

Vance-Granville Community College

Nursing Programs Student Handbook

Vance-Granville Community College
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**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS
STUDENT HANDBOOK 2019-2021**

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Section I:
VGCC Nursing Programs

COLLEGE MISSION STATEMENT

Vance-Granville Community College educates, inspires, and supports a diverse community of learners to achieve professional and personal success.

COLLEGE VISION STATEMENT

In partnership with our community, Vance-Granville Community College will lead the economic development of our region, be nationally-recognized for educational excellence, and improve our world through stewardship and sustainability.

HISTORY OF THE NURSING PROGRAMS

The Nursing Program at Vance-Granville Community College was originally established in 1971 as a practical nurse program. In 1983, the expansion of the program saw the beginning of the Associate Degree program. In 1998, a practical nursing program was re-established as a standalone program. In 2010, the LPN to ADN Transition Program accepted its first students who graduated in May of 2011. The RIBN Program with NC A&T State University began in Fall of 2016.

ASSOCIATE DEGREE NURSING PROGRAM (A45110)

Curriculum Description

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Mission Statement

The Associate Degree Nursing program supports the mission of the North Carolina Community College System and the mission of Vance-Granville Community College. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level.

Philosophy

The philosophy of the Associate Degree Nursing (ADN) Program is derived from statements about health, quality of life, achievement of potential, the individual, environment, healthcare, and nursing. The goal of nursing faculty is to promote the highest quality of nursing care to the individual through ADN education. The aim is to facilitate health, quality of life, and achievement of potential for the individual.

The graduate of the Associate Degree Nursing program of Vance-Granville Community College is prepared to meet the educational competencies defined by the National League for Nursing and the Nursing Practice Act of North Carolina. The practice of nursing is directed toward meeting the health care needs of individuals throughout their life spans. The Associate Degree prepared nurse's role is characterized by evidence-based clinical practice with the provision of care for individuals in structured settings. The ADN graduate demonstrates the competencies identified by the National League for Nursing (2010) and the Institute of Medicine (2003) to provide nursing care.

The National League for Nursing (National League for Nursing, Competencies for Graduates of Associate Degree and Diploma Programs.

http://www.nln.org/facultydevelopment/competencies/comp_ad_dp.htm Retrieved April 18, 2011) identifies these competencies as:

1. Human Flourishing: Advocating for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Nursing Judgment: Making judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
3. Professional Identity: implementing one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Spirit of Inquiry: examining the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

According to the Institute of Medicine (2003), nurse graduates should be able to:

1. Provide patient-centered care
2. Work in interdisciplinary teams
3. Employ evidence-based practice
4. Apply quality improvement and
5. Utilize informatics

Associate Degree Nurse Education

Nursing education at the Associate Degree level is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the role of the entry-level registered nurse. The curriculum, as adopted by the North Carolina Community College System, is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, and problem and activity-

centered learning. The curriculum incorporates evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to learning.

Learning is a continuous process that results in a change of behavior and occurs when the student is challenged and motivated to enhance personal knowledge. Teaching and learning are an interactive process between teacher and learner. Learning is about making connections and occurs from simple to complex. The responsibility of the faculty of Vance-Granville Community College Associate Degree Nursing Program is to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality individual centered nursing care. At the completion of the curriculum, the student will practice nursing within the healthcare system to help the individual achieve the outcomes of quality of life, achievement of potential, and health.

Conceptual Framework

The domains of the individual, healthcare, and nursing provide the conceptual framework that guides the Associate Degree Nursing curriculum. Concepts are organized within each of these domains. The student must attain mastery of each domain in order to successfully complete the curriculum.

A modified systems theory based on Betty Neuman's model is used as the organizing framework for the development and implementation of the nursing curriculum. The model provides an understanding of basic nursing concepts: the client-individual, the environment, health and nursing (Neuman & Fawcett, 2002).

Definitions

Individual

The individual is a complex, multidimensional, unique, and significant being who possesses inherent value and worth. The individual is a member of a family, a community, and a culturally diverse society. All individuals have interdependent, dynamic physiological (biophysical), psychological, socio-cultural (social functioning), spiritual, and developmental variables that contribute to health, quality of life, and achievement of potential. Changes in any of the five variables may affect the individual throughout his/her lifespan. In order to provide and manage care, nurses must view the individual as the center of any nursing activity.

Environment

The individual constantly interacts with and is affected by the environment. Environment is defined as "all internal and external factors or influences surrounding the client [individual]" (Neuman & Fawcett, 2002, p. 18). Changes in the environment may affect the individual throughout his/her lifespan. The nurse may assist the individual to alter aspects of the environment or to utilize coping mechanisms to adapt to these changes.

Health

Health is a dynamic state of well-being where there is stability and optimal function within and among the five variables and the environment throughout all stages of life from birth to death. Optimal function refers to the best possible health state at a given point in time. The individual is healthy when he/she is able to maintain stability and optimal function even when there are changes in the five variables and/or the environment. Illness is defined as instability in the system or less than optimal function. Each individual's health is based on his/her cultural perceptions and beliefs of health and illness. The nurse may assist the individual in preventing illness, promoting and restoring health, and achieving a dignified death.

Nursing

Nursing is a dynamic practice profession, ever-evolving and reshaping itself in response to influences of continuous quality improvement, public regulation and technological, societal and economic changes (Watts School of Nursing, 2006). Nursing is a science and an art involving the unique application of evidence-based knowledge and skills within the context of a professional, caring relationship to improve individual outcomes. The role of the nurse is to utilize the nursing process in collaboration with the individual and the interdisciplinary health care team to provide care to the individual. The nursing process includes assessment, diagnosis, planning, implementation, and evaluation. Nursing care is focused on individual-centered interventions to achieve health through primary, secondary and tertiary prevention strategies (Neuman & Fawcett, 2002).

Quality of Life

Quality of life is defined as an individual's satisfaction with his or her life and general sense of well-being. It is affected by the five variables including physiological, psychological, socio-cultural, spiritual, and developmental. The nurse may assist the individual in promoting quality of life.

Achievement of Potential

Achievement of potential is the individual's growth toward attaining one's optimal function and quality of life. It is affected by the individual's choices, perceptions, personal goals, life experiences, and holistic health. The nurse may assist the individual in achieving his/her potential.

Program Objectives

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.

6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

References

Institute of Medicine. (IOM). (2003). *Health professions education: A bridge to quality*. Washington, DC: The National Academics Press

National League for Nursing, Competencies for Graduates of Associate Degree and Diploma Programs. http://www.nln.org/facultydevelopment/competencies/comp_ad_dp.htm Retrieved April 18, 2011.

Neuman, B., & Fawcett, J. (2002). *The Neuman systems model* (4thed.). New Jersey: Prentice-Hall.

Watts School of Nursing. (2006). *Watts school of nursing student catalog*. Durham, NC: Watts School of Nursing

Revised: May 2011

Course Sequence (Associate Degree Nursing Program)

Course No.	Course Title	Lecture	Lab	Clinical	Credit
<i>FIRST SEMESTER - FALL</i>					
NUR 111	Intro to Health Concepts	4	6	6	8
BIO 168/165	Anatomy & Physiology I	3	3	0	4
ENG 111*	Writing & Inquiry	3	0	0	3
<i>SECOND SEMESTER - SPRING</i>					
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
BIO 169/166	Anatomy & Physiology II	3	3	0	4
<i>THIRD SEMESTER - SUMMER</i>					
NUR 212	Health Systems Concepts	3	0	6	5
BIO 271	Pathophysiology	3	0	0	3
ENG 112*	Writing/Research in the Disc	3	0	0	3
PSY 150*	General Psychology	3	0	0	3
<i>FOURTH SEMESTER - FALL</i>					
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
<i>FIFTH SEMESTER - SPRING</i>					
NUR 213	Complex Health Concepts	4	3	15	10
HUM/FA** (HUM 115, ART111*, ART 114*, ART 115*, MUS 110*, MUS 112*, PHI 215*, PHI 240*)		3	0	0	3
TOTAL CREDIT HOURS:					69

*Course is a UGETC (Universal General Education Transfer Component) Course per the Comprehensive Articulation Agreement effective Fall 2014.

** HUM/FA courses not listed may be approved via course substitution, however, students are advised that the course substituted may not be accepted for the RN to BSN Uniform Articulation Agreement effective Fall 2015.

Note: Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.

Course descriptions and the VGCC Academic calendar can be found on the VGCC website.

Revised: February 2017

Course Sequence (LPN to ADN Transition Program- Summer Admission)

Course No.	Course Title	Lecture	Lab	Clinical	Credit
<i>TO BE COMPLETED PRIOR TO PROGRAM ADMISSION</i>					
BIO 168/165	Anatomy & Physiology I	3	3	0	4
ENG 111*	Writing & Inquiry	3	0	0	3
PSY 150*	General Psychology	3	0	0	3

Upon admission to the LPN to ADN Transition Program, the student will be awarded transfer credit for NUR 101 and NUR 102 for a total of 21 credit hours

FIRST SEMESTER - SUMMER

NUR 214	Nursing Transition Concepts	3	0	3	4
BIO 169/166	Anatomy & Physiology II	3	3	0	4
ENG 112*	Writing/Research in the Disc	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3

SECOND SEMESTER – FALL

NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
BIO 271	Pathophysiology	3	0	0	3

THIRD SEMESTER - SPRING

NUR 213	Complex Health Concepts	4	3	15	10
HUM/FA** (HUM 115, ART111*, ART 114*, ART 115*, MUS 110*, MUS 112*, PHI 215*, PHI 240*)		3	0	0	3

TOTAL CREDIT HOURS: 69

*Course is a UGETC (Universal General Education Transfer Component) Course per the Comprehensive Articulation Agreement effective Fall 2014.

** HUM/FA courses not listed may be approved via course substitution, however, students are advised that the course substituted may not be accepted for the RN to BSN Uniform Articulation Agreement effective Fall 2015.

Note: Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.

Course descriptions and the VGCC Academic calendar can be found on the VGCC website.

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PRACTICAL NURSING PROGRAM (D45660)

Curriculum Description

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to meet the health care needs of the individual throughout their lifespan. The role of the LPN is a dependent role under the supervision of the registered nurse (RN) and other healthcare providers approved by North Carolina law. In accordance with the North Carolina Board of Nursing Administrative Code, 21NCAC 36.0225, Components of Nursing Practice for the Licensed Practical Nurse (LPN), the LPN accepts assignments that can be safely performed and participates in assessing, planning, implementing, and evaluating the client's response to healthcare interventions. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Mission Statement

The nursing faculty of Vance-Granville Community College, in support of the philosophy, purpose and objectives of the College, believes that it is the purpose of the Practical Nursing program to produce advanced beginning practitioners (Benner, 2001, p. 22) for entry level practice in the practical nurse role.

For the practical nurse, the faculty has adapted applicable NLN core competencies. These core competencies (National League for Nursing, Competencies for Graduates of Practical/Vocational Programs. http://www.nln.org/facultydevelopment/competencies/comp_prac_voc.htm Retrieved April 20, 2011) are:

1. Human Flourishing: promoting the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
2. Nursing Judgment: providing a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
3. Professional Identity: assessing how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.
4. Spirit of Inquiry: questioning the basis for nursing actions, considering research, evidence, tradition, and patient preferences.

The faculty believes that within these core competencies, those recommended by the Institute of Medicine in "Health Professions Education," i.e. patient-centered care, work in interdisciplinary teams, employment of evidence-based practice, application of quality improvement, and utilization of informatics, are included (IOM, 2003, p. 45).

A modified systems theory based on Betty Neuman's model is used as the organizing framework for the development and implementation of the nursing curriculum. The model provides an understanding of basic nursing concepts: the client, the environment, health and nursing (Neuman & Fawcett, 2002, p. 4). The domains of the individual, the healthcare system, and nursing guide the nursing curriculum. Concepts and exemplars are organized within each of these domains and learning occurs from simple to complex.

The client, or recipient of nursing care, is an open system, composed of five interacting, interdependent and ever changing variables: physiological, psychological, developmental, socio-cultural and spiritual. The client can be an individual, family, group, or community. The client constantly interacts with and is affected by the environment. Any changes in any of the five variables and/or the environment affect the total system. These changes occur throughout the client's development.

Environment is defined as "all internal and external factors or influences surrounding the client." The internal environment is "all forces or interactive influences internal to or contained solely within the boundaries of the defined client." Examples include a conditioned response or an autoimmune response. The external environment is "all forces or interactive influences external to or existing outside the defined client." Examples include role expectations and communication patterns (Neuman & Fawcett, 2002, p. 18).

Health is a dynamic state of well-being where there is stability and optimal function within and among the five client variables and the environment throughout all stages of life from birth to death. Optimal function refers to the best possible health state at a given point in time. The client is healthy when he is able to maintain stability and optimal function even when there are changes in the five variables/and or the environment. Disease is just one type of change. Illness is defined as instability in the system or less than optimal function. Health and illness are socially and individually defined concepts.

Nursing is a dynamic practice profession, ever-evolving and reshaping itself in response to influences of continuous quality improvement, public regulation and technological, societal and economic changes (Watts, 2006). Nursing is a helping process involving the unique application of evidence-based knowledge and skills within the context of a professional, caring relationship to improve client outcomes. The role of the Licensed Practical Nurse (LPN) is to participate in the nursing process and participates in collaboration with the client and the interdisciplinary health care team as assigned by the Registered Nurse (RN). The LPN participates in the implementation and evaluation of client-centered interventions to achieve health through primary, secondary and tertiary prevention strategies. Primary prevention strategies are actions required to retain system stability and optimize function. Secondary prevention strategies are actions required to re-establish system stability and optimize function. Once system stability is established, tertiary prevention strategies are actions required to maintain system stability and optimize function.

Nursing education is the systematic and progressive communication of knowledge and skills in the discipline of nursing. Nursing education should occur in institutions of higher learning with access to general education. Nursing education incorporates biological, psychological, and social sciences with an emphasis in nursing knowledge. The goal of nursing education is to prepare individuals for entry-level, competent nursing practice and to facilitate their commitment to and value of continuous learning, professional accountability, and professional involvement.

Learning is an active and lifelong process through which an individual acquires, integrates, and applies knowledge, skills, and values. Learning is facilitated when experiences occur in a progressive manner ranging from simple to complex. Learning requires a collaborative partnership between faculty and students. The faculty creates a climate that encourages students to attain their maximum potential by promoting inquiry, critical thinking, accountability and self-

evaluation. Students, ultimately responsible for their own learning, are self-directed and actively participate in learning. The faculty functions as educators, facilitators, resource persons, guides, coaches, and role models. The faculty recognizes the dignity and worth of the individuals that make up a diverse student population. The faculty strives to provide a broad range of meaningful, learning opportunities that accommodate students' learning styles, previous life experiences, knowledge, and goals. The faculty structures the learning environment so that it promotes mutual respect, acceptance, and support. Through this collaborative process, students can successfully meet their educational goals.

Program Objectives

1. Participate in evaluating the concepts of the holistic individual and client response to promotion of health, wellness, illness, quality of life, and the achievement of potential.
2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the RN, changes to improve the client care process.
8. Utilize informatics to access, manage, and communicate client information.
9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost effective manner.

Revised: April 2016

References

Benner, P. (2001). *From novice to expert: Excellence and power in clinical nursing practice*. New Jersey: Prentice-Hall.

Curriculum Revision Project (2014). *Practical Nursing*, North Carolina Community College System.

Institute of Medicine (IOM). (2003). *Health professions education: A bridge to quality*. Washington, DC: The National Academics Press

National League for Nursing, Competencies for Graduates of Practical/Vocational Programs. http://www.nln.org/facultydevelopment/competencies/comp_prac_voc.htm Retrieved April 20, 2011.

Neuman, B & Fawcett, J. (2002). *The Neuman systems model* (4thed.). New Jersey: Prentice-Hall.

