

Nashville State Community College

**Nursing
Handbook**



2017 – 2018

Nashville State Community College Associate Degree Nursing Program

WELCOME to the Associate Degree Nursing program at Nashville State County Community College. You have chosen to become a member of a health profession that is rewarding, challenging, stimulating, and demanding. Your success depends on you. The faculty is here to guide and direct you, but you need to put forth the effort to learn and apply the material. The challenge of learning is up to you.

You will note each course and each semester builds upon previous courses and activities. You are expected to bring knowledge from previous semesters into your current courses/semesters.

Your first responsibility as a student is to take full advantage of every learning opportunity. Make an effort to see the purpose of every assignment. This could be a reading assignment or a patient assignment. Every assignment is an opportunity for you to be successful in your chosen profession.

Your second responsibility is to do the very best you are capable of doing. Your mastery, retention, and application of the knowledge and skills required to provide quality care is of prime importance. You will have opportunities to acquire this knowledge during the program. Your knowledge and skill will be reflected in the care you deliver to your patients as well as in your grade for each course. With each contact you have with a patient you are being tested on your ability to apply your knowledge and skills. Your patient always deserves the best care you can give.

This handbook is provided so you will understand the philosophy, conceptual framework, theoretical framework, program outcomes, objectives, expected behaviors, and policies of the NSCC Associate Degree Nursing Program. You will need to read this information carefully and sign the back page. Your signature indicates you understand and agree to abide by the policies.

NOTE: All policies and procedure stated in this handbook reflect the policies and procedures of Nashville State Community College and are subject to change at any time at the discretion of Nashville State Community College and/or the Department of Nursing.

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Director of Nursing
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PROGRAM OVERVIEW

A) NURSING PROGRAM MISSION/VISION

The mission of Nashville State Community College is to provide comprehensive educational programs and partnerships, exemplary services, an accessible, progressive learning environment, and responsible leadership to improve the quality of life for the community it serves.

As an integral part of Nashville State Community College, the Department of Nursing derives its overall philosophy and purpose from the mission and goals of the college. NSCC is first and foremost a teaching and training institution that places high value on maximizing student access to educational programs and on graduates' success in finding employment or continuing their education. The culture of NSCC values:

- Helping students succeed in reaching their educational and career goals
- Providing learning opportunities to serve students in occupational and educational settings
- Responding to the educational and training demands of both students and employers
- Advancing the economic development of the service area

The faculty support and implement the mission, goals, and philosophy by providing an innovative, creative, and comprehensive curriculum in an interactive environment. We acknowledge the diverse needs of our students and clinical agencies as we work together for community enrichment.

The NSCC nursing program is committed to fostering an environment that promotes self-directed professionals in the art of caring, interpersonal communication and critical thinking. Our vision recognizes graduates as patient advocates who are stakeholders of the health and welfare of the community; thus our motto is *NSCC Nursing: Classroom to Community*.

Vision

To prepare nurses who will demonstrate professional competency in their application of the art and science of the nursing process who are committed to serve the communities in which they live.

Mission

Nashville State Community College School of Nursing aspires to professional excellence in teaching and learning with a dedication to provide evidenced-based nursing practice through discovery, integration, application, innovative technology and scholarship. We are committed to fostering an environment that promotes self-directed professionals in the art of caring, interpersonal communication and critical thinking. Our vision recognizes graduates as patient advocates who are stakeholders of the health and welfare of the community.

B) VALUES

The NSCC nursing program cultivates a dynamic learning environment that embodies accountability/trust, caring, creativity/passion, diversity, excellence, and lifelong learning.

Accountability/Trust - The ethical, moral and legal responsibility of professional nursing practice to serve others without self interest. Trust denotes a positive relationship of openness and fairness while creating an environment of safety, dignity and respect.

Caring - A foundational practice where the nurse is a privileged observer of the human response.

Creativity/Passion – Devotion and dedication of both heart and mind to the practice of professional nursing.

Diversity - A broad holistic approach to guide nursing care practice which assimilates a person's beliefs, customs and values and improves the human condition without judgment.

Excellence - Competent professional nursing is actualized through quality education in an environment of honesty, integrity and respect.

Lifelong Learning - A voluntary commitment in the pursuit of knowledge to enhance personal or professional growth.

C) THEORETICAL FRAMEWORK

The theoretical framework of the nursing program at NSCC was designed using: Leininger to address cultural care and diversity; Maslow to emphasize the importance of meeting basic human needs; Nightingale to support the importance of the environment within nursing practice; Orem to support our dedication to service; Pender to address how nursing students must overcome barriers to be successful; and Watson to address the caring within nursing practice.

Person – the person is a unique being with spiritual, cognitive, biophysical, psychological, emotional and sociocultural dimensions. A person is motivated and influenced by beliefs, values, goals and perceptions. A person possesses dignity, rights, worth, and deserves respect and the opportunity to make choices affecting health across the lifespan. An individual has adaptive abilities to meet hierarchical needs as they develop through life cycles and stages. The individual strives to maintain homeostasis.

Environment – the environment has dynamic internal and external influences that impact individuals, families, groups, and communities. These influences are defined by physical, intellectual, emotional, cultural and societal forces which require adaptation to maintain holistic health.

Health – health is a dynamic process influenced by the environment and uniquely defined by the individual. Illness is an imbalance from homeostasis and the holistic health of the individual while wellness can embody the presence or absence of disease.

Nursing – nursing is an art and a science requiring the application of knowledge and technical skills that focus on the caring of individuals, families, groups, and communities using a holistic approach. Nursing actions are developed through assessment, nursing diagnosis, planning, implementation, and evaluation. Nursing actions are also developed from the scientific process, the development of critical thinking, communication, and independent judgment. Nursing actions are directed toward caring for individuals, families, groups, and communities to attain and/or maintain optimum health throughout the life span. Nursing roles include care provider, coordinator/manager of care, and a member of the interdisciplinary health team. Collaboration, organization, delegation, accountability, advocacy, collegiality, ethics, and leadership reflect nursing roles that encompass the Standard of Professional Performance. Nursing is practiced as both a science and a caring art in primary, secondary and tertiary care settings.

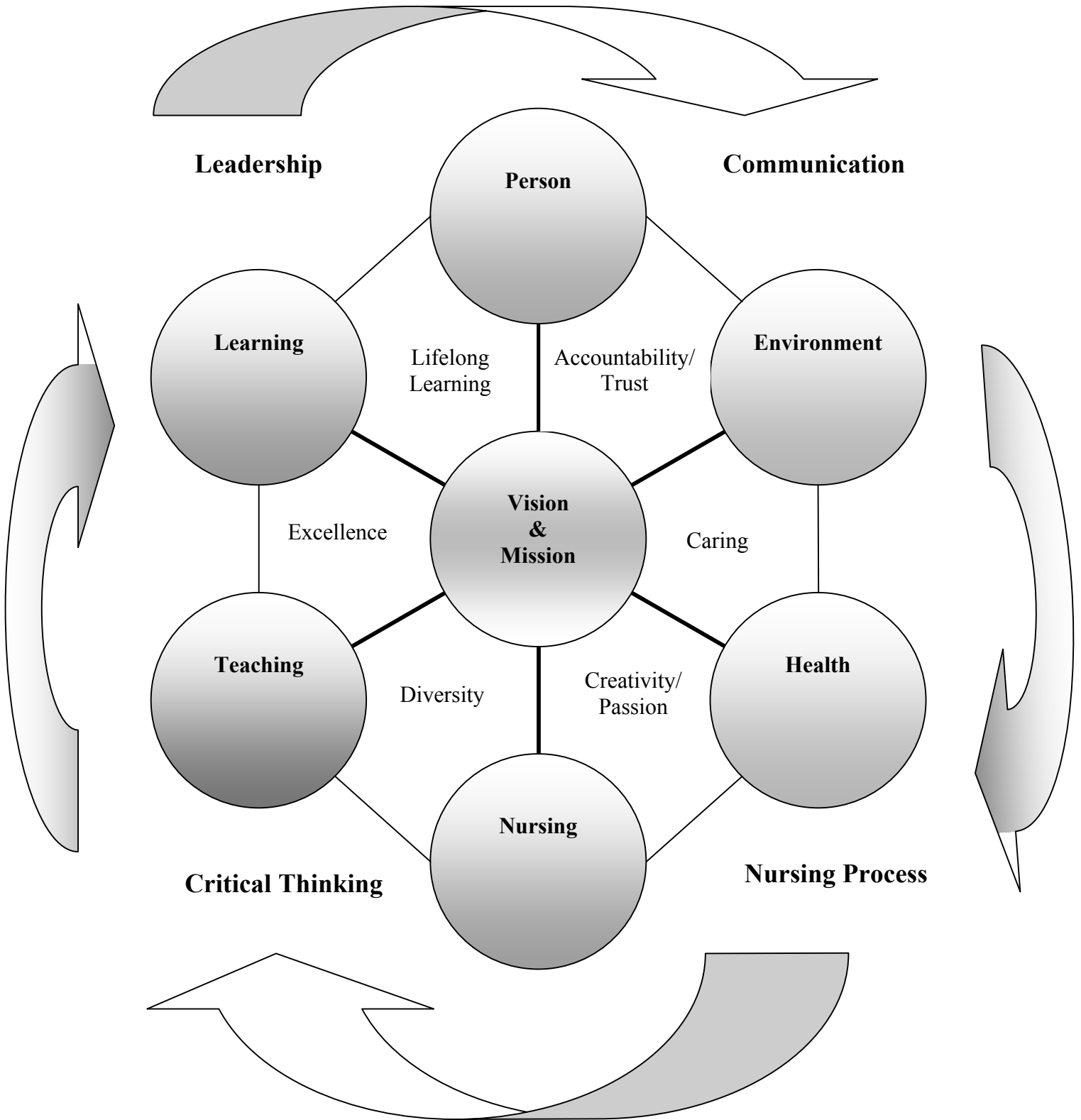
Teaching – teaching is an energetic interaction between the teacher and the student. The teaching role advocates facilitation, role modeling and mentoring of all students. Multiple teaching modalities are integrated to address various student learning styles. The nursing program reflects an organized curriculum increasing in difficulty and complexity over time.

