mission and Philosophy

The Emergency Medical Technology program's mission is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

2. Program Goals and Learning Outcomes

1. Meet the training needs of students and the emergency care needs of communities within the JCJC District by providing competently trained practitioners of paramedicine.
 2. Prepare an entry-level competent practitioner at the paramedic level of Emergency Medical Technology by ensuring effective, didactic, and psychomotor competency.
 3. Enhance the student's personal and professional development.
 4. Provide adequate facilities for clinical training and field experience through affiliation with area hospitals, ambulance services, and other emergency care providers.
 5. Adhere to uniform pre-determined admission requirements thereby ensuring properly qualified applicants.
 6. Provide qualified instructors meeting pre-established criteria for education, experience, and expertise as set forth by the state, regional, and national accreditation agencies.
 7. Recruit and designate persons representing those involved in the pre-hospital emergency care to serve on an advisory committee for the program.
 8. Conduct ongoing program evaluations to assess the effectiveness of the program.
 9. Recruit, designate, and train persons representing those involved in pre-hospital emergency care to serve as clinical and field preceptors.
 10. Maintain the program's CoAEMSP accreditation status.
-

3. Accreditation and Credentials

The Jones College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

CoAEMSP Contact:

8301 Lakeview Parkway, Suite 111-312

Rowlett, TX 75088

(214) 703-8445

www.coaemsp.org

Graduates are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT) certification exam and to apply for Mississippi state licensure.

4. Admission Requirements

Applicants must:

- Meet all general college admission requirements.
- Have a minimum ACT composite score of 16
 - If applicant does not have the required ACT score, one or more of the following may be used in place of that requirement:
 - Recently completed a Law and Public Safety Course offered by the Mississippi Public School System with a letter of recommendation from the instructor
 - Have 12 or more completed college hours with a grade of “C” or higher
 - Be a current or former member of the United States Armed Forces/ Reserve with at least 3 hours of college credit with a grade of “C” or higher
 - Be currently active in a public safety field with at least 12 months of experience with a letter of recommendation from the direct supervisor documenting the experience
- Possess a valid Mississippi driver’s license.
- Sit for an interview at the discretion of the program director.

Once admitted to the program, the student must:

- Provide up-to-date immunizations (121 Form) and medical records required by Jones College or any clinical or field sites: (which may include MMR, Influenza, Varicella, Tuberculosis testing, T-DAP, COVID-19, and Hepatitis-B inoculations)
 - Clinical sites may impose additional health, vaccination, testing, or screening requirements. Requests for disability, medical, or religious accommodation will be reviewed under applicable College procedures; however, inability to satisfy clinical-site requirements may affect placement or progression.
- Receive a Physical Examination by a certified physician
- Obtain Health-Care Provider level CPR certification
- Participate in a background check
 - A criminal history, pending charge, or drug-screen result may affect clinical placement, program progression, licensure, certification, or employment eligibility. Decisions will be made in accordance with applicable law, clinical-affiliate requirements, licensing-board rules, and College procedures.
- Successfully complete a drug test
- Successfully complete Anatomy and Physiology I & II before entrance into Capstone Courses

Admission is competitive and based on academic experience, prior healthcare experience, GPA, ACT and available space.

Program Reentry

The department recognizes that students may need to withdraw from the program for personal or academic reasons and later request re-entry. Re-entry eligibility is determined by the time elapsed since withdrawal and applies only to completed courses—not portions of a course.

Students Returning Within Two Years:

Students who withdrew less than two calendar years prior may be considered for re-entry.

The program director, faculty, medical director, and, if needed, advisory committee will review the request.

Only courses previously completed with a grade of B or higher are eligible for credit.

The student must successfully pass placement examinations for all prior coursework.

Upon approval, the student will rejoin the program at the point of withdrawal and be reclassified with the current cohort.

Re-entry is granted at the discretion of the program director.

Students Absent More Than Two Years:

Students who have been out of the program for more than two years are not eligible for advanced placement.

They must re-apply, enroll, and complete all required courses with a new cohort.

This policy aligns with the two-year refresher cycle of the National Registry of Emergency Medical Technicians (NREMT) and ensures competency in current prehospital practices.

5. Program Overview

Program Length: EMT - 1 semester; AEMT- 1 semester (after EMT is completed) Paramedic – 3 semesters; AAS- 4 semesters

Credentials Awarded: Certificate (EMT/ AEMT) / Associate of Applied Science (Paramedic)

Course Examples:

- Emergency Medical Technician I and II
- Anatomy and Physiology I and II
- Foundations of Paramedicine (Class and Lab)

- Concepts of Airway and Respiratory Medicine (Class and Lab)
 - Practicum I, II, and III
 - Concepts of Neurological Medicine (Class and Lab)
 - Concepts of Reproductive Medicine (Class and Lab)
 - Medical Emergencies of the Secondary Assessment (Class and Lab)
 - Concepts of Traumatic Medicine (Class and Lab)
 - Concepts of EMS Operations
 - Capstone
-

6. Grading and Evaluation

Students must maintain a minimum grade of 80 percent in all EMT and Paramedic courses.

No credits may be awarded through challenge exams, achievement tests, or experiential learning.

Grading Scale:

A: 90-100 B: 80-89 Unacceptable: 79 and below

Each student is allowed one retest per course. If the student receives a grade of 80 or higher on the retest, the original test will be listed as an 80 as its final grade.

For projects and assignments that are turned in after the due date, student will receive 5 points off until 3 days have passed- then the student will be given a zero.

If a student misses a test or in-person assignment, they must take the initiative to schedule a make-up the day they return. They must make-up the assignment within 3 days of their return.

Evaluation includes:

- Written exams and skills competency check-offs
- Clinical performance evaluations
- Scenario-based and field assessments
- Attendance and professionalism scores

To successfully complete each course, a student must do two things:

1. Have an 80 or above as a cumulative grade in the course
2. Make an 80 or above on the final test for the course

Failure to meet standards results in disciplinary action, up to and including dismissal, after review under applicable College procedures.

7. Attendance and Conduct

Because of state licensure hour requirements, attendance is mandatory for all class, lab, and clinical sessions.

- Students must notify faculty before any absence.
 - Unexcused absences are subject to grade penalties and disciplinary review.
 - Professional conduct and adherence to ethical standards are required at all times.
 - 6 tardies is equivalent to 1 absence. Leaving class or clinical early will be counted as a tardy.
-

8. Dress Code and Safety

Uniform: Classroom/ Lab: Black pants (Traditional Black 874 Dickies Work Pants- 774 Women's or Tru-Spec 24/7 EMS Pants) and Program shirt with Jones College EMT/Paramedic logo. Black, buckless belt. Clinical: Blue scrubs, Program shirt underneath. Name-tag must be visible.

Shoes: Black boots or closed-toe black athletic shoes. Black socks should be worn with non-boots.

Equipment: Stethoscope, watch with second hand.

Grooming: *Facial Hair:* Well-groomed facial hair is permitted, but no long beards that might interfere with the secure positioning of a mask.

Fingernails: Short fingernails with neutral or clear nail polish is permitted.

Jewelry: Wedding bands may be worn, but no other visible jewelry on the body. Ear piercings are permitted, but only studs- no hoops- and with a maximum of two per ear. No open ear gauges are acceptable- a plug must be worn in order to cover or conceal the opening in the ear. Any facial piercings must either be removed or have a clear stud.

Hair: No unnatural hair color is permitted- only hair color that can grow naturally out of a human head. Hair cannot touch the collar of the shirt. No hair styling that is distracting or unnatural.

Clothing: No hats are permitted inside clinics or hospitals. Shirt must be tucked into pants with a belt at all times. Tucking pants into the top of boots will not be permitted.

Students must observe infection-control standards and universal precautions at all times. Protective gloves and eye protection are required when providing patient care.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for disability, religion, pregnancy, or other protected status should contact the appropriate College office.

9. Clinical and Field Experience

Students complete supervised clinical rotations in emergency departments, ICUs, and ambulance services. Students must complete a minimum of 500 hours.

Requirements include:

- Completion of minimum patient contact and procedure numbers as specified by CoAEMSP.
- Documentation of all skills in the approved tracking system.
- Attendance at all scheduled clinical and field hours.
- Immediate reporting of exposures or injuries to faculty and site preceptor.

No PCR given for shifts in Respiratory Therapy or Anesthesia; all others will need 1 PCR per shift.

If the student is absent for a shift, an absentee form must be completed, and the shift entered as absent in the FISDAP tracking system. All shift paperwork including entry into the FISDAP tracking system must be completed and turned in no later than the next scheduled clinical day at pre-conference. The paperwork for completed field shifts is due 24 hours after the shift has ended. If the required paperwork is not completed and entered into the FISDAP tracking system by the deadline the student will receive a zero (0) for the shift. To track the clinical hours and the skills completed during the shift the data must be entered into the FISDAP tracking system and marked as complete. If the student is completing a field rotation at a hospital-based ambulance service and the student is performing skills in the hospital, a separate FISDAP tracking form must be labeled hospital patients and the information tracked on this form. This information should then be entered into FISDAP as a clinical shift and follow the clinical shift data entry instruction. When entering the number of hours for this portion of the data entry for the shift enter (0) so it does not duplicate hours. After the FISDAP data entry for the shift has been completed print the FISDAP skills report pages and affix it in the notebook after the FISDAP tracking form for the specified shift. A field rotation entry will also be completed for this shift indicating the number of hours completed during the shift and the skills will be entered following the data entry instructions. When placing this in the notebook, the student will place the evaluation sheet, the FISDAP data entry form for the field skills, the FISDAP skill field information pages each followed by the corresponding PCR, after all, field data the student will then place the FISDAP data entry form for the skills completed in the hospital followed by the FISDAP clinical skills pages.

10. Certification and Licensure

Upon successful completion, students are eligible for the NREMT certification exam at their program level.

After certification, graduates may apply for Mississippi Bureau of EMS licensure.

11. Student Acknowledgment

All EMT and Paramedic students must sign [statement](#) verifying review and understanding of:

- The *Jones College Health Sciences Handbook*
- The *EMT/Paramedic Program Addendum*
- The *Jones College Catalog and Student Policies & Procedures*

HEALTH CARE ASSISTANT PROGRAM ADDENDUM

(Jones College Health Sciences Handbook)

Program Director: Chantra Parker

Office: JB Young East, Room 203

Email: chantra.parker@jcjc.edu

1. Program Purpose

The Jones College Health Care Assistant Program prepares individuals to assist members of the healthcare team in providing quality patient care under the direction of licensed healthcare professionals.

The program emphasizes employability skills, communication, safety, medical terminology, and hands-on patient care techniques designed for long-term care and home health settings.

2. Program Goals and Learning Outcomes

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

1. Demonstrate basic nursing and personal care skills in accordance with accepted standards.
 2. Communicate effectively and compassionately with patients, families, and healthcare personnel.
 3. Apply infection control principles and safety procedures.
 4. Exhibit professionalism, dependability, and respect for patient rights.
 5. Function effectively as a member of the healthcare team.
-

3. Accreditation and Credentials

This program is accredited through the Mississippi State Department of Health for CNA licensing.

Licensure Division: Call 601-364-2718 for inquiries about CNA licensing.

Graduates receive a Career Pathway Certificate of Health Care Assistant and may qualify for employment as Nurse Assistants, Long-Term Care Aides, or Home Health Aides.

4. Admission Requirements

Applicants must:

- Meet all Jones College general admission requirements.
- Submit a completed Health Care Assistant Program Application.

Once admitted to the program, the student must:

- Complete an FBI background check during the semester.
 - A criminal history, pending charge, or drug-screen result may affect clinical placement, program progression, licensure, certification, or employment eligibility. Decisions will be made in accordance with applicable law, clinical-affiliate requirements, licensing-board rules, and College procedures.
- Complete a successful drug test
- Obtain Health-Care Provider level CPR certification
- Receive a Physical Examination by a certified physician
- Provide up-to-date immunizations (121 Form) and medical records required by Jones College or any clinical or field sites: (which may include MMR, Influenza, Varicella, Tuberculosis testing, T-DAP, COVID-19, and Hepatitis-B inoculations)
 - Clinical sites may impose additional health, vaccination, testing, or screening requirements. Requests for disability, medical, or religious accommodation will be reviewed under applicable College procedures; however, inability to satisfy clinical-site requirements may affect placement or progression.