Watts School of Nursing. (2006). *Watts school of nursing student catalog*. Durham, NC: Watts School of Nursing

Course Sequence (Practical Nursing Program)

Course No.	Course Title	Credit	Class	Lab	Clinical
<i>FIRST SEMESTER - FALL</i>					
NUR 101	Practical Nursing I	11	7	6	6
BIO 163 or	Basic Anatomy & Physiology	5	2	2	0
BIO 168/165	Anatomy & Physiology I &	4	3	3	0
BIO 169/166	Anatomy & Physiology II	4	3	3	0
<i>SECOND SEMESTER - SPRING</i>					
NUR 102	Practical Nursing II	10	7	0	9
ENG 111*	Writing & Inquiry	3	3	0	0
PSY 150*	General Psychology	3	0	0	3
<i>THIRD SEMESTER - SUMMER</i>					
NUR 103	Practical Nursing III	9	6	0	9
TOTAL CREDIT HOURS:		41			

*Course is a UGETC (Universal General Education Transfer Component) Course per the Comprehensive Articulation Agreement effective Fall 2014.

Note: Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.

Course descriptions and the VGCC Academic calendar can be found on the VGCC website.

Revised: February 2017

REGIONALLY INCREASING BACCALAUREATE NURSING (RIBN) PROGRAM (A10300S/A45110)

RIBN is coordinated by the Foundation for Nursing Excellence with financial support from The Duke Endowment, the Jonas Center for Nursing Excellence, The Robert Wood Johnson Foundation and the NC Area Health Education Centers.

Curriculum Description

Students admitted to the RIBN program are dually enrolled at VGCC and NC A&T State University for a total of 4 years. Year 1 consists of general education courses for the ADN and BSN degree. Years 2 & 3 are enrollment in the Associate Degree Nursing program while concurrently taking an additional course online at NC A&T. Upon completion of Year 3, the student graduates with an Associate Degree in Nursing and meets the education requirements to take the National Council Licensure Exam (NCLEX®). Year 4 is completion of the BSN degree at NC A&T only.

Mission Statement

The RIBN program supports the mission of the North Carolina Community College System and the mission of Vance-Granville Community College. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level. The RIBN promotes educational advancement by providing the student the opportunity to obtain a BSN degree while completing an Associate degree at the community college.

The Philosophy, Education, Conceptual Framework, Definitions, and Program Objectives provided in the Associate Degree Nursing program will be utilized during Years 2 & 3 of the RIBN program.

Course Sequence (RIBN Program)

Course No.	Course Title	Lecture	Lab	Clinical	Credit
<i>FIRST SEMESTER - FALL</i>					
CHM 131/A	Intro to Chemistry/Lab	3	3	0	4
BIO 168/165	Anatomy & Physiology I	3	3	0	4
ENG 111*	Writing & Inquiry	3	0	0	3
ACA 122	College Transfer Success	0	2	0	1
	<i>NC A&T NURS 100 Student Success</i>				1
<i>SECOND SEMESTER - SPRING</i>					
MAT 143*	Quantitative Literacy	2	2	0	3
HUM 115**	Critical Thinking	3	0	0	3
BIO 169/166	Anatomy & Physiology II	3	3	0	4
	<i>NC A&T LIBS 202 Introduction to African American Studies</i>				3
<i>THIRD SEMESTER - SUMMER</i>					
	NA I Course and Registry				
BIO 175	General Microbiology	2	2	0	3
	<i>NC A&T Mentoring</i>				1
<i>FOURTH SEMESTER - FALL</i>					
NUR 111	Intro to Health Concepts	4	6	6	8
PSY 150*	General Psychology	3	0	0	3
	<i>NC A&T NURS 204 Statistics</i>				3
<i>FIFTH SEMESTER - SPRING</i>					
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
ENG 112*	Writing/Research in the Disc	3	0	0	3
	<i>NC A&T ENGL 200 Survey of Humanities I</i>				3
<i>SIXTH SEMESTER - SUMMER</i>					
NUR 212	Health Systems Concepts	3	0	6	5
BIO 271	Pathophysiology	3	0	0	3
	<i>NC A&T PHIL 265 World Religions</i>				3
<i>SEVENTH SEMESTER - FALL</i>					
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
	<i>NC A&T NURS 467 Nursing Informatics</i>				3
<i>EIGHTH SEMESTER - SPRING</i>					
NUR 213	Complex Health Concepts	4	3	15	10
	<i>NC A&T NURS 415 Health Care in a Global Society</i>				3

<i>NINTH SEMESTER - SUMMER</i>	
<i>NC A&T Mentoring</i>	1
NCLEX-RN Exam/Licensure Obtainment	
<i>TENTH SEMESTER - FALL</i>	
<i>NC A&T NURS 363 Advanced Health Assessment</i>	3
<i>NC A&T NURS 364 Applied Ethics</i>	3
<i>NC A&T NURS 360 Concepts in Professional Nursing</i>	3
<i>NC A&T NURS 362 Student Success</i>	1
<i>ELEVENTH SEMESTER - SPRING</i>	
<i>NC A&T NURS 460 Community Health</i>	4
<i>NC A&T NURS 361 Evidence Based Practice</i>	3
<i>TWELVTH SEMESTER - SUMMER</i>	
<i>NC A&T NURS 464 Leadership and Management</i>	4
<i>NC A&T NURS 465 Synthesis of Professional Nursing Practice</i>	1
<i>NC A&T NURS 365 Collaborative Inter-professional Practice</i>	3
TOTAL CREDIT HOURS:	128

*Course is a UGETC (Universal General Education Transfer Component) Course per the Comprehensive Articulation Agreement effective Fall 2014.

** HUM/FA courses not listed may be approved via course substitution, however, students are advised that the course substituted may not be accepted for the RN to BSN Uniform Articulation Agreement effective Fall 2015.

Italics indicates a course taken at NC A&T State University

Note: Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.

Course descriptions and the VGCC Academic calendar can be found on the VGCC website.

Revised: February 2018

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Section II:
General Information for Nursing Students

ESSENTIAL FUNCTIONS REQUIRED OF A NURSING STUDENT

Physical and Emotional Standards

To be able to provide safe and effective nursing care to patients, nursing students must maintain and demonstrate the following skills/ability:

1. Critical Thinking

Shows appropriate judgment based on facts, data, clinical experience, and previous learning. Able to identify cause and effect relationships in clinical situations; collect and analyze data and engages in problem solving; develops (ADN) or participates in (PN) development of nursing care plans. Cognitive abilities intact: oriented to person, time and place with good memory function. Ability to organize multiple aspects of care.

2. Interpersonal Skills

Demonstrates interpersonal and communication skills that are helpful, therapeutic, and appropriate when interacting with colleagues, faculty, patients, and families from various cultural, social and educational backgrounds. Establishes rapport with patients, families, and members of the health care team. Does not present physical or emotional problems which conflict with safety essential to nursing practice and that does not respond to treatment or counseling within a timeframe that enables meeting program objectives. Does not demonstrate behavior which conflicts with safety essential to nursing practice.

3. Communication Skills

Communicates effectively and appropriately both verbally and in written form, using appropriate spelling, punctuation, grammar, and abbreviation. Able to explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient responses.

4. Professional Behavior

Demonstrates professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study.

5. Mobility

Physical ability to move from room to room and maneuver in small, limited spaces; stand and walk for extensive periods of time without developing shortness of breath or pain. Examples: Walk frequently from work station to patient rooms and back; moves about easily in patient room, work spaces and treatment areas without assistive devices such as canes, walkers, etc.

6. Motor Skills

Gross and fine motor abilities to provide safe and effective nursing care.

7. Hearing

Auditory ability demonstrates accuracy in assessment and monitoring of health needs. Examples: Hear alarms on monitors, emergency signals, auscultatory sounds, cries for help, and noises in patient rooms that require quick and timely response.

8. Visual

Accurate vision for observation, assessment and administration of safe, accurate patient care. Examples: Observe patient responses, specimen colors, administer medications and IV fluids accurately, calibrate equipment accurately, maintain sterile technique and/or isolation procedures accurately, and read data, orders and, directions.

9. Weight-Bearing

Able to lift and manipulate 50 pounds on a regular, daily basis. Position, lift, transfer patients safely.

10. Tactile

Sufficient for assessment and care delivery. Perform palpation and other functions of physical exams. Able to accurately manipulate equipment to perform procedures safely, like catheterization, detect peripheral pulses accurately, and note heat or cold accurately.

Students who fail to demonstrate any physical or emotional standard(s) as listed above will be required to undergo an evaluation by a licensed healthcare or mental health provider and will be unable to attend class, lab or clinical until the student is cleared by the appropriate licensed healthcare provider.

Students will be referred to the appropriate agencies for assistance. All students will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

Revised: February 2017

RISK HAZARDS/PHYSICAL JOB DEMANDS OF THE NURSE

ACTIVITY	Never	Rarely	Sometimes	Frequently	Always
	0-5%	5-10%	10-40%	40-75%	75-100%
Standing					x
Walking					x
Sitting				x	
Lifting 10 lbs maximum					x
20 lbs max. up to 10 lbs. freq.					x
50 lbs. max. up to 25 lbs. freq.					x
100 lbs. max. up to 50 lbs. freq.					x
100 lbs. 50 lbs. or more freq.					x
Pushing/Pulling 10 lbs. max.					x
20 lbs max. up to 10 lbs. freq.					x
50 lbs. max up to 25 lbs. freq.					x
100 lbs. max up to 50 lbs. freq					x
100 lbs., 50 lbs. or more freq.					x
Balancing				x	
Stooping				x	
Kneeling					x
Crouching				x	
Crawling				x	
Twisting		x			
Bending				x	
Reaching: Overhead					x
In front of body					x
Handling					x
Fingering					x
Feeling					x
Talking: Ordinary					x
Other (Describe)					x
Hearing: Ordinary Conversation					x
Other Sounds					x
Vision/Acuity: Near, 20" or less					x
Far, 20 ft. or more					x
Depth Perception - 3 dim.					x
Sharpness of Vision/Focus					x
Color Vision					x
Field of Vision: Entire scope					x
Environmental Conditions: In					x
Outside	x				
Both	x				
Dust	x				
Fumes	x				
Hazards: Bio-Hazardous Mat.					x

Blood and Body Fluids					X
Chemical Exposure					X
Chemotherapy					X
Electrical				X	
Infectious Diseases					X
Mechanical					X
Radiation					X
Sharps					X
Other(List/Describe)					
Frequency of Safety Goggles				X	
Frequency of Glove Usage					X

FACULTY EXPECTATIONS

The Nursing Faculty hold high expectations of students enrolled in the nursing programs. Successful students must master the theory content & clinical objectives of the courses they take and must master the skills and knowledge necessary for successful and safe nursing practice upon graduation. Every course in the program stresses the mastery of critical thinking – the ability to analyze, synthesize, and evaluate knowledge. Nursing Faculty, as well as Student Services, is available to support nursing students in meeting these expectations.

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, for familiarity with all VGCC graduation requirements, for maintaining the Quality Point Average required and knowing their academic standing, and for meeting all other degree requirements. Advisors and counselors are available to all students, but final responsibility for meeting program and graduation requirements remains with the students.

HEALTH INFORMATION, CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS

Students enrolled in the Vance-Granville Nursing Programs are required to provide health information and to complete criminal background checks and drug screens. The health information process shall be conducted by an outside company. Upon departure from the program the student will retain access to health information records through the company. VGCC will not keep or retain medical records on the student after graduation. The criminal background check will also be completed with an outside company and results of the criminal background check will not be reviewed by the school or any faculty or staff other than the information of “No Discrepancies.” Once the student is assigned a clinical site, the school will send a request to the criminal background check company to release the results of the criminal background check to the clinical site. Students will sign the Authorization to Release Health Information, Criminal Background Checks, and Drug Screens.

ESTIMATION OF FEES ASSOCIATED WITH NURSING PROGRAMS

Students are required to pay additional fees associated with the nursing program in which they are enrolled. An estimation of the fees per program per semester is listed below. All fees are subject to change. Students who have not notified the Program Head and/or Department Chair of Nursing of their intent to withdraw from the program two weeks prior to the start of the semester will not be refunded ATI Testing fees.

Associate Degree Nursing Program

Fall, First semester

Malpractice Insurance Fee: \$16 (covers Fall and Spring of first year)

ATI Testing Fee: estimated at \$175 or actual cost

Criminal Background Check/Drug Screen/Immunization Tracking Fee: \$92 or actual cost

Rotation Manager Fee: \$20 or actual cost

Spring, Second semester

ATI Testing Fee: estimated at \$175 or actual cost

Summer, Third semester

ATI Testing Fee: no ATI fee for Summer semester

Fall, Fourth semester

Malpractice Insurance Fee: \$16 (covers Fall and Spring of second year)

Background Check Update Fee: estimated at \$25 or actual cost

Rotation Manager Fee: \$20 or actual cost

ATI Testing Fee: estimated at \$175 or actual cost

Spring, Fifth semester

ATI Testing Fee: estimated at \$175 or actual cost

NCLEX Review Course Fee: \$400 or actual cost

LPN to ADN Transition Program

Summer or Fall, First semester

Malpractice Insurance Fee: \$16

ATI Testing Fee: estimated at \$200 or actual cost

Criminal Background Check/Drug Screen/Immunization Tracking Fee: \$100 or actual cost

Rotation Manager Fee: \$20 or actual cost

Fall or Spring, Second semester

ATI Testing Fee: estimated at \$200 or actual cost

Spring or Summer, Third semester

ATI Testing Fee: estimated at \$200 or actual cost

NCLEX Review Course Fee: \$400 or actual cost

Practical Nursing Program

Fall, First semester

Malpractice Insurance Fee: \$16

ATI Testing Fee: estimated at \$200 or actual cost

Criminal Background Check/Drug Screen/Immunization Tracking Fee: \$100 or actual cost

Rotation Manager Fee: \$20 or actual cost

Spring, Second semester

ATI Testing Fee: estimated at \$200 or actual cost

Summer, Third semester

ATI Testing Fee: estimated at \$200 or actual cost

NCLEX Review Course Fee: \$300 or actual cost

RIBN Program

Fall, First semester

Cost of A&T course: \$128.25 or actual cost

Spring, Second Semester

Cost of A&T course: \$374.75 or actual cost

Summer, Third Semester

Cost of NA I course, exams, and listing on registry (TBD)

Cost of A&T course: \$128.25 or actual cost

Fall, Fourth Semester

Malpractice Insurance Fee: \$16 (covers Fall and Spring of first year)

ATI Testing Fee: estimated at \$175 or actual cost

Criminal Background Check/Drug Screen/Immunization Tracking Fee: \$100 or actual cost

Rotation Manager Fee: \$20 or actual cost

Cost of A&T course: \$374.75 or actual cost

Spring, Fifth Semester

ATI Testing Fee: estimated at \$175 or actual cost

Cost of A&T course: \$374.75 or actual cost

Summer, Sixth Semester

ATI Testing Fee: no ATI fee for Summer semester

Cost of A&T course: \$374.75 or actual cost

Fall, Seventh Semester

Malpractice Insurance Fee: \$16 (covers Fall and Spring of second year)

Background Check Update Fee: estimated at \$25 or actual cost

Rotation Manager Fee: \$20 or actual cost

ATI Testing Fee: estimated at \$175 or actual cost

Cost of A&T course: \$374.75 or actual cost

Spring, Eighth Semester

ATI Testing Fee: estimated at \$175 or actual cost

NCLEX Review Course Fee: \$400 or actual cost

Cost of A&T course: \$374.75 or actual cost

Summer, Ninth Semester

Cost of NCLEX-RN Exam and RN License through NC Board of Nursing

Cost of A&T course: \$128.25 or actual cost

Fall-Summer, Year Four (completed at NC A&T)

Approximate cost of \$3206.25 or actual cost

ADVISING

Each nursing student at VGCC is assigned a nursing faculty advisor. The faculty advisor assists the student with course selection and registration while in the nursing programs. The faculty advisor is also available to provide academic support as needed by the student. The student should schedule an appointment with his/her advisor when having difficulties with his/her academics. In the event that financial or personal problems interfere with academic performance, the advisor may refer the student to the proper college or community resources.

