

**VIRGINIA WESTERN
COMMUNITY COLLEGE**



**Associate of Applied Science Nursing
Program**

**Second Year
STUDENT HANDBOOK
2018-2019**

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INTRODUCTION

This Handbook presents information and policies of the Associate of Applied Science in Nursing Program (AAS Nursing Program). All enrolled students are subject to the current handbook. You will be asked to sign a statement annually that verifies you have read its contents and agree to comply with the conditions contained herein while a student in the AAS Nursing Program.

It is important to understand a career in nursing requires discipline, mature behavior, a professional attitude, and responsible decision making. Flexibility in meeting the needs and demands of the AAS Nursing Program will be required on your part. Prepare for unexpected changes that may require adjustments to your personal schedule in order to meet program requirements. Clinical or class hours scheduled during evenings, nights or weekends are possible.

If you have challenges, please do not hesitate to consult your nursing faculty advisor or course instructors for assistance. Nursing program faculty are committed to helping you acquire the necessary knowledge, skills and attitudes to become a competent nurse. We look forward to working with you in the accomplishment of your educational goals.

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Associate of Applied Science Nursing Program

The Associate of Applied Science in Nursing Program is a restricted admissions program that requires 4 semesters (2 years) to complete the Nursing course requirements. The courses are delivered through classroom, laboratory and clinical experiences.

Mission Statement

The AAS Nursing Program prepares professionally educated nurses who are safe, competent, compassionate health care providers who work collaboratively within interdisciplinary teams. Graduates are encouraged to maintain the highest standards of honesty, fairness, and ethical conduct. The program prepares graduates to meet changing healthcare needs of patients, families, and communities within complex healthcare environments.

Statement of Purpose and Vision

The curriculum is designed to assist students to gain knowledge, skills, and attitudes that form the basis of safe clinical practice through patient-centered care, teamwork and collaboration, evidence based practice, quality improvement, and safety (QSEN, 2014). Successful program completion qualifies students to apply for licensure as a registered nurse. The program prepares graduates with a basis to further their professional education.

Virginia Western Nursing Philosophy

Virginia Western nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient-centered-care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

Shared Beliefs

AAS Nursing Program faculty are dedicated to improving the health of our community through development of future nurses who are distinguished as safe, competent professionals, dedicated to the highest standards of care. Faculty believe in the potential of adults to learn and master new knowledge. To that end, faculty engage students in classroom, lab, and clinical settings to help students apply and master new knowledge, necessary to prepare them for the nursing profession. Faculty believe lifelong learning is required of all nurses who have stewardship in the care of our community. Students are encouraged to acquire a firm educational foundation for practice that continues throughout their careers from novice to expert nurses.

Nursing Profession Code of Ethics

The profession of nursing requires students and graduates to provide quality, safe nursing care while adhering to ethical obligations unique to the profession. The AAS Nursing Program (AASN) recognizes and adheres to the American Nurses Association Code of Ethics for Nurses (2015). Students of the program are expected to be familiar with, and abide by the code. For detailed information, visit the American Association of Nurses website at www.nursingworld.org. The code of ethics document may be viewed at <http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>.

Educational Framework

Quality and Safety Education for Nurses (QSEN)

AASN student learning outcomes are structured around the Quality and Safety Education for Nurses (QSEN) framework. QSEN fosters knowledge, skills, and attitudes required to promote continuous quality improvement and safety within healthcare systems through the following areas of focus:

- Patient-Centered-Care
- Teamwork & Collaboration
- Evidence-Based Practice
- Quality Improvement
- Safety
- Informatics

Additional information may be viewed at <http://qsen.org>

Student Learning Outcomes

Students will be able to:

1. Engage in practices that provide safe and holistic nursing care throughout the lifespan grounded in science and the nursing process. (Safety)
2. Apply nursing judgment to ensure the delivery of patient-centered care and promotion of health for patients within a family and community environment. (Patient-Centered Care)
3. Demonstrate the use of critical thinking skills while utilizing the nursing process to provide care to patients throughout the lifespan. (Critical Thinking)
4. Collaborate effectively within nursing and interdisciplinary healthcare teams to foster open communication, respect, and shared decision making to ensure safe, quality patient care. (Teamwork)
5. Demonstrate the use of the best current evidence to guide clinical decision making to provide safe care for patients and families across the lifespan. (Evidence-Based Practice)
6. Integrate information and technology to communicate, manage knowledge, and support decision making in the practice of nursing care. (Informatics)
7. Utilize concepts related to culture, ethnicity, and spirituality in the delivery of patient care. (Culture/ Patient Centered Care)

End of Program Outcomes

Virginia Western is committed to the overall excellence of its AASN program through the following end-of-program outcomes:

1. Kaplan Testing and Clinical Evaluation methodologies will demonstrate that Virginia Western AAS Nursing students have achieved each end of program student learning outcome (EPSLO).
2. Virginia Western AAS Nursing program will attain a National Council Licensure Examination-Registered Nurse (NCLEX-RN) ***pass rate of 80% on the first attempt.***
3. Virginia Western AAS Nursing program will demonstrate a program ***completion rate of at least 65%*** within one and one-half times the program length following nursing program matriculation.
4. Virginia Western anticipates that ***90% of graduates seeking employment will acquire nursing employment within six months of graduation.***

Accreditation/Approval

This nursing education program is a candidate for accreditation by the

Accreditation Commission for Education in Nursing:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

The Virginia Western AAS Nursing program is approved by the Virginia Board of Nursing.

Expected Qualities for Success

The following lists of abilities/qualities, with or without reasonable accommodation, are necessary for success in the Nursing Program. Reasonable accommodation is a modification or adjustment that enables an otherwise qualified individual with a disability to have the opportunity to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly situated individual without a disability. A reasonable accommodation is defined on a case-by-case basis and must take into consideration:

1. specific abilities and functional limitations of the individual
2. specific functional requirements of the nursing program

Reasonable accommodations are directed toward providing an equal educational and/or employment opportunity for the disabled individual while providing for the safety of the individual, patient, and agency staff.

Physical Functioning

- Tolerate sitting, standing, bending, reaching, stooping, and walking for long periods of time
- Lift, carry, push, pull, or support objects, extremities or persons: i.e., during ambulation, transferring from bed to chair, turning, moving and lifting patients in bed, supporting arms or legs
- During treatments or procedures and lifting children onto chairs, beds, scales or examining tables. (50 – 100 lbs. occasionally, 25 – 50 lbs. frequently and 10 – 25 lbs. constantly).
- Moving efficiently enough to meet the needs of several patients in a timely fashion.
- Demonstrate motor coordination and manual dexterity required to handle and operate equipment (i.e., wheelchairs, beds, IV pumps, blood pressure cuffs, computer keyboard, syringes), open packages and perform procedures.
- Accurately hear physiological and environmental sounds, i.e., lung sounds, heart rate, blood pressure, bowel sounds, infusion pump alarms, etc.
- Accurately distinguish colors, odors, body language and body alignment, i.e., skin color, drainage, nonverbal communication, and position of a person.
- Maintain optimal physical well-being.

Cognitive Skills

- Accurately calculate basic algebraic equations required to determine exact medication dosages, solutions, IV drop rates and IV flow rates.
- Collect and interpret data for purposes of planning and evaluation of patient care.
- Accurately and efficiently interpret and communicate information in English, both written and spoken. For example:
 - responding to physician's orders;

- reading and recording information;
 - directing assistive staff.
- Organize, prioritize and plan work in a logical sequence.

Psycho/Social Skills

- Cope effectively while working in a stressful environment using patience, tact and flexibility.
- Communicate therapeutically and effectively with others.
- Respect persons of diverse cultural, religious and ethnic backgrounds.
- Demonstrate caring, empathy, accountability, honesty, and a neat, clean professional appearance.
- Maintain an alert level of consciousness and orientation to time, place and person at all times.
- Maintain optimal mental well-being

AAS Nursing Program Curriculum

The AAS Nursing program curriculum grid with program course sequencing is on the following page. Students complete 69 credit hours over 6 semesters, including pre-requisite courses. All nursing courses are completed within four semesters.

AAS Nursing Program Curriculum Grid

Subject & Course	Course Title	Theory Credit Hours	Skills Lab Credit Hours	Clinical/ Contact Hours	Total Course Credit Hours
Credit Hour Ratio		(1:1)	(1:3)	(1:3)	
Prerequisites					
BIO 141	Human Anatomy & Physiology I	3	3		4
BIO 142	Human Anatomy & Physiology 2	3	3		4
HLT 105	Cardiopulmonary Resuscitation	1			1
First Semester					
NUR 135	Drug Dosage Calculation	2			2
NUR 111	Nursing I	4	3 (45)	6 (90)	7
NUR 226	Health Assessment	2			2
HLT 141	Medical Terminology	1			1
SDV 100	College Success Skills	1			1
Second Semester					
BIO 205	Microbiology	3	3		4
NUR 112	Nursing II	3	3 (45)	12 (180)	8
NUR 230	Pharmacology	3			3
Third Semester					
NUR 211	Second Level Nursing I	5		6 (90)	7
NUR 245	Maternity/Newborn Nursing	2		3 (45)	3
NUR 247	Psychiatric/ Mental Health Nursing	2		3 (45)	3
ENG 111	English	3			3
Fourth Semester					
NUR 212	Second level Nursing II	4		9 (135)	7
NUR 246	Parent/ Child Nursing	2		3 (45)	3
PSY 230	Developmental Psychology	3			3
PHI 220	Ethics	3			3
Nursing courses include 90 lab contact hours and 630 clinical/ contact hours Total Required Credits for AAS Nursing Program Degree: 69 Credits *Credit hour definition as followed by Virginia Western can be found at the following site https://www.virginiawestern.edu/about/policies/1-20.php					

Advanced Placement for LPN's
LPN to AAS Nursing Program Bridge

The Virginia Western AAS Nursing Program has an advanced placement option, the LPN to AAS Nursing Bridge, for LPNs who have been admitted to the AAS Nursing Program and meet prerequisite requirements.

This program is designed to recognize the common competencies of nurses and to bridge the difference between LPN and RN knowledge base and to allow these students to finish the AAS Nursing courses within a 12 month period.

