PRACTICAL NURSING DIPLOMA PROGRAM

STUDENT HANDBOOK

This *Student Handbook* is a reference guide for students, faculty, and staff of the Alamance Community College Practical Nursing Program and serves as a supplement to the *ACC College Catalog* & *ACC Student Handbook*.

Originally created: May 2023
Reviewed annually by Nursing Faculty
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SECTION I— GENERAL INFORMATION

WELCOME TO NURSING
AT ALAMANCE COMMUNITY COLLEGE

The nursing faculty welcomes you to the Alamance Community College nursing program! We are happy that you have chosen to begin your nursing education at ACC. You have chosen an extremely rewarding, challenging, and dynamic career that will offer you opportunities to pursue both your nursing practice and lifelong learning goals. The ACC nursing faculty is committed to helping you meet your educational goals. We wish you success as you begin your journey.

INTRODUCTION

This handbook provides essential information to guide you throughout your journey in the Practical Nursing (PN) Diploma program at ACC. It addresses the policies, processes, and expectations of PN students. This handbook works in conjunction with the policies and regulatory practices of the college as outlined in the Alamance Community College General Catalog, and Alamance Community College Student Handbook.

As policies and procedures are developed or revised, the student will receive notification and an electronic copy of the document. Each student will sign an acknowledgement of the change to policy and/or procedure.

All of the policies and procedures for the nursing program are developed by the Practical Nursing faculty and are reviewed annually. The enforcement of these policies rests with the Nursing Department Head and the Dean of Health and Public Services in consultation with appropriate individuals and agencies.

PROGRAM DEVELOPMENT

The Practical Nursing Diploma program was established at Alamance Community College in 2024. The purpose of the program is to prepare graduates to deliver nursing care that assists patients to achieve the optimum level of function across the lifespan. It provides educational opportunities that result in the awarding of the Practical Nursing Diploma, prepares individuals to become Licensed Practical Nurses, which allows them to be employed in the healthcare field.

Graduates of the Practical Nursing Diploma utilize the nursing process, critical thinking, and clinical judgement to assist with complex health needs and to coordinate the delivery of care for a group of patients in a variety of structured healthcare settings. Graduates also modify their professional practice based on evidence-based practices, nursing research, learning needs, professional standards of care, and ethical and legal principles.

ALAMANCE COMMUNITY COLLEGE
VISION, MISSION, & VALUES

VISION

Transforming lives through excellence in teaching, learning, and service.

MISSION

Alamance Community College provides educational programs and services to prepare all members of our diverse community to succeed.

VALUES

1. Excellence – We hold ourselves to the highest expectations and are committed to meeting them with integrity.
2. Learning – We provide high-quality educational experiences that help people gain the knowledge, skills, behaviors, and values necessary to achieve their goals.
3. Community – We promote collaboration and partnerships through respectful interactions.
4. Equity and Inclusion – We embrace the diversity of our communities, work to ensure that each person feels a sense of belonging and provide access to the resources people need to succeed.
5. Innovation – We are open to change, creativity, and risk-taking that help us achieve our mission and goals.

Revised by the Board of Trustees – August 8, 2022

PRACTICAL NURSING PROGRAM
VISION, MISSION & PHILOSOPHY

PROGRAM VISION

To be the elite nursing program in the Piedmont-Triad region that prepares graduates to excel in a dynamic and diverse healthcare environment.

PROGRAM MISSION

To equip future Practical Nurses with the knowledge, skills, and attributes necessary to provide professional, competent, and compassionate care; making a positive impact on the health of our communities.

PHILOSOPHY OF NURSING EDUCATION

Nurses are expected to meet the needs of diverse patient groups, serve as leaders within healthcare systems, and promote scientific innovation that improves patient outcomes and enhances the ability of healthcare professionals to provide safe, quality care (National Academy of Medicine, 2021). Within the North Carolina Community College System, the PN curriculum is concept-based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, problem-solving, and activity-centered learning.

The conceptual model provides a mental scaffold or framework to prepare learners for new instruction and motivates them by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework; the individual, the healthcare system and nursing to understand the complete curriculum. The domains of the individual, the healthcare system, and nursing provide the

conceptual framework guiding the PN curriculum. Concepts are organized within each of these domains and learning occurs from simple to complex (Wilson, 2026).

DEFINITIONS

Individual

Everyone is a complex, multidimensional, unique, and significant being who possesses inherent value and worth, and is a member of a family, community, and culturally diverse society. Individuals have dynamic biophysical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Everyone has a right to healthcare and to information that will assist them to participate actively in their healthcare to achieve the highest level of wellness possible. Individuals should be cared for, respected, nurtured, understood, and assisted. To provide and manage care, nurses must view the individual at the center of any nursing activity.

Healthcare System

Healthcare System relates to the methods of healthcare delivery and management including financing and coordination of services. This system consists of all the people and actions whose primary purpose is to promote, restore, or maintain health. Clinics, hospitals, pharmacies, laboratories, long-term care, and Internet sites are microsystems that are connected by patients and information to improve health.

Nursing

Nursing is both the art and science of integrating and assimilating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver patient-centered, culturally competent, holistic care. Through caring, empathy, ethics, and the development of a therapeutic relationship with the individual and significant support person(s), the nurse integrates the art of nursing with the scientific foundation for nursing practice that utilizes clinical judgement and the nursing process. Incorporating documented best practices, the nurse functions autonomously and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential through assurance of quality patient outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death.

Environment

The individual is in constant interaction with a changing environment that consists of both internal and external forces that vary throughout the lifespan and has the potential to cause stress in the individual. The nurse can assist the individual to alter aspects of the environment and to utilize his/her innate and learned coping mechanisms to adapt to these stressors.

Health

Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness and ending in death. The individual's needs for healthcare are determined by his/her position on the continuum. Everyone's health is based on his/her cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health

behaviors that can promote wellness, prevent illness, restore, or maintain wellness, or achieve a dignified death.

Quality of Life
Quality of life involves five domains including physical, functional, psychological, social, and spiritual wellbeing. The individual's perception of and satisfaction with activities of daily living contributes to their worth, meaning, or satisfaction. This empowers the individual to cope successfully with the full range of challenges encountered in the real world.

Achievement of Potential
Achievement of potential is the individual's growth toward attaining one's utmost ability and quality of life. It is based on the individual's choices, perceptions, personal goals, life experiences, and holistic health.

Competencies
The competencies identified by the National Academy of Medicine (2021) for health care providers are leadership, health policy, system improvement, and evidence-based practice, teamwork, and collaboration.

Student Learning Outcomes
Student Learning Outcomes are objectives defined for each program and each course that students must meet to demonstrate learning has taken place.

References

National Academy of Medicine. (2021). The future of nursing 2020-2030: Charting a path to achieve health equity. *National Library of Medicine.* https://www.ncbi.nlm.nih.gov/books/NBK573919/

Wilson, L.O. (2026). Three domains of learning: Cognitive, affective, psychomotor. *The Second Principle.* https://thesecondprinciple.com/instructional-design/threedomainsoflearning/

COLLEGE INFORMATION

I. **Controlling Institution:**
Alamance Community College
1247 Jimmie Kerr Rd
Graham, NC 27253

II. **Practical Nursing Program Approval:**
Last full approval January 2025 (North Carolina Board of Nursing)
Next on-site visit 2035

III. **College President:** Kenneth Ingle, Ed.D.

IV. **Executive Vice President:** Justin Snyder, Ph.D.

V. **Vice President of Learning:** Sonya McCook, M.A.

VI. **Dean of Health & Public Services:** Amy Mahle, Ed.D.

ACCREDITATIONS

COLLEGE

Alamance Community College is part of the North Carolina Community College System. Alamance Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, diplomas, and associate degrees. Questions about the accreditation of Alamance Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website at www.sacscoc.org.

NURSING PROGRAM

The Practical Nursing program at Alamance Community College has full approval from the North Carolina Board of Nursing (NCBON). The program is compliant with the NCBON standards designed to ensure that graduates have the necessary education to safely and competently practice nursing.

PROFESSION DESCRIPTION

From the North Carolina Nursing Practice Act:

> "Nursing" is a dynamic discipline which includes the assessing, caring, counseling, teaching, referring, and implementing of prescribed treatment in the maintenance of health, prevention and management of illness, injury, disability, or the achievement of a dignified death. It is ministering to; assisting; and sustained, vigilant, and continuous care of those acutely or chronically ill; supervising patients during convalescence and rehabilitation; the supportive and restorative care given to maintain the optimum health level of individuals, groups, and communities; the supervision, teaching, and evaluation of those who perform or are preparing to perform these functions; and the administration of nursing programs and nursing services.

SECTION II— GENERAL PROGRAM INFORMATION

NURSING FACULTY & STAFF INFORMATION

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PRACTICAL NURSING PROGRAM
2026-2027 ADVISORY BOARD MEMBERS

Tammy Leamey	Alamance Community College, Staff
Gabriel Hernandez	Alamance Community College, Student
Amy Widderich	Alamance County Health Department
Carolyn Kitchens	ATI Representative
Kameka Totten	AuthoraCare Collective
Smita Glosson	Community representative
Ruthie Rogers	Cone Health
Dawn Craft	Duke University Medical Center
Jeanmarie Koonts	Elon University
Shawn Houck	Greensboro AHEC
Tammy Hall	UNC-Greensboro
Jami Howell	UNC Health

PROGRAM DESCRIPTION

The Practical Nursing Diploma is a 12-month program that utilizes classroom, lab, simulation, and clinical experiences to prepare students to care for patients in the clinical and community settings. The PN integrates general education knowledge with the knowledge and skills of the core nursing courses. Upon completion of the PN program, graduates are eligible to take their professional examination (NCLEX-PN) and become licensed by their state board of nursing.

EMPLOYMENT OPPORTUNITIES

Nursing is a profession in high demand. For current information about employment opportunities for Licensed Practical/Vocational Nurses, go to NC Careers.

PROGRAM OUTCOMES

The outcomes of the Practical Nursing Program that measurable the effectiveness of the curriculum design are:

1. **Performance on Licensure Exam**
   - The annual NCLEX-PN pass rate for the program will meet or exceed 90% of the national pass rate for program type.
2. **Program Completion**
   - 60% of each admitted cohort will complete the program within a 150% timeframe.
3. **Program Satisfaction**
   - 90% of faculty, students, alumni, and employers report satisfaction with program effectiveness.
4. **Job Placement and Lifelong Learning**
   - 90% of the graduating cohort who achieve licensure will be employed within 12 months of graduation or will be enrolled in a higher education program of study.
5. **Compliance with regulatory standards of the North Carolina Community College System and Southern Association of Colleges and Schools**
   - The Practical Nursing Diploma program will comply with the regulatory standards of these agencies.

PROGRAM BENCHMARKS

1. Retention of 80% of students in any NUR course will obtain a final grade of "B" or higher, and progress in the program.
    - 2024 = 75%
    - 2025 = 72.5%
    - 2026 = 75%

2. The annual NCLEX-PN pass rate for the program will meet or exceed 90% of the national pass rate for program type.
    - 2025 = 96.15%
    - 2026 = 96.55%

3. Of the graduates who achieve licensure, 90% of the cohort will be employed within 12 months of graduation or will be enrolled in a higher education program of study.
    - 2025 = 100%
    - 2026 = 100%

PROGRAM LEARNING OUTCOMES

Upon completion of the Practical Nursing program, the student will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate 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. Implement a teaching plan for individuals incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team, as an advocate for the individual, to achieve positive individual and organizational outcomes.
8. Manage healthcare for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
9. Prioritize data collection findings and client-centered nursing interventions relevant to clinical decision making.

Program Learning Outcomes	NUR 101	NUR 102 AB	NUR 102 BB	NUR 103
1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.	I	R	R	M
2. Communicate effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.	I	R	R	M
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.	I	R	R	M
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.	I	R	R	M
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.	I	R	R	M
6. Implement a teaching plan for individuals incorporating teaching and learning principles.		I	R	M
7. Collaborate with the interdisciplinary healthcare team, as an advocate for the individual, to achieve positive individual and organizational outcomes.		I	R	M
8. Manage healthcare for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.	I	R	R	M
9. Prioritize data collection findings and client-centered nursing interventions relevant to clinical decision making.	I	R	R	M

Key: I=Introduced; R=Reinforced/practiced; M=Mastered

NCCCS CURRICULUM GUIDE

CURRICULUM DESCRIPTION

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual 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 safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

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.

