
BLUE RIDGE
COMMUNITY AND TECHNICAL
COLLEGE

NURSING PROGRAM
STUDENT HANDBOOK

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WELCOME

Dear Nursing Student:

On behalf of the faculty, I am pleased to welcome you to a new academic year in the Nursing Program. For some of you, this year marks the beginning of your nursing education. For others, this is the year in which you expect to complete your nursing program and qualify for licensure as a Registered Professional Nurse.

By enrolling in the Associate of Science in Nursing Program, you have committed yourself to a challenging educational process. The nursing faculty has prepared this *Nursing Student Handbook* as a source of valuable information that you will need to be successful as a nursing student. Once we have reviewed its contents during the Annual Nursing Assembly, you are responsible for adhering to the requirements and policies described in the *Handbook*. Keep it in a place where you can refer to it often during the academic year.

The nursing faculty is committed to helping you to succeed in the nursing program. We are partners with you in the learning-teaching process, and we are available to assist you in any way that we can. Best wishes for a successful and fulfilling year.

Elizabeth Viens Rini, PhD, RN
Program Director

PROGRAM INFORMATION

MISSION

The mission of the Blue Ridge Community and Technical College Associate of Science in Nursing Program is to enhance the health status of the region by educating professional nurses for entry into practice as caring and competent nurse generalists.

PHILOSOPHY OF NURSING

The philosophy serves as a base for the curriculum and policies of the nursing program. The philosophy contains the faculty beliefs about the metaparadigms of nursing and the extension of these concepts into nursing education.

- **Client:** The client is the individual, support person(s), or group who seeks nursing care at any point on the health continuum. Clients have a hierarchy of needs and at the same time each person is a unique individual with different values, beliefs, cultures, and lifestyles. Clients have the right to make decisions regarding their health care needs and to participate in meeting those needs.
- **Nursing:** Nursing is both an art and a science within a professional model. Nursing is built on a body of knowledge that integrates concepts from the biological, physical, behavioral, and nursing sciences and fulfills essential social needs of caring for the sick and injured. The goals of nursing are to: promote wellness, prevent illness, intervene in acute illness and injury, assist the client with managing chronic illnesses, instill hope, alleviate suffering, restore function, and support the right to a dignified death. Nursing meets these goals by developing and implementing an individualized plan of care that includes: comprehensive assessment of the client, nursing diagnoses, measurable outcomes, evidence-based nursing-specific interventions, and evaluation of outcomes within a caring framework.
- **Health:** Health is a state of well being reflecting the physical, mental, social and spiritual needs of the client. It is a dynamic state that is individual to the client. It is more than the absence of disease and is interactive with the client's environment.
- **Environment:** Environment occurs along a continuum from the internal state of the organism to global. It is constantly changing and exists in the nursing framework wherever there is a nurse-client relationship. The environment has the potential to be controlled or manipulated to improve health through nursing actions of a physical, emotional or policy changing nature.

Nursing Education

- **Student:** Nursing students are unique individuals with different values, beliefs, cultures, and lifestyles entering into an adult learning partnership with faculty and their student peers. The student's role in the partnership is to assume responsibility for active learning, identify his/her individual strengths and weaknesses, work in

conjunction with faculty and peers for improvement, enhance student-peer learning and the learning environment, and to represent a positive image for the nursing profession and the Blue Ridge Community and Technical College.

- **Faculty:** The faculty's role in the partnership is to facilitate and enhance learning. Faculty model and promote the core program competencies. Faculty work with students to identify strengths and weaknesses and develop a plan for improvement. Emphasis is placed on building a personal and professional foundation for the pursuit of lifelong learning. Student-faculty relationships encourage the intellectual, ethical, and personal development of each student. .
- **Learning Environment:** A student centered environment is maintained in both didactic and clinical courses using a variety of teaching strategies based on adult learning principles. The learning environment includes such behaviors as open communication, trust, and respect between all individuals in the environment.

There are five core competencies built upon the philosophy to provide structure to the nursing curriculum: Caring, Communication, Critical Thinking, Professionalism, and Therapeutic Nursing Interventions. The core competencies were developed from the *ANA Standards of Practice* and the *NLNAC Educational Competencies for Graduates of Associate Degree Nursing Programs*.

Caring is the essence of nursing. It is demonstrated by creating an atmosphere of respect, trust, hope, and compassion.

Communication is an ongoing process taking place among all human beings where intended and unintended messages, including facts, feelings, ideas, and actions, can be conveyed by verbal, non-verbal, and or written interchange.

Critical thinking is purposeful, informed, outcome-focused thinking that requires identification of problems, issues, and risks. The nursing process serves as the structure for critical thinking.

Professionalism is a collection of attitudes and actions that demonstrates commitment to integrity, competence, morality, altruism and promotion of the public good within the scope of professional nursing practice.

A therapeutic nursing intervention is any direct care treatment based upon clinical judgment and knowledge that a nurse performs to meet the health needs of a client.

STUDENT LEARNING OUTCOMES

Upon completing the Associate of Science in Nursing Program, the graduate will:

Caring

1. Provide compassionate nursing care to clients regardless of different values, beliefs, culture, and lifestyles.

Communication

1. Demonstrate appropriate verbal, non-verbal, therapeutic, professional, and technological communication skills.
2. Facilitate collaboration among all health care team members and the client(s).

Critical Thinking

3. Use knowledge of nursing science and disease processes; critical thinking skills; and evidence based findings to demonstrate proficiency in planning safe and effective client care.