Students who are LPNs are required to complete at least 13 hours of the general education courses before beginning the LPN to RN nursing classes. The length of this track depends on the amount of time needed to complete the general education classes. The nursing classes can be completed in one year.

** Students who meet the eligibility requirements for advanced placement will take NUR 115, NUR 136, and NUR 226 in the summer term and then be eligible to take the sophomore level courses and graduate within one (1) academic year with an AAS Degree in Nursing. At the successful completion of the 3rd semester of the AAS Program the student will be awarded credit for NUR 111, NUR 112, HLT 141, NUR 230 as well as 150 clinical hours (as designated by the Virginia State Board of Nursing). For additional information, see the Code of Virginia at <http://law.lis.virginia.gov/admincode/title18/agency90/chapter27/section100/> . These same regulations are also available from the Virginia Board of Nursing at https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm , at “Regulations for Nursing Education Programs”, 18VAC90-27-100 - Curriculum for direct client care.

The advanced placement option is available to students who possess an unrestricted Virginia LPN license. Maintenance of a valid license is required throughout application and enrollment in the AASN program. Failure to maintain licensure and/or failure to report a change in licensure status will result in immediate dismissal from the AAS Nursing program. The advanced placement option is not available to applicants who are part of the Virginia Healthcare Monitoring Program.

LPN to AAS Nursing Bridge Curriculum

Subject & Course	Course Title	Theory Credit Hours	Skills Lab Credit Hours	Clinical Credit Hours	Total Course Credit Hours
Credit Hour Ratio		(1:1)	(1:3)	(1:3)	
Prerequisites					
BIO 141	Human Anatomy & Physiology I	3	3		4
BIO 142	Human Anatomy & Physiology 2	3	3		4
BIO 205	Microbiology	3	3		4
NUR 135	Drug Dosage Calculation	2			2
HLT 105	Cardiopulmonary Resuscitation	1			1
SDV 100	College Success Skills	1			1
Summer					
NUR 115	LPN Transition	4	1 (45)	1 (45)	6
NUR 136	Principles of Pharmacology I	2			2
NUR 226	Health Assessment	2			2
Fall Semester					
NUR 211	Second Level Nursing I	5		6 (90)	7
NUR 245	Maternity/Newborn Nursing	2		3 (45)	3
NUR 247	Psychiatric/ Mental Health Nursing	2		3 (45)	3
ENG 111	English	3			3
Spring Semester					
NUR 212	Second level Nursing II	4		9 (135)	7
NUR 246	Parent/ Child Nursing	2		3 (45)	3
PSY 230	Developmental Psychology	3			3
PHI 220	Ethics	3			3

Nursing courses include 45 lab contact hours and 405 clinical/contact hours
 Per Virginia Board of Nursing, LPN students will be awarded 150 clinical hours due to licensure, resulting in 555 clinical hours for this option.

Total Required Credits for AAS Nursing Program Degree: 69 Credits

*Credit hour definition as followed by Virginia Western can be found at the following site

<https://www.virginiawestern.edu/about/policies/I-20.php>

Description of all Nursing Courses

Students may access detailed course descriptions through the college's course catalog at

<http://catalog.virginiawestern.edu/>.

Estimated Costs of AAS Nursing Program

Students enrolled in the AAS Nursing Program have costs associated with enrollment and program progression that exceeds tuition. Expenses change based on tuition increases, costs of textbooks and learning resources, venter fees associated with background checks and drug screening, immunizations, uniforms, and supplies. Students are also required to maintain health insurance at their own expense while in the nursing program. Students may access detailed estimates of current student expenses at

<http://www.virginiawestern.edu/academics/health/nursing/cost.php>

Virginia Board of Nursing (VBON) Statutes and Regulations

The Virginia Board of Nursing (VBON) requires a background check and fingerprinting when applying for nursing licensure. VBON reserves the right to deny licensure to any applicant who has ever been convicted, pled guilty or nolo contendere to the violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor. This may also include any applicant who has a mental, physical or chemical dependency condition that could interfere with his/her ability to safely practice nursing. For more information, visit Virginia Board of Nursing guidance document 90-55 at <https://www.dhp.virginia.gov/nursing/guidelines/90-55CriminalConvictions.doc>. For additional information about statutes, regulations, nursing scope of practice, and legal definitions for nurses, visit the board of nursing website at:

<https://www.dhp.virginia.gov/nursing/leg/Chapter%2030%20Nursing.doc>.

Successful completion of the AAS Nursing program does not guarantee licensure or eligibility to practice nursing. All successful graduates are subject to application of licensure rules and fees as set forth by the Virginia Board of Nursing.

National Council Licensure Exam for Registered Nurses (NCLEX-RN)

Upon successful completion of the AAS Nursing program course of study, students will be eligible to take the NCLEX-RN leading to licensure. Registration for NCLEX-RN is a two-step process that begins with application to the Virginia Board of Nursing (VBON) and ends with registration with Pearson VUE through the National Council of State Boards of Nursing (NCSBN). Fees are required for both steps. Please visit NCSBN website for specific requirements/ information at <https://www.ncsbn.org/nclex-application-and-registration.htm>. Tutorials and candidate bulletin information can be found at <https://www.ncsbn.org/1213.htm>.

Student Resources

Computer Lab

The computer labs are quiet areas for computer use and individual study. Assignments may require students to access computer resources in preparation for class or Nursing Skills Lab (NSL). Please leave the computer lab if you need to use your cell phone. Students wishing to congregate for study groups or socializing are encouraged to use designated areas on campus. The college has several other computer labs for student use. The Guidelines and Policies for Computer Use at Virginia Western are available at www.viriniawestern.edu/iet/standards.php.

Nursing Practice Lab

Nursing Practice Lab is located in HP 354. On specified days and times, it may be necessary to close the nursing practice lab for a nursing class or other events. The nursing practice lab provides computers, study areas, and equipment for skills practice. Students are required to leave the computer lab and practice equipment in order. Appropriately clothed mannequins should be in the bed, linens properly arranged, bed left in lowest, locked position. Failure to maintain an orderly space or any misuse or abuse of equipment will result in loss of access to computer/practice lab.

Student Printing/copying

Students are responsible for their own printing and copying. There are multiple printing kiosks located across campus. Location of printing kiosks and additional information can be found at <http://viriniawestern.edu/iet/tech4students/printing/index.php>. A black and white copier is available in Brown Library for student use; copies are 10¢ per page (copier only accepts correct change).

Academic Link

The [Academic Link](#) connects students to academic success by providing the academic support that fosters the acquisition of the critical learning skills that make students better learners. The Link's free services include academic success coaching; one-on-one, group, and online tutoring; and math, science, and writing walk-in tutoring centers. Additional information on the Academic Link and other learning resources can be found at <http://www.viriniawestern.edu/learning/index.php>.

Disability Services/ Accommodations for Learning

Students with diagnosed/documentated learning or other disabilities are entitled to reasonable accommodations in the classroom, in accordance with the Americans with Disabilities Act. It is the responsibility of the student to meet with the faculty member and bring the appropriate form(s) from Office of Disability Services (ODS) to request accommodations. It is recommended that this meeting take place as early as possible in the semester to facilitate an optimal learning environment. Please contact the instructor after class or during office hours during the first weeks of the semester to discuss your needs.

Virginia Western is dedicated to the belief that all people should have an equal opportunity to develop and expand their skills and knowledge. The college does not discriminate based on race, color, religion, national origin, political affiliation, age, sex, or disability. The Office of Disability Services will assist in facilitating accommodations for all eligible students. For more information, call 540-857-7286 to schedule an appointment to speak with a Disability Counselor. Additional information:

<https://www.viriniawestern.edu/disability/accommodations.php>.

Student Rights – Educational Records

The AAS Nursing Program at Virginia Western maintains student records according to Family Educational Rights and Privacy Act (FERPA) guidelines, VCCS and VBON regulations. Admission and academic files for current students are maintained in locked cabinets within a locked office, ensuring limited access. Current students who wish to access admission or academic files may email the program director to request access to their files. An appointment for record review with the program director or designated faculty will be granted within four weeks.

Student files for active courses are maintained by nursing faculty. Students wishing to review information in the course file must make this request to their course instructor through email. Faculty office hours may be utilized.

Students may not copy information from any test questions. Student access to tests is limited by the test review policy. A faculty member must be present during review of any record content.

Following completion or withdrawal from the program, all student records are maintained in the program file room for three years. Additional information can be found at:

<https://www.viriniawestern.edu/records/righttoprivacy.php>

In addition, all enrolled students are required to register with Castle Branch, a third party vendor, that tracks compliance with all students health requirements and any criminal record activity. Access to student virtual health records at Castle Branch is limited to members of the nursing administrative team. Each individual student must maintain and manage their own record to ensure compliance.

Nursing Club

The Virginia Western Community College Nursing Club provides opportunities for continuing personal and professional growth through community service, mentoring, and collegiality among students. The Nursing Club works collaboratively with other Virginia Western clubs to enhance campus culture and improve student life. The Nursing Club is also responsible for planning, fundraising and organizing the graduating class pinning ceremony.

Students meeting certain eligibility requirements may run for positions on the executive board as specified by club by-laws. Club by-laws are accessible to enrolled students through Blackboard. Nursing faculty advisors support and coach executive board members in providing leadership for all club functions. Annual club elections will be announced through Blackboard and student email. Two students, one from each cohort, may serve as class representatives. Representatives are invited to one faculty meeting per semester to enhance communication between nursing program students and faculty. All enrolled students are invited and encouraged to participate in club meetings and functions.

Nursing Program Policies and Procedures

Academic Progression

In order to progress in the AAS Nursing program, students must successfully complete all courses outlined for each semester in the program of studies to include all general education and nursing courses. Students have the opportunity to complete the AAS Nursing program of study as follows:

1. Traditional students: Upon acceptance to the AAS Nursing Program, students have up to three years to complete the program, subject to the readmission policy.

2. Advanced Placement (LPN to AAS Nursing Bridge): Upon acceptance to the AAS Nursing Program, students have up to two years (including summers) to complete the program, subject to the readmission policy.