CURRICULUM REQUIREMENTS

Major Hours

A. **Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit (SHC) derived from the subject/course core of the AAS program.

B. **Concentration** (if applicable). The concentration of study must include a minimum of 12 SHC from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. **Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 SHC may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 SHC.

Minimum Major Hours Required		**49 SHC**
A. Core. Required Courses:		43-46 SHC
NUR 101	Practical Nursing I	11 SHC
NUR 102	Practical Nursing II	10 SHC
NUR 103	Practical Nursing III	9 SHC
B. Concentration (not applicable)		
C. Other Major Hours • *To be selected from the following prefixes:* BIO, BUS, CHM, CIS, COM, CSC, HEA, HSC, MAT, NUR, PED, PSY, SOC, and WBL • *Up to two semester hour credits may be selected from ACA.* • *Up to three semester hour credits may be selected from the following prefixes:* ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS, and SPA.		

CURRICULUM BY SEMESTERS
As of January 2027

Course Name & Number	Course Title	Lecture	Lab	Clinical	Credit
Spring Semester:					
16-weeks:					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Writing & Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
12-weeks:					
NUR 101	Practical Nursing I	7	6	6	11
Final 4-weeks:					
NUR 102AB	Practical Nursing IIA	2	0	3	3
	Semester Totals	**18**	**10**	**9**	**25**
Summer Semester:					
8-weeks:					
NUR 102BB	Practical Nursing IIA	5	0	6	7
PSY 150	General Psychology	3	0	0	3
	Semester Totals	**8**	**0**	**6**	**10**
Fall Semester:					
16-weeks:					
NUR 103	Practical Nursing III	6	0	9	9
	Semester Totals	**6**	**0**	**9**	**9**
	Totals	**32**	**10**	**24**	**44**

EVALUATION OF PHYSICAL & EMOTIONAL HEALTH

PHYSICAL HEALTH

Physical health is defined as being free of contagious disease and/or physical conditions that may prevent a student from performing the essential functions of the program. Assessment of the physical health of the applicant is made using a physical examination performed by the applicant's healthcare provider. Associated clinical agencies and the state of North Carolina require a variety of immunizations. These immunizations must be completed and documented prior to the start of the program and remain current until graduation. A student who does not satisfactorily meet course requirements because of health conditions will not be allowed to continue in the program at that time.

EMOTIONAL HEALTH

Emotional health is defined as reacting appropriately to stressful situations, withstanding everyday environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one’s own ability to cope with stressful situations.

ESSENTIAL FUNCTIONS & TECHNICAL STANDARDS

PURPOSE

The following technical standards represent the essential nonacademic requirements of the Nursing Program that a student must master to successfully participate in the program and become employable. In adopting these standards, the Nursing Program is mindful of the patient’s right to safe and quality healthcare by students. The Nursing student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations while providing the spectrum of nurse aide

interventions. These standards reflect what may be required for employment of the graduate; however, meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the program. To verify the students' ability to perform these essential functions, students may be required to demonstrate the technical standards/essential functions below.

The Nursing Program is committed to providing equal access for qualified students with disabilities. A student may satisfy these essential functions with or without reasonable accommodation. Determinations regarding accommodations are made through the College Accessibility Services process and are evaluated on an individualized basis. No otherwise qualified student shall be excluded solely because an accommodation is required.

Standard	Definition of Standard	Examples of Technical Standard
Critical Thinking and Problem-Solving Skills	Ability to collect, interpret, integrate, and synthesize information to make decisions and develop a plan of care.	• Read and comprehend relevant information in textbooks, professional literature • Acquire information from written documents and computer-information systems • Identify cause/effect relationships • Identify patient problems and develop appropriate patient goals and nursing interventions • Know when to use universal precautions • Use effective teaching, learning and test taking skills
Interpersonal Skills	Ability to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	• Establish relationships with patients and peers
Coping Skills	Ability to function under stress and adapt to changing environments inherent in the clinical practice of nursing.	• Manage academic schedules and deadlines • Cope with psychosocial issues involving catastrophic illness, disability, and death • Respond appropriately to emergencies
Communication Skills	Ability to communicate effectively in English using verbal, nonverbal and written formats with faculty, patients, families, other healthcare team members, and peers.	• Perform patient teaching, answer questions posed by patients, family members, physicians, other healthcare team members • Document relevant patient information (manual or electronically) using correct terminology and spelling

Standard	Definition of Standard	Examples of Technical Standard
		• Interpret doctor's orders • Record patient responses to treatments • Demonstrate active listening skills
Mobility and Motor Skills	Possess manual dexterity and motor skills to perform safe and effective nursing skills.	• Demonstrate adequate coordination, correct technique, organization, dexterity, and speed. • Stand for long periods • Perform nursing procedures such as giving a bed bath, making an occupied or unoccupied bed, positioning, and transferring patients safely • Use of patient equipment • Administer CPR • Administer injections • Administer an intravenous (IV) • Perform venipuncture • Insert indwelling urinary catheters • Obtain blood pressure measurements
Auditory Skills	Hearing ability to monitor and assess health needs.	• Hear equipment/emergency alarms, call bell • Listen to heart, lungs, and blood pressure sounds • Hear a call for help
Visual Skills	Visual ability to monitor and assess patient care needs.	• Observe patient responses to treatment • Detecting changes in skin • Read sphygmomanometer
Tactile Skills	Sense of touch sufficient to perform physical assessments.	• Palpate a pulse • Check skin temperature and turgor • Check skin contours
Behavioral/ Emotional	Ability to demonstrate professional behavior.	• Demonstrate flexibility, initiative, integrity, and cooperation • Accept responsibility, accountability, and ownership for own actions as an emotionally mature individual • Demonstrate respect for the patient, family, and healthcare team members • Present professional appearance • Accept criticism and respond by appropriate modifications
Professionalism & Professional Boundaries	A skill or behavior that shows consideration and respect for others.	While maintaining safety: • Demonstrates commitment and confidence • Demonstrates a sense of responsibility and dependability

ACCESSIBILITY SERVICES

Alamance Community College is committed to providing equal educational opportunities for students with documented disabilities. Students who require disability services or reasonable accommodation(s) must identify themselves as having a disability and provide current diagnostic documentation to the Accessibility Services Office located in the Main Building, Room 233. All information is confidential. Please contact the Accessibility Services Coordinator for more information at 336-506-4130 or email at accessibilityservices@alamancecc.edu and notify your course instructor of your special needs, as appropriate. Students should initiate this process as soon as possible (prior to the start of classes and/or field experience).

Assistive technology tools are available to all enrolled students to enhance learning and ensure an accessible educational experience. These resources are available at no additional cost and can be accessed using your college credentials.

ATI PRODUCTS

ATI products are utilized in the nursing program for online learning, skills training, course examinations, case studies, standardized practice and proctored exams, NCLEX-PN preparation, and assignment completion. These exams and assignments are factored into the course grade. Students are responsible for the cost of the ATI products which are divided over each semester of their program.

PROGRAM COSTS

Note: All expenses are subject to change. These are approximate amounts.	
ATI online learning resource and testing platform	$2,300.00
Course Fees (including NCLEX-PN fee)	$650.00
Uniforms and personal nursing equipment (stethoscope, scissors, penlight)	$250.00
Liability insurance ($16 annual fee)	$16.00
Vaccinations and required physical*	$300.00
Basic Life Support Provider Certification*	$35.00
NC Board of Nursing licensure*	$140.00

*Denotes out-of-pocket expense. Students are responsible for paying these vendors directly. They have been included in this list to help students budget accordingly.

The cost of ATI (online learning resource and testing platform) is distributed evenly across **each semester of the program.**

Students receiving Financial Aid may be eligible to receive a **scrub voucher** each semester to assist with the cost of their uniforms and personal nursing equipment. These are available to students 10 days before the beginning of the semester.

Course fees are associated with NUR 101 and 103 to cover the cost of:

- Nursing kit (NUR 101 only)
- Supplies used in the skills and simulation labs

- Subscription fees for My Clinical Exchange, Viewpoint Screening, and Rotation Manager (compliance software required by specific clinical sites)
- NCLEX-PN exam voucher (NUR 103 only).

FINANCIAL AID

FINANCIAL AID

Alamance Community College offers scholarships, grants, and work-study programs that can help make your college education affordable. Processing your aid will depend on your enrollment. Financial Aid Office can be reached at financialaid@alamancecc.edu or 336-506-4340.

APPLYING FOR FINANCIAL AID

- ACC Financial Aid page

COMPLETE THE FAFSA

- Go to Federal Student Aid and start your application.

PAYING FOR ACC - COSTS & PLANNING

- ACC Costs and Planning page

CLINICAL AFFILIATES

Clinical facilities are evaluated by nursing faculty and approved by the Dean of Health & Public Services. Clinical sites that agree to host nursing students sign an Educational Agreement with the College. All students must abide by the policies and procedures of the clinical facilities.

If a clinical site denies student placement:

- The student will receive written notification.
- The Nursing Department Head will review available information with the student.
- The program will evaluate whether an alternative placement is reasonably available.
- The Nursing Program cannot guarantee alternative clinical placement.

If an alternative clinical placement cannot be secured, the student may be administratively withdrawn from applicable nursing courses and dismissed from the Nursing Program.

SECTION III— PROGRAM ADMISSIONS

ADMISSION PROCEDURE & REQUIREMENTS

ACC has an open-door policy for general admission to the college; however, admission to the nursing program is a competitive process due to limited enrollment. In addition to the ACC requirements for admission, the following are minimum requirements for admission to the Practical Nursing Program.

STEP 1 - ENROLLMENT PROCESS:

- Submit official transcripts for high school, high school equivalency certificate scores, or an earned associate degree or higher from an accredited college or university.
- Submit official transcripts for any postsecondary courses completed for possible transfer to ACC.
- Completion of any developmental courses.
- Review the Online Nursing Information presentation and complete the quiz.
- Schedule an appointment with Health Sciences Admissions Advisor (if needed).

Submit an official sealed high school transcript or high school equivalency certificate scores. The requirement is waived for students with an associate degree or higher earned from an accredited college or university. In this case, the applicant must submit an official transcript showing the earned postsecondary degree. Students who do not submit official high school (or equivalent) transcripts by the end of the first semester will have a registration hold placed on their records until such documentation is received.

STEP 2 - ADMISSION CONSIDERATION FOR NURSING:

Students complete a limited enrollment application process to compete for a seat in the Nursing Program. The courses listed below are the courses that earn points based on the final grade earned. (A = 4 quality points, B = 3 quality points)

- BIO 163 – Basic Anatomy & Physiology
- ENG 111 – Writing and Inquiry
- MAT 110 – Math Measurement & Literacy
- PSY 150 – General Psychology

ATI TEAS EXAM SCORE:

Exams must be completed and score documentation submitted by the application deadline. Official scores may not be more than 24 months old.

Total ATI TEAS Score	Points Awarded
90 – 100	40
80-89	30
70-79	20
60-69	10
0-59	0

ADDITIONAL POINTS:

You may only submit certifications from the list below for additional points. It must be from an approved program. ***Documentation must be provided with the application.***

- EMT, CNA II, Certified/Registered Medical Assistant = **5 points**

- Veteran with Combat Medic, Corpsmen training, or equivalent military medical training; Paramedic = **10 points**

CNA CERTIFICATION:
All applicants must submit transcripts demonstrating that they have completed a Certified Nurse Aide I program with clinical hours that is accredited and approved through the NC Department of Health & Human Services (or equivalent if completed out-of-state) clinical hours. Applicants must also be registered on the North Carolina Nurse Aide I Registry before beginning NUR 101. Out-of-state registries will be evaluated by the Department Head of Nursing for approval before beginning NUR 101.

READMISSION

Students who fail to progress within the Practical Nursing program may apply for readmission to the program; however, space within the program is limited, and readmission is based on a competitive application process and open seats. Before initiating the readmission process, please determine if you are eligible or not.

