ASSOCIATE DEGREE NURSING PROGRAM

STUDENT HANDBOOK

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

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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 a very rewarding, challenging, and dynamic career that will offer you many 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 important information to guide you throughout your journey in the Associate Degree Nursing program at ACC. It addresses the policies, processes, and expectations of ADN 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 the 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. A copy will be saved in the student's file, and another will be provided to the student.

All policies and procedures for the nursing program are developed by Associate Degree 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 Associate in Applied Science Degree in Nursing was established in 1978. The first class graduated in 1980. The purpose of the program is to prepare graduates to deliver nursing care that assist clients to achieve the optimum level of function across the lifespan. It provides educational opportunities that result in the awarding of the Associate of Applied Science degree in Nursing, prepares individuals to be licensed as registered nurses which allows them to be employed in the healthcare field.

Graduates of the Associate in Applied Science Degree in Nursing 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 clients 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

ASSOCIATE DEGREE NURSING PROGRAM
VISION, MISSION AND 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 nurses with the knowledge, skills, and attributes necessary to provide professional, competent, and compassionate care; making a positive impact in the health of our local and global communities.

PHILOSOPHY OF NURSING EDUCATION

"Nurses must be prepared to meet diverse patients' needs; function as leaders; and advance science that benefits patients and the capacity of health professionals to deliver safe, quality patient care" (Institute of Medicine [IOM], 2011). Within the North Carolina Community College System, the Associate Degree Nursing curriculum is conceptually 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 associate degree-nursing curriculum. Concepts are organized within each of these domains and learning occurs from simple to complex. (Knowles, Holton, & Swanson, 2005)

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 client-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 client 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.

Institute of Medicine Competencies

The competencies identified by the IOM for health care providers are leadership, health policy, system improvement, and evidence-based practice, teamwork, and collaboration (IOM, 2010).

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

Institute of Medicine. (2010). *The future of nursing leading change, advancing health.* Washington, DC: Committee on the Robert Wood Johnson Foundation Initiative.

Knowles, M., Holton, E.F., III, & Swanson, R.A., (2005). *The adult learner: The definitive classic in adult education and human resource development.* Burlington, MA: Elsevier.

COLLEGE INFORMATION

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

II. **Associate Degree Nursing Program Approval:**
Last Full Approval September 2015 (North Carolina Board of Nursing)

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

IV. **Executive Vice President:** Constance Wolfe, Ed.D.

V. **Vice President of Learning:** Lisa Johnson, Ed.D.

VI. **Dean of Health & Public Services:** Melanie Lewis, PhD, ATC, LAT

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 Associate Degree Nursing program at Alamance Community College has full approval from the North Carolina Board of Nursing (NC BON). The program is compliant with the NC BON 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.[1]

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[1] NC General Statues, Chapter 90, Article 9A: Nursing Practice Act, § 90-171.20 Retrieved from:
https://www.ncleg.net/Enactedlegislation/Statutes/HTML/ByArticle/Chapter_90/Article_9A.html

SECTION II—
GENERAL PROGRAM
INFORMATION

NURSING FACULTY
AND STAFF INFORMATION

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ASSOCIATE DEGREE NURSING PROGRAM
2024-2025 ADVISORY BOARD MEMBERS

Rhonda Jones	Alamance Community College, Staff
Estella Galbreath	Alamance Community College, Student
Gayle Shoffner	Alamance County Health Department
Christina Decker	ATI Representative
Smita Glosson	AuthoraCare Collective
Cheryl Flechum	Burlington Congregational Nursing
Ruthie Rogers	Cone Health
Lisa Barker	Duke University Medical Center
Jeanmarie Koonts	Elon University
Shawn Houck	Greensboro AHEC
Tammy Hall	UNC-Greensboro
Jami Howell	UNC Health

PROGRAM DESCRIPTION

Generally a 2½ year program that utilizes classroom, lab, simulation and clinical experiences to prepare students to care for patients in the clinical and community settings. The ADN integrates general education knowledge with the knowledge and skills of the core nursing courses. Upon completion of the ADN, graduates are eligible to take their professional examination (NCLEX-RN) and become licensed by their board of nursing.

EMPLOYMENT OPPORTUNITIES

Nursing is a profession in high demand. For current information about employment opportunities for Registered Nurses, go to: https://nccareers.org/occupation-profile/291141/1284

PROGRAM LEARNING OUTCOMES

The measurable outcomes of the Associate Degree Nursing Program evaluate the effectiveness of the curriculum design.

1. **Performance on Licensure Exam**
   - The annual NCLEX-RN 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 achieves 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 Associate Degree Nursing 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.
   - 2019-2020 = 92%
   - 2020-2021 = 90%
   - 2021-2022 = 81%
   - 2022-2023 = 93%
   - 2023-2024 = 89%

2. The annual NCLEX-RN pass rate for the program will meet or exceed 90% of the national pass rate for program type.
   - 2021 = 100%
   - 2022 = 92.86%
   - 2023 = 97.2%

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.
   - 2021 = 100%
   - 2022 = 100%
   - 2023 = 100%

STUDENT LEARNING OUTCOMES

Upon completion of the Associate Degree 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. Develop 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 assessments and client-centered nursing interventions relevant to clinical decision making.