In order to achieve a passing grade in a didactic (theory/classroom) nursing course, both the test/exam average and final course grade must be at least an 80%. Test averages are calculated first, before any other coursework, including quizzes, are calculated. The test/exam average is not weighted and must be an 80% average of all tests/exams averaged equally. **If the average is below 80%, the student will earn the score of the test/exam average for his/her grade, and will not be able to progress.**

Math Competency Exam

A math competency exam will be administered during the first week of class in NUR 112 (second semester), and NUR 211 (3rd semester) and NUR 115 and students will be given a maximum of **three** opportunities to achieve 90%. Students failing to achieve 90% on the first or second math test must remediate at the Math Center at Brown Library, or with course faculty, prior to retest. Proof of remediation in the form of an email from Math Center staff or nursing faculty must be provided to the course instructor for students to be eligible to take the retest. The first math competency exam will count as a quiz grade in the course.

Students enrolled in NUR 212 (4th semester) will take a math competency exam during the first week of class. Students in NUR 212 will be given a maximum of **two** opportunities to achieve 100%. Students failing to achieve 100% on the first attempt must remediate at the Math Center at Brown Library or with nursing faculty and provide proof of remediation in order to retest. The first math competency exam will count as a quiz grade in the course.

Students failing to achieve 90% after remediation for NUR 112 and NUR 211 or 100% for NUR 212, will not be allowed to administer medications in the clinical setting. This will negatively impact clinical evaluation, which may result in a clinical failure and termination from the AAS Nursing Program.

Grading, Course Sequence and Retention Policies

Clinical evaluations will be completed mid-term and during the final clinical week of each semester. In addition, students will receive weekly written or verbal feedback from clinical instructors. Evaluation is based on the achievement of clinical competencies. A satisfactory evaluation means a student has met the competencies of each course and respective syllabi.

The student must earn a grade of "C" (80%) or higher in the classroom component and must achieve "S" satisfactory clinical performance in order to receive a passing grade ("C" or higher) for the course. A failing grade ("D" or "F") necessitates repeating all components of the failed course. Students must achieve a grade of "C" (80%) or better in all general education and nursing courses.

A student who fails to complete BIO 205 with a grade of "C" or better by end of summer semester preceding the second year will not be able to advance to the second year of the program.

Grading Scale for NUR Classes

92-100 = A

84-91.99 = B

80-83.99 = C Minimum Passing Grade

70-79.99 = D

0-69.99 = F

Note: Minimum passing grade is 80. Test grades and the final exam grade are recorded as is; they will not be rounded.

Optional Transfer to Practical Nursing Program

Transition to the second semester of the Virginia Western Practical Nursing Program from the first semester of the AAS Nursing Program may be permitted under the following circumstances:

1. The transferring student passes all first semester nursing classes with at least a 78.0% with the exception of NUR 135 that must have at least an 80.0%.
2. The transferring student has a minimum of a 2.0 GPA.
3. The student passes the clinical portion of NUR 111.

Students wishing to transfer under these requirements must notify the Practical Nursing program director within one week of final grade posting. Transfer is subject to AAS Nursing faculty referral and PN program director approval. The student will be notified via email of the decision within one week of submission.

Student Documentation

Students must follow faculty instructions for submitting all coursework. It is also the student's responsibility to maintain their clinical hour sheets and skills-check off sheets

throughout each semester. It is recommended to take pictures or make copies in case duplicates are necessary. Final grades will not be posted until clinical hour sheets and skills check-off sheets are received and reviewed for completion of all course components. Instructions will be given at the end of each semester for collection of this paperwork.

Training is required by clinical partners, annually. Students will be given training packets, check-off lists, and online training to complete. Paperwork must be submitted by deadline to ensure clinical placement. Incomplete packets will not be accepted and will prevent a student from attending clinical and maintaining placement in the program.

Communication regarding necessary paperwork and deadlines are communicated via email from the Nursing Program Administrative Assistant throughout the summer and school year. It is the student's responsibility to read and comply with all deadlines.

Attendance Policy

It is required that students attend ALL classes, Nursing Skills Labs (NSL), simulation lab and clinical experiences.

1. When absence is necessary, it is the responsibility of the student to inform the faculty prior to the absence (by telephone) or email. For clinical absence, follow the instructions given by the clinical instructor for your current rotation. A message may be left on voice mail.
2. Work missed in classroom or lab as a result of extenuating circumstances defined as absences due to illness, personal or family emergency, court dates, or death in the family may be made up if the absences are appropriately documented. Falsification of documentation is considered a violation of the Virginia Western Student Conduct Policy and may result in dismissal from the program. All other absences are considered unexcused and work missed may not be made up. The student will receive a grade of "0" for any missed work.
3. It is the responsibility of the student to arrange with the instructor to make up missed learning experiences in all areas of classroom, lab, or clinical.
4. Make up tests are to be taken on the day of return following an absence or a day scheduled by the instructor. Make up tests may be in a different format from the original test. Note: test make up is allowed only when the absence is a result of one of the extenuating situations as noted above.
5. Assignments are due on the day of return following an absence or as arranged by the instructor. Acceptance of late assignments is at the sole discretion of the instructor. A minimum of ten (10) points will be deducted for each day late if accepted. The instructor may waive point deductions based on documentation of extenuating circumstances.
6. Business, physician, and dental appointments should be made after nursing program hours.
7. A healthcare provider's medical release will be required for the student to return to clinical after an illness or condition resulting in three (3) or more consecutive days of absence.
8. A maximum of three (3) class absences (per course) is permitted. Excessive absenteeism is defined as more than three (3) days of missed classroom instruction.
9. All scheduled NSL and clinical attendance are mandatory. **MISSED CLINICAL OR LAB EXPERIENCE MUST BE MADE UP.** Clinical/lab absence in excess of 10% of the scheduled may make it impossible for the student to complete the clinical objectives. Therefore, it may

result in course failure and dismissal from the program. Decisions regarding failure/dismissal due to excessive absence will be made at the discretion of the Program Director with faculty input.

Note: All make-up NSL, simulation and clinical hours are subject to faculty and facility availability. Make up experiences must be scheduled through the lab and clinical coordinators for the program and are not guaranteed. Failure to complete the lab and clinical course requirements may result in course failure, and/ or removal from the program. In select circumstances, with permission of the director, students may earn an “incomplete” as a course grade. Students must seek faculty advising should questions regarding course completion arise.

The AAS Nursing Program’s attendance policy exceeds that of Virginia Western Community College, which may be viewed at: <https://www.virginiawestern.edu/about/policies/I-47.php>

Tardiness

Tardiness is not acceptable in classroom, lab, or clinical. Students arriving late to class may not be admitted until break, or as directed by faculty, to maintain the learning environment. Students are responsible for any missed classroom material. The number of times a student is tardy is counted in the total number of days of absences. Three tardies counts as one absence. A tardy is assessed for any lateness following the scheduled beginning of class, lab or clinical. An Individualized Clinical Plan (ICP) or a Laboratory Remediation Plan (LRP) may be initiated by faculty (see Appendix B for ICP). Tardiness to clinical may result in dismissal from the clinical setting and an unexcused clinical absence. Students should notify their clinical instructor immediately if lateness appears imminent due to unforeseen circumstances. It is the discretion of the clinical instructor to allow a student to participate in the clinical experience based on patient assignments, pre-conference requirements, and clinical report.

Test Review Policy

Test reviews will be in group format. Test reviews will be conducted at a date/time of the faculty member’s choice and communicated to all students via Blackboard or email announcement. Individual reviews may be scheduled during posted faculty hours. Any student who makes below 80% on a test is encouraged to meet with faculty for individual review. Students may make arrangements with the instructor to individually review a test up to the time of the next administered test. After that time, the test will be filed and unavailable for review.

Kaplan Focused Review/Integrated Tests

Students will be required to complete Kaplan Review and Integrated Tests (IT) each semester. These tests are mandatory for successful completion of nursing courses. Focused Review tests may be completed at home or on campus, as these tests are not proctored and may be completed at any time prior to the due date. ITs are scheduled by the nursing program and are proctored in computer labs on campus. Computer lab times will be arranged for the ITs and communicated to students to provide opportunities to complete the tests. Test due dates will be as outlined in the class schedule. Remediation is mandatory for Integrated Tests and highly encouraged for Focus Review tests. Students scoring below benchmark on ITs are required to complete a minimum of 30 minutes of remediation. All ITs are scheduled outside of classroom, lab, and clinical experiences. Failure to complete all tests and remediation will result in incomplete (I) course grade and the student will not be allowed to graduate, or progress in the program (no exceptions will be made).

Annual review for NCLEX-RN

Students must attend the weeklong Kaplan review seminar held at Virginia Western at the end of the 4th semester (Spring). The schedule for the Kaplan review seminar will be posted in syllabi for 4th semester courses. Attendance is mandatory. Failure to complete this requirement will prevent students from completing 4th semester nursing course, NUR 212, and advancing to graduation. The Kaplan review course identifies student's readiness for NCLEX-RN. The review course identifies areas of content strength and weaknesses requiring additional study.

APA documentation

The APA citation system is the expected documentation system for all papers and written assignments in the Nursing Program. The writing center in Brown Library can provide information and specifics regarding citations. Here is the Brown Library Link to APA documentation: <http://www.virginiawestern.edu/library/research/formatting.phpram> Students are reminded that not all internet material/sites are acceptable as professional references. Students are encouraged to see faculty for questions regarding documentation for specific assignments.