Learning – learning is a life-long, ongoing process which is progressive, cumulative, and is evidenced by behavioral change. The education process involves recognition of each student as a unique individual and requires open communication between the student and faculty member. The learner is an active participant who is accountable for the pursuit, acquisition, application and personalization of knowledge. It is the responsibility of the teacher to provide a positive learning environment to promote learning. Learning is enhanced through multisensory approaches, and the provision of a variety of learning experiences. Learning requires opportunities in the clinical setting to provide the application of knowledge and acquisition of skills. Learning experiences are directed toward growth of independent thought, critical thinking, and mastery of clinical skills needed to provide safe, competent care to individuals, families, groups, and communities.

D) NSCC NURSING PROGRAM STUDENT LEARNING OUTCOMES

The conceptual framework of the NSCC nursing program (depicted on the next page) demonstrates how the key concepts/constructs of leadership, communication, critical thinking, and the nursing process are integrated throughout the curriculum. These key concepts/constructs are reflected in the program outcomes, the semester student learning outcomes, and the course student learning outcomes.

CONCEPTUAL FRAMEWORK



The integration of these concepts/constructs into the nursing curriculum is below.

Concept/ Construct	NSCC Nursing Program Student Learning Outcomes
Leadership	Practice within the ethical, legal and regulatory frameworks of nursing and standards of professional nursing practice . Collaborate when planning, implementing, and evaluating care.
Communication	Communicate effectively using verbal, nonverbal, and written techniques including information and technology.
Critical Thinking	Analyze subjective and objective data to identify actual or potential health alterations. Manage care through effective use of prioritization, delegation, informatics, and resources.
Nursing Process	Evaluate outcomes of clinical decisions implemented to provide safe and effective evidence-based nursing care. Evaluate the effectiveness of caring interventions that incorporate principles of dignity, diversity, safety and knowledge. Evaluate the effectiveness of the implemented teaching plan to meet the learning needs of patients, families, and/or groups.

The Nashville State Community College nursing program student learning outcomes for both the course and the semester reflect Bloom’s Classification of Cognitive Skills. These cognitive skills encompass several levels of learning from the acquisition of facts in semester one to the ability to think critically in semester four. The cognitive skills as revealed and demonstrated through the student learning outcomes are used to organize both the semester and course curricula, guide the method of instruction, direct learning activities, and evaluate student progress. The student progresses from a level of nursing education that is fundamental and knowledge-based to a level of education that requires the analyses of complex problems that reflect an advanced depth of knowledge and skill. The progression of the level of learning required to meet the student learning outcomes is displayed below.

Semester	Knowledge	Comprehension	Analysis	Application
Semester One	25%	25%	25%	25%
Semester Two	20%	20%	30%	30%
Semester Three	15%	15%	30%	40%
Semester Four	10%	15%	25%	50%

E) NSCC NURSING PROGRAM OUTCOMES

In accordance with the Accreditation Commission for Education in Nursing (ACEN), the following Nashville State Community College nursing program outcomes have been identified along with the expected levels of achievement.

1. Licensure exam pass rate.
The annual NCLEX-RN pass rate for first time test takers will be at or above 80%.
2. Program completion rate.
60% of students will complete the NSCC nursing program within four semesters or 150% of the program length. The retention/graduation rate is calculated by comparing the number of students/fall admission class who complete the nursing program with the number of students who were admitted to the nursing program with that same class.
3. Job placement rate.
85% of NSCC nursing graduates who self-report employment will be employed as registered nurses within six to twelve months post-graduation.

F) NSCC NURSING CURRICULUM

Year 1 - Semester One

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
NURS 1710	Fundamentals	4.0
NURS 1710	Fundamentals Clinical	<u>3.0</u> (135 clinical hrs)
		Total 7.0

Semester Two

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
NURS 1120	Pharmacology I	1.0
NURS 1620	Medical Surgical Nursing I	4.0
NURS 1620	Medical Surgical Nursing I Clinical	2.0 (90 clinical hrs)
NURS 1340	Mental Health Nursing	2.0
NURS 1340	Mental Health Clinical	<u>1.0</u> (45 clinical hrs)
		Total 10.0

Year 2 - Semester Three

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
NURS 2130	Pharmacology II	1.0
NURS 2630	Medical Surgical Nursing II	4.0
NURS 2630	Medical Surgical Nursing II Clinical	2.0 (90 clinical hrs)
NURS 1330	Care of the Child Nursing	2.0
NURS 1330	Care of the Child Clinical	<u>1.0</u> (45 clinical hrs)
		Total 10.0

Semester Four

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
NURS 1320	Maternal Child Health Nursing	2.0
NURS 1320	Maternal Child Health Clinical	1.0 (45 clinical hrs)
NURS 2140	Pharmacology III	1.0
NURS 2640	Medical Surgical Nursing III	4.0
NURS 2640	Medical Surgical Nursing III Clinical	2.0 (90 clinical hrs)
NURS 2240	Leadership	<u>2.0</u>
		Total 12.0

Total Program Credit Hours = 39

Total Program Clinical Hours = 540

Curriculum approved by *TBON*, 2/2016
Curriculum approved by NSCC Curriculum Committee, 10/2016

ADMISSION/PROGRESSION/DISMISSAL/READMISSION POLICIES

A) PRE-REQUISITE COURSE REQUIREMENTS

To be considered for admission into the nursing program and graduate with an A.A.S. in nursing, the following courses must be taken.

Math and Science Prerequisites (must be completed spring before fall admission)	Required General Education Courses	Required General Education Courses (select one from the list below)
BIOL 2010 4 credit hours Anatomy and Physiology I	ENGL 1010 3 credit hours English Composition I	ENGL 1020 3 credit hours English Composition II
BIOL 2020 4 credit hours Anatomy and Physiology II	PSYC 1030 3 credit hours General Psychology	SPCH 1010 3 credit hours Fundamentals of Speech Comm
BIOL 2230 4 credit hours Microbiology	Humanities Elective 3 credit hours	PSYC 2130 3 credit hours Lifespan Psychology
MATH 1530 3 credit hours Probability and Statistics		BIOL 1215 3 credit hours Principles of Nutrition
15 credit hours	9 credit hours	3 credit hours

B) ADMISSION REQUIREMENTS

The admissions process into the NSCC nursing program consists of the following steps:

1. Complete admission requirements to Nashville State Community College.
2. Complete application to NSCC Nursing program with *unofficial copy of all* college transcripts.
3. All pre-requisite courses listed above must have a grade of “C” or better.
4. GPA of 2.8 or better (excluding developmental) on pre-requisite courses listed above.
5. Math and Science prerequisites completed spring before fall admission.
6. Recommend completion of General Education courses listed above before student begins nursing program.
7. Complete ATI-Test of Essential Academic Skills (ATI-TEAS) within prescribed time frame with “Basic” as the minimum level of proficiency.
8. All ESL coursework, as recommended by the Michigan test, must be completed.
Courses may not be waived.

C) SELECTION CRITERIA/PROCESS

1. Students are selected to interview for admission into the program based on **admission requirements** (refer to page 11).
2. After the interview, a composite score is calculated. The composite score worksheet is provided below.
3. Minimum of 50 students are offered admission based on composite score.
Approximately 20 students are placed on a waiting list.

Criteria	Possible Points	Points Received
Interview	40	
GPA (all completed pre-requisite course requirements)	40	
Performance on TEAS (total possible points) (points based on level of proficiency)	20	
* <i>Basic</i> (require additional preparation)	5	
* <i>Proficient</i> (may require additional preparation)	10	
* <i>Advanced</i> (unlikely to require additional preparation)	15	
* <i>Exemplary</i> (additional preparation unlikely)	20	
TOTAL	100	

After March 1, all nursing applications are screened and student applications are rank ordered (1 - 4) for an interview according to the following criteria:

1. Students who have completed all math and science and general education pre-requisites with a grade of “C” or better.
2. Students who have completed all math and science pre-requisites with a grade of “C” or better and have not completed all general education pre-requisites.
3. Students who will have completed all math and science pre-requisites by end of spring semester with a grade of “C” or better and have not completed all general education pre-requisites.
4. Students who have neither completed all math and science pre-requisites nor have completed general education pre-requisites.

Students whose rank order is #1, #2, or #3, as described on page 12, are then scheduled to interview with a committee consisting of NSCC nursing and NSCC non-nursing faculty. Regardless of rank order, to be considered for admission into the NSCC nursing program, the student must achieve at a minimum the “Basic” level of proficiency on the ATI-TEAS exam and all ESL students must complete coursework recommended by the Michigan test.

Prospective nursing students are evaluated using a scoring worksheet ranging from – 5 to + 5. The student has the opportunity to earn a total of 40 points on the following items: preparation for the interview, communication, professionalism, critical thinking skills, personality, interest, motivation, and maturity.

Students are notified of their admission status via a letter after the spring semester has concluded and after final grades have been posted. Students who accept the offer of admission into the NSCC nursing program sign a contract. They are required to attend an orientation during the summer months prior to the fall semester.