Professionalism

4. Provide nursing care according to legal, ethical and professional standards while considering the impact of economic, political, social and demographic forces.
5. Demonstrate accountability for professional growth and lifelong learning.

Therapeutic Nursing Interventions

6. Demonstrate competency in the nursing process.
7. Develop an individualized teaching plan based on assessed needs.
8. Manage the care of individual client(s) across healthcare settings.

PROFESSIONAL NURSING

The State of West Virginia Board of Examiners for Registered Professional Nurses defines the practice of “registered professional nursing” as:

...the performance for compensation of any service requiring substantial specialized judgment and skill based on knowledge and application of principles of nursing derived from the biological, physical, and social sciences, such as responsible supervision of a patient requiring skill in observation of symptoms and reactions and the accurate recording of the facts, or the supervision and teaching of other persons with respect to such principles of nursing, or in the administration of medications or treatments as prescribed by a licensed physician or a licensed dentist, or the application of such nursing procedures as involve understanding of cause and effect in order to safeguard life and health of a patient and others.

The Nursing Program offers the ASN Program to prepare for entry into professional nursing practice.

POLICIES SPECIFIC TO THE NURSING PROGRAM

Policies are developed, reviewed, and modified by the nursing faculty on a regular basis. Policy changes will be reviewed with students each semester during assembly. If policies are changed during semesters, students will be notified by email.

Policies are listed by number; if a policy is retired, the number is not reused.

POLICY 102: CRIMINAL BACKGROUND CHECKS

EFFECTIVE DATE: August 18, 2003

POLICY/
RATIONALE: In order to comply with the West Virginia Nursing Code and Legislative Rules 30-7-11 and 30-7-13 and to complete requirements for clinical agency placement; nursing students are required to have a criminal background check upon enrollment in the ASN program. Results of the background checks are confidential. The findings are reported only to the Program Director. This policy aligns with the Student Learning Outcome of professionalism.

PROCEDURES:

1. Entering students will complete a criminal background check using the background provider designated by the college.
2. Fees for the background check are paid as part of the tuition and fees package through the college
3. Results are reported to the Program Director and are included in the student file.
4. Positive findings that were not disclosed during the application process are cause for dismissal due to falsifying an application
5. Students must report any arrests that occur after application and acceptance to the nursing program within 10 days of occurrence to the Nursing Director.
6. Students must report any action against a regulated health care license or certificate within 10 days of occurrence to the Nursing Director

Approved by ASN Faculty: August, 2005

Revised: August 16, 2007, November, 2008, September 7, 2010, February 6, 2013

Reviewed:

POLICY 104: GRADING

EFFECTIVE DATE: August 18, 2003

POLICY/
RATIONALE: Due to the demanding nature of the nursing discipline, students need to demonstrate a high level of competency in order to achieve licensure and practice effectively. This policy aligns with the Student Learning Outcomes of critical thinking.

The grading scale used by the Nursing Program for all examination and theory course grades is as follows:

93	-100	= A
86	- 92.9	= B
78	- 85.9	= C
70	- 77.9	= D
69.9 and below = F		

The minimum passing grade for any nursing course is a C. "Successful completion" of a nursing course is defined as earning a minimum final course grade of C.

Students enrolled in nursing courses where exams are administered must have a minimum exam grade average of 78.0 in order to pass the course. Some nursing courses may have a percentage of the final grade designated for various learning activities, such as class participation, writing assignments, or presentations. Quizzes may be included as tests or other learning assignments at the discretion of the instructor. This percentage of the grade will not be calculated as part of the exam average, but will be included into the calculation of the final grade if the student achieves a test average of 78.0%.

Approved by ASN Faculty: August, 2005

Revised: May, 2004, February 6, 2013

Reviewed: August 16, 2007, December 12, 2008

POLICY 106: PROGRESSION AND RETENTION

TITLE OF POLICY: Progression and Retention in the Nursing Program

EFFECTIVE DATE: August 18, 2003

POLICY/
RATIONALE: This policy is aligned with program goals related to student progression and retention. It reflects the unique cognitive challenges that are present at different stages of the nursing program.

In order to progress and remain in the nursing program, students must:

- Maintain a cumulative GPA of 2.0 AND
- Earn a minimum grade of C in all required courses for the ASN degree.

A student who fails, drops, withdraws from, or receives an incomplete grade in a nursing course may not take any subsequent courses for which that course is a prerequisite until the student has successfully completed the course (see Policy No. 104).

A student who drops or withdraws from a theory course also must drop or withdraw from any co-requisite clinical course in that semester.

Students may only repeat once: any single nursing course with a grade of D, F, W; or only one total semester withdrawal during the first three semesters of the program.

Students enrolled in the final adult health didactic course, NURS 235 will be allowed two attempts to successfully complete that course. A previous unsuccessful attempt in an earlier semester, whether D, F, or W does not affect the student's opportunity for two attempts in the final semester.

- PROCEDURES:
1. Students experiencing difficulty in successfully completing nursing courses are strongly advised to meet with the course instructor and faculty advisor immediately after not passing any assignment or test. If the student's grades are such as to prevent passing, the course faculty will advise the student on strategies to result in the least disruption to progression in the program.
 2. Students who drop, withdraw from a course or the entire semester, or do not pass a single nursing course, and are continuing progression the following semester will discuss with the course instructor expectations for successful completion of the course. If

required courses are no longer available when the student re-enters, additional time may be required to complete the program. Students may need to attend additional classes and/or purchase different text books, supplies, or equipment.