Student Learning Outcomes	NUR 111	NUR 112	NUR 113	NUR 114	NUR 117	NUR 211	NUR 212	NUR 213
1. Student will practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.	I	R	R		R	R	R	M
2. Student will communicate effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.	I	R	R	R	R	R	R	M
3. Student will integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.	I	R		R	R	R		M
4. Student will incorporate informatics to formulate evidence-based clinical judgements and management decisions.	I	R		R	R	R	R	M
5. Student will implement caring interventions incorporating documented best practices for individuals in diverse settings.	I	R	R					M
6. Student will develop a teaching plan for individuals incorporating teaching and learning principles.		I		R		R		M
7. Student will collaborate with the interdisciplinary healthcare team, as an advocate for the individual, to achieve positive individual and organizational outcomes.		I	R		R		R	M
8. Student will manage healthcare for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.	I				R	R	R	M
Key: I=Introduced; R=Reinforced/practiced; M=Mastered								

NCCCS CURRICULUM GUIDE

CURRICULUM DESCRIPTION

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

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

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

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 111	Intro to Health Concepts	8 SHC	
NUR 112	Health-Illness Concepts	5 SHC	
NUR 113	Family Health Concepts	5 SHC	
NUR 114	Holistic Health Concepts	5 SHC	
NUR 211	Health Care Concepts	5 SHC	
NUR 212	Health System Concepts	5 SHC	
NUR 213	Complex Health Concepts	10 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
DAY SCHEDULE
As of August 2022

Course Name & Number	Course Title	Lecture	Lab	Clinical	Credit (SHC)
Fall Semester: Year 1					
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 117	Pharmacology	1	3	0	2
BIO 168	Anatomy & Physiology I	3	3	0	4
MAT 143 or MAT 152	Quantitative Literacy or Statistical Methods I	2 3	2 2	0 0	3 4
	Semester Totals	**10/11**	**14**	**6**	**17/18**
Spring Semester: Year 1	**Course Title**	**Lecture**	**Lab**	**Clinical**	**Credit (SHC)**
NUR 112	Health Illness Concepts (8weeks)	3	0	6	5
NUR 114	Holistic Health Concepts (8weeks)	3	0	6	5
BIO 169	Anatomy & Psychology II	3	3	0	4
PSY 150	General Psychology	3	0	0	3
	Semester Totals	**12**	**3**	**12**	**17**
Summer Semester: Year 1	**Course Title**	**Lecture**	**Lab**	**Clinical**	**Credit (SHC)**
NUR 212	Health System Concepts (8 weeks)	3	0	6	5
ENG 111	Expository Writing	3	0	0	3
	Semester Totals	**6**	**0**	**6**	**8**
Fall Semester: Year 2	**Course Title**	**Lecture**	**Lab**	**Clinical**	**Credit (SHC)**
NUR 113	Family Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
HUM elective	Humanities/Fine Arts Elective (HUM 115 Critical Thinking is recommended)	3	0	0	3
	Semester Totals	**12**	**0**	**12**	**16**
Spring Semester: Year 2	**Course Title**	**Lecture**	**Lab**	**Clinical**	**Credit (SHC)**
NUR 213	Complex Health Concepts	4	3	15	10
ENG 112 or ENG 114	Argument-Based Research *or* Professional Research and Reporting	3	0	0	3
	Semester Totals	**7**	**3**	**15**	**13**
Totals		**47/48**	**17**	**51**	**71/72**

CURRICULUM BY SEMESTERS
EVENING SCHEDULE
As of August 2021

(A new evening cohort begins in either Fall or Spring every 2.5 years.)

Course Name & Number	Course Title	Lecture	Lab	Clinical	Credit (SHC)
Semester 1					
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 117	Pharmacology	1	3	0	2
BIO 168	Anatomy & Physiology I	3	3	0	4
MAT 143 *or* MAT 152	Quantitative Literacy *or* Statistical Methods I	2 3	2 2	0 0	3 4
	Semester Totals	**10/11**	**14/4**	**6**	**17/8**
Semester 2					
NUR 112	Health Illness Concepts	3	0	6	5
BIO 169	Anatomy & Psychology II	3	0	0	4
HUM Elective	Humanities/Fine Arts Elective (HUM 115 Critical Thinking is recommended)	3	0	0	3
	Semester Totals	**10**	**3**	**6**	**12**
Semester 3					
NUR 114*	Holistic Health Concepts	3	0	6	5
	Semester Totals	**3**	**0**	**6**	**5**
Semester 4					
NUR 113*	Family Health Concepts	3	0	6	5
PSY 150	Developmental Psychology	3	0	0	3
ENG III	Expository Writing	3	0	0	3
	Semester Totals	**9**	**0**	**6**	**11**
Semester 5					
NUR 212	Health System Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
	Semester Totals	**6**	**0**	**6**	**8**
Semester 6					
NUR 211	Health Care Concept	3	0	6	5
	Semester Totals	**3**	**0**	**6**	**5**
Semester 7					
NUR 213	Complex Health Concepts	4	3	15	10
ENG 112 *or* ENG 114	Argument-Based Research *or* Professional Research and Reporting	3	0	0	3
	Semester Totals	**7**	**3**	**15**	**13**
Totals		**47/48**	**17**	**51**	**71/72**

*NUR 113 may be offered in semester 3 depending on available clinical sites and instructors. This would result in NUR 114 being offered in semester 4 instead of semester 3.