D) ESTIMATED EXPENSES

Tuition

- 39 Credit Hours (Credit Hours x Cost/credit hour)
- Maintenance Fee
- Technology Access Fee
- Nursing Course Fee/Credit Hour
- Total/Credit Hour

Supplies

- Textbooks (estimate)
- Uniform & Supplies
- Nursing Pin

Additional Fees

- Nursing Lab Fee (2years)
- Kaplan Nursing (non-refundable)
- NCLEX-RN Licensing Exam Fees (non-refundable)

Health-related Requirements

- Criminal Background Check & Drug Screen (non-refundable)
- Liability Insurance (2 years) (non-refundable)
- BLS Certification Course
- Physical Exam/History
- Vaccinations (CDC Recommended Vaccines for Healthcare Workers)

<http://www.cdc.gov/vaccines/adults/rec-vac/hew.html> accessed 8/22/2017

See pages 16-18 of NSCC Nursing Handbook

E) PROGRESSION

After admission to the nursing program, students must meet the following conditions to remain eligible for progression:

1. Comply with the policies of Nashville State Community College, the Nursing Department, and clinical affiliates.
2. Maintain a cumulative (all college-level courses completed) grade point average of 2.0.
3. Earn a "C" or "S" (satisfactory) or better in *EVERY* nursing course. A student may not progress to the next semester until the minimum semester grade of "C" is achieved. Students receiving a grade of "F" in any course will be dismissed from the program.
4. Earn a grade of "C" or "S" or better in the lecture/laboratory/clinical component of each nursing course. Students *MUST* successfully pass the didactic as well as the lab/clinical component of the course. An "unsatisfactory" grade in the lab/clinical component will result in a grade of "F" for the entire course.
5. Final clinical performance in a nursing course must be rated as "S" according to the clinical evaluation tool.
6. Successfully demonstrate the head to toe assessment (HTA) at the conclusion of NURS 1710 with a minimum score of 77%.
7. Achieve 90% on the math proficiency exam(s) which is given every semester before clinical rotations begin.
8. Demonstrate safe, professional, ethical, and legal conduct at all times.
9. Maintain professional liability insurance at a level required by the institution /clinical affiliates.
10. Maintain required clinical documentation of health requirements.
11. Maintain current basic cardiac life support (BLS).
12. Maintain health insurance.
13. Meet Nashville State Community College retention policies.

F) DISMISSAL

A student will be dismissed from the program for the following reasons:

1. A grade of less than 77% in any nursing academic course.
2. A grade of U (unsatisfactory) in any nursing clinical course.
3. Demonstration and/or evidence of mental, emotional, and/or physical health condition deemed dangerous to student(s), peers, or patients.
4. Upon dismissal from the program, it is **mandatory** that the student attend an exit interview with the Director of Nursing; otherwise, the student will not be considered for readmission.

It is the responsibility of the student to satisfactorily complete the nursing program within four semesters. Any lapse in progression requires a readmission to the program. It may be necessary to repeat a course or courses if the student has withdrawn from the program for a period of one year or longer.

G) READMISSION

A student who has been dismissed/withdrawn from the nursing program may be considered for readmission. The following conditions apply when seeking readmission:

1. A cumulative GPA of 2.0 or higher on all college-level coursework completed.
2. Only one readmission by a student to the nursing program is permitted. This readmission must occur within one year from the date of dismissal from the nursing program.
3. A documented exit interview with the Director of Nursing.
4. A student must request readmission in writing to the Director of Nursing who will then inform the nursing faculty of the request.
5. Perform at the level of Basic on the ATI-TEAS; however, it is the expectation of nursing faculty that a readmitted nursing student would be proficient.*
6. A student being considered for readmission, may be interviewed by a committee of nursing faculty; however the interview is not guaranteed.
8. A written decision will be given to the student if accepted for readmission.
9. If accepted for readmission and to progress, the student must successfully demonstrate a head-to-toe assessment (HTA) using the NURS 1710 HTA rubric.
10. A student will be readmitted only if space is available.
11. Please be aware that readmission is not guaranteed.
12. Exceptions to the above readmission policy may be made by the Director of Nursing.

*Level of Proficiency definitions can be found on Page 11.

NURSING PROGRAM POLICIES/GUIDELINES

A) PERSONAL FILE

IT IS REQUIRED THAT YOU NOTIFY THE NURSING OFFICE OF ANY CHANGES IN NAME, ADDRESS, PHONE NUMBER, and EMAIL CHANGES.

The Nursing Office requires each student to provide current telephone number and email address at which he/she can be reached and/or receive messages. This information will be kept confidential.

It is the student's ethical/legal responsibility to maintain updated immunizations, TB skin tests, BLS, malpractice insurance, and any other requirements for clinical practice. The student is expected to maintain a satisfactory level of mental, emotional, and physical stability to enable a safe and competent level of functioning in the clinical practice setting and skills lab. Any situation with which it is believed the risk to the student(s) and/or patient(s) would be too great will be handled in accordance with Nashville State Community College policy. Consequently, the student may be denied the ability to participate in the clinical rotation which could result in the inability of the student to successfully complete the requirements of the nursing program.

B) HEALTH REQUIREMENTS

Prior to the first semester, each student must pass a physical examination and provide verification accordingly.

Physical exam forms are available in the Nursing Department. All required health documents, forms, and lab work must be completed and submitted with verification to the Nursing Department prior to the first day of the semester. Failure to do so will result in a clinical incident and the inability to attend the clinical experience until all required health forms and documents have been submitted.

1. PHYSICAL EXAMINATION

Prior to the first semester, each student must pass a physical examination and/or provide verification that a physical exam has been completed by a licensed health care provider and passed within the past year. Physical exam forms are available in the Nursing Department.

2. IMMUNIZATIONS

Nurses and those studying nursing are at risk for increased exposure to certain preventable infectious diseases and other health hazards. It is important for nurses to be immunized for protection against these diseases and for the prevention of their spread among patients in the health care settings. To minimize risks, nurses must rigidly adhere to special precautions. The recommendations from the Centers for Disease Control

(CDC) regarding universal precautions are attached. For more specific information regarding universal precautions and CDC recommendations, go to: http://www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html.

The immunizations/vaccinations documents are available in the Nursing Department. It must be completed prior to the first day of the semester. An explanation regarding each vaccine is provided. These immunizations/vaccinations may be provided by the county health department or your personal health care provider. The CDC recommends that all health care providers receive the influenza vaccine on an annual basis. If the student does not receive this vaccine, a declination form must be signed and provided to the Nursing Department. Be Aware: Should you choose not to take the vaccine, you may be required to wear a mask at some clinical sites.

Failure to submit the required proof of immunity to the Nursing Department by the date specified by the Nursing Department will result in the student's inability to attend the clinical experience until required documentation has been submitted. If the required proof of immunity is not obtained by the first day of the clinical experience, the student will not be allowed to attend. This will result in a clinical unsatisfactory.

The CDC Immunization Recommendations for healthcare workers are listed below: (www.cdc.gov/vaccines/adults/rec-vac/hcw.html, 2017)

TB	Initial 2-step TB skin test. If both readings from 2-step are negative, then annual 1-step TB will be required while enrolled. If TB skin test is positive, must have CXR within one year of admission
Hepatitis B	If you don't have documented evidence of a complete HepB vaccine series, or if you don't have an up-to-date blood test that shows you are immune to hepatitis B (positive titer) the you should: <ul style="list-style-type: none"> • Get the 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). • Get anti-HBs serologic tested 1–2 months after dose #3.
Flu (Influenza)	Get 1 dose of influenza vaccine annually.
MMR (Measles, Mumps, & Rubella)	<ul style="list-style-type: none"> • Two (2) doses of MMR vaccines (28 days apart) OR • Without two (2) MMR vaccines, proof of immunity (positive titers) for Measles, Mumps, & Rubella are required.
Varicella (Chickenpox)	<ul style="list-style-type: none"> • Two (2) doses of varicella vaccine 4 weeks apart OR • An up-to-date blood test that shows you are immune to varicella (positive titer documentation).
Tdap (Tetanus, Diphtheria, Pertussis)	<ul style="list-style-type: none"> • Documentation of vaccination within the last 10 years.

3. CRIMINAL BACKGROUND CHECKS/DRUG SCREENS

Upon admission to the nursing program, all students must undergo a criminal background check and drug screen. It is the responsibility of the student to comply with instructions provided regarding the criminal background check and drug screen upon acceptance or reentry into the nursing program. Results should be completed and provided to the Nursing Department by the designated date. Failure to comply could result in the inability of the student to meet the clinical requirements of the program which could lead to the student's inability to successfully complete the requirements of the nursing program. All expenses incurred in this process are the responsibility of the student.

Based on the results, a clinical site may determine to not allow a student to participate in a clinical rotation at their facility. This action could result in the inability of the student to successfully complete the requirements of the nursing program.

If there is continuous enrollment in the nursing program, only one background check will be required. A repeat background check and drug screen could be required if there is an interruption in the program of study or when a student's behavior/performance or other information creates a reasonable suspicion that the student is using or is under the influence of alcohol or drugs. The student will be removed from the classroom/clinical site and will be required to submit to a drug and/or alcohol screening test which could result in dismissal from the program. The student will be responsible for all fees related to the repeat drug and/or alcohol screening test.

The Tennessee Board of Nursing also requires mandatory background checks as part of the application for licensure in the State of Tennessee. All graduates will have to comply with these guidelines as part of the application for licensure.

4. ALTERATION IN HEALTH STATUS

Any existing health condition which could affect a student must be discussed with the semester coordinator and the Director of Nursing. If a health condition might affect a student's ability to participate in the nursing program (i.e. pregnancy, surgery, injury, etc.), the student must obtain and submit a written description from his/her health care provider regarding the restriction(s). If the nursing faculty believes the student (with reasonable accommodations) can meet the course objectives, the student will be given the opportunity to remain in the course. If a student must withdraw from the program and is in good academic standing, an application for readmission to the program may be submitted after demonstrating proof that the health restrictions have been alleviated. Readmission would be dependent upon the availability of space and approval of nursing faculty.