3. A student who has not taken nursing courses for two consecutive semesters, not including summer sessions, will be placed on inactive status. Inactive students who wish to return to the nursing program must apply for re-admission under the admission requirements in effect at the time of readmission. The application for admission must meet the deadlines posted on the website.
4. Students must follow college policies for maintaining an active student status.

Approved by ASN Faculty: August, 2005

Revised: August 16, 2007, December 12, 2008, February 6, 2013, April 29, 2014, December 10, 2015

Reviewed: December 14, 2009, September 17, 2013

POLICY 108: STANDARDS OF PROFESSIONAL CONDUCT AND SAFE CLINICAL PRACTICE

EFFECTIVE DATE: August 18, 2003

POLICY/RATIONALE: In order to prepare the students for the role of a professional nurse, the ASN Program has developed the Standards of Professional Conduct and Safe Clinical Practice. During enrollment in the ASN Program, all students are expected to demonstrate conduct consistent with the Standards of Professional Conduct and Safe Clinical Practice.

Standards of Professional Conduct and Safe Clinical Practice

Nursing students are expected to adhere to the following standards of professional conduct and safe clinical practice:

1. Comply with all institutional, ethical, and legal parameters regarding confidentiality of patient information.
2. Adhere to Blue Ridge Community & Technical College and clinical agency policies regarding drug and alcohol use.
3. Comply with all other policies of assigned clinical sites.
4. Demonstrate respect toward clients and their families, peers, faculty, staff members, and others in the clinical setting, the Nursing Program, and the Blue Ridge Community & Technical College, regardless of race, religion, national origin, ethnicity, gender, sexual preference, age, health status, or diagnosis.
5. Demonstrate integrity.
6. Use standard and transmission-based precautions in all patient care activities.
7. Promptly report any error to the faculty member and to other appropriate clinical personnel.
8. Comply with Nursing Program and clinical agency dress policies.
9. Arrive at the designated time for clinical learning activities.
10. Maintain appropriate professional role boundaries.
11. Demonstrate the application of previously learned clinical competencies.
12. Any other standards that faculty deems appropriate.

Failure to abide by these standards will result in disciplinary action, which may include dismissal from the nursing program.

PROCEDURES:

1. All students will receive a copy of the Standards of Professional Conduct and Safe Clinical Practice upon matriculation into the ASN Program. Students will be required to sign a statement indicating that they have read and understand the Standards. This statement will be kept in the student's academic file during the student's enrollment in the Nursing Program.
2. The *Standards of Professional Conduct* will be reviewed with all students at the beginning of each semester of enrollment in the nursing program.

3. Violation of these Standards will result in the following disciplinary action:
 - a. When faculty or clinical teaching assistants observe a violation of professional conduct she/he will complete the violation form, discuss the incident with the student and forward the form to the Director to be placed in the student's file.
 - b. The Director may choose to take additional action if there are three violations on file or if the director or faculty deems a violation is of a serious nature. Faculty will consider these situations individually. The Director may require the student to come before faculty or he/she may include Administrative personnel in the discussion.
 - c. Actions that may be taken after faculty review include but are not limited to:
 - i. Verbal or written warning issued
 - ii. Removal from course or clinical
 - iii. Lower student's letter grade for affected course or clinical
 - iv. Refer the student for counseling
 - v. Issue a warning that any additional violations will result in dismissal from the program
 - vi. Immediate dismissal from program
 - vii. Refer for legal action as appropriate
 - d. Examples of situations that could result in dismissal from the nursing program include:
 - i. breach of confidentiality of patient information (HIPAA violation)
 - ii. clinical practice that is repeatedly unsafe
 - iii. falsifying documentation of patient care
 - iv. acting in a manner that is a threat or danger to the safety of the student or to others
 - v. failure to comply with the policies of the agency in which the student is placed for clinical learning activities
 - vi. other situations that the faculty may deem as a breach of professional integrity.
 - e. Students may appeal faculty decisions according to the procedure outlined in the Blue Ridge Community and Technical College Student Handbook.

Approved by ASN Faculty: August, 2005
Revised: August 16, 2007, February 6, 2013
Reviewed: December 12, 2008

POLICY 109: STANDARDIZED TESTING

EFFECTIVE DATE: August 20, 2007

POLICY/RATIONAL: ATI is used as an assessment tool and for students to prepare for standardized tests, such as the NCLEX-RN.

Each nursing student is required to take Assessment Technologies Institute (ATI) achievement tests while progressing through the nursing program. The ATI fee is included each semester in the CTC student fees. This fee includes national comprehensive testing of particular subjects and review modules.

The ATI standardized assessment may account for a maximum of 10% of the *grade in which this course is taken*. This percentage of the grade will be calculated as part of the exam average. If the course does not include exams, the percentage will be calculated into the course grade.

The grading and procedures are different for the topic-related assessments and the predictor assessment and are explained below:

TOPIC-RELATED ASSESSMENTS

Contribution to course grade	
Completion of ATI <u>Online Practice Assessment Form B</u> at 90% or greater prior to proctored assessment test date.	1%
Completion of ATI Proctored Assessment	
▪ Score equating to a Proficiency Level 1	7%
▪ Score equating to a Proficiency Level 2	8%
▪ Score equating to a Proficiency Level 3	9%
▪ Score below Level 1	0%
If score is below Level 1, complete remediation using ATI <u>Online Practice Assessment Form A</u> with a score of 90% or greater prior to the first day of final exams. The Assessment may be repeated until a score of 90% is achieved.	6%
Note: Remediation only for students scoring below a Proficiency Level 1.	