WHO IS ELIGIBLE?
- Students who have earned a "C," "D," "F," or "WP" in a NUR course for the first time
- Students who have not been separated from the PN program for more than a total of 24 months
- Cumulative grade point average of 2.0 or higher
- Students who earn a "C," "D," "F," or "WP" in NUR 101 will need to reapply with the general applicant pool for the program and follow the current admission criteria

WHO IS INELIGIBLE?
- Students who receive a grade of "WP" twice for a **single** NUR course
- Students who earn a grade of "C," "D," or "F" in **any** two (2) NUR courses
- Cumulative grade point average of 1.99 or lower
- Students who are continuously or cumulatively separated from the PN program for 24 months or longer are ineligible to seek readmission. Instead, these students will need to reapply to the program to start over in the first nursing course and must follow the current admission criteria. (NUR courses expire after two years due to the rapid change of information in the nursing profession.)

PROCESS
Returning students will be considered on a competitive basis with the current applicant pool. Readmission applicants are ranked using a point system similar to the admission process. Applicants will submit the following information **at least 60 days before** the beginning of the desired semester of readmission:
- Readmission Application form
- Updated official college transcripts for additional courses being transferred to Alamance Community College since the initial application
- Letter from an employer if actively working as a CNA, LPN, EMT, or Paramedic
- A **personal essay** that demonstrates self-reflection and identification of the specific reasons, challenges, or barriers that you believe caused you to be unsuccessful in the Nursing course. An explanation of how these issues have been resolved, and a specific, realistic plan for ensuring your future success.

SUCCESSFUL APPLICANTS

Those students granted readmission to the PN program will receive a letter and/or email from ACC informing them of the decision. Students will need to attend a readmission information session with the Nursing Department Head. Returning students must provide updated immunization records, Basic Life Support certification, criminal background check, and a urine drug screen.

TRANSFER STUDENTS

Nursing departmental policy limits the transfer of nursing courses to **NUR 101**. This course must have been taken no more than two years prior to enrollment at the College with a grade of "B" or better. Transfer students will be considered on a **competitive basis**. Admission to the program is not automatic and is contingent upon available space.

APPLICATION PROCESS FOR TRANSFER STUDENTS

1. File an application with the ACC Admissions Office. The ACC application must indicate that this is a **transfer request** and the semester and year in which the student wishes to transfer. The student must successfully transfer **within two (2) years of leaving the previous nursing program**.
2. Satisfy the College and PN program admission requirements for the college year into which he/she transfers.
3. Demonstrate being in **good academic standing** at the time the individual left the previous nursing program by providing a **written recommendation** from the Dean/Department Chair of the previous nursing program.
4. Grade point average of at least 2.0 in all academic work completed.
5. The Nursing Department Head will review course outlines from the student's previous nursing program to ensure alignment with ACC course objectives.
6. The transfer applicant must meet with the Nursing Department Head to discuss their past experiences in other nursing programs, and the student's plan for success if admitted to ACC. This meeting must occur at least **90 days before the beginning** of the desired semester of entry.

If admission is approved, the transfer student must submit all clinical compliance documentation, i.e., Nursing Student Medical Form, vaccination records, urine drug screen, criminal background check, Basic Life Support certification, and active status on the NC Nurse Aide I registry.

To graduate from the PN program at ACC, the student must earn at least 50% of the required hours in the nursing program at ACC and take at least 25% of the major course work required in the nursing program at ACC.

TRANSFERRING FROM ASSOCIATE DEGREE NURSING TO PRACTICAL NURSING PROGRAM

1. Students must comply with the above process.
2. Successful completion of NUR 111 (Intro to Health Concepts) with a grade of "B" or higher will receive transfer equivalency credit for NUR 101 (Practical Nursing I).
3. Successful completion of both BIO 168 (Anatomy & Physiology I) and BIO 169 (Anatomy & Physiology II) with grades of C or higher will receive transfer equivalency credit for BIO 163 (Basic Anatomy & Physiology).

DISCRIMINATION & HARASSMENT POLICY

Alamance Community College does not discriminate in the administration of its programs and activities. No person shall be denied access to admission or fair treatment or in any way be discriminated against based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status.

- For issues related to sexual harassment, assault, and violence, consult Policy *5.3.5* - Sexual Misconduct and Title IX.
- For issues related to all other types of unlawful discrimination and harassment, consult Policy *5.3.2* - Student Code of Conduct, and Procedure *5.3.2.2* - Discipline and Appeal for Non- Academic Violations.

SEXUAL MISCONDUCT & TITLE IX POLICY

PURPOSE

Alamance Community College is committed to providing an educational environment in which all employees and students, without regard to sex, sexual orientation or gender identity, have a right to work and learn free from sexual harassment and sexual violence. Sexual misconduct is prohibited, and the College will promptly, fairly, and impartially address complaints through its Title IX procedures or when a sexual misconduct complaint falls outside the jurisdiction of Title IX. The College will apply its student conduct procedures or grievance procedures as appropriate to the particular complaint. This policy applies to sexual misconduct that occurs within the scope of the College's educational programs and activities (both on-campus and off-campus) against a person in the United States. The College will provide supportive measures as well as complaint resolution options to its students, applicants and employees who are alleged victims.

Sexual harassment and sexual violence are deemed forms of sex discrimination prohibited by Title IX of the Educational Amendments of 1972 (and Title IX Final Rule 2020) which prohibits sex discrimination against students and employees in educational institutions which receive federal funds and by Title VII of the Civil Rights Act of 1964, as amended, which prohibits sex discrimination in employment and by North Carolina General Statues 136-16. More information about this policy can be found here.

SECTION IV— PROGRAM REQUIREMENTS

LIABILITY INSURANCE

Liability insurance is included in student fees at the beginning of the spring semester of each year and covers the student and the nursing instructors in clinical situations. Liability insurance is a requirement of our clinical agencies.

HEALTH INSURANCE

Health insurance is strongly recommended for students while enrolled in the nursing program. Some clinical agencies require the student to have health insurance, and therefore, a student will not be able to participate in a clinical experience without insurance. The college does not provide health insurance. It is the responsibility of the student to obtain health insurance. If the student becomes ill or has an injury while in a clinical setting and the agency provides care, the student will be financially responsible. Uninsured students will sign a waiver stating they understand the risks and will release ACC of any responsible.

CRIMINAL BACKGROUND CHECKS

Our clinical partners require all students admitted into the Nursing Program to submit to a criminal background check **prior to participating in clinical** experiences at their sites. The criminal background check is based on the student's Social Security number (assuring national review) and includes a check for sexual predators. Failure to provide complete and accurate information requested for a criminal background check may be grounds for dismissal from the nursing program.

Criminal background reports are forwarded to clinical agencies if discrepancies, felonies, or misdemeanors are found on the record. If a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all NUR courses and will not be allowed to progress in the program.

Applicants to the nursing programs should be aware that if they have **pled guilty to or been convicted of a felony or misdemeanor** (other than a minor traffic violation), the NC Board of Nursing may restrict or deny licensure. Additionally, NCBON requires a **valid social security number** and criminal history check for each person applying for licensure to practice nursing in the state of North Carolina. Only the NC Board of Nursing can determine if your criminal record will prevent you from being a licensed nurse: NCBON Criminal Background Check.

URINE DRUG SCREENING

Our clinical partners require all students admitted into the Nursing Program to submit to urine drug screening **prior to participating in clinical experiences** at their sites.

A student with a positive or dilute positive result on their urine drug screen will need to provide documentation of the medical necessity of the related drug. It is at the discretion of the clinical facility if the student will be allowed to enter their premises for clinical. Failure to submit supporting documentation will result in dismissal from the program.

It is also at the discretion of the clinical facility to allow a student to retest the urine drug screen. The cost of repeating the test will be the student's financial responsibility. If the repeated test has a positive or dilute positive result, then the student will be dismissed from the program.

Students who exhibit behaviors that may indicate possible impairment by drugs and/or alcohol will need to submit to drug testing at their expense. Students who fail to submit to drug testing will be dismissed from the program.

PHYSICAL EXAM

Physical health is defined as being free of contagious disease and/or physical conditions that may prevent a student from performing the essential functions of the program. Assessment of the physical health of the applicant is made using a physical examination performed by the applicant's healthcare provider. This is to be completed at the student's expense and uploaded to My Clinical Exchange prior to the first day of the program. Non-compliance will prevent the student from attending clinical, and any missed time will need to be made up.

IMMUNIZATION RECORD

Affiliated clinical agencies and the state of North Carolina require a variety of immunizations. These immunizations must be completed and documented prior to the start of the program and **remain current until graduation**. A student who does not satisfactorily meet course requirements because of health conditions will not be allowed to continue in the program at that time. Proof of immunization must be uploaded by the student to My Clinical Exchange. The following immunizations or a signed waiver are required upon admission:

- Two (2) MMR (Measles, Mumps, Rubella) or a titer indicating immunity
- Two (2) Varicella (Chickenpox) or a titer indicating immunity
- Hepatitis-B series or a titer indicating immunity
- Flu vaccine (annually during Flu season; October-April)
- Tuberculosis (TB) clearance **within 3 months before** the first day of the semester (**one of the following**):
    - QuantiFERON-TB Gold Plus (QFT)
    - T-Spot
    - Chest x-ray results within the last five (5) years if previously tested positive for TB.
- Tuberculosis attestation statement (annually)

Special Note: TB skin tests (PPD or Mantoux) are not accepted.

BLOOD-BORNE PATHOGEN TRAINING

Students receive training on preventing blood-borne pathogen transmission and managing exposure during orientation to their clinical facilities and during NUR 101—Practical Nursing I. Donning and doffing of personal protective equipment (PPE) is return demonstrated prior to entering the clinical site.

BLOOD-BORNE PATHOGEN EXPOSURE

In the event that a student has a blood-borne pathogen exposure during the clinical experience, they are to perform first aid, report the incident to their Clinical Instructor, and seek medical attention (at their own expense). The Clinical Instructor will complete incident reports for the clinical facility and ACC and notify the Nursing Department Head. The Nursing Department Head will communicate the incident to ACC Security.

Whenever possible, the HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A.0202 (4) (HIV) and 41A.0203(b)(3) (HBV). ACC will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

HIPAA TRAINING

Students receive training in patient confidentiality, privacy and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) during orientation to their clinical facilities and during NUR 101—Practical Nursing I. HIPAA violations are serious ethical and legal offenses and carry a substantial fine with possible imprisonment. Students must sign a confidentiality and HIPAA agreement prior to working with patients.

UNIFORM POLICY

The following uniform/dress code policy applies to all **clinical, simulation, and laboratory** experiences. Failure to comply with the dress code will result in the student being dismissed from the clinical, simulation or laboratory setting, and the time will be counted as an absence.

BADGES

The student's ACC school name badge and/or clinical organization badge are to be worn at chest level or above whenever the student is participating in assigned clinical experiences and simulations.

PROGRAM UNIFORM

- Royal blue scrub pant or skirt
- Royal blue scrub top
- Royal blue scrub warm-up jacket
- All scrub tops and lab jackets will display the school's name, logo, and nursing student designation on the front, upper left.
- Solid white or black athletic or nursing shoes that are **spill-proof** and **puncture resistant** with a **closed toe and heel** (OSHA requirements)
- Hosiery must be white, and socks must be white or black
- ***Optional:*** solid white T-shirt under a scrub top

Program uniforms will be purchased from **Castle Uniforms**. Their staff will assist with sizing during nursing orientation. You can purchase your uniforms online, by phone (910-485-4429), or at the store: 1800 Skibo Road, Unit 228, Fayetteville, NC.