Social Media Policy

Audio tape recording of lecture is acceptable. Reproduction and/or distribution of recorded lecture via social media of any kind is prohibited. The use of social media is prohibited in campus classroom, labs, and clinical. In addition, students are prohibited from use of any patient/client, clinical agency, or Virginia Western information, data, or images in any social media. Social media includes, but is not limited to: Facebook, Twitter, Snapchat, YouTube, Instagram, Myspace, etc. Students are required to maintain confidentiality and privacy laws. Failure to abide by policy and laws may result in termination from the program, and/ or legal liability. The AAS Nursing Program subscribes to NCSBN and VBON guidance regarding social media. Students are responsible to review and follow information in both links provided:

https://www.ncsbn.org/NCSBN_SocialMedia.pdf (NCSBN)

https://www.dhp.virginia.gov/nursing/guidelines/90-48_SocialMedia.doc (VBON)

Grievance Policy and Procedure

A grievance is a formal written allegation by a student charging unlawful or unfair treatment with respect to the application of laws, rules, policies, procedures, or regulations under which the college operates. Each student has the right to express an opinion, make suggestions, and submit a grievance. Students are expected to follow the chain of command as defined in the grievance policy. Additional information may be found at:

<https://www.viriniawestern.edu/about/policies/I-19.php>

Student Conduct

Students are required to adhere to Virginia Western's Policy on Student Conduct:

<http://www.viriniawestern.edu/about/policies/I-21.php>

Stealing and cheating, including plagiarism, will not be tolerated and are grounds for dismissal from the nursing program. Standards of conduct required of students attending clinical must be maintained for participation in the nursing program. Violations of conduct are subject to faculty committee review and may result in dismissal from the nursing program.

Background Checks and Employment Verification

Per contract agreements with clinical affiliates, all nursing students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Check prior to beginning the nursing program. The background check also includes review of GSA or OIG

exclusion lists, US Treasury Department's Office of Foreign Assets Control list or Specially Designated Nationals. Employment verification indicates students are eligible for rehire. The fee for the background check will be paid by the student directly to the approved vendor. Nursing students are personally responsible for completing the required background check. If the student feels a positive finding on a background check was in error, it is the student's responsibility to resolve this issue with the vendor.

The Program Director will review all positive findings on background checks and will determine whether the student will be able to enter the program. Background clearance and employment verification may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes. Disclosure of background check findings to clinical partners for acceptance to the facility may be required for a student to enter the clinical setting. In such instances, students may refuse disclosure which would require meeting with the program director to address clinical placement and continuance in the program. A student's inability to attend clinical will result in course failure and an inability to continue in the program.

If there are new criminal charges pending against a student while enrolled in the nursing program, the student is responsible for reporting these to the Program Director immediately. Due to clinical affiliation agreements, pending charges may interfere with the student's ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student's enrollment in the nursing program, the student may be dismissed from the program immediately.

Drug Screening

Clinical site affiliates require that students submit to urine drug screening. Contracts with specific clinical affiliates dictate the frequency of urine drug screening for students to be approved to enter clinical sites. Drug screen issues (positive screens) must be resolved between the student and vendor. If the issue remains unresolved, the student may be dismissed from the program. The student may reapply for admission to the program in future admission cycles.

Note: Any student failing to complete required program/ clinical documentation for admission, return, or progression to next semester will be ineligible to attend clinical. Failure to attend clinical may result in course failure and dismissal from the nursing program. It is the student's responsibility to adhere to posted deadlines for all clinical requirements to maintain

placement in the program. Frequency of drug screening is determined by the clinical affiliates and may be annual, prior to each semester, or random.

Add/drop Courses

Students are advised to confer with the course instructor, faculty advisor, or program director before adding, dropping, or withdrawing from any course while enrolled in AAS Nursing Program. Students who drop or withdraw from any course are advised to complete an exit interview with their faculty advisor and/or program director. If a student withdraws from all nursing (NUR) courses, he/she will not retain a seat within the AAS Nursing Program. Mitigating circumstances will be reviewed with the Program Director on an individual basis to discuss student eligibility to return to the program.

Students receiving financial aid are strongly advised to meet with a financial aid officer prior to requesting a withdrawal to determine the impact this may have on immediate and future aid eligibility.

Course Failure

A student failing to attain a grade of “C” or better in a core nursing course (NUR 111; 112; 135; 211; 212; 226; 230; 245; 246; 247) may repeat the nursing course **once**. If a student fails to obtain a grade of “C” or better in any nursing course throughout the program, he/she will not progress to the next semester.

A student who has been dropped from the program because of a failing grade in a Natural Science course may apply for readmission after the course has been completed successfully (C or better.)

Third semester course failure of NUR 211, 245 or 247 in the fall of 2018 will require reapplication to the program for Spring 2019 under the new Concept Based Nursing Curriculum. Students must enroll in NSG 152, and NSG 170, which comprises the 2nd semester of the curriculum and will extend the number of semesters it takes to complete nursing course sequences. Students will be required to successfully complete semester 2, 3, and 4 of the Concept based Nursing Curriculum in order to qualify for graduation. See Appendix A & B.

Fourth semester course failure of NUR 212 and NUR 246 in the spring of 2019 will require students to repeat the course(s) in summer session 2019. The courses are offered with the program director’s approval. Students may only repeat a nursing course once and progress to the

next semester or to graduation. All students failing an NUR course are subject to the readmission policy and must meet eligibility criteria. See Appendix A & B.

Exit Interview

Every student leaving the program for any reason is expected to schedule an exit interview with the Program Director or nursing faculty advisor.

Tuition Refund

Students enrolled in the AAS Nursing Program are subject to Virginia Western's policy on tuition refunds. The college's policy can be viewed at

<http://www.virginiawestern.edu/about/policies/I-17.php>

Readmission Procedure

The student who fails a nursing course must submit a written request for readmission. Requests must be made to the Nursing Program Director by October 1st for consideration for the following spring semester and by March 1st for the following fall semester. A student is eligible to reapply to the program only once. **All students wishing to return to the program are subject to the current teach-out plan as outlined in Appendix A & B.**

Re-admission is based on the following criteria:

- Current overall GPA. **GPA of 2.5 or greater is required for readmission.**
- Review of previous clinical/ academic performance
- Faculty admission committee evaluation of the likelihood of the applicant's successful performance
- Class space and availability
- Receipt of Request for Re-entry form

Students who drop a course must also request readmission by the same deadlines. If a student drops a course after the eighth (8th) week of the semester with a failing grade, it will be considered a course failure. The Program Director will notify the student in writing by either letter or e-mail of the decision prior to the registration period for the applicable semester. If the student is denied readmission to the program and wishes to further address this issue, an appeal in writing must be submitted within ten days to the Dean of Health Professions. If readmission is approved, criteria to be met prior to readmission will be outlined in the acceptance letter. Any student readmitted must pass the nursing course(s) previously failed on the second attempt. See Appendix C.

Communication

Communication between peers, faculty, patients, families, staff, clinical partners, and others must demonstrate courtesy and respect. Slang, vulgar terms, curse words, or rude, aggressive, or abusive speech is not permitted.

Students must use their Virginia Western student email address to contact faculty. Faculty are also available through office hour appointments and office phone numbers. Students receive communication through student email, Blackboard announcements and Blackboard course files. Students are encouraged to check email/ Blackboard daily for information. Students are responsible for all information communicated through Blackboard and email.

Faculty will respond to phone calls or email communication within 48 hours. Requests after 5pm on Friday will be addressed on the following Monday by 5pm. Requests over a holiday will be addressed within 48 hours following the holiday.

Name/Address or Phone Number Change

A student who has name, address, email or phone number changes must notify the administrative assistant for nursing, Ms. Carrie Speck, Email: Cspeck@virginiawestern.edu Office: HP 332, Phone 540-857-6239, Office Fax 540-857-6085.

Faculty Office Hours

Faculty maintain weekly office hours. Students are encouraged to utilize faculty office hours for assistance with course requirements and academic advising. Faculty post office hours outside of campus offices, in Blackboard, and on course syllabi.

Student-Faculty Advising

Each student will be assigned to a nursing faculty advisor for academic assistance. Students must meet with their assigned faculty advisor at least one time per semester and more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty.

The focus of the advising program is on enhancing student success. Each student will complete an advising worksheet prior to the scheduled meeting with their advisor. The student will bring

the advising worksheet as well as unofficial copy of transcripts (if requested by advisor) to facilitate the advising session.

Inclement Weather

Students are encouraged to sign up for the VWCC alert system. The Inclement Weather policy and procedure and announcements are found at:

<https://www.viriniawestern.edu/about/inclementweather.php>

Clinical During Inclement Weather

If the College is closed, or on a delayed schedule there will be no clinical activities unless otherwise directed by the clinical coordinator. If students are unable to attend clinical, follow the appropriate notification procedures described in attendance policy.

Recommendation/References Requests

Students may request letters of recommendation including references for jobs, program admissions, or scholarships from faculty members. It is the discretion of faculty to honor the request. All students making a request must comply with college student release of information requirement and submit the following available at:

<https://www.viriniawestern.edu/records/docs/informationReleaseForm.pdf>

Faculty may require additional information in order to provide an effective reference/letter. This may include, but is not limited to, a current resume, work history, or prospective employer information. See faculty member for specific requirements.

Gifts

It is inappropriate to accept gratuities or gifts from patients/ clients. It is recommended that students not present gifts to faculty members.

Health Insurance/Injury

Evaluation and/or treatment of injury or illness related to clinical or classroom experience is the responsibility of the student. It is recommended that each student carry health insurance in case of an injury or illness while in the classroom or clinical facility.

Professional Liability Coverage

Virginia Community College System (VCCS) provides liability coverage for each student up to \$2,000,000 per claim. Students wishing additional liability insurance may purchase on their own.

Professionalism

Nursing students are representatives of Virginia Western AAS Nursing Program, and the nursing profession. Students are expected to portray the highest levels of professional and ethical behavior.

Expectations of professional behavior include but are not limited to the following areas:

1. Communication between peers, faculty, patients, families, staff, clinical partners, etc. must demonstrate courteous and respectful discourse. Slang, vulgar, rude, curse words, and aggressive or abusive speech are prohibited. Student's should address faculty by their last names using their proper title.
2. Arriving on time and prepared for classroom, labs, and clinical experiences demonstrates professional behavior. This includes taking exams as scheduled, completing assignments on time, and meeting commitments to maintain clinical readiness.
3. Adhering to the program's dress code includes maintaining a neat and clean appearance. For clinical, please see Appendix G, Professional Checklist.
4. Students must remain free of the influence of alcohol, drugs, or other substances that impair judgment and critical thinking. Random drug testing at the student's expense may be required.
5. Students must refrain from smoking while in the AAS Nursing Program uniform. This includes use of any tobacco products including smoke/smokeless e-cigarettes and vaping.