TOPIC-RELATED PROCEDURES:

1. Prior to the ATI Proctored Assessment date the student may:
 - a. Utilize the review modules in preparation for the exam.
 - b. Complete the Online Practice Assessment Form B at 90% or greater.

- c. Review appropriate content based on the Online Practice Assessment results.
2. The student takes the ATI Proctored Assessment as scheduled in the respective course.
3. Students scoring below a Proficiency Level 1 on the ATI Proctored Assessment may:
 - a. Develop and implement a plan of remediation based on results of the ATI Proctored Assessment.
 - b. Complete the ATI Online Practice Assessment Form A at 90% or greater prior to the first day of final exams.

PREDICTOR ASSESSMENT

Contribution to course grade	
Completion of ATI <u>Online Practice Assessment Form B</u> at 90% or greater prior to proctored assessment test date.	1%
Completion of ATI Proctored Assessment – Form B	
▪ 90% probability of passing NCLEX-RN	7%
▪ 92% probability of passing NCLEX-RN	8%
▪ 95% probability of passing NCLEX-RN	9%
• Score <90% probability level	0%
If score is <90% probability level, complete remediation using ATI Online focused remediation.	6%
Complete the ATI <u>Online Practice Assessment Form A</u> with a score of 90% or greater prior to the first day of final exams. The Assessment may be repeated until a score of 90% is achieved.	

PREDICTOR PROCEDURES:

1. Prior to the ATI Proctored Assessment date the student may:
 - a. Utilize the review modules in preparation for the exam.
 - b. Complete the Online Practice Assessment Form B at 90% or greater.
 - c. Review appropriate content based on the Online Practice Assessment results.
2. The student takes the ATI Proctored Assessment as scheduled in the respective course.
3. Students scoring less than 90% probability on the ATI Predictor Proctored Assessment will:
 - a. Develop and implement a plan of remediation based on results of the ATI Proctored Assessment.
 - b. Take the Online Practice Assessment – Form A.
 - c. Achieve score $\geq 90\%$ by the beginning of finals week.

Approved by ASN Faculty: August, 2005

Revised: July 11, 2007, December 12, 2008, April 2012, February 6, 2013

Reviewed:

POLICY 111: CORE PERFORMANCE STANDARDS

EFFECTIVE DATE: August 18, 2003

POLICY/
RATIONALE: Because the Nursing Program seeks to provide as much as possible a safe environment for nursing students and their clients, students may be required to demonstrate physical and emotional fitness to meet the essential requirements of the nursing program. Such essential requirements may include freedom from communicable disease, the ability to perform certain physical tasks, and suitable emotional fitness. This policy is aligned with student learning outcomes related to critical thinking.

Any appraisal measures used to determine such physical and emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990, so as not to discriminate against any individual on the basis of handicap.

The essential requirements of the nursing program with examples of activities required of students during their nursing education are listed in the *Essential Requirements of the Nursing Programs* document. This document is based on The Americans With Disabilities Act: Implications for Nursing Education. Southern Regional Education Board (March 1993), http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html

- PROCEDURES:
1. A student with a documented disability who requires special *learning* accommodation(s) should contact the current Blue Ridge Community & Technical College student counselor.
 2. Students are responsible for notifying and providing official documentation of their needs to their advisor, program director, course coordinator, and clinical instructor.
 3. Students will complete a self disclosure of ability to meet Core Competency Standards on admission to the Nursing Program and annually after that time.

Approved by ASN Faculty: August, 2005
Revised: April, 2006, February 6, 2013
Reviewed: August 16, 2007, December 12, 2008

CORE PERFORMANCE STANDARDS OF THE NURSING PROGRAM

General Abilities

To provide quality nursing care the student is expected to possess functional use of the senses of vision, touch, hearing, taste, and smell. All data received by the senses must be integrated, analyzed, and synthesized in a consistent and accurate manner. The student must be able to observe a patient accurately at a distance and close at hand. In addition, the individual is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement.

Observational Ability

The student is expected to be able to observe the patient/client holistically to accurately assess any health/illness alterations. Inherent in this observation process is the functional use of the senses and sufficient motor capability to carry out the necessary assessment activities.

Communication

The student is expected to be able to effectively communicate and receive communication, both verbally and non-verbally. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language. A candidate must be able to elicit information, describe changes in mood, activity and posture, and perceive non-verbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

Motor Ability

The student is expected to be able to perform gross and fine motor movements required to provide holistic nursing care. Examples of care the student must be able to perform include turning, transferring, transporting, and exercising the patients/clients. The student is expected to have the psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions. Examples of emergency interventions reasonably required of nurses are cardiopulmonary resuscitation, the administration of parenteral medication, the application of pressure to stop bleeding, and the suctioning of obstructed airways. A candidate must also be able to protect the patients in emergency situations such as in the event of a fire. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, hearing, and vision. The student is expected to be able to maintain consciousness and equilibrium, and have the physical strength and stamina to perform satisfactorily in clinical nursing experiences.

Intellectual-Conceptual Ability

The student is expected to have the ability to develop problem solving skills and demonstrate the ability to establish care plans and set priorities. This includes the ability to measure, calculate, analyze, and synthesize objective as well as subjective data and make decisions that reflect consistent and thoughtful deliberation of the appropriate data. The

student is expected to be able to listen, speak, read, write, reason, and perform mathematical functions at a level which allows the student to process and understand the materials presented (in both a written and a verbal format) throughout his or her course of study.