LPN to RN
CURRICULUM BY SEMESTERS

Course Name & Number	Course Title	Lecture	Lab	Clinical	Credit
General Education & Major Courses					
BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Psychology II	3	3	0	4
MAT 143 *or*	Quantitative Literacy *or*	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112 *or* ENG 114	Argument-Based Research *or* Professional Research and Reporting	3	0	0	3
HUM elective	Humanities/Fine Arts Elective (HUM 115 Critical Thinking is recommended)	3	0	0	3
	Semester Totals	**23/24**	**8**	**0**	**26/27**
Core Courses					
First Semester					
NUR 214* (offered Spring & Fall)	Nursing Transition Concepts	3	0	3	4
Second and Third Semesters					
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts (8 weeks)	3	0	6	5
Final Semester**					
NUR 213	Complex Health Concepts	4	3	15	10
	Semester Totals	**13**	**3**	**30**	**24**
	Totals	**36/37**	**11**	**30**	**50/51**

* NUR 214 must be completed before taking NUR 211 or 212 in either the day or evening sessions.
** NUR 213 is completed in the final semester. It is offered every Spring semester in the day sessions, but varies for the evening sessions.

EVALUATION OF PHYSICAL AND 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. A variety of immunizations is required by associated clinical agencies and the state of North Carolina. 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 STATEMENT:

The following technical standards represent the essential nonacademic requirements of the Nursing (NUR) 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 health care 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 do reflect what may be required for employment of the graduate. To verify the students' ability to perform these essential functions, students may be required to demonstrate the technical standards/essential functions below.

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.

Standard	Definition of Standard	Example(s) 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.	• Establishes relationships with patients and peers

Standard	Definition of Standard	Example(s) of Technical Standard
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 patient, family members, physicians, other healthcare team members • Document relevant patient information (manual or electronically) using correct terminology and spelling • 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, lung, 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 • Detect 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

Standard	Definition of Standard	Example(s) of Technical Standard
		• 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 accommodations 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 disabilityservices@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).

PROGRAM COSTS

Note: All expenses are subject to change. *These are approximate amounts.*	
Uniforms and personal nursing equipment (stethoscope, scissors, pen light)	$200.00
Course Fees	$405.00
Online achievement testing (ATI)	$1400.00
Vaccinations and required physical	$300.00
Nursing Skills Lab Workbook	$10.00
American Heart Association BLS	$35.00
Liability insurance	$16.00
Criminal background check and drug screen	$80.00
NCLEX-RN Exam and NC Board of Nursing licensure	$350.00

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 www.studentaid.gov and start your application.

PAYING FOR ACC - COSTS & PLANNING
- [ACC Costs and Planning page](#)

CLINICAL FACILITIES

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.

SECTION III—
PROGRAM ADMISSIONS

ADMISSION PROCEDURE AND REQUIREMENTS

The Department of Nursing understands and accepts the concept of an open-door policy for general admission to Alamance Community College. Admission into the nursing program is a competitive, limited enrollment process. In addition to the Alamance Community College requirements for admission, the following are minimum requirements for admission to the Associate Degree Nursing Program.

STEP 1 - ENROLLMENT PROCESS:
- Request official transcripts for high school diploma (or GED) and completed college courses (if applicable)
- Completion of any developmental courses
- Review the Online Nursing Information presentation and complete the quiz
- Schedule an appointment with Health Sciences Admissions Advisor

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 168 – Anatomy & Physiology I**
- **BIO 169 – Anatomy & Physiology II**
- **ENG 111 – Writing and Inquiry**
- **MAT 152 – Statistical Methods I** _or_ **MAT 143 – Quantitative Literacy** _or_ **MAT 171 – Precalculus**

ATI TEAS EXAM SCORE:
Exam 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; LPN = **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 111. Out-of-state registries will be evaluated by the Department Head of Nursing for approval before beginning NUR 111.

READMISSION

Students who fail to progress within the Associate Degree 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 Nursing (NUR) course for the first time are eligible to seek readmission.
- Students who earn a "C", "D", "F" or "WP" in NUR 111 will need to re-apply for the program and follow the current admission criteria.
- Students who have not been separated from the ADN program for more than a total of 24 months
- Must have a cumulative grade point average of 2.0 or higher to return to the program

WHO IS INELIGIBLE?
- Students who are continuously or cumulatively separated from the ADN program for longer 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.
- Students who earn a grade of "C", "D" or "F" in **any** two (2) Nursing (NUR) courses are ineligible to seek readmission

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:

- 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 letter requesting readmission submitted to the Health Sciences Advisor and the Nursing Department Head. The letter must be submitted at least **60 days prior** to the semester when readmission is desired. The letter will include:
    - Student ID number and contact information (e-mail address and phone number).
    - Self-reflection and identification of the specific reasons, challenges, or barriers that you believe caused you to be unsuccessful in the Nursing course
    - Explanation of how the above issues have been resolved
    - Identification of a specific and realistic plan for ensuring your future success

SUCCESSFUL APPLICANTS

Those students granted readmission to the ADN 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, American Heart Basic Life Support (BLS) certification, criminal background check, and a drug screen.

TRANSFER STUDENTS

APPLICATION PROCESS FOR TRANSFER STUDENTS
1. The student seeking transfer must file an application in 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 apply and enter within two years of leaving the previous educational institution.