In the clinical setting, the clinical nursing instructor, in conjunction with the course coordinator, has the responsibility and duty to decide whether or not a student is capable

of clinical performance. If the clinical nursing instructor decides that the risk to the student(s), nursing staff, or patient(s) is too great or that the clinical objectives and expected behaviors cannot be met within the restriction, the student may be sent home for the day. If health problems or risks prevent the student from returning to clinical, further options will be decided by the nursing faculty in conjunction with the Director and in accordance with Nashville State Community College policy.

C) PROFESSIONAL LIABILITY (MALPRACTICE) INSURANCE

Nursing students are required to have professional liability (malpractice) insurance. A contract for professional liability (malpractice) insurance has been negotiated by Nashville State Community College. It is the expectation of the Nursing Department that the student participates in and purchases this professional liability (malpractice) insurance plan. Failure to provide proof of professional liability (malpractice) insurance will result in the inability to attend the clinical experience until proof has been provided which could result in a clinical unsatisfactory.

D) STUDENT HEALTH INSURANCE

It is the student's responsibility to be prepared to care for each patient and to take appropriate precautions against personal injury and illness. Through no fault of the college, instructors or clinical agency, the possibility exists that a student could accidentally be injured or exposed to a disease. If an injury occurs during the delivery of patient care, the clinical instructor and course coordinator must be informed immediately.

The student is responsible for assuming the cost of any necessary medical treatment. For this reason, nursing students shall obtain their own health care insurance or purchase student insurance through Nashville State Community College.

E) BASIC CARDIAC LIFE SUPPORT (BLS)

All students are required to complete the American Heart Association BLS course which is offered during nursing orientation at NSCC. If a student cannot attend the BLS course offered during nursing orientation, prior approval must be obtained from the Director. Failure to demonstrate successful completion of the BLS Healthcare Provider course prior to the beginning of the clinical rotation may result in disciplinary action up to and including a clinical unsatisfactory.

F) AMERICANS WITH DISABILITIES (ADA)

Section 504 of the Americans with Disabilities Act (1990) states, "No qualified individuals with a disability shall, because of that disability, be excluded from services, programs, or activities of a public entity, or be subject to discrimination providing the individual is otherwise qualified."

The nursing program at Nashville State Community College complies with the American with Disabilities Act. If a student requests ADA accommodation(s), the student must contact the

Student Disabilities Coordinator. It is the responsibility of the student to make the Director of Nursing aware if ADA accommodations are being requested.

G) RULES AND REGULATIONS RELATED to IMPAIRED FUNCTIONING

The health of the student and practitioner are essential to a safe working condition. Students who are under the influence of alcohol or other drugs in the clinical area pose a serious safety and health risk to themselves, patients, classmates, and others. When a student's behavior or performance or where other information creates a reasonable suspicion that the student is using or is under the influence of alcohol or drugs, the instructor shall remove the student from the clinical site and the student will be required to submit to a drug and/or alcohol screening test.

Testing positive for alcohol or other drugs or declining to be tested, will subject the student to discipline up to and including dismissal from the program.

All students will be responsible for compliance with:

- Drug-Free Campus/Workplace Policy Statement
- Rules of the Tennessee Board of Nursing, Chapter 1000-1-.13 Unprofessional Conduct and Negligence (<http://www.state.tn.us/sos/rules/1000/1000-01.pdf>)
- General Regulations on Student Conduct and Disciplinary Sanctions (TBR Policy 3:02:00:01)

H) TOBACCO-FREE CAMPUS POLICY

Tobacco use is not permitted in any NSCC owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by NSCC. This policy applies to all faculty, staff, contractors and visitors of NSCC and is in effect 24 hours a day, year round. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as, smokeless electronic cigarettes and other similar devices.

Violations should be reported to Security or Dean of Students. Penalties for violating this policy are as follows for students:

- First offense—verbal warning from Dean of Students
- Second offense—probation
- Third offense—suspension
- Fourth offense—expulsion

STUDENT PROFESSIONAL BEHAVIOR

ANA CODE OF ETHICS FOR NURSES

(ANA Code of Ethics for Nurses with Interpretive Statements, Silver Spring, MD: American Nurses Publishing, 2010 reissue)

Provision One.

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision Two.

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

Provision Three.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision Four.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

Provision Five.

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision Six.

The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision Seven.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision Eight.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision Nine.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

ANA STANDARDS of PROFESSIONAL NURSING PRACTICE

Standards of Practice

- Standard 1 Assessment**
The nurse collects patient health data.
- Standard 2 Diagnosis**
The nurse analyzes the assessment data in determining diagnoses.
- Standard 3 Outcome Identification**
The nurse identifies expected outcomes individualized to the patient.
- Standard 4 Planning**
The nurse develops a plan of care that prescribes interventions to attain expected outcomes.
- Standard 5 Implementation**
The nurse implements the interventions identified in the plan of care.
- Standard 6 Evaluation**
The nurse evaluates the patient's progress toward attainment of outcomes.

Standards of Professional Performance

- Standard 7 Ethics**
The registered nurse practices ethically.
- Standard 8 Education**
The registered nurse attains knowledge and competence that reflects current nursing practice.
- Standard 9 Evidence-based practice and research**
The registered nurse integrates evidence and research findings into practice.
- Standard 10 Quality of practice**
The registered nurse contributes to quality nursing practice.
- Standard 11 Communication**
The registered nurse communicates effectively in all areas of practice.
- Standard 12 Leadership**
The registered nurse demonstrates leadership in the professional practice setting and the profession.
- Standard 13 Collaboration**
The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.
- Standard 14 Professional practice evaluation**
The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
- Standard 15 Resource utilization**
The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
- Standard 16 Environmental health**
The registered nurse practices in an environmentally safe and healthy manner.

(ANA Scope and Standards of Nursing Practice, 2nd edition, 2010)

A) EXPECTED BEHAVIORS

In accordance with the ANA Standards of Professional Performance and the National League of Nursing graduate competencies, the graduate of the Associate of Applied Science Degree (AAS) nursing program at Nashville State Community College will demonstrate the following professional behaviors upon completion of the program:

Communication

Communicate effectively using:

1. Verbal
2. Nonverbal
3. Written techniques including information and technology.

Nursing Process

1. Evaluate outcomes of clinical decisions implemented to provide safe and effective evidence-based nursing care.
2. Evaluate the effectiveness of caring interventions that incorporate principles of dignity, diversity, safety and knowledge.
3. Evaluate the effectiveness of the implemented teaching plan to meet the learning needs of patients, families, and/or groups.

Critical Thinking

1. Analyze subjective and objective data to identify actual or potential health alterations.
2. Manage care through effective use of prioritization, delegation, informatics, and resources.

Leadership

1. Practice within the ethical, legal and regulatory frameworks of nursing and standards of professional nursing practice.
2. Collaborate when planning, implementing, and evaluating care.

B) Academic Integrity

The student is responsible for learning. The nursing faculty is available to assist and support each student in mastering the competencies of the nursing program. The faculty believes academic integrity is essential to the development of professional conduct. Students should commit themselves to behave in a civil manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedoms of every member of the community college.

Academic misconduct may occur in the classroom, skills lab, or clinical areas. Examples of these violations that ***WILL RESULT in DISCIPLINARY ACTION up to and including dismissal from the program*** include, but are not limited to:

- Plagiarism
- Concealment of information during an exam for the intent of using it to answer questions
- Submitting someone else's work (in whole or in part) as one's own
- Copying another student's answers on an assignment, exam, or other activity
- Participating in, assisting with, or concealing another student's actions of academic dishonesty
- Falsification of nursing program documents or patient records
- Cheating
- Giving unauthorized assistance on exams or other assignments
- HIPAA violations or breaches in patient confidentiality
- Sharing information about exam questions with students who have not yet taken the exam

C) STUDENT CONDUCT

Nursing students are held to the standards of professional behavior as described within the American Nurses Association Code of Ethics.

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

Examples of disruptive student behaviors and inappropriate student conduct that ***WILL RESULT in progressive DISCIPLINARY ACTION up to and including dismissal from the program*** include, but are not limited to:

- Chronic absences and/or tardiness
- Leaving the clinical facility without permission/abandonment of assigned patients
- Practicing outside scope of practice
- Unprofessional or unethical behavior
- Threatening or bullying behavior
- Obscene or abusive language (verbal or written)
- Irresponsible or dangerous behavior on campus or within the clinical setting
- Inappropriate use of social networking (see social networking policy)

- Theft
- Being under the influence or in possession of alcohol or controlled substances on campus or within the clinical setting
- Suspected substance abuse

Examples of disruptive behaviors and inappropriate student conduct that **MAY RESULT in DISCIPLINARY ACTION** include, but are not limited to:

- Use of electronic devices during classroom/clinical
- Reading materials during class that do not pertain to the class (newspaper, magazine and etc.)
- Chatter with another student or students during class
- Sleeping, rudeness, frequent interruptions, monopolizing class time

If a student is asked to leave the classroom and/or clinical area because of disruptive behavior, the behavior will be reflected in classroom and/or clinical evaluations and placed in the student's file. Students may then be required to design a plan of action with assistance from the nursing faculty and/or director of nursing.

D) GIFTS

Some students like to express their appreciation to their instructors by giving gifts. Accepting gifts from students places faculty in a compromised position; therefore, the nursing faculty requests that gifts not be given.

E) SOCIAL NETWORKING POLICY

Online social media allows students to engage in professional and personal conversations. The goal of this policy is to protect both students as well as the Department of Nursing. The policy represents a set of suggested standards of conduct when students identify themselves with NSCC. ***The one exception is any violation of patient privacy protected under regulatory or federal guidelines such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191).***

Students are personally responsible for the content they publish on blogs, twitter, social networks, forum boards, or any other form of user-generated media. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared.