Admission is competitive and based on academic experience, prior healthcare experience, GPA, ACT and available space.

5. Program Overview

Program Length: One semester

Credential Awarded: Career Pathway Certificate

Course Examples:

- Basic Health Care Assisting
 - Special Care Procedures
 - Body Structure and Function
 - Home Health Aide and Homemaker Services
 - Phlebotomy
 - This class may be taken as part of the Healthcare Assistant program or as a standalone course. It is an eight-week long course that is offered twice a semester. At the end of the course, the student will be eligible to receive a national certification. Admission requirements are the same as those for Healthcare Assistant and an application is required if it is taken as a standalone course.
-

6. Grading and Evaluation

Students must achieve a minimum grade of a “C” in all coursework and demonstrate clinical competency in basic nursing skills.

Evaluation includes:

- Written and skills-based testing
- Attendance and professionalism
- Clinical performance evaluations

Failure to maintain satisfactory progress may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.

7. Attendance and Conduct

Attendance is mandatory for both classroom and clinical experiences.

- Students must notify instructors prior to any absence.
- Missed clinical time must be made up as scheduled.
- Professional behavior and teamwork are expected at all times.
- Breaches of confidentiality or unprofessional conduct may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.

8. Dress Code and Safety

Uniform: Navy blue scrubs, any store or brand with white lab coats- not long length. A solid white shirt may be worn under scrub top if needed, but must be solid white with no slogans or logos.

Shoes: Solid, close toed white non-skid shoes.

Accessories: Name badge must always be visible and free of any buttons, pins, stickers, etc. A watch with a second hand is permitted.

Appearance: Neat and clean; hair secured and without artificial hair color; No hats, bandanas, scarves, etc; no artificial nails or body jewelry, only small studded earrings and a ring band that isn't raised permitted. Program patch must be placed over the left collarbone of the uniform top and lab coat.

Students must follow all infection-control procedures and safety rules.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for disability, religion, pregnancy, or other protected status should contact the appropriate College office.

9. Clinical Requirements

Students complete clinical rotations in approved long-term care and healthcare facilities.

Clinical participation requires:

- Successful completion of skills check-offs.
- Adherence to confidentiality and HIPAA standards.
 - Students may not photograph, record, transmit, upload, or enter patient, client, clinical-site, or protected information into personal devices, social media, messaging platforms, or AI tools unless expressly authorized by the instructor and clinical site and permitted by law.
- Compliance with safety and infection-control guidelines.

10. Career Opportunities

Graduates may seek employment in:

- Hospitals
 - Long-term care facilities
 - Home health agencies
 - Rehabilitation centers
 - Assisted living facilities
-

11. Student Acknowledgment

All Health Care Assistant students must sign a [statement](#) verifying review and understanding of:

- *The Jones College Health Sciences Handbook*
- *The Health Care Assistant Program Addendum*
- *The Jones College Catalog and Student Policies & Procedures*

RADIOGRAPHY PROGRAM ADDENDUM

(Jones College Health Sciences Handbook)

Program Director: Mandy Pearson

Email: mandy.pearson@jcjc.edu

Location: Allied Health Center, RM 143

1. Program Mission and Philosophy

The mission of the Radiography Program is to provide a competency-based educational program which provides methods of instruction based on student acquisition of academic knowledge, critical thinking and problem-solving skills, and occupational specific skills. The program will focus on meeting the needs of Radiologic Technology and other medical professions. Faculty efforts will prepare students with skills, knowledge, and confidence to enter and progress in the field of Radiography Technology and become an economically independent, productive, and contributing member of society.

Carrying out this mission requires teamwork and dedication not only from the college, program, and clinical education centers, but also from you the student. As a student radiographer, your role will be to dedicate yourself to increasing your knowledge of patient care and radiography as you prepare to become a health care professional.

2. Program Goals and Student Learning Outcomes

1. Students will be clinically competent.
 - a. Students will apply positioning skills
 - b. Students will practice radiation protection
 - c. Students will provide adequate patient care
 - d. Students will demonstrate competence in the operation of imaging equipment.
2. Students will communicate effectively.
 - a. Students will use effective presentation skills
 - b. Students will use written communication skills
 - c. Students will demonstrate effective patient communication skills
3. Students will use critical thinking and problem-solving skills.
 - a. Students will modify procedure protocol for non-routine examinations
 - b. Students will evaluate images for diagnostic quality
 - c. Students will demonstrate the ability to properly adjust exposure technique factors.
4. Students will demonstrate professional growth and development.

- a. Students will understand the importance of professional organizations
 - b. Students will demonstrate professional behaviors
 - c. Students will respond to ethical situations
 - 5. The program will graduate entry-level technologists.
 - a. Graduates of the program will pass the ARRT examination on the 1st attempt
 - b. Graduates who pursue employment will be gainfully employed within six months post-graduation
 - c. Students enrolling will complete the program
 - d. Graduates will be satisfied with their education
 - e. Graduates will perform satisfactorily for employers
-

3. Accreditation and Credentials

The Jones College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRC/ERT).

Contact:

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
jrcert.org

Jones County Junior College assumes responsibility for the Radiographer Program and has seven clinical affiliates, Covington County Hospital, Forrest General Hospital, Magee General Hospital, Simpson General Hospital, South Central Orthopedic Clinic, South Central Regional Medical Center, and Wayne General Hospital. Presently the radiographer program is a 24-month program leading to an Associate of Applied Science Degree. The college also offers a program for the radiographer student which allows the student to obtain additional academic courses in preparation of an Associate of Arts or Baccalaureate Degree (Refer to Health Occupations Professions, which may be located in the college catalog).

The American Registry of Radiologic Technologists is the certification body for Radiography. Graduates of the program are encouraged to make application to sit for the American Registry of Radiologic

Technologist's examination. Upon successful completion of the Registry examination, the graduate earns the title of Registered Technologist, Radiography, R.T.(R).

(Eligibility for examination requires that the candidate be of good moral character. Candidates with past misdemeanor or felony convictions are advised to contact the A.R.R.T. to determine eligibility prior to entering the Radiography Program).

Radiographer Code Of Ethics

The student radiographer and radiographer should always be aware and up to date on their professional code of ethics. Students of the program are required to read and comply with the code of ethics. Students will be required to sign a statement indicating that they have read and will comply with the professional code of ethics. The code of ethics can be accessed as follows:

1. Go to www.asrt.org.
2. Click on Office of Practical Issues
3. Click on Radiologic Technologist's Code of Ethics

Or

1. Go to www.arrt.org.
2. Click on Ethics
3. Click on Standards of Ethics

Practice Standards

The student radiographer and radiographer should always be aware and up to date on the practice standards for their chosen profession. Students of the program are required to familiarize themselves with the practice standards for radiography. The practice standards outline the duties and obligations of the radiographer to the patient and profession. Students will be required to sign a statement indicating that they have read and will comply with the duties as described by the

practice standards. The practice standards can be accessed as follows:

1. Go to www.asrt.org.
2. Click on Office of Practical Issues
3. Click for a text version by practice in PDF ([here](#))
4. Click Radiography

JRCERT Standards

The student should be aware of the standards for an education program in radiography as set forth by The Joint Review Committee on Education in Radiologic Technology.

1. Go to www.jrcert.org
2. Click on accreditation process
3. Click on Standards for an Accredited Educational Program in Radiologic Sciences

4. Admission Requirements

Applicants must:

- Meet all general college admission requirements.
- Submit ACT composite score of 17 or higher. Superscore not accepted.
- Complete prerequisite college-level courses in Anatomy & Physiology I, College Algebra, English Composition I, and either Psychology or Sociology with a "C" or better.
- Provide character references.
- Complete the Radiography Program Application and participate in an interview.

Once admitted to the program, the student must:

- Pass a background check, drug screen, and physical examination prior to clinical placement.
 - A criminal history, pending charge, or drug-screen result may affect clinical placement, program progression, licensure, certification, or employment eligibility. Decisions will be made in accordance with applicable law, clinical-affiliate requirements, licensing-board rules, and College procedures.
 - Clinical sites may impose additional health, vaccination, testing, or screening requirements. Requests for disability, medical, or religious accommodation will be reviewed under applicable College procedures; however, inability to satisfy clinical-site requirements may affect placement or progression.

Admission is competitive and based on academic experience, prior healthcare experience, GPA, ACT and available space.

5. Program Overview

Program Length: 6 semesters

Credential Awarded: Associate of Applied Science in Radiography

Preparation for entry into the field of Radiologic Technology requires class work as well as clinical experience. The curriculum will be discussed in four divisions: general information, didactic classes, clinical training and experience, and graduation requirements. The student will be introduced to methods of radiographic exposure, patient care (including CPR), law and ethics, and radiation protection for the patient, as well as himself/herself. Upon documentation of satisfactory progress in this introductory class, the student will receive clinical instruction and be allowed to participate in the clinical setting as he/she continues to increase his/her knowledge of Radiologic Technology.

Courses offered by the program are consistent with the Mississippi Department of Education Radiography Curriculum. The course contents are also consistent with the Curriculum Guide published by the American Society of Radiologic Technology. Course descriptions and outlines are developed using both these resources.

The Mississippi Department of Education Model Curriculum and A.S.R.T. Curriculum Guide are both available to the student for review upon request.

Course syllabi are provided for each course. Each course syllabi includes the instructor name, course description, objectives, required text, assignments, attendance policy, grading system, evaluation methods and expected outcome. Course syllabi are made available to the student at the beginning of each semester.

Course Examples:

- Clinical Education I, II, III, IV, and V
- Principles of Radiation Protection
- Principles of Exposure and Image Production
- Radiographic Procedures I, II, III, and IV
- Digital Image Acquisition and Display
- Physics of Imaging Equipment
- Radiographic Pathology
- Certification Fundamentals

Clinical training is conducted in hospital and outpatient settings under the supervision of registered technologists and faculty.

Clinical Education Affiliate Agreement

The college has a clinical affiliation agreement with each clinical affiliate. The agreement outlines the responsibilities of the college, the clinical education centers, and you the student. A copy of each agreement is included in the shared Google file. Each site agreement may have specific requirements or responsibilities, of which the student must be aware. Students are required to read each clinical affiliate agreement and sign a statement acknowledging and accepting the conditions of the agreements. If you have questions regarding any of the agreements, please clear them up before signing your agreement. Please note that student violation of clinical site policies could result in the student being denied access to the site for clinical training. If a student is denied access to a clinical site, the student will be dismissed from the program due to the periodic rotational scheduling of all students to all clinical sites.

Clinical Education Centers:

Covington County Hospital
Forrest General Hospital
Magee General Hospital
Simpson General Hospital
South Central Orthopedic Clinic
South Central Regional Medical Center
Wayne General Hospital

Graduation Requirements

Graduates of the Jones County Junior College Radiographer Program must meet the following requirements. Additional requirements for the Associate of Applied Science Degree are outlined in the college student handbook.