The student will:

1. Be knowledgeable of and adhere to all regulations, procedures, and requirements as outlined in the Nursing Programs Student Handbook, VGCC College Catalog, and nursing course outlines.
2. Register for classes by:
 - a. Scheduling an appointment with the advisor prior to the start of the registration period.
 - b. Printing a current transcript from WebAdvisor and bringing to appointment.
 - c. Completing registration form with advisor using transcript and program course sequence (at this time advisor will clear you for registration).
 - d. Registering for courses as approved by advisor online via WebAdvisor during the appropriate time period.
 - e. Contacting the advisor during normal college hours with any difficulties during registration or changes in classes.
 - f. Completing Drop/Add Form with advisor, if change is desired.
3. Maintain Program Degree Audit Sheet with Advisor. The student and advisor will initial the sheet during each registration advising session. The student and advisor will sign the sheet off as complete during the meeting to complete the application for graduation.
4. Schedule an appointment to complete Semester Planning Form by the end of the second week of the semester.
5. Contact and keep in touch with the advisor during either posted office hours or by scheduling an appointment.
6. Use VGCC student email only to communicate with advisor via email.
7. Keep appointments or call if it is necessary to change or cancel an appointment.
8. Be willing to discuss concerns regarding school work, study habits, academic progress, etc.
9. Meet with advisor when experiencing personal problems that are affecting academics, which may need to be addressed by the counseling services.
10. Communicate to advisor any changes in program progression and courses, such as courses taken outside VGCC.
11. Communicate to advisor reason for excessive absences.
12. Follow up as directed by the advisor with Student Services for counseling or disability accommodations.
13. Students who do not achieve an 80% or higher on a course exam are at risk for being unsuccessful in the course. Each student will complete an Exam Analysis Worksheet during the review of the exam in the classroom. Students will complete the form by identifying any topics missed and content needing clarification. Students will not document any portion of the exam question or answer on the Exam Analysis Worksheet. Students who received less than an 80% on the exam must schedule a meeting with

his/her advisor within 1 week of the exam review to review the Exam Analysis Sheet and discuss a plan for success in the course.

Revised: February 2017

ATI TESTING

ATI Testing (www.atitesting.com) is utilized in each nursing course. Students will be oriented to ATI Testing and will complete Nurse Logic Tutorials, the Self-Assessment Inventory and the Critical Thinking Entrance Exam at the start of the program. Students may be required to complete ATI skills modules or other tutorials and achieve a specific score prior to coming to the class or lab for a skills check-off or clinical simulation. Failure to complete the assignment or failure to meet the required score prior to the session may result in the student being sent home from the session and will mandate the student attend Open Lab to make up the lab or clinical simulation. Other ATI modules will be used during NUR courses and may count as Quiz/Assignment Grades.

Students who meet the Proficiency Level benchmark of Level 2 or Level 3 on the Proctored exam will have points added to the final exam grade. Students who earn a Level 3 will be awarded three (3) points and students who earn a Level 2 will be awarded two (2) points. Students who earn Level 1 or Below Level 1 will not be awarded points.

The Proctored exams per program, semester, and course are listed below:

Practical Nursing Program	
<i>Semester/Course Points Added to Final Exam Grade</i>	<i>Name of Proctored Exam</i>
NUR 101	Fundamentals
NUR 103	Pharmacology, Adult Medical-Surgical

Associate Degree Nursing Program	
<i>Semester/Course Points Added to Final Exam Grade</i>	<i>Name of Proctored Exam</i>
NUR 111	Fundamentals
NUR 113	Maternal-Newborn
NUR 213	Leadership, Pharmacology, Adult Medical-Surgical

LPN to ADN Transition Program	
<i>Semester/Course Points Added to Final Exam Grade</i>	<i>Name of Proctored Exam</i>
NUR 214	Fundamentals, Maternal-Newborn
NUR 223	Leadership, Pharmacology, Adult Medical-Surgical

Revision Date: April 2016

CLINICAL ROTATIONS

Students enrolled in the VGCC Nursing Programs will be scheduled and rotated through a variety of clinical facilities. Students will be notified of their assigned clinical sites as soon as possible by the Program Head or designee. Any postings of the clinical assignments is always tentative and may be changed at the discretion of the Program Head and/or Nursing Department Chair depending on the availability of clinical instructors and clinical sites as well as the numbers of students needing clinical. Students may be scheduled for clinical or precepting during day, evening, night and weekend hours. The proximity of the students' homes in regards to the distance traveled to the clinical site will not be a determining factor in the decision as to where a student will be placed for clinical, nor will student's work schedule or other personal reasons be grounds for changing a clinical site.

It is important to remember that the faculty and students are guests in the clinical facilities. This opportunity is a privilege provided to VGCC by the facility, not a right. Students should always display behavior that will provide a positive image for VGCC. A student's acceptance, participation, and continuation at any clinical facility are subject at all times to the approval and consent of the clinical facility. For these reasons, students must understand that it is critical that they comply with all regulations and procedures of these clinical sites, as well as the regulations in the Nursing Programs Student Handbook. If a student's actions result in a denial of his/her clinical privileges by a clinical facility, the student will be dismissed from the nursing program. Students who have a problem during clinical should discuss the issue with the clinical instructor and not the staff of the facility.

Students are required by clinical sites to have a criminal background check prior to clinical rotations. The student is responsible for paying the fees associated with the criminal background check. Students will have a criminal background check completed upon acceptance to the nursing programs and upon starting Year Two (Fall semester) of the ADN program. New charges that appear on the criminal background check while the student is enrolled in the program will be sent to the clinical facility to be evaluated. Clinical sites may also require verification of no abuse or neglect findings on the state NA I registry. Students who are found to have findings of abuse or neglect on the state registry will be dismissed from the program.

Clinical facilities may review the results of the criminal background check and/or drug screens prior to permitting the student to attend clinical. Denial of the ability to attend clinical at a facility due the results of the criminal background check and/or drug screen will result in dismissal from the nursing program. VGCC does not guarantee the acceptance of any student to a clinical facility.

Refusal or withdrawal of consent to the criminal background check will disqualify a student from clinical participation thereby resulting in dismissal from the nursing program.

Students must comply with all the requirements of the clinical facility they are assigned. This includes but is not limited to: orientation requirements, immunization/health requirements, criminal background check and/or drug screen requirements, and anything else deemed necessary by the clinical facility. An annual flu shot is required for students enrolled in the nursing programs. The flu shot must be received by the deadline indicated. Students that have a documented egg allergy may be required to receive the egg-free vaccine. Some clinical agencies

may accept a medical or religious exemption request. Exemption requests (using the agency form as required) should be submitted by the student to the Program Head and/or Department Chair or designee by September 1st.

During clinical time, students will not be assigned to patient care by the clinical instructor in instances where the student may not be deemed safe or competent to perform the clinical objectives. This includes, but is not limited to, instances where students are impaired, tired (as evidenced by falling asleep or other behaviors), or ill. Students should not exceed more than 16 hours of consecutive work in a 24-hour time period surrounding a clinical shift and this includes clinical time and working at a personal job not related to school.

Students participating in a precepting rotation during the final semester of the program are responsible for communicating to their instructor the dates and times that the student will be precepting. Students are not permitted to precept without instructor approval to precept on the unit. Students are not permitted to precept on Sunday night after 11:00pm, Monday when classes are held, and Tuesday when class or labs are scheduled.

Expectations for Clinical in Nursing Programs: Students and Faculty

1. Please remember that we are guests at the clinical facility. We are there to learn while participating in the care of clients on the unit. *Students should be actively involved during clinical with the clinical instructor to carry out nursing duties as appropriate for the course/level.* Students can observe/assist other nurses or staff that are providing care to clients when not with the instructor.

Why? Think of clinical as a pre-job interview. Nurse Managers and staff observe students and form impressions of students with each interaction. We want all VGCC students to be recognized as diligent workers who provide excellent care to clients and their families.

2. Cell phones are no longer permitted at the facility/unit in any manner. Students should not use cell phones to look up medical/nursing information as it creates the impression that students are using cell phones for other reasons. Cell phones should be left in a locked vehicle during clinical or not brought to the clinical site. Students can obtain the phone number of the unit/facility they are at to provide to family members or others who may need to get in touch with them during an emergency. *Instructors should also refrain from using cell phones during clinical. Instructors are not expected to check faculty email during clinical time.*

Why? Cell phones use by healthcare professionals is becoming more of an issue every day. Clients and families often perceive the use of unit/personal cell phones and other electronic devices to be disrespectful. In addition, nurses have been found to be texting or using social media during deteriorating patient conditions and this can result in disciplinary action, even loss of license. We want to teach students professional behaviors regarding cell phone use so these will hopefully carry over to the workplace and decrease the trend we are seeing in cell phone use.

3. All clinical days/rotations are expected to be the full number of clinical hours as determined for the course. Instructors should not dismiss students early from clinical and students should not ask to leave clinical early. Please notify the Program Head/Department Chair if there is an emergency or circumstance in which clinical must end early. *Instructors and students should document the time that they actually left clinical, not the pre-determined times for the day. Falsifying clinical timesheets by recording an inaccurate start or end time is a compliance issue and will result in disciplinary action.* Students that arrive late to clinical or leave early from clinical are required to make up the hours. Students that arrive after the beginning of shift report period has concluded

will be sent home and will need to make up the day. *Instructors should provide the Program Head and Department Chair with the timing and location of post-conference. Visits will be made to observe all aspects of the clinical day, including the post-conference as this is a very important part of the clinical day.*

Why? Students pay for instruction in the clinical setting as part of their tuition for the course(s). If students are not getting the full clinical time it decreases their learning opportunities and does not meet our obligations as a college to provide them with the hours they need. Requiring students to arrive on time and to stay for the entire shift reinforces professional behaviors expected for the workplace. In addition, it is getting difficult to secure clinical sites and if the staff/managers feel we are not utilizing our clinical time on the unit fully, it may jeopardize our ability to retain good clinical sites.

4. The VGCC Dress Code will be fully enforced at clinical, specifically removal of multiple earrings, nose rings, tongue rings, and including covering all tattoos. *Instructors will need to check for these and tell the student items must be removed or covered at the start of clinical.* The Dress Code needs to be enforced fairly for all students.

Why? While these types of cosmetics are becoming more mainstream, some clients and their family members will perceive them as unprofessional. As a nursing program, we have to demonstrate professional dress for all students, regardless of personal preference or beliefs about piercings and tattoos.

5. Inclement weather: The college and nursing department will monitor for inclement weather and will make every effort to communicate any changes to the schedule as it may relate to a clinical day as soon as possible. We recognize that many students leave for clinical very early in the morning and we will try to make determinations the evening/night before clinical. Please make sure everyone is checking VGCC email and Moodle for any updates. We will also call clinical sites directly to inform instructors of any changes. *Instructors also have the discretion to end clinical early if inclement weather is anticipated or is beginning in the current clinical area.* Instructors should discuss with the Program Head/Department Chair prior to making the decision to leave clinical and announcing to the clinical group. If the college closes during clinical/precepting shift, all students and instructors are required to leave the clinical site at the time the college closes. If students/instructors stay after the college has closed the hours will not be counted.

Why? We know that conditions may vary from Chapel Hill to Henderson. Everyone is advised to use his/her judgment knowing that we can make up the time.

6. For those instructors doing precepting clinical, visits to students are expected to be conducted at least every other week. Visits should take about an hour and sometimes can take longer depending on what is going on that day. During the visit, the instructor should talk with the student and the preceptor. The student can also give report to the instructor on the clients that he/she is taking care of. Students should be asked about medication administration, documentation of nursing care, participation in beginning/end-of shift report, and communication with other interdisciplinary team members. The instructor should also review the student's precepting paperwork, preceptor's comments, and the student's Self-Evaluation document. Students should be completing the Self-Evaluation document each week and should be providing SPECIFIC examples of how they met the objective.
 - a. Instructors may need to visit students during "non-normal" business hours such as the evening/night shift and weekends. Adjustments should be noted on the instructor's weekly calendar outside of the office when the faculty is taking time for non-normal business hour visits.

MRI Screening for Students

PURPOSE:

The purpose of this policy is to ensure the safety of the nursing students before entering a Magnetic Resonance Imaging scanning room/field. It assures appropriate MRI Safety screening has been completed on each student.

POLICY:

All nursing students at Vance-Granville Community College will be instructed in MRI Safety (including watching a video and completing a MRI Screening Form) upon admission to the program prior to starting clinical rotations. Students are responsible for informing faculty immediately of any changes in health that may create a hazard or other problem as it relates to MRI safety. These include:

- Insertion of a pacemaker, implantable cardioverter defibrillator (ICD), neurostimulator system, aneurysm clip, metallic implant or implanted drug infusion device
- Foreign metal objects, especially if in or near the eye
- Shrapnel or bullets
- Dentures/teeth with magnetic keepers
- Medication patches that contain metal foil (i.e. transdermal patch)
- Other implants that involve magnets

Magnetic Resonance Imaging (MRI) scanners generate a very strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path.

Items that need to be removed before entering a MRI system room include but are not limited to:

- Purse, wallet, money clip, credit cards or other cards with magnetic strips
- Electronic devices such as watches, beepers, or cell phones
- Hearing aids
- Metallic jewelry or watches
- Pens, paper clips, keys, nail clippers, coins, pocket knives
- Hair barrettes, hairpins
- Shoes, belt buckles, safety pins

MRI Safety Video: <https://www.youtube.com/watch?v=LnP63X5xU8g> (Video is posted on VGCC Nursing Websites)

Anyone entering a diagnostic environment (including the operating room) without being thoroughly screened by qualified personnel may potentially compromise his/her safety and/or the safety of everyone in the environment. **It is the technologist's responsibility to control all access to the diagnostic room/area room. As a student, you too become part of this safety team adhering to all safety policies and procedures. If at any point you have doubt, a VGCC Faculty member or Technologist or Radiologist should be consulted.**

Revised: February 2017

CLINICAL SIMULATION

Clinical simulation is utilized by the Nursing Programs in place of clinical hours as approved by the North Carolina Board of Nursing. Clinical simulation time for a course will not exceed 25% of the total amount of clinical hours required for the course. Clinical simulation is considered the same as an on-site clinical rotation and all regulations related to clinical also apply to clinical simulation.

Revised: February 2017

COMMUNICATION DEVICES

All communication devices must be turned off upon entering the classroom, SimLab or clinical site. If a student needs to be contacted in an emergency situation, the Health Science Department Administrative Assistant should be called at (252) 738-3210. The student will be given the message in the classroom, SimLab or clinical site. Students are not permitted to text full or part time instructors. VGCC student email should be used for all communication between students and instructors. Photography, video and audio recordings are only permitted with the expressed permission of all parties involved. Video records taken at the SimLab or in other instructional settings are for educational use only and will not be retained by the school or available for distribution. Cell phones are **strictly prohibited** in patient areas of the clinical sites.

Important Information Regarding Electronic Device/Cell Phone Use in the class, lab and clinical settings:

We recognize that electronic devices (cell phones, laptops, tablets) are important for us to use in communicating and obtaining information, however, cell phones are to be turned off upon entering the classroom, SimLab or clinical site. Using an electronic device (cell phone, laptop, tablet) to email, text or send messages during class distracts yourself, the students around you, and the instructor. Each student in the classroom has the right to an environment conducive to learning. You may believe that you can pay attention and email, text or message on your electronic device but if you are doing so you are not getting the full benefit of being in class. Cell phone use during clinical (even clinical orientation sessions) is a violation of our policy and our contracts with our agencies. Electronic devices should be placed in backpacks or items that are away from your desk during exam reviews and they should not be used to record answer rationale during exam reviews. Instructors will be speaking with any students who are observed using electronic devices inappropriately. If continued use is observed, the student is at risk for dismissal for violating our Communication Device Policy and our Professional Behavior Policy.

Revised: February 2017

EMAIL

Students are to use their VGCC student email account to email nursing faculty and other members of the college only. Emails sent via outside email will be responded to with instructions to communicate via VGCC student email. Student requests related to withdrawing from courses or a nursing program will only be official if sent from a VGCC student email account. All outgoing information from faculty and other members of the college will be sent via VGCC student email.