2. The student requesting transfer must meet the College and Associate Degree Nursing program admission requirements for the college year into which he/she transfers.
3. The student must have been in good standing at the time the individual left the previous nursing program and must provide a written recommendation from the Dean/Department Chair of the previous nursing program.
4. The student must have a grade point average of at least 2.0 in all academic work completed.
5. The individual must meet with the Nursing Program Director who will review course outlines from the nursing program in which the student was previously enrolled. This review will determine the student's potential placement into the ACC nursing program. This review must occur no later than three months prior to the beginning of the desired semester of entry.
6. Selection for transfer will be based on date of application, if nursing courses transferring will fit into placement of ACC nursing program, available clinical space, and meeting of the above criteria.
7. The individual must submit a completed Student Medical Form which is required for Human Services Programs, documentation of current CPR certification (American Heart Association),
8. Complete a criminal background check and drug screen (student is responsible for fee).
9. To graduate from ACC, the student must have earned at least 50% of the required hours in the nursing program at ACC and taken at least 25% of the major course work required in the nursing program at ACC. Within the nursing department, departmental policy limits transfer for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College with a grade of B or better.

ASSOCIATE DEGREE NURSING: LICENSED PRACTICAL NURSE (LPN) TO RN

Admission is not automatic nor guaranteed for Practical Nurses applying for advanced placement (LPN to RN) to the Associate Degree Nursing program. Determination of available space is made by considering the number of students that can be accommodated within the program, available clinical sites, and instructional faculty.

MINIMUM REQUIREMENTS TO APPLY:
• ATI TEAS exam score completed no more than 24 months before the date of application
• Graduated from a Practical Nursing diploma program approved by the state board of nursing prior to the first day of NUR 214.
> *Note: Students actively enrolled in a Practical Nursing diploma program may apply to the ADN: LPN to RN program, however, their Practical Nursing diploma must be completed before the first day of NUR 214.*

STEP 1 - ENROLLMENT PROCESS:
• Request official transcripts for high school diploma (or GED) and completed college courses (if applicable)
• Completion of any developmental courses
• Review the online Nursing Information presentation and complete the quiz
• Schedule an appointment with a Health Sciences Admissions Advisor

STEP 2 - ADMISSION CONSIDERATION FOR NURSING:
Complete the Selective Admissions application for the Associate Degree Nursing: LPN to RN. Applications will be reviewed and ranked based on the points earned for specific courses, ATI TEAS

exam score, and additional certifications/licensures. Points will be awarded for the final grades earned in the following courses (A = 4 quality points, B = 3 quality points):

- BIO 168 – Anatomy & Physiology I
- BIO 169 – Anatomy & Physiology II
- ENG 111 – Writing and Inquiry
- MAT 152 – Statistical Methods I or MAT 143 – Quantitative Literacy or MAT 171 – Precalculus
- PSY 150 – General Psychology
- NUR 214 – Nursing Transition Concepts

ATI TEAS EXAM SCORE:

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

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; LPN/LVN = 10 points
- Graduate of ACC Practical Nursing diploma program = 10 points

NOTIFICATION PROCEDURE:

All applications will be notified by letter and email if they have been accepted to the program, placed on the waitlist (alternates if space becomes available), or denied admission. All accepted and waitlisted students must attend an orientation session. Failure to attend the orientation session will result in the forfeiture of their seat. The following items are required before the first day of NUR 214, and are completed at the student's expense:

- Current American Heart Association Basic Life Support provider certification (which must remain current throughout the program)
- Completed physical examination documenting satisfactory health (including immunization record) completed by a physician, nurse practitioner, or physician's assistant. The report must be current, using the form supplied by the college, and submitted by the specified date.
- Criminal background check and urine drug screen
- All supporting documents will be uploaded to ViewPoint Screening.

PROGRESSION WITHIN THE ADN: LPN TO RN

Students admitted to the ADN: LPN to RN program must complete the following requirements to progress and graduate from the Associate Nursing Degree program:

- Must hold an active and unencumbered license to practice as an LPN or LVN within North Carolina or a compact state by the end of NUR 214
- Must complete the following courses with a grade of "C" or higher (official transcripts are required to determine if completed courses can be transferred to ACC):
  - BIO 168
  - BIO 169
  - ENG 111
  - ENG 112 or 114
  - Humanities/Fine Arts elective (HUM 115 recommended)
  - MAT 143 or 152
  - PSY 150
  - PSY 241

- Must complete the following major courses with a grade of "B" or higher:
    - NUR 214 (first course of sequence; may be transferred into ACC)
    - NUR 211
    - NUR 212
    - NUR 213 (final course of sequence)

A student is not considered admitted to the Associated Degree Nursing program at Alamance Community College until the student receives official, written notification of admission to the program from the Nursing Department Head and/or the Admissions Office. Once admitted to the ADN program, the student's faculty advisor will enroll them in their nursing courses.

DISCRIMINATION AND HARASSMENT POLICY

Alamance Community College does not discriminate in administering 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 AND TITLE IX POLICY

PURPOSE

Alamance Community College (the "College" or "ACC") 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 fall 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. If the student becomes ill or has an injury while in a clinical setting and the agency provides care, it will be the financial responsibility of the student if the student does not have health insurance. The college does not provide health insurance. It is the responsibility of the student to obtain health insurance.

CRIMINAL BACKGROUND CHECKS

Affiliated clinical agencies with whom 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 predator. 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.

- 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.
- 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.
- 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.

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 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.

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 ViewPoint Screening 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

A variety of immunizations are required by affiliated clinical agencies and the state of North Carolina. 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 ViewPoint Screening. The following immunizations 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 (or signed waiver)
- Flu vaccine (only during Flu season; typically October-April) (or signed waiver)
- Tuberculosis (TB) clearance within 3 months prior to 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.
    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 111—Intro to Health Concepts. 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.