PROFESSIONAL APPEARANCE

- Hair must be a **natural** color and maintained in a style which is clean, neat, and well groomed.
- Hair must be pulled up off the shoulders, and away from face. Small hair barrettes may be worn. No large hair bows. No head coverings permitted except for religious reasons.
- No perfumes and fragranced lotions.
- Fingernails must be short (less than ¼ inch from nailbed), rounded and clean. **No artificial nails** are allowed. **No nail polish** is allowed ***(not even clear).***
- Undergarments must not be visible. T-shirts may be visible if worn under scrub tops.
- Jewelry that **is allowed** in the clinical area:
  - A professional watch with a second hand that is waterproof.
  - Wedding band or set only; no other rings allowed
  - Pierced earrings may be worn if they are small, plain gold, silver, or pearl-colored studs
- Jewelry that **is NOT allowed** in the clinical area:
  - Dangling earrings
  - Large bore hole (gauge) earrings
  - Visible body piercings (i.e., nose, tongue, lip, auricle or isthmus of ear, eyebrow, or cheek, etc.). If unable to remove the piercing, it must be covered by small skin-colored band aid(s) or replaced with a clear, flat stud.
- **Visible tattoos must be covered.**
- Students will be counseled individually for problems in grooming (i.e., halitosis, body odor, cigarette odor, inappropriate or unclean dress, excessive make-up, etc.). The student will be dismissed to correct the problem and be marked absent for the remainder of the clinical day.

TOBACCO POLICY

Alamance Community College and all of our clinical affiliates are tobacco-free and drug-free environments. This includes all products delivered from, or containing tobacco, including, but not limited to cigarettes, cigars, cigarillos, pipes or hookah, smokeless tobacco, electronic cigarettes, or vaporized nicotine.

Citations and fines are imposed for using tobacco. Failure to adhere to the policy could result in disciplinary action for students, dismissal from the clinical environment, and potentially dismissal from the Nursing program. ACC Tobacco Free Campus Policy

CARDIOPULMONARY RESUSCITATION (CPR)

For the duration of the program, nursing students must be certified in **Basic Life Support** through the **American Heart Association** or the **American Red Cross**. This is the student's fiscal responsibility. Students are ***prohibited*** from attending clinical without a current Basic Life Support provider certification. Any missed clinical time will need to be made up. As a certified provider, students may provide CPR while in the clinical setting as needed.

SECTION V— PROGRAM PROGRESSION

ACADEMIC PROGRESSION

PROGRESSION REEQUIREMENTS

Alamance Community College is committed to the success of students. To progress in the Practical Nursing program, the student is required to do the following:

1. Maintain an overall quality grade point average of 2.0 or higher
2. Attain a grade of 80% ("B") or higher in all Nursing (NUR) courses.
3. Demonstrate satisfactory completion in the clinical setting.
4. Pass any general education course required by the Practical Nursing Diploma program with a grade of 70% ("C") or better.

All clinical and simulation hours must be completed for course progression. Absences from clinical and simulation must be made up. Missed clinical/simulation hours will be rescheduled with the guidance of the course faculty members, Clinical Coordinator and Department Head. If a student is unable to make up the missed clinical/simulation time during the current semester, they will receive a grade of "incomplete." They will be required to complete the required hours during the subsequent semester within a prescribed period (determined by the course faculty member and/or Nursing Department Head). Once the missed clinical hours have been completed, the "incomplete" will be revised to the letter grade earned for the course.

GRADING SCALE

The grading scale utilized in the PN program is as follows:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60
WP = Withdraw Passing (no credit)
Satisfactory = Objectives are met (i.e., clinical)
Unsatisfactory = Objectives are unmet (i.e., clinical)

FORMAL LEARNING ASSESSMENTS

ASSESSMENT DEVELOPMENT CRITERIA

Throughout the program students are being prepared to take their professional licensure examination (NCLEX-PN), therefore, all formal assessments will reflect the current question styles utilized on the NCLEX-PN. Students will be provided with a copy of the current NCLEX-PN detailed test plan, and an explanation of the various question formats prior to their integration in assessments. Students will be provided with a dry erase board to replicate the NCLEX-PN experience.

TEST FORMAT: Computerized; forward only

TIME ALLOTMENT: 2 minutes per question

ASKING QUESTIONS DURING A TEST

Students are permitted to ask questions during an examination (i.e., definition of a word, clarification of possible typographical error, etc.). Faculty members are not permitted to answer questions if they feel the question being asked by the student would lead the student to the answer.

EXAM REVIEW

The purpose of exam review is to enhance student learning. At the discretion of the Nursing faculty, a specific time for the in-class exam review will be determined; however, this may be delayed if an absent student needs to complete their exam. Students are to be respectful during the review. If there are unresolved questions or further review is needed, students are to make an appointment to meet with faculty for further assistance within **seven (7) business days** following the initial in-class review. During an exam review (in-class or one-on-one with the instructor), students are **NOT allowed to audio/video record, take pictures, or transcribe exam questions**. Students are **not** allowed to review previous exams at the end of the semester prior to the final exam.

TEST DEVELOPMENT

- All tests will have a specific number of questions per faculty judgment.
- Test material will be cumulative throughout the course and the program.
- Tests after NUR 101 will build upon knowledge gained from other nursing courses (i.e., labs, medications, disease processes, holistic approach of patient care, etc.).
- Question styles will reflect those used on the NCLEX-PN
- **Dosage calculation** questions will be included on all nursing exams.

NURSING PROGRAM GRADING CRITERIA

A percentage score will be calculated by dividing the number of correct answers by the total number of questions and multiplying by 100. All questions on the test are of equal value unless otherwise specified. Nursing faculty members analyze every test question for validity and fairness. It is at the discretion of the faculty members to keep, discard, or accept multiple answers for a question.

Test grades are **not rounded to whole numbers**. However, calculation of the **final course grade** will be represented as a whole number and then converted to a letter grade. Final grades that end with 0.5 or higher will be rounded to the next whole number. In the situation of a final course grade of 79.45, it will be rounded to 80, which is a "B".

STUDENT WITHDRAWAL FROM PROGRAM

A student who elects to withdraw from an NUR course **prior to the 80% point of a course** will result in a "WP" (withdraw passing). WP does not impact a student's GPA; however, it is part of the official transcript. It may have an impact on a student's ability to receive Financial Aid.

Withdrawing **after the 80% point of the course** will result in the letter grade earned, and this will be included in the GPA calculation. Reattempting the course involves repeating the **entire course**. Clinical time and skills checkoffs from previous attempts are not applied to the repeated attempt.

When a student withdraws from an NUR course, they are also withdrawing from the PN program. The student will **NOT** be able to enroll in any additional NUR courses without being readmitted to the Practical Nursing program. (Refer to the **Readmission policy** to determine eligibility and application process.)

GRADUATION REQUIREMENTS

1. To be eligible for graduation the student must receive a grade of "B" or higher in all Nursing (NUR) courses and a "C" or higher in all general education courses that are required by the program.
2. Students must complete an Application for Graduation by the specified date.
3. Students must fulfill all financial obligations to Alamance Community College to be eligible for graduation.

PINNING CEREMONY

"Pinning" is a traditional ceremony welcoming the nursing graduates into the profession of nursing. It is a special occasion for students to share with their family and friends and is a separate event from the College commencement ceremony.

The Pinning Ceremony is planned by the nursing faculty. Each student will be provided with an Alamance Community College Nursing pin. Nursing caps are **not** worn. Student attire consists of:

- Solid white uniform (warm-up jacket is not required)
- Solid white shoes (closed toe and closed heel)
- Solid white hosiery or socks
- Solid white long-sleeved shirt under the scrub top (optional)
- Hair is a natural color and professional style. It does **not** have to be off of the shoulders.
- Nails are short, clean, and natural. No artificial nails. No nail polish (not even clear).
- No visible tattoos
- No visible body piercings except for one set of simple, stud earrings
- Jewelry is simple. No hoop earrings. No gauges.

SECTION VI— POLICIES AND PROCEDURES

CLASS & LAB ATTENDANCE

TARDY

Class and lab sessions start promptly at their scheduled meeting times. A student who arrives within the first ten (10) minutes after the class has started or leaves the class ten (10) minutes early, will be marked "tardy" for their attendance. Three (3) tardies are equal to one (1) hour of absence. A student who arrives late for an examination must finish by the posted time or the end of the class meeting time, whichever is sooner.

ABSENCE

A student who arrives beyond the first ten (10) minutes after the class has started or leaves the class more than ten (10) minutes early, will be marked absent for one (1) hour. When a student is absent for **twenty percent (20%) or more of the combined contact hours from class and lab for a course**, the student will be administratively withdrawn from the course. Continued enrollment in the Nursing Program will be determined according to the Program Progression and Readmission policies.

The Nursing Department Head will communicate directly with the student by phone or in-person, and email official notification of their dismissal to the student. If the dismissal occurs **before** the last day to withdraw from the course, then a grade of "WP" will be assigned. If the dismissal occurs **after** the last day to withdraw from the course, then zeroes will be entered for all remaining graded assignments, and the letter grade earned will be assigned.

REINSTATEMENT

Each nursing course has a certain number of allowable absences (20% of the combined contact hours from class and lab); however, situations may occur beyond the student's control that would result in ***excessive absences*** and their automatic dismissal from the course. The student may **petition** the Nursing Department Head for reinstatement **within five (5) business days** from the official notification of dismissal being emailed to the student.

The student will **email** their petition to the Nursing Department Head explaining their extenuating circumstances, along with **supporting documentation**. Reinstatement will **only be considered** for the of the following absences:

- jury duty
- court appearance
- religious observance
- illness of self or dependent
- death of a direct family member.

The Department Head's decision will be communicated to the student within two (2) business days of receiving the petition and supporting documentation. If approved, the student will be immediately reinstated in the course. The student will sign an academic contract outlining the corrective action plan (i.e., reviewing missed content, rescheduling missed clinical days) and that subsequent absences in the course will result in immediate dismissal.

Reinstatement occurs only **once** during the program and only applies to **class and lab absences**. A subsequent episode of excessive absences will result in the student's dismissal without the option of reinstatement or readmission to the program.

CLINICAL ATTENDANCE

Simulation is part of the clinical experience and follows the same policies as clinical.

CLINICAL TARDY

Clinical experiences start promptly at their scheduled meeting times. If a student foresees being tardy or absent from clinical, the student must notify the Clinical Instructor **before** the scheduled meeting time (i.e., phone or text the instructor, or call the nursing unit). The student must arrive at the unit within 15 minutes of the scheduled meeting time. For example, a student who notifies their Clinical Instructor of their anticipated late arrival for clinical beginning at 0645h, must arrive at the clinical site by 0700h.

Failure to notify the Clinical Instructor of their anticipated late arrival or absence from the clinical experience is considered a "**no call, no show**" and results in:

- Denied access to the clinical area for the day.
- Recorded as an absence and the student will need to make it up.
- Issued official counseling (see **Nursing Student Code of Conduct** – Clinical Conduct).

CLINICAL LEAVING EARLY

Leaving early from the clinical experience is **unacceptable**. Once a student is at clinical, the expectation is that they remain at clinical for the entirety of the assigned shift and provide care for the patients assigned to their care ("duty of care"). Leaving early from clinical is a **breach of duty.** Leaving early is counted as a **full-day absence** which will need to be made up. Students who leave early will receive an official counseling (see **Nursing Student Code of Conduct** – Patient Safety and Quality Care).

CLINICAL ABSENCE

All clinical and simulation hours must be completed for course progression. All student-initiated absences must be made up. One (1) clinical or simulation student-related absence will be rescheduled with the guidance of the course faculty member. Escalation of clinical/simulation absences **per course** will proceed as follows:

- **First absence** will be rescheduled.
- **Second absence** will be rescheduled if space is available ***AND*** the student will be assigned a learning activity to complete. *
- **Third absence** will be considered **excessive** as it impedes the fair evaluation of the student's clinical performance. Upon the student's third absence, they will be **automatically dismissed** from the Nursing program. **

*Due to limited space, clinical make-up days may need to be scheduled during the subsequent semester (in addition to that course's clinical requirements). The student will receive an "**incomplete**" for their current course and must complete the clinical make-up day(s) within a prescribed timeframe determined by the Nursing Department

Head. Once the outstanding clinical hours have been completed, the "incomplete" will be converted to the letter grade earned for the course.

Reinstatement is **not** applicable to clinical absences. See **Readmission** policy to determine eligibility.