The graduate will:

1. have attended the school for twenty-four (24) months.
2. have complied with all agreements, rules, policies, and guidelines of the Program, College, and the Clinical Education Centers throughout the program.
3. document a minimum grade average of 75% on each didactic course required by the program.
4. document a minimum of 85% proficiency on each clinical procedure required by the program.
5. document a minimum grade average of 85% on each clinical course required by the program.
6. score a passing grade on at least one simulated registry examination in order to be signed off by the program director/designated program official to sit for the American registry of Radiologic Technologist's examination.
7. have submitted an entry in the Mississippi Society of Radiologic Technologist. (M.S.R.T.) student manuscript competition and present the paper at the annual MSRT conference if it placed in the top six.
8. have submitted an entry in the Mississippi Society of Radiologic Technologist (M.S.R.T.) student exhibit competition.
9. attend practice for the program completion ceremony.
(Freshmen and sophomore year)

10. attend the program completion ceremony. (Freshmen and sophomore year)
11. provide basic patient care, comfort, and anticipate patient needs. Provide appropriate patient education.
12. practice radiation protection.
13. understand basic x-ray production and interactions.
14. operate medical imaging equipment and accessory devices.
15. position the patient and medical imaging system to perform examinations and procedures.
16. exercise independent judgment and discretion in the technical performance of medical imaging procedures.
17. demonstrate knowledge of human structure, function, and pathology.
18. demonstrate knowledge and skills relating to quality assurance activities. Evaluate the performance of medical imaging systems for technical quality.
19. demonstrate knowledge and skills relating to medical image processing.
20. understand the safe limits of equipment operation. Recognize equipment malfunctions and report them to the proper authority.
21. demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
22. support the profession's "Code of Ethics" and comply with the profession's "Scope of Practice".
23. competently perform a full range of radiologic procedures on children and adults in the following categories:
 - Head/Neck
 - Abdominal/Gastrointestinal/Genitourinary
 - Musculoskeletal
 - Chest and breast
 - Trauma
 - Bedside
 - Surgical
 - Geriatrics

6. Grading and Evaluation

90 - 100 A Excellent

80 - 89 B Above Average

75 - 79 C Satisfactory

70 - 74 C Unsatisfactory

60 - 69 D Unsatisfactory

0 - 59 F Failing

Students must achieve a final average of 75% in each didactic course to continue/complete the program.

Quality point information or other additional information relating to the grading system can be found in the college student handbook.

Grades are derived from testing and evaluation procedures designed to assess the students cognitive, psychomotor, and affective domains.

Testing and evaluation methods include:

- Standardized Tests
- Instructor Test and Quizzes including:
 - True/False items
 - Matching items
 - Fill in/Complete items
 - Listing items
 - Discussion items
 - Multiple choice items
- Assignments
- Research Projects/Presentations
- Lab Competency Examinations
- Clinical Competency Examinations
- Terminal Competency Examinations
- Personnel Growth & Development Assessments

Evaluation Components:

- Written and practical examinations
- Clinical competency assessments
- Image critiques and case presentations
- Professionalism and attendance

Students must maintain a grade of 75% or higher in all Radiography didactic courses and an 85% or higher in all clinical courses to demonstrate satisfactory performance. Failure to meet academic or clinical standards may result in disciplinary action, up to and including dismissal, after review under applicable College procedures..

Competency Based Clinical Education**Student Evaluations and Progression**

Student clinical involvement and the level of supervision required are based on student achievement and present level of competency for the procedure being conducted. The required systematic learning process in obtaining competency involves cognitive preparation and successful achievement on written examinations; laboratory instruction, practice, and successful completion of the clinical performance evaluation; conducting the procedure under direct supervision in the clinical setting and successful completion of the clinical competency evaluation; conducting the procedure under indirect supervision; and successfully challenging the terminal competency examination. (See the glossary of terms for the criteria for direct and indirect supervision)

Clinical Performance Evaluation:

After instructions on the positioning of a given part and the completion of all clinical performance objectives, this evaluation is given. This is a practical examination to test the student radiographer's ability to perform an exam on a given procedure in a laboratory environment. Upon successful completion of this evaluation, the student radiographer will be allowed to perform that specific examination in the clinical setting under direct supervision of a

qualified radiographer/practitioner. Should the student fail the Performance Evaluation he/she must request an additional attempt. If the student fails the second attempt, the student will be assigned remedial exercises and allowed one additional attempt. The student must request the final attempt of the Performance Evaluation upon the completion of the remedial assignments, and prior to the end of the current semester. At the time of assignment of remedial exercises, the student will be made aware that if he/she does not successfully perform the Procedure Evaluation on the third attempt or prior to the end of the semester, the existing performance evaluation grades on the procedure will be averaged together and the student will be dismissed from the program.

Clinical Competency Evaluation:

Upon successful completion of the Clinical Performance Evaluation, the student can challenge the Clinical Competency Evaluation at any time. After successfully completing this examination, the student radiographer will be allowed to perform that specific examination under indirect supervision of a qualified radiographer/practitioner. The Clinical Competency Evaluation may be given by a qualified staff radiographer/ practitioner, a clinical instructor, the clinical coordinator, or the program director. However, all Clinical Competency Evaluations will be reviewed and approved by a clinical instructor and the clinical coordinator prior to advancing the student to indirect supervision status. Should the student fail the Clinical Competency Evaluation he/she must request an additional attempt. If the student fails the second attempt, the student will be assigned remedial exercises and allowed one additional attempt. The student must request the third challenge of the Competency Evaluation upon the completion of the remedial assignments, and prior to the end of the current semester. At the time of assignment of remedial exercises, the student will be made aware that if he/she does not successfully perform the Clinical Competency Evaluation on the third attempt or prior to the end of the semester, the existing competency grades on the procedure will be averaged together and the student will be dismissed from the program.

Terminal/recheck Evaluation:

Upon successful completion of the Clinical Competency Evaluation, the student radiographer will be required to successfully challenge a

Terminal/Recheck Evaluation. This evaluation will be given after the student has had adequate time for practice and preparation. The Terminal/Recheck Evaluation may be given by a qualified staff radiographer/ practitioner, a clinical instructor, the clinical coordinator, or the program director. However, all Terminal/Recheck Evaluations will be reviewed and approved by a clinical instructor and the clinical coordinator. The student radiographer is also subject to impromptu Terminal/Recheck Evaluations to insure continued competency. Should the student fail a Terminal/Recheck Evaluation, he/she will be allowed one additional attempt. The student will be allowed preparation time and advised that he/she must request the second challenge of the Terminal/Recheck evaluation prior to the end of the semester. The student will be advised that if he/she does not successfully perform the Terminal/Recheck Evaluation on the second attempt, or prior to the end of the semester, the existing grades on the procedure will be averaged together, and the student will be dismissed from the program.

These three evaluations are required for each radiographic procedure the student performs and/or simulates in the laboratory and clinical setting.

A minimum score of 85 % is required on each of the evaluations.

Student Clinical Supervision Policy

Proper student clinical supervision ensures optimal patient care and safety. Proper student supervision is also essential in providing the student a quality education and allowing them to successfully progress through the program. The levels of supervision are described as either direct or indirect, and both are subject to a repeat policy (Direct Supervision, Indirect Supervision, and the Repeat Policies are described in the glossary section on the following pages). The process of student progression and supervision will be strictly enforced. If a student conducts a procedure without ensuring the proper level of supervision for their current competency level, he/she will be referred to the Student Affairs Committee with a recommendation for program dismissal. In the event the student was forced or coerced into performing a procedure without the proper level of supervision by a staff radiographer, a formal letter of complaint will be submitted to the imaging department head.

Required Text:

- Ethical and Legal Issues for Imaging Professionals, Townsley-Cook
- Digital Radiography and PACS, Christi Carter
- Comprehensive Radiographic Pathology , Eisenberg & Johnson
- Introduction to Radiography and Patient Care, Adler and Carlton
- Medical Terminology – A short course , Chabner
- Merrill’s Atlas of Radiographic Positioning and Procedures, Long
- Radiation Protection in Medical Radiography, Statkiewicz-Sherer
- Radiographic Imaging and Exposure, Fauber
- Radiologic Science for Technologists, Stewart Bushong
- Radiography Procedure and Competency Manual, Anita Biedrzycki

Most text used in the program will be purchased as a bundle. If purchased in a bundle, it may include one or more of the following items: textbooks, e-books (if available), workbook, and access codes for online learning programs. Students considering the purchase of used text should check with instructors before purchasing as some text will be outdated and online access codes are non-transferable.

Textbooks and materials on this list are subject to change. Any changes will be communicated to the student prior to the semester it will be used.

Each student will need a portable electronic device such as a laptop computer or other electronic interactive device for use with e-books, online modules, and computer testing.

Advisor Guidance/Counseling

The instructors of the Radiographer Program serve as the primary advisors or counselors of the radiographer student.

Although we try to maintain an open-door policy with our students and will meet with them at any time, sometimes they are reluctant to come forward with questions or problems. To make students feel more comfortable, we schedule periodic counseling sessions. During these sessions, we make an attempt to be sure or determine that the student is satisfied and maintaining a good outlook and attitude. The student is encouraged to discuss any subject or ask any question that he/she may be concerned about.

Additional advisement and guidance opportunities are available to the students on campus. Information on these opportunities may be obtained by

visiting the Student Success Center or found in the college student handbook.

7. Attendance and Conduct

ABSENTEE POLICY

- The absentee policy of the Radiography Program for didactic classes adheres to the college academic absentee policy provided in the college student handbook.
- Due to the limited time allowed for clinical experience, clinical absences will be limited to two (2) absences per semester in the freshman fall and spring semester, and three (3) absences per semester during the sophomore year. This limit applies whether absences are excused or unexcused. Students exceeding the number of allotted absences will be withdrawn from the class.

If a student is withdrawn due to excessive absences and chooses to utilize the appeal process, and is successful, the student will receive a five point deduction off the final average for the affected course upon readmission.

- All absences must be reported to the student's assigned area and the program office prior to his/her scheduled arrival. Absences not reported prior to the scheduled report time will result in a five (5) point deduction from the final clinical average for the current semester, and the student will be required to make up the missed clinical day at program faculty convenience prior to receiving a grade for the clinical class. Each absence not reported will be considered a separate incident. (Example: A student ends the semester with a 90 average, but has one unexcused absence and one absence not reported. The final grade recorded for this student would be an 80 for the semester)
- Make up days for clinical absences due to extenuating circumstances must be pre scheduled with the Clinical Coordinator and Clinical Instructor at the site where the absence occurred. (Extenuating circumstances would be determined by program faculty.) Make-up days must be scheduled so that under no circumstances would the student be involved in more than forty (40) hours during one calendar week (Monday-Sunday). Scheduling makeup

must be done in writing prior to making up any time. Any time made up without prior approval and scheduling will not be accepted. All time will be scheduled and made up at the site where the absence occurred. Once scheduled, the student will be expected to report as scheduled or an absence will be recorded.

- Each student will be required to clock in for clinical rotations. In the event the time clock is not in working order, the clinical instructor or shift supervisor must sign the student in and out.

NOTE: Do not clock in for anyone else, nor have anyone clock in for you. This would constitute falsification of records which is grounds for immediate disciplinary action, up to and including dismissal, after review under applicable College procedures.

TARDY POLICY

- Students who are tardy for class or clinical will be required to stay that same day to complete the time missed.
- For every three tardies, the student will receive a five point deduction in the final average for the affected course.
- Off campus activities will follow the applicable absentee or tardy policy for class or clinical time.

Class Rules, Policies, and Requirements

1. Each sophomore student will be required to write a technical paper which is turned in to a panel of judges appointed by the Mississippi Society of Radiologic Technologist. (M.S.R.T.) The paper must meet all requirements specified in the M.S.R.T. Manuscript rules. If the paper places 6th or above, the student will present the paper as a slide lecture in the finals at the M.S.R.T. conference.

2. Each sophomore student will be required to participate in a group (as assigned by program faculty) to submit an entry in the Mississippi Society of Radiologic Technologist (M.S.R.T.) student exhibit competition.

3. Academic absentee and tardy policies are outlined in the college student handbook. Students of the program will be held to the college academic absentee policy. Students late 10 minutes or more, will not be allowed into any radiography class, unless the tardy is due to extenuating circumstances and prior arrangements are made.

4. All absences must be reported to the students assigned area prior to his/her scheduled arrival. Failure to comply with the proper reporting of an absence will result in a deduction of five (5) points per occurrence from the semester average of each class affected.

(See the clinical education section of this manual for the clinical absentee policy) 5. Students missing an announced examination will receive a zero "0" on the examination unless the instructor deems the absence to be of a justifiable nature.

6. Any assignment (classwork, homework, papers, presentation, etc.) will be expected on the assigned date. Failure to submit assignments as assigned will result in a zero being recorded for the assignment.

7. All students of the program must score a passing grade on at least one simulated registry examination in order to be signed off by the Program Director/Designated Program Official to sit for the American registry of Radiologic Technologist's examination.

8. Behavior which disrupts class will not be tolerated. Students displaying disruptive behavior in class will be dismissed and referred to the Dean of Student Affairs.