HIGH FILTRATION MASK FIT TESTING

Each student will be fit tested for a high filtration mask at the beginning of the program and annually. This is a requirement of the clinical affiliates. Students are required to wear the correct high filtration mask when caring for patients with an infection that is air-borne transmitted i.e., tuberculosis or COVID-19.

Students employed in healthcare may submit documentation of their most recent high filtration mask fit testing for review. The department's qualified evaluator(s) will determine if additional testing is required.

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 111—Intro to Health Concepts. 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.

BADGE
- 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
- Navy blue scrub pant or skirt
- Navy blue scrub top
- Navy blue scrub warm-up jacket
- 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
- All scrub tops and lab jackets will display the school's name, logo and nursing student designation on the front, upper left.
- 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 via online (https://shopcastleuniforms.com/), by phone at (910) 485-4429, or at their store (1800 Skibo Road, Unit 228, Fayetteville, NC 28303).

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:
  o A professional watch with a second hand that is waterproof.
  o Wedding band or set only: no other rings allowed
  o 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:
  o Dangling earrings
  o Large bore hole (gauge) earrings
  o 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).
- **Visible tattoos must be covered.**
  o 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 and 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.

https://catalog.alamancecc.edu/content.php?catoid=3&navoid=225#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**. Cardiopulmonary Resuscitation Certification (infant, child, adult) through the **American Red Cross is <u>NOT</u> accepted**. This is the student's fiscal responsibility. Students are *<u>prohibited</u>* from attending clinical without a current American Heart Association 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 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 Nursing program with a grade of 70% ("C") or better.

All clinical and simulation hours must be completed for course progression. Excused and unexcused absences from clinical and simulation must be made up. Missed clinical/simulation hours will be rescheduled with the guidance of the course faculty member, Clinical Coordinator and Department Head. If a student is unable to make up missed clinical/simulation time during the current semester, they will be granted 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). Please refer to the readmission policy if a student does not meet the above criteria for progression in the Nursing program.

GRADING SCALE

The grading scale utilized in the ADN 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 ADN program, students are being prepared to take their professional licensure examination (NCLEX-RN). To best prepare students, all formal assessments will reflect the current testing formats of the NCLEX-RN. Although most test questions will be stand-alone multiple-choice format, students should anticipate the inclusion of case scenarios and alternate format questions, too. Students will be provided a copy of the current NCLEX-RN detailed test plan, and an explanation of the various question formats prior to their integration on assessments.

TEST FORMAT: Computerized

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 improve 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 make up 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 write down exam questions**. Students will not be allowed to review previous exams at the end of the semester prior to the final.

TEST DEVELOPMENT

- All tests will have a specific number of questions per faculty judgment.
- Test material will be cumulative throughout the course and program.
- Tests after NUR 111 will build upon knowledge gained from other nursing courses (i.e., labs, medications, other disease processes, the holistic approach of patient care, etc.).
- Question formats will reflect those used on the NCLEX-RN
- **Dosage calculation** questions will be included on all nursing exams except for NUR 111.

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. If a question is discarded, the test will be based on the remaining number of questions. When a question is discarded, it is then calculated on the remaining number of points. This can **potentially increase the grade**. For example:

- Originally 75 items on test. Three (3) questions are discarded. Now the test is out of 72 items.
- Originally, the student had 45 items correct. Of the 3 items discarded, the student had answered 1 of them correctly. The student now has 44 items correct on a 72-question exam.
- 44/72 x 100 = 61%

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 in 0.5 or higher will be rounded to the next whole number (e.g., grade of 79.45 will be rounded to 80).

ONLINE COMPUTERIZED TESTING

ATI products are utilized in the nursing program for online testing, case studies, practice and proctored exams, and assignment completion. These exams and assignments are factored into the course grade. Students are responsible for the cost of the ATI products which is divided over five (5) semesters.

Students will not be able to revisit test questions during exams beginning in NUR 212. This is to prepare students for the forward only format of the NCLEX-RN.

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 impact 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.

When a student withdraws from an NUR course, they are also withdrawing from the ADN program. The student will NOT be able to enroll in any additional NUR courses. Students should refer to the **Readmission policy** to determine eligibility and the 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

There is a Pinning Ceremony at the completion of the program. It is planned by the nursing faculty. Each student will be provided with a nursing pin for the ceremony. A solid white uniform is the attire for the pinning ceremony. No nursing caps are worn.

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

SECTION VI—
STUDENT POLICIES

ATTENDANCE

TARDY

Classes and labs 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 equals one (1) hour of absence.

LECTURE & LAB ABSENCES

When a student is absent for **twenty percent (20%) or more of the combined contact hours from lecture and lab for a course**, the student will be automatically withdrawn from that course (and potentially the nursing program).

CLINICAL & SIMULATION ATTENDANCE

CLINICAL/SIMULATION TARDY

Clinical and simulation experiences **start promptly at their scheduled meeting times. There is no grace period**. If a student foresees being tardy or absent for 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). Failure to notify the Clinical Instructor of their anticipated late arrival or absence ("no call, no show") will result in:

- Denied access to the clinical/simulation area for the day.
- Recorded as an *unexcused absence* and the student will need to make up the missed day.
- Issued a **Student Code of Conduct violation**

CLINICAL/SIMULATION LEAVING EARLY

Leaving early from clinical is **NOT acceptable**. Once a student is at clinical, the expectation is that they remain at clinical for the entirety of the assigned shift. Leaving early from clinical is tantamount to *patient abandonment*. **Leaving early** is counted as a **full-day absence** which will need to be made up. Students who leave clinical early will receive a **Student Code of Conduct violation**.