CLINICAL CANCELLATION

In the event a clinical experience is cancelled or shortened due to **inclement weather** or a Clinical Instructor's **unavailability** (i.e., illness), the Nursing department will:

1. Secure a substitute instructor to enable the students to complete all clinical hours as scheduled.
2. Reschedule the clinical experience. (This option is dependent upon the availability of the clinical site, instructor, and all the students in the clinical group.)
3. If the above options are unsuccessful then a clinical replacement activity may be assigned, i.e., ATI virtual application. Students are expected to utilize their regularly scheduled clinical time to complete the clinical replacement activity.

Special Note:

- If a clinical replacement activity is assigned, then the completed assignment is to be submitted by 11:59 pm the day following the originally scheduled clinical experience via the digital drop box on Moodle (unless otherwise stated by the course faculty member).
- If the clinical experience was shortened, then **both the clinical judgment paperwork and the clinical replacement activity** are due by 11:59 pm the day following the originally scheduled clinical experience.
- Failure to submit the clinical replacement activity on time will be considered "**late/missing clinical paperwork**", and the associated policy will be followed.

LATE WORK

Any coursework (i.e., case studies, ATI practice exams, remediation, projects, assignments, etc.) submitted after the due date and time will **not be accepted**, and it will receive a **grade of zero (0).** No partial credit will be assigned for late work.

Exception to policy: If a student is experiencing an issue (i.e., technical, academic, non-academic, etc.) that is preventing them from submitting coursework on time, they are encouraged to discuss the situation with their instructor **before the due date and time**. It is at the instructor's discretion if an alternate format, submission method, or extended time will be permitted. It is the student's responsibility to resolve and prevent reoccurrence of the issue.

LATE/MISSING CLINICAL DOCUMENTATION

Clinical documentation is due by **11:59 pm the day immediately following clinical**. Late submissions will not be accepted. The student will receive a grade of zero (0) for the assignment and an "unsatisfactory" for the clinical day.

Across the duration of the Nursing program, students with late submissions and/or missing clinical documentation will receive the following:

- **First offense:** Student is placed on a **clinical performance improvement plan** and assigned a learning activity at the discretion of the nursing faculty.
- **Second offense:** Student will receive an official counseling (**Nursing Student Code of Conduct** - Professional Accountability) and be assigned a learning activity at the discretion of the nursing faculty member.
- **Third offense:** Student will be **dismissed** from the Nursing program.

EXAM MAKE-UP

A student must notify their faculty member of their anticipated absence **BEFORE** the start of the examination. Documentation regarding the cause of the absence must be provided by the student. Students must complete the examination within **three (3) business days** of returning to class/clinical/lab. An alternate form of the exam will be administered.

CLASSROOM EXPECTATIONS

1. Students are expected to be on time and attend all class and laboratory experiences. There are no absences that excuse a student from covering the material or activities missed. Students must meet course objectives to progress in the program.
2. Students who arrive late or leave early must enter/exit quietly to not disturb or distract other learners.
3. Students are not to record instructor lectures without permission of the instructor.
4. Recorded lectures are for personal studying purposes and are not to be posted online, i.e., social media.
5. Faculty office hours are posted on their office doors. Students are encouraged to make appointments with faculty for conferences, tutoring, and exam reviews as needed.
6. Students who do not pass an exam in a nursing course will be referred to the tutoring program to support academic success in the nursing program.
7. Students may not switch lab, clinical or simulation sections with other students. Only course faculty members (not Clinical Instructors) can make changes to schedules. Students' schedules are final unless there is an extenuating circumstance which is considered in a case-by-case situation.

SKILLS LAB EXPECTATIONS

1. Students may practice with equipment in the lab only under the direct supervision of a nursing instructor.
2. Students will treat manikins as they would a real person, i.e., no pulling on extremities, placing book bags or other supplies on them, etc.
3. Students may not remove any items from the lab.
4. After practice, the lab should be left clean and organized.
5. No food or drink is permitted in the lab.

LAB PERFORMANCE & ESSENTIAL SKILLS

Nursing students are admitted into the nursing program with the requirement of being a Certified Nursing Assistant I (CNA) and being competent in the skills within this scope of practice. Students who perform CNA skills unsatisfactorily in the clinical area will be counseled by their Clinical Instructor and referred to the nursing tutor for remediation. Proficiency in the following essential skills must be demonstrated to progress in the nursing curriculum:

- Focused physical assessments
- Indwelling urinary catheterization insertion and removal
- Nasogastric tube insertion and removal
- Parenteral medication administration

SIMULATION

PURPOSE

The main purpose of nursing simulation is to replicate real clinical situations in a safe space. It helps students build critical thinking, practice hands-on skills, and learn from mistakes without putting real patients in danger. Our goal is that every student will have the knowledge and skills to care for patients correctly, safely, and in a therapeutic manner. Simulation experiences will focus on the following areas of concentration:

- Applying theoretical knowledge to practical applications.
- Enhancing communication skills with patients and interdisciplinary team members.
- Developing critical thinking skills through patient-based scenarios.
- Allowing for patient-centered skill training in a safe environment.
- Fostering patient advocacy by student participation in debriefing.

To aid the transition from theory to practice, students will participate in simulations as part of their clinical rotations. The number of hours spent on simulation depends on the course structure and cannot exceed 50% of the clinical hours in accordance with NCBON regulations. Simulation assignments will be arranged by your course faculty members.

SimCapture® is an audio/visual recording software that is used in the Simulation Lab. These recordings are used for individual and group reviews to enhance student learning.

DEBRIEFING

Simulation allows students to demonstrate clinical reasoning using cognitive, affective, and psychomotor skills while in an active and non-life-threatening learning environment. After the simulation experience is completed, the instructor will facilitate the debriefing process. Debriefing provides students with the opportunity to reflect upon their learning experience while identifying their own strengths and weaknesses.

LEARNING OBJECTIVES FOR ACC SIMULATION EXPERIENCES

The ACC nursing student will be able to:

- Participate in the simulation as a realistic event, treating the manikins as patients.
- Demonstrate focused/complete physical assessments based on patient’s problems.
- Develop a plan of care based on assessment findings and provider prescriptions.
- Perform nursing care in a safe and correct manner following evidence-based practice.

- Demonstrate professional therapeutic communication.
- Apply the SBARR method of communication when speaking to healthcare providers.
- Evaluate the effectiveness of caring interventions.
- Demonstrate effective documentation in the electronic health record.

CLINICAL EXPECTATIONS

When in the clinical or simulation environment, students are expected to:

1. Arrive on time and be prepared for the clinical/simulation experience.
2. Seek out learning opportunities.
3. Satisfy each course's clinical objectives to progress in the program.
4. Do not make personal phone calls from the assigned clinical unit.
5. Do not use cell phones in the clinical setting.
6. Notify the Clinical Instructor **before** leaving the clinical area **for any reason.**
7. Report unsafe incidents, i.e., needle stick injury or patient fall, to the Clinical Instructor. Complete required documentation with the clinical site and College.
8. Administer medications under the **direct supervision** of the **Clinical Instructor** or designated **Registered Nurse**.
9. The instructor will evaluate all nursing procedures and techniques. Once the student's performance is deemed "satisfactory" by the Clinical Instructor then the student may perform designated procedures without the Clinical Instructor's supervision.
10. Do not chew gum, eat food, or drink beverages in patient care areas.

A student will be removed from the clinical area under the following circumstances:

- Unprepared for the clinical assignment.
- Exhibits unprofessional behavior.
- Noncompliant with the dress code.
- Exhibits behavior(s) that may endanger a patient.
- Exhibits behavior that may indicate impairment by drugs and/or alcohol. The student may be required to submit to drug/alcohol testing (at their expense). Students who refuse to submit to drug/alcohol testing will be dismissed from the program.

CLINICAL PERFORMANCE

Students must demonstrate satisfactory clinical performance by the end of the course to pass the course, regardless of the numerical grade in the course.

Unsatisfactory clinical behavior:

- Lacks adequate clinical preparation
- Fails to meet clinical objectives (knowledge, skills, attitude)
- Fails to fulfill written requirements (weekly clinical documentation)

A grade of unsatisfactory may be given for a specific skill, a clinical day, or for the entire clinical experience. Students who receive an "unsatisfactory" for a skill or a clinical day will be counseled by the Clinical Instructor regarding strategies for improvement. A corrective action plan will be developed to ensure compliance and recorded on the evaluation form at the time of counseling. Unsatisfactory clinical performance that does not improve within the time frame identified during the counseling will result in failure of the course (grade of "F").

It is the responsibility of the student to contact the Nursing Skills Lab Instructor and for remediation sessions. The student will be required to prepare for remediation, bring the corrective action plan, and all necessary supplies.

MEDICATION ADMINISTRATION IN CLINICAL

1. All medications administered by students **MUST** be given under the **direct supervision** of the **Clinical Instructor** or designated **Registered Nurse**.
2. Students are **not allowed** to hang blood or blood products.
3. Students are **not allowed** to access/de-access central venous lines, i.e., PICC, Port-a-Cath, Hickman.
4. Students may administer medication via a central venous line only if maintenance fluids are already infusing through it.
5. Students are **not** allowed to administer **high risk OB drugs** (Magnesium Sulfate, Pitocin).

Violation of proper procedures for medication administration which may compromise patient safety will not be tolerated and may result in dismissal from the program.

CELL PHONE USE

1. Cell phones must be **silenced** while in class.
2. Alarms on cell phones are prohibited in the classroom.
3. During examinations cell phones, smart watches, Meta glasses, etc. must be turned **OFF**, and stowed away.
4. Cell phones may **not** be taken into the **clinical area**. If an emergency arises during clinical, the student can be contacted through the main number of the hospital/clinical area, or directly to the assigned unit. An individual calling must ask for the faculty member the student is assigned to, and the faculty member will get the student to the phone. The student is responsible for informing family members of their unit assignment.

SOCIAL MEDIA

Postings on social media that violate HIPAA (i.e., protected health information, patient care information, photographs, etc.) or the **Nursing Student Code of Conduct** (Social Media and Electronic Conduct) will result in a formal disciplinary action up to dismissal from the nursing program.

Students should follow the American Nurses Association (ANA) social media principles to safeguard yourself, your patients, and the nursing profession:

1. **Be aware of your audience**. Make sure that the content of your posts is appropriate for the people who will be seeing it and may share it with others.
2. **Maintain your professionalism**. Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.
3. **Secure your social media profiles**. Review and set up the respective privacy settings for the social media platforms that you choose to use.
4. **Share credible information only**. The dissemination of credible and reliable information protects the health and well-being of the public.

5. **Engage with respectful content**. Do not share content that is harmful, disparaging, racist, homophobic, or derogatory.

NURSING WEB-BASED EXAMINATIONS

The Nursing program currently uses ATI for its computerized testing platform. During ATI practice and virtually proctored examinations, students are expected to uphold academic integrity and not use additional resources while testing, which is cheating. If technological issues arise, students are expected to remain calm, stay seated, and refrain from discussion while the Nursing faculty resolves the issues. If the issue cannot be resolved, then the Nursing faculty will either reschedule the examination or offer it as a paper-based exam.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) is a source just like books or journal articles because the ideas did not come from your own mind. If you use AI for assignments, it is important that you include citations and documentation. Be sure to discuss with your instructor where and how you may use AI for a particular course. Using AI in a manner unapproved by your instructor and/or attempting to pass the results off as your own work may receive the same penalty as other forms of plagiarism.

VISITORS ON CAMPUS

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere Policy 2.1.1.

I. VISITORS

A. Visitors should have a legitimate reason to be on campus, including the following: an orientation by an escort to learn about the campus and college programs, attending an official college program or event, visiting the bookstore, using the library, using daycare, using the dental clinic, using automotive repair services, using cosmetology services, using horticulture services, visiting the Scott Family Collection, participating in a culinary event, buying food from the snack bar in the commons area or the Culinary Department, making deliveries of goods and/or services ordered by ACC, or attending announced public meetings, functions, or seminars. Those without a legitimate reason are prohibited from being on campus or using College facilities, including parking lots and common areas.
B. All visitors to instructional areas must have prior approval from the instructor. Visitors unfamiliar with the campus should report to the College's information center. The appropriate administrative officer or Department Head must approve visitors to a classroom.
C. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a college employee. The appropriate administrative officer or Department Head must approve visitors to a classroom.
D. The College reserves the right to regulate visitors' access to certain areas of the campus.