Students are responsible and accountable for their actions at all times. Students must adhere to the clinical guidelines as referenced in Appendix F while in the clinical setting. This includes taking responsibility for mistakes. Incidences that potentially jeopardize patient/client safety, and/or lapses in unprofessional behavior will require completion of the Virginia Western Event Report and/or ICP/LRP. The report will be filled out by the student and instructor and given to the Program Director within 24 hours. The Program Director may request a conference with the student and/or faculty. Documentation by ICP/LRP forms will become part of the student's record.

Any behavior that compromises patient/client health or safety, college or AAS Nursing Program reputation, clinical partnerships, or the nursing profession, are grounds for dismissal from the program.

Clinical, NSL, Simulation Lab Policies and Requirements

Clinical Rotations

Students will be assigned to clinical agencies on a rotating basis, which may involve both day, evening and weekend clinical experiences. Transportation to the clinical facilities is the responsibility of each student. NOTE: Use of cellphones, during clinical experiences is prohibited unless instructed by Clinical Instructor. **No cell phone use in patient care areas is allowed at any time.**

Students are prohibited from contacting patients/staff/administrators at any affiliated clinical facilities in relation to the clinical experience without permission of the clinical instructor. Failure to comply with the above mandate may result in clinical failure and program dismissal.

All clinical assignments must be completed by the due dates established by the faculty. Failure to complete clinical assignments may affect the student's ability to meet course objectives and may result in clinical and course failure. In order to pass a nursing course with a clinical component, the student must pass both the classroom portion and the clinical portion of the course.

Clinical Evaluation and Graded Clinical Work

All students will be evaluated for clinical performance using a midterm and final evaluation tool in NUR 111, NUR 112, NUR 211, NUR 212, NUR 115, NUR 116. Clinical performance evaluated in NUR 245, NUR 246, and NUR 247 will only receive a final evaluation due to the shorter clinical time associated with these clinical experiences. Each tool evaluates student learning outcomes based on student levels 1-4. Students will also submit a self-evaluation midterm (if applicable) and final. Students must meet with their clinical instructors during post conference to review their evaluations and obtain signatures. See Appendix D for Clinical Evaluation Tools.

Clinical evaluation tools are maintained as part of the student's academic record. Clinical instructors will submit both the student's self-evaluation and the instructor evaluation to course faculty through the program's clinical coordinator Ms. Anita Chambers. All clinical evaluations are graded on a pass/fail basis. A passing grade means a student has achieved a "satisfactory" (S) evaluation for each component on the evaluation tool by the final evaluation. Students who receive "needs improvement" (NI) must meet with clinical faculty to discuss opportunities for

improvement. Students who fail to make improvements following NI feedback may earn an “unsatisfactory” (U) evaluation. Students that receive “unsatisfactory” U during midterm evaluation must meet with clinical instructor, develop a written clinical remediation plan, and complete and Individual Clinical Plan (ICP) blue form. See Appendix E for ICP form. Faculty and students in remediation must meet weekly to discuss and document weekly progress. A copy of the remediation plan must be given to the clinical coordinator and course faculty must be notified within one week. Failure to receive “satisfactory” (S) by the final evaluation results in a failing clinical grade and the student will not pass the course. This will affect academic progression and may result in termination for the program. Students are required to submit clinical assignments for evaluation as directed by clinical faculty. All clinical assignments are graded on a pass/fail basis. Any student that receives an “unsatisfactory” (U) grade has 3 days to re-submit their assignment for regrading. Satisfactory evaluation in both clinical performance and clinical assignments is required to pass clinical and the corresponding course.

Post Exposure Management Procedure-Clinical

In the event of a needle-stick/exposure to body fluids in the clinical, NSL, or simulation, the facility’s post-exposure procedure will be followed. The exposure must be reported to the Program Director and clinical affiliates where exposure occurred per facility policy. A Virginia Western incident report must be completed. The clinical faculty will notify the Program Director of the occurrence immediately.

Event Reporting

Any unusual occurrence that jeopardizes safety or has the potential to result in harm to students, faculty, clinical partners, or patients, requires documentation via an incident report. Instructors and students work together to document the incident. All events must be reported to the Program Director for follow up on the Virginia Western Community College Student/Visitor Incident Report Form, Appendix H.

Clinical Requirement- Student health file

The following must be maintained in every student’s virtual health file and is required by the first day of class or by deadlines instituted by the clinical affiliate, whichever comes first. Students will be notified of the deadlines for compliance with health records in writing through email and compliance with health record will be further discussed in new student orientation.

All required health records must be uploaded by the student to Castle Branch for clinical tracking. Failure to keep updated requirements prevents students from clinical attendance and may result in course failure and dismissal from the program.

- A physical examination within the specified time period.
- Tuberculin Skin Test (TST) two step, first new student entry followed by one step annually, or clear chest x-ray (CXR), or Quantiferon Gold blood test.
 - It is the student's responsibility to keep TST requirements current throughout the program and to upload verification to the the student's virtual health record with the required vendor (annual verification is required).
- MMR/ Measles, Mumps, Rubella titer demonstrating immunity or vaccination x2.
- Chickenpox/Varicella titer demonstrating immunity or vaccination.
- Tetanus immunization or verification of previous immunization within the past ten years
- Hepatitis B vaccination series of (3) started or a signed declination, if allowed by clinical affiliate
- Criminal background check and urine drug screen annually or more frequently as required by clinical affiliate contract
- Current American Heart Association Healthcare Provider CPR certification
 - It is your responsibility to keep your CPR current throughout the program and to submit verification to Castle Branch to the student's virtual health file..
 - If your CPR lapses at any point during the program you will not be allowed to attend clinical rotation until recertified, and may be in danger of course failure that could result in program dismissal. .
- Current LPN license from the Commonwealth of Virginia required of all students enrolled in L to R bridge program.
- *** Please note that an Influenza (Flu) vaccination is required each fall season as mandated by clinical facilities. Evidence of vaccination must be submitted in Castle Branch to the student's virtual health record.**

Nursing Skills Lab (NSL), and Simulation Lab

Nursing skills lab and simulation lab offer student "hands-on" experience and the opportunity to practice and apply knowledge gained in classroom instruction. Both labs support student acquisition of critical thinking skills necessary for clinical practice. The labs consist of demonstrations, discussion, practice time and simulated experiences.

Lab Guidelines for NSL and Simulation

- Bring skills check off list, nursing skills tote and lab skills book to NSL each week
- Simulation lab requires students to bring clinical hours documentation form.
- No food in lab. Covered drinks are permitted.
- NO CHILDREN will be allowed in Skills/Simulation Lab

- No cell phone use in lab unless directed by faculty
- Students are expected to show respect to faculty, fellow students, and equipment at all times.
- No materials are to be removed from the Skills/Simulation Lab
- Preparation for Skills/Simulation Lab is essential. Students are expected to thoroughly review any assigned materials (skills guidelines/checklists; homework assignments, videos, etc.) prior to attending Skills/Simulation Lab and performing skills check-off.
- Review course syllabi for due dates.
- **Do not move manikins or manikin parts without faculty direction of faculty.**
- **Do not use betadine** on manikins. Use lubricant spray for tubes if directed by faculty.
- Use tape **sparingly** on the manikins. Use **beds** for practice and testing purposes only.
- Individuals serving as patients are to remove their shoes when lying on the beds.
- Report any malfunctioning, unsafe, or damaged equipment to faculty.
- If you are aware that you have a **latex allergy, or suspect** that you do, it is your responsibility to notify the faculty.

Clinical Skills Check-Off

- Students will refer to the lab schedule for skills check off/simulation experiences.
- Students will practice skills during assigned time in the skills lab prior to formal check-off. It is also advised that students practice skills in the practice lab and at home.
- Formal skills check off will be conducted during scheduled lab time by nursing faculty. Students are expected to be prepared and professional during skills check off.
- Students will have one attempt to complete assigned skill successfully. If the student fails to correctly perform the skill, then the student must meet with faculty for remediation.
- Remediation sessions will be held with the faculty to provide the student the opportunity to successfully perform the skill. If the student fails **two** remediation attempts, this will may result in course failure.

Policy for Use of Nursing Supply Kit

Students are required to purchase a Nursing Supply Kit (Nursing Tote) at the beginning of the first year. Some items in the kit are to remain in the NSL at all times. These items include, but may not be limited to:

- Syringes
- Needles
- Vials
- Ampules
- IV Fluids and Equipment

- **Sample Medications**

The nursing supplies will allow for practice in the practice lab, home, or supplement NSL and will promote proficiency in performing nursing skills in the clinical area.

When not in use, medication administration items will be stored in a secured area.

Medication administration supplies will be discarded after use in biohazard containers as directed by faculty. Nursing supply kits are not for human use and are practice supplies only. Misuse of the nursing supply kits is deemed an unprofessional behavior and is subject to review and/or dismissal.

Simulation Lab

Due to video recording in simulation for debriefing exercises, students will sign a consent for videotaping and confidentiality. A post evaluation is obtained after each simulation session. All lab/clinical guidelines apply to the simulated learning events.

Clinical, NSL, Simulation Lab Dress Code

All approved navy-white student uniforms are sold by Update Uniforms located at 2740 Franklin Road, SW, Roanoke, VA 24014. Phone: (540) 982-8438. Order forms and ordering procedures will be reviewed at new student orientation.

Female student uniform

Female uniform includes clean, non-wrinkled uniform, full white socks covering the ankles, and clean white shoes. The uniform dress (optional) must be of an appropriate length, no higher than mid-knee and no lower than the ankle, and be worn with white hosiery with no runs. The white uniform tops must fit loosely over the hips and buttocks; no undergarments such as t-shirts should be visible below the hem. Under garments should be flesh colored and not be visible through the white top. Navy blue uniform pant leg must reach the student's ankle. Students may wear a white fitted single layer under the uniform top to cover forearms.

Male student uniform

Male uniform includes clean, non-wrinkled, uniform, full white socks covering the ankles and clean white shoes. The white uniform tops must fit loosely over the hips and buttocks; no undergarments such as t-shirts should be visible below the hem. The navy blue uniform pant leg

must reach the student's ankle. Students may wear a white fitted single layer under the uniform top to cover forearms.