Students are required to check their VGCC student email daily during the semester and should check their VGCC student email prior to returning to a semester following a break.

Created: August 2013

EXAMS

Exams will be administered according to the Course Outline. Exams are to be taken on the day and time they are scheduled. Students who will be tardy to the exam will notify the instructor prior to the start time of the exam. Students who do not take the exam by the day and time it is scheduled will be given an essay exam as scheduled by the instructor. Students who do not notify the instructor that they will not be able to take the exam by 3pm on the day that the exam is scheduled will receive a zero (0) and will not be permitted to take an essay exam.

The essay exam will be made-up of short answer questions that correlate with the content of the multiple choice exam. Medication calculation questions will be included if the multiple choice exam contained these type of questions also. The instructor will determine the number of questions on the essay exam, the points per question and the amount of time the student will have to complete the essay exam. Partial credit will be given for short answer questions. Medication calculation questions will be the same point value as the multiple choice exam and partial credit will not be given for these.

Students who are tardy on the day a quiz is given will not be permitted to take the quiz and will receive a zero (0). No make-up quizzes will be given. Quizzes assigned in Moodle must be completed during the timeframe designated by the instructor. Quizzes will not be re-opened for students who did not complete during the timeframe and the student will receive a "0" (zero) for the quiz.

No textbooks, notes, or any other educational material may be looked at during an exam. No food or beverages will be permitted in the classroom during exams, including quizzes, ATI testing, and the final exam. All students' personal belongings, such as backpack, purse, etc. will be placed in a designated location of the classroom. All electronic devices will be turned off and will be placed with personal belongings. A calculator will be provided for use during the exam. Students will randomly be assigned seats on the day of the exam. Students will remain in their assigned seat until the end of the testing time. Students are not permitted to leave the classroom during the testing time. Once a student has turned in his/her testing material it will not be returned for correction or review regardless of the amount of remaining testing time.

The scantron provided during the testing session will be the official scoring method for the exam. Students are to mark their final answer on the scantron sheet. Students may mark answers selected on the test booklet for use during the exam review. Answers marked correctly in the test booklet but transcribed incorrectly onto the scantron will be counted as incorrect.

Students will be provided with blank cover sheet(s) for exams. The student is required to keep all answers covered during the testing.

Exam grades will be posted within one week of the exam. After the exam grades have been posted, a student who has a question about the content of the exam should schedule an appointment with the instructor who taught the content. A student's review of an exam must occur within one week of the grades being posted. Students will not be allowed to review all of their exams at the end of the semester. The final exam will not be available for review.

Revised: March 2016

EXAM REVIEWS

The classroom will be secured during exam review. Students are required to remove all belongings, including electronic devices, from their desk area during the exam review. During exam review students are not permitted to copy in whole or part, any exam questions by means of writing, scanning, photographing, recording or use of any electronic device. Students will only be permitted to use a pen for writing during exam review.

Students will be provided an Exam Analysis Worksheet only for use during the exam review session. Students will only be allowed to review the scantron from an exam with an instructor present. In order to allow all students the learning opportunity during exam review, students should refrain from asking questions and talking while the answers and rationale are provided. At the conclusion of the answers, students may ask questions individually by raising their hand to speak with an instructor. Students who receive less than an 80% on an exam are required to meet with their advisor to review the Exam Analysis Worksheet within 1 week of the in-class exam review session. Further remediation should be completed by the student for questions missed, including writing a descriptive paragraph or making a flash card with the information missed.

Violation of any part of the exam review regulation is equivalent to cheating and the student will be dismissed from the nursing program.

Revised: February 2017

FIELD TRIPS

Students are expected to represent Vance-Granville Community College in a professional manner on field trips. Students are expected to meet the following requirements when participating in a field trip.

- Students must adhere to dress code as specified by the Instructor.
- Students must submit any written assignment on or before the due date.

Vance-Granville Community College, the Program Head and/or Department Chair of Nursing, nursing instructor, or agency may specify additional requirements depending on the facility or place to be visited.

Revised: April 2011

HONOR CODE

All students will be required to sign the following Student Honor Code statement which will be kept in student's file.

“I will not give or receive assistance with any test, nor will I observe any exchange of information among others without reporting this to the instructor.”

Revised: December 2007

LEARNING ASSIGNMENTS

All written assignments for class, lab or clinical, such as nursing care plans, are due per directions of the instructor assigning the task. The grading guidelines for written assignments will be provided by the assigning instructor. The written assignments are used to document each student's understanding of information and their ability to apply nursing, biological, and behavioral knowledge. This knowledge must be applied in clinical settings in a safe and intelligent manner. Written assignments also help measure student's performance and consistent ability to meet course objectives.

Online assignments will be graded based on the quality of work submitted. Students who do not complete an online assignment by the deadline provided by the instructor will receive a grade of zero (0) for the assignment and will be counted as absent for the online class day.

Failure to complete pre-clinical paperwork is unsatisfactory. The Clinical Instructor will determine if the student is able to safely accept the patient care assignment for that clinical day. If the Clinical Instructor determines that the student cannot safely accept the patient care assignment, the student will be sent home and will be counted as absent for that clinical day.

All clinical paperwork is to be submitted on time as directed by the clinical instructor. If the paperwork is late, the student has the responsibility of notifying the clinical instructor before the assigned time for submission. If the paperwork is not submitted by the next scheduled clinical day, the student will receive an “Unsatisfactory” on the weekly evaluation and a Student Action Plan will be initiated.

If the student is scheduled for a special rotation away from the regular clinical unit, written assignments must be submitted on or before the assigned due date.

Revised: February 2017

MEDICATION CALCULATION ASSESSMENT

Before administering medications in the clinical area or within the first two weeks of class, all students must achieve a 100% on an electronic medication calculation assessment. A ten-question electronic calculation assessment will be given every semester beginning with the second semester of the traditional ADN and PN programs and the first semester of the LPN to ADN Transition Program. Any student who does not achieve a 100% will remediate and take the next assessment as posted by the instructor. The student will have three attempts to complete the electronic medication calculation assessment with a score of 100%. Only one attempt per assessment will be permitted. Students who do not achieve a 100% by the third quiz will meet with their advisor to develop a plan for success. Students may attend clinical but **may not give medications** while attempting to successfully complete the medication calculation assessment.

The following formulas will be used as the standard formulas for calculating medications in the VGCC nursing programs:

Oral Medication

The medication that you have from the pharmacy will often be a different dosage than the dosage that is ordered.

FORMULA: $\frac{\text{dose ordered}}{\text{dose have}} \times \text{amount available} = \text{amount to administer}$

EXAMPLE: Order: metoprolol 25 mg by mouth daily
Available: metoprolol 12.5 mg tablet
How many tablets will the nurse administer?

$$\frac{25 \text{ mg}}{12.5 \text{ mg}} \times 1 \text{ tablet} = 2 \text{ tablets}$$

Liquid and Parenteral Medication

FORMULA: $\frac{\text{dose ordered}}{\text{dose have}} \times \text{volume available} = \text{amount to administer}$

EXAMPLE: Order: diphenhydramine 37.5 mg by mouth every 12 hours
Available: diphenhydramine elixir 12.5 mg per 5 mL
How many mLs should be administered?

$$\frac{37.5 \text{ mg}}{12.5 \text{ mg}} \times 5 \text{ mL} = 15 \text{ mLs}$$

Medications Measured in Units

FORMULA: $\frac{\text{units ordered}}{\text{units have}} \times \text{amount available} = \text{amount to administer}$

EXAMPLE: Order: Heparin sodium 5,000 units subcutaneous now

Available: Heparin sodium 20,000 units per mL
How many mLs of heparin will the nurse administer?

$$\frac{5,000 \text{ units}}{20,000 \text{ units}} \times 1 \text{ mL} = 0.25 \text{ mL}$$

Reconstitution

FORMULA: $\frac{\text{desired units}}{\text{units have}} = \frac{\text{have volume}}{\text{x volume}}$

EXAMPLE: How much diluents will be needed to give a solution of 25,000 units/mL if the vial contains 200,000 units of dry drug?

$$\frac{25,000 \text{ units}}{200,000 \text{ units}} = \frac{1 \text{ mL}}{\text{x}}$$

$$\text{x} = 8 \text{ mLs}$$

Weight Based Medication Calculations for Children

You will need to know the physicians order, recommended dose, and child's weight.
To convert pounds to kg- divide by 2.2

FORMULA: Low value mg/kg/dose x kg = minimum dose
High value mg/kg/dose x kg = maximum dose
Evaluate mg ordered to range of minimum dose – maximum dose
If order is less than minimum dose, order is not therapeutic or safe
If order is more than minimum dose, order is not safe

EXAMPLE: Recommended dose is 10-15 mg/kg/dose
Child weighs 5 kg
Order is for 100 mg every 4 hours

$$10 \text{ mg} \times 5 \text{ kg} = 50 \text{ mg} \quad \text{minimum dose}$$
$$15 \text{ mg} \times 5 \text{ kg} = 75 \text{ mg} \quad \text{maximum dose}$$

Is the dose within the dosing range? No 100 mg exceeds the 50-75 mg range

**For weight based pediatric calculations, when rounding conversions of weight round to the hundredth place. For adult weight based calculations, round to the tenth place.

IV Infusion- Gravity Flow

FORMULA: $\frac{\text{Amount of Fluid Ordered (mL)}}{\text{Time in Minutes}} \times \text{Drop Factor (gtt/mL)} = \text{Rate (gtt/min)}$

**For gravity flow, always round to the whole number as you cannot infuse a partial drop

EXAMPLE: Infuse NS at 125 mL/hr. The IV tubing has a calibrated drop factor of 15 gtt/mL. Calculate the IV flow rate in gtt/min.

$$\frac{125 \text{ mL}}{60 \text{ min}} \times 15 \text{ gtt/mL} = 31.24 \text{ gtt/min} = 31 \text{ gtt/min (rounded to whole number)}$$

IV Infusion- Pump (in hours)

FORMULA: $\frac{\text{total mL ordered}}{\text{total hrs ordered}} = \text{mL/hr}$ (round to the nearest tenths place)

EXAMPLE: Infuse 500 mL of NS over 4 hours. How many mL/hr will you set the pump for?

$$\frac{500 \text{ mL}}{4 \text{ hrs}} = 125 \text{ mL/hr}$$

*** Pumps are in mL/hr so you don't have to multiply by 60 minutes.

IV Infusion- Pump (in minutes)

FORMULA: $\frac{\text{total mL ordered}}{\text{total minutes ordered}} = \frac{x}{60 \text{ min}} \times \text{mL/hr}$

EXAMPLE: Infuse 100 mL of antibiotic over 30 minutes. How many mL/hr will you set the pump for?

$$\frac{100 \text{ mL}}{30 \text{ min}} = \frac{x}{60 \text{ min}} = \frac{200 \text{ mL}}{\text{hr}}$$

**Round to the tenth place

Tip- divide the time in minutes by 60 and multiply this number by the mLs (only works with times divisible by 60)

$$60 \text{ min} \div 60 \text{ min} = 1 \quad (1 \times 100 \text{ mL} = 100 \text{ mL/hr})$$

$$60 \text{ min} \div 30 \text{ min} = 2 \quad (2 \times 100 \text{ mL} = 200 \text{ mL/hr})$$

$$60 \text{ min} \div 15 \text{ min} = 4 \quad (4 \times 100 \text{ mL} = 400 \text{ mL/hr})$$

$$60 \text{ min} \div 20 \text{ min} = 3 \quad (3 \times 100 \text{ mL} = 300 \text{ mL/hr})$$

Medication Completion Time

FORMULA: $\frac{\text{total volume to infuse}}{\text{mL/hr}} = \text{time to infuse}$

If the answer is less than 1 (or less than 1 hr) then multiply the 0.?? by 60 to get the minutes.

EXAMPLE: Calculate the infusion time for 1,000 mL of NS to infuse at 75 mL/hr.

$$\frac{1,000 \text{ mL}}{75 \text{ mL/hr}} = 13.33 \text{ hr} \rightarrow 0.33 \times 60 = 19.8 = 20 \rightarrow \text{Answer is 13 hrs and 20 min}$$

Intravenous Heparin Calculations (Bolus)

FORMULA: Dose in units x weight in kilograms = bolus dose (rounded to hundreds)

EXAMPLE: Dose = 60 units/kg Patient weight = 237 Pounds \div 2.2 = 107.7 kg
 Patient weight in kg = 107.7 kg
 60 units x 107.7 kg = 6462 units
 6462 units = 6500 units rounded

Intravenous Heparin Calculations (Intravenous Infusion)

FORMULA: Dose in units/hr x weight in kilograms = infusion dose in units/hr (rounded to hundreds)

$$\text{Infusion dose in units per hour} \div \frac{\text{units in bag}}{\text{mL in bag}}$$

EXAMPLE: Patient weighs 163 lbs
 163 lbs \div 2.2 = 74.1 kg
 Order = 20 units/kg/hr
 20 units x 74.1 kg = 1482 units/hr = 1500 units/hr
 Bag available 25,000 units in 250 mLs
 1500 units/hr \div $\frac{25,000 \text{ units}}{250 \text{ mLs}}$ = 15 mL/hr

Rules for Heparin protocols/infusions:

1. ALWAYS INFUSE HEPARIN ON AN INFUSION PUMP
2. CALCULATE ALL HEPARIN DOSES ON PATIENT WEIGHT IN KG
3. ROUND PATIENT WEIGHT IN KG TO TENTH PLACE*
4. ROUND HEPARIN DOSES TO A WHOLE NUMBER IN INCREMENTS OF HUNDREDS*
5. ALWAYS WRITE CHANGES TO DRIP ON PHYSICIAN ORDER FORM, OR AS ASSIGNED PER HOSPITAL POLICY.

*These guidelines are given for VGCC purposes. Special populations (pediatrics) or hospital policy and procedure may be different.

Critical Care: mcg/min (Intravenous Infusion)

FORMULA: Dose (X) mcg/min \div 1000 = x mg/min
 x mg x 60 = mg/hr
 Bag available mg \div mL = mg/mL
 Dose mg/hr \div bag available mg/mL = mL/hr

EXAMPLE: Ordered dose = 10 mcg/min
Available bag = 50 mg in 250 mL
 $10 \text{ mcg/min} \div 1000 = 0.01 \text{ mg/min}$
 $0.01 \text{ mg/min} \times 60 \text{ min} = 0.6 \text{ mg/hr}$
Available bag $50 \text{ mg} \div 250 \text{ mL} = 0.2 \text{ mg/mL}$
 $0.6 \text{ mg/hr (dose)} \div 0.2 \text{ mg/mL (available)} = 3 \text{ mL/hr}$

Critical Care: mcg/kg/min

FORMULA: Dose (X) mcg/kg/min x weight in kg = mcg/min
Dose (X) mcg/min $\div 1000 = x \text{ mg/min}$
 $x \text{ mg} \times 60 = \text{mg/hr}$
Bag available $\text{mg} \div \text{mL} = \text{mg/mL}$
Dose $\text{mg/hr} \div \text{bag available mg/mL} = \text{mL/hr}$

EXAMPLE: Ordered dose = 3 mcg/kg/min
Patient weighs 110 lbs
 $110 \text{ lbs} = 50 \text{ kg}$
 $3 \text{ mcg/kg/min} \times 50 \text{ kg} = 150 \text{ mcg/min}$
 $150 \text{ mcg/min} \div 1000 = 0.15 \text{ mg/min}$
 $0.15 \text{ mg/min} \times 60 \text{ min} = 9 \text{ mg/hr}$
Bag available $250 \text{ mg} \div 250 \text{ mL} = 1 \text{ mg/mL}$
 $9 \text{ mg/hr} \div 1 \text{ mg/mL} = 9 \text{ mL/hr}$

Revised: February 2017

MEDICATION RIGHTS/ERRORS

The VGCC “Rights of Giving Medication” are:

1. Right Assessment
2. Right Client
3. Right Medication
4. Right Dosage
5. Right Route
6. Right Time
7. Right to Refuse
8. Right Client Education
9. Right Documentation
10. Right Evaluation

Students are required to state these medication rights when completing medication administration check-offs in the lab setting and in clinical simulation.