Cell Phone And Electronic Device Procedure

Class

Cell phones are prohibited in the classroom, with the exception of devices being used to access eBooks or other instructional material assigned by the instructor. Cell phones, as well as all other recording devices, may not be used for audio or visual recording without prior expressed consent of the

instructor. Cell phones not being used for approved instructional purposes must be out of sight and in the OFF position. Smart watches must be used for time telling purposes only in the classroom setting. This device should be set on airplane mode or another setting conducive to learning. Any student failing to adhere to this policy may be asked to leave the classroom and receive an unexcused absence.

Clinical

Students will not take cell phones, smart watches, or any form of personal electronic device into the patient imaging areas or work areas at any of the clinical sites unless for the express purpose to have a competency evaluation completed electronically, and with the full knowledge and consent of the clinical instructor and staff technologist.

Cell phones, smart watches, or other electronic communication devices used improperly or in special care areas could possibly interfere with patient electronic monitors or devices, as well as other medical electronic devices at the medical facility. Cell phones, smart watches, and electronic devices utilized for personal use in the medical environment also distract from patient care, which could produce an unsafe environment.

1st Offense: Any student improperly utilizing a cell phone, smart watch, or electronic device in the patient imaging area will be sent home for the day and an unexcused absence will be recorded for the entire day. Any clinical competencies done for the day will be nullified and a grade of zero (0) will be recorded as the competency grade. The student will also receive a zero (0) for that day's Personal and Professional Development Assessment.

2nd Offense: In addition to all the criteria for the 1st offense, the student will also be referred to the Jones County Junior College Student Affairs Committee, with a recommendation from the Program Director for immediate dismissal from the program.

In the event of harm: If a violation of the cell phone/electronic device policy causes injury or harm to anyone, in any manner, the student will be referred to the Jones County Junior College Student Affairs Committee, with a recommendation from the Program Director for immediate dismissal from the program.

Exception: Clinical site cell phone/electronic device policy (if applicable) will supersede program policy. Disciplinary action will be carried out as recommended by the clinical site up to, and including dismissal from the program

Advisor Guidance and/or Counseling

The instructors of the Radiographer Program serve as the primary advisors or counselors of the radiographer student.

Although we try to maintain an open-door policy with our students and will meet with them at any time, sometimes they are reluctant to come forward with questions or problems. To make students feel more comfortable, we schedule periodic counseling sessions. During these sessions, we make an attempt to be sure or determine that the student is satisfied and maintaining a good outlook and attitude. The student is encouraged to discuss any subject or ask any question that he/she may be concerned about.

Additional advisement and guidance opportunities are available to the students on campus. Information on these opportunities may be obtained by visiting the Student Success Center or found in the college student handbook.

8. Dress Code and Safety

Uniform: Galaxy blue scrubs for freshman year; Ceil blue for sophomore year. White lab coat. Both top and coat will have a student radiographer patch sewn above the left shirt pocket and left sleeve.

Shoes: Closed-toe, solid-color nursing or athletic shoes (no mesh).

Accessories: Minimal jewelry, short nails, no artificial nails or fragrances.

Lead Markers: Students must purchase personalized R and L markers.

Radiation dosimeters must be worn at collar level at all times during clinical education.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for

disability, religion, pregnancy, or other protected status should contact the appropriate College office.

Radiation Monitoring and Exposure Limits

During the first semester of the program, prior to the beginning of clinical rotations and laboratory exercises, students are instructed on appropriate radiation safety practices. Through this instruction students are educated on radiation safety practices, such as to never stand in the primary beam, not to hold image receptors during any radiographic procedure, not to hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care, and to wear a personal radiation monitoring device at all times during labs or clinical assignments.

Students are required to wear a radiation monitor at all times when in the lab and clinical environment. Exposure records are reported monthly. Students and faculty are required to review their exposure monthly and acknowledge this review by initialing the report beside their name. Upon graduation, a copy of the student's last exposure report is provided to them and a copy is placed in their permanent student file.

Each monthly report is reviewed by the program director and the clinical coordinator. The annual allowable effective dose equivalent limits for students of the program are as follows:

- Whole body .5 rem (.005 Sv)
- Tissue and Organs
- Lens of the eye 1.5 rem (.015 Sv)
- Skin, Hands, Feet 5 rem (.05 Sv)

These dose limits are the same as that allowed for the minor occupational radiation worker by NRC: CFR 10 20.1207, which is 1/10th the annual dose allowed by NRC: CFR 10 20.1201 for the adult occupation radiation worker. As a precautionary measure, if a student exceeds 1/10th of their annual allowable dose limit in any one month, he/she will be counseled on the importance of radiation safety and the risk of excessive radiation exposure. If at any time, a student's radiation exposure exceeds the annual allowable effective dose equivalent, he/she will be:

- Questioned in an effort to determine the cause of the excessive exposure
- Counseled on the hazards of radiation.

- Offered a choice of being placed in a non-radiation area or taking a leave of absence from clinical rotation until such time that he/she may safely return to a radiation environment.
 - Competencies missed due to an interruption in clinical rotation must be completed to qualify for program completion and graduation.

Safety in Laboratory and Clinical Assignments

General Safety

- Obey all college, program, and clinical affiliate policies and procedures.
- Familiarize yourself with any hazardous equipment or materials in the area.
- Review available safety instructions and material safety data sheets on hazardous equipment or chemicals in the lab or clinical area.
- Know the location of fire alarms and extinguishers.
- Familiarize yourself with the method of reporting possible fires.
- Visually inspect your area for safety and cleanliness at the beginning and throughout your assignment.
- Check equipment for electrical hazards or fluid leaks.
- Clear the area of any debris or clutter producing an unsafe environment
- Dry up or report any fluid spills after identifying the substance and taking proper protective precautions.
- Report any safety hazards observed immediately.

Radiation Safety

- Never energize radiographic equipment without a qualified practitioner in the area.
- Keep all radiography room doors closed during procedures.
- Never expose anyone to radiation without a physician's order.
- Never expose another student or radiographer to radiation.
- Never hold image receptors during any radiographic procedure.
- Provide the maximum patient shielding practical when possible.
- Use optimum exposure techniques
- Use the maximum collimation practical.
- Always ask female patients about possible pregnancy.

- Never stand in the primary beam.
- Do not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Never enter the room when an exposure is being made
- Remain as far from the source of radiation as possible
- Always wear appropriate protective apparel when in the radiation area.
- Wear a personnel radiation monitoring at all times during labs or clinical assignments.

Patient Safety

- Always check identification arm bands on patients.
- Utilize proper transfer techniques when transporting patients and seek assistance if required. Never risk injury to the patient or yourself if the patient's condition is questionable.
- Never leave patients unattended.
- Never remove a splint unless ordered by a physician.
- Do not move patients with a possible neck or back injury. The patient will not be moved until a cross table lateral spine is done and cleared by a physician.

Liability Insurance

All students of the program are covered by liability insurance provided by the Health Providers Service Organization. The coverage is 2,000,000 per incident or 5,000,000 aggregate. The coverage is in force any time the student is providing patient care and medical imaging procedures as a student radiographer. The policy is not in force and does not cover the individual when functioning in any other role than that of student.

9. Clinical Education

Students rotate through multiple clinical sites for exposure to diverse imaging procedures.

All rotations must be completed to meet JRCERT-mandated clinical competency requirements.

Students must:

- Adhere to all site policies and HIPAA regulations.
 - Students may not photograph, record, transmit, upload, or enter patient, client, clinical-site, or protected information into personal devices, social media, messaging platforms, or AI tools unless expressly authorized by the instructor and clinical site and permitted by law.
- Never perform procedures without supervision.
- Follow radiation safety principles: ALARA (As Low As Reasonably Achievable).
- Report incidents, exposures, or equipment malfunctions immediately.

STUDENT CLINICAL SCHEDULING

Clinical schedules are given to the student each semester. In addition, they are also posted in the Radiography Lab and at each clinical education center. Students should report for all assignments promptly and remain in his/her assigned area. Jones County Junior College Radiography reserves the right to modify student clinical schedules as deemed appropriate by program faculty. Clinical scheduling will consist of day, evening, night, and weekend rotations. However, off hour rotations (outside 5am – 7pm) will not exceed more than 25% of the students clinical scheduling.

Clinical Schedule Changes

Once student rotations are scheduled, any changes must be pre-approved. This policy includes the change of an assigned clinical day or time to another day or time, and the swapping or exchanging of rotations between students. All schedule changes requested must be made in writing on the “Clinical Schedule Change Request Form”. The form must be preapproved by the Program Director or Clinical Coordinator and the clinical instructor at each site affected by the change.

Rotation Assignments

Students will be assigned to different rooms or areas in the department on a rotational basis for clinical experience. The student radiographer must meet certain objectives during each rotation. The student will be evaluated after each rotation assignment. In Diagnostic Radiography, the student will rotate

through each area. The rotation assignment for each area is divided into one or two-week periods. Following the completion of each rotation, an assessment of the student's personal and professional growth will be completed. This assessment provides an overall view of the student's development through each rotation assignment. During the student's sophomore year, he/she has the opportunity to rotate through each modality in the Radiology Department with the exception of: mammography; special procedures when hysterosalpingography is being performed; sonography when breast, trans-vaginal, or trans-rectal procedures are being conducted; or any other areas which might exempt either a male or female student from participation due to clinical affiliate policy. In the event the clinical site does not prohibit any student from participating in the aforementioned examinations, students of the program will be allowed to participate at that particular clinical site. (See the policies noting non- discrimination on page seven. The modality rotations are designed to provide insight and to stimulate student interest in other radiation or imaging careers.

Freshmen Rotations

Freshmen students will report for scheduled didactic classes at the college on Monday, Wednesday, and Friday. Freshmen will be assigned to a clinical education center on one of the following clinical schedules on Tuesday and Thursday each week.

A) All daytime rotations will consist of assignments in each of the following areas on a rotational basis:

1. Diagnostic/fluoroscopy/tomography
2. Routine/Emergency
3. Mobile radiography

B) The early evening rotations will consist of floating between diagnostic, emergency, and portable either at Forrest General Hospital, South Central Regional Medical, or Covington County Hospital

C) The evening rotations will consist of floating between diagnostic, emergency, portable, and operating room at either Forrest General Hospital or South Central Regional Medical Center.

Daytime rotations = 7 am – 5 pm Evening rotations = hours after 5 pm

Sophomore Rotations

Sophomore students will report for scheduled didactic classes at the college on Tuesday and Thursday each week. Sophomores will be assigned one of the following clinical schedules on Monday, Wednesday, Friday, or Saturday. Sophomore students will have limited exposure on evening and weekend rotations as described in this section, not to exceed 25% of the student's clinical assignments.

A) All daytime rotations on weekdays will consist of assignments to one of the following areas on a rotational basis:

1. Diagnostic/fluoroscopy/tomography
2. Routine/Emergency
3. Surgery
4. Mobile radiography
5. Computed tomography
6. Reading room

B) The evening rotations will consist of floating between diagnostic, emergency, portable, and operating rooms at either Forrest General Hospital or South Central Regional Medical Center.

C) Assigned weekend rotations will be limited to Saturdays only. Students will not be routinely scheduled on Sunday's, but can request makeup days be done on Sunday's. Students will not be assigned clinical on consecutive Saturdays. With the exception of requested makeup days, students are given either the preceding Monday or Friday off to avoid exceeding forty hours of academic and clinical involvement in any one week.

D) Students will simulate mammographic examinations only.

E) Students will have the option to rotate through each of the following modalities during their final sophomore semester:

1. Ultrasound
 2. Nuclear Medicine
 3. Magnetic Resonance Imaging
 4. Radiation Therapy
 5. Cardiovascular Imaging
 6. Cath Lab
 7. Special Procedures
-

10. Certification and Licensure

Graduates are eligible for the ARRT Radiography Certification Exam. Successful completion allows for registration as a Registered Radiologic Technologist (R.T.) and state licensure where required.

Accredited programs in Radiologic Technology follow requirements for which they are held accountable. The document outlining these requirements is the "Standards". As already mentioned, accreditation is awarded by the Joint Review Committee on Education in Radiologic Technology. This accreditation is based on the program's compliance with the "Standards". The student should familiarize himself/herself with these "Standards". A copy of the standards document has been included in the shared Google file provided.