1. Because of the emerging nature of social media platforms these guidelines do not attempt to name every current and emerging platform. Rather, they apply to those online platforms currently available and those that are emerging. Examples include but are not limited to the following:
 - YouTube
 - Facebook
 - iTunes
 - LinkedIn

- Twitter
 - Instagram
 - Snapchat
 - Blogs
2. Protect confidential information. While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. ***Do not post any information about your clinical rotations in any online forum or webpage. HIPAA is an agreement between you and the clinical facility; however, should a HIPAA violation occur, appropriate action will be taken on behalf of the clinical facility.***
 3. If a student self-identifies as a NSCC nursing student in any online forum, the student needs to ensure that it is clear that they are not speaking for NSCC, and what is posted reflects individual personal views and opinions...not necessarily the views and opinions of NSCC.
 4. By virtue of self identifying as part of NSCC in such a network, students connect themselves to, and reflect upon, NSCC faculty, staff and even patients.
 5. Be thoughtful about how you present yourself. NSCC nursing students are preparing for a career providing services to the public. NSCC and future employers hold you to a high standard of behavior. By identifying yourself as a NSCC nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even patients. Ensure that content associated with you is consistent with your professional goals. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared with everyone. The contributing individual student immediately loses control of the content.
 6. Respect your audience and your coworkers. NSCC is an organization whose students, faculty, and patients have a diverse set of customs, values, and points of view. Don't be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images, and etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as politics and religion. Civility is an important component of on-line communication.

F) HIPAA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT)

All information regarding clients at any health care setting is confidential. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 defines those who must comply with HIPAA law as all persons involved with access to client information and medical records. This includes nursing students and instructors. Each clinical agency will have policies and procedures regarding HIPAA regulations.

Students may not, under any circumstances:

- photocopy and remove a patient's records from the clinical facility
- take pictures in the clinical environment with a personal phone, camera, or other recording device
- divulge information about patients or their treatment modalities outside of HIPAA parameters
- destroy any portion of a patient's medical record, which is a legal document

Additional information is provided at:

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

*HIPAA violations **will result in disciplinary action** up to and including dismissal from the program. Because these breaches in confidentiality are violations of federal law, prosecution may result.*

G) DRESS CODE/CLINICAL SUPPLIES

The following regulations apply to all students in the Associate Degree Nursing Program at Nashville State Community College. Simulation/skills lab hours are a component of clinical hours. The appearance of the student enrolled in the nursing program should reflect their aspiration to attain professional standards. Failure to adhere to these requirements may result in dismissal for the day and a subsequent clinical unsatisfactory.

HAIR: The hair is styled in a manner appropriate to the clinical situation. Hair is to be **off the neck and collar** and away from the face and secured with **plain** barrettes or other unobtrusive devices. No bows, sparkles, beads, or hair extensions allowed. Headbands should be a neutral color.

FACIAL HAIR: Mustaches and beards, if worn, must be clean and neatly trimmed.

COSMETICS: Cosmetics, if worn, must be subtle. This includes eye make-up, lipsticks, and blush.

JEWELRY: You are to have a watch with a second hand for evaluating pulses and respirations. A plain wedding band and one pair of small post earrings are allowed. No industrial posts. No necklaces, bracelets, or rings with stones are to be worn during clinical.

PIERCINGS: No visible piercings.

NAILS: Nails should be kept short, no longer than the fingertip, clean and well rounded. Nail polish is not permitted, including clear nail polish. Absolutely **NO** artificial nails.

TATTOOS: When in the clinical area, tattoos should be covered.

- PERFUME: Perfume, lotions, or aromatic after shave are not to be worn.
- UNIFORM: The uniform consists of a white top with the Nashville State Community College – School of Nursing patch. Pants need to be properly hemmed with the hemline above the sole of the shoe. The uniform must be washed and pressed prior to each clinical day. Undergarments must not be visible. Male students are to wear white crew neck T-shirts under their white shirts.
- SHOES: White nurse's shoes or all white sport shoes are required for all students. No canvas shoes allowed. The shoes must be kept clean and polished; the plain white laces laundered as necessary. All shoes must have a closed toe and back. No clogs.
- HOSIERY: White nylons or white cotton socks must be worn with uniforms.
- PRE-CLINICAL PLANNING AND HOSPITAL ORIENTATION: NSCC- SON uniform required. White lab coat is permissible.
- IDENTIFICATION: NSCC identification badge is required in the skills lab and in the clinical area.
- OTHER: No gum chewing during any skills lab/clinical experiences.
- SAFETY GLASSES: The student is to use safety glasses when involved in a procedure that has the potential of splashing with blood and/or body secretions.
- STETHOSCOPES: It is necessary for students to purchase the stethoscopes recommended by the NSCC nursing program.

FOOD AND DRINK ARE NOT ALLOWED IN THE SIMULATION/SKILLS LAB

CLASSROOM/SKILLS LAB/CLINICAL POLICIES and GUIDELINES

It is expected that the student will demonstrate interest in and enthusiasm for the clinical practice of nursing. The faculty expects the nursing student to be present and on time for all classroom, skills lab, and clinical experiences. The student is to conduct themselves professionally with classmates, patients, faculty, professional personnel, and other members of the health care team at all times.

A) ORIENTATION

The NSCC nursing faculty may conduct an orientation session(s) during the week immediately preceding the first week of classes. The purpose of this session(s) is to provide students an overview of the program of study that will be covered during the upcoming semester/course/skills lab/and clinical rotations. While the nursing department recognizes that this orientation session(s) is held outside of the assigned classroom/clinical schedule, attendance is mandatory. Because the total clinical hours for each content area may include hours spent in the skills lab as well as hours spent at the clinical site, failure to attend the orientation to the skills lab component of the course could result in a clinical unsatisfactory.

Students will be required to complete an orientation for each clinical facility prior to the beginning of the clinical rotation and at the direction of the course coordinator. The orientation will include the expectations of the assigned course coordinator, clinical instructor, and clinical facility. Each clinical facility is different; therefore, each clinical facility orientation is facility-specific. To accommodate schedules of our host facilities, it may be necessary for students to attend a clinical orientation outside their assigned clinical schedule. Orientation materials may also need to be completed on the student's personal scheduled time.

Failure to complete the clinical orientation within the designated time frame will prevent the student from participating in the clinical component of the course and will result in disciplinary action up to and including dismissal from the program.

B) BASIC ASSUMPTIONS RELATED to ATTENDANCE

NSCC NURSING PROGRAM VALUES PUNCTUALITY AND DEPENDABILITY

1. To achieve the competencies of each nursing course, attendance at all scheduled classroom/skills lab/clinical practice days is **MANDATORY**. Punctuality and attendance are behaviors evaluated on all nursing course evaluations. All missed skills lab/clinical experiences must be made up; *HOWEVER*,
2. The ability to provide skills lab/clinical make-up experience is **limited** by the availability of practice opportunities, clinical space and faculty resources.
3. **Patterns** of tardiness and/or absenteeism can result in failure of the nursing course which can result in dismissal from the program. These patterns will be evaluated and transferred to each subsequent semester.

4. If a student is going to be absent from classroom/skills lab/clinical, **it is the responsibility of the student to notify the department secretary AND appropriate clinical instructor as soon as possible. A follow-up email should be sent to the appropriate full-time nursing faculty member within 24 hours of the absence. Other students or other nursing faculty are not to relay messages. Communication regarding absenteeism and/or tardiness is the sole responsibility of the nursing student.**
5. If the appropriate faculty member is not notified in a timely manner (as outlined below), the student's course and/or clinical grade will be impacted negatively.

C) TARDINESS

1. Arriving late or leaving early is seen as a lack of interest. **Patterns** of tardiness or leaving early can result in **academic failure** of the nursing course which can result in **dismissal** from the program.
2. When assigned a starting time in the classroom/skills lab/clinical experience, this is **NOT** the arrival time. The student is to arrive in sufficient time to be ready to begin at the scheduled starting time. The course coordinator/clinical instructor will let you know at the beginning of the semester when to arrive to both the classroom/skills lab/clinical area. (Depending on the experience and the particular clinical unit, your arrival time may be fifteen to thirty minutes prior to the start time).
3. Tardiness/skipping class is a behavior that demonstrates a lack of interest on the part of the student. This type of behavior will require the student to meet with the instructor of the course and develop an action plan to remedy the situation.
4. **Tardiness to skills lab/clinical will not be tolerated** and can result in a grade of "unsatisfactory" which could result in **academic failure** of the nursing course which can result in **dismissal** from the program.
5. If you are scheduled for class/skills lab/clinical and know that a situation has arisen which could possibly make you tardy or if you need to leave early, notify the department secretary and follow it up with an e-mail to the instructor prior to the beginning of class/skills lab/clinical experience.

D) ATTENDANCE

1. Attendance will be taken at the beginning of the classroom/skills lab/clinical experience. If students are not present during this time they will be considered absent, unless the instructor has been notified in advance.
2. If you are scheduled for class/skills lab/clinical and will not be present or you need to leave early, notify the department secretary and follow it up with an e-mail to the instructor prior to the beginning of class/skills lab/clinical.
3. Chronic absenteeism **WILL** jeopardize your grade for the course and can result in **academic failure** which would result in **dismissal** from the program.
4. **Absenteeism from the skills lab/clinical will not be tolerated** and can result in a grade of "unsatisfactory" which could result in **academic failure** of the nursing course which would result in **dismissal** from the program.

Dental and medical appointments for health maintenance should be scheduled during days off. Appointments should be scheduled around your classroom/clinical schedule.

E) MAKEUP CLINICAL EXPERIENCE

Students are expected to makeup **ALL** missed clinical time (including skills lab), unless exempted by the instructor. If clinical time/skills lab time is missed, it is the responsibility of the student to make arrangements with the instructor. Faculty decisions regarding make up time are final.