In the clinical setting, students will be supervised when administering ALL medications. The student must state the VGCC “Rights of Giving Medications” when requested by the clinical instructor prior to giving medications.

A medication error is a violation of any of the rights of giving medications. A medication error is unsatisfactory performance and will result in the initiation of a Student Action Plan.

It is very important that a nursing student report a medication error immediately to the clinical instructor. When an error is discovered, the student must complete the health agencies or hospitals appropriate form.

Revised: February 2017

MOODLE

The NUR courses at VGCC are “Enhanced” with the use of Moodle. Moodle may be used for an online class day or as a make-up class day in the cases of inclement weather or school closure. An online class day will have an assignment equal to the amount of time of the regular class. Students must complete the assignment(s) as instructed and during the specified timeframe. Assignments and/or quizzes in Moodle will not be re-opened if a student does not complete in the designated timeframe and the student will receive a “0” (zero) for the assignment or quiz and an absence, as appropriate, for the class session.

Created: September 2013

NATIONAL STUDENT NURSING ASSOCIATION BYLAWS

Vance-Granville Community College
VGCC Student Nurses’ Association Constitution and Bylaws

In Association with the National Student Nurses’ Association, Inc. (NSNA) &
the North Carolina Association of Nursing Students (NCANS)

ARTICLE I

The name of this organization shall be the VGCC Student Nurses’ Association also referred to as the VGCC SNA.

ARTICLE II PURPOSE AND FUNCTIONS

The purpose of the VGCC SNA is:

1. To collaborate with the NSNA and NCANS to promote nursing student involvement in community activities, professional development, and leadership development.
2. To allow nursing students to participate in an extra-curricular club while enrolled in either the Associate Degree Nursing Program or the LPN to ADN Transition Program at VGCC.

Functions club will be planned by the members in collaboration with the Faculty Advisor, the Program Head and/or Department Chair of Nursing, the VGCC Student Government Association, the VGCC Director of Student Activities and the VGCC Dean of Students.

ARTICLE III MEMBERSHIP

In order to be a member of the VGCC SNA, the student must meet the following criteria:

1. Be currently enrolled in either the Associate Degree Nursing or LPN to ADN Transition Programs at the college.
2. Be current members of the National Student Nurses' Association by completing an application at www.NSNA.org and paying the dues associated with such membership. Students who pay dues for the NSNA are also members of the NCANS.
3. Have at least one remaining year before program completion at the time of joining the club. For students in the ADN program this means the last semester to join is in the month of September of the Fall semester of the second year of the program. For students in the LPN to ADN Transition program this means the last semester to join is in the month of September of the Fall semester of the program.

Students who were enrolled in the nursing program and who were members in the SNA but exited prior to graduation may resume their membership (even if only completing the Spring semester prior to graduation) as long as their membership with NSNA is still current or has been renewed.

ARTICLE IV OFFICERS AND DIRECTORS

A Faculty Advisor for the VGCC SNA will be appointed by the Department Chair of Nursing. In the absence of the Faculty Advisor, the Department Chair of Nursing will serve as the point of contact.

The following officer positions will be filled by current members via election:

1. President (will be a senior level student)
2. Vice-President (will be a junior level student and will fill the position of the President upon promotion to the senior level of the program)
3. Secretary/Treasurer (will be a senior level student)

4. VGCC SGA Representative (this position may be shared by two members if desired)

In order to be eligible for an Officer position, the student must complete, with the nursing faculty advisor, the Nursing Department Club Officer Approval Form included in the Nursing Programs Student Handbook or on the Associate Degree Nursing website under “Resources.”

Nomination/Election Procedure:

1. The Faculty Advisor will determine the first meeting date with the current President. At the first meeting, the nomination/election process will be discussed. The Faculty Advisor will communicate the dates for making nominations, submitting Nursing Department Club Officer Approval Forms and holding the election.
2. Only a current member may nominate a student for an officer position.
3. If the student accepts the nomination, the student is responsible for submitting a completed Nursing Department Club Officer Approval Form to the Faculty Advisor. Only students with approved Nursing Department Club Officer Approval Forms submitted by the deadline will be placed on the voting ballot.
4. The Faculty Advisor will make the final ballot for the election day.
5. Only current members may vote in the election and each member only has one vote per officer position.
6. Voting will be secret ballot. Results will be posted on Moodle and the newly elected officers will be notified by the Faculty Advisor.
7. Elections for the Secretary and Treasurer will be held by October. Elections for the Vice-President will be held by December.

Duties:

The Faculty Advisor shall:

1. Assist the President and other officers with the function, meetings and activities of the club.
2. Submit club information to the VGCC Director of Student Activities as requested.
3. Communicate with the VGCC Director of Student Activities regarding the club and the VGCC SGA.
4. Send the meeting minutes to the VGCC Director of Student Activities each semester so that funds from the SGA will be allocated to the SNA each semester.
5. Attend all club meetings.
6. Coordinate the ordering, obtainment and distribution of NSNA cords for the Pinning ceremony each year.

The President shall:

1. Coordinate the activities and meetings of the club in collaboration with the Faculty Advisor.
2. Communicate with the Faculty Advisor on a regular basis regarding the activities and meetings of the club.
3. Conduct the meetings of the club via an agenda approved by the Faculty Advisor.

The Vice-President shall:

1. Assist the President in the coordination of activities and meetings of the club.
2. Be responsible for one club activity prior to assuming the office of President.

3. Be promoted to the office of the President upon completion of the first year of the program.

The Secretary/Treasurer shall:

1. Record attendance of the members and guests at each meeting.
2. Record the minutes of the club meetings and send a copy of the minutes for review to the President and the Faculty Advisor at least 2 weeks after the meeting.
3. Document member attendance at club activities.
4. Present the reviewed minutes for approval by the members at the next meeting and send the final approved minutes to the President and the Faculty Advisor within one week of the meeting.
5. Participate in the budget process for the club as needed which may include collecting dues and submitting receipts/requests for payment in to and out of club funds.

The VGCC SGA Representative shall:

1. Attend SGA meetings on behalf of the SNA club.
2. Report information from the SGA meetings to the officers and members of the SNA club.
3. Recruit other SNA members to participate in SGA activities on behalf of the SNA club.

ARTICLE V MEETINGS

Meetings shall be held at least twice during the Fall and Spring semester. The first meeting should be held by September and will include current members. Non-members may join after the first meeting and should plan to attend in subsequent meetings. Guests are allowed at meetings however guests to not have voting privileges.

The President shall prepare an agenda for the meeting and will send it to the Faculty Advisor for approval at least one week before the meeting is to be held. The Faculty Advisor must approve the agenda and must be present at the meeting. If the Faculty Advisor is not available to attend the meeting, the Department Chair of Nursing may be asked to attend the meeting in the place of the Faculty Advisor but a minimum of two weeks' notice should be provided to the Department Chair of Nursing.

Attendance shall be taken at each meeting and minutes shall be recorded. The minutes should be reviewed by the President and the Faculty Advisor and shall be presented for approval by the members at the next meeting.

ARTICLE VI COMMITTEES AND ACTIVITIES

There are no standing committees with the SNA. Special committees or task forces may be convened if needed. At least one community service activity should be performed during the each semester (excluding the Summer semester).

ARTICLE VII MONIES

The SNA club will have a club account in the VGCC Business Office. This account shall be used to conduct the financial business of the club. No personal accounts of the faculty advisor, officers or members shall be used. Any distribution of funds or payments using club money must be voted on and approved by the membership. The approval shall be documented in the minutes. If the faculty advisor, an officer or a member is approved to use personal money to purchase something for the club, original receipt will be required for reimbursement from club money. Fundraisers and/or dues (in addition to NSNA membership dues) may be used to collect funds for the club. Fundraiser approval must be obtained from VGCC via the Dean of Students.

ARTICLE VIII PINNING CEREMONY

NSNA Cords will be presented to current members of the VGCC SNA during the Pinning Ceremony. In order to be eligible to receive a cord, the student must have been a member for a minimum of one (1) year prior to graduation; must have attended at least 75% of meetings during his/her time as a member; and must have participated in 75% of club activities during his/her time as a member. The Secretary/Treasurer will provide the names of members eligible to receive a cord to the Faculty Advisor at least one (1) month prior to the Pinning Ceremony. The NSNA cords for the Pinning Ceremony for eligible members may be purchased using club funds.

ARTICLE IX AMENDMENTS

Amendments to the Bylaws may be made after approval of the membership in collaboration with the Faculty Advisor and the Department Chair of Nursing.

Revised: August 2015

ORIENTATION

The nursing faculty is committed to assisting our students in meeting their nursing program objectives. To help achieve this goal, orientation sessions covering course, clinical, and program expectations are provided for students. There are two orientation sessions for nursing students prior to entering their respective nursing program. Each semester, there will be course and clinical orientations. Attendance at these orientation sessions is mandatory for all students. Students will be oriented to the SimLab by the SimLab Coordinator at the beginning of the nursing programs.

Revised: April 2011

PROGRESSION WHILE IN THE NURSING PROGRAMS

In addition to the STANDARDS OF PROGRESS designated by the college (*See VGCC's College Catalog for "Standards of Progress"*), the nursing program follows additional academic policies as stated below.

Each nursing student must maintain current records of the following in order to attend clinical:

- Completion of Criminal Background Check with results sent to clinical site in agreement with agency contract
- Completion of drug screen with results sent to clinical site in agreement with agency contract
- CPR certification – American Heart Association BLS Provider only (online classes not accepted)
- Malpractice insurance (provided by the college) and health and car insurance (provided by the student)
- Negative TB testing or equivalent (Chest x-ray)
- Required immunizations and VGCC Student Health Form with section completed by physician that student is able to attend clinical
- Annual flu shot (nasal spray is not accepted) received between September 1st and October 1st of the current flu season.

Students admitted to the RIBN program will be required to meet immunization and medical requirements, including completion of a criminal background check and drug screen at the start of the second year of the program.

Each nursing student must also demonstrate satisfactory physical and mental health which is essential to the safe practice of nursing. The student must use healthy coping behaviors and react appropriately to stressful situations and day-to-day emotional stress. (See Nursing Programs Student Handbook "Essential Functions of a Nursing Student")

To be eligible for progression to the next course the student must:

- Maintain current NA I status on state registry for the first year of the ADN or PN programs **OR** for RIBN students, a state-approved NA I training course must be completed during the Summer semester between the first and second year if not previously completed. The student must be listed on the CNA I registry by August 15th of the year the NA I course is taken.
- Receive a minimum final grade of "C" in all ADN-related or PN-related curriculum courses in the semester required
- Receive a final grade of "B" or better in every nursing course
- Receive a "Satisfactory" grade in both the lab and/or clinical component of each nursing course
- Pass the Medication Calculation Assessment with a score of 100% or greater if required

- Complete ATI Testing

Students in the RIBN program must:

- Earn a “C” or better in VGCC general education courses
- Earn a “B” or better in VGCC NUR courses
- Earn a “C” or better in A&T general education courses
- Earn a “C” or better in A&T NURS courses
- Successfully pass the NCLEX-RN® and receive a license as a Registered Nurse before beginning classes in the fourth year at NC A&T State University.

RIBN students must follow the academic calendar for VGCC and NC A&T State University. Breaks in between classes and in-semester breaks such as Fall break and Spring break may not coincide and attendance is required at the school that is not on break at the time.

If a student receives an “Unsatisfactory” in either the lab or clinical component of a nursing course, the student will receive an “F” for the course.

Revised: March 2019

ROUNDING RULES (MEDICATION CALCULATION ANSWERS)

Rounding rules will be provided on the exam cover sheet for all course exams, the final exam and the medication calculation assessments. Medication calculation questions will be included on VGCC nursing course exams. The following guidelines will be used when determining the answer to a medication calculation question related to rounding the numerical answer:

- The number five (5) will be used as the reference point for rounding. Numerical answers with a number four (4) or lower in the column next to the rounding point will be rounded down. Numerical answers with a number five (5) or higher in the column next to the rounding point will be rounded up.
- For calculations that result in a dose less than 1 mL, round to the hundredth place (for the adult and pediatric population).
- For calculations that result in a dose greater than 1 mL, round to the tenth place (for the adult and pediatric population).
- For calculations that result in an answer in milligrams (mg), round to the tenth place (for the adult and pediatric population).
- For calculations that result in a time answer, round to hour and whole minute.
- For converting pounds to kilograms in the adult population, round to the tenth place.
- For converting pounds to kilograms in the pediatric population, round to the hundredth place.
- For insulin dose calculations to be drawn up in a syringe, round doses equal to or greater than 0.5 units up to a whole number. Round doses less than 0.5 units down to a whole number.

- For intravenous rate calculations in mL/hr, mcg/min, or mcg/kg/min round to the tenth place.
- For intravenous rate calculations in gtt/min, round to the whole number.
- For intravenous administration of insulin using units/hr, round to the tenth place.
- For IV heparin dosage calculations final dosages will be rounded to the nearest hundred.

Medication calculation answers not rounded correctly will be marked as “Incorrect” and no partial credit will be given. Students must also follow The Joint Commission’s Official “Do Not Use” List (https://www.jointcommission.org/facts_about_do_not_use_list/) including, but not limited to:

- Do not use u, U; instead write “unit”
- Do not use Trailing zero (example- X.0 mg); instead write X mg
- Failure to use Leading zero (example- .X mg); instead write 0.X mg

Students who violate the Do Not Use List in a medication calculation answer will have the answer marked as “Incorrect” and no partial credit will be given.

Revised: February 2017

SAFE NURSING PRACTICE IN CLINICAL

Students will demonstrate safe nursing practice in the clinical setting and will satisfactorily meet all the clinical objectives by the end of the rotation. Students will be evaluated weekly and at the end of each clinical rotation. If at any time the student is demonstrating unsatisfactory clinical performance, either related to safe nursing practice or the clinical objectives, the student will be placed on a Student Action Plan. The Just Culture for Educational Nursing Programs by the Board of Nursing will be included in the evaluation of unsafe and/or unsatisfactory clinical behavior.

The purpose of the “Just Culture” program is to provide a mechanism for Nursing Education Program faculty and the regulatory board to come together to develop a culture that promotes learning from student practice errors while properly assigning accountability for behaviors and consistently evaluating events.

The following definitions will be used in support of the Just Culture philosophy:

Human Error – nurse inadvertently, unintentionally did something other than intended or other than what should have been done; a slip, a lapse, or an honest mistake. Human errors are not reportable events.

At Risk Behavior – nurse makes a behavioral choice that increases risk; mistakenly believed risk to be justified; nurse does not appreciate risk; or unintentional risk taking; At Risk Behaviors may or may not be reportable events. Consultation with an NCBON Practice Consultant assists employers and nurse leaders in determining the need for a Board report.

Reckless Behavior – nurse makes the choice to consciously disregard a substantial and unjustifiable risk. The nurse’s action or inaction is intentional and purposeful. The nurse puts own self/personal interest above that of the client, organization, or others. Reckless Behaviors require mandatory report to the Board.

If a student has an error in the clinical setting, the Student Practice Event Evaluation Tool (SPEET) will be completed and the score from the SPEET will be used to guide the follow-up needed with the student regarding the error.

The following are identified as Critical Clinical Behaviors for all nursing students:

1. Wear proper picture identification at all clinical sites.
2. Use at least two client identifiers when providing care, treatment or services.
3. Provide “hand-off communication” regarding client care and critical information, either written and/or verbal to the care nurse according to agency/school policy prior to leaving the unit for a break or at the end of the shift.
4. Give medications by applying the ten rights according to clinical guidelines for each semester.
5. Reconcile the medication administration record (MAR) with the physician’s orders prior to administering any medication
6. Maintain universal precautions at all times in the clinical setting.
7. Maintain transmission based precautions per agency/school policy.
8. Maintain falls precautions per agency policy.
9. Recognize and report to clinical instructor and/or primary care nurse, a client condition change that would result in a change in existing orders, prolonged hospitalization, permanent disability or death.
10. Verify the physician’s order and consult with the clinical instructor prior to performing any nursing procedure.