II. MINOR CHILDREN

A. Minor children are defined as children under the age of 18. This policy does not apply to Career & College Promise, Early College High School, or Career Accelerator Program students who are under the age of 18.
B. Students and College employees are encouraged to make childcare arrangements to reduce interruption of the educational process and avoid injury to a minor. Supervisors are responsible and accountable for ensuring that minor children on campus adhere to college policies and procedures. Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.
C. Minor children are allowed in offices on the campus for short, occasional visits, when accompanied by a responsible adult. In addition, instructors have the discretion to make infrequent exceptions regarding the care of minor children due to temporary, unforeseen emergencies. In these cases, minor children must remain in the classroom under their parent/guardian's direct supervision and are not allowed to sit in the hallway or be unsupervised in other locations on campus.
D. Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to a regular childcare location or school.
E. Minor children may not enter shops, labs, or other hazardous areas unless accompanied by an instructor or other adult.

III. MISCONDUCT AND REMOVAL FROM CAMPUS

A. If a visitor is suspected to have violated this or any other College policy, appropriate Public Safety officials or staff are authorized to investigate sufficient to determine whether the visitor violated any policy, provided the investigation complies with any applicable law. College Public Safety staff and/or other appropriate College officials may obtain the assistance of local law enforcement when needed.
B. Visitors are subject to search by college staff members based on the standard of reasonable suspicion. An investigation that results in the search of a visitor or his or her possessions may be undertaken when College staff has reasonable grounds for suspecting that the search will turn up evidence that the visitor has violated or is violating law or is in possession of contraband. The scope or extent of the search and the methods used for the search must reasonably relate to the objectives of the search and may not be excessively intrusive upon the privacy of the visitor in light of the nature of the alleged infraction or reasonably suspected illegal activity. Where College Public Safety staff have a reasonable suspicion that the visitor's possessions contain materials that pose a threat to the welfare and safety of the students, staff, and faculty, or of the school's property, the visitor's possessions may be searched without prior warning by use of a metal detector or other approved security device.
C. A visitor's suspected criminal activity shall be reported to the appropriate law enforcement official, and any possible evidence uncovered may be turned over to law enforcement.
D. To ensure a safe and secure campus environment, the President, his or her designees and senior administrators (Vice Presidents), and campus Public Safety staff have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.

PREGNANCY & BREASTFEEDING

Pregnant students are held to the same standards as non-pregnant students within the Nursing program. Pregnant students must fulfill the learning objectives for class, lab and clinical to progress in the program. If a student requires accommodation due to their pregnancy, then documentation from their medical provider outlining the restrictions must be submitted to the Nursing Department Head.

A private and sanitary environment will be provided for breastfeeding students who need to pump during class and/or clinical.

LEAVE OF ABSENCE

There is a prescribed sequence for completing the nursing curriculum (refer to Curriculum by Semesters). If a student leaves the program for any reason, they will need to follow the Readmission policy. Students approved for readmission will meet with the Nursing Department Head to determine when to resume the sequence of the curriculum to promote academic success.

Students who are continuously or cumulatively separated from the PN program for 24 months or longer are ineligible to seek readmission. Instead, these students will need to re-apply for the program and follow the current admission criteria.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

It is the policy of Alamance Community College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information, such as enrollment, academic honors and degrees, may be disclosed to the public. However, confidential information, such as address, phone number, grades, class schedules, the student's account, and financial aid awards may not be released without express consent from the student.

STUDENT COMPLAINTS

Students should follow the "chain of command" to address complaints. If a student has a concern about a class or clinical situation, then they should speak directly to the faculty member. If resolution is not achieved, then escalation of the situation will progress as follows:

- Nursing Department Head
- Dean of Health & Public Services
- Vice President of Learning
- President

STUDENT GRIEVANCE

The College is committed to maintaining a respectful and supportive environment for all students. To help resolve concerns, the College provides a clear and orderly grievance process. Every student shall have the right to present their concerns or grievances free from coercion, restraint, discrimination, or reprisal.

This process ensures that student grievances are reviewed promptly and fairly by College administrators, and, when necessary, by the President. Decisions and outcomes are based on a preponderance of the evidence, meaning the information that is more likely than not to be true. In all cases, the student filing the grievance is responsible for presenting the information supporting their complaint; this is known as the burden of proof. Refer to Policy 5.3.6

A grievance is any matter of student concern or dissatisfaction **within the College's control** *except for the following:*

- Student Code of Conduct, academic and non-academic
- Nursing Student Code of Conduct
- Discrimination, sexual harassment, and sexual violence
- Grade appeals

GRIEVANCE PROCESS

1. Informal resolution
2. Superior review
3. Vice President review
4. Appeal to Senior Vice President of Student Learning & Workforce Development.

GRADE APPEAL

Any student who believes he/she has received an unfair **final course grade** may appeal the grade decision. A grade appeal will be initiated within 30 days from the date the final course grade was issued using the online Grade Appeal Form.

From Procedure 5.2.5.1:
Valid grounds for appeal may include:

- Error in calculation of the course grade
- Inconsistent application of grading standards as outlined in the course syllabus
- Failure to follow stated course policies or procedures that resulted in an unfair academic evaluation
- Other extenuating circumstances that significantly impacted the assignment of the course grade.

Invalid grounds for appeal:

- Disagreement with the instructor's academic judgment
- Desire for a higher grade for GPA improvement
- Program progression
- Financial aid eligibility
- Concerns related to personal performance (such as missed assignments, attendance, or lack of preparation)
- Issues involving academic dishonesty

In the event a student appeals a final course grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal, **except clinical**. If the grade is upheld, the student will be administratively removed from the course and refunded the tuition. If the appeal is approved, the student will need to make up all missed clinical hours.

The procedure for a student to exercise the right to appeal a grade is as follows:

- Complete the ACC online Grade Appeal Form.
    - Describe the issue(s) and sequence of events leading to the appeal
    - Steps taken to resolve the grade dispute
    - Supporting evidence (including scans of documents that support the claim)
    - Desired outcome or resolution being requested to resolve the appeal.
- Each phase of the process consists of five (5) instructional days when classes are in session (excluding breaks, holidays, and between-semester periods):
    - 5 days for the reviewer to submit their decision
    - 5 days for the student to escalate the appeal to the next level

APPEAL TO THE INSTRUCTOR

The instructor will investigate and respond to the appeal within five (5) instructional days. If the student feels that the issue is still unresolved, the student should escalate the appeal to the Department Head within five (5) instructional days after receiving the instructor's decision.

APPEAL TO THE ACADEMIC DEPARTMENT HEAD

The Department Head will investigate and respond to the appeal within five (5) instructional days. If the student feels that the issue is still unresolved, the student should escalate the appeal to the Dean within five (5) instructional days after receiving the Department Head's decision.

APPEAL TO THE ACADEMIC DEAN

The Dean will investigate and respond to the appeal within five (5) instructional days. If the student feels that the issue is still unresolved, the student should escalate the appeal to the Vice President of Instruction within five (5) instructional days after receiving the Dean's decision.

APPEAL TO THE VICE PRESIDENT OF INSTRUCTION

The Vice President of Instruction will investigate and respond to the appeal within ten (10) instructional days. **The decision of the Vice President of Instruction is final.**

SECTION VII—NURSING PROFESSIONAL STANDARDS AND EXPECTATIONS

NURSING PROGRAM PROFESSIONAL STANDARDS & EXPECTATIONS: REVIEW AND ACCOUNTABLITY PROCESS

PURPOSE

The Nursing Program is committed to providing students with clear expectations regarding professional, academic, and clinical conduct, and to addressing concerns in a fair, consistent, and timely manner. This process establishes how alleged violations of the nursing standards of professional practice are documented, reviewed, communicated, and resolved. The Nursing Programs Standards and Expectations are guided by the following standards:

- North Carolina Nursing Practice Act
- North Carolina Board of Nursing (NC BON) Registered Nurse Rules
- American Nurses Association Code of Ethics
- American Nurses Association Scope and Standards of Practice
- ACC Student Code of Conduct
- Nursing Student Code of Conduct
- NC BON Just Culture

REPORTING AND DOCUMENTATION OF CONCERNS

When Nursing faculty or a Clinical Instructor identifies behavior that may constitute a violation of the Nursing Programs Standards and Expectations, the concern will be documented and reported to the Nursing Department Head. Documentation should include, as applicable, the behavior or incident of concern, the date and location of the incident, individuals involved, relevant nursing professional standards or expectations, and any supporting information or documentation.

When an incident involves an immediate patient safety concern, unsafe clinical practice, or another circumstance requiring immediate action, the Nursing Program may remove the student from the clinical or learning environment while the matter is reviewed.

REVIEW OF THE CONCERN

The Nursing Department Head, in consultation with appropriate faculty and College administrators, will review the available information to determine whether the concern constitutes a violation of the Nursing Program Professional Standards and Expectations.

As part of the review, the student will be informed of the concern and provided an opportunity to respond and provide relevant information. Depending on the nature of the concern, the student may be asked to meet with the Nursing Department Head and/or appropriate Nursing faculty.

When applicable, additional review processes identified elsewhere in the Practical Nursing Student Handbook, including the Student Practice Event Evaluation Tool (SPEET) process for clinical safety concerns, will also be followed.

DETERMINATION AND WRITTEN NOTICE

Following review of the available information, a determination will be made regarding whether the student violated the Nursing Program Professional Standards and Expectations. When a violation is substantiated, the student will receive written notification that includes:

- The violation and applicable Nursing Program expectation or standard;

- Any resulting disciplinary action, remediation, corrective action, or other requirement;
- Any deadline or timeframe for completing required action;
- Whether and under what conditions the student may continue or return to class, lab, simulation, or clinical activities, when applicable; and
- Notice that the incident constitutes a documented violation for purposes of the Nursing Program's progressive disciplinary process

A substantiated violation will count toward the Nursing Program's three-violation threshold only after the student has received written notification that the matter constitutes a documented violation. Counseling, feedback, remediation, corrective action, unsatisfactory clinical evaluation, or other performance-related interventions will not automatically constitute a violation unless the student is specifically notified in writing that the conduct has been determined to violate the Nursing Program Professional Standards and Expectations.

PROGRESSIVE DISCIPLINARY PROCESS
Students are expected to correct identified conduct and comply with any remediation, corrective action, or other requirements established by the Nursing Program.

A student who accumulates **three (3) documented violations** of the ACC Nursing Program Professional Standards and Expectations (i.e., ACC Student Code of Conduct and/or the Nursing Student Code of Conduct, in any combination) during enrollment in the Practical Nursing Program will be dismissed from the program and will be ineligible for readmission. This is a permanent separation from the Nursing Program.

If the dismissal occurs **before** the last day to withdraw from the course, then a grade of "WP" will be assigned. If the dismissal occurs **after** the last day to withdraw from the course, then zeroes will be entered for all remaining graded assignments, and the letter grade earned will be assigned.

The Nursing Program is not required to progress through three violations when the nature or severity of the conduct warrants more immediate action. Conduct involving unsafe practice, reckless behavior, gross negligence, illegal activity, significant patient safety concerns, or other serious misconduct may result in immediate action, up to and including dismissal.

FOLLOW-UP AND COMPLETION OF CORRECTIVE ACTION
When remediation, a corrective action plan, clinical performance improvement plan, learning activity, or other requirement is imposed, the responsible Nursing faculty member will document the student's completion and progress.

Upon completion of the identified timeframe or requirements, the student will be informed whether the corrective action has been successfully completed, whether additional action is required, or whether failure to meet the identified expectations results in further action.

Documentation of the concern, student response, determination, written notification, and completion or outcome of any required corrective action will be maintained in accordance with Nursing Program and College recordkeeping requirements.

RELATIONSHIP WITH THE ACC STUDENT CODE OF CONDUCT

The ACC Student Code of Conduct establishes the minimum behavioral expectations applicable to all students. Nursing students are also expected to meet additional professional standards required for continued enrollment and successful completion of the Nursing Program.

Professional standards include attitudes, behaviors, ethical expectations, technical requirements, and professional competencies required for successful participation in the Nursing Program and, where applicable, entry into the nursing profession. These standards may be addressed in classrooms, laboratories, simulation, and clinical settings; interactions with patients, peers, faculty, staff, healthcare professionals, and members of the public; and compliance with applicable accrediting, licensing, clinical agency, and regulatory requirements.