CLINICAL/SIMULATION ABSENCE

All clinical and simulation hours must be completed for course progression. All clinical/simulation student-related absences must be made up. One (1) clinical or simulation student-related absence will be rescheduled with the guidance of the course faculty member. Nursing faculty will ensure that at least one (1) clinical make up day is available per course. Escalation of clinical absences per semester 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 administratively withdrawn from the program. The student may petition the Nursing Department Head to determine if **reinstatement** would be appropriate.

If reinstatement is approved, the student will resume in the program. Due to the limited space, the clinical make up days will be scheduled during the subsequent semester (in addition to that course's requirements). The student will receive an "**incomplete**" for their current course and must complete the clinical make ups within a prescribed timeframe determined by the Nursing Department Head to receive their earned letter grade for the course.

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 on site.
2. Reschedule the clinical experience. (This option is dependent upon the availability of the clinical site, instructor, and all of the students in the clinical group.)
3. If the above options are unsuccessful, then a clinical replacement activity may be assigned. Students are expected to utilize the scheduled clinical time to complete the clinical replacement activity.
   a. One (1) skinny case study from KeithRN = 4 hours
   b. One (1) unfolding case study from KeithRN = 6 hours
   c. Two (2) unfolding case studies from KeithRN = 12 hours
   d. Simulation experience (virtual or in-person) that is equal to the cancelled clinical time.

Note:
- If a clinical replacement activity is utilized, 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.
- 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.

REINSTATEMENT

Each nursing course has a certain number of allowable absences; however, the nursing faculty realizes that situations may occur beyond the student's control that would result in *excessive absences*. Therefore, reinstatement means allowing the student to immediately be placed back into the program. Any student who is automatically withdrawn from the program due to excessive absences may petition the Nursing Department Head for reinstatement. ***Reinstatement occurs only once.***

A written petition for reinstatement will only be considered with the submission of supporting documentation of the following excused absences:

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

LATE WORK

Any coursework (such as clinical paperwork, 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.

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 repetition of the issue.

LATE/MISSING CLINICAL DOCUMENTATION

Clinical documentation is due by **11:59 pm the day 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 member.
- **Second offense:** Student will receive a Student Code of Conduct Violation 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 an absence **BEFORE** the start of the examination. Documentation regarding the cause of the absence must be provided by the student. Student must complete the examination within three (3) business days of returning to class/clinical/lab. An alternate form of the exam will be administered. Mandatory class attendance and test taking are requirements of an audited course. Students who violate this policy may lose their placement in the nursing curriculum.

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 as 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 student's 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 as needed.
6. Students who do not pass an exam in a nursing course will be referred to the mentoring/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. Student's schedules are final unless there is an extenuating circumstance which is considered on a case-by-case situation.

NURSING SKILLS LAB EXPECTATIONS

1. When there is available nursing faculty, students may have access to practice with equipment in the lab.
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 lie or sit in a hospital bed that is occupied by a manikin.
4. Students may not remove any items from the lab.
5. After practice, the lab should be left clean and organized.
6. No food or drink is permitted in the lab.

LAB PERFORMANCE & ESSENTIAL SKILLS

NUR 111 lab prepares the beginning nursing student for clinical rotation through various healthcare facilities. Emphasis in lab is placed on patient safety, communication techniques, informatics, mastery of patient skills and health assessment.

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. Some of the CNA skills will be reviewed and assessed in NUR 111. Students who perform a CNA skill unsatisfactorily in the clinical area will be counseled by their clinical instructor and referred to the nursing tutor for remediation. Failure to become competent in a CNA skill may prevent academic progression.

Proficiency of the following essential skills must be demonstrated to progress in the nursing curriculum. **A score of 90 or above is required on all essential skills.** A student who fails to demonstrate proficiency of the skill will remediate and be allowed a second attempt to check off, but not on the same day. *A third attempt is not permitted.* Essential skills for NUR 111 include:

- Head to Toe physical assessments
- Indwelling urinary catheterization and removal
- Nasogastric tube placement and removal
- Intravenous placement, care, and removal
- Medication administration

SIMULATION LAB

The purpose of simulation in nursing curriculum is to prepare students for the clinical area. ACC's Nursing Department's goal is that every student will have the knowledge and skills to care for patients in a correct, safe, and therapeutic manner. Simulation experiences will focus on the following areas of concentration:

- Enhancing learning through simulation.
- Strengthening communication skills with patients and interdisciplinary team members.
- Reinforcing 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.

In aiding the transition from the classroom to the clinical area, students will be rotated through simulation experiences as part of their clinical rotations. The number of hours spent in simulation will be dependent on course structure and will not exceed 50% of clinical hours in accordance with NCBON regulations. Simulation assignments will be arranged by your course faculty members.

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 your simulation scenario/experience is completed, your instructor will allow a process of debriefing. Debriefing provides students 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 "real" clients.
- Demonstrate a focused and/or complete physical assessment based on client's problems.
- Develop a plan of care based on patient assessment findings and health care provider's prescriptions.
- Perform nursing care in a safe and correct manner following evidence-based practice.

- Demonstrate professional therapeutic communication during the simulation experience.
- Apply the SBARR method of communication when speaking to health care providers.
- Perform reassessments to evaluate interventions.
- Demonstrate the recording of client's assessments, interventions, and evaluations.