The Virginia Western Nursing program patch

The Patch is to be sewn two inches below the left shoulder seam on uniforms tops. The nursing program patch is sold in the campus bookstore.

The Virginia Western student nurse identification (ID)

ID with full legal name and title (VWCC Student Nurse) must be embroidered on all uniform tops. Lab coats may be embroidered or worn with visible name badge. School uniforms must be worn only in the associated facility and are worn in addition to the school name badge, not in place of. Full uniform and ID badges must be worn for all campus skills lab experiences.

Virginia Western white lab coat

A lab coat may be worn when not providing direct client care. Sweaters or other light jackets are not acceptable in patient care areas of clinical.

Jewelry

Students may wear a plain wedding band and one pair of small, plain, post earrings (one per earlobe); no exceptions. Dangling or hoop earrings are not acceptable. No other jewelry is permissible. No other visible piercing are allowed in clinical. No tongue rings or other forms of jewelry are allowed.

Tattoos are to be covered.

All body tattoos must be covered by clothing or other methods.

Makeup

Makeup must be light and unobtrusive.

Wristwatch

Every student is responsible for wearing a **wristwatch with a second hand.**

Hair

Hair must be clean, off the collar, and styled conservatively. No unnatural hair color is allowed. No hair ornaments are to be worn with the uniform. Plain barrettes and clips that match hair color may be worn.

Grooming

Students should be clean and well-groomed at all times. Males should be neatly shaven; if any facial hair is present, it must be neatly groomed. Facial hair growth may not interfere with requirements to don personal protective equipment such as face masks, N-9 masks, etc.

Nails

Nails must be cut short and groomed. Nail polish and artificial nails are not permitted.

Scents

Perfume, cologne, or aftershave lotion must **not** be worn in the clinical areas. (Some clients have severe allergies).

Smoking, Vaping, Chewing, Alcohol

No smoking, vaping, consumption of alcoholic beverages, use of any tobacco is permitted while wearing student uniform or lab coat in any location, including personal transportation. Students are not allowed to wear the nursing uniform into any establishment that could be viewed as unacceptable (bars, clubs, etc.).

Gum

No chewing of gum is permitted in clinical, NSL or simulation experience.

Uniform on Campus

Student must come to Clinical, NSL, and simulation dressed in full VWCC nursing uniform with monogram and name badge. When the uniform must be worn back to campus, the student is expected to abide by the above dress code.

Compliance with the Dress Code

Students who do not adhere to the dress code will be rated unsatisfactory for clinical that day and may be asked to leave the clinical site. An Individual Clinical Plan for remediation will be completed. Students who do not adhere to the dress code in lab may be asked to leave the lab and will receive an absence.

While wearing the nursing student uniform, students are expected to conduct themselves in a manner befitting the AASN program, college, and the profession of nursing. Professional behavior and communication are required at all times. Students must comply with all policies, practices, and standards as set forth in the college and nursing program handbooks. Students will be held accountable for their actions. Failure to comply will result in disciplinary action.

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patient and facility information obtained as a participant in these activities and will not disclose any personal, medical, or confidential information to third parties, family members or other students and other teachers.

Students are not to remove any confidential information from the clinical agency. Any patient data and/or clinical notes must be discarded in locked shred bins at clinical facilities.

Penalties for HIPAA Violation

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to \$250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance. This is discussed at the following website:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>

Students who breach client confidentiality may be dismissed from the program and subject to legal liability.

List of Common Abbreviations

AAS – Associate of Applied Science degree

AASN – Associate of Applied Science in Nursing

ACEN – Accreditation Commission for Education in Nursing, <http://www.acenursing.org/>

FERPA - Family Educational Rights and Privacy Act

HIPAA - Health Insurance Portability and Accountability Act

LPN – Licensed Practical Nurse

NCSBN – National Council of State Boards of Nursing, <https://www.ncsbn.org/index.htm>

NCLEX-RN – National Council Licensure Exam for Registered Nurses

NSL – Nursing Skills Lab

QSEN – Quality and Safety Education for Nurses, <http://qsen.org/>

RN – Registered Nurse

VBON – Virginia Board of Nursing, <https://www.dhp.virginia.gov/nursing/>

VCCS – Virginia Community College System

VWCC – Virginia Western Community College

Disclaimers and Acknowledgements

All enrolled students are subject to the current handbook. Contents of this handbook are subject to change. Any addendum(s) to the handbook, including revisions, updates, or additions to current policy will be communicated to students through face to face meetings, Blackboard announcements, email, and/or written communications. Students may be asked to sign a statement of receipt of any handbook changes.

The Nursing student handbook is provided as a general guide to understand academic and conduct expectations during your enrollment in the AAS Nursing Program at Virginia Western Community College. Information contained herein is not a substitute for academic advising. The college and nursing program reserve the right to make changes to any provision or requirements stated herein. This may include curriculum and procedural changes during a student's enrollment or otherwise.

Appendix A: Curriculum Change Letter & Progression for Teach-out

VIRGINIA WESTERN
COMMUNITY COLLEGE

WE'LL TAKE YOU  THERE

SCHOOL OF HEALTH PROFESSIONS
ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING PROGRAM

October 23, 2017

Dear Nursing Student:

This letter is to let you know that the curriculum you are currently taking will be changing *for the group of freshmen who begin the program in August 2018*. The impact of this change for you is that there will be a limit to how often the courses in your curriculum will be offered.

See page 2 of this letter for a detailed plan of course offerings by semester/ session. All currently enrolled students for Fall 2018 are taking NUR courses in the current curriculum. The Virginia Community College System has mandated a common nursing curriculum for all 19 AAS Nursing programs throughout the state. All NSG courses represent the new Concept Based Curriculum, which has been adopted as the common curriculum.

A student that is unsuccessful in any nursing semester may be eligible for readmission to the program through the readmission procedures beginning on page 29 of the student handbook. Qualified students also must maintain all clinical requirements and be eligible to participate in clinical at our designated facilities.

We ask you to monitor your degree progress, and meet with your faculty advisor on a regular basis. We will do all we can to facilitate your progression across the curriculum.

Sincerely,



Lauren Hayward, MSN, MS, RN, CNE
Administrative Officer for Nursing (RN) Program
Lhayward@VirginiaWestern.edu
Office phone 540.857.6833
3901

Director, Nursing ♦ Lauren Hayward email ♦ lhayward@virginiawestern.edu ♦ (540) 857-6833
Administrative Office Specialist ♦ Carrie Speck (540) 857-6239 ♦ cspeck@virginiawestern.edu
The Fralin Center for Science & Health Professions ♦ Fax: (540) 857-6085 ♦ 3091 Colonial Ave, Roanoke, Virginia 24015
Committed to Equal Opportunity/Affirmative Action and Diversity

VIRGINIA WESTERN COMMUNITY COLLEGE

WE'LL TAKE YOU THERE

SCHOOL OF HEALTH PROFESSIONS
ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING PROGRAM

Student Printed Name :

The AAS Nursing Program will offer the following courses during these semesters: See corresponding program notes on page 3.

Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Summer 2019
NUR 111 (1)	NUR 112 (3)	NUR 112 (5)	NSG 100 (7)	NSG 152 (9)	NUR 212 (11)
NUR 226 (1)	NUR 230 (3)	NUR 230 (5)	NSG 106 (7)	NSG 170 (9)	NUR 246 (11)
NUR 211 (2)	NUR 212 (4)	NUR 115 (6)	NSG 130 (7)	NUR 212 (10)	
NUR 245 (2)	NUR 246 (4)	NUR 136 (6)	NSG 200 (7)	NUR 246 (10)	
NUR 247 (2)	NUR 135 (6)	NUR 226 (6)	NUR 211 (8)		<i>L to R</i>
			NUR 245 (8)		<i>Advanced</i>
			NUR 247 (8)		<i>Placement</i>
					<i>TBA</i>

Fall 2019	Spring 2020	Summer 2020	Fall 2020	Spring 2021	Summer 2021
NSG 100	NSG 152	<i>L to R</i>	NSG 100	NSG 152	<i>L to R</i>
NSG 106	NSG 170	<i>Advanced</i>	NSG 106	NSG 170	<i>Advanced</i>
NSG 130	NSG 230	<i>Placement</i>	NSG 130	NSG 230	<i>Placement</i>
NSG 200	NSG 252	<i>TBA</i>	NSG 200	NSG 252	<i>TBA</i>
NSG 210	NSG 270		NSG 210	NSG 270	
NSG 211			NSG 211		

Received and Reviewed Date

Student signature

Director, Nursing • Lauren Hayward email • lhayward@virginiawestern.edu • (540) 857-6833
 Administrative Office Specialist • Carrie Speck (540) 857-6239 • cspeck@virginiawestern.edu
 The Fralin Center for Science & Health Professions • Fax: (540) 857-6085 • 3091 Colonial Ave, Roanoke, Virginia 24015
Committed to Equal Opportunity/Affirmative Action and Diversity **2**

VIRGINIA WESTERN COMMUNITY COLLEGE

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SCHOOL OF HEALTH PROFESSIONS
ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING PROGRAM

Program notes:

(1) Qualified students unsuccessful with NUR 111, NUR 226 in Fall 2017 may apply for readmission to the program for Fall 2018 and enter the program under new Concept Based Nursing curriculum enrolling in NSG 100, NSG 106, NSG 130, NSG 200. A student who is unsuccessful in any Fall 2017 NUR course must enroll in all NSG courses during Fall 2018 and successful completion of each subsequent semester to progress and qualify for graduation.

(2) Qualified students who are unsuccessful with NUR 211, NUR 245, and/or NUR 247 in Fall 2017 may apply for readmission to the program and repeat the same courses under the current curriculum for Fall 2018. A student who is unsuccessful in more than one NUR course will not be eligible for readmission.

(3) Qualified students unsuccessful with NUR 112 or NUR 230 in Spring 2018 may apply for readmission to the program and repeat the missed/ failed course during Summer 2018.

(4) Qualified students unsuccessful with NUR 212, NUR 246 in Spring 2018 may apply for readmission to the program and repeat the same course under the current curriculum for Spring 2019.