A concern may involve a Nursing Program Professional standard, the ACC Student Code of Conduct, or both. When conduct may constitute a violation of the ACC Student Code of Conduct, the matter may also be addressed through the applicable College process.

ACC STUDENT CODE OF CONDUCT

The College is committed to maintaining a safe, respectful, and orderly learning environment for all students and employees. When a student's behavior disrupts or threatens to disrupt the campus community, College officials may take appropriate disciplinary action to protect the safety, wellbeing, and the rights of others.

Students are expected to conduct themselves in a manner consistent with commonly accepted standards of scholarship, respect, civility, integrity, and responsible behavior. Civility includes treating others with courtesy, communicating in a respectful manner both in person and electronically, and contributing to an environment where all individuals feel safe and valued. These expectations are designed not to restrict student rights, but to ensure that every member of our community can pursue their academic goals without interference.

The Student Code of Conduct applies to and encompasses all properties and facilities owned or leased by Alamance Community College, including all ACC campuses and off-campus sites at which the College conducts classes, programs, services, or events. Certain academic and workforce programs, clinical placements, apprenticeships, or licensure-aligned pathways may require students to meet **additional conduct expectations specific to their field of study** tied to safety, licensure, accreditation, or professional standards. Students are responsible for reviewing and complying with any program-specific codes, policies, or professional standards. Violations of program-specific standards may result in program level consequences in addition to any action taken under this Student Code of Conduct.

APPROVED SANCTIONS FOR VIOLATIONS

One or more of the following sanctions may be imposed:

- Formal written warning
- Educational assignment (e.g., research or reflective paper)
- Resubmission of assignment or retaking exam
- Additional course work
- Assigned a "zero" or a reduced grade for the assignment
- Assigned "F" as the final course grade
- Administrative withdrawal from the course

I. ACADEMIC-RELATED VIOLATIONS

A. <u>Plagiarism</u> – Students shall not plagiarize. Plagiarism is the unacknowledged use of another's work or ideas, presenting as original or new an idea derived from another source. Plagiarism includes, but is not limited to:

- Paraphrasing or summarizing another's words or works without proper acknowledgement
- Using direct quotes of material without proper acknowledgment
- Purchasing or using a paper or presentation written or produced by another person
- Unauthorized reuse of work submitted for another course; and,
- Use of artificial intelligence (AI) to create work without approval from the instructor.

B. **<u>Cheating</u>** – Students shall not use books, notes, electronic devices or other materials on an exam or class work without instructor permission, receive

assistance from others, obtain exam questions in advance, or submit work that is not their own, including having another individual complete an exam on their behalf. Students are also expected to comply with all instructor-established expectations for online or remote testing.

C. **Aiding Acts of Academic Dishonesty** – Students shall not assist or enable another student in committing academic misconduct, including providing information when they know, or reasonably should know, that the student intends to use the information for cheating or other deceptive purposes.

II. NON-ACADEMIC-RELATED VIOLATIONS

A. Theft and Property Damage
B. Trespass to Property
C. Drugs and Alcohol
D. Lewd and Indecent Behavior (Decorum)
E. Mental, Physical or Verbal Abuse
F. Assault
G. Sexual Harassment and Sexual Violence
H. Unlawful Discrimination
I. Communicating Threats
J. Retaliation
K. Disorderly Conduct and Disruption
L. Possession of Weapons
M. Tampering with Fire Alarms, Public Safety, or Notification Devices
N. Gambling
O. Traffic Violations
P. Providing False Information
Q. Disobedience/Insubordination
R. Financial Impropriety
S. Public Laws
T. Failure to Report Criminal Activity
U. Unauthorized Access to College Records
V. Animals on Campus
W. Improper Use of the College Network/Technology
X. Violation of Policies and Procedures
Y. Violations of Normal Classroom Behavior

Refer to ACC Policies & Procedures Manual for detailed information:
Policy 5.3.2 – Student Code of Conduct
Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations
Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations
Procedure 5.3.2.3 – Student Code of Conduct

NURSING STUDENT CODE OF CONDUCT

PURPOSE

The Nursing Program is committed to preparing students to provide safe, competent, ethical, and patient-centered nursing care. Nursing students are expected to demonstrate professional behaviors consistent with the North Carolina Nursing Practice Act, NC BON Registered Nurse Rules, the American Nurses Association's Code of Ethics and Scope and Standards of Practice. Participation in the nursing program is a privilege that requires students to maintain high standards of conduct both in academic and clinical settings.

I. PROFESSIONAL ACCOUNTABILITY

Nursing students shall:

1. Accept responsibility and accountability for their actions, decisions, and professional conduct.
2. Practice within the scope of their educational preparation and student role.
3. Seek guidance when knowledge, skill, or competence is insufficient.
4. Maintain honesty and integrity in all nursing student activities.
5. Submit clinical paperwork and coursework at the schedule due date and time.
6. Comply with all nursing program policies, clinical agency requirements, and applicable laws and regulations.

II. PATIENT SAFETY AND QUALITY CARE

Students owe a "duty of care" to every patient to provide safe, competent, compassionate, and ethical care by:

1. Administering medications under the direct supervision of an RN.
2. Performing caring interventions only after demonstrating competency to an instructor/preceptor, and with the guidance/supervision of a licensed nurse.
3. Reporting errors, omissions, near misses, patient safety concerns, and changes in patient condition promptly.
4. Following infection prevention and control standards.
5. Using sound clinical judgment and evidence-based practice.
6. Refusing assignments that exceed their level of preparation or competency.
7. Advocating for patients when safety, rights, or quality of care may be compromised.

III. ETHICAL CONDUCT

Consistent with the ANA Code of Ethics, students shall:

1. Treat all individuals with dignity, respect, fairness, and compassion.
2. Advocate for the rights, health, safety, and well-being of patients.
3. Maintain professional boundaries with patients, families, faculty, and staff.
4. Protect patient privacy and confidentiality.
5. Avoid discrimination, harassment, intimidation, or bullying.
6. Refrain from exploitation of patients or vulnerable individuals.
7. Demonstrate integrity in all professional relationships.

IV. ACADEMIC INTEGRITY

Students shall:

1. Submit only their own original work unless collaboration is authorized.
2. Accurately represent clinical experiences, simulation activities, and patient care documentation.

3. Refrain from cheating, plagiarism, falsification, fabrication, or unauthorized use of artificial intelligence tools.
4. Report academic misconduct when observed.

V. CONFIDENTIALITY AND HIPAA COMPLIANCE

Students shall:

1. Maintain confidentiality of all patient information.
2. Access only information necessary for assigned learning activities.
3. Refrain from discussing patients in public areas or on social media.
4. Protect electronic and written records from unauthorized disclosure.
5. Follow all HIPAA and clinical agency privacy requirements.

VI. PROFESSIONAL COMMUNICATION

Students are expected to:

1. Communicate respectfully and professionally.
2. Demonstrate civility toward patients, families, peers, faculty, staff, and healthcare team members.
3. Accept constructive feedback professionally.
4. Use appropriate written, verbal, and electronic communication.
5. Report concerns using established communication channels.

VII. SOCIAL MEDIA AND ELECTRONIC CONDUCT

Students shall:

1. Uphold professional standards in all electronic communications.
2. Maintain appropriate professional boundaries online.
3. Never share patient information, photographs, videos, or identifying details.
4. Avoid social media conduct that could reasonably damage public trust in the nursing profession.
5. Follow all college, program, and clinical agency social media policies.

VIII. CLINICAL CONDUCT

During clinical experiences, students shall:

1. Arrive prepared and on time.
2. Communicate with their Clinical Instructor **before the start** of the clinical meeting time (i.e., phone or text the instructor, or call the clinical nursing unit) if they anticipate **arriving late or being absent** from clinical.
3. Comply with all clinical agency policies and procedures.
4. Wear approved uniforms and maintain professional appearance per the Uniform Policy.
5. Display behaviors that promote a therapeutic and professional environment.
6. Demonstrate progression toward competencies required by the program.
7. Practice only under faculty-approved supervision and delegation.

Example of unprofessional clinical conduct:

- Failure to communicate an anticipated absence with the Clinical Instructor is referred to as a "**no call, no show**," and considered unprofessional clinical conduct.

IX. FITNESS FOR DUTY

Students must be physically, emotionally, and cognitively capable of providing safe care. Students shall **not**:

1. Attend class, laboratory, simulation, or clinical experiences while impaired.
2. Use alcohol, illegal substances, THC-containing products, or misuse prescription medications.
3. Report to clinical activities when fatigue, illness, or impairment may compromise patient safety.

X. DIVERSITY, EQUITY, AND INCLUSION

Consistent with providing equitable care for all individuals, students will respect:

- Cultural differences
- Religious beliefs
- Gender identity
- Sexual orientation
- Age
- Disability
- Socioeconomic status
- Race and ethnicity

XI. PROFESSIONAL DEVELOPMENT

Consistent with the ANA Standards for Professional Practice, students will:

1. Engage in learning and actively participate in educational experiences
2. Maintain required certifications, training, and competencies.
3. Seek opportunities for personal and professional growth.
4. Use self-reflection to improve performance and clinical judgment.

JUST CULTURE: EVALUATION OF STUDENT CONDUCT

Any behavior that is **grossly negligent or illegal** (e.g., endangering patient safety, fraud, breach of patient confidentiality, etc.) **will result in immediate dismissal.**

Nursing faculty has the academic, legal, and ethical responsibility to ensure public safety through the provision of safe nursing practice. The ACC Practical Nursing Diploma program has a **ZERO TOLERANCE** for reckless and at-risk behavior in the clinical setting:

- Human errors that may or may not constitute unsafe behavior are defined as an inadvertent action or inadvertently doing what should have been done (a slip, lapse, or mistake).
- At-risk behavior is a behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.
- Reckless behavior is a behavioral choice to consciously disregard a substantial and unjustifiable risk.
- Unsafe practices include, but are not limited to:
  - Failure to comply with safety protocols
  - Unauthorized and/or unsupervised medication administration
  - Medication error resulting from failure to verify pertinent data and/or adhere to administration/care principles
  - Performance of a procedure for which the student is not prepared and/or educated
  - Knowingly sharing private/confidential patient information (HIPAA violation)
  - Falsification of the patient documentation/record (fraud)

PROCESS
In collaboration with the NC Board of Nursing, the Student Practice Event Evaluation Tool (SPEET) will be utilized by one or more faculty members in the event review process. The "Just Culture" decision matrix permits faculty to analyze the act, behavior or event based on the duty to perform in accordance with three measures:

1. duty to perform an outcome
2. duty to follow a procedural rule
3. duty to avoid causing unjustifiable risks or harm.

NOTE:
The SPEET Culture Matrix from the current the NCBON's website will be presented to the student at the time of the incident and event review. When a medication administration error, safety risk, or area of concern incident in the clinical setting is identified, the Clinical Instructor will contact the Nursing Department Head and discuss the specifics. If deemed appropriate, a SPEET needs to be completed within 48 hours of the incident. This form will be in addition to all paperwork that is required by the clinical institution.

The student will have the opportunity to meet with the Nursing Department Head, read, and comment upon the SPEET both verbally and in writing in a timely manner. This form and all documentation will be kept both in the student's folder and in the Nursing Department Head's file to track and trend such incidents.

If determined that a serious incident occurred with malice or negligence, then this document will be escalated to the Dean of Health and Public Services. Disciplinary measures may result.

DURING THE REVIEW PROCESS
The student will be removed from the clinical setting and prohibited from returning.

DISMISSAL FOR UNSAFE PRACTICE
Unsafe practice includes deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established.

THE NURSING FACULTY WILL:

1. Remove and prohibit any student from returning to the clinical practice setting for an event, act or behavior that is determined Unsafe Practice and/or At Risk or Reckless.
2. Recommend a failing grade for clinical component of the course based on the determination that an event, act or behavior was unsafe and/or at risk or reckless. Subsequently, dismissal from the nursing program will result in failure to complete course objectives/ requirements. ***NOTE:*** A student dismissed from the program for unsafe practice is ineligible for readmission to the nursing program.