Behavioral/Social Abilities

The student is expected to have the emotional stability to fully utilize his or her intellectual abilities, exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients/clients, families, and others responsible for health care. The student is expected to have the flexibility to function effectively under stress; that is, the individual is expected to be able to learn to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Concern for others, integrity, accountability, interest and motivation are necessary personal qualities.

POLICY 112: DRUG CALCULATIONS

EFFECTIVE DATE: August 18, 2003

POLICY/
RATIONALE: This policy is aligned to student outcomes related to critical thinking. To ensure patient safety in medication administration, students will take a drug calculation test at the beginning of the second, third and fourth semesters. The student must earn 80% on the test in order to participate in clinical learning activities for the semester.

A student who does not achieve a score of 80% will be permitted to take a second test on the same content after remediation. The second test must be taken before the end of the add/drop period. Because students are not permitted to participate in clinical activities if they cannot demonstrate drug calculation competency, students who fail the second test must withdraw from all nursing courses that semester.

Approved by ASN Faculty: August, 2005

Revised: April, 2006, December 12, 2008, February 6, 2013

Reviewed: August 16, 2007

POLICY 113: ATTENDANCE AT CLINICAL LEARNING ACTIVITIES

EFFECTIVE DATE: April, 2006

POLICY/ This policy is aligned with student learning outcomes related to professionalism. Because of the unique nature of clinical learning activities and the potential
RATIONALE: disruption to patient care activities, students are expected to notify faculty if they will be late or absent.

PROCEDURES: 1. Examples of an acceptable excuse for missing clinical experiences or a skills lab are illness of the student or death in the immediate family. Routine doctor or dental appointments do not come under either category.

2. Students scheduled for clinical experience or skills lab when they are ill or there has been a death in the family must notify the appropriate instructor and the assigned facility by telephone no later than one hour prior to scheduled clinical experience.
3. Unless notification is received one hour prior to the scheduled experience, the clinical experience may not be made up.
4. Extenuating circumstances may be reviewed by nursing faculty.
5. If the student is unable to reach the instructor personally, he/she must leave a telephone number where he/she can be reached by the instructor upon receiving the message.
6. The student must make arrangements with the assigned clinical instructor for the approved make-up assignment on the next class day.
7. Lack of preparation and habitual absences or tardiness will not be tolerated. Students who report for clinical late or unprepared will be dismissed from the clinical area and issued a 0 for the day. No make-up time will be available.
8. Students who report to clinical in ill health will also be dismissed. A doctor's excuse may be required in order to make-up clinical hours due to illness.

Approved by ASN Faculty: August, 2006

Revised: December 12, 2008, February 6, 2013

Reviewed: August 16, 2007

POLICY 114: METHODS OF EVALUATION-TESTING POLICY

EFFECTIVE DATE: April, 2006

RATIONALE: Testing format is designed to provide consistency in evaluating student learning using program standards.

POLICY: Faculty may assess the nursing students' attainment/achievement of course objectives and competences through examinations.

PROCEDURES:

1. Examinations will be scheduled.
2. Students will have 60 minutes, unless otherwise specified, to complete each exam.
3. The final exam of each course will be comprehensive of all material covered during the semester.
4. Drug calculations will be on each examination except Nursing 201 and 222.
5. To maintain the integrity of the nursing tests, the following protocol will be implemented:
 - a. All books, notes, book-bags, jackets, purses, etc. will be placed in front of the room.
 - b. All electronics, i.e. cell phones, PDA's, Blackberries, will be turned off or silenced and placed in the front of the room.
 - c. If the student is expecting an emergency call during the test, the instructor will keep the cell phone and alert the student if there is a call.
 - d. Only a pencil, eraser, and school-supplied calculator will be allowed at the desk/table for the test.
 - e. No bathroom breaks will be allowed during the test.
 - f. All students will remain in the classroom until the test time is completed, unless otherwise directed by the faculty.
 - g. Students may sit in assigned seats, per the discretion of the faculty members.
 - h. Faculty will circulate throughout the room to monitor students.
6. Faculty will perform an item analysis on all examinations.
7. No make-up examination will be provided unless an unusual circumstance and is approved by the instructor. If a student is ill or if there is a death in the immediate family, the student must notify the instructor at least one hour before the scheduled exam. If the make-up exam is not completed within one week after the scheduled exam, the student will receive a "0" for that exam unless the circumstances are approved by the total nursing faculty.
8. After the exam is available for review, students will have one week to contest any of the questions or answers on the exam. Students will need to provide in writing, to the instructor, a source and rationale for their request to have the questions(s) considered by the faculty. The exam may not be contested after this time period. The final exam will be exempt from this challenge.
9. Quizzes may be given throughout the course as decided by faculty. Unless otherwise specified, quizzes may not be made up.

Approved by ASN Faculty:
Revised: May 2010, February 6, 2012

Reviewed: December 12, 2008

POLICY 116: DRUG TESTING

EFFECTIVE DATE: May 1, 2008

POLICY/RATIONALE: The Blue Ridge Community and Technical College Nursing Program uses clinical agencies that require drug testing of all patient care providers. Nursing students must abide with this policy to be placed in these agencies. Drug screens are conducted on admission to the nursing program and can be obtained for causes of reasonable suspicion.