(5) NUR 112, and NUR 230 are offered in Summer 2018 only for those qualified students readmitted from stop out, withdrawal, or course failure from Spring 2018 semester. Students must be readmitted following program policies.

(6) NUR 135 is offered in Spring 2018 for L to R advanced placement students entering the LPN to RN bridge program summer 2018.

(7) Failures in any NSG 100, NSG 106, NSG 130, NSG 200 course during Fall 2018 requires readmission to the program. Failure of more than 2 NSG courses at any time during the program eliminates the students from the program without opportunity to reapply. Students who qualify for readmission must enroll in the same NSG course Fall 2019.

(8) Qualified students who are unsuccessful in NUR 211, NUR 245, and NUR 247 in Fall 2018 may reapply to the program and reenter the program Spring 2019 under the new Concept Based Curriculum. Students must enroll in NSG 152, and NSG 170, which comprises the 2nd semester of curriculum and will extend the number of semesters it takes to complete course sequences. Students will be required to successfully complete semester 2, 3, and 4 in order to qualify for graduation.

(9) Student who are unsuccessful in NSG 152 and NSG 170 in Spring 2019 may reapply to the program and retake missed/ failed NSG course Spring 2020.

(10) Students who are unsuccessful in NUR 212 and/ or NUR 246 may reapply to the program and complete the missed/failed course in Summer 2019.

(11) NUR 212 and NUR 246 are offered in Summer 2019 only for students who were unsuccessful with same course in Spring 2019. The courses are offered with AON approval only.

* Note: Students may only repeat a nursing course once and remain in the program.

Received and Reviewed

Date

Student Signature

Director, Nursing • Lauren Hayward email • lhayward@viriniawestern.edu • (540)
857-6833 Administrative Office Specialist • Carrie Speck (540) 857-6239 •
cspeck@viriniawestern.edu
The Fralin Center for Science & Health Professions • Fax: (540) 857-6085 • 3091 Colonial Ave, Roanoke, Virginia 24015
Committed to Equal Opportunity/Affirmative Action and Diversity 3

Appendix B: Concept Based Curriculum Grid

Course Number	Course Title	Theory Hours (1:1)	Skills Lab Credit/ Clock Hours (1:3)	Clinical Credit/ Clock Hours (1:30)	Total Course Credit
Prerequisites					
BIO 141	Human Anatomy & Physiology I	3	1 (45 clock hours)		4
ENG 111	Composition I	3			3
PSY 230	Developmental Psychology	3			3
SDV 101*	Introduction to Health Professions	2			2
First Semester					
Bio 142	Human Anatomy & Physiology II	3	1 (45 clock hours)		4
NSG 100	Introduction to Nursing Concepts	3		1 (45clock hours)	4
NSG 106	Competencies for Nursing Practice	1	1 (45 clock hours)		2
NSG 130	Professional Nursing Concepts	1			1
NSG 200	Health Promotion and Assessment	2	.78 (35 clock hours)	.12(10 clock hours)	3
Second Semester					
BIO 150	Microbiology	3	1 (45 clock hours)		4
NSG 152	Health Care Participant	2		1 (45clock hours)	3
NSG 170	Health/Illness Concepts	4	.3(10 clock hours)	1.7(80 clock hours)	6
Third Semester					
Elective* *	See below	3			3
NSG 210	Health Care Concepts I	3		2 (90clock hours)	5
NSG 211	Health Care Concepts II	3		2 (90clock hours)	5

Fourth Semester					
NSG 230	Advanced Professional Nursing Concepts	2			2
NSG 252	Complex Health Concepts	4			4
NSG 270	Nursing Capstone	0		4 (180 clock hours)	4
PHI 220	Ethics	3			3
<p>Nursing courses include 90 lab contact hours and 540 clinical and simulation direct care hours. Total Required Credits for AAS Nursing Program Degree: 65 Credits Credit hour definition as followed by Virginia Western can be found at the following site https://www.viriniawestern.edu/about/policies/I-20.php * or previously, SDV 100 for 1 credit and SDV 101 for 1 credit. ** ENG 112 (College Comp II), SOC 200 (Principles of Sociology), or HLT 230 (Principles of Nutrition and Human Development</p>					

Appendix C: Request for Re-entry Form

VIRGINIA WESTERN
COMMUNITY COLLEGE

WE'LL TAKE YOU  THERE

SCHOOL OF HEALTH PROFESSIONS: ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING PROGRAM

Request for Re-entry into the Associate Degree Nursing Program

NAME: STUDENT ID#:
ADDRESS:
Email:
PHONE, Home: Cell:

Term: _____ Year: _____

Previous Courses: Term(s) and Grade(s):

Course	Term	Grade
NUR 111		
NUR 135		
NUR 226		
NUR 112		
NUR 230		
NUR 211		
NUR 245		
NUR 247		
NUR 246		
NUR 212		
Other:		

Please answer the following questions:

- (1) Why did you leave the program or class?
- (2) How have you grown since leaving or what do you think will make you successful if you are able to continue.
- (3) If there were issues in classroom, lab or clinical please describe them and how you will overcome them if accepted.

Cumulative GPA:

I understand the nursing program policies and procedures as listed in the Virginia Western Community College Associate of Applied Science in Nursing Program Student Handbook.

Student Signature: Date:

Director, Nursing Lauren Hayward lhayward@viriniawestern.edu (540) 857-6833

Committed to Equal Opportunity/Affirmative Action and Diversity

Appendix D: 3rd and 4th Semester Clinical Evaluation Tools

Virginia Western Community College		Student Name:	
Associate of Applied Science in Nursing			
Student Learning Outcomes and Competencies			
Third Semester		Date:	
Level 3 Clinical Evaluation		MIDTERM or FINAL	
		Student Evaluation	Instructor Evaluation
S=Satisfactory NI=Needs Improvement U=Unsatisfactory			
Safety	Practice and adapt factors for improvement of client safety for clients across the lifespan		
	1. Analyze human factors and implement safety principles.		
	2. Examine hazards, near misses and errors to members of the health care team.		
	3. Analyze client safety initiatives.		
	4. Practice safe client care as a level 3 student.		
Patient-Centered	Apply principles of patient centered care to clients across the lifespan, analyzing results and and adapting for diverse population care needs.		
	1. Organize client centered care with sensitivity and respect.		
	2. Implement teaching plan based on assessed learning needs.		
	3. Promote client self-determination in making healthcare decisions as a level 3 student.		
	4. Examine communication skills when interacting with clients and the client's support network.		
	5. Plan for the needs of diverse individuals across the lifespan.		
Critical Thinking	Integrating the nursing process, evidence-based care and clinical reasoning in formulating clinical judgements.		
	1. Develop an individualized plan of care based on client values, clinical expertise and reliable evidence.		
	2. Prioritize changes in client status with guidance and intervene appropriately.		
	3. Independently develop a plan of care that demonstrates the nursing process.		
	4. Prioritize client care using evidence based practice with guidance.		
	5. Incorporate evidence-based practice into clinical reasoning and development of clinical judgement.		

Teamwork	Participate as a member of the health care team in the delivery of nursing care to clients across the lifespan incorporating legal/ethical principles and professional nursing standards in the care of the clients.		
	1. Differentiate how interdisciplinary team members influence care processes and outcomes for clients and families within various healthcare settings.		
	2. Collaborate with members of the healthcare team to provide safe and effective care with guidance.		
	3. Apply management skills and principles of delegation when working with other members of the health care team.		
	4. Implement self-appraisal process as a member of the interdisciplinary team.		
Evidence-based practice	Make use of quality resources for research for best-practice care for a diverse patient population across the life-span.		
	1. Apply common quality measures encountered in clinical practice.		
	2. Utilize technology and information management to identify and prevent potential errors in client care.		
	3. Performs patient care to accepted standards with direction.		
Informatics	Examine the impact of quality improvement processes, information technology and fiscal resources in the provision of nursing care.		
	1. Document in EMR while maintaining accuracy and patient confidentiality.		
	2. Utilize clinical decision documents in the provision of nursing care.		
	3. Utilize information technology to coordinate safe client care and preservation of fiscal resources.		
Culture	Correlate personal beliefs, values and attitudes with the provision of patient care in all settings and across the life-span.		
	1. Advocate for diverse individuals, families, and communities across the lifespan with guidance.		
	2. Demonstrate the ability to collaborate with members of the interdisciplinary team with various communication styles and cultural differences.		
	3. Advocate for unique cultural needs of clients and families within student's care.		
	4. Utilize reflective thinking to identify personal beliefs, values, and attitudes that impact patient/nurse relationship.		
	Grade: Pass or Fail (circle one)		
	Objectives for Future Evaluation/Remediation Needs		

Date		
Date	Instructor Signature:	
Date	Student Signature:	
Note: Passing Grade for Final Evaluation requires Satisfactory performance in all areas.		

Virginia Western Community College		Student Name:	
Associate of Applied Science in Nursing		Clinical Location:	
Student Learning Outcomes and Competencies		Date:	
Fourth Semester			
Level 4 Clinical Evaluation		MIDTERM or FINAL (circle one)	
		Student Evaluation	Instructor Evaluation
S=Satisfactory NI=Needs Improvement U=Unsatisfactory			
Safety	Engage in practices that provide safe and holistic nursing care throughout the lifespan grounded in science and the nursing process.		
	1. Evaluate human factors and implement safety principles.		
	2. Examine hazards, near misses and errors and discuss with members of the health care team.		
	3. Incorporate client safety initiatives.		
	4. Practice safe client care as a level 4 student.		
Patient-Centered	Apply nursing judgment to ensure the delivery of patient-centered care and promotion of health for patients within a family and community environment.		
	1. Coordinate client-centered care with sensitivity and respect.		
	2. Evaluate teaching plan based on assessed learning needs.		
	3. Promote client self-determination in making healthcare decisions as a level 3 student.		
	4. Integrate communication skills while interacting with clients and the client's support network.		
	5. Advocate for the needs of diverse individuals across the lifespan.		
Critical Thinking	Demonstrate the use of critical thinking skills while utilizing the nursing process to provide care to patients throughout the lifespan.		
	1. Evaluate an individualized plan of care based on client values, clinical expertise and reliable evidence.		
	2. Independently prioritize changes in client status with guidance and intervene appropriately.		
	3. Independently develop and apply a plan of care that demonstrates the nursing process.		
	4. Prioritize client care using evidence based practice with minimal assistance.		
	5. Evaluate evidence-based practice into clinical reasoning and development of clinical judgement.		