A student who demonstrates unsafe clinical practice or who receives an Unsatisfactory for the final clinical evaluation will receive an “F” for the course.

For further information, please see the following resources:

Institute for Healthcare Improvement: Patient Safety
<http://www.ihf.org/topics/patientsafety/pages/default.aspx>

National Patient Safety Foundation
<http://www.npsf.org/>

NC Board of Nursing: Just Culture Information
<http://www.ncbon.com/dcp/i/nursing-education-resources-for-program-directors-just-culture-information>

The Joint Commission: Patient Safety
http://www.jointcommission.org/topics/patient_safety.aspx

Revised: August 2015

SIMLAB

The SimLab is utilized for course lab time, clinical simulation, and open lab. Students are to follow the dress code for clinical when attending any session at the SimLab, including, but not limited to: wearing VGCC uniform, pulling hair back from collar, not wearing jewelry (except for wedding band and one set of post earrings), and having tattoos covered.

Students must be prepared for lab, clinical simulation, or open lab. Failure to arrive at the SimLab prepared may result in the student being sent home from the lab and the student will then need to follow the SimLab make-up procedure as described below.

If a student is going to be late or absent from the SimLab, the SimLab Coordinator must be notified via the VGCC student email or via the SimLab office phone. If a student is absent from SimLab or is sent home from the SimLab due to being unprepared, the student will make-up the SimLab as determined by the SimLab Coordinator. If the student does not attend the make-up session as determined by the SimLab Coordinator, the student may be unable to make-up the session, and therefore be at-risk for not successfully completing the course.

Open Lab availability times will be offered on a weekly basis throughout the semester at the SimLab. Students may sign up for Open Lab voluntarily or may be mandated to attend Open Lab via an Open Lab Referral. Available dates and times for Open Lab are posted by the SimLab Coordinator. Students wishing to attend Open lab must sign up at least 24 hours in advance by emailing the SimLab Coordinator. All Open Labs will be supervised by a faculty member.

Student Responsibilities for Open Lab:

1. Sign up for open lab time with the Lab Coordinator at least 24 hours in advance.
2. When signing up for Open Lab, specify what specific assistance is needed. (i.e., “Practice BP” or “Watch Restraint Video,” not “Missed lab on 9/22.”)
3. Prior to coming to Open Lab, complete preparatory work as assigned on the “Open Lab Referral” form.
4. If a student signs up for Open Lab and is unable to attend, the student should notify the Lab Coordinator at least one hour prior to the scheduled time.
5. Wear VGCC uniform while attending Open Lab.

Created: February 2017

SOCIAL MEDIA

In order to protect the integrity of clients, client’s family members, sponsoring facilities, sponsoring facility staff, students, and VGCC faculty, all VGCC nursing students shall refrain from sharing (posting, tweeting, blogging, emailing, or any other form of social media) any information including pictures, videos, and audio recordings to any internet sources including social media sites. Violation of this regulation may result in dismissal from the nursing program.

Students who fail to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study will be dismissed from the program.

Revised: February 2017

STUDENT INSURANCE

All nursing students must carry malpractice liability insurance in the minimum amount of \$2,000,000/\$5,000,000. Liability insurance must be purchased upon initial entry to the nursing program and renewed yearly. Liability insurance is to be purchased when tuition is paid at the above specified times.

Students must also carry health and insurance throughout the nursing program. Verification must be presented to the Department Chair of Nursing upon entrance into the nursing program and at any time as requested by an instructor.

Accident insurance is provided by the college through student activity fees.

Revised: April 2015

WITHDRAWAL

Students enrolled in the nursing programs may withdraw from their courses with a grade of a “W” per the VGCC college catalog. Students who do not withdraw by that date must take any remaining exams (including the final exam) and complete all assignments and will receive the grade they earn for the course. If a student withdraws from a nursing or related course and is concurrently enrolled in another nursing or related course as required per semester, the student may complete the nursing and/or related courses enrolled in but will not be able to progress to the next semester and therefore will be dismissed from the nursing program. In a semester in which a student is enrolled in more than one NUR course, a dismissal from one NUR course will result in administrative withdrawal from all concurrent NUR courses. A withdrawal will count as an admission attempt in the nursing programs.

Revised: March 2016

PROGRAM ADMISSIONS/READMISSIONS

Students who are unsuccessful in the nursing program may reapply for admission. Please see Re-Entry Regulation for more information. A total of two (2) admissions to any nursing program at VGCC will be permitted. Students who have been admitted to a nursing program other than VGCC once previously (as evidenced by NUR courses listed on official transcript) will only be permitted one admission to a VGCC nursing program. Students who were

unsuccessful in the ADN program but subsequently completed the PN program at VGCC will be permitted one admission to the LPN to ADN Transition program.

VGCC and NC A&T State University reserve the right to determine the number of students admitted to the VGCC RIBN program. Students previously enrolled in the VGCC ADN program or a non-VGCC ADN program are not eligible for admission to the RIBN program. Readmission to the VGCC RIBN program is not permitted. Students who wish to withdraw or who are dismissed from the VGCC RIBN program may be able to transfer to the ADN program at VGCC however, the admission to the RIBN program will count as the first admission for the ADN program, leaving one remaining admission.

Revised: February 2017

RE-ENTRY/ADVANCED PLACEMENT/TRANSFER INTO A NURSING PROGRAM

Students who did not successful complete a nursing program at Vance-Granville Community College may be eligible for re-entry to the program they were unable to complete. If student is granted re-entry, it will be the final admission attempt to the nursing program. Students who have previous admissions to nursing programs other than those at VGCC may be eligible for Advanced Placement/Transfer a VGCC nursing program. Students who have had two previous admissions to a nursing program other than at VGCC (as evidenced by NUR courses listed on official transcript) are not eligible for Advanced Placement/Transfer into a VGCC nursing program. Students admitted to a RIBN program at another school are not eligible for transfer/advance placement into the VGCC RIBN program. Students will be required to sign a form disclosing any prior nursing program admissions. Failure to disclose prior admissions will result in dismissal from the nursing program. If entry is desired by a student with two previous admission attempts in another nursing program or an admission attempt in a RIBN program, the student must apply for generic entry and must complete the entire program from the beginning.

Students who are eligible for Re-Entry/Advance Placement/Transfer must meet the admission requirements as specified in the Admissions Requirements documents for the program for which they desire entry. Deadlines for application as a Re-Entry/Advance Placement/Transfer student are posted on the Admissions Requirements documents.

The Program Specific GPA used for re-entry/advanced placement/transfer will be calculated using any general education and NUR courses for which a grade is recorded. A grade of “W”, “WP” or “WF” will not be calculated into the Program Specific GPA. A Program Specific GPA of 2.5 or higher is required for re-entry/advanced placement/transfer. Students desiring to transfer in NUR course(s) must have earned a “B” or a final course average of 80% or higher and the NUR course(s) must have been completed within 3 years of application date. Re-entry/advanced placement/transfer acceptance is dependent on the number of spots available per the approved capacity for each nursing program as determined by the North Carolina Board of Nursing.

The Program Head and/or Department Chair of Nursing will make the final decision for re-entry/advanced placement/transfer and will notify students if accepted, designated as alternate status or not accepted.

Vance-Granville Community College
Nursing Programs Re-entry Checklist (This Checklist will be mailed to the Student)

Purpose: This checklist is designed to assist students who are seeking re-entry into a nursing program to ensure the student has consistent information and is aware of the steps that need to be completed and will be included in the letter sent to the student upon exiting the program.

Directions: Students are to work with a Student Success Coach to complete each item on the checklist as noted. Questions during the process can be addressed to either the Coach or the specific Program Head for Nursing.

This checklist does NOT need to be submitted to either a Coach or Program Head and is for student use only. Completion of this checklist does not guarantee re-entry into the nursing program and re-entry to the program after the first semester is space dependent.

Item	Check upon completion
1. Student will complete a change of major form to indicate desire to re-apply to the nursing program.	
2. Student will meet with Student Success Coach (preferably at Main Campus Building 1, 3 rd Floor with Tonya Waddle waddlet@vgcc.edu) to complete a new Program Application. Important: Student must have a 2.5 or higher program-specific GPA and the GPA calculation will include any NUR course that the student completed, even if the student received a C or lower as the final course grade. If a student withdrew from the course by the deadline set by the college, then the W grade will not affect the GPA. Please note: Students applying to re-take NUR 101/111/214 will be placed into the points system for all students applying for Fall entry.	
3. Student will receive confirmation/verification from the Coach that all items are complete on the Program Application and that the student is eligible for re-entry.	
Steps 4-7 are for re-entry to nursing courses other than NUR 101/111/214. Students re-applying to NUR 101/111/214 will be informed of acceptance, alternate status, or non-acceptance when the letters for Fall admission are sent out.	
4. For courses other than NUR 101/111/214, once final grades have been entered for the semester, the Program Head will determine the number of spots available. The Program Head will review all completed Program Applications for re-entry with the Coach(es). If there	

are more eligible students than spots available, the date of the completion of the Program Application will be used to determine who is accepted with those that completed the Program Application first selected first.	
5. Student will be notified of re-entry acceptance, alternate status, or no space available by the Program Head prior to the start of the re-entry semester.	
6. Upon acceptance to the program as a re-entry student, the student will complete a new criminal background check, drug screen, and physical form (from VGCC Student Medical Form) and will update any health records as needed including TB skin test, CPR card, and flu vaccine-Spring entry only. The student will be provided the code to use to upload the documents to Verified Credentials.	
7. Upon acceptance to the program as a re-entry student, if the student received a “C” or below in the course that he/she is repeating, the student will sign a Vance-Granville Community College Special Permission Registration Form in order to be registered for the course. Students who withdrew from the course do not need to complete this form and can register themselves for the course once instructed by the Program Head.	
8. The student should continue to check his/her VGCC student email account as all communications will come from the Coach and/or Program Head regarding re-entry.	

Revised: February 2017

RETURNING TO SCHOOL AFTER ILLNESS

Students who are absent from class, lab, and/or clinical due to conditions such as contagious illness, childbirth, surgery, dental work, or other condition must provide a physician’s note on the first day back to class, lab, or clinical. The note will be written on the physician’s office letterhead and will state that the student can return to class, lab, and clinical. If there are any restrictions, they must be included on the note. The note will be signed by the physician and turned in to the Program Head and/or Department Chair of Nursing to be kept in the student’s file. See Note to Return to School After Illness Form in the Forms section of this handbook.

NURSING CLASS OR CLUB OFFICERS

The following is criteria required for a VGCC Nursing Student to be nominated as a class or club officer:

- Minimum program specific GPA of 3.0
- Acceptable attendance in nursing courses

- Currently passing and in good standing in current nursing courses

Students who wish to run for any nursing class or club office must bring a completed copy of the Nursing Club Officer Approval Form to their academic advisor. The academic advisor will review the student's record and sign the form if the student meets the criteria.

HONORS

Awards are made to nursing students who show excellence in the program. Students graduating with a GPA ≥ 3.5 are recognized at the Pinning Ceremony. In addition, the student who achieves the highest GPA is individually recognized at the Pinning Ceremony.

Revised: March 2010

NURSING DELEGATE/CLASS BYLAWS/PINNING CEREMONY

A nursing student shall serve as the class delegate to attend faculty meetings and present issues or concerns from the class. The delegate will be appointed at the beginning of each academic year and will serve a term of one year. In order to apply for the delegate position, the Nursing Department Delegate/Class/Club Officer Form must be completed and submitted to the Program Head by the deadline posted.

Beginning in the Second Semester of the PN program and Year 2 Fall semester of the ADN program the Nursing Class will be created. A member of the faculty will be assigned as Class Advisor. The Faculty Class Advisor will work with the students and approve all plans for the pinning ceremony.

The following officers will be elected for the Nursing Class: President, Treasurer, and Secretary.

The May graduating class will have two Co-Presidents, consisting of one student from the ADN program and one student from the LPN to ADN Transition program. The August graduating class will have two Co-Presidents, consisting of one student from the PN program and one student from the LPN to ADN Transition program. The duties of the officers are as follows:

President- conducts meetings and oversees committees created; serves as the main point-of-contact for the Faculty Class Advisor; ensures that the Faculty Class Advisor or another faculty member is present at all class meetings; ensures that voting takes place for disbursement of funds.

Treasurer- collects dues and other monies; maintains a record of monies received, deposits made, and monies dispersed; deposits monies into Nursing Class account at the VGCC business office; communicates with Faculty Class Advisor account balance and status of students who have not paid dues.

Secretary- records meeting minutes, including documenting attendance at meetings; sends meeting minutes to Faculty Class Advisor; documents votes of disbursement of funds from Nursing Class account.

Officers will be nominated and voted on by the students as directed by the Faculty Class Advisor. Students may be nominated or may nominate themselves. A Nursing Department

Delegate/Class/Club Officer Form must be completed and submitted by the deadline posted and approved by the Faculty Class Advisor in order to be placed on the ballot. Students should note that serving as a class officer requires a significant time commitment and the student should be able to devote time to serving as the officer without personal or work conflicts or inability to maintain a passing grade in the course. The student must also frequently check his/her VGCC student email in order to remain in communication with the Faculty Class Advisor. The Faculty Class Advisor reserves the right to discuss concerns related to the performance of a class officer with the Program Head to determine if the student is still able to fulfill the role.

Monies for the Nursing Class may be raised by collecting dues or by completing fundraisers. Fundraisers must be approved by the college at least two weeks before implementation. All monies will be kept in the Nursing Class accounts in the VGCC business office. Re-entry students are required to pay dues for the current semester in which they are enrolled. Any remaining funds after the class graduates will be rolled over to the next graduating class.

In order to create a smooth preparation for each class, the faculty has designed a Pinning Planning Guide.

Nursing Class Planning Guide

1. Date
The pinning ceremony will take place in the VGCC Civic Center on the date determined by the Nursing Department. A rehearsal will be held at 10am (or other designated time) and the ceremony will be held at 6pm (or other designated time) on the same date.
2. Funding
Expenses for the pinning ceremony will be paid for by funds collected by the nursing students. Students who do not submit dues by the end of the program will have a business office hold placed on their account in the amount owed. Dues are nonrefundable and re-entry students will need to pay dues to the current class enrolled even if dues were paid to the previous class.
3. Decorations
The class will decide the type and amount of decorations for the pinning ceremony. All decorations will be funded by the class.
4. Reception
Some classes choose to have a reception following the pinning ceremony. A reception is optional. If the class chooses to have a reception, they are responsible for the food, set-up, and clean-up.
5. Attire
The nursing students are to wear either their school uniform or a white uniform to the pinning ceremony. The students as a class will vote on the attire for the pinning ceremony.

6. Music
The class will have input on the musical selections to be played during the ceremony. Music will be played during the processional and during the recessional. Musical selections must be in good taste. The Faculty Class Advisor and the Program Head and/or Department Chair of Nursing will preview and approve the musical selections.
7. Pins
A VGCC Nursing Pins is required. The Faculty Class Advisor will provide information about purchasing VGCC nursing pins.
8. Invitations
Invitations for the pinning ceremony are provided by the VGCC Printshop. The class will decide on the color of paper the invitations are printed on according to the paper available by the VGCC Printshop. Invitations will only be printed in black ink. Typically, each nursing student will receive 10 invitations only to distribute to invited guests, however, the amount may change due to the number of students graduating in order to remain in compliance with the maximum capacity of the Civic Center. Invitations will be distributed to VGCC administration, faculty and staff, and special guests.
9. Programs
Programs for the pinning ceremony are provided by the VGCC Printshop. The class will decide the color of the paper the programs are printed on according to the paper available by the VGCC Printshop. The layout for the programs and information included on the programs will be designed by the class. The programs will be previewed and approved by the Faculty Class Advisor. The information for the programs needs to be given to the Faculty Class Advisor two weeks prior to pinning.
10. PowerPoint Slide Show
The nursing class may design a PowerPoint Slide Show with pictures of the nursing students to be shown during rehearsal and before the ceremony while family and friends are seated. The Slide Show will be limited in size. An additional slide show with the student's name and pictures may be created to be shown when the student receives his/her pin. All pictures chosen must be in good taste. The PowerPoint Slide Show will be previewed and approved by the Faculty Class Advisor and the Program Head and/or Department Chair of Nursing.
11. Ceremony
During the pinning ceremony, the class may select to have biographies of each student read. Biographies will be limited and will include where the student lives and where the student is planning on working (if known) or area of work interest. All biographies will be previewed and approved by the Faculty Class Advisor and the Program Head and/or Department Chair of Nursing. If the class elects to have a speaker, the speaker should plan to speak for approximately 10 minutes. The President of the College or designee will speak during the Pinning Ceremony.