CLINICAL EXPECTATIONS

1. Clinical meeting times include days, evenings or weekends depending on clinical site availability.
2. Clinical may include virtual activities or simulation.
3. The student must meet the clinical objectives of the course to progress in the program.
4. Students are not allowed to make personal phone calls from the assigned clinical unit. Students should provide family members with the phone number of their assigned unit, as well as the name of the clinical instructor. In the event of an emergency, the family member may call the unit and ask for the clinical instructor, who will in turn provide the information to the student.
5. The clinical instructor must be notified *prior* to the student leaving the clinical area *at any time, for any reason.*
6. Safety occurrences/incidents (i.e., needle sticks) are reported to the clinical instructor and a written report filed with the Nursing Department Head. ACC campus security will also be made aware of the incident either by the student or Nursing Department Head.
7. Students will give medications only under the **direct supervision** of the **Clinical Instructor** or designated **Registered Nurse**.
8. All nursing procedures and techniques will be evaluated by the instructor. 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.
9. No chewing gum, food or beverages are allowed while on the clinical unit except during breaks and lunch.
10. Students will be dismissed from the clinical area under the following circumstances:
    - Student is unprepared for the clinical assignment.
    - Student exhibits unprofessional behavior.
    - Student fails to follow dress code.
    - Student exhibits behavior that may endanger a client.
    - Student exhibits behavior that may indicate possible impairment by drugs and/or alcohol. The student may be required to submit to drug/alcohol testing (at their expense). Students who failure to submit to drug testing will be dismissed from the program.

CLINICAL PERFORMANCE

1. Clinical performance must be demonstrated on a satisfactory level to pass the course, regardless of the average in the course.
2. *Unsatisfactory clinical behavior:*
    - Lacks adequate clinical preparation
    - Fails to meet clinical objectives (knowledge, skills, attitude)
    - Fails to fulfill written requirements (weekly documentation/clinical packet)
    - 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 may be utilized to ensure compliance. Anecdotal notes of unsatisfactory performance, counseling and prescriptive advice will be 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.

3. Clinical competency remediation is used for unsatisfactory clinical skills that have been previously taught, practiced and, in some cases, proficiency demonstrated. If a student receives a clinical improvement plan from the clinical instructor regarding competency, it is the responsibility of the student to contact the Nursing Skills Lab Instructor and/or tutor to present the clinical skills remediation list and schedule time for remediation sessions. The student will be required to prepare for remediation. The student must arrive for all remediation sessions on time and bring all necessary supplies, including a stethoscope and watch with a second hand. If the student is more than ten minutes tardy without prior notification to the lab, an unsatisfactory for the remediation will be given with no make up offered.

MEDICATION ADMINISTRATION IN CLINICAL

1. All medications administered by students **MUST** be given under the **direct supervision** of the 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).
6. 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 POLICY

1. Cell phone must be silenced while in class.
2. During examinations, cell phones and smart watches must be turned OFF, and stored away.
3. Alarms on cell phones are prohibited in the classroom.
4. Cell phones may not be taken to 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. The 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 POLICY

Postings on social media that violate HIPAA (i.e., protected health information, patient care information, photographs, etc.) or the Student Code of Conduct will result in a formal disciplinary action up to and including 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.

STUDENT CODE OF CONDUCT

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

I. ACADEMIC-RELATED VIOLATIONS
   A. Plagiarism
   B. Cheating
   C. Aiding Acts of Academic Dishonesty

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

Refer to the complete policy at https://www.alamancecc.edu/_resources/images/about-acc/ACC-Policy-and-Procedure-Manual_031924.pdf

III. NURSING-RELATED
   A. North Carolina Administrative Code: Nursing Practice Act
   B. NC Board of Nursing: Registered Nurse Rules
   C. American Nursing Association's Code of Ethics and the Scope and Standards of Practice

STUDENT DISMISSAL/CLINICAL AFFILIATE REFUSAL

It is the clinical site's decision to allow or deny any student access to their facility. If an alternate location cannot be secured, then the student would be unable to complete the required clinical component of the course and unable to progress in the program.

A serious incident in which a **client's safety or well-being** is threatened or potentially threatened by failure to satisfactorily perform a nursing activity; inappropriately altering a medical record (fraud); or breaching client confidentiality (HIPAA privacy violation) will result in failure of the clinical component. There is no opportunity to remediate such a clinical performance, and the student will be removed from the Nursing program.

All parking passes and badges must be returned at the end of the semester; failing to do so will result in an incomplete in the course. If a student withdraws from the course before the end of the semester, the parking pass must be turned in at that time.

CONDUCT CAUSING STUDENT DISMISSAL

A student who receives a **second Student Code of Conduct Violation** will be automatically withdrawn from the program and will be ineligible for readmission. Any behavior that is **grossly negligent or illegal 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 Associate Degree Nursing Program has a **ZERO TOLERANCE** for reckless and at-risk behavior in the clinical setting:

- Human error that may or may not constitute unsafe behavior is 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 risk 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

        Student will be removed from the clinical setting and prohibited from returning.

DISMISSAL FOR UNSAFE PRACTICE

        Unsafe practice includes deliberate or negligent acts or omission regardless of whether actual injury to the client 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 for the failure to complete course objectives/ requirements. NOTE: A student dismissed from the program for unsafe practice is ineligible for readmission to the nursing program.

References

Institute of Medicine (2000). To Err is Human: Building a Safer Healthcare System. Washington, DC: National Academy Press.