Teamwork	Collaborate effectively within nursing and interdisciplinary healthcare teams to foster open communication, respect, and shared decision making to ensure safe, quality patient care.		
	1. Compare how interdisciplinary team members influence care processes and outcomes for clients and families within various healthcare settings.		
	2. Collaborate with members of the healthcare team to provide safe and effective care with guidance.		
	3. Evaluate management skills and utilize effective principles of safe delegation when working with other members of the health care team.		
Evidence-based practice	Demonstrate the use of the best current evidence to guide clinical decision making to provide safe care for patients and families across the lifespan.		
	1. Evaluate common quality measures encountered in clinical practice.		
	2. Evaluate technology and information management to identify and prevent potential errors in client care.		
	3. Evaluate patient care to maintain accepted standards.		
Informatics	Integrate information and technology to communicate, manage knowledge, and support decision making in the practice of nursing care.		
	1. Practice accurate documentation in EMR of patient care while maintaining accuracy, patient confidentiality, and following agency policy.		
	2. Analyze use of clinical decision documentation in the provision of nursing care.		
	3. Utilize information technology to coordinate safe client care and preservation of fiscal resources.		
	4. Perform safe medication administration with EMR while observing all rights with minimal assistance.		
Culture	Utilize concepts related to culture, ethnicity, and spirituality in the delivery of patient care.		
	1. Advocate for diverse individuals, families, and communities across the lifespan with guidance.		
	2. Demonstrate the ability to collaborate with members of the interdisciplinary team with various communication styles and cultural differences.		
	3. Advocate for unique cultural needs of clients and families within student's care.		
	4. Utilize reflective thinking to identify personal beliefs, values, and attitudes that impact patient/nurse relationship.		
Grade: Pass or Fail (circle one)			
Objectives for Future Evaluation/Remediation Needs Use ICP to document remediation plan for unsatisfactory performance			
Date:	Instructor Signature:		
Date:	Student Signature:		
<i>Note: Passing Grade for Final Evaluation requires Satisfactory performance in all areas.</i>			

Appendix E: ICP and ILP Form

**Virginia Western Community College
Associate of Applied Science Nursing Program
Laboratory/Clinical Experience**

**INDIVIDUAL CLINICAL PLAN (ICP)
&
LABORATORY REMEDIATION PLAN (LRP)**

_____ has not demonstrated passing behavior in Clinical Experience.

Nature of the problem:

- _____ Disrespectful or unprofessional clinical behaviors
- _____ Unprepared for Lab/clinical (e.g., lack of preparation, dress code violations, etc.)
- _____ Unsafe Lab/clinical practice (e.g., med errors, inability to perform skills, practice outside
scope as a student nurse, patient safety violations, etc)
- _____ Inability to communicate effectively or appropriately with patients, families, faculty,
peers, or
agency staff
- _____ Repeated tardiness
- _____ Repeated deficiencies in written work
- _____ Smoking while in uniform
- _____ Other (please identify):

Expanded description of the problem(s):

In order for the above student to meet the course objectives and pass the course, the following behavior(s) must be demonstrated in the *established timeline*:

This plan is mutually developed and agreed upon by:

Student _____ Date _____

Faculty _____ Date _____

Faculty Notes on Progress: When a Clinical Remediation Plan is instituted; the student and faculty should meet on a **weekly basis** to evaluate progress and the faculty will keep this record in the student's assigned folder. Record faculty notes regarding meetings below:

- Disciplinary Actions:
1. Individual Care Plan
 2. Sent Home From Lab/Clinic
 3. Must see Program Director for further disciplinary Actions

Overall Evaluation (based on established timeframe)

Resolution: Once Plan has been completed, faculty and the student will sign below:

Student

Date

Faculty

Date

Appendix F: Clinical Guidelines

<p>Students NEVER Do (Observational experience only!)</p>	<ol style="list-style-type: none"> 1. Enter or sign of physician orders 2. Accept verbal or telephone orders 3. Admission/Discharge of patients 4. Venipuncture for laboratory blood. 5. Obtain laboratory blood specimens from ANY peripheral or central access device. 6. Initiate, manage or disconnect hemodialysis or peritoneal dialysis treatments and/or catheters 7. Initiate or change the rate of the following IV fluids; TPN, Heparin, Insulin, PCA therapy, Epidural therapy, Oxytocin, Magnesium Sulfate, Cardizem, Dopamine, Amiodarone or other vasoactive drips. 8. Hang blood and/or blood products. 9. May never be utilized as second RN (co-signature) for verification of blood or blood products. 10. Central line removal to include removal of Peripherally Inserted Central Catheter (PICC) lines 11. Management of Chest Tube Drainage Devices (including trouble shooting, stripping and removing). 12. Administer chemotherapy 13. Participate in resuscitation efforts other than initiating Code Blue Protocol and providing initial CPR measures until relieved by Code Blue team. 14. Cardioversion/Defibrillation/External pacing of patients.
<p>Hands-on Experience With Instructor</p>	<ol style="list-style-type: none"> 1. Assist/perform simple dressing changes 2. Wound care: Assist with dressing changes performed by Healthcare provider, wound/Ostomy Nurse by opening sterile field and/or holding of limbs. 3. Initiate peripheral IV placement and fluid management 4. Administer IV push medications, Piggyback IV administration, initiate and maintain IV pumps, intermittent peripheral flush and PICC lines.
<p>Continued-Hands-on Experience With Instructor</p>	<ol style="list-style-type: none"> 6. Flush, aspirate, air/fluid bolus and pump feed for Gastric, PEG and Jejunostomy tube. 7. Total Parenteral Nutrition (TPN); maintain rate only 8. Tracheostomy care and suctioning. 9. Computer Documentation: per facility policy 10. Medication Administration: Oral, Sub-Q and IM injections, drops, topical preparations, suppositories and inhalers. MUST chart medication administration on the MAR, EMR, follow narcotic process per facility policy including f/u documentation 11. Obstetrical Care: Ante/Intrapartum assessments, Placement of Electronic Fetal Monitor (EFM), monitoring contraction rate/pattern and fetal heart rate, Foley catheter placement and removal. 12. Newborn: Medication administration, vital signs, I&O croupette, bili lights, circumcision care. 13. Urinary Catheter insertion and irrigation. 14. Removal of staples and sutures with written order. 15. Removal of Jackson-Pratt (JP), or Hemovac drain with written order. 16. Pre/Post-operative care

Appendix G: Professional Checklist

**Virginia Western Community College
Associate of Applied Science in Nursing Program
Professional Checklist
While in Uniform**

Student Name: _____

YES	NO
------------	-----------

A. DRESSED ACCORDING TO GUIDELINES (Failure to comply may result in being sent home for that clinical day)			
1.	Clean approved uniform and lab coat (no sweaters or other variations)		
2.	Clean, well-groomed facial hair (trimmed beard/mustache)		
3.	White hose free of runs or full white socks covering the ankles with pants		
4.	Clean, white, shoes (no color, open toed, holes such as crocs)		
5.	Approved jewelry (wedding band/small plain post earrings)		
6.	Hair off collar <ul style="list-style-type: none"> a. No hair accessories except same as hair color b. Hair clean and conservatively groomed c. Long hair must be pulled up off of the collar 		
7.	Facility badge (if required)		
8.	School patch (obtain from VWCC Bookstore)		
9.	Prominent makeup		
10.	Nails short/no polish /no artificial nails		
11.	Cover tattoos		
12.	No perfume/cologne/aftershave/scented lotions		
13.	No chewing gum or use of tobacco at any time while in uniform		
B. PREPARED FOR CLINICAL (failure to have these items may result in being sent home for that clinical day)			
1.	Nursing care plan/Data Base/Medication & Teaching sheets etc.		
2.	Ink pen (blue or black)		
3.	Stethoscope		
4.	VWCC Photo ID Card & Clinical site ID (this is mandatory!!!)		
5.	Bandage Scissors		
6.	Skills Competency CheckList (instructors MUST send student home who do not have this form!!!)		
7.	Watch with second hand		
8.	On time (minimum of 15 mins. prior to beginning of clinical or as early as individual assignment designates)		

By signing below, the student agrees that instructor has reviewed with the student all of the above items.

Item Number(s) in Need of Improvement (if any): _____ Date _____

INSTRUCTOR SIGNATURE _____

STUDENT SIGNATURE _____

Appendix H: Virginia Western Community College Student/Visitor Incident Report

Note: This form does not apply to employees nor does it take the place of the Workers' Compensation First Report of Injury Form or any other injury report required by the College's Insurance Company. If this involves a student employee injured in the course of performing work, refer the student employee immediately to Human Resources. Any employee workplace injury must be referred to Human Resources.

**Virginia Western Community
College
Student/Visitor Incident Report**

Date of Incident_Time of Incident_AM or PM

Name (of Injured Party)_Empl ID # Address_Phone City Zip Position (check one) Student_Visitor

If a student, identify the class and section number: Location of Incident If incident occurred during a field trip, give location Describe Incident and Injury:

Was the Campus Police called or was 911 called? (circle one or both)

Was the individual given treatment by emergency personnel? (If Campus Police, provide the responding officer(s) name)

Was the individual transported by emergency personnel? If yes, to which medical facility was the person transported? Did the individual refuse treatment or transportation by emergency personnel? If First Aid only was administered, describe what was done, if known.

Was individual wearing personal protective equipment? (goggles, or any other protective equipment where applicable, ex. laboratory sessions)

Faculty Member of Student Involved

Signature Date

Division Dean/Director

Signature Date

Risk Management Coordinator
(Craig Harris - Campus Police)

Signature Date

Note: This form must be printed and signed by the individuals indicated above and sent to the Risk Management Coordinator who will submit proper notification to the Division of Risk Management, when warranted.
Revised:08/3/2017