1. All drug screening is obtained through a college designated laboratory and must be completed within 2 weeks of acceptance into the nursing program.
2. Students pay for drug testing as a part of the tuition and fees.
3. The drugs to be tested include but are not limited to:
 - a. Cannabinoids
 - b. Barbiturates
 - c. Alcohol
 - d. Amphetamines
 - e. Cocaine
 - f. Propoxyphene
 - g. Benzodiazepines
 - h. Opiates
 - i. Phencyclidine
 - j. Methaqualone
4. Students will sign the consent form for testing. Refusal to sign the consent form will be treated as a positive admission of drug use.
5. Results for the testing will be sent to the Director of Nursing and maintained in student files.
6. Results of drug testing are not shared with law enforcement; however behaviors that are potentially unlawful may be reported. Positive drug screens are reported to the West Virginia Board of Examiners for Registered Professional Nurses and students may be subjected to disciplinary actions by the Board.
7. Students who have inconclusive results or diluted specimens will be required to have further testing performed. This testing is at the student's expense and is not a part of tuition and fees. Only one retest is allowed. Subsequent diluted specimens are cause for dismissal.
8. Students with positive results are not eligible for placement in clinical agencies and thus will not be able to complete course requirements and will be dismissed from the nursing program.
 - a. Students wishing to appeal a positive drug screen result based on the belief the test was incorrect may do so using the process defined by the testing laboratory. This repeated testing will be at student expense.
 - b. Students wishing to appeal a positive drug screen based on mistaken identification of the sample, will submit to hair analysis using the laboratory identified by the college. This testing will be at student expense.

Approved by ASN Faculty: May 1, 2008

Revised: December 12, 2008, September 7, 2010, February 6, 2013

Reviewed:

POLICY 117: INCLEMENT WEATHER

EFFECTIVE DATE: October 10, 2008

POLICY/RATIONALE: When nursing students are scheduled for clinical experiences off site of the college, individual clinical instructors may cancel the experience due to inclement weather. This policy is a supplement to college policies since clinical activities may occur outside of regular operating hours for the college.

PROCEDURE:

1. Clinical instructors will develop a telephone tree notification system at the beginning of the semester.
2. If the clinical instructor determines the weather conditions are not safe enough for student travel, he/she may decide to cancel the clinical experience. Students will be notified through the telephone tree system.
3. If a student is scheduled for an observation experience where no clinical instructor is available, college announcements about cancellation will be followed. The student should notify the agency that school is closed and they will not be attending the observation. The student must also notify the instructor about the absence.
4. Make-up clinical experiences are available at the discretion of the clinical instructor. The instructor will make all arrangements for make-up sessions.
5. If the clinical instructor cancels a clinical, he/she will call the Nursing Office and leave a message. He/she will also notify the clinical agency where students were scheduled that the students will not be present.

Approved by ASN Faculty: October 10, 2008

Revised: February 6, 2013

POLICY 118: TRANSFER STUDENTS

EFFECTIVE DATE: February 1, 2010

POLICY/RATIONALE: To define the requirements for awarding credit for nursing course credits from another nursing program. This policy is aligned with program goals for student progression and retention.

PROCEDURE:

1. An individual who has successfully completed nursing courses at another nursing program within the last 3 years is evaluated on an individual basis to determine his/her level of entry into the Associate of Science in Nursing program at Blue Ridge Community and Technical College.
2. Students requesting transfer must meet all Nursing Program admission criteria in addition to the requirements for all admissions: current student at Blue Ridge Community College, official transcripts on file, completed application to the nursing program, TEAS testing and references as outlined on the program website.
3. The review of the student's credentials will be completed by the Director of the program and the lead faculty for the courses where credit is requested.
4. Students must provide a copy of the course syllabus for the requested classes as well as the grade on the final examination for any theory courses.
5. If credit is requested for a clinical course, the clinical evaluation must be provided in addition to the syllabus.
6. The student will be required to pass the ATI assessment examination with a Proficiency Level I or better for each requested course, achieve a score of 80% on a medication dosing examination, and demonstrate satisfactory performance on required skills before credit will be awarded. Study materials for the requirements will be provided.
7. Because of the cost of proctoring and test fees, students are required to pay \$25 for each standardized test that is required for transfer credit.

Approved by ASN Faculty: February 1, 2010

Revised: February 6, 2013

POLICY 119: CLINICAL READINESS

EFFECTIVE DATE: August 19, 2010

POLICY/

RATIONALE: In order to comply with the West Virginia Nursing Code and Legislative Rules 30-7-11 and 30-7-13 and to complete requirements for clinical agency placement; nursing students are required to have a criminal background check and meet health and immunization requirements upon enrollment in the ASN program. Tuberculosis screening and CPR certification have renewal requirements.

This policy aligns with student learning outcomes related to professionalism

PROCEDURE:

1. Nursing students must submit proof and maintain the following requirements in order to participate in clinical or lab classes:
 - a. Physical Examination by health care provider (HCP) upon acceptance into the program
 - i. Students will be given approved forms for immunization records and physical examination upon acceptance into the program
 - b. Current immunization status must be up to date for:
 - i. Measles, Mumps and Rubella
 - ii. Tetanus, Pertussis, and Diphtheria
 - iii. Polio series
 - iv. Varicella
 - v. If student cannot provide proof of immunization but has history of disease, blood titers must confirm immunity
 - vi. Hepatitis B
 1. Students may waive vaccination but must provide written confirmation of waiver
 - vii. Annual influenza vaccination
 - c. TB non-active verification
 - i. If student has had a previous positive PPD result or received BCG vaccination they must obtain an annual Chest X-Ray to assess for evidence of active disease.
 - d. Current CPR certification as Health Care Provider through American Heart Association. Other CPR agencies will not be accepted
 - e. Completed criminal background check- Policy 102
 - f. Completed urine drug screening-Policy 116
2. For student entering the program: health, immunization records, background check, and urine drug screening forms will be provided at

the time of acceptance. Students accepting admission to the nursing program will need to complete the urine drug screen and background check within 2 weeks of acceptance into the program or will forfeit their admission.

3. For students progressing in the program, any recurring requirements will be completed and documentation presented by the first day of the semester when it would expire.
4. All students will be issued a Clinical Pass Card verifying that all clinical requirements are up to date for the semester. This card is to be kept with the photo ID card.
5. Students must bring their Clinical Pass Card to each and every clinical and lab experience. Failure to produce the card will result in the student being dismissed from the experience without the chance for a makeup day.
6. If students do not have their clinical requirement completed and documentation turned in to the nursing office by the first day of each semester, they will lose 5% of the total clinical grade for each week the requirements are not met.
7. Under no conditions will students be allowed to attend lab or clinical without meeting the clinical requirements.
8. If a student requires medical care or has missed clinical experience because of health related issues, permission to return to clinical must be given in writing by the HCP using specific forms provided by the program:
 - a. The HCP must identify the nature of the illness or injury and any limitations on performance of the core performance standards for the program
 - b. The HCP must identify any prescriptive medications the student is using related to this illness or injury
 - c. The HCP must identify when return to full performance is expected.
 - d. The faculty will decide if the limitations in performance may be accommodated in the clinical area without affecting patient care.

Approved by ASN Faculty: August 19, 2010

Revised: February 6, 2013

POLICY 120: STUDENT INJURY OR EXPOSURE

EFFECTIVE DATE: September 28, 2011

POLICY/RATIONALE: Due to the risk of exposure to infectious agents and the possibility of student injury during clinical experiences a process for managing occurrences is provided.

PROCEDURE:

1. Nursing students who are injured in the clinical setting must notify the clinical instructor or preceptor immediately.
 - a. In case of a clinical-site related injury, the student should follow the procedure (if one exists) prescribed by the institution or agency for students who are injured.
 - b. If the agency requires it, the student should complete an agency incident report.
 - c. If the student is treated in a hospital emergency room, neither BRCTC nor the agency will accept financial responsibility. The student must pay for care according to the policy of that agency.
 - d. The student may be sent home at the discretion of the instructor/preceptor and will be counted absent for that portion of the day.
 - e. The clinical instructor should document the injury and follow-up care, and inform the program director at their earliest convenience.
2. Nursing students sustaining an accidental percutaneous puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines:
 - a. Stop the current activity
 - b. Thoroughly clean the wound with soap and water
 - c. Flush mucous membranes with large amounts of water
 - d. Report the occurrence immediately to clinical instructor/preceptor
3. The clinical instructor/preceptor should notify the administrator in charge of the agency/institution. This may be the nurse manager, infection control nurse, or other designee.
4. The student should follow the clinical agency policy (if one exists) for students regarding treatment.
 - a. An incident report should be completed according to agency policy.
 - b. If baseline and/or follow-up testing are required, students should contact their personal health care provider within 72 hours.
 - c. The emergency department should be used when the source is known to be HIV positive or active Hepatitis B, as prophylaxis should begin within hours of treatment.
 - d. The student is responsible for the cost of all follow-up testing and/or treatment.

5. The clinical instructor/preceptor should document the incident and actions taken and inform the program director as soon as possible.

Approved by ASN Faculty: September 28, 2011

CLASSROOM COURSE REQUIREMENTS

CALCULATORS

During course examinations, students may use only calculators provided by the Nursing Program.

CHILDREN IN THE CLASSROOM

In recognition of the fact that content discussed in nursing classes often is not appropriate for children and that the presence of children can be distracting to others, students are not permitted to bring children to class.

PAGING DEVICES AND CELL PHONES

Nursing students may carry paging devices and cell phones in the vibrate mode to class. Paging devices or cell phones are not to disrupt the classroom. Students should respond to pages at break time, except in emergencies. If possible, please discuss the potential for an emergency page/call ahead of time with the class instructor.

RECORDING DEVICES

Recording devices may only be used with the permission of the faculty member.

CLASSROOM TECHNOLOGY REQUIREMENTS

Students enrolled in the nursing program are required to own at least one laptop/mobile device to enable the use of the Pageburst e-books and electronic references for clinical experience. Technical compatibility information is available at <http://evolve.elsevier.com>.

CLINICAL COURSE REQUIREMENTS

CLINICAL AGENCY POLICIES AND PROCEDURES

It is the student's responsibility to understand and adhere to specific clinical agency policies and procedures. The clinical faculty member will provide agency orientation prior to the start of the clinical experience. Orientation will include student parking and provisions for student personal belongings.

RESTRICTED CLINICAL SKILLS

Skill	West Virginia	Maryland	Virginia
IV push medications	YES	NO	YES
IV medication additives	YES	YES	YES
IV starts	NO	NO	NO
Blood product administration except Albumin and RhoGAM	NO	NO	NO
TPN or Lipids	NO	NO	NO
Central line dressings and meds (non-push)	YES	YES	YES
General patient care	YES	YES	YES
Documentation in clinical record	YES	YES	YES
One-on-one care or relief of staff for suicidal patient*	NO	NO	NO

All skills listed above, unless specifically prohibited by state regulations; are under the discretion of the instructor and in accordance with agency policy.

*Under NO circumstances are students to

- Be the only provider in attendance with a suicidal patient
- Take telephone or verbal orders from a physician
- Delegate nursing care unless in specifically structured learning situation with instructor present

PAGING DEVICES AND CELL PHONES

Pagers and cell phones are to be turned off in all clinical learning environments.

PROFESSIONAL BOUNDARIES

The nursing student is responsible for delineating and maintaining professional boundaries.

Nursing students in all learning environments are not to give personal information such as telephone number and address to clients.

At the completion of the clinical experience, nursing students are not allowed further contact with clients and their families.

Failure to maintain professional boundaries will be considered a violation of Program Standards of Professional Conduct and Safe Clinical Practice. (***See Program Policy No. 108***).

SMOKING

The odor of smoke on hair, skin, and clothing may be offensive to clients in clinical settings, and professional nurses are expected to be role models of good health practices. For these reasons, smoking prior to and during clinical learning activities is prohibited.

DRESS CODE FOR STUDENTS

Each nursing student is a representative of Blue Ridge Community & Technical College's Nursing Program and directly affects the public's and other professionals' views of our nursing program. Nursing students in uniform are expected to be professional looking at all times. If a student's clinical instructor believes that his or her appearance does not meet these expectations, the student will be asked to leave the clinical environment with an unexcused absence.

Students will wear uniforms of a unified color and style with specific patches identifying the degree program. The specific guidelines for each required item of the nursing uniform are given in detail below, followed by general guidelines for appearance while in uniform. Students not deemed appropriate for the clinical site will be sent home as unexcused.

White Student Uniforms will be according to Program requirements. The Nursing Program patch, when required, will be sewn on the left sleeve of the uniform top. Burgundy or navy polo shirts with nursing school identification will be worn in selected clinical sites. Slacks except jeans, cargo pants, capris and any type of short may be worn with polo shirts.

Tops, pants, and lab coats will be clean, pressed, and professional looking (this includes a proper fit).

Lab coat (optional) will be white and thigh-length. The Nursing Program's patch, when required, will be sewn on the left sleeve, and the student's name tag will be affixed to the left breast area of the jacket and top.

Sweaters and warming clothing are limited. If wearing the white clinical uniform, students may wear a plain white long sleeve shirt under the uniform top. Cardigan

sweaters in white or navy may be worn over either uniform. It is not acceptable to wear hoodies or any type of sweat clothing, scrub jackets, or anything with print/media showing.

Name Tags will be worn on both the scrub top and lab coat above the left breast pocket.

Patches: The ASN Program has its own individualized patch and will be worn on the left sleeve of both the uniform top and lab coats.

Shoes: For white uniforms, any style of shoe is acceptable; if it is clean, white, and professional looking and poses no safety risk to the student or others. Clogs **may not** be acceptable in some institutions. For polo tops, closed toe clean street shoes are required.

General Uniform Guidelines

- a. The uniform is intended for clinical use only and should **not** be worn off campus except in an automobile to and from the clinical agency.
- b. The uniform should be clean and pressed and should allow for freedom of movement.
- c. Hair must be arranged so that it is off the collar, neat, clean, and contained. Facial hair should be neat and clean.
- d. The only jewelry that may be worn includes a watch, wedding band, and one pair of simple, single, non-dangling post earrings (in ears) are to be worn.
- e. White socks or hose must be worn with uniforms.
- g. Fingernails must be clean and cut or filed so that the nail does not extend beyond the fingertip. Un-chipped nail polish is allowed. No artificial nails or extenders are permitted.
- h. Makeup should be used in moderation.
- i. Underwear should not be visible through the nursing uniform.
- j. Gum may not be chewed in the patient care area.
- k. Eating and drinking are permitted only in designated areas in compliance with Universal standards.
- l. Appropriate professional attire is to be worn under lab coats, i.e., no jeans, tank tops, halter tops, sweat pants, etc.
- m. All visible piercings except for single earrings must be removed during clinical, this included tongue piercings
- n. All tattoos must be covered during clinical with makeup or clothing.

SUPPLIES

Students will need to purchase a skills kit during the first semester. This will include a stethoscope, BP cuff, and other tools for physical assessment.

Students must also wear a wristwatch with a sweep second hand or digital timer in seconds while in clinical.

TRANSPORTATION TO CLINICAL LEARNING ACTIVITIES

It is the responsibility of students to provide their own transportation to and from clinical sites.

COMMUNICABLE DISEASES AND ILLNESSES

Students are not to come to clinical experiences if they have a potential communicable disease (fever, vomiting, diarrhea, infected skin lesions, etc.). Students must notify their clinical instructor before the beginning of clinical experience. Student may be required to provide a physician's clearance to return to clinical.

Student activities

STUDENT NURSES ASSOCIATION

The Student Nurses Association (SNA) is a recognized student organization at Blue Ridge CTC, and is affiliated with the National Student Nurses Association. Membership in the SNA is available to pre-nursing and nursing students.

CONVOCATION

A convocation or pinning ceremony is held for each graduating nursing class. This is a recognition by the faculty of the graduates entering the profession of nursing. Participation in the ceremony is optional. Student who participate purchase a school pin and a Nightingale lamp. A faculty advisor works with the graduating class in planning the ceremony. Graduating students may invite family and friends to attend the ceremony. All nursing students are welcome to attend convocation.

All funding for the ceremony is paid by the participating students. Faculty members conduct the pinning ceremony, but students are encouraged to develop a meaningful program surrounding the pinning.

Once students are pinned, they are encouraged to wear the pin on their graduation gown if they decide to walk.