F) NO CALL/NO SHOW

This is irresponsible and unprofessional behavior which directly affects the patient care on the assigned unit. **A no show/no call will result in a clinical unsatisfactory with no opportunity for “make up”.**

G) EMERGENCIES

In the event of an unforeseen emergency (such as serious illness or death of an immediate family member or presence of a communicable disease), the student must notify the department secretary via phone and/or email and the appropriate faculty member via phone and/or email. In the event of a scheduled exam/quiz, the student must notify the department secretary via phone and/or email and the appropriate faculty member prior to the scheduled exam. Upon the student's return, documentation regarding the absenteeism must be provided.

Consideration will be given in the event of a family illness or funeral of an immediate family member; however, be aware that such an absence may interfere with meeting the requirements of the course.

H) INCLEMENT WEATHER

The Nursing Department will adhere to the inclement weather policy of Nashville State Community College. In the event of the official closing of the College due to inclement weather, students are not required to present themselves for clinical duty. If the announcement is not made prior to leaving for clinical, the student is expected to use good judgment in deciding whether to travel to the clinical facility. If the clinical instructor is unable to reach the clinical facility, students **MAY NOT** care for patients and **CANNOT** remain on the clinical unit, until another instructor arrives. Clinical experiences will be canceled for that day if another clinical instructor does not arrive. If necessary to meet the program requirements, the student will be expected to make up the time missed under the direction of the semester coordinator.

I) CLINICAL EXPECTATIONS

The course coordinator and clinical instructor will explain to the students the preparation required for the clinical experience and the dates of their clinical rotation. Students are expected

to arrive at the clinical site on time, dressed appropriately (see dress code), equipped with proper resources, and prepared to care for assigned patients. Failure to meet any of these expectations **WILL** result in dismissal for that day and a clinical “unsatisfactory” for the day. The clinical instructor has the duty to assess and decide whether or not these expectations have been met.

While in the clinical area, students will be assigned to patients by the instructor and will be part of an assigned group. The clinical instructor is in charge of the clinical area. Any problems or questions must be taken directly to the instructor. While in the clinical area, compliance to the following guidelines is required:

- The instructor must be notified immediately of any change in the patient’s condition
- Nursing care is not to be performed without permission of the instructor
- The student may only provide nursing care to the specific patients to whom they are assigned by their nursing instructor
- Any direct nursing care provided other than to the patient assigned, must be approved and/or supervised by the nursing instructor
- Students are to remain on the nursing unit at all times unless permission is granted by the clinical instructor
- Adherence to direction from clinical instructor
- Patient safety policies and procedures
- Patient confidentiality

Failure to comply with these guidelines will result in dismissal from the nursing unit for the day and a subsequent clinical unsatisfactory for the day, Clinical Warning, and/or a possible Clinical Failure. A clinical failure will result in the student’s failure of the course and dismissal from the program. The severity of the situation, the student’s progression in the program, and/or previous clinical experiences as a nursing student will contribute to the decision that is made. Clinical failure and subsequent dismissal from the program will be made by the Course Coordinator in conjunction with the Director of Nursing

J) ADHERENCE TO CLINICAL SITE POLICY

Students are expected to conduct themselves in an ethical manner and adhere to the policies and procedures of the clinical site. An orientation to each clinical site will be provided prior to the beginning of the clinical rotation. Your nursing instructor will guide you regarding the policies and procedures. **Remember: you are a representative of the nursing program at Nashville State Community College.**

K) ACCESS TO INFORMATION

Students have access to information about patients to whom they are assigned. **ALL** information regarding patients is confidential and is to be discussed only with other health care personnel who are directly involved in the care of the patient. Discussion of patient information does occur for educational purposes, such as during pre/post conferences and classroom settings. Patient names are not to be used. Discussion of patient information in lobby, elevators, cafeteria, break

areas, and rest rooms etc. is unacceptable and violates the patient's right to confidentiality as stated in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). ***Any "HIPAA" violation will result in disciplinary action.***

L) EMERGENCY PHONE CALLS

The clinical sites will not accept phone calls for students. If an emergency arises between 8:00 A.M. and 4:30 P.M., the nursing office at NSCC can be called and a message will be forwarded to your clinical instructor. Instructions will be provided during clinical orientation on how to contact your clinical instructor. It is the responsibility of the student to inform family members and care-givers of his/her schedule. Cell phones/pagers are **NOT** permitted in the clinical area.

M) CLINICAL COMPETENCE

The NSCC nursing program has a moral and ethical responsibility to prepare graduates who will be competent and safe caregivers. This obligation is clearly spelled out by the American Nurses Association (ANA). The ANA Code of Ethics (2001) requires that "the nurse acts to safeguard the client and public when healthcare and safety are affected by the incompetent, unethical, or illegal practice of any person." Each clinical experience has defined clinical competencies that reflect the outcomes of the course/semester. These clinical competencies are measured through use of the performance-based clinical evaluation tool.

All critical offenses will result in remediation, a clinical unsatisfactory, and/or disciplinary action up to and including dismissal from the nursing program. Examples include, but are not limited to:

- Inaccuracy in patient assessment skills
- Failure to notify the instructor of change in patient's condition
- Violation of patient safety
- Error in medication knowledge, preparation and/or administration
- Breach of medical or surgical asepsis
- Failure to prepare for clinical experience
- Inappropriate direct patient care
- Inappropriate preparation/implementation of any therapeutic procedures
- Inappropriate or inadequate documentation
- Lack of professional responsibility/accountability
- Failure to communicate effectively with patient, instructor, and/or staff
- Failure to follow directions
- Attendance/tardiness issues
 - Abandoning a patient
 - Abusing and/or neglecting a patient
 - Placing a patient at risk for a hospital acquired condition

The clinical instructor and the course coordinator have the duty to evaluate and document the severity of the offense within a reasonable time frame (dictated by the clinical experience) and

determine the course of action. The documentation of these critical offenses will be maintained in the student's permanent record on file in the NSCC nursing department.

N) REMEDIATION

Remediation Definition: "A class or activity intended to meet the needs of students who initially do not have the skills, experience or orientation necessary to perform at a level that the institution or instructors recognize as regular for those students" (Grubb et al. 1999)

There are two types of remediation: reactive and proactive. Reactive remediation is designed to address impairments while proactive remediation is designed to avoid negative outcomes.

It is the student's responsibility to be aware of both their academic and clinical performance and schedule an appointment with the instructor to design a remediation plan specific to their needs.

O) FOOD AND DRINK POLICY

Classroom: Food is not allowed. Drinks must be in a spill-proof container.

Skills Lab: No food or drink allowed.

Skills Lab Classroom/Conference Room: Food is not allowed. Drinks must be in a spill-proof container.

P) SKILLS LAB RESPONSIBILITIES

1. The Nursing Skills Lab is an extension of clinical and academic components of a nursing course. All the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e. dress and behavior, etc.). See Student Handbook.
2. Students should wear their student ID at all times while in the lab and follow the recommended dress code of the college.
3. It is recommended that students start a skills lab note book to assist with organizing all information covered during the class.
4. Attendance in skills lab is by pre-assigned clinical group. Please remember that skills lab time is limited and students need to use their time wisely when in class.
5. Skills lab consists of some lecture, some demonstration, use of videos, check-offs and return demonstration. Students must keep in mind that competency testing will be on-going. Please keep noise to a minimum during lab time.
6. Students need to be aware of where personal belongings are placed as space is limited.
7. Any broken equipment, out of place supplies or lacking supplies should be immediately reported to clinical or lab faculty and should not be addressed by the student.
8. If a student is aware of a latex allergy, or suspects one, it is the student's responsibility to notify skills lab instructors. Non-latex gloves are available upon request.
9. Due to multiple clinical groups, lab equipment cannot be signed out. Students will need to speak with the clinical instructor if additional lab time is needed.

10. Students are expected to come to skills lab prepared, which includes wearing appropriate clothing, being appropriately groomed, having read over assigned content for that lab and practicing various skills at home. (See Student Handbook for further detail)
11. A break will be provided. Students should take care of personal business during that time.
12. No visitors will be allowed in skills lab.
13. Listening to iPods or similar devices is prohibited in class.

Q) CARE OF SIMULATION LAB EQUIPMENT

1. Use gloves when handling all manikins and parts.
2. **DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF LAB INSTRUCTORS.**
3. **DO NOT** use betadine on manikins.
4. Ask for assistance for use of VitalSim units.
5. Use beds for practice and testing purposes only. Individuals serving as patients are to remove their shoes when lying on the beds.
6. Report any dirty, malfunctioning, unsafe, or damaged equipment to lab instructors.
Models need to be handled with care and returned to their location at the end of skills lab.
7. ***IF IN DOUBT, ASK!!!!***

R) ACCEPTABLE USE POLICY FOR COMPUTERS, LAPTOPS, WIRELESS DEVICES, AND ETC.

Nursing students are expected to follow the guidelines outlined in the Nashville State Community College Acceptable Use and Wireless Access policy which can be found on the Nashville State Community College website.

The H-321 classroom has been designed to meet the unique IT needs of the nursing program at Nashville State Community College; therefore, nursing students have laptops (stored in H-321) available for use at the discretion of the nursing instructor. While in use, the following guidelines need to be followed*:

- Students will be assigned a designated laptop to be used in the nursing program.
- A generic “login” will be provided when laptops are assigned.
- No USB drives are to be used in the laptops stored in H-321.
- No external content should be stored on the laptop.
- No external charging devices should be used in conjunction with the laptops.
- Charging of any devices, i.e. cell phones, tablets, personal laptops, and etc. should not be done at the desks/tables in H-321.

*the list may not be inclusive so it is the expectation that the student will use good judgment and respect the intent of this policy.

S) SAFETY AND SECURITY

Due to the safety and security concerns for our NSCC nursing students, the doors to the nursing classroom and lab will be closed and therefore, locked at the beginning of each class. The doors will remain locked until a break is called by the instructor.

ACADEMIC POLICIES/GUIDELINES

A) GRADING POLICY

Fall and Spring semesters start with the first day of classes according to the Nashville State Community College calendar and end the Friday of final exam week. It is the responsibility of all students to be available to meet student obligations through the last day of final exam week.

In accordance with Nashville State Community College, grades in didactic/theory will be recorded using the letter system. The following scale is used to determine the numerical grade within the NSCC nursing program:

93 - 100	= A
85 - 92	= B
77 - 84	= C
Below 77	= F

To pass the course(s), the final course grade(s) must be at least a 77. Final course grades will NOT be rounded up. For example, a 76.9 will not be rounded up to a 77.0.

The specific objectives to be attained by the student and the method of calculating the final course grade are written in each course syllabus.

On exams which use a Scantron, the Scantron is the official answer sheet. All answers for the test will only be taken from the Scantron unless there are alternative questions such as fill in blank, discussion, or labeling. For example, if a student answers correctly on the answer sheet, but marks the Scantron sheet incorrectly, the student will have answered the question incorrectly.

Students are responsible for reading each course syllabus to be informed of the grading system, course objectives, and expected clinical behaviors.

The clinical evaluation categories in the clinical evaluation tools are: Satisfactory (S), Needs Improvement (NI), and Unsatisfactory (U). These terms are utilized in the clinical courses throughout the nursing program.

Satisfactory:

- Most performance standards are consistently achieved.
- Deficiencies are typically not serious and are usually corrected with moderate follow-up.
- Clinical outcome is met.
- The student seeks appropriate guidance, validation, direction, and supervision.
- Performance is efficient and completed in a reasonable time frame.

Needs Improvement:

- The student routinely performs below standard.
- The student requires frequent direction and prompting to meet clinical outcome.

- Student behaviors are incorrect, but caused no harm because instructor/staff intervened.
- Student performance is inefficient and not completed within a reasonable time frame.

Unsatisfactory:

- The student is unable to perform with instructor direction and supervision.
- The student refuses to perform as directed.
- The student provides unsafe therapeutic care.
- The student disregards direction from the instructor.
- The student requires close and constant direction and prompting.
- Student does not meet clinical outcome.

The clinical expectations of nursing students increase as a student progresses through the program. For example, it would be the expectation of nursing faculty that a first semester student would have more documented “needs improvements” than a fourth semester nursing student; however, it is expected that at the conclusion of every clinical rotation, all clinical behaviors have been met with an evaluation of Satisfactory (S) or Unsatisfactory (U). The student cannot have an evaluation of “needs improvement” on the final week of any clinical rotation. All items evaluated as “unsatisfactory” and/or “needs improvement” will be documented on the clinical evaluation tool.

If a nursing course has a clinical component, simulation and/or skills lab(s) assignments are considered part of the clinical course. Simulation class and clinical grading are combined in the evaluation tool. All of the items listed on the evaluation tool will be combined and reflected to both simulation class and clinical. The clinical/simulation/skills lab component will be evaluated on a pass/fail grading scale using a performance-based clinical evaluation tool. The final clinical grade for those nursing courses with a clinical (which includes simulation/skills) component will be recorded as a Satisfactory (S) or Unsatisfactory (U). To achieve a grade of satisfactory, the student must achieve the competences/outcomes outlined in the clinical component of each applicable nursing course

The student will receive an unsatisfactory clinical grade if: a) two unsatisfactories occur during a clinical rotation; and/or b) failure to improve the “needs improvement” item(s) by the end of the semester and/or within the prescribed time frame. If a student receives two “needs improvements” in a row on any clinical behavior, it is the expectation that by the third week, the student achieve a “satisfactory”. If (in the opinion of the clinical instructor and/or course coordinator) the student has not successfully performed and/or mastered the clinical behavior, the student will be given an “unsatisfactory” for that item. Failure to improve the “needs improvement” item(s) may result in clinical failure.

Critical items are those behaviors that are key to the profession of nursing and upon employment, could result in disciplinary action up to and including termination of employment. These items will be marked with an *. The student will receive an unsatisfactory clinical grade if there is consistent unsatisfactory performance on a critical item(s) throughout the nursing program.

Lecture and skills lab/clinical are co-requisite; therefore, the following criteria apply:

1. If the student fails skills lab/clinical then they fail the lecture component even if they have passing test scores.
2. If a student fails the lecture then they fail the skills lab/clinical component even if they have an acceptable clinical evaluation.
3. Students cannot sign up for lecture without skills lab/clinical and vice versa.
4. If the student withdraws, they must withdraw from both courses.
5. Withdrawal or failure from lecture and skills lab/clinical will be considered one failure.

The profession of nursing requires all members practice ethical standards, demonstrate integrity and honesty, and provide for the safety of patients. The guidelines used by the faculty for evaluation of these behaviors are: the Expected Behaviors, The American Nurses Association Code of Ethics, and ANA Standards of Practice and Performance. These are included in this handbook.

B) EXAMS/QUIZZES

Scheduled tests and/or quizzes should be taken at the scheduled time. If a student is absent on the day of an exam, the department secretary must be notified via phone at least 30 minutes prior to testing. The student is also responsible for contacting the instructor of record for the course.

Absence from an exam for whatever reason will result in a 5 percentage point deduction from the exam grade.

It is the student's responsibility to take the makeup exam/quiz within one week and/or before the next scheduled didactic class. Arrangements for exams/quizzes missed must be made with the course coordinator. The format for the makeup exams/quizzes is at the discretion of the course coordinator and may not be identical to the originally scheduled exam/quiz and could consist of an oral exam/quiz, an essay exam/quiz, a multiple choice exam/quiz, and/or any combination of the above.

Missed exams/quizzes, failure to notify the instructor prior to the exam/quiz, and/or failure to complete the makeup exam/quiz within the prescribed time frame or when designated by the instructor **WILL** result in a grade of 0 for that exam/quiz.

Final exams, which are part of the course competencies, are to be taken by all students. If extenuating circumstances occur which create problems in writing final examinations (illness, death, accident), notify the Nursing Department and instructor prior to the examination.

C) STANDARDIZED ASSESSMENT of CONTENT

Standardized achievement exams will be administered at designated times throughout a particular nursing course and/or semester. The intent of these exams is to evaluate the student's mastery of content and prepare the student for the NCLEX-RN style of question. Depending on

the course and/or semester, the predetermined score on the standardized achievement exam will be a percentage of the student's grade for a course and/or will determine the student's ability to advance to the next semester. Refer to the individual course syllabi for specific information. These exams will be scheduled outside of the normal classroom lecture times.

Those students who are identified as having a deficiency by scoring below the predetermined score on the standardized achievement exam will be required to meet with the course/semester coordinator to establish a plan of remediation prior to progressing to the next content course in the nursing curriculum. Remediation may include focused review tests, other computer-based practice tests, written review materials with practice questions or instructor-developed materials. Failure to meet with a nursing faculty member will be documented in the student's personal file.

During the fourth and final semester of the nursing program, students will be required to take three comprehensive exams that will evaluate their mastery of the content taught throughout the nursing curriculum, identify areas of nursing content strengths and weaknesses, and predict their probability of passing the NCLEX-RN exam. All three of these exams will be administered as a component of NURS 2240 (Leadership). The three comprehensive exams are:

1. Nursing Assessment Test: This test will evaluate the student's mastery of content areas taught in the nursing curriculum. This test will be administered early in the fourth semester. Once the results have been obtained, the student will be responsible for designing a personal study plan to be reviewed and approved by the NCLEX review course coordinator.
2. NCLEX-RN Diagnostic Exam: This test offered toward the conclusion of the nursing program/curriculum is based on the NCLEX-RN test plan. This test will be administered midway through the fourth semester and will be used to evaluate the student's strengths and weaknesses in specific areas of nursing content. The student will be responsible for designing a remediation plan for mastery of content areas that must be reviewed and approved by the NCLEX review course coordinator and Director of Nursing. Depending on the content areas of weakness, nursing faculty will be required to assist as well.
3. Predictor Test: This test will be offered at the conclusion of the fourth semester and after the students have completed their final exams. This test predicts the probability of passing the NCLEX-RN exam. This test will serve as the nursing comprehensive exit exam at NSCC. The minimal passing standard on the Predictive Test that represents 90% likelihood that the nursing graduate will pass the NCLEX-RN will be the score required on the Predictive Test and will be the score required for graduation from the nursing program at NSCC. 50% of the final course grade for NURS 2240 is based on the student's performance on the Predictor Test. Students must achieve the score assigned to the 90% likelihood of passing the NCLEX-RN. This score will be required for course completion of NURS 2240. If the student does not achieve the predetermined score (90% likelihood of passing the NCLEX-RN) on the Predictor Test, a zero will be assigned for the exam.
(The Department of Nursing reserves the right to change the percentage required based on recommendations or requirements from the national exam scoring center).

4. To pass NURS 2240 and sit for the NCLEX-RN, the student must achieve the minimum passing standard which represents a 90% likelihood of passing NCLEX-RN. Failure to achieve this passing score will result in a failure (F) being given for NURS 2240. The student will not be allowed to sit for the NCLEX-RN.
5. To remove the (F) for NURS 2240 and subsequently sit for the NCLEX-RN, the following requirements must be met for readmission to and graduation from the nursing program:
 - a) The student must show proof that a nationally recognized NCLEX-RN review course has been completed.
 - b) The student is responsible for all fees related to the NCLEX-RN review course.
 - c) The student must repeat NURS 2240.
 - d) The student must repeat the NCLEX-RN review as a component of NURS 2240.
 - e) The student must retake the Predictor test at the conclusion of the fourth semester and after final exams have been completed.
 - f) The student must achieve the minimal passing score on the Predictive Test.