Marx, D. (2001). Patient Safety and the "Just Culture": A Primer for Health Care Executives. New York: Columbia University, 2001. Available at http://www.mers-tm.org/support/Mark/_Primer.pdf

North Carolina Board of Nursing (NCBON, 2002). Educational Rules 21 NCAC 36 .0321 CURRICULUM. http://www.ncbon.com

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/public. 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	
Communication breakdown (multiple handoffs, change of shift, language barriers)	
Unavailable resources (inadequate supplies/equipment)	
Interruptions / chaotic environment / emergencies – frequent interruptions / distractions	
Inadequate supervision by faculty or preceptor	
Inappropriate assignment by faculty or preceptor	
Policies / procedures unclear	
Client factors (combative/agitated, cognitively impaired, threatening)	
Non-supportive environment – interdepartmental/staff/student conflicts	
Lack of response by other departments / providers	
Other (identify)	
Total # mitigating factors identified	

Aggravating Factors – check all identified	
Especially heinous, cruel, and / or violent act	
Knowingly created risk for more than one client	
Threatening / bullying behaviors	
Prior formal student disciplinary record for practice issue(s)	
Other (identify)	
Total # aggravating factors identified	

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

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	

NCBON Education Consultant _____
Action Taken: _____

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

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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STUDENT COMPLAINT

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

GRADE APPEAL

Any student who believes he/she has received an unfair grade may appeal the grade decision. A grade appeal will be initiated within 30 days from the date the grade was issued, and the appeal will be in writing. Grade Appeal Form

In the event a student appeals a 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 dropped 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 Alamance Community College Grade Appeal Form.
    - Describe the sequence of events
    - Describe efforts made to resolve the grade dispute
    - Supporting evidence (including scans of documents that support his/her grade appeal)
    - Recommended solution(s) or desired outcome
- All documentation will be emailed to the instructor as the first level of appeal.
- Once the appeal has been reviewed, the instructor will communicate their decision to the student. At this point, the student will decide to:
    - Accept the decision and end the appeal process
    - Do not accept the decision and continue by submitting the appeal to the next level for review within five (5) days of receiving the decision.

APPEAL TO THE INSTRUCTOR

The instructor will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

APPEAL TO THE ACADEMIC DEPARTMENT HEAD

The academic department head will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

APPEAL TO THE ACADEMIC DEAN

The academic dean will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

APPEAL TO THE VICE PRESIDENT OF INSTRUCTION

The Vice President of Instruction will investigate and respond to the appeal, in writing, within five college working days. The decision of the Vice President of Instruction is final.

VISITORS POLICY

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 to the following rules:

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 the instructor's prior approval. 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 reasonably 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 possible 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 conduct an investigation 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.

https://catalog.alamancecc.edu/content.php?catoid=3&navoid=225#visitors-and-minors-on-campus-policy

PREGNANT & BREASTFEEDING STUDENT

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 accommodations 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 to breastfeeding students who need to pump during class and/or clinical.

ACADEMIC INTEGRITY POLICY

Alamance Community College expects every student to be committed to honesty and academic integrity. To ensure that all students understand ACC's expectations, specific examples of cheating and plagiarism, two common forms of dishonesty, are outlined below. The lists are representative, but not all-inclusive of various types of academic dishonesty.

- *Cheating* includes copying tests, assignments, projects, presentations, and similar work; submitting work that was previously submitted in another course or at another institution without instructor approval; changing grades without the instructor's knowledge; using unapproved sources (print, electronic, or web materials, etc.) during tests; receiving and giving assistance with tests or other assignments without instructor approval; and any action which misrepresents or defrauds.

- *Plagiarism* includes representing others' work (papers, tests, assignments, projects, etc.) in any form, print, electronic, web, etc., as your own; not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook for Writers of Research Papers, or other approved style guide); or submitting a purchased paper, project, or presentation as your own original work.

- *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.

- *Other academic honesty violations* include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination.
- If a student commits an act of academic dishonesty, the consequences within the Nursing program includes:
    - **First offense:** Student will receive a grade of zero (0) for the course work and formal counseling
    - **Second offense:** Student will receive a grade of "F" for the course and be immediately dismissed from the Nursing program.

NURSING WEB-BASED EXAMINATIONS

The Nursing program currently uses ATI for its computerized testing platform. 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 technological issue cannot be resolved, then the Nursing faculty will either reschedule the examination or offer it as a paper-based exam.

During ATI practice and virtually proctored examinations, students are expected to uphold academic integrity and not use additional resources while testing (see **Academic Integrity**).

LEAVE OF ABSENCE POLICY

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 a Nursing Advisor to determine when to resume the sequence of the curriculum to promote academic success.

Students who are continuously or cumulatively separated from the ADN 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.

FERPA POLICY

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, private 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.

SECTION VII—
SIGNATURES REQUIRED

ESSENTIAL FUNCTIONS & TECHNICAL STANDARDS ACKNOWLEDGEMENT FORM

The list of 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 externships. Please note that you must carefully review these technical standards.

If you are an individual with a documented disability who seeks reasonable accommodation, please contact Accessibility Services, Main Building, Room 233, 336-506-4130 or email at disabilityservices@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 Technical Standards and are capable of performing those Standards, with or without reasonable accommodation. Failure to perform the program's essential 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 & DRUG SCREEN

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 and drug screening 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 predator. 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 and drug screen.

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 and for drug screening. Information on how to complete the process will be provided.
3. The criminal background check and drug screening 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, upon request, drug screen and/or 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 and drug screen done, and I am aware that the reports 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 your clients, 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 Associate Degree 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