Allegations of non-compliance of the JRCERT Standards Policy

In the event the program receives complaints or other allegations of non-compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences, the following guidelines will be observed:

1. Any complaint or allegation made concerning the "Standards" will be investigated. If not submitted in writing, written documentation explaining the complaint or allegation will be requested.

2. The Dean of the School of Health Sciences and all program faculty will be notified of the complaint or allegation immediately.
 3. The Program director will contact the Executive Director of the JRCERT for guidance with addressing the complaint.
 4. Program faculty will begin an investigation on any complaint or allegation immediately.
 5. A response to the complaint or allegation will be prepared for review by the Dean of the School of Health Sciences and Craft/Advisory committee within ten (10) working days after receipt and a meeting will be requested as soon as possible.
 6. Once a decision is made regarding the validity of the claim, the Program Director will notify the initiating party(s) and/or the JRCERT of the decision and proposed action, if any, within five (5) working days.
 7. If the complaint or allegation is accurate, steps will be initiated to correct the area of deficiency as soon as possible.
-

11. Financial Information

Tuition/Fees

Information on tuition and other fees can be found on the college website at <http://www.jcjc.edu/businessoffice>. Questions regarding fees should be directed to the college business office.

Additional Cost:

In addition to tuition and general fees, the student should also expect additional cost during the two-year program. Examples of some additional cost are indicated below:

- Books/eBooks (Available at the bookstore) 1,650.00**
- C.P.R. Certification (\$20.00 per yr) 40.00
- Criminal Background Check/Fingerprinting 100.00*
- Developmental Test 75.00*
- Electronic Device (Laptop, e-reader, etc.) 600.00
- Hepatitis B Vaccination (3 @ \$50 ea.) 150.00
- I.D. Patches for Student Uniforms (minimum 4 @ \$5 ea) 20.00

- Liability Insurance (\$20.00 yr) 40.00*
- Optional educational seminars/workshops 550.00
- Organizational member fees 180.00
- Radiographic Identification Markers 40.00
- Shoes 100.00
- Substance Use Testing 60.00*
- T.B. Skin test (offered in the campus clinic) 40.00
- Uniforms (minimum of 3) (Include one lab coat minimum) 200.00
- Varicella Titer IGG 180.00

Estimated total 4025.00

This list does not include tuition, lab fees, technology fees, etc. that are listed online at

https://www.jcjc.edu/tuition/docs/2024_2025_Tuition_and_Housing_Price_Sheet.pdf and is not meant to be totally inclusive. It is offered simply to give the student an idea of related costs. In addition, these costs are estimations and actual costs may vary.

* Expenses covered by Laboratory fees

**Now included in the 6-semester tuition breakdown.

Other costs such as transportation, living expenses, etc... are also the responsibility of the student.

Fundraising

Student travel and participation in club activities are funded through fundraising activities. All students of the program are required to participate in any fundraising activities conducted to fund class and/or club activities regardless of their individual participation in the class or club activity. All students will be responsible for minimum donations as established by the class or club sponsors. Funds in excess of the actual trip cost will be divided among the students participating in the trip or activity for meals and expenses. The amount dispersed will be determined according to the actual percentage the student raised and limited to a maximum of \$30.00 per day.

FINANCIAL AID

Various means of financial assistance are available to the students of the program. The Director of Financial Aid has been designated to provide this

information to the students. Students interested in financial aid or who have questions concerning such assistance should refer to the JCJC Radiography Student Manual Page 5 Revised 03/31/25 college catalog, student handbook, or contact the Financial Aid Office.

There are two dedicated radiography scholarships available to students of the program. In addition, there are multiple career and technical scholarships which are available as well. Scholarships are awarded based on criteria established for that particular scholarship. Students interested in a scholarship must make application for scholarship assistance each year by the deadline.

12. Student Acknowledgment

All Radiography students must sign a [statement](#) verifying review and understanding of:

- *The Jones College Health Sciences Handbook*
- *The Radiography Program Addendum*
- *The Jones College Catalog and Student Policies & Procedures*

PRACTICAL NURSING PROGRAM ADDENDUM

(Jones College Health Sciences Handbook)

Program Director: Amy Myers, MSN, RN

Office: JB Young, Room 107

Email: amy.myers@jcjc.edu

1. Program Mission and Philosophy

The mission of the Practical Nursing Program at Jones College is to prepare graduates to meet the health care needs of the community through a competency-based program of education that integrates classroom instruction with supervised clinical practice.

The faculty believe that practical nursing education prepares students to function safely, competently, and professionally within the scope of practical nursing practice. Nursing is viewed as both an art and a science. The practical nurse is an essential member of the health care team.

2. Program Goals and Learning Outcomes

The Practical Nursing Program prepares students to:

- Provide safe, competent nursing care within the scope of practical nursing practice.
- Communicate effectively with patients, families, and members of the health care team.
- Demonstrate professional behavior and accountability.
- Successfully complete the NCLEX-PN® examination.

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

- Deliver patient-centered nursing care across the lifespan.
- Apply clinical reasoning in practical nursing practice.
- Communicate effectively in professional settings.
- Demonstrate responsibility, accountability, and ethical conduct.
- Function as a contributing member of the health care team.

Program outcomes are evaluated over a three-year period and are as follows:

- The program's three-year mean NCLEX-PN® pass rate will meet or exceed the national mean.

- At least 60% of admitted students will complete the program.
 - At least 80% of graduates will obtain employment as Licensed Practical Nurses.
 - At least 80% of responding employers will rate graduates as satisfactory.
 - At least 80% of responding graduates will report satisfaction with program preparation.
-

3. Accreditation and Credentials

The Jones College Practical Nursing Program is approved by the Mississippi Board of Nursing (MSBON).

Graduates are eligible to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to become a Licensed Practical Nurse (LPN).

4. Admission Requirements

Applicants must:

- Meet all Jones College admission requirements.
- Have a minimum ACT composite score of 16, with a 14 on English, Math, and Reading subscores.
- Have an ATI TEAS score of 50.
- Have a GPA of 2.0 or higher.

Admission is competitive and based on academic experience, prior healthcare experience, GPA, ACT and available space.

Clinical Eligibility

Students must meet clinical agency requirements throughout the program, which may include background checks, drug screening, immunization verification (121 Form), and compliance with facility policies. A criminal history,

pending charge, or drug-screen result may affect clinical placement, program progression, licensure, certification, or employment eligibility. Decisions will be made in accordance with applicable law, clinical-affiliate requirements, licensing-board rules, and College procedures.

Failure to maintain clinical eligibility may result in course failure or disciplinary action, up to and including dismissal, after review under applicable College procedures.

Program Reentry

The Practical Nursing Program permits one (1) readmission attempt.

Readmission is not guaranteed and is subject to:

- Program capacity
- Academic eligibility
- Clinical eligibility.

Additional attempts beyond the initial readmission are rare and considered only at the discretion of program administration.

Dismissal from the Program

Students may be dismissed for:

- Academic failure
- Unsafe clinical practice
- Academic dishonesty
- Breach of confidentiality
- Violation of program or institutional policies
- Conduct inconsistent with professional nursing standards.

Dismissal decisions are based on academic performance, clinical safety, and professional conduct and will be reviewed on a case by case basis under applicable College procedures.

5. Program Overview

The Practical Nursing Program is offered in two tracks:

- **Full-Time Track:** Three (3) consecutive semesters
- **Part-Time Track:** Five (5) consecutive semesters (offered every other year; year must end in an odd number)

Credential Awarded: Career Certificate of Practical Nursing

Course Examples:

The curriculum includes classroom instruction, laboratory practice, simulation, and supervised clinical experiences in approved healthcare facilities.

- Smart Start Pathway
- Body Structure and Function
- Nursing Fundamentals and Clinical
- IV Therapy and Pharmacology
- Alterations in Adult Health
- Alterations in Adult Health Clinical
- Specialty Areas in Nursing
- Nursing Transition
- Medical/ Surgical Nursing Theory
- Medical/Surgical Nursing Clinical
- Maternal-Child Nursing
- Mental Health Nursing

Policy for Granting Credit for Prior Learning

Applicants previously enrolled in a Practical Nursing or Registered Nursing program may request consideration for transfer credit.

A minimum grade of “C” is required for coursework to be eligible for review.

Transfer credit may be considered for courses successfully completed that met the passing and progression standards of the originating nursing program.

Transfer credit is not automatic and is not guaranteed. The Practical Nursing Program reserves the right to accept or decline requests for transfer credit or advanced placement.

Applicants requesting transfer credit must:

- Submit an application for admission to the Jones College Practical Nursing Program
- Submit official transcripts from all previously attended colleges or universities
- Provide course descriptions or syllabi for nursing courses completed in the previous program
- Provide documentation from the previous nursing program director verifying the applicant left the program in good standing or documenting the reason the student was unable to progress
- Meet the Jones College Practical Nursing Program ACT admission requirement (applicants requesting transfer credit are not required to take the TEAS test)
- Meet the Jones Practical Nursing Program GPA admission requirement.

Submitted documentation will be reviewed by Practical Nursing Program faculty to determine eligibility for transfer credit and placement.

Placement decisions are based on several factors including:

- Availability of space in the requested class
- Congruency between prior course objectives and the Jones College Practical Nursing curriculum
- Successful completion of comparable coursework with a grade of “C” or higher
- Coursework completed at a regionally accredited college or university

Students who have successfully completed the first semester of a Practical Nursing program within the previous two years may be considered for transfer credit equivalent to first-semester PNV coursework at Jones College.

Students who have successfully completed two semesters of a Registered Nursing program within the previous two years may be considered for transfer credit equivalent to first-semester PNV coursework at Jones College.

Applicants seeking transfer credit or advanced placement may be required to demonstrate competency prior to final placement determination.

Competency verification may include, but is not limited to:

- Demonstration of selected first-semester clinical skills
- Demonstration of competency in dosage calculations
- Demonstration of competency in Level I nursing course content through written testing

Granting transfer credit does not exempt a student from completing required clinical learning experiences as determined by the Jones College Practical Nursing Program.

Graduation Requirements

To graduate, students must:

- Successfully complete all required courses with a minimum final average of 80.0.
- Successfully complete all clinical competencies.
- Meet attendance requirements.
- Meet all financial obligations to Jones College.

Completion of the program does not guarantee eligibility for licensure.

6. Grading and Evaluation

Students must maintain a minimum grade of 80% in all PN courses to progress.

Grading Scale:

A = 93–100 B = 87–92 C = 80–86 D = 73–79 F = below 73

Evaluation Methods Include:

- Unit and final exams
- Skills check-offs

- Clinical performance evaluations
- Assignments and projects
- Professionalism and attendance

Final course averages are calculated to the hundredth and rounded to the nearest whole number at the conclusion of the course. A value of .50 or higher rounds up; a value below .50 remains unchanged.

Theory and clinical components are evaluated separately. Students must meet required theory standards and successfully complete all required clinical competencies to pass a course.

Failure to meet grading or competency standards may result in non-progression.

Progression Requirements

To progress in the Practical Nursing Program, students must:

- Earn a minimum final course average of 80.0 in each nursing course.
- Successfully complete all required clinical competencies.
- Meet attendance requirements.
- Maintain professional conduct consistent with safe nursing practice.

Failure to meet progression requirements may result in course failure or disciplinary action, up to and including dismissal, after review under applicable College procedures.

PNV 1213 Body Structure and Function is a corequisite to PNV 1426 Fundamentals of Nursing and PNV 1437 Fundamentals of Nursing Lab/Clinical. If a student does not keep an average of 80.0 in BSF, they may be dropped from both BSF and Fundamentals of Nursing classes.

7. Attendance and Conduct

Attendance and punctuality are mandatory in all classroom, laboratory, simulation, and clinical experiences.

Students must notify instructors in advance of any absence.

Maximum allowable absences:

- Fall/Spring: Maximum five (5) absences; no more than two (2) clinical days
- Summer: Maximum four (4) absences; no more than one (1) clinical day

Three tardies equal one absence.

Arrival more than fifteen (15) minutes late to clinical constitutes an absence.

Clinical hours are mandated by the Mississippi Community College Board curriculum and must be completed in full. Failure to complete required clinical hours will result in inability to meet course requirements.