NCBON Just Culture STUDENT PRACTICE EVENT EVALUATION TOOL (SPEET)

Event(s): Event Number:

	Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
		0	1	2	3	4	5	
G	**General Nursing Practice**	No prior counseling for practice related issues	Prior counseling for single **non-related** practice issue	Prior counseling for single "related" issue	Prior counseling for "same" issue	Prior counseling for multiple related or non-related practice issues	Prior counseling for same or related issue with no or little evidence of improvement.	
U	**Under-standing expected based on program level, course objectives/ outcomes**	Has knowledge, skill and ability - *Incident was accidental, inadvertent, or an oversight*	Task driven/rote learning. OR Wrong action for this circumstance.	Failed to demonstrate appropriate understanding of options/resources. OR Aware of safety issues but in this instance cut corners.	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions. OR In this instance, failed to obtain sufficient info or consult before acting.	Able to recognize potential problems. In this instance "negligent" OR failed to act according to standards. Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was "gross negligence/ unsafe act" and demonstrated no regard for patient safety.	
I	**Internal Program or Agency Policies/ standards/ inter-disciplinary orders**	Unintentional breech OR No policy/standard/ order available.	Policy not enforced. OR Cultural norm or common deviation of staff. OR Policy/order misinterpreted	Student cut corners or *deviated* in this instance from policy/standard/order as time saver.- No evidence or suggestion of a pattern of behavior.	Aware of policy/ standard/ order but ignored or disregarded to achieve *perceived expectations* of faculty, staff, patient or others. May indicate pattern or single event.	Disregarded policy/standard/order for own personal gain.	Maliciously disregarded policy/standard/order	
D	**Decision/ choice**	Accidental/ mistake/ Inadvertent error	Advantages to patient outweighed risk	Emergent situation - quick response required.	Non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgement	Clearly a prudent student would not have done. Unacceptable risk to patient/agency/public Disregard for patient safety.	Conscious choice. Put own interest above that of patient/agency/pubilc. Egregious choice. Neglected red flags	
E	**Ethics/ credibility/ accountability**	Identified own error and self reported.Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and accepts responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made light of occurrence. Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. Uncooperative and/or dishonest during investigation.	Took active steps to conceal error or failed to disclose known error.	

Criteria Score _____

NCBON Just Culture STUDENT PRACTICE EVENT EVALUATION TOOL (SPEET)

Mitigating Factors – check all identified		Aggravating Factors – check all identified	
	Communication breakdown (multiple handoffs, change of shift, language barriers)		
	Unavailable resources (inadequate supplies/equipment)	Especially heinous, cruel, and / or violent act	
	Interruptions / chaotic environment / emergencies – frequent interruptions / distractions	Knowingly created risk for more than one client	
	Inadequate supervision by faculty or preceptor	Threatening / bullying behaviors	
	Inappropriate assignment by faculty or preceptor	Prior formal student disciplinary record for practice issue(s)	
	Policies / procedures unclear		
	Client factors (combative/agitated, cognitively impaired, threatening)	Other (identify)	
	Non-supportive environment – interdepartmental/staff/student conflicts		
	Lack of response by other departments / providers		
	Other (identify)		
	Total # mitigating factors identified	Total # aggravating factors identified	

Criteria Score (from front page)	
Mitigating factors (subtract 1 point for 1 – 3 factors; 2 points for 4 – 6 Factors; and 3 points for 7 or more factors)	
Aggravating factors (add 1 point for each identified factor)	
Total Overall Score	

Human Error	At-Risk Behavior	Reckless Behavior
# criteria in green= ____ IF 3 or more criteria in Green OR total score <8 – Address event by consoling student and/or developing remedial improvement plan with student	# criteria in yellow=_____ IF 3 or more criteria in yellow OR total score 8 -19 – Address event by coaching student, possibly counseling, and/or developing remedial improvement plan with student	# criteria in red = _____ IF 3 or more criteria in red OR total score 20 or greater - Consider disciplinary action and/or remedial action in addressing event with student

Evaluator:_____
School Name:_____
Date of Event:_____

NCBON Education Consultant_____
Action Taken:_____

NOTE: This SPEET is NOT used if event involves misconduct such as: academic cheating, confidentiality, fraud, theft, drug abuse, diversion, boundary issues, sexual misconduct, mental/physical impairment. Instead, these are managed through established mechanisms outside of this clinical framework.
Human Error = Inadvertently doing other than what should have been done; a slip lapse, mistake.
At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.
Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.
Consoling = Comforting, calming; supporting student while examining event.
Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.
Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks.
Counseling = A first step disciplinary action; putting the student on notice that performance is unacceptable
Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

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SECTION VIII—SIGNATURES REQUIRED

ESSENTIAL FUNCTIONS & TECHNICAL STANDARDS
ACKNOWLEDGEMENT FORM

The list of Essential Functions & Technical Standards has been prepared to assist you in understanding the essential physical and behavioral requirements for participating in and successfully completing this program. These standards must be satisfied by all students in all aspects of the program, with or without reasonable accommodation, including in the classroom, laboratories, clinicals, and preceptorships. Please note that you must carefully review these essential functions and technical standards.

If you are an individual with a documented disability who seeks reasonable accommodation(s), please contact Accessibility Services, Main Building, Room 233, 336-506-4130 or email at accessibilityservices@alamancecc.edu, as soon as practical, for information concerning the College's accommodation process.

Your signature below shall confirm and verify that you have reviewed the program's Essential Functions & Technical Standards and are capable of performing those Standards, with or without reasonable accommodation. Failure to perform the program's essential functions and technical standards shall result in a student's removal from the program.

_____

Signature of Student Date

_____

Printed Name of Student Student ID Number

CRIMINAL BACKGROUND CHECK

Affiliated clinical agencies with which the College has contracted to provide clinical experiences require all students admitted into the Nursing Program to submit to a criminal background check prior to participation in clinical experiences at the site. The criminal background check will be based on Social Security number (assuring national review) and must include a check for sexual predators. Furthermore, the student is made aware that information obtained from the screening is forwarded to clinical agencies if discrepancies are found on the record. Failure to provide complete and accurate information requested for a criminal background check may be grounds for dismissal from the nursing program. Students are responsible for the cost of the criminal background check.

1. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in the facility, the student would be unable to complete the required clinical component of the course. The student will be withdrawn from all NUR courses and will not be allowed to progress in the program.
2. Currently the nursing program uses an on-line vendor for criminal background checks. Information on how to complete the process will be provided.
3. The criminal background check must be completed by the specified date. Failure to complete the process as specified will jeopardize continuation in the nursing program.
4. Any criminal conviction that occurs subsequently to the criminal background check must be communicated in writing to the Vice President of Student Success within 5 days after such conviction has been entered by the court, notwithstanding the pendency of any appeal.

Applicants to the nursing programs should be aware that if they have pled guilty to or been convicted of a felony or misdemeanor (other than a minor traffic violation), the NC Board of Nursing may restrict or deny licensure. The NC Board of Nursing requires criminal history checks for each person applying for licensure to practice nursing in the state of North Carolina. Applicants will be charged a fee to offset the cost of the background check.

The student consents to provide criminal record information and results. The student will request and obtain the information from the screening agency. Failure to comply will be grounds for dismissal from the nursing program.

I, _____, have read the above policy and agree to have the criminal background check performed, and I am aware that the report may be forwarded to clinical agencies.

_____

Signature of Student Date

_____

Printed Name of Student Student ID Number

URINE DRUG SCREENING

Affiliated clinical agencies with whom the College has contracted to provide clinical experiences require all students admitted into the Nursing Program to submit to urine drug screening prior to participation in clinical experiences at the site.

Students with a positive or dilute positive result on their urine drug screen will need to provide documentation of the medical necessity of the related drug. It is at the discretion of the clinical facility if the student will be allowed to enter their premises for clinical. Failure to submit supporting documentation will result in dismissal from the program.

It is also at the discretion of the clinical facility to allow a student to retest the urine drug screen. The cost of repeating the test will be the student's financial responsibility. If the repeated test has a positive or dilute positive result, then the student will be dismissed from the program.

Students who exhibit behaviors that may indicate possible impairment by drugs and/or alcohol will need to submit to drug testing at their expense. Students who fail to submit to drug/alcohol testing will be dismissed from the program.

I, _____, have read the above policy and agree to have the urine drug screening performed, and I am aware that the report may be forwarded to clinical agencies.

_____

Signature of Student Date

_____

Printed Name of Student Student ID Number

CONFIDENTIALITY AGREEMENT
FOR SIMULATION LAB

As a patron of the simulation lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violation of confidentiality that I become aware of to my facilitator or instructor.

I AGREE TO ADHERE TO THE FOLLOWING GUIDELINES:

1. All patient information (real or fictional) is confidential and any inappropriate viewing discussion, or disclosure of this information is a violation of policy. Do not discuss information with your classmates who are not involved in your simulation exercise.
2. This information is privileged and confidential regardless of format: electronic, written, overhead or observed.
3. The simulation is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner.
4. In certain scenarios a student will be assigned as the team leader and should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be for humiliation of fellow students. Any student caught humiliating another student will be written up for unprofessional conduct and/or any other related unprofessional conduct that may apply.
5. Video/audio recording may be utilized during the scenario as an assessment tool for a debriefing that will be done at the end of the student scenario. All recording will permanently be erased in the presence of the student at the end of every debriefing. The only exception is if the student and instructor have a verbal agreement to save the recording for future viewing with the student and/or for showing future classes as a learning tool.
6. Throughout your time in nursing school, you will interact with several different manikins and/or patient actors depending on the specific scenario. Nursing faculty will do all we can to make the simulation as realistic as possible. Simulation fosters active engagement in a safe learning environment. Your role is to "enter into the spirit" of the simulation, engaging with the "patient," "family" and other members of your healthcare team as if the situation were real. This will provide you with the best active learning opportunity possible.
7. Students should come to simulation experiences with a non-judgmental attitude and be open to learning from their patients, peers, and faculty.
8. Information obtained in simulation regarding a student's clinical performance may be shared as indicated with the student's Clinical Instructor, course coordinator, and/or tutoring/mentoring resources.

_____

Signature of Student Date

_____

Printed Name of Student Student ID Number

NURSING SIMULATION FICTION CONTRACT

Throughout your time in nursing school, you will interact with several different manikins and/or patient actors depending on the specific scenario. Your nursing instructors will do all they can to make the simulation as real as possible.

Simulation fosters active engagement in a safe learning environment. Your role is to "enter into the spirit" of the simulation, engaging with the "patient," "family" and other members of your healthcare team as if the situation is real. This will provide you with the best active learning opportunity possible.
Remember confidentiality: what happens in simulation stays in simulation. You should come to simulation with a non-judgmental attitude and be open to learning from your patients, peers, and faculty.

My signature indicates agreement of the Fiction Contract and my commitment to abide by the above policies and expectations.

_____

Signature of Student Date

_____

Printed Name of Student Student ID Number

CONSENT TO PHOTOGRAPH, VIDEO AND USE

I permit Alamance Community College, and its personnel to take photographs or record an electronic image or voice of me for educational purposes. If Alamance Community College determines that education may benefit from the use of the images, they may publish and disseminate the images for academic purposes both in print and electronically (distribution via CD or web). I will not receive payment or any other compensation in connection with these images. Alamance Community College will not sell or profit from these images; they will be disseminated gratis for public use.

I release Alamance Community College and its personnel from any and all liability which may or could arise from the taking, recording, publication, distribution, or other use of these images.

Check one:

☐ **I agree**

☐ **I do NOT agree**

_____

Signature of Student Date

_____

Printed Name of Student Student ID Number

If you **do NOT agree** to the photographic or video recording of your image or voice, and its use for academic purposes, provide a description of your personal appearance:

ACCOUNTABILITY

I have read and understand that I am accountable for all the information contained in the Alamance Community College Practical Nursing Student Handbook. I have been given the opportunity to clarify any questions that I have. A copy of the student handbook is available to me on the supplemental Moodle site.

Violation of any nursing program policies may constitute grounds for dismissal from the Nursing Program.

_____

Signature of Student Date

_____

Printed Name of Student Student ID Number