If the student does not achieve the minimal passing score on the Predictive Test a second time, the student will be dismissed from the NSCC nursing program.

Academic dishonesty/cheating on any standardized achievement exam will result in an F for the course and dismissal from the nursing program. The student will not be allowed to apply for readmission.

D) DRUG DOSAGE CALCULATION

Accurate calculation of drug dosages is critical to the provision of safe and effective nursing care and satisfactory clinical performance. Prior to the beginning of each clinical rotation in each semester, nursing students will be required to take a math proficiency test. Nursing students cannot participate in the clinical experience if a math proficiency score of 90% has not been achieved. The student will be given three opportunities to achieve a 90%. If after the third attempt, a 90% is not achieved, the student will be given an F and will be dismissed from the program. Drug dosage calculations are not confined to the Pharmacology courses and may appear on any exams in any nursing course at any time.

STUDENT ACTIVITIES

A) GRADUATION ACTIVITIES

1. Pinning Ceremony

The pinning ceremony is a time-honored tradition within the profession of nursing. The nursing pin which is unique to Nashville State Community College is presented to each student who has fulfilled the academic requirements of the nursing program. The ceremony is held the evening before NSCC graduation. Family and friends are encouraged to attend. Attendance is mandatory for all students in the NSCC nursing program. Students will be required to purchase the nursing pin sometime during the fourth and final semester. An example of the pin is shown below.



2. Student Awards

Two students who have demonstrated excellence throughout the nursing program are recognized during the pinning ceremony.

- a. **The Spirit of Nursing Award** recognizes the student who is a humanitarian, has enhanced student-faculty relationships, and has given service above and beyond what is required.
- b. **The Academic Excellence in Nursing Award** recognizes academic success in the classroom. This student has fulfilled the mission of the Nashville State Community College School of Nursing by building their future through learning. This student has demonstrated scholastic excellence and an enthusiastic commitment to the profession of nursing.

3. Composite Picture

During the fourth and final semester, students will be required to have a photograph taken for the composite picture. Students will be required to pay for the cost of the photograph. The student's individual photograph will accompany their application for licensure.

4. Graduation

Students successfully completing all of the nursing degree curriculum requirements and meeting other college requirements for graduation will be awarded an associate of applied science degree (AAS) in nursing. Prior to the beginning of the third semester the department secretary will meet with each student to verify that graduation requirements have been met.

Nursing students are invited to participate in the NSCC college – wide graduation ceremony held on the campus of Tennessee State University. For additional information concerning degree requirements, forms and fees pertaining to graduation, refer to the NSCC Catalog and the NSCC Student Handbook. The Director of Special Projects & Student Life coordinates all NSCC graduation activities and is responsible for making students aware of graduation activities.

B) LICENSURE

1. NCLEX

Students who graduate from the AAS in Nursing are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) upon verification of degree completion. It is important that students fulfill all the needed information prior to the deadlines in order to take the exam. NCLEX-RN candidates will select a date, time, and location to take the exam. Candidates who wish to write the exam outside the state of Tennessee should contact the Board of Nursing Examiners in the state in which the exam will be taken. If you live in a state that is contiguous to Tennessee, be aware that successfully passing the exam in Tennessee may allow you to practice nursing in the state in which you are a resident.

The NSCC nursing student must complete the approved Kaplan NCLEX-RN review course (which is a component of the NSCC Nursing Program) prior to the nursing department's submission of the documents required by the Tennessee Board of Nursing which determine the student's eligibility to sit for the NCLEX-RN.

2. NOTIFICATION OF DEPARTMENT OF NCLEX-RN RESULTS

Graduates are expected to notify the NSCC Nursing Department as soon as they receive information from the Tennessee State Board of Nursing regarding their performance on the NCLEX-RN examination. Failure to do so could result in the delay of recommendations for employment and hinders the nursing department from measuring and reporting one of the program outcomes required by the ACEN (Accreditation Commission for Education in Nursing, Inc.). Upon notification of the nursing department, graduates who are unsuccessful in achieving a passing score on the NCLEX-RN exam should contact the nursing department regarding additional resources available for review and recommended preparation for retesting.

3. NURSING LICENSE

In order to attain a license as a registered nurse and be permitted to participate in the practice of nursing, the National Council Licensure Examination for registered nurses (NCLEX-RN) must be passed. The Tennessee Board of Nursing (TBON) determines a graduate's eligibility for licensure on an individual basis. The rules of the TBON regarding registered nurse licensure are provided below:

CHAPTER 1000-01 RULES AND REGULATIONS OF REGISTERED NURSES 1000-01-.01 LICENSURE BY EXAMINATION

Rules and regulation of the Tennessee Board of Nursing related to licensure can be found at the Tennessee Board of Nursing website.

<http://share.tn.gov/sos/rules>

PROFESSIONAL NURSING FEES

Each applicant should review the list of fees as found on the Tennessee State Board of Nursing website. (Fees are subject to change)

The Tennessee State Board of Nursing website is: <https://www.tn.gov/health/topic/nursing-board>

D) STUDENT FILES

The student file is maintained in the nursing office. The student is responsible for the accuracy of the health information maintained in their file. It is the student's responsibility to provide the nursing department up-to-date health records and immunization/vaccination records. If a student is absent from classroom/clinical instruction due to an illness that requires a visit to a health care provider, it is the responsibility of the student to provide the nursing department documented verification of the visit. Upon graduation from the nursing program, all health forms including the immunization/vaccination records are made available to the student.

E) CLASS OFFICERS

After completion of the first semester, each class will elect a president, vice-president, and secretary to serve as representatives of the class and participate in an advisory/mentorship role to address the perspectives of the students. These class officers will provide leadership to the class and will reflect the values of the Nashville State Community College nursing program. Monthly meetings will be held with the Director of Nursing and nursing class at which the class officers will preside. The agenda for the monthly meetings will be decided upon by the class officers in conjunction with the Director of Nursing.

F) STUDENT EXTRACURRICULAR ACTIVITIES

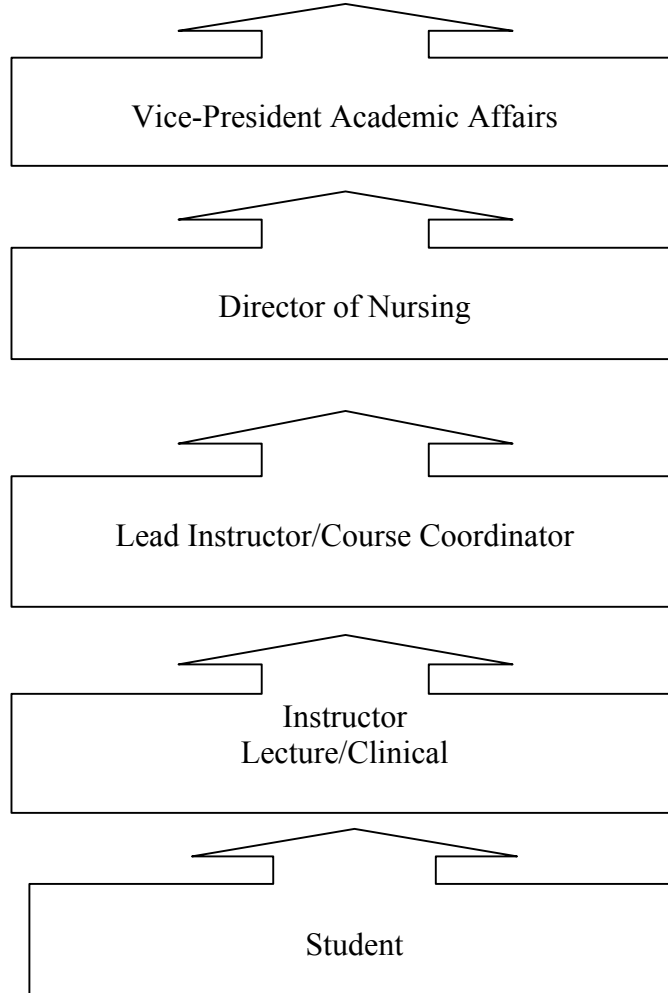
All nursing students are encouraged to actively participate in department and college activities. Participation in these activities leads to development of team and professional leadership qualities. As the motto of the nursing program at Nashville State Community College is “From Classroom to Community” it is the hope that the NSCC nursing students develop a sense of volunteerism in the community in which they live and seek out opportunities to serve others.

G) STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Faculty members welcome the opportunity to work closely with students to facilitate learning and assist in meeting course objectives. If a student has concerns regarding an instructor or course/clinical content, the student should first discuss those concerns directly with the instructor involved. At this point, the student and instructor should make every attempt to resolve the issue. If further discussion is needed, the student should contact the course coordinator. If the issue remains unresolved, the student should schedule an appointment with the director of nursing. At the time of the appointment with the Director, the student should bring a written statement summarizing the grievance. If the issue continues to remain unresolved, the student should contact the Vice-President of Academic Affairs for assistance.

NURSING DEPARTMENT ORGANIZATIONAL CHART

Every student is required to follow the organizational chart. Not following the organizational chart constitutes unprofessional behavior.



*Approved NSCC-SON/08/01/10
Revised: 08/11, 8/12, 8/13, 8/14, 8/15, 8/16, 8/17*

**NASHVILLE STATE COMMUNITY COLLEGE
NURSING DIRECTORY**

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Nashville State Community College School of Nursing
Student Communication/Documentation

Student Name: _____

Instructor: _____

Purpose of meeting/discussion:

Topics addressed during meeting/discussion:

Remediation Plan/Action Plan/Follow-up Plan:

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

I have read and understand the policies and procedures of the NSCC Nursing Student Handbook for the academic year 2017-2018.

Print: _____ Date: _____

Signature: _____ Date: _____