Excessive absences may result in course failure.

8. Dress Code and Safety

Uniform: Grey Clinical Uniform and 1 Lab Coat; Navy blue scrubs for classroom and designated lab days.

Shoes: solid black, closed-toe, closed-heel nursing shoes.

Accessories: Name badge required. Jewelry must comply with clinical agency policy.

Appearance: No artificial nails or strong fragrances. Hair must be neatly secured. Visible body art must comply with clinical agency policy.

Safety:

Students must follow all infection-control and standard-precaution procedures.

Failure to comply may result in clinical failure or disciplinary action, up to and including dismissal, after review under applicable College procedures.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for disability, religion, pregnancy, or other protected status should contact the appropriate College office.

9. Clinical Requirements

Clinical participation is required each semester.

- Students must maintain satisfactory clinical evaluations.
 - Clinical hours cannot be excused; absences must be made up.
 - Students are responsible for transportation to clinical sites.
 - Cell phones are prohibited in patient-care areas.
 - Unsafe practice or unprofessional conduct may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.
-

10. Certification and Licensure

Graduates are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®).

Successful completion of the program results in a Career Certificate of Practical Nursing.

Legal Limitations for Licensure as a Practical Nurse

Graduates are eligible to apply to take the NCLEX-PN® examination.

According to Mississippi Nursing Practice Law:

“The board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now and hereafter amended, or any provision of this chapter.”

Completion of the Practical Nursing Program does not guarantee licensure.

11. Student Acknowledgment

All Practical Nursing students must sign a [statement](#) verifying review and understanding of:

- The *Jones College Health Sciences Handbook*
- The *Practical Nursing Program Addendum*
- The *Jones College Catalog and Student Policies & Procedures*

ASSOCIATE DEGREE NURSING PROGRAM ADDENDUM

(Jones College Health Sciences Handbook)

Program Director: Mike Cummings

Office: Allied Health, Room 103

Email: mike.cummings@jcjc.edu

1. Program Mission and Philosophy

The Jones College Associate Degree Nursing Program is committed to the mission of the college by inspiring greatness through focusing on meeting the educational needs of the community. The purpose of the nursing program is to facilitate student learning of the knowledge, skills, and attitudes needed to perform the functions of a registered nurse in a variety of health care settings. In accordance with this purpose, the associate degree in nursing program assists in meeting the community's health care and economic needs by educating nurses to provide safe, effective, patient-centered care.

The Nursing Metaparadigm

The nursing metaparadigm consists of four components: (a) Nursing, (b) Human beings, (c) Health, and (d) Environment. These components help to guide the program and curriculum.

The faculty of Jones College Associate Degree Nursing believe that nursing is helping to improve the life of another individual without expecting anything in return. Nurses save and improve lives as the forefront of the healthcare team. Nurses are patient advocates, patient educators, providers of dignity to the dying, comforters to those in need, and preventers of illness throughout the community. Nurses empower patients by guiding them towards healthy behaviors and individualizing care that is culturally competent, diverse, and inclusive. Nurses are compassionate leaders and professionals. Nursing is selfless and has a responsibility to humanity.

The faculty defines a human being as a unique physical being with multiple physiologic and psychosocial needs. Meeting these needs is essential for health and survival. Humans are influenced by the internal and external environment, as well as cultural norms and values. All humans have a basic need for love and belonging, safety and security.

Health is defined by the faculty as a state of complete physical, mental, and social well-being. Health is not merely the absence of disease or infirmity. Health is the ability to adapt to one's environment and self-manage alterations in physical and mental conditions.

The faculty believe that the environment includes the internal and external conditions in which an individual operates. From a nursing standpoint, the physical environment includes the location in which the nurse provides care to the patient; the internal environment includes the patient's and nurse's state of mind. The environment is dynamic and ever-changing and is interrelated to health and behaviors.

Educational Theory

The faculty agrees that the educational theory that best suits the nursing program philosophy is the theory of constructivism. This educational theory is based on the idea that adult learners create their own learning through integration of new knowledge with pre-existing experiences. Learning is an active state rather than a passive state. The faculty of Jones College Associate Degree Nursing strives to facilitate active learning teaching methods.

Knowledge is gained through experience rather than merely reading or listening. Students in the associate degree program gain much of their knowledge through bedside nursing care, where concepts discussed in the classroom are experienced in clinical encounters. This direct patient care is active learning that allows students to practice clinical judgement.

The faculty maintain that it is the responsibility of the student to actively learn and understand nursing concepts. Every student is unique with specific learning needs and styles. The faculty are present for facilitation of learning and guidance for meeting the course and program objectives. Faculty are to serve more in a support role for learning rather than prescriptive learning activities. A variety of learning activities are provided to ensure that all learning styles are addressed; however, if a student's primary learning style is not addressed during class time, the student is responsible for seeking assistance and assimilating the material.

Promotion of a healthy learning environment is achieved through positive working relationships between faculty and students. A positive learning environment is crucial for students to feel comfortable with active learning exercises.

2. Student Learning and Program Outcomes

Education is a structured and progressive process aimed toward expected outcomes, and as the learner participates in this process, knowledge is gained.

ADN End of Program Student Learning Outcomes

Upon completion of the JCJC ADN program, the graduating student will be able to assume the role of the RN by:

1. Applying the nursing process (NP) in the delivery of patient-centered care.
2. Providing safe, effective nursing care that promotes quality patient outcomes.
3. Demonstrating effective communication in the delivery of nursing care to manage and protect patient health information.
4. Functioning effectively as a member of the healthcare team.
5. Utilizing Evidence Based Practice (EBP) when delivering patient care.

3. Accreditation and Credentials

The Associate Degree nursing program at Jones County Junior College at 900 South Court Street, Ellisville, MS 39437 is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is continuing accreditation (with the next review in Fall 2026).

View the public information disclosed by the ACEN regarding this program on the ACEN [website](#).

This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning with Continuing Accreditation with Conditions.

Contact Information:

ACEN
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

Graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

4. Admission Requirements

Applicants must:

- Meet all Jones College general admission requirements.
- Have a minimum ACT composite score of 18.
- Complete prerequisite courses in Anatomy & Physiology I & II, Microbiology, and College Algebra with a grade of “C” or higher.
- Have a cumulative GPA of at least 2.5.
- Complete the ATI TEAS test with a score of 58.7 or higher.

During the program, once admitted:

- Attend a mandatory orientation session.
- Acquire CPR (Healthcare Provider level) certification.
- Complete a background check, drug screen, physical exam, and submit immunization documentation (121 Form).
 - A criminal history, pending charge, or drug-screen result may affect clinical placement, program progression, licensure, certification, or employment eligibility. Decisions will be made in accordance with applicable law, clinical-affiliate requirements, licensing-board rules, and College procedures.
 - Clinical sites may impose additional health, vaccination, testing, or screening requirements. Requests for disability, medical, or religious accommodation will be reviewed under applicable College procedures; however, inability to satisfy clinical-site requirements may affect placement or progression.

Admission is competitive and based on academic experience, prior healthcare experience, GPA, ACT and available space.

Program Progression

The prerequisites for Adult Nursing I (NUR 1119) are Anatomy & Physiology I (BIO 2514), Anatomy & Physiology II (BIO 2524), Microbiology (BIO 2924), and College Algebra (MAT 1313). Prerequisite or co-requisite will be Nutrition (FCS 1253). In Adult Nursing I, the concepts of individual, health-illness, growth and development, stress-adaptation, communication, nursing process, and associate degree nursing roles are introduced. These concepts are the curriculum threads that are integrated throughout the nursing courses. Each of the concepts is defined and general applications are made. In the beginning, this course introduces the roles of provider of care, manager of care, and member within the discipline of nursing. Skills and content are selected to assist the student to begin to function within these roles. During the latter part of the course, the individual's biological systems become the prominent focus, with other concepts being interwoven into the study of these systems in the adult. Successful completion of Adult Nursing I is required before progressing to Adult Nursing II (NUR 1129).

NUR 1119 is the prerequisite for Adult Nursing II and pre or co-requisites are PSY 1513 and PSY 2533. In Adult Nursing II, the study of the individual's biological systems continues. The nursing process and the associate degree nursing roles are further emphasized with additional skills and content taught as a way of meeting the individual's health care needs. Communication techniques are further developed for the implementation of the nursing process. Growth and development, stress-adaptation, and health-illness are concepts that continue to be applied to the study of the adult. Successful completion of Adult Nursing II is required before progressing to Mental Health Nursing (NUR 2113) or Maternal-Child Nursing (NUR 2129).

NUR 1129, General psychology (PSY 1513) and Human Growth and Development (PSY 2533) are the pre-requisites for Mental Health Nursing. Mental Health Nursing concentrates on the study of the individual's psychological and sociological systems. Specific emphasis is placed on communication techniques. The nursing process, within the associate degree nursing roles, continues to be explored and the use of group process is expanded as a method by which the individual's needs are identified and met. The health-illness continuum is viewed in a broader application as it applies to psychosocial health and illness. Concepts of growth and development and stress-adaptation are examined as they relate primarily to the individual who demonstrates maladaptive coping behaviors. Successful completion of Mental Health Nursing is required before progressing to Complex Nursing (NUR 2139).

NUR 1129 is the prerequisite for Maternal-Child Nursing. In Maternal-Child Nursing, each concept is related to the individual within the childbearing cycle, or to the child from infancy through adolescence. Growth and development and the effects of childbearing on the individual's biopsychosocial systems are emphasized. Nursing

process, the associate degree nursing roles, and skills are taught and adapted to the care of the woman within the childbearing cycle, and to the child from infancy through adolescence. Successful completion of Maternal-Child Nursing is required before progressing to Complex Nursing.

NUR 2113 and NUR 2129 are prerequisites for Complex Nursing. In Complex Nursing, emphasis is placed on synthesis and application of each of the concepts as they apply to individuals at any point on the health-illness continuum, and throughout each stage of growth and development. Synthesis and application of knowledge is necessary for the achievement of the educational and program outcomes. Stress-adaptation is seen in a broader perspective as it is manifested through each of the biopsychosocial systems. Communication continues to be emphasized as a means by which an individual's health care needs are identified and met. The nursing process is applied in the delivery of care to one to four patients. In addition, advanced skills and content are taught to prepare the student to function in the role of a registered nurse at a beginning level.

The curriculum is designed to prepare graduates who can effectively utilize the nursing process, communicate effectively to achieve patient-centered goals, and function within the associate degree nurse roles. The Jones County Junior College Associate Degree Nursing faculty believes that the program and the educational outcomes are accomplished through this conceptual framework.

LPN-to-ADN Bridge Student Progression

LPN-to-ADN bridge students enter the program with prior practical nursing education and licensure. The bridge pathway is structured to support transition from the practical nurse role to the associate degree registered nurse role through progressive course sequencing and increasing clinical expectations.

Required Course Sequence

Bridge students must complete courses in the following order:

1. NUR 1113 - Transitions Course
2. NUR 2113 - Mental Health Nursing (Psychiatric Nursing)
3. NUR 1129 - Adult Nursing (Medical-Surgical Nursing)
4. NUR 2139 - Complex Nursing

Progression to each subsequent course is contingent upon successful completion of the preceding course with a 75% average or better (this includes theory and clinical).

Transitions Course Requirement

The Transitions course is required prior to enrollment in any other nursing course in the bridge pathway.

This course is designed to:

- Facilitate role transition from LPN to RN
- Expand application of the nursing process
- Strengthen clinical judgment and prioritization skills
- Introduce delegation and supervision concepts consistent with RN scope of practice
- Reinforce dosage calculation proficiency and safe medication administration at the RN level

Bridge students must successfully complete the Transitions course before progressing to Mental Health Nursing. If a student is unsuccessful in the Transitions course, the student is permitted one (1) opportunity to repeat the course. Failure to successfully complete the Transitions course after the second attempt will result in dismissal from the nursing program in accordance with progression policies.

Subsequent Course Progression

After successful completion of the Transitions course, students will progress in the following order:

1. NUR 2113 - Mental Health Nursing (Psych)
2. NUR 1129 - Adult Nursing (Medical-Surgical)
3. NUR 2139 - Complex Nursing

Each course builds upon prior knowledge and increases in complexity, clinical reasoning, leadership, and patient care responsibility.