12. Behavior

The pinning ceremony is a formal event. Nursing students are expected to behave in a professional and mature manner at all times. Participants in the Pinning Ceremony will not chew gum. Inappropriate, vulgar, or rude behavior will not be tolerated and may be subject to disciplinary action by the college.

13. Pledge

The following pledge will be used at VGCC Nursing Program Pinning Ceremonies:

As I enter the nursing profession I pledge to:

- *Use all the knowledge, skills, and understanding that I possess when providing professional nursing care*
- *Deliver nursing care non-judgmentally and to all those who require it, to the best of my ability*
- *Refrain from any action which might be harmful to the quality of life or health of those I care for*
- *Treat each client with respect*
- *Hold in professional confidence all the personal information entrusted to me*
- *Keep my professional knowledge and skills at the highest level*
- *Give my support and cooperation to all members of the healthcare team*
- *Contribute to the advancement of the nursing profession*
- *Maintain my nursing practice in accordance with the professional nursing standards required for my profession*

Written by Beverly Hansen O'Malley, RN

14. Marshals

PN Program: Incoming Practical Nursing Students will be selected as marshals for the pinning ceremony. The Faculty Class Advisor and the Program Head and/or Department Chair of Nursing will select and notify the marshals. The marshals must attend pinning rehearsal. The marshals will perform roles such as handing out programs, ushering in students and faculty, and providing other assistance as needed.

ADN Program: First Level Nursing Students will be selected as marshals for the pinning ceremony. The students selected will be those with the current highest GPA (Grade Point Average). The Program Head and/or Department Chair of Nursing will notify those students selected as marshals. The marshals must attend pinning rehearsal. The roles for the marshals will be determined during pinning rehearsal.

15. Nursing Faculty

Faculty of the Nursing Department will have roles during the pinning ceremony. These may include reading the biographies, reading the nursing pledge, placing the pins on the nursing students, reading the story of the lamp, or awards presentation.

16. Other Students

ADN Program: First Level Students are encouraged to attend the graduating class pinning ceremony. Business attire will be worn. The students are required to assist with the set-

up, clean-up, and serving of refreshments, if there is a reception. Other duties may be determined for the First Level Students.

GRADUATION

Nursing students must follow the steps provided by the college to apply for graduation. This includes meeting with the advisor to complete the Degree Audit Sheet and the Application for Graduation. Students must apply for graduation regardless of whether they plan to attend graduation or not. The Application for Graduation will be submitted with the understanding that the student must successfully complete the courses in which currently enrolled in order to graduate. Students are responsible for submitting the Application for Graduation and ordering the cap & gown by the deadlines provided by the college.

NCLEX EXAMINATION

Upon graduation, the Program Head and/or Department Chair (or designee) must verify the student has met the criteria for graduation in order to be a candidate for the National Council of State Boards of Nursing Licensure Examination for Registered or Licensed Practical Nurses.

Successful completion of a VGCC nursing program does not guarantee receipt of a license as a registered or licensed practical nurse. Each applicant is considered individually by the NC Board of Nursing. Eligibility for licensure may be denied by the Board of Nursing even after successful completion of the program and licensing exam. Criminal background checks are required by the NC Board of Nursing prior to licensure, even for Licensed Practical Nurses who are already licensed by the Board of Nursing.

As of August 2008, all students will have a fee for the NCLEX Review posted on their last semester tuition and fees bill. This averages approximately \$400.00 for ADN students and \$300.00 for PN students. Students who complete the final semester course successfully are required to attend all days of the scheduled NCLEX review course. A refund of the NCLEX review fee may be given to students who do not successfully complete the final semester course and therefore do not attend the NCLEX review.

ADVANCED DEGREES

LPN to ADN Transition Program

A three semester program is available at Vance-Granville Community College for Licensed Practical Nurses who wish to obtain an Associate Degree in Nursing. Upon completion of this program, the student will be a candidate for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Licensed Practical Nurses interested in returning to school for the Associate Degree in Nursing must follow the Admission Regulation for the LPN to ADN Transitional Program. Applicants should be prepared to submit an official transcript and may need to provide a syllabus for transfer courses.

Baccalaureate Degree

VGCC has several articulation agreements to facilitate graduates obtainment of a BSN degree. The new RN to BSN Uniform Articulation agreement, effective Fall 2015, is a useful tool for students interested in transferring to a University of North Carolina campus.

Section III:
Nursing Department Regulations

(Any regulation may be revised at the faculty's discretion. If a regulation is changed, students will be notified in writing.)

ATTENDANCE

Nursing students will adhere to the VGCC Attendance Policy as outlined in the college catalog. In addition, the following nursing regulation will be in place:

Punctual attendance is expected at all scheduled classroom, lab, and clinical experiences. The instructor will take attendance at the start of the class, lab, clinical or clinical simulation session. Students should refrain from planning time away from school during the semester. Breaks (i.e. Spring Break) may be used as make-up time as determined by the college.

Tardies

A student is tardy if he/she is not present at the start of class, lab, clinical or clinical simulation and arrives after attendance has been taken. If the student is not present when attendance is taken, he/she will be marked absent. To replace the absence with a tardy, the student must see the instructor during the first break. Tardies less than one hour will count as 1 hour of absence time. Tardies of more than 1 hour will be counted as the full amount of time tardy. If a student is going to be tardy to clinical or clinical simulation, he/she will notify the clinical instructor according to the guidelines given by the instructor. A student who is tardy and arrives after the time period for receiving report will be sent home by the clinical instructor and the hours missed will count against the total absence time for the course. Once a student has 2 tardies in the class, lab, clinical or clinical simulation setting, the student will receive an “Unsatisfactory” on his/her weekly clinical evaluation tool (if applicable) and a Student Action Plan will be completed.

Leaving Early

Students who leave class, lab, clinical or clinical simulations early will be counted as absent for the time missed.

Absence

Absence from the classroom places the student at risk for failure of the course due to not being present for instructional sessions. Absence from the lab will be made up by the student being required to attend an Open Lab or make up lab as scheduled by instructor. The instructor of the lab or the instructor of the course will inform the student of the lab make-up. The time made up in the Open Lab will not replace the absence time. For clinical absence, the student will contact the clinical instructor according to the clinical guidelines, including ensuring that the instructor is aware of the absence. The student must contact the clinical instructor in the event of an absence or tardy prior to the start of clinical or as soon as able. A student who is a “No Call/No Show” (meaning he/she did not notify the instructor and did not show up for clinical) for clinical will be dismissed from the nursing program. Absence(s) from clinical will be made up on clinical make-up day(s). Clinical make up days will only be used in the cases of individual student absence(s) from clinical or at the discretion of the clinical instructor in the event of group absence from clinical. Any absences from clinical can hinder the student’s achievement of a final evaluation of Satisfactory in the clinical setting. Clinical absences unable to be made up during the semester may result in an Incomplete grade. For the procedure for an Incomplete grade, please see the college catalog. An “Unsatisfactory” grade for a final clinical evaluation in any rotation will result in the student receiving an “F” in the course. Scheduled clinical simulation sessions at the SimLab count as clinical time and therefore students should follow the same procedure for a clinical day. This includes calling the instructor in charge of the simulation in the case of an absence or tardy.

Online

Students that do not complete online assignments by the deadline will be counted absent for that class day.

Students absent due to a medical or psychological condition for more than 2 days or for a contagious/communicable illness must have a written authorization from the student's health care provider to return to class, lab, and clinical. Absences due to reasons other than illness will be reviewed. Make-up for these absences will be determined on a case-by-case basis and some absences may not be permitted to be made-up resulting in the student being unable to Satisfactorily complete the clinical rotation.

Students absent more than 15% of the class hours in a NUR course will be dismissed from the program for excessive absence. All missed lab and clinical time will be made up or an Incomplete will be given.

Revised: March 2016

EXTENUATING CIRCUMSTANCES

The nursing programs have defined extenuating circumstances as traumatic, uncontrollable events that prevent the student from attending class, lab and clinical for an extended period of time (an extended period of time refers to a student being required to miss consecutively more than one week of class, lab and clinical days). Events such as having surgery (other than cosmetic surgery); maternal/paternal leave; prolonged hospitalization; or death of an immediate family member are examples of extenuating circumstances.

A death in the student's immediate family will be an excused absence, but must be counted for the overall attendance of the student in his/her classes. The student is recorded absent, but the absences will have no punitive effect on the student's grade in the course. Immediate family is defined as wife, husband, son, daughter, mother, father, brother, sister, guardian, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, great grandmother and great grandfather.

The student must provide, in writing, full details to the Program Head and/or Department Chair and faculty instructors regarding the death and verification of relationship to the deceased. Students who have required jury duty (personal court cases will be reviewed by the Program Head and/or Department Chair and handled on an individual basis) or military duty must be recorded as absent on the official attendance roster. Written validation of a court appearance, jury duty, and/or military duty is required and must be submitted upon the student's return to class.

If the student experiences an event such as any of those listed above, he/she should contact the Program Head and/or Department Chair. Official documentation will be required immediately (within 24 hours) upon the student's return.

Each extenuating circumstance will be reviewed on an individual basis by the Program Head and/or Department Chair and forwarded to the Academic Dean and/or Vice President of Academic Affairs for approval if warranted.

In the case of extended absence due to maternal/paternal leave, illness or surgery, a plan may be created by the student and the faculty to continue to participate in the course via online assignments. The student must meet the requirements for participation as stated in the plan in order to successfully complete the course. Lab time and clinical time cannot be made up via online assignments and the student will need to meet the course lab and clinical hours in order to successfully complete the course.

Created: November 2014

CHEATING

Nursing students will adhere to the VGCC Academic Dishonesty section as outlined in the college catalog. In addition, the following nursing regulation will be in place:

No student may give or receive any assistance from any source including, but not limited to; notes, electronic devices or other students, during quizzes, medication assessments, ATI proctored exams, and exams.

Any student found in violation of this regulation will be dismissed from the nursing program.

Created: March 2016

DISMISSAL

Nursing students will adhere to the VGCC Standards of Progress as outlined in the college catalog. In addition, the following nursing regulation will be in place:

The following are causes for dismissal from the Nursing program. It is at the discretion of the Program Head and/or Department Chair of Nursing to allow a student to withdraw from the course given dismissal causes #2, 5, 6, or 7. All other causes (excluding #1) result in an “F” for the final course grade. In a semester in which a student is enrolled in more than one NUR course, a dismissal from one NUR course will result in administrative withdrawal from all concurrent NUR courses.

1. Failure to achieve a “B” (80%) or higher on final grade in a nursing course (NUR prefix). Failure to achieve a “C” or higher on final grade in related curriculum courses in the semester required according to program sequence. (Examples: BIO168, ENG111)
2. Inability to provide proof of adequate health insurance.

3. Inability to meet or maintain the Essential Functions Required of a Nursing Student.
4. Violation of a Nursing Department Regulation.
5. A physical or emotional problem which conflicts with safety essential to nursing practice that does not respond to treatment or counseling within a timeframe that enables meeting program objectives.
6. Demonstrating behavior which conflicts with safety essential to nursing practice.
7. Failure to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study.
8. Inability to attend clinical based on criminal background information or new charges on criminal background check.
9. Any student who refuses to offer a required sample for drug screening or is denied clinical privileges at a clinical facility due to a positive drug screen.
10. Inability to attend clinical based on denial of student's clinical privileges by a clinical facility.
11. Findings of abuse, neglect or misappropriation of resident belongings in a Nursing Facility on the state NA I registry.
12. Being absent more than 15% of class hours a NUR course.
13. Failure to successfully complete a skills check-off by the third attempt.
14. Determination by a nursing instructor that a student is demonstrating unsafe practice in the clinical area or receiving an "Unsatisfactory" on a Final Clinical Evaluation.
15. Cheating on a test, quiz or other assignment.
16. Failure to comply with ethical and professional standards of conduct (as described in the Professional Behavior Regulation), VGCC College Code of Conduct (see VGCC College Catalog) and the Nursing Practice Act.
17. Repeat occurrences of violations of the regulation/regulations in the Nursing Programs Student Handbook and/or violations of the VGCC College Code of Conduct.
18. Any student found to possess (consumed or carried on one's body) any alcoholic beverage, mind-altering chemical or non-prescribed controlled substance on the Vance-Granville Community College campus or at any clinical facility.
19. Any student who diverts any controlled substance from a clinical facility.

20. Any student who fails to maintain required immunizations, flu vaccines, CPR certification, or TB validation as required by VGCC and the clinical facilities.

Revised: February 2017

DRESS CODE

Nursing students will adhere to the VGCC General Campus guidelines as outlined in the college catalog. In addition, the following nursing regulation will be in place:

Students of all college programs, curriculum and non-curriculum, will be expected to conduct themselves at all times as mature and responsible individuals. *See VGCC's College Catalog for "Student Code of Conduct"*. Violation will necessitate the student being sent home to change clothes or make any other adjustments to meet the standard. The instructor will notify the Program Head of this action.

Students are expected to adhere to the following guidelines when in the classroom:

- Shoes are required
- No bare midriffs, garments shorter than mid-thighs, or see-through garments
- Hair must be neat and clean
- Men are expected to shave or keep beards and mustaches clean and trimmed neatly

Students are required to adhere to the following guidelines when in simulation lab (scheduled lab or open lab) and clinical, including the precepting clinical rotation:

- Required uniform of hunter green slacks and VGCC scrub top. A plain white, black, or gray undershirt or vendor supplied VGCC white lab coat only may be worn with the school uniform. No sweatshirts, hoodies or other jackets may be worn over the uniform while at clinical sites. Uniforms must be purchased through the school approved vendors and must be the brand and style directed by the vendor. Students may not purchase other styles or colors of uniforms. Uniforms must be the appropriate size and fit appropriately. Uniforms must be clean and free of wrinkles.
- Vendor supplied black closed-toe leather shoes are required in the SimLab and clinical. Shoes must have a back in which the heel is completely covered and no color appliques.
- School issued student ID card with photo will be worn as the name tag while at clinical and the simulation lab. If a clinical facility requires a specific ID badge, the student will wear the facility specific ID badge with photo. No work ID badges are to be worn while at clinical or at the SimLab.
- Hair must be neatly styled and pulled off face and collar of uniform and without fancy ornaments, etc. Men are expected to shave or keep beards and mustaches clean and trimmed neatly.

- Students will be well groomed without the presence of strong odors including, but not limited to: perfume, cologne, heavily scented lotions, body odor, or cigarette smoke. Strong odors can cause respiratory difficulties and/or medical emergencies in some people.
- Required clinical equipment includes a watch with a second-hand, a stethoscope with a bell and a diaphragm, and a penlight.
- The only jewelry permitted will be a plain band, or engagement ring, and watch.
- Nails will be trimmed and neat and clean and without nail polish. No artificial, acrylic, or gel nails may be worn.
- Earrings are limited to one stud earring per ear while at clinical and the SimLab. No hoops or dangling earrings are allowed. All other piercing jewelry, including but not limited to, additional ear piercings, nose rings, facial piercings, and/or tongue ring must be removed while at clinical and the SimLab. Ear gauging is not permitted.
- Tattoos must be not be visible while at clinical and the SimLab. White sleeves and/or turtleneck shirts should be worn to cover arm and neck tattoos.
- Students will not be permitted to enter any clinical facility dressed in the following attire:
 - Blue jeans, cut-offs, and shorts
 - See-through blouses
 - Bare feet or thong sandals
 - Midriff clothing
 - Clothing shorter than mid-thigh
 - Body shirts
 - Halters, sundresses
 - Heavy make-up
 - Jewelry other than wedding band and stud earrings
 - Extreme hair styles and colors
 - Open-toe shoes
- Additional restrictions according to hospital regulation may be required.