Repeat Policy for Bridge Students

Bridge students are permitted:

- One (1) opportunity to repeat the Transitions course
- One (1) opportunity to repeat any one subsequent nursing course (Psych, Adult Nursing, or Complex Nursing)

If a student is unsuccessful in any of the following courses:

- Mental Health Nursing
- Adult Nursing
- Complex Nursing

The student is allowed one (1) opportunity to repeat that course.

A second failure in any nursing course will result in dismissal from the program, consistent with ADN progression policies. Students may not repeat more than one nursing course within the bridge pathway.

Program Reentry

1. A student may repeat a nursing course only once and may be readmitted to the program a maximum of two times.
 2. Each readmission applicant must meet all admission requirements of the Associate Degree Nursing Program.
 3. Each applicant applying to re-enter the first nursing course or subsequent nursing course after having been out for one semester or longer must have a completed application for readmission on file in the Associate Degree Nursing office. Priority will be given to those submitted by mid-term prior to the semester re-entering.
 4. Any student who withdraws or is not successful in a nursing course may apply for re-admission for the following semester prior to the close of school for that semester. Any student who does not apply for readmission within 12 months after withdrawing or not being successful in a nursing course, must reapply as a beginning student.
 5. All applicants will be considered by the Associate Degree Nursing Admissions Committee and recommendations will be made individually on each applicant.
-

5. Program Overview

Program Length: 5 semesters

Credential Awarded: Associate of Applied Science in Nursing

Prerequisite Courses:

- Anatomy and Physiology I and II
- Microbiology
- College Algebra

Skills that will be taught in this program include:

- Handwashing/Making an Occupied Bed Assessment
- Assessing the Radial Pulse Rate
- Assessing the Apical Pulse Rate
- Assessing the Respiratory Rate
- Assessing Blood Pressure
- Applying and Removing Sterile Gloves
- Cleaning a Wound and Applying Sterile Dressing
- Administering Oral Medications
- Administering Intramuscular and Subcutaneous Injections
- Self-Monitoring of Glucose
- Nasogastric Intubation
- Gastric Tube Feeding
- Gastric Tube Medication Administration
- Retention Catheter Male or Female
- SQ insulin administration
- Venipuncture for Lab work
- Starting an Intravenous Infusion with an Over-the-Needle Catheter
- Tracheostomy Cleaning
- Tracheostomy Suctioning
- Fundus check
- Diapering and Cord Care
- Newborn Feeding (Breast & Bottle) Teaching
- Initial Assessment of Newborn
- Suctioning the Newborn with Bulb Syringe
- Administering Eye Ointment in Newborn
- Administering IM to Newborn and the Child
- Administering Ear Drops for the Child
- Changing an IV Solution
- Administering a Piggyback Medication
- Administering Medication through an Intermittent Infusion Port
- Converting a Primary Intravenous Access to an Intermittent Infusion
- Administering a Bolus Medication
- Changing a Central Venous Catheter Dressing

Clinical rotations occur in acute care, long-term care, and community-based settings under supervision of licensed nursing faculty.

6. Grading and Evaluation

Students must achieve a minimum grade of 75% in both theory and clinical as well as demonstrate clinical competence to progress. If a student does not achieve a 75% in either theory or clinical, they will not be allowed to progress to the next course.

Grading Scale:

A = 90–100 B = 83–89 C = 75–82 D = 70–74 F = below 69

Evaluation Components:

- Daily Grade
- Scheduled Unit Exams
- Exams
- Clinicals

Cheating:

Any violation involving cheating, furnishing false information, ethical violations, plagiarism, or academic dishonesty may result in disciplinary action, up to and including dismissal, after review under applicable College procedures. Any violation involving cheating in and other forms of academic dishonesty (graded or non-graded) on clinical assignments will carry the following penalties:

- The assignment will not be accepted as fulfillment of course requirements.
- The assignment must be repeated per course requirements, 3) the repeated graded assignments will result in a 10% deduction on the repeated assignment grade.
- A 4% deduction will be taken from the final clinical or theory grade average.

Submitted work that is plagiarized may carry a penalty of a zero on the section(s) where the violation is found to exist. Failure to reference information from the original sources will result in point reductions.

Required papers, whether graded or non-graded papers (including, but not limited to daily plans of care, rotation papers, etc.), are considered INDIVIDUAL ASSIGNMENTS and therefore must be the student's own work. Students may not submit required class or clinical assignments, in whole or in part, from any previous semester. If a student or students are found to be plagiarizing or cheating, either by receiving information or sharing information on ANY required paper, the above policy will apply.

Testing Policy:

- Any student who cheats on a test will receive a grade of zero.
- Students are required to have a working computer laptop to take all assigned tests. All tests are administered through a secure browser application. The students are required to have with them at all times a privacy screen for testing. A screen protector is not considered to be a privacy screen. It must be a privacy screen that is applied over the monitor of the computer laptop.
- During testing nothing will be on the desk except a pencil, the student's laptop, and a scratch sheet of paper provided by the instructor.
- No smart devices, such as ear buds, smart phones, smart watches, smart glasses, etc. are allowed on your person during testing.
- The inside of the laptop must be free of stickers, paper, pictures, or post-it's while testing.
- No watches of any kind may be worn during testing.

Attendance and Testing:

- If a student arrives late for class on the date a unit exam is being administered, the student will be only allotted the remaining testing time to take the test.
- If any student has left the room where the test is being administered, that student will be required to take a make-up exam on an assigned date.
- If any student is absent for a scheduled test, the test will not be reviewed until everyone has taken the test.

Notes Concerning Testing:

- In fairness to students, all final test grades are posted at one time. Students should not ask for test grades prior to that time.
- During testing, if a test question contains an identified error, an instructor will write the correction on the board.
- Definitions of terms will not be provided during the test.
- There will be no clarification of wording during the test unless an error is found in wording.
- Students are to remain in their seats once testing has begun.
- If a student has questions, that student must raise their hand and the instructor will come to the student.
- During scheduled tests, any books or backpacks that will not fit in a student's locker should be placed in a designated area of the classroom. The college assumes no liability or responsibility for loss or damage to personal items.
- No talking is allowed during any testing.
- No hats or hoodies are to be worn during testing.
- After completing the scheduled unit tests, leave quietly and do not return to the room until the last person completes the test and leaves- unless other instructions are given by faculty.
- No congregating or talking is allowed outside the classroom or in the hallways during tests.

Make-up Policy for Unit Tests:

To be eligible for a make-up test and/or exam, students must have a valid excuse for the absence; work conflicts and personal plans are not valid excuses. Students are expected to notify the faculty of the absence prior to the test time via email. To be eligible for make-up testing, the student is required to present a written explanation for the absence to the Program Director within 1 week of the missed test/exam. Upon review of the written explanation and verifying documentation, the collective faculty of Jones ADN program will determine if the student is eligible to make-up the test. Make-up tests will be given at the end of the semester, prior to the final exam, on a day designated on the course calendar. All Make-up tests will contain alternate format questions such as fill-in-the-blank, select-all-that-apply, drop-down, and hotspot, etc. and will be a different version than the original test.

Students will be assigned a grade of zero (0) until the make-up test has been completed.

Daily Test/ Daily Assignment Policy:

- Daily tests or daily assignments will be assigned by the course instructors and instructions for the test and/or assignment will be posted on each individual course Canvas overview.
 - Daily tests or assignments may be given at clinical.
 - Daily tests may cover objectives for that day or previously covered objectives.
 - Late arrival to class does not exempt the student from daily tests or assignments. Students who arrive late will take the daily test upon arrival at the learning experience.
 - If a student comes to class but chooses to leave when a daily test is to be administered, a grade of zero will be assigned for the daily test and the student will receive an absence for the time missed.
 - For daily tests given in the classroom, no books will be opened until an instructor announces that all students are done testing.
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7. Attendance and Conduct

Attendance and punctuality are mandatory.

- Professional conduct, teamwork, and confidentiality are required at all times.
- Dishonesty, unsafe practice, or unprofessional behavior may result in disciplinary action, up to and including dismissal, after review under applicable College procedures.
- It is the student's responsibility for all missed work regardless of the cause of the absence.

Absences Procedure

- When a student has two absences (nursing theory, clinical, or both), an email will be sent from the Student Affairs office. Students will receive only one probation notification per semester.
- If the number of absences from theory equals 5 absences, or number of absences from clinical equals 3 absences, the student will be dropped

from the course, and a withdrawal notification will be sent by email. Depending on the date withdrawn or the number of classes withdrawn from, a “W” or a grade of “FA” will be assigned.

- Students missing more than fifteen minutes (before, during, or at the end) of the nursing class or clinical time will receive an absence for that day. If the student is less than 30 minutes late arriving at clinical, he/she will be allowed to remain at clinical and will not be required to make up the entire clinical day but will still receive an absence. If a student is 30 or more minutes late reporting to clinical the student will not be allowed to remain at clinical and must make up the clinical time later.

8. Dress Code and Safety

Uniform: Black Uniform (JC insignia sewn on scrubs) with name pin and identification badge specific to each clinical site. May wear a solid black or white scoop neck camisole or T-shirt if desired. Length should be mid-knee. White lab coat with JCJC insignia are required to be worn when leaving clinical units in specific areas.

Shoes: Leather-like white closed-toe nursing shoes (gray stitching is allowed).

Accessories: Watch with second hand, name badge, and only one pair of stud earrings and plain wedding band are permitted. White socks.

Appearance: Hair pulled back from face without ornamental holdings, and secured to the head; facial hair should be neatly groomed and kept trimmed, or clean shaven; no nails extending past the tip of the finger, no artificial nails, nail polish, or strong fragrances. Uniforms should be clean, pressed, and wrinkle free. No extreme eyelashes (instructor/facility discretion applied). Tattoos must be covered for the duration of the clinical day. No facial piercings.

Students must follow infection-control standards and wear PPE as required. Failure to comply may result in clinical failure.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for disability, religion, pregnancy, or other protected status should contact the appropriate College office.

9. Clinical Requirements

Clinical experiences are an essential component of the program.

Students must:

- Maintain satisfactory evaluations in all clinical rotations.
- Demonstrate safe, competent care at all times.
- Report errors, injuries, or exposures immediately.
- Complete all assigned clinical hours to receive course credit.
- Provide their own transportation to clinical sites.

Unsafe or unprofessional conduct may lead to immediate disciplinary action, up to and including dismissal, after review under applicable College procedures.

Medication and Nursing Errors

When a medication or nursing error is made, the clinical instructor is to be notified immediately and clinical agency policy must be followed in reporting the error to the appropriate persons. The student making the error must meet with the nursing faculty to explain the incident. The student is responsible for making the appointment with the clinical instructor the same day the incident occurred.

Errors will be evaluated by the faculty as to the impact or potential impact on the safety of patient care. When patient safety is threatened or compromised in the judgment of the nursing faculty from one or multiple occurrences, the student will be removed from the clinical learning experience. The student will be allowed to continue in the classroom and planned school lab experiences until meetings are held to examine options for the student as recommended by the faculty.

A potential error is one prevented by the instructor. The process of meeting with the faculty is the same as described above.

Telephone/ Technology/ Electronics Use in Clinicals

- Emergency calls during class or clinical time should be directed to the ADN director to expedite communication. The telephones in the ADN office are not to be used by students except in cases of emergency.
 - The students must ask for permission to use the phone.
 - No outside calls are allowed in the clinical area except in cases of emergency.
 - The instructor will take any clinical agency call and relay the message to the student. The instructor may be paged to take an emergency call while a student is in clinical.
 - Cell phones are prohibited in the classroom, except for devices being used to access eBooks or other instructional material assigned by the instructor.
 - Cell phones, as well as all other recording devices, may not be used for audio or visual recording without prior expressed consent of the instructor.
 - Cell phones not being used for approved instructional purposes must be out of sight and in the OFF position.
 - The use of cellular phones and Smart Watches while on clinical units is also prohibited, unless prior authorized by the clinical instructor. Any student failing to adhere to this policy may be asked to leave the clinical site and will receive an absence.
 - The use of other electronic devices by the student during clinical MUST be approved by the instructor and the facility PRIOR to use.
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10. Certification and Licensure

Graduates are eligible for the NCLEX-RN examination administered by the National Council of State Boards of Nursing (NCSBN).

After passing, graduates may apply to the Mississippi Board of Nursing for licensure as a Registered Nurse (RN).

Legal Limitations for Licensure as a Registered Nurse

The Mississippi Board of Nursing may, at its discretion, refuse to accept the application for licensure of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now

amended, or any provision of this chapter. The Mississippi Board of Nursing requires that all students in the final nursing course be fingerprinted for an additional criminal background check prior to application for licensure. This will be at the student's expense and cannot be billed or paid from the student account.

A criminal history, pending charge, or drug-screen result may affect clinical placement, program progression, licensure, certification, or employment eligibility. Decisions will be made in accordance with applicable law, clinical-affiliate requirements, licensing-board rules, and College procedures.

11. Student Acknowledgment

All Associate Degree Nursing students must sign a [statement](#) verifying review and understanding of:

- *The Jones College School of Health Sciences Handbook*
- *The Associate Degree Nursing Program Addendum*
- *The Jones College Catalog and Student Policies & Procedures*

**PHARMACY TECHNOLOGY
PROGRAM ADDENDUM**

(Jones College Health Sciences Handbook)

Program Director: Tracey Parker, B.S. Pharm, RPh

Location: JB Young East, Room 205

Email: tracey.parker@jcjc.edu

1. Program Mission and Philosophy

The purpose of the Pharmacy Technology Program of Jones College is to help meet the needs of the pharmacists of the community for pharmacy technicians.

This is achieved through online instruction, hybrid classroom and laboratory work at Jones College and through clinical instruction in local pharmacy facilities.

The curriculum is designed to provide a program of instruction and practical experience which will prepare the student to function as competent pharmacy technicians, to prepare the student for the National Pharmacy Technician Certification Exam, and to become an integral part of the pharmacy realm.

2. Program Goals and Learning Outcomes

The goals of the Pharmacy Technology Program are to enable the technician to:

- Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness, authenticity, and accuracy.
- Use procedures and appropriate operations to prepare medications for distribution in a variety of health-system settings.
- Use pharmaceutical and medical terms, abbreviations, and symbols appropriately.
- Prepare and distribute medications in a variety of health-system settings.
- Perform arithmetical calculations required for usual dosage determinations and solutions preparation.
- Use knowledge of general chemical and physical properties of drugs in manufacturing and packaging operations.
- Use knowledge of proper aseptic technique and packaging in the preparation of medications.

- Perform arithmetical calculations required to verify the measurements, preparation, and/or packaging of medications produced by other technicians.
- Demonstrate the ability to distribute medications.
- Use knowledge of proper aseptic technique to assist the pharmacist in the administration of immunizations.
- Collect payment and/or initiate billing for pharmacy services and goods.
- Purchase pharmaceuticals, devices, and supplies according to an established purchasing program in a variety of health-systems.
- Control the inventory of medications, equipment, and devices according to an established plan in a variety of healthcare systems.
- Maintain pharmacy equipment and facilities in a variety of health system settings.
- Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws, regulations, and professional standards.
- Assist the pharmacist in preparing, storing, and distributing investigational drug products.
- Use appropriate judgment in assisting the pharmacist in the monitoring of medication therapy.
- Assist the pharmacist in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- Understand the use and side effects of prescription and nonprescription drugs used to treat common disease states.
- Demonstrate the ability to display compassion and a caring attitude towards patients and their caregivers in all aspects of job responsibilities.
- Demonstrate the ability to participate in the pharmacy department's process for preventing medication misadventures.
- Take personal responsibility for assisting the pharmacist in improving direct patient care.
- Understand direct patient care delivery systems in multiple practice settings.
- Understand the importance of and resources for staying current with changes in pharmacy practice.
- Appreciate the need to adapt the delivery of pharmacy services for the culturally diverse

- Maintain confidentiality of patient and proprietary business information.
 - Communicate clearly orally and in writing.
 - Demonstrate the ability to maximize work efficiency through the use of technology.
 - Maintain an image appropriate for the profession of pharmacy.
 - Demonstrate ethical conduct in all activities related to the delivery of pharmacy services and all job-related activities.
 - Appreciate the benefits of active involvement in local, state, and national technician and other pharmacy organizations.
 - Appreciate the value of obtaining technicians certification.
 - Efficiently manage one's work whether performed alone or as a part of a team.
 - Efficiently solve problems commonly encountered in one's own work.
 - Understand the principles for managing change.
 - Establish and maintain effective interpersonal working relationships with other members of the health care team.
 - Understand the need to be able to resolve conflicts through negotiation.
 - Demonstrate the ability to balance obligations to oneself, relationships, and work in a way that minimizes stress.
 - Demonstrate the ability to assist the pharmacist in assuring the quality of all pharmaceutical services
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3. Accreditation and Credentials

The Jones College Pharmacy Technology Program operates under the approval of the Mississippi State Board of Pharmacy and is accredited by American Society of Health-System Pharmacists (ASHP) and Accreditation Council for Pharmacy Education (ACPE).

Graduates are eligible to take the Pharmacy Technician Certification Exam (PTCE) or the ExCPT Certification Exam, leading to the credential Certified Pharmacy Technician (CPhT).

4. Admission Requirements

Applicants must:

- Meet all Jones College general admission requirements.
- Have an ACT composite score of 17 or higher, or adequate grades at the discretion of the program director.
- Have completed MAT 1033 Technical Mathematics with a “C” or better. (starting Summer 2027; MAT 1313 may be substituted if the student has already taken it)
- Submit two professional references and complete an interview with program faculty.
- Provide proof of valid driver’s license, reliable transportation, and computer/internet access.
- Complete a background check and drug screening.
 - A criminal history, pending charge, or drug-screen result may affect clinical placement, program progression, licensure, certification, or employment eligibility. Decisions will be made in accordance with applicable law, clinical-affiliate requirements, licensing-board rules, and College procedures.

During the program, once admitted:

- Obtain Healthcare Provider CPR certification.
- Register with the Mississippi Board of Pharmacy.
- Provide proof of immunizations (121 Form) and two-step TB test results.
 - Clinical sites may impose additional health, vaccination, testing, or screening requirements. Requests for disability, medical, or religious accommodation will be reviewed under applicable College procedures; however, inability to satisfy clinical-site requirements may affect placement or progression.

Admission is competitive and based on interview scoring, academic experience, prior healthcare experience, GPA, ACT and available space.

Program Reentry

Students seeking re-entry into a Designated program after being previously dismissed from a Designated program must pass a drug test to complete the application process. Additionally, the student may also be requested to

complete a substance abuse rehabilitation program at an agency approved by Jones College. If a rehabilitation program has been completed, the college must receive documentation from that agency stating the student completed the program.

If the student is allowed re-entry into their program of study, the student will adhere to regular substance abuse testing procedures that are stated in this policy. If the student feels they were falsely denied re-entry into a program, the student can file a grievance through the Student Complaints and Grievances policy found on JCJC.edu.

Reasons For Dismissal

- Failing to achieve a “C” or above average in each course of the curriculum
- Cheating on an exam or assignment
- Falsification of any information related to the program, including application and course work
- Failing a drug test or refusing to have a drug test performed (a medical marijuana card is not an approved prescription medication at our affiliated clinical locations; students cannot attend clinical, thus failing the course/program.)
 - The College may be required or permitted to report certain drug-screen, conduct, or safety-related matters to licensing or regulatory agencies. Any reporting will be handled in accordance with applicable law, agency rules, clinical-affiliate requirements, and College procedures.
- Being under the influence of alcohol or drugs while in the classroom, lab, or clinicals
- Violation of any college regulation as stated in the Code of Conduct
- Failing to follow instructions of instructors or other school officials
- Disruption of the learning environment in the classroom, lab, or clinicals
- Failing to follow instructions by a supervisor or facility policy during clinicals
- Performing 3 or more medication errors while in the clinical area
- Denial by the Mississippi Board of Pharmacy for Technician Registration

Dismissal decisions are based on academic performance, clinical safety, and professional conduct and will be reviewed on a case by case basis under applicable College procedures.

5. Program Overview

Credential Awarded: Associate of Applied Science in Pharmacy Technology

Program Length: Three semesters (plus general education requirements)

Course Examples:

- Pharmacy Technician Fundamentals
- Pharmacy Law
- Computer Application in Pharmacy
- Pharmacy Math and Dosage Calculations
- Pharmacy Anatomy and Physiology
- Nonprescription Drugs and Devices
- Pharmacology I and II
- Pharmaceutical Compounding
- Pharmacy Practice
- Drug Information Research
- Practicum I, II, and III
- Pharmacy Management
- Pharmacy Transition

Students engage in classroom, laboratory, and clinical experiences designed to prepare them for a variety of pharmacy practice settings.

6. Grading and Evaluation

Students must maintain a minimum grade of a “C” in all Pharmacy Technology courses.

Grading Scale:

A = 93–100 B = 85–92 C = 77–84 D = 70–76 F = below 70

Evaluation Components:

- Written exams and laboratory check-offs
- Clinical performance and attendance
- Professionalism and participation

Late assignments lose five points per day; after three days, a grade of zero is recorded.

Missed exams must be taken upon return to class.

7. Attendance and Conduct

Attendance is required for all class, lab, and clinical sessions.

- No more than three clinical absences per semester are permitted.
- A maximum of two absences may be made up.
- Three unmade-up clinical absences result in dismissal.
- More than 30 minutes late to clinical counts as one absence.
- Falsification of attendance or signatures results in disciplinary action, up to and including dismissal, after review under applicable College procedures.

Students are expected to uphold confidentiality, integrity, and professionalism at all times.

8. Dress Code and Professional Standards

Uniform: Black or navy scrubs and matching lab coat with program logo or embroidery.

Shoes: Black or gray closed-toe tennis shoes.

Identification: Name tag and Mississippi Board of Pharmacy Registration Card must be visible.

Appearance: No bright hair colors, artificial nails, colored polish, or fragrances. Tattoos must be covered and any piercings removed.

Cell Phones:

Prohibited in classrooms, labs, and clinical settings. Devices must remain off and stored away.

Dress and grooming standards are based on safety, infection control, professional identification, and clinical-site requirements and will be applied in a nondiscriminatory manner. Students seeking an accommodation for disability, religion, pregnancy, or other protected status should contact the appropriate College office.

9. Clinical Requirements

Students must complete all assigned clinical hours in approved retail, hospital, or institutional pharmacy settings.

Clinical participation requires compliance with all site rules, confidentiality, and safety regulations.

Students must:

- Complete HIPAA training and maintain privacy.
 - Students may not photograph, record, transmit, upload, or enter patient, client, clinical-site, or protected information into personal devices, social media, messaging platforms, or AI tools unless expressly authorized by the instructor and clinical site and permitted by law.
 - Report errors or incidents immediately.
 - Exhibit professional conduct toward patients and staff.
 - Maintain accurate clinical documentation.
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10. Certification and Licensure

Upon completion, graduates may take the PTCE or ExCPT national certification exams.

Passing the exam and completing the degree qualify the graduate for registration as a Certified Pharmacy Technician (CPhT) with the Mississippi Board of Pharmacy.

11. Student Acknowledgment

All Pharmacy Technology students must sign a [statement](#) verifying review and understanding of:

- The *Jones College Health Sciences Handbook*
- The *Pharmacy Technology Program Addendum*
- The *Jones College Catalog and Student Policies & Procedures*

Student Acknowledgment Statement

I acknowledge that I have reviewed and understand the following materials:

- **Jones College School of Health Sciences Handbook**
- **My Program Addendum**
- **Jones College Catalog and Student Policies & Procedures**

I understand that I am responsible for reading these materials in full, requesting clarification when needed, and complying with all policies, procedures, and expectations outlined in them. I understand that failure to follow these guidelines may result in disciplinary action as described in the applicable documents.

By signing below, I confirm that I have been provided access to these materials and agree to abide by the policies and standards contained within.

Student Name (print): _____

Student Signature: _____

Date: _____

Program: _____