Revised: March 2019

EXPOSURE/ACCIDENT/INJURY AT CLINICAL

Students participating in clinical are at risk for exposure and injury while at clinical. The policies and procedures for VGCC and the clinical agency should be followed at all times in order to minimize the risk of exposure and injury.

If a student experiences an exposure (such as exposure to blood or bodily fluids), an accident (such as a needle stick), or an injury (such as a fall) during clinical, he/she must notify the clinical instructor immediately. The agency policy should be followed regarding the immediate actions to be taken in the case of an exposure or accident. The student must use his/her own health insurance for any treatment needed immediately after or for any follow-up treatment needed as a result of the exposure/accident/injury.

Created: March 2019

GRADE APPEAL

Nursing students will adhere to the VGCC Academic Grievance/Grade Appeals Procedure as outlined in the college catalog. In addition, the following nursing regulation will be in place:

A student in the Nursing Programs has the right to appeal a grade or dismissal. Appeals may occur in the academic or clinical setting.

Academic Grade Appeals

If a student wishes to pursue an Academic Grade Appeal, they will follow the procedure in the VGCC College Catalog under “Academic Grievance/Grade Appeals Procedure.”

In the Nursing Programs, the following will be the lines of authority for Academic Grade Appeals:

1. Program Head
2. Department Chair of Nursing
3. Dean of Health Sciences
4. Vice President of Academic Affairs
5. Judicial Committee
6. President of the College

Clinical Dismissal Appeals

A student who has been dismissed from the Nursing Program due to unsatisfactory or unsafe clinical practice has the right to appeal the decision. The student may attend class and lab but not clinical during the appeal process.

In the Nursing Programs, the following will be the lines of authority for Clinical Dismissal Appeals:

1. Program Head

2. Department Chair of Nursing
3. Dean of Health Sciences

Procedure for Clinical Dismissal Appeal:

1. The student will personally deliver the Clinical Dismissal Appeal Form along with a letter of appeal to the Program Head within five college working days of the dismissal.
2. A written response from the Program Head will be available to the student within five college working days from receipt of the student's form and letter. The student will indicate if they "Accept" or "Reject" the decision of the Program Head. If the student accepts the decision he/she should check "Accept", sign the form and leave it with the Program Head.
3. If the student rejects, is not satisfied, with the response from the Program Head, the student will have five college working days to deliver the Clinical Dismissal Appeal Form, the original letter of appeal and the response letter from the Program Head to the Department Chair of Nursing. The student will not be allowed to make any additions or changes to the original letter of appeal throughout the appeal process.
4. A written response from the Department Chair of Nursing will be available to the student within five college working days from receipt of the student's form and letter. The student will indicate if they "Accept" or "Reject" the decision of the Department Chair of Nursing. If the student accepts the decision he/she should check "Accept", sign the form and leave it with the Chair.
5. If the student rejects, is not satisfied, with the response from the Department Chair of Nursing, the student will have five college working days to deliver the Clinical Dismissal Appeal Form, the original letter of appeal and the response letter from the Department Chair to the Dean of Health Sciences. The student will not be allowed to make any additions or changes to the original letter of appeal throughout the appeal process.
6. A written response from the Dean of Health Sciences will be available to the student within ten college working days from receipt of the student's letter. *The decision of the Dean of Health Sciences is final.*

Revised: February 2017

GRADING

Nursing students will adhere to the VGCC Grading System as outlined in the college catalog. In addition, the following nursing regulation will be in place:

The nursing programs use the following scale for grading purposes:

Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

AU =Audit *
CE =Credit by Examination *
G# =Grade Forgiven *
I =Incomplete Grades *
NS= No Show *
PA, PB, PC=Passing Grade - Developmental *
RF =Reschedule - Developmental *
TR =Transfer Credit *
W= Withdrew *
*Not computed in Grade Point Average

In order to pass a nursing course and progress to the next level, the student must achieve a B or better on the theory grade. Final course grades and exam grades are not rounded up (*two examples are 79.58 does not round up to 80 and 79.92 does not round up to 80.*)

Weights of exams, number of exams, number of questions on exams, quizzes and assignments will be determined for each nursing course and listed on the course document. Students will be provided a course document for each NUR course at the beginning of the semester.

Revised: May 2015

GRIEVANCE

Nursing students will adhere to the VGCC General Student Grievance Procedure as outlined in the college catalog. In addition, the following nursing regulation will be in place:

If a student feels he/she is having difficulty in the classroom, lab, or clinical area, the student should discuss the difficulties with the instructor first. Students who have a concern related to academic or clinical instruction will follow the following chain of command to report the grievance:

1. Program Head
2. Department Chair of Nursing
3. Dean of Health Sciences
4. Vice President of Academic Affairs
5. President of the College

Revised: February 2017

HEALTH RECORDS/IMMUNIZATION

The VGCC Student Medical Form must be completed and signed by a provider and all immunization requirements are to be submitted for approval prior to starting a nursing program.

TB skin tests, CPR certification, influenza (flu) immunizations and any other immunizations required by the clinical agencies are to be maintained throughout the nursing program.

VGCC does not keep any copies or records of student health information or immunization requirements after graduation from the program.

Revised: March 2019

PLAGIARISM

The Nursing Programs follow the Vance-Granville Community College Plagiarism Policy. Please see the college catalog for more information.

Revised: June 2013

PROFESSIONAL BEHAVIOR

Nursing students will adhere to the VGCC Code of Conduct as outlined in the college catalog. In addition, the following nursing regulation will be in place:

Nursing students are expected to behave in accordance with the standards of practice for nursing. The nursing faculty expects all students will be successful in all aspects of their education including academic, clinical and behavior. Six essential behaviors have been identified as requirement for successful completion of all nursing programs. These behaviors are: integrity, respect, responsibility, competence, maturity, and communication. Definitions are as follows:

1. Integrity: The student will represent their own ability honestly at all times. The student will be truthful and sincere in situations.
2. Respect: The student will adhere to confidentiality and professional boundaries. The student will work towards conflict resolution with respect to all those involved. The student will demonstrate consideration for the opinions and values of others while showing regard for diversity.
3. Responsibility: The student will be present and punctual for all learning experiences including class, clinical, and lab. The student will take responsibility for adapting to challenges, conflicts, and uncertainty. The student will accept responsibility for one's actions and will be able to reflect on one's personal reactions to encounters with others. The student will recognize one's limits and seek help to successfully achieve a positive outcome to any challenge, conflict, or uncertainty.

4. Competence: The student will take responsibility for their own learning. The student will participate in class, clinical, and lab by successfully completing all assignments. The student will demonstrate accurate self-reflection and will actively participate in developing a plan of action for all unsuccessful weekly objectives.
5. Maturity: The student will demonstrate emotional and mental stability during class, clinical, and lab. The student will maintain professional demeanor and language while speaking with their peer, faculty, and staff at any clinical site, patients, and patient's family members. The student will accept constructive criticism and not display any behavior (verbal or nonverbal) that is confrontational, aggressive, or disruptive during class, clinical, lab or any time the student is representing Vance-Granville Community College.
6. Communication: The student will engage in courteous, respectful, therapeutic communication at all times. Inappropriate use of social media while in the nursing programs will result in dismissal.

Failure to comply with any of the six essential behaviors or with the college Code of Conduct as described in the VGCC College Catalog will result in disciplinary action including immediate dismissal from the nursing program.

Students who fail to demonstrate any professional behavior as listed above will be required to undergo an evaluation by a licensed healthcare or mental health provider and will be unable to attend class, lab or clinical until the student is cleared by the appropriate licensed healthcare provider.

Revised: March 2014

SUBSTANCE ABUSE

Nursing students will adhere to the VGCC Board Policy- Alcohol and Drug Abuse as listed in the college catalog. In addition, the following nursing regulation will be in place:

Substance abuse and/or addictive illness, can lead to serious physical, psychological, and social problems for the individual. Affected students may have impaired judgment and skills which can pose a serious threat to the lives of clients in their care. Substance abuse not only compromises client care but also compromises the educational process. Vance-Granville Community College Nursing Programs are committed to the identification of abuse, intervention, and referral for treatment of any students involved. As per the College's policy, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the College's campuses or at any site or activity operated by VGCC is prohibited. A violation of hospital clinical regulation will likewise be considered a violation of college policy.

Identification of Abuse

The following guidelines will be used to identify possible abuse:

1. Any student found to possess (consumed or carried on one's body) any alcoholic beverage, mind-altering chemical, or non-prescribed controlled substance on the Vance-Granville Community College campus or at any clinical facility.
2. Any student who diverts any controlled substance from a clinical facility.

3. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol, drugs, or medications. Faculty may make the determination that reasonable suspicion exists.

Any student who is identified of abuse will be subject to intervention as defined below:

1. If identified according to *Identification of abuse #1 and/or #2* (as cited above), the student will be dismissed from the Nursing program.
2. If identified according to *Identification of abuse #3* (as cited above), the student will be immediately required to submit to a breath analysis, saliva test, urinalysis, or blood analysis, drug testing. Any drug testing will be at the student's personal expense.

Drug testing of body fluids is a method of identifying recent use of alcohol or drugs. It is not a diagnosis of substance abuse or addiction. Refusal to offer the required sample will be grounds for dismissal from the program. A positive test indicating use of controlled substance, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the Nursing program. Individual considerations for prescribed medications will be given. Test results will be kept confidential.

Referral for Treatment

Students will be referred to the appropriate agencies for assistance. All students will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

Revised: February 2014

TESTING ACCOMMODATIONS

Nursing students will adhere to the VGCC Disabilities Policies and Accommodations as outlined in the college catalog. In addition, the following nursing regulation will be in place:

Only documented testing accommodations that have been approved by the college will be honored. Students who require testing accommodations will coordinate the scheduling of the exam time with the Program Head and counselor. Students should be prepared to arrive early and/or stay late on the day of the exam. If the scheduled nursing class that the students are taking a test for has lecture or content provided after the normal testing time allotted, the student will be responsible for obtaining any class material he/she may have missed due to extended testing time. Students are not permitted to miss another scheduled nursing or related class due to testing accommodations.

If a question arises during testing in an alternate testing location, the student will ask to contact a nursing faculty member or the Health Sciences Administrative Assistant.

Revised: February 2017

TOBACCO FREE

Nursing students will adhere to the VGCC Tobacco Free Policy as outlined in the college catalog. In addition, the following nursing regulation will be in place:

All clinical facilities used by the nursing programs of Vance-Granville Community College are considered VGCC grounds, and therefore, must follow the Tobacco Free policy of the college. Use of electronic/smokeless cigarettes is prohibited at any location. Any student that violates this policy will be subject to the appropriate disciplinary action according to the VGCC Student Catalog.

Revised: March 2014

Section IV:
Forms

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

STUDENT HANDBOOK FORM

I hereby certify that I have read and fully understand all regulations of the Vance-Granville Community College Nursing Programs. I agree to abide by all regulations and understand that I may be dismissed from the nursing program I am enrolled in if I fail to abide by any regulation. I also attest that I have disclosed any prior nursing program admissions and understand that failure to disclose prior nursing program admissions will result in dismissal from the nursing program.

Printed Name _____

Signature _____

Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

HONOR CODE STATEMENT

By signing below, I agree to uphold the honor code at all times while in school.

I will not give or receive assistance with any test, nor will I observe any exchange of information among others without reporting this to the instructor.

Printed Name _____

Signature _____

Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

AUTHORIZATION TO RELEASE INFORMATION FORM

I, _____ hereby authorize Vance-Granville Community College to release my health information including but not limited to my social security number, VGCC student ID number, immunization records, Student Medical Record Form, criminal background check and drug screen. I attest that I have completed my criminal background check with the outside agency as instructed and authorize the agency to release the results of my criminal background check to any clinical facility as directed by Vance-Granville Community College. I agree to comply with any drug screen testing as required by a clinical facility or in accordance with the Substance Abuse Regulation in the Nursing Programs Student Handbook. I authorize the results of my drug screen may be sent to a clinical facility as required and a representative of Vance-Granville Community College to review the results of my drug screen as needed.

Printed Name _____

Signature* _____

Date _____

****Students under the age of 18 must have a parent or guardian sign for them***

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

PHOTOGRAPHY, VIDEOGRAPHY & QUOTE RELEASE FORM

Vance-Granville Community College regularly seeks students and alumni to feature in marketing and promotion materials. Your image and/or quotes may be used in print and electronic media for Vance-Granville Community College, including, but not limited to newspaper and magazine publications, billboards, radio and television advertisements, and the college Web site.

I, _____ hereby authorize Vance-Granville Community College to use my image and/or quotes for any use the college deems appropriate in the promotion and marketing of Vance-Granville Community College.

I understand that my image and/or quotes may be used in various media, including, but not limited to, newspaper, radio and television advertisements, billboards and the college website.

I understand that my quotes may be edited for content, but will not deter from the true spirit of the quotation.

I understand that my image may be altered (blemishes removed, red-eye reduction, etc.).

I understand my name and identity may be revealed.

I understand that these materials may also be used by the North Carolina Community College System Office to further promote community colleges throughout the state and these materials may appear in state-wide publications including, but not limited to, billboards, Web sites, radio, television, newspapers, magazines, etc.

I understand that video records taken at the SimLab or in other instructional settings are for educational use only and will not be retained by the school or available for distribution.

I fully discharge Vance-Granville Community College, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors, from any and all claims, monetary and otherwise, that I may have against Vance-Granville Community College, its parent, affiliates or subcontractors, arising out of the use of my image or quote.

I understand there is no financial or other remuneration for the use of my image and/or quote.

If a current student, I declare that I have read the Vance-Granville Community College Student Code of Conduct, and that I will do my best to uphold the Code and exhibit behavior that portrays a positive image as a Vance-Granville Community College student.

Printed Name _____

Signature* _____

Date _____

****Students under the age of 18 must have a parent or guardian sign for them***

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

NURSING ADVISOR FORM

I acknowledge that _____ has been assigned to me as my advisor while I am enrolled in the nursing program. I understand that I am to complete registration each semester with my advisor. I agree to notify my advisor before I drop or add a class during the registration period. I also understand that I am to adhere to the program sequence and complete the required courses, while meeting the grade requirements. I verify that if I deviate from the program sequence or take classes not approved by my advisor it may result in failure to remain in the program or failure to graduate.

My advisor's contact information:

Office number: _____

Office phone number: _____

Email address: _____

Printed Name _____

Signature _____

Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

AUTHORIZATION FOR REFERENCE FORM

Student Name: _____

I authorize my Nursing Instructor at Vance-Granville Community College to complete a reference for me at my request and to provide the reference to the agency I desire. The instructor may provide any information concerning my performance as a nursing student and I release the instructor from any liability whatsoever for providing the requested information.

Signature: _____

Date: _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

**NURSING DEPARTMENT DELEGATE/CLASS/CLUB OFFICER APPROVAL
FORM**

Student name: _____

Office of nomination: _____

This student meets the following criteria required for a VGCC Nursing Student to run for class or club officer:

- Minimum program specific GPA of 3.0
- Acceptable attendance in nursing courses
- Currently passing and in good standing in current nursing courses

Signature of current academic advisor: _____

Date: _____

Statement from student to explain why he/she is running for this office:

VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS

NOTE TO RETRUN TO SCHOOL AFTER ILLNESS

Date: _____

Student's name: _____

The student named above may return to the following in the VGCC nursing program (please check one or more as appropriate):

_____ Class

_____ Lab

_____ Clinical

The student may return:

_____ Without restrictions

_____ With restrictions as noted: _____

Physician/Health Care Provider Signature

Date

Office name or stamp:

