Student Handbook

For the

Practical Nursing Program

Paul D. Camp Community College
2014-2015
Dear Nursing Student:

We are pleased that you have accepted admission into the Nursing Program at Paul D. Camp Community College (PDC). The Certificate in Practical Nursing is for students who plan to become licensed practical nurses (LPN). Upon completion of the nursing program, students are eligible to take the National League for Nursing Licensing Examination for Practical Nurses (NCLEX-PN). Nursing is a profession that offers many career opportunities. Practical nurses are hired in a variety of health care facilities.

The Certificate in Practical Nursing requires three semesters of study once you are admitted into the program. The PDC nursing program has been approved by the Virginia State Board of Nursing. The PDC Nursing Program is committed to high standards, which are reflected in the admission and progression standards of the program. The program is very computer based. All nursing courses are web-enhanced and testing is done on-line in Blackboard. Therefore, it is imperative that students either have their own computers or have access to them.

The nursing program is very demanding and requires outside time commitments to complete course assignments/requirements. Many students must continue to work as they seek to advance themselves educationally. Please realize that it is very difficult to work full time while enrolled in the nursing curriculum. It is critical that you take the time to make life style adjustments to accommodate your educational goals.

Several qualities or standards are required of all nursing students. One major quality we expect in each student is accountability, which is being responsible for your own actions. You are expected to use this student handbook along with the college catalog/student handbook to assist you in being accountable for your action/behaviors. It is your responsibility to read and understand college and program policies. If you do not understand any policy or your rights as a student, please contact your advisor, nursing faculty member, or the program head. Any student with a disability or other special circumstances requiring academic accommodations or other consideration in order to successfully complete the requirements of this program, are requested to identify himself/herself individually to the instructor and to discuss this matter in a private and confidential manner. Faculty office hours are posted outside each faculty member's office. You should contact the faculty during these hours, by e-mail or telephone to schedule an appointment.

You are encouraged to join the student nursing association which meets periodically during the school year. This organization is responsible for many activities that will make college life enjoyable.

We hope your educational experience is enjoyable and rewarding. Good luck in your college career.

The PDCCC Nursing Faculty

Note: Policies in this handbook are subject to revision. These revisions are stated verbally and in course syllabi to students on an ongoing basis. New handbooks are available to students upon request each semester.
FACULTY

Full-Time

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Mrs. Ann Pinner, MS, RN  Associate Professor   Rm 136F  569-6733
Mrs. Carol Wright, MSN, RN  Associate Professor   Rm 136D  569-6723
Mrs. Linda Chitwood, MS, RN  Assistant Professor   Rm 136J  569-6765
Ms. Amy Wagner, MSN, RN  Assistant Professor   Rm 136B  569-6729
Mrs. Lucy Little, BSN, RN  Instructor   Rm 136C  569-6798
Mrs. Courtney Darden, BSN, RN  Instructor   Rm 112  925-6317

Adjunct Room 136I  569-6732

Mrs. Carol Blanton, BSN, RN  Instructor
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Faculty Advisors

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Mrs. Carol Wright MSN, RN  Allied Health Students & 2nd Year Class Faculty Advisor   Room 136D  569-6723
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Mission
Paul D. Camp Community College provides diverse learning opportunities to enhance the quality of life for students and the community.

Goals
To achieve this mission, the college provides…

• access to higher education for students and promotes their success and goal attainment

• curricula in university parallel programs that facilitate transfer to senior institutions

• career and technical programs that are responsive to the needs of students and employers

• a developmental studies program to help students meet college-level learning expectations

• workforce training, services and lifelong learning opportunities

• skills and values students need to function effectively in their world

• support for partnerships for the development, growth and renewal of the service region

• adequate personnel, financial resources, facilities and technology to support its programs and services.

• Emergency preparedness planning, training, and promotion

Core Values
At Paul D. Camp Community College, we are committed to…

The Value of Each Individual – Each person is important.

We appreciate the diversity of our student body and college employees. We seek to understand and respect one another.

The Development of Talent – Faculty, staff and students bring knowledge, skills and abilities to the institution. We encourage them to develop their full potential in order to live responsible and productive lives.

Teamwork and Community – We accomplish more by working together. Collaboration is an organizational priority for faculty and staff and a learning expectation for students.

Access and Service – We serve students and each other by working to remove obstacles that threaten success. We challenge students to do the same in their communities.
Standards of Excellence – We expect each student and college employee to achieve the standards of quality identified for their academic plan or administrative unit.

Innovation and Risk-taking – We encourage each other to try new ways to address challenges and fulfill the college’s mission.

Accountability and Improvement – We expect individual students and college employees to fulfill their responsibilities. Meaningful evaluation of student outcomes and other measures of institutional and individual effectiveness are used to improve performance, programs and services.

**Vision Statement**

Paul D. Camp Community College will be our region’s first choice for high-quality transfer and technical programs, workforce services and training, postsecondary education and community partnerships.

**Paul D. Camp Community College**

**Nursing Program**

**Overview of Nursing Program**

The Certificate in Practical Nursing Program supports and functions within the statement of the mission and core values of Paul D. Camp Community College (PDC). The specific vision, mission, purpose, and program outcomes of the Nursing Program are as follows:

**Vision Statement**

To prepare diverse individuals to deliver quality holistic nursing care to the community.

**Mission Statement**

The nursing program at Paul D. Camp Community College will provide quality nursing education that is comprehensive, innovative, affordable, accessible, and responsive to the changing needs of the community. In addition, the program will provide opportunities for life-long learning for the health care professional.

**Purpose**

The practical nurse program is designed to prepare students to qualify as contributing members of the health care team, rendering direct patient care as beginning practitioners of nursing in a variety of health care settings. At the successful completion of the program, the student will be eligible to take the National Council Licensure Examination (NCLEX) leading to licensure as a practical nurse (PN). In addition, the program contributes to the workforce and the health and well-being of the community by providing graduates with the knowledge and skills to deliver quality health care to patients across the life span.

**Program Outcomes**

Developed June 2, 2004: CMR
Revised June 17 & July 27, 2005 CMR
Revised 7-30-12 Nursing Faculty; Revised 10-1-12cmr; Reviewed 8-5-13 abp
At the completion of the Nursing Program the graduate will:

1. Use the nursing process and critical thinking to meet multiple health needs for clients across the lifespan in a variety of healthcare settings.

2. Integrate theories, evidence based practice and clinical judgment when providing care for groups of clients with multiple physiological and/or psychosocial needs in a caring and compassionate manner.

3. Communicate therapeutically with individuals, groups and their families and significant others.

4. Communicate relevant data, verbally, in writing and through information technology to effectively collaborate with the health care team.

5. Integrate holistic health teaching into the care of the individual and groups.

6. Integrate ethical values and legal principles into the delivery of nursing care.

7. Utilize management skills and concepts to plan and coordinate the care for a culturally diverse group of clients in a variety of settings.

8. Assume the role of the practical nurse as care provider, advocate, teacher and manager.

9. Assume accountability and responsibility for his/her own actions and education as a contributing and competent member of the health care team, the nursing profession and society.

10. Successfully pass the National Council Licensee Examination for Practical Nurses (NCLEX-PN).

**Nursing Program Philosophy**

The Program of Nursing embraces the Mission of the College, which has historically provided educational programs responsive to the needs of the community. The philosophy of the Nursing Program provides a holistic set of beliefs governing the practical nurse program and its graduates. The following statements are the nursing program’s beliefs related to the nature of the individual, environment, society, health, nursing, teaching/learning, nursing education, and the role of the practical nurse within their scope of nursing practice.

**Society.** A society is a dynamic system of interacting subsystems, the goals of which are to attain and maintain a steady state. We believe society is composed of diverse groupings of people across the lifespan reflecting various ethnic and cultural orientations. The adjustment or modification strategies used by these subsystems for the attainment and maintenance of the steady state are influenced by a multitude of factors that characterize society. These include ethical, legal, historical, social, environmental, cultural, economical, and political factors.
**Environment.** The environment is a dynamic internal and external state surrounding the individual at a given time. The environment encompasses the physical, psychological, social and political worlds that have both stressors and supports. The stressors can arise from positive or negative life changes and may be adverse in their consequences. Supports may include biological, social, psychological, political, and spiritual buoys that sustain the individual. Each individual perceives the environment uniquely. One’s family, culture, and community shape the individual’s perception of the environment that the individual enters to promote homeostatic adaptation.

**Individual.** An individual is a unique biological, psychological, sociocultural, political, and spiritual being that is in constant interaction with the environment. Each individual has the capacity to grow and adjust to the environment in an effort to maintain homeostasis and is in a constant state of change depending on the circumstances at the time. As a member of a societal system, the individual’s ability to adapt within one’s society is also influenced by developmental and maturational accomplishments.

While maintaining their interdependence with family, community, and society the individual progresses through the stages of the life cycle where growth and development are predictable and orderly. Individuals have the capacity for emotions, communication, and critical thinking. They determine their own destiny as influenced by their diverse nature. In this philosophy the term individual is synonymous with client. The term client may refer to an individual, a group, or a community.

**Health.** Health is a dynamic state located on a continuum between wellness, illness and death. Health reflects the inter-relationship among the biological, psychological, sociocultural, political, and spiritual components of the individual. The relative balance among these components influences the individuals’ state of health. The individual constantly seeks to attain and/or maintain an optimal level of health through self-direction.

**Nursing.** Nursing is an applied science as well as an art that has evolved over the ages beginning with a basic concern for one’s fellow man. Nursing is critical to the health care delivery system. Its goal is to maximize the self-care potential of individuals and groups of all ages regardless of their location on the wellness-illness continuum. The focus of nursing is to promote therapeutic client outcomes, which include enhancing and maintaining health, providing illness care, assisting in habitation/rehabilitation, and comforting the dying. This is accomplished through the steps of the Nursing Process. The practice of nursing takes place within the context of a therapeutic relationship.

The scope of nursing includes practice, teaching, and managing. Within this context, effective interpersonal and communication skills are essential components of nursing practice. Given current and
emerging social, economical, and political trends, health teaching is essential to nursing’s role in health promotion and maintenance. The discipline of nursing synthesizes theories and concepts from the natural and social sciences and the humanities into the practice of nursing. With the broadening scope and complexity of nursing practice, nursing must provide heightened leadership, management, participation in quality improvement, and control of its own activities through a specified set of socially responsible standards of nursing practice which includes recognizing and prevention of abuse. Nursing as a professional discipline must be accountable to itself as a profession and to its consumers.

**Teaching/Learning.** The teaching-learning process is a reciprocal interaction involving the student, teacher and the environment. Teaching involves the selection of strategies in the cognitive, psychomotor, and affective domains that provide opportunities for acquiring knowledge, skills, and attitudes. The process promotes self-understanding and motivation for continued learning and personal growth, thereby enhancing the development of the individual as a contributing responsible member of the discipline of nursing and of society. The educator acts as a role model, counselor, and resource person by acquiring and sharing current knowledge. The educator manages the classroom and clinical experiences to facilitate learning, accountability, and critical thinking.

Learning is the acquisition of new knowledge, attitudes, and competencies. Learning incorporates cognitive activity and behavioral change to promote self-development through the lifespan. It is a self-directed activity requiring motivation, ability, and active participation by the student. Learning is most meaningful when it is related to the pursuit of the individual’s personal goals. Individuals have varied learning styles and progress at different rates. The learner is viewed as a responsible participant who should be encouraged in self-expression, creativity, and freedom to discover. Learning is a lifelong process that builds on a foundation of concepts and skills from simple to complex, acquired from previous experiences. The student is provided an educational environment in which faculty promote trust; enhance self-esteem; and encourage maximum learning, accountability, and critical thinking with an emphasis on commitment to caring.

The teaching-learning process facilitates the development of critical thinking, decision-making and independent judgment. Furthermore, the process is enhanced by reinforcement, role-modeling, and mutual respect between the educator and the learner. In addition, teaching-learning is facilitated by the use of a variety of teaching methods, incorporating multisensory approaches such as lecture/discussion, demonstration, role-playing, simulations, computerized technology and practical application in a variety of health care settings.
Nursing Education. Nursing education is an organized process by which individuals are prepared to assume nursing practice roles and provide competent nursing care within the health care delivery system. Instruction in the humanities, natural and behavioral sciences, and theories provides a foundation for the development of the cognitive, psychomotor, and affective skills necessary for the practice of nursing. The goal is to educate students to deliver competent and compassionate nursing care by incorporating the concepts of the roles of the nurse, nursing process, growth and development, basic human needs, and the wellness-illness continuum into their nursing practice and to ultimately become a contributing member of the health care team.

The practical nurse graduate is a nurse who provides safe and competent nursing care to clients in primarily acute and extended care settings, according to agency protocol and the American Nurses Association’s Standards of Nursing Practice and the State Board of Nursing Statues and regulations. The practical nurse graduate is prepared to use the nursing process in providing and managing the health care of individuals. The practical nurse graduate demonstrates individual accountability and sensitivity in nursing practice through collaboration, consultation, and the integration of ethical concepts, legal parameters, and client advocacy. Further, the practical nurse graduate provides educative and supportive assistance to the client’s significant others and family. The faculty is preparing the graduate to demonstrate the core competencies of patient-centered care, teamwork and collaboration, evidence based practice, quality improvement, safety and informatics, professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, and managing care. The practical nurse nurse advocates for professional and technical advancement through continuing education and participation in professional organizations. Finally, the practical nurse graduate has a sound foundation to further his/her nursing education, and personal and professional development.

The primary role of the faculty is the preparation of students to care for individuals across the lifespan in a variety of settings within the framework of the interdisciplinary team. In addition the faculty acts as resource persons who guide, direct, and facilitate the learning process. And in so doing adapt their involvement in the teaching-learning process to meet the needs of the individual learner. The individuals who have the primary responsibility for learning are the students. Students must be active participants in the learning process to achieve optimal learning.
Nursing Program Organizing Framework

Purpose of the Organizing Framework is to:

1. provide the faculty and students with a meaningful picture of the knowledge important to nursing
2. identify how the knowledge important to nursing is defined, categorized, sequenced, and linked with other knowledge
3. lend vision to nursing scope of knowledge
4. act as a blueprint
5. serve to structure knowledge in a meaningful way for faculty, students, administrators, evaluators, and others

The nursing process is viewed as a method of thinking.

The organizing framework is viewed as a sphere with multiple layers. The model depicts the progression of knowledge acquisition from the core liberal arts and foundation courses through the nursing curriculum to the program outcomes expressed as roles and attributes of graduates. The innermost circle represents the liberal arts education and scientific foundation for human caring that is the cornerstone on which disciplinary knowledge is built.

The center of the framework is a navigational compass (see figure). The compass is symbolically significant in that it provides direction, while guiding travelers towards their destination. As nurse educators, the faculty uses the organizing framework as a compass as they navigate through the range and scope of nursing knowledge. The model shows the points of the compass extending out into the four quadrants of nursing knowledge, symbolizing the continuing influence of core knowledge on subsequently acquired disciplinary knowledge.

The middle circle represents nursing knowledge and is divided into four quadrants:

- Core Nursing Knowledge
- Core Nursing Competencies
- Nursing Role Development
- Professional Nursing Values

Like a compass the points indicate movement and the varying emphasis placed on the different quadrants at different points in the program.

The outer circle represents the outcomes of the curriculum expressed as roles and attributes to be possessed by graduates. The circle is unbounded to symbolize the potential for continued professional growth in all areas and to signify the faculty’s commitment to the principle of lifelong learning.

Framework = Road Map
Outcome’s = Trips destination
Competencies = Mileage markers along the way
Outcomes and competencies provide a way to measure accountability in nursing for student behaviors and for patient/nurse behaviors in the health care setting.

Schematic

Adapted from:

Developed June 2, 2004: CMR
Revised Aug 16, 2006/CMR Revised May 25, 2007 ABP Revised 8-16-08cmr Revised 8-4-09cmr Revised 8-10cmr
Revised 5-10-11 abp Revised 8/16/11 abp Revised 7-25-12Nursing Faculty; Revised 10-1-12cmr Reviewed 7-8-13abp Revised 4-15-14 abpRevised 4-16-14 ced
Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the student to the nursing program must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions of a registered nurse.

**Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural, and intellectual backgrounds in order to initiate problem-solving nursing activities such as data collection, procedure explanation, and communication of patient responses to others.

**Hearing:** Auditory ability sufficient for physical monitoring and assessment of client health care needs, which includes hearing faint body sounds, faint voices, hearing in situations when not able to see lips, and hearing auditory alarms.

**Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data, and provide for the safety of clients’ condition by clearly viewing monitors and other equipment in order to correctly interpret data.

**Mobility:** Stand and/or walk eight to twelve hours daily in the clinical setting. Bend, squat, or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead.

**Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems, hand surgeon instruments without contaminating the instrument or the sterile field.)

**Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Tactile ability sufficient for physical assessment.

**Mentation:** Maintain reality orientation for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions, and readings. Comprehend and apply basic mathematical skills, i.e. dimensional analysis concepts, use of conversion factors and calculation of drug dosages and solutions. Comprehend and apply abstract concepts from biological, sociological, and psychosocial sciences.

**Smell:** Olfactory ability sufficient to monitor and assess health needs.

**Tactile (touch):** Sufficient enough ability to conduct physical assessment and/or basic functions related to therapeutic nursing interventions.
**Writing:** Ability to communicate and organize thoughts and present them clearly and logically. Written documents are correct in style, grammar, and mechanics.

**Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

Despite the aforementioned, a qualified person with a disability who can perform these essential functions with reasonable accommodations will be considered for admission along with other qualified applicants. All individuals admitted to the nursing program will be required to submit documentation of a complete health assessment by his/her health care provider. This will include documentation that specific immunizations and tests have been completed. A list of these immunizations may be obtained from the nursing office.
Guidelines and Responsibilities for PN Nursing Program

The faculty of Paul D. Camp Community College Certificate in Practical Nursing Program supports the following assumptions about adult learners:

- Learners have a right to know what is expected of them.
- Learners have a right to know how the expectations are to be accomplished.
- Learners have a right to know the extent to which they are achieving expectations and responsibility to help determine the extent of their accomplishments.
- Learners are self-directed, and motivated to learn.
- Learners assume responsibility for their own learning and value responsibility.
- Learners have a responsibility to achieve contracted expectations.
- Learners have a responsibility to achieve computer literacy.
- Learners and facilitators of learning will demonstrate mutual respect for different: talents and capabilities; opinions and perceptions; learning styles and experiences.

The PDC Nursing Program is committed to maintaining an effective learning environment that fosters civility in a climate of diverse opinions. It is expected that students will speak and act judiciously and with respect for others. Students demonstrating behaviors that challenge this expectation may be in violation of the Code of Student Rights, Responsibilities, and Conduct. Student, faculty, and staff have the responsibility for identifying potentially disruptive behaviors utilizing the procedures outlined in the Code and other specific campus procedures.

For additional information regarding student and faculty rights and responsibilities, refer to the College Catalog/Student Handbook.

Information Areas

The faculty members maintain regular office hours which are posted outside their offices. The faculty is available to students for assistance, by appointment, and welcomes the opportunity to be of help to you. If you cannot contact the faculty member directly for an appointment, the secretary can be of assistance to you. Course coordinators for each of the courses can assist you with issues related to the course(s) in general.

Bulletin boards are located inside and beside Rooms 112 and 115 (skills lab). Pertinent information about courses will be posted on these bulletin boards. Information regarding Service Learning is located in Office Suite 112.

If academic and/or personal problems jeopardize your success, you are advised to seek assistance immediately. The faculty is available to assist you with improving study habits, test taking skills, nursing process recordings, mastery skills, or referral to the appropriate learning resource personnel or personal counseling personnel. It is important that YOU initiate contact for assistance and follow through on recommendations and referrals. Any student having a problem of any kind sufficient to impact on success or safety in the course of enrollment is to contact faculty at once.
General Policies and Requirements

The Nursing Program adheres to the College policies as stated in the catalog regarding class attendance, student conduct, change in registration and withdrawal (See College catalog).

Professional Behavior Policies

Students are to adhere to the student conduct policy as it appears in the College Catalog. All matters relating to the patient, the patient's family, and clinical facilities are to remain confidential. Breach of confidentiality will be grounds for dismissal from the nursing program as outlined in the Clinical Incompetence Policy.

According to Federal laws, all individuals that come in contact with patients in health care agencies must have a criminal background check completed. Therefore, a criminal background check will be completed on each student if the health care agency requires it. The fee for the background check is a student cost.

National Student Nurses’ Association
Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code For Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.


Criminal History and Sex Offender Crimes Against Minor Background Checks

Criminal History and Sex Offender Crimes against Minor Background Checks and urine drug screenings are required by many of the health care agencies used for clinical experiences. Therefore, all students are required to successfully complete these checks/screenings prior to admission to the nursing program. Students who have positive results from checks are prohibited from clinical experience and are therefore unable to complete the program. The fee for these checks range up to $100.00. The student will pay the fee directly to the agency conducting the background check/drug screening.

Process for Resolving Conflict

There may be times when students and/or faculty are in conflict or under stress. The nursing faculty feels it extremely important for individuals to learn and to use a process to resolve any conflicts in a constructive manner. The following are identified as constructive steps to be used in resolving conflicts which may arise:

- Identify the essence of the problem, clearly stating objective as well as subjective data.
- First, attempt to approach the person(s) who are directly involved in the conflict in a manner in which you would wish to be approached.
- Ask for a meeting to explore the issue and resolve the conflict with the person involved.
- If you are unable to resolve the issue at the most direct level, contact the course coordinator for an appointment to seek resolution.

**Know that ALL PERSONS INVOLVED will participate as the issue moves up channels.**
• If you are unable to resolve the issue at the course level, you will be referred to the Program Head. If the situation warrants movement beyond this level, you will be counseled and guided by someone outside the immediate course area. Most issues are relatively easily resolved at the most local level when two individuals of good will sit down to discuss the issue(s). Objective information, a constructive approach, and seeking appropriate resources are likely to result in constructive conflict resolution.

Student Classroom Responsibilities Policies

**Attendance**

Students are expected to attend all class sessions. Punctuality is required. Notify the course instructor or the nursing secretary if absence is absolutely necessary by calling 925-6315. Class roll will be checked daily. Failure to sign the roll within the first 30 minutes of class will be considered a class absence. The student must sign his or her own name. Students who are absent 10% or more from class are at serious risk of failing the course. It is the students’ responsibility to obtain the missed lecture content from their classmates if absent.

Students who exceed one clinical absence may be administratively withdrawn from the course. On-campus skills laboratories and alternative learning experiences are considered clinical time. Attendance will be checked at all assigned alternative learning experiences. In case of an emergency, tardiness, or intended absence, the student is required to notify the assigned clinical instructor prior to the clinical experience or at the first opportunity during an emergency. Otherwise this is an unexcused absence and may result in dismissal from the nursing program. A “no call no show absence” is also grounds for clinical failure and immediate dismissal from the program.

Students who come to clinical unprepared may be sent home, at the discretion of the instructor. Dismissal for lack of clinical preparation is an unexcused absence. Students who arrive tardy to clinical experience or display inappropriate behavior may be sent off-duty at the discretion of the clinical instructor. Two clinical tardies will be counted as one (1) clinical absence.

**Classroom Expectations**

Students are responsible for their own learning as demonstrated by preparation for class, submitting written assignments on time, and meeting all course requirements. Check the course syllabi and lesson plan for specifics.

**Children in Classrooms**

Family members, especially children, are not allowed to attend nursing classes. Nursing faculty believe that some course content might be inappropriate for persons other than nursing students. Further, children in the classroom are distracting to classmates and to the instructor.

**Tape Recorders**

Developed June 2, 2004: CMR Revised June 17 & July 27, 2005 CMR
Revised Aug 16, 2006/CMR Revised May 25, 2007 ABP Revised 8-16-08cmr Revised8-4-09cmr Revised 8--10cmr
Revised 5-10-11 abp Revised 8/16/11 abp Revised 7-25-12 Nursing Faculty; Revised 10-1-12cmr Reviewed 7-8-13abp Revised 4-15-14 abp Revised 4-16-14 ced
Use of tape recorders by students in the classroom is permitted only at the discretion of each individual faculty member. It is the responsibility of the student to obtain each instructor’s permission before using a tape recorder in class.

**Cell Phones (must be turned off during class, clinicals and Skills Lab)**

Since cell phones can be distracting in the classroom, all student cell phones must be turned off during classes and skill labs.

**Computer Ethics**

Students are expected to demonstrate ethical behavior and decision making in the use of the college and nursing program computer system. Profanity, harassment, and other inappropriate communication or use of the computer system is prohibited. Students are expected to conduct themselves in a professional and ethical manner at all times.

**Use of Social Media Policy**

**The Use of Social Media**

The use of social media such as Facebook, YouTube, My Space, Twitter, Allnurses.com, blogs, and so forth, provide the ability for students to communicate with and receive support from their peers.

However, students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to them as individuals. Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior. Therefore, the student should remember that confidential information related to individuals or agencies must not be disclosed.

HIPAA guidelines must be followed at all times. Information concerning clients/clinical rotations must not be posted in any online forum or webpage. Students are legally responsible for anything that may be posted in social media forums.

**Social Media Content Guidelines**

The Nursing and Allied Health Programs support the use of social media in personal/non-school or non-work contexts. As a nursing or allied health student at Paul D. Camp Community College (PDCCC), you may encounter confidential information within the College or within the patient care environment during clinical experiences. Consistent with the healthcare agencies Confidentiality Statements that you sign at the beginning and during the Nursing and Allied Health Programs, it is your responsibility to refrain from any of the following:

- Using of patients’ name (any identifier including initials, hospital name, etc.) and personal health information in any way
- Disclosing confidential information about the College, its employees, or its students
- Stating personal opinions as being endorsed by the College
• Using information and conducting activities that may violate PDCCC academic policies, or may violate local, state, or federal laws, and regulations

If you identify yourself as a PDCCC student online, it should be clear that any views you express are not necessarily those of the institution. In the event that opposing views arise on a social media feed, exercise professional judgment. PDCCC does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic/work environment.

As nursing students and professional you are expected to display cultural and religious sensitivity in all communications especially when using the social media.

**Social Networking: Some Do’s and Don’ts**
by Anita Printz

**Do’s**

- Do use social networking sites as tools to broaden your educational and professional horizons
- Do stay abreast of your employer’s policy on social networking and internet use
- Do educate yourself about the privacy settings on websites you use
- Do be aware that current and future employers may see what you post
- Do know that your employer has the right to monitor your online activity on work computers

**Don’ts**

- Don’t use social networking sites at work
- Don’t reveal personal details, such as your employer, your address, or your date of birth
- Don’t use your employer’s email address or “handle”
- Don’t upload images or videos of yourself in a clinical environment or uniform
- Don’t discuss patients, visitors, vendors, or organizational partners
- Don’t talk about coworkers, physicians, your supervisor, or your employer
- Don’t discuss clinical events or news stories about your employer
- Don’t “friend” patients, even after they are no longer patients
- Don’t give medical advice online


**Grading and Progression Policies**

**Systems for Grading Nursing Students**
At the beginning of each nursing course, students will receive a detailed course syllabus. The course syllabus will state the manner in which that course grade will be determined.

The student must complete all general education and related courses either before or concurrent with nursing program requirements. A grade of "C" or above is required in all semesters of biology, psychology, English and all other core courses to continue in the nursing program. Pre- and Co-requisite courses for the nursing program are listed in the college catalog and nursing student handbook.

In determining PNE course grades, the following guidelines will be adhered to:

1) If a student receives a theory grade of "C" or above, plus a "satisfactory" in clinical, the student will receive the theory grade as a final grade.

2) A "C" or above plus a concurrent clinical "satisfactory" must be obtained in the same semester to continue in the program.

3) If a student receives a theory grade of "D" or "F" and an "unsatisfactory" in clinical, the student will receive a final grade of "D or F."

4) If a student receives a theory grade of "C" or above and an "unsatisfactory" in clinical, the student will receive a final grade of "D."

5) If a student receives a theory grade of "D" or "F" and a "satisfactory" in clinical, the student will receive the theory grade as a final grade.

The didactic course grade is based on points from the examinations, quizzes, and other graded projects (presentations, portfolio, case studies) determined by faculty. In order to successfully complete the course 80 percent of the total possible points (minimum) must be attained. The final grade is calculated on a percentage basis (total points earned divided by total points possible). There will be no rounding of individual test grades or the final course grade. The following is the grading scale used in the PNE courses of the Nursing Program:

Grading on all quizzes, examinations and written work will be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 – 100</td>
</tr>
<tr>
<td>B</td>
<td>87 – 93</td>
</tr>
<tr>
<td>C</td>
<td>80 – 86</td>
</tr>
<tr>
<td>D</td>
<td>79 – 70</td>
</tr>
<tr>
<td>F</td>
<td>\leq 69</td>
</tr>
</tbody>
</table>

I Incomplete, must be removed by end of subsequent semester of academic year and no later than 3 weeks into the next clinical course. If not removed cannot stay in course.

S Satisfactory
U Unsatisfactory
To successfully pass a nursing course the student must obtain a “80%” (C) in a course.

An overall "C" (2.0) curricular average is required to graduate with a Certificate in Practical Nursing.

**Withdrawal Policy**

Students who withdraw failing (WF) a nursing course will have that withdrawal treated as a nursing course failure. Therefore, this student can only be readmitted into the Nursing Program one time.

**Progression in the Program**

It is the responsibility of the student to refer to the Nursing Student Handbook for clarification of nursing program policies. Students are evaluated in accordance to policies outlined in the handbook and course outlines.

Upon admission and throughout the program, the nursing faculty will carefully observe and evaluate the student’s suitability for nursing. In addition to academic achievement, the nursing students are required to demonstrate a satisfactory level of performance in the clinical area. Criteria used to evaluate satisfactory or unsatisfactory clinical performance are outlined in this handbook.

The successful completion of each nursing course is a **prerequisite** for admission to the next nursing course. Since nursing content is built upon previous and concurrent learning from the sciences and liberal art area, **the course sequence indicated in the nursing curriculum is required.**

The grade for most nursing courses is comprised of four components: theory, written work, clinical skills, and clinical behavioral objectives. The only numerical grade received is for the theory portion; other components are graded Satisfactory or Unsatisfactory. All four components must be satisfactory in order to pass the course.

**Nursing Program Retention Policies**

1. A student must maintain a cumulative grade point average of at least 2.0 for retention in the nursing program.

2. A student must earn a grade of “C” or above in all required courses in the nursing curriculum, both nursing and general education, in order to progress to the next semester.

3. Clinical laboratory experience throughout the program is rated Satisfactory or Unsatisfactory.

4. A student must maintain a rating of “Satisfactory” in the clinical laboratory experience and a grade of “C” in the theory aspect for each nursing course. A rating of “Unsatisfactory” in clinical lab or below 80 in theory necessitates repeating the course. Failure of either aspect of the course will result in a failing grade. The course grade for a student with an “unsatisfactory” clinical lab rating is recorded as a “D”.
5. A student who receives a grade of “D” or “F” in a nursing course must repeat that course before attempting another nursing course. A student is only allowed to repeat a nursing course once.

6. A student must follow the curriculum sequence in nursing courses and receive at least a grade of “C” in required courses.

7. Withdrawing and/or failing two nursing courses results in dismissal from the program and ineligibility for readmission into the nursing program. (NOTE: Such ineligibility does not affect eligibility for acceptance into other programs offered by the College.)

8. All first year courses must be completed satisfactorily prior to entering the second year.

9. Prerequisite or co-requisite course designations must be followed throughout the program.

10. Should it become necessary for the student to withdraw from the nursing program, your advisor and the Nursing Program Head must be notified immediately.

11. Students who withdraw and/or dismissed from the program due to academic dishonesty are ineligible for readmission to the program regardless of track, i.e., generic or bridge, requested.

**Remediation Requirement**

Students who are unsuccessful in one nursing course will be allowed to repeat that one course provided the meet the readmission requirements. The major readmission requirement is the student will take a PNE 146 series course the semester prior to readmission. This course is provided for remediation in the previous nursing course to strengthen and/or enhance the students’ knowledge base. Attendance at scheduled discussion sessions and a passing average on tests will be required for a passing grade. If a student fails any other nursing course and is readmitted, they must audit the co-nursing course.

**Academic Misconduct Policy**

Because the nature and function of nursing impinges upon the safety and well being of others, primarily the client, academic integrity is a responsibility of each person. For the Nursing Program, all education experiences fall within an honor code.

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one’s grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations, projects, labs, or homework. However, it is the intent of this definition that the term “cheating” not be limited to above situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.
Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one’s own work. Penalties for cheating and plagiarism range from a zero (0) or “F” on a particular assignment, through an “F” for the course, to expulsion from the college.

Plagiarism, cheating, falsifying records (self or patient; college or clinical agency), lying and any other form of academic dishonesty are intolerable. Any student participating in any form of academic dishonesty is immediately reported to the teacher of the class or clinical experience. In addition to other possible disciplinary sanctions, which may be imposed through regular institutional procedures as a result of the misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination assignment, or to assign an “F” in the course. If the dishonesty involves client care, the instructor has the authority to refuse to assign the student to client care, and/or change the student’s clinical assignment.

**Academic dishonesty/misconduct includes, but is not limited to, the following:**

1. Plagiarism
2. Cheating
3. Having access to test information during testing periods
4. Conveying test information to other students
5. Reproducing information in duplicate for assignments
6. Destruction or confiscation of school resource material or equipment
7. Failure to report errors in the clinical area
8. Falsifying client records by charting incorrect data or removing data
9. Releasing confidential information about clients to persons who do not have the right to such information
10. Rude or abusive language to patients and/or personnel at school, the clinical agency, or whenever in uniform.
11. Jeopardizing a patient’s safety or welfare
12. Submitting a paper written by someone else as your own
13. Submitting a paper written by means of inappropriate collaboration
14. Submitting a paper written by you for another course, submitted without permission of both instructors
15. Purchased, downloaded, or cut and pasted from the internet
16. Or that fails to properly acknowledge its sources through standard citations

**Students may be guilty of academic misconduct directly or indirectly through participation or assistance.**

**Testing Policies and Procedures**

The number of quizzes and/or tests may vary from course to course. Pharmacology questions and math problems will be included on any test or exam after completion of the first year first semester nursing courses.

Faculty will have the option of writing the final exams so that the entire final exam is cumulative or so that 50% of the exam is on the last “untested” content of the course and 50% is cumulative. Either way,
the student is responsible for all material given in class from the first day until the final exam date. The coordinator of the course will determine the weight of the final exam. Specific information about each course can be found in the syllabus for that course.

The **most current** course syllabus will be presented to each student in hard copy format on the first day of class. The syllabus for the current semester overrides any previous course syllabus content/criteria and is the only one that will be followed regarding the course content and policies for that semester.

The faculty will disseminate grades by posting them on-line in Blackboard. The secretary will not give grades out over the phone therefore please do not call her to request your grades.

Tests will be reviewed in class once all members of the class have completed them. The tests will then be available by appointment with the course coordinator.

Students must submit any questions concerning test answers or grades in writing within one week of the date the test is reviewed in class. In order for the faculty to consider questions about test answers, the student must provide annotated documentation supporting his or her argument.

All students will take tests as scheduled unless excused. Reasons for an excused absence maybe limited to:

1. Illness (for self or child) with a physician’s written verification unless waived by instructor. More than one excuse per semester may require counseling.
2. Death in the student’s immediate family.

Notification of absences and plans for make-up must be made in advance or a 5-point per day penalty will be applied to the test grade. A test missed due to an excused absence must be made up within 48 hours unless an extension is given by the instructor.

An alternate test may be administered in any form deemed appropriate by the nursing instructor. Students will not be allowed to repeat test, exams, or quizzes. Quizzes are not made up.

If the student is absent from a course exam and does not notify the instructor prior to or within the working hours on the day of the exam, the instructor may award a grade of “0”.

Special accommodations may be set up for students with documented learning disabilities.

**Medication Dosage Calculation Competency Policy**

Each student must pass a dosage calculation examination with a minimum score of 90% to progress from semester to semester and to graduate from the Certificate Program. The scores on the dosage calculations examinations will determine progression/graduation in the program and will not be computed as part of any course grades. The dosage calculation examination in each semester will reflect the content relevant to the dosage calculation competencies expected in each practicum course for that semester, as well as, all previous semesters’ material.
Each student will have two (2) attempts to demonstrate dosage calculation competency each semester to progress without interruption within the program and to graduate from the program.

1. Each semester students will review on Blackboard a PowerPoint presentation of dosage calculation and pharmacology content relevant to previous semester(s).

2. A dosage calculation examination will be completed by the second week of the semester.

3. If a student does not pass the first dosage calculation examination she/he will be required to:
   a. Meet with the faculty to review the areas of weakness on the exam, review and sign the Dosage Calculation Counseling Form
   b. Review all dosage calculation concepts
   c. Focus review in areas of identified weakness
   d. Practice problems in all areas
   e. Use of approved computer assisted learning materials.

4. A second exam will be completed by the third week of the semester.

5. If a student does not pass the second dosage calculation examination, progression to the next semester/graduation will be in jeopardy and a remediation plan in response to a students’ submitted written petition will be formulated by the nursing faculty.

6. If successful on the retake examination, the student will be allowed to progress/graduate from the program. If unsuccessful, the student will receive individualized tutoring and allowed one final attempt to pass the exam; if unsuccessful the student will be dismissed from the program.

7. *The number of retest attempts and the point of entry into remediation are directly related to where the student is in the nursing program (see individual course outlines).*

Every student must demonstrate dosage calculation competency in each semester in which they enroll.

Guidelines for absences/make-up of the dosage calculation examination are the same as didactic course exam guidelines.

**National Standardized Testing Policy**

The Nursing Program uses a Nationally Standardized Testing Program (Kaplan) to assess students on their mastery and retention of nursing content areas throughout the program. It is Program Policy that all students are required to complete Standardized Testing of specific content areas and a comprehensive test at the completion of the nursing program. To complete course and graduation requirements, students are required to obtain percentile equal to or higher than the national average on each of the required tests and the comprehensive test. Focused review tests (practice tests) may be scheduled to be done online and unproctored outside of classroom time, while integrated tests (proctored) will be scheduled to be done as a
The course coordinator will notify students of this score prior to taking the exam including the comprehensive assessment to complete course requirements and graduate.

Remediation, which includes timed review of missed content, will be done by all students following all integrated tests if the student does not obtain the required minimum score on the proctored test.

Remediation will consist of the student:
1. Obtaining a copy of a detailed analysis of the test from online at http://kaplanlwwtesting.kaplan.com/s_login.aspx
2. Reviewing corresponding chapters in Basics book/PN-course
3. Accessing online remediation for a minimum of 40 seconds per question by reviewing Kaplan Overview and Essential Nursing Care
4. Submitting signed remediation agreement log to course coordinator as assigned

Course Coordinator will attach copy student’s Kaplan Remediation Record to Remediation Agreement

If the student does NOT complete the required remediation they will not be allowed to progress in the next course. All students are expected to complete and sign the Remediation Agreement.

Passing scores were adopted based on testing company recommendations. Presently, we are using Kaplan Comprehensive Testing Services. A representative will be on campus to provide an in-service on the testing service and students will be provided additional written criteria for testing and remediation as needed.

**Evaluation of the Written Work**

Written work is required in most nursing courses. For clinical nursing courses written work will be considered to be a component of the overall clinical grade. Failure to submit work will be counted as an unexcused clinical absence resulting in unsatisfactory clinical grades.

Students **must** submit two (2) typed copies of written work when assigned. If a student earns an Unsatisfactory grade in a written clinical assignment, the student is required to revise and resubmit the assignment. *Any written clinical assignment resubmitted will earn a maximum of 80% (satisfactory grade).*

Students are expected to utilize the APA format to prepare their papers. This format is explained in the APA Manual, which is one of the required textbooks for the nursing program and is available for purchase in the PDCCC bookstore.

**Evaluation of the Clinical Performance**

The assigned clinical instructor will evaluate clinical performance. The student must demonstrate satisfactory clinical performance in order to progress to the next clinical nursing course. Failure to achieve Satisfactory (2.0) in clinical performance will result in failure for the course even if the student is passing written tests. Students must satisfactorily complete the designated clinical behaviors in order to pass the
course. *The Clinical Evaluation Tool* for each clinical nursing course delineates expected and critical behaviors.

Students will be given an opportunity for remediation in an unsatisfactory behavior. Students who do not improve or who have several unsatisfactory behaviors will be placed on clinical probation (see Practical Nursing Student Handbook). The nursing faculty reserves the right to withdraw from the nursing program any student who may jeopardize the safety and well-being of the client during any clinical experience. In addition, a student may also be withdrawn for any reason deemed serious by the nursing faculty. Clinical performance will be evaluated as Satisfactory, Unsatisfactory, or Insufficient Data. An overall satisfactory clinical evaluation is required to pass the course. Numerical grades will not be used.

The weekly evaluation is shared with the student who is asked to initial the form. Each student is encouraged to conduct self-evaluation using the same evaluation form. A summary evaluation is written at the completion of the clinical rotation.

**Program & Faculty Evaluations**

The faculty views evaluations as an integral part of the teaching/learning process. Faculty request and value the students’ written evaluation of the faculty, clinical facilities and of the courses in the nursing curriculum. Evaluations are anonymous and are treated with strict confidentiality. Faculty/Course Evaluations are assigned to the students online. Clinical site evaluations are placed within each nursing course on Blackboard. The program head will print off all evaluations at the completion of the course for review with faculty. The faculty uses your constructive comments and trend/pattern data from the tabulations for personal growth and course/curricular improvement activities.

**References for Employment/Transfer**

Faculty who give recommendations will utilize clinical records, academic grades, and anecdotal notes from the student’s file.

Students requesting a faculty recommendation must
1. ask the faculty member’s permission
2. sign the following release of information form (copy in Appendix)

**Policies Related to Clinical Experiences**

**Liability Insurance**

As a nursing student, you have definite personal responsibility for your own activities in your contact with patients, even though you are not yet licensed. As an individual, you are legally and financially responsible if another person is injured or suffers loss as a result of your negligence. The Paul D. Camp Community College can assume no legal or financial responsibility for your actions as a nursing student when your activities occur off campus (i.e., in the various hospitals and other locations where your clinical laboratory experience takes place).
Each student must have liability insurance coverage throughout the nursing program. This insurance is available through the College. The premium must be paid on first day of class. A student will not be considered registered for the semester until this fee is paid and will not be permitted to participate in clinical lab experience until this fee is paid.

The insurance covers only the nursing care performed in the capacity as a Paul D. Camp Community College nursing student. It does not cover activities performed while employed by an agency (hospital, etc.) nor does it continue coverage after graduation in the capacity of a graduate nurse.

Since cell phones may interfere with the operation of electronic equipment necessary for patient care and can be distracting, cell phones are prohibited in all clinical settings and Service Learning experiences. If students need to be reached in an emergency during clinical, a call can be made to the secretary on the unit to which the student is assigned.

Smoking is prohibited while in clinical and/or alternative uniform and during any clinical experience.

Students may not leave the clinical facility or facility grounds without instructor permission.

**Medical Health Insurance**

Each student is responsible for their medical care should an illness or accident occurs while enrolled in the nursing program. Neither the college nor the affiliating agencies will be liable for accidents (including needle-sticks) or the lab work/X-rays as a result of the accident. The student must present documentation of medical insurance or sign a declination form. The student will assume financial responsibility for any illness or injury incurred. No accident or hospitalization insurance is provided by either the college or the health care agency. The student must provide documentation of medical insurance or sign a declination form that states you are aware of the need for such insurance but decline to obtain it at this time.

**Health Requirements**

For patient safety, clinical facilities utilized by the Nursing Program require proof of satisfactorily physical and mental condition and current immunizations.

Nursing students are required to have a complete physical examination at their own expense prior to entering the nursing program. In addition to the required examinations, students are must receive the following immunizations: Hepatitis B vaccine series, tetanus (Td), Varicella, mumps, measles and rubella (MMR), and meningitis. An annual flu vaccine and PPD is also required. If the student has tested positive on prior PPDs, a chest x-ray is required. If these vaccinations have not been completed because the student has had the illness the student must obtain titers for these immunizations and must show positive conversion. If the students’ lab results do not show immunity the student must receive the immunization. All health requirements with requested documentation including all pertinent laboratory reports must be turned into the course coordinator by the specified deadline. Students will not be allowed to enter the clinical facility therefore the program until this information is on file in the nursing office.

During the educational experience in the Nursing Program at PDCCC the student may have exposure to
blood or other potentially infectious materials and may be at risk of acquiring hepatitis B virus (HBV) infection. An alcohol/drug screen may be required by some affiliated agencies at the student’s expense.

Should a student be injured while at a clinical facility, the following procedure must be followed:
   a. Notify instructor
   b. Report injury to nurse in charge of unit
   c. Fill out "Incident Report"
   d. Policies of the institution regarding such incidents will be followed

**Prescription Narcotic Use in Clinical Setting**

Nursing students are accountable for assuring that their actions and behaviors meet all applicable standards for safe and competent practice at all times. This requires constant awareness of the demands of their role and responsibilities. A continual process of evaluation and assessment are needed in order for the student nurse to practice safely and competently.

Adequate pain control is a fundamental right of every person. However, there are circumstances in which students may need to take over the counter or prescribed medications that have the potential to impair their performance or personal behavior. As such, all students are responsible for being aware of the effect these medications may have on performance and must notify the Dean and/or Course Coordinator within 72 hours prior to clinical attendance or drug testing about the use of any medication that could impair performance or has the potential to influence a drug screen.

Abuse or illegal use of drugs or alcohol jeopardizes patient safety, violates practice law, prohibits participation in classroom, laboratory, and/or clinical experiences; and may prevent licensure or program completion. Furthermore, students who are taking any prescribed narcotic analgesic prior to or during patient care may experience actual/potential alteration in cognitive and/or psychomotor function, placing the patient at risk. Therefore, students may not attend clinical experience until the prescribed analgesic is discontinued for at least 24 hours. In addition, the student must provide medical clearance that they can safely take the medication and it does not impair function in clinical setting.

If the student is suspected of alcohol consumption, drug abuse, or use of prescribed narcotic analgesics prior to or during the clinical experience, the clinical instructor will immediately:

- [ ] Remove the student from clinical practice.
- [ ] Discuss with the student the suspicion of substance abuse or prescribed use of narcotic analgesics.
- [ ] Document the incident, providing a copy to the student.
- [ ] Arrange for student transportation from the clinical site to the College.
- [ ] Refer the student to the College Counselor.
- [ ] Notify the Course Coordinator and Dean

**CPR Requirements for Students**

Developed June 2, 2004: CMR
Revised June 17 & July 27, 2005 CMR
Revised Aug 16, 2006/CMR Revised May 25, 2007 ABP Revised 8-16-08cmr Revised8-4-09cmr Revised 8-10cmr
Revised 5-10-11 abp Revised 8/16/11 abp Revised 7-25-12Nursing Faculty; Revised 10-1-12cmr Reviewed 7-8-13abp Revised 4-15-14 abpRevised 4-16-14 ced
Students are required to have completed CPR certification/recertification (American Heart Association Healthcare Provider CPR with the Automatic External Defibrillator or equivalent) before admission to the first semester nursing courses. Certification must remain current throughout enrollment as an ASN student and it is the student’s responsibility to meet this requirement. If certification expires during a semester, it must be renewed prior to the expiration date. **This certification must be updated annually.**

**PDCCC procedure:**
The student is required to submit a photocopy of his/her current CPR card to the Nursing office before the first day of nursing classes in the first semester of the nursing major and yearly during enrollment.

**Standard Precautions (College Precautions)**

Nursing students who might be exposed to blood or other potentially infectious material while enrolled in the Nursing Program must complete a self-study program in Standard Precautions at the time they begin practicum or skills laboratory study, whichever is first, and at least annually thereafter. **This training must be in compliance with the OSHA Standards and the Center for Disease Control’s Guidelines For Isolation Precautions In Hospitals.**

Students are to review the Student Responsibility Statement Regarding Practice With Needles And Sharp Objects in the learning laboratory and the student responsibility statement for needles, sharp or contaminated objects (see appendix). This will be completed during the fundamentals course and yearly thereafter.

**Policies for Persons Infected with HIV**

**Nursing Program Guidelines**

In accordance with NLN guidelines, the PDCCC Nursing Program will not discriminate against any individual based on the actual or perceived HIV status of the individual.

**Admissions**

Persons with HIV infection will not be discriminated against in the admission process.

**Access**

Students, faculty, and staff with HIV will be allowed equal access, as long as their medical condition permits, to College facilities and campus activities, including clinical experiences.

**Confidentiality**

All information regarding the health status of a student or faculty member will be held confidential. No information will be released to any other person, agency, insurer, employer or institution, including physicians, health care facilities or family members without the prior **written** consent of the individual.
involved. Unauthorized disclosure of medical information by a student or other representative of the College will result in disciplinary and/or legal action.

**Laboratory Testing**

Screening of health care providers is not recommended by the Center for Disease Control and will not be performed by this facility. Students, faculty, or staffs who wish to have HIV testing voluntarily performed may be referred to the Public Health Department.

**Occupational Exposure Guidelines**

According to the Center for Disease Control, the primary means of preventing occupational exposure to HIV and other blood borne pathogens is the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals is potentially infectious. The routine utilization of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended.

**Faculty/Student Responsibilities**

1. Receive agency/unit orientation regarding infection control policy and post exposure management procedures.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention for the management of accidental exposure to blood or body fluids.
6. Provide health education to individuals and groups regarding the prevention, transmission, and treatment of HIV.

**Accidental/Occupational Exposure Procedure**

In the event of an accidental/occupation exposure to blood or body fluids students and faculty should:
1. **Immediately** report the incident to instructor or supervisory personnel.
2. **Immediately** wash the area of exposure with soap and water.
3. **Initiate** referral to the nearest Emergency Department for post exposure management.
4. Decisions regarding post exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her care provider.
5. Students/faculty will be financially responsible for emergency treatment, prophylaxis, and follow-up care resulting from the incident.
6. Appropriate documentation of the incident will be completed according to agency standards, with a copy of the report forwarded to the Nursing Program Head.
Clinical Uniform & Dress Code Policies

The clinical uniform for students in the Nursing Program includes:

1. Assigned white shirt and royal blue pants/skirts for all students. (Females) Skirts must be knee-length and worn with white hose.
2. White lab coat
3. PDCCC Allied Health program emblem on upper left sleeve of the uniform top and lab coat, middle of seam, 2 inches below shoulder seam
4. White collared knit polo shirt with the PDCCC Nursing Program logo and kaki uniform pants/skirt
5. Name pin-with title (Mr., Ms., etc.) first initial/last name, PDCCC Nursing Student ID Badge to be worn on the left side of the uniform.
6. Watch with second hand (not digital)
7. White hose or white socks. Must wear socks or stockings
8. All white nursing shoes (no cloth shoes [canvas tennis], open toe shoes, or clogs). All white leather tennis-like shoes are acceptable. No coloring on shoes allowed.
9. Bandage scissors
10. Regulation stethoscope
11. Black ink pin (no felt tip or erasable are allowed)
12. Skills Lab kits

Dress Code Statement:

NOTE: Agency policy supersedes school policy if the requirements are more stringent.

COMPLETE UNIFORM MUST BE WORN AT ALL TIMES

The appearance of all nursing students must obviously conform to the highest standards of cleanliness, neatness, good taste, and safety. Adherence to these standards is essential. Students must look professional at all times. Modifications to the uniform are acceptable to adapt to pregnancy or religious obligations in relation to dress however must first be approved by faculty. Other modifications are not acceptable unless previously cleared with the program head.

Students are expected to maintain good hygiene habits with no offensive body odors or perfumes. If this becomes a problem, the student may be asked to withdraw from the program.

Inappropriate attire will result in an Unsatisfactory under “Professional Behaviors “on the Clinical Evaluation Tool.

When having class or individual pictures taken in uniform, the student must be in complete uniform.

Dress Code for the Clinical Experiences

The assigned student uniform must be worn in clinical, unless otherwise designated, at all times. The
student uniform must be worn to Clinical, even when changing into hospital issued scrubs upon arrival to the clinical setting.

**Lab Coat Guidelines**
The lab coat should be plain white full length or three-quarter-length lab coat. The Paul D. Camp Insignia Patch must be applied to the left sleeve (please be certain that the top of the patch is approximately 2” from the shoulder seam). The lab coat may be worn over the clinical uniform or non clinical uniform (blue polo shirt and kaki uniform pants). The lab coat is not to be worn for unofficial business at the clinical agency or for work.

**Specific Regulations While In Uniform**
All uniforms and lab coats should be clean and wrinkle free.

**Hair** must be clean, neat, and above the collar. Hair is to be clean, appropriately arranged and, if long, away from the face. Large ornaments, ornate clasps and ribbons are not to be worn while in uniform. No long pony tails, fancy bows or barrettes, hanging curls, “punk” cuts, or unnatural colors. The hair is pulled back and off the collar in such a way that it cannot fall forward or into work area, or brush across clients. Males are to be clean shaven or, if facial hair is visible, must be neatly trimmed and clean. A face mask will be worn over beards and mustaches when leaning over fields that require medical and surgical asepsis. Hospital policy is to be followed concerning hair.

**Jewelry** is limited to wedding ring and watches. No more than one pair of earrings, no necklaces, no bracelets, anklets, or rings with raised stones. Small, plain post-earrings may be worn in the earlobes by those with pierced ears. Visible piercing on other parts of the body should be removed during the clinical experience. While in clinical areas, tattoos and body piercing must be covered.

Excessive **makeup** should be avoided.

**Nails** must be kept short (to the end of the finger) and clean to protect the client from scratches and gloves from tearing, etc. Wearing nail polish and acrylic nails is prohibited because of infection control issues.

**Perfume**, after-shave, hairspray, or other scented products must not be worn in the clinical or the classroom area as it is not tolerated well by fellow students and patients with respiratory disorders.

**Name pins and picture identification tags** (picture IDs obtained in the campus library) are to be worn whenever the student is in a clinical experience. Name pins are worn on the left side of the student uniform. The picture identification tag is to be worn in a visible location at the collar or attached to name pin on the left side of the uniform. **If a student fails to wear the picture ID, the student will be instructed to leave the clinical agency and an unexcused absence will result.**

**Plain white** T-shirts or camisoles may be worn under the uniform top. No sweaters or jackets are to be worn over the uniform while providing patient care; lab coats may be utilized.

While in clinical facilities eating and gum chewing will be permitted only in non-patient areas such as...
designated staff areas. Smoking is prohibited while in clinical and while on the clinical agency property.

**Dress Code for the Nursing Skills Laboratory Experiences**

For the nursing skills laboratory, students will be required to wear uniforms, with all of the uniform regulations, unless specifically directed by the course instructor.

**Dress Code for Non-Uniform Clinical Experiences (including Field Trips/Tours/Service Learning Experiences)**

Unless instructed by the PDCCC Faculty (for example VNA Legislative Day) to dress differently, students are to wear the assigned white collared knit polo shirt with the PDCCC Nursing Program logo. The white collared polo shirt is to be worn ONLY for PDCCC related experiences.

Students are to wear the school uniform kaki pants/skirt with the white polo shirt.

Students are to wear the white nursing clinical shoes, with white hose/socks.

Students are to wear their PDCCC ID Badge on the left collar of the polo shirt.

**Specific Regulations While In Uniform Rules apply**

**Dress for Class**

“If you can see up, down it or through it, don’t wear it”

**NURSING SKILLS LABORATORY POLICIES**

Students are encouraged to use the Nursing Skills Laboratory for practice. Students are encouraged to use the equipment and materials. **Students are to leave the lab orderly and return equipment and materials to its designated place.** The secretary or an instructor should be informed of any broken or nonfunctioning equipment or materials. Books, magazines, materials, and equipment are not to be removed from the lab, unless the instructor gives permission. Any materials or equipment must be signed out on the appropriate form. Grades will be withheld for any equipment or materials not returned. Removal of equipment or material from the lab without proper signing out is a dismissal offense. Equipment and materials may be checked out overnight with the permission of the instructor. All materials must be returned at 9:00 a.m. the next day. A key to the nursing lab is kept with the secretary in the Nursing Program Office.

The student is expected to be prepared for nursing skills laboratory. Should the faculty think inadequate preparation has been made, the student may be sent away from the clinical area.

Students are to practice parenteral/injectable routes of medication administration in the College’s nursing laboratory ONLY under the supervision of nursing faculty on designated instructional models. After
practicing the parenteral/injectable route of medication administration and demonstrating skill competency to the nursing faculty in the College’s nursing laboratory, ALL syringes/needles are to be disposed in designated red “sharps” containers in the nursing laboratory. When “sharp” containers are filled, the College will dispose the containers according to the College’s hazardous materials procedure.

The nursing lab will be utilized by nursing students to enhance student's confidence and competence regarding various nursing skills. The following general guidelines will be utilized in the laboratory setting:

1. **Nursing Lab Appearance**

   As a courtesy to all who use the lab, this academic learning center will need to be maintained and returned to an orderly fashion when not in use. When the day or practice time is complete, please ensure that the lab is left in the following manner:

   a. Beds in the lowest position
   b. A fitted sheet, with one pillow, on each of the beds
   c. Privacy curtains drawn back against the walls
   d. Overhead tables placed at the foot of each bed
   e. One chair placed underneath each overhead table
   f. Chairs pushed underneath the table/computer desk
   g. Storage bins returned to the storage room
   h. Equipment placed along the side of the lab walls

2. **Children On Campus**

   a. No children should be in the lab setting at anytime, unless it is a scheduled and/or approved nursing academic event
   b. When children are scheduled to be in the lab setting, they must be under direct supervision at all times to prevent accidents
   c. The nursing faculty must be made aware prior to the child(ren) arrival on the college campus skills labs
   d. A nursing faculty must be in attendance at all times when child(ren) are present the college campus skills labs

3. **Food and Drinks**

   Eating and/or drinking is not allowed in the Skills Labs

4. **Cell Phones**

   Cell phone use is prohibited in the Skills Lab.

5. **Nursing Lab Equipment**
a. No equipment (i.e. manikins, blood pressure cuffs and etc.) shall be removed from the campus nursing lab settings without the pre-approval of the lab coordinator/nursing faculty

b. Overhead tables are not to be removed from the lab setting

c. The nursing journals are free and can be removed from the magazine rack for academic enhancement

d. The wall laminated posters can be removed and used for academic purposes; upon completion please return them to the designated area

e. All equipment removed from the campus-nursing lab (i.e. models, posters and etc.) must be signed out beforehand, by using the equipment sign-out sheets. These forms will be located in the lab setting and the in lab coordinator's nursing office mailbox.

DUE TO LAB EQUIPMENT EXPENSE, CERTAIN EQUIPMENT **WILL NOT** BE CHECKED OUT OF THE LAB SETTING:

1. Camcorders
2. Manikins
3. Ophthalmoscopes
4. Otoscopes
5. Dopplers
6. Others as designated by the nursing faculty

f. The lab computer is available for academic purposes

g. Do not remove the reference books from the lab setting

6. **Nursing Lab Linens**

   a. The linen in the nursing lab will be used for practice purposes. Please do not remove the linen from the lab setting for personal use

   b. Personal care items, for demonstration and lab use, are located within the bedside stands

7. **Videotaping**

   The purpose of the videotaping is for skills enhancement. This process encourages repetition of nursing skills, which in term will promote retention of the skill on a short and a long-term base.

   a. Digital camcorders are used for videotaping

   b. Personal digital camcorders can be utilized for taping nursing skills. Please keep these cameras in your possession at all times

   c. Videotaping is completed according to the designated nursing faculty

8. **Nursing student's open labs**

   a. The scheduled open lab days will be as designated by the nursing faculty

   b. Students must sign up to attend open labs on the designated form and/or computer

   c. The maximum number of students in the open lab at any given time will be limited to ten
students per time period, exception as per lab coordinator/nursing faculty
b. Please, adhere to the time-scheduled period allotted to allow times for all students to use the lab effectively

9. **Nursing Lab Supervision**
a. The nursing lab will be supervised by the designated nursing faculty
b. The nursing lab doors will remain closed and/or locked when not in use
c. No student can be in the nursing lab setting before opening and after closing hours

10 **Nursing Lab Evaluation**: Student's utilization of the nursing lab will be continuously evaluated; student input is vital to the nursing faculty in planning the best laboratory learning experience.

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**Clinical Experiences Policies**

**Clinical Expectations**

The nursing faculty believes that the habits and work patterns that are established when an individual is a student will be carried over into the work setting when transition to graduate nurse practitioner is made. Every effort should be made to establish positive patterns of professional behavior, including reporting for duty on time, notifying the instructor if you will be late or absent, and when indicated, contacting the appropriate instructor concerning makeup work missed during absence (i.e., lecture and assignments). Refer to course syllabi for specifics.

Both day and evening clinical experiences may be assigned to each student. Check the class schedule each semester for clinical laboratory times.

Students will be assigned to clinical agencies on a rotating basis. It is to be understood that during some semesters you will be assigned clinical duty in out-of-town facilities. The student should be aware that he or she might be held legally liable for prior learning in other clinical settings.

The clinical instructor will be responsible for providing students with their clinical assignments. In addition, the clinical instructor will provide information on clinical expectations at the beginning of each semester. Tardiness for clinical (either in the hospital or the campus lab) is not acceptable. The student is expected to be on the clinical unit **prepared to begin** (i.e., purses and coats up, uniforms on) at the specified time.

**Client care is to be given under the supervision of the instructor at all times.** Students are not to perform any client care when picking up client assignments or practice invasive procedures on each other or any other human.
The student must recognize his/her sphere of responsibility and function only in the student role.

The student must be in complete uniform while in the clinical setting.

The student may **NOT** at any time:
- Administer any medication without utilizing the five rights of medication administration
- Take verbal or telephone orders
- Administer medication to a patient less than 12 years of age unless the student has successfully completed or is currently enrolled in PNE 157
- Administer IV cytotoxic drugs
- Start blood, plasma, platelets, or other blood products without instructor supervision
- The student may **not** serve as a witness for any document.

**Confidentiality**

Students are to protect their client’s right to confidentiality. Discussing client information, photo-copying records, or removing computer records with identifying information from the site are strictly prohibited. Failure to protect client confidentiality may result in clinical failure.

**Clinical Absences**

Nursing Program objectives and the difficulties inherent in “making up” laboratory experiences that have been missed make **100% attendance mandatory**. Clinical absences may constitute failing the course since the student may be unable to meet the course/clinical objectives.

Absences or tardiness will be excused at the discretion of the instructor based only on illness, death in immediate family, or hazardous weather conditions. Arrangements for make-up must be scheduled within 48 hours. It is the responsibility of the student to arrange make-up with the appropriate faculty.

**Procedure for Notifying Faculty & Clinical Site of Absence**

In the event of an absence from a laboratory experience, both the clinical agency and the clinical instructor must be notified. To notify the clinical agency, call the floor at least one hour prior to the time the clinical is scheduled to begin. The instructor should be called at home either the evening before or early in the morning prior to the experience. If the missed clinical is scheduled for the campus lab, it is appropriate to notify the instructor at the college rather than at home.

Excused absences from clinical will be made up as they are missed each semester at the instructor’s discretion. Arrangements must be made with the clinical instructor. Students who do not follow the appropriate procedure in notifying both the instructor and the clinical agency of their absence will receive unsatisfactory marks on the clinical evaluation sheet. Students who have an unexcused absence from clinical will also receive unsatisfactory in clinical for the missed day.

Absences greater than ten (10) percent, even though made up, will follow one of the three following options: the student will receive a failing grade, or be allowed to withdraw, or take an “Incomplete”
according to college policy dictated by the timing of and the circumstances surrounding the absences.

**Lateness**

A student will be considered late if he/she arrives after the scheduled start of the nursing skills laboratory or clinical experience. In addition to completion of the lateness/absence form by the student, the faculty will review the student’s record on lateness to determine if lateness has been a problem in previous courses.

If the student has no previous problems with lateness in other semesters:

- A first lateness will be discussed with the student by the faculty member involved.
- A second lateness will precipitate a conference between the student and the appropriate course faculty. A learning agreement will be made with the student at this time.
- A third lateness will be evaluated by faculty within the course and the Allied Health Program Head. A third lateness may result in clinical failure.

If lateness has been determined to have been a problem in previous semesters after a review of the student’s record, then the following will occur:

- With the first lateness, the student will receive a learning agreement after meeting with the clinical faculty.
- A second lateness could constitute a failure in the clinical/course.

**Personal Visits to a Clinical Agency/Hospital**

Students **must observe regular visiting procedures and hours** for personal visits at the hospitals.

**Medical Records Access**

Students may be allowed to review patient record in the Medical Records Department of clinical agencies for the purpose of gathering information for research papers. It may be required to give 24 hours notice to the Records Department and to present a written permit signed by a nursing instructor when you arrive. See dress code for non uniform clinical experiences.

**Policies for Inclement Weather**

All nursing classes will be held as usual if PDC classes are in session. If the College is closed, there will be no clinical activities. If the weather is too bad and clinical is cancelled for that day, you will be notified by your clinical instructor or designee. If you do not hear from your clinical instructor and the College is not closed, the clinical session will meet as scheduled. If you have any questions, call your clinical instructor before you leave home. If you are unable to attend clinical, be sure to follow the appropriate notification procedure (described above).

**Clinical Scheduling Conflicts**
Clinical sites are in demand for nursing student experiences from multiple schools of nursing. At times, negotiations with these schools lead to alternate practicum scheduling that may conflict with required general education course meeting times. The following guidelines will be used to rectify any such conflicts which may occur.

- No student will be required to miss classes in another course for the certificate to satisfy objectives in a nursing course.
- If a one-time only critical experience (absolutely rare) cannot be arranged another way, it is the faculty member’s responsibility to contact the general education faculty member to be sure the student is not compromised in any way.
- If the student discovers a conflict with required general education and nursing courses because of clinical schedule modifications in nursing, it is the student’s responsibility to alert the nursing faculty member in sufficient time for the faculty member to resolve the conflict.
- When alternative choices of experiences are provided, it is the student’s responsibility to select options that avoid conflict with other classes. If no such choice exists, it is the student’s responsibility to notify the nursing faculty to seek additional alternatives.

**Clinical Grade (See Clinical Evaluation Policy)**

A satisfactory/fail grading system will be used for the clinical component of nursing courses. Clinical requirements are stipulated on the Clinical Evaluation Tool for each course. Satisfactory performance in the clinical area indicates the student has met all summative objectives for the course. Satisfactory achievement of the clinical course objectives is necessary to advance in the program.

Clinical evaluation conferences may be scheduled as deemed necessary by the faculty and/or student. Written mid-course and final summative evaluations will be given by the faculty and will be read and signed by the student and the faculty. Comments may be written on this evaluation by the student.

A student who appears to be practicing in an unsafe manner in the clinical area, upon request of a clinical instructor, will be subject to nursing faculty review (see Clinical Incompetence Policy). If upon faculty review, the student is deemed to be practicing in an unsafe manner, the student may receive an unsatisfactory in the expected outcomes and thus fail the semester.

**Evaluation Folders**

As each student progresses through the Practical Nursing Program, the clinical evaluation tools for measuring his/her accomplishments will be collected in a folder. These folders may include the following:

- Formative and/or summative evaluation tools from each course.
- Lateness/absence records with validation of make-up.
- Learning agreements.
- Dosage calculation examinations
- Skills Check Lists
The evaluation folders are filed in a central, locked location in the nursing office. They are available to faculty for writing references and for implementing policies. Each student may copy the contents of his/her folder at their own expense.

**Psychomotor Skills Competency**

Student competency in the performance of skills must be demonstrated in the skills learning lab according to the performance criteria. Each student is allowed two attempts to master the skill. If, after two attempts, the student has not performed the skill satisfactorily, a grade of “D” will be assigned in the practicum course.

Attendance at skill competency evaluations is a mandatory component of the clinical course. Students must contact designated course faculty prior to an absence. Failure to notify faculty of absence from two (2) skill competency evaluations will result in a learning agreement and/or course failure.

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**Nursing Student Service Learning Requirement**

Before graduation from the Practical Nursing Program, it is a clinical requirement that students complete Service Learning (SL) hours volunteering their time within the local communities. This can be split between semesters with completion of 2-3 hours per semester.

Requirements: 10 hours

*Documentation of Service Learning* form is to be maintained by the student to account for Service Learning hours earned. The student is to tally the hours on this form as they are accrued.

A person at each Service Learning site will need to sign off on the hours on the *Verification of Attendance* form. Their signature on that form indicates that they witnessed the student’s participation in Service Learning.

Both forms will be filed by the student in their individual SL folder that is kept in the 112 Faculty office suite. Students are encouraged to make copies and maintain their own file in case sheets get misplaced. It is also a great way for students to showcase their volunteer work when searching for a job.

Service learning requirement is introduced in PNE 146. All Service Learning paperwork will be submitted in the final nursing course (PNE 152) after all required hours are completed.

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**Transportation**

Each person is individually responsible for his or her own transportation. If the student is car pooling and...
one person in the car pool needs to go to clinical early, or is dismissed from clinical early, all others in the car pool will be expected to complete the **full requirements** of the day. The nursing van may be utilized for official PDC nursing program activities (transportation to clinical agencies, field trips, etc.)

**Process for Nursing Van Driver**

**In order for a student to be able to drive the nursing van the student must:**

1. Have a valid Virginia driver’s license.
2. Complete an employment application and wage packet.
3. Ask the Dean to complete a wage authorization form.

**Nursing Withdrawal, Readmission, and Transfer Policies**

**Withdrawal**

Students who consider withdrawal from the program **must** have an exit interview with the nursing program head. **Students who fail to have an exit interview with the program head will not be considered for readmission.** Students must go to Admissions to withdraw from courses.

A student who withdraws failing or is administratively withdrawn for a nursing course will be readmitted based on space availability. Students who exceed two clinical day’s absence or its equivalent may be administratively withdrawn. Students who withdraw after the withdrawal date will be issued a failing grade for the course unless mitigating circumstances can be proven.

**Readmission**

A student who withdraws failing or administratively withdrawn from a nursing course may re-enroll in the nursing curriculum **one time.** The student may not be readmitted if the student is on academic warning or if the curricular or cumulative grade point average is less than 2.5. Re-enrollment must occur no later than one year after withdrawal or the student will have to repeat all nursing courses.

Students should forward a letter of intent to return to the Nursing Program Head for approval **3 months before intended readmission.**

Students must have updated health requirements, liability insurance and CPR or may have a complete repeat physical exam if out of the program two years or more.

Students will be readmitted on a space available basis.

Students who seek readmission must demonstrate previous level/course competencies by demonstrating didactic and cognitive knowledge before readmission is considered. This may include but is not limited to nursing skills performance, medication administration and dosage calculations and written examination.
Students who withdraw and/or dismissed from the program due to academic dishonesty are ineligible for readmission to the program regardless of track, i.e., generic or bridge, requested.

**Readmission Policy/Procedure**

**Students with Non-academic Suspension**

Students who withdraw from a course or the nursing program with a passing grade or for non-academic reasons will be considered for readmission on an individual basis. These students are to meet with the nursing program head. Re-admission after withdrawal for non-academic reasons is considered on a first-come first served basis as spaces are available and at the discretion of the nursing faculty. Students requesting readmission should submit a letter to the program head requesting readmission by:

- November 15 for readmission in spring semester
- May 15 for readmission in fall semester

**Students with Academic Suspension**

The nursing faculty will consider each student's application for readmission and the decision to readmit is at the discretion of the nursing faculty and on a space available basis. Decision to readmit a student will be based on evaluation of GPA, academic record, standardized test scores, professional conduct, clinical performance, and/or additional data as requested. Students may be required to take additional preparatory courses to improve their chances of success in the nursing program. Nursing students currently enrolled in any PNE courses, who are unsuccessful (receive a D or F grade) in a required NUR course, withdraw or switch to audit from a course with an unsatisfactory grade may be readmitted to the nursing program only once. The student must follow the readmission procedure outlined below. Readmission is based on space availability.

1. Meet with the instructor of the nursing course that is to be repeated. During this meeting the nursing faculty member will review the steps to be taken by the student so she/he may be considered for re-admission to the nursing program and the Nursing Program Re-admission Procedure Form completed. This form is available from the Nursing Office. This completed form will be submitted to the Nursing Program Director.

2. Wait at least one fall or spring regular academic semester but no more than three semesters before readmission. Students wishing to re-enter the nursing program after being out for more than three semesters must meet with the program director. These students will be evaluated on an individual basis to determine the most academically sound re-entry point in the program.

3. Submit a letter to the program head requesting readmission by: November 15 for readmission in Spring semester and May 15 for readmission in Fall semester

4. The request for re-admission letter should contain:

   a. The student's self evaluation of why they were previously unsuccessful in the program
b. The listing of student's strengths and weaknesses identified in conference with nursing faculty member/advisor

c. The student's plan for what they intend to do differently if readmitted.

d. Documentation of student's successful completion of STD 100, Study Skills. This may be waived by the faculty at their discretion.

5. Students will be notified of the faculty's decision on their request for readmission by:

* December 15th for Spring semester readmission
* June 15th for Fall readmission

Transfer

Previous nursing courses taken at other colleges are evaluated by the nursing program head. Outlines of courses completed are requested to determine placement in proper course sequence.

Three letters of reference must be sent from nursing faculty of the previous program (one letter from the program director and two from faculty; must be on letterhead paper, and signed.

Violation of Guidelines and Responsibilities for Practical Nursing Certificate Program will be subject to corrective action.

Program Ceremonies, Awards, and Completion Information

Nursing Capping Ceremony

A traditional Capping ceremony honoring nursing students who have successfully completed their half of studies is held each year the week prior to the Holiday break in December. At this occasion, each student is presented the College’s nursing programs’ nursing cap. This ceremony is planned by the students with assistance from their class advisor.

Nursing Pinning Ceremony

Pinning is an important tradition in the Nursing Profession - dating back to the first school of nursing in the United States (1880). Paul D. Camp Community College continues that proud tradition. Pinning represents a rite of passage - a new beginning for our nursing students. Pinning also represents an ending - an ending of the first stage of the journey toward professionalism, dedication and service to humankind. Pinning is at the threshold of the graduate's career path of becoming a Professional Nurse. A traditional pinning ceremony honoring graduating nursing students is held each year the day after the College’s
graduation exercise. At this occasion, each student is presented the College’s nursing program pin. This ceremony is planned by the students with assistance from their class advisor.

**Nightingale Lamp**

Florence Nightingale has become immortalized as "The Lady With the Lamp". Her nightly rounds in the wards inspired a feeling of comfort and compassion. The lamp symbolizes the eternal dedication, caring, commitment, and knowledge of the practice and profession of nursing. It represents a healing hand and the gentle art of caring for which nursing stands.

**Graduation Requirements**

Nursing students must fulfill college general education requirements for graduation as listed in the college catalog, in addition to the nursing requirements during the year they were admitted/readmitted. Nursing students are encouraged to file applications at the end of the summer session preceding graduation. Applications for graduation may be obtained from the Admissions Office.

**Graduation** (Refer to the College Catalog/Handbook)

To be awarded a Certificate in Practical Nursing degree from the College, the student must have:

1. Fulfilled all of the course requirements of the degree curriculum, encompassing 46 credit hours (with a minimum of 25 percent of the credit acquired at Paul D. Camp Community College);
2. Earned a grade point average of at least a 2.0 in all courses required in the nursing curriculum and studies completed which are applicable toward graduation in his/her curriculum;
3. Filed an Application for Graduation in the Admission and Records Office; (should be done at the end of the Spring Session.)
4. Satisfy computer competency requirements.
5. Been certified by appropriate College officials for graduation;
6. Resolved all financial obligations to the College and returned all learning resources and other college materials

**NURSING PROGRAM AWARDS**

**The Florence Nightingale Award**

The Florence Nightingale Award is presented to the graduate who has been selected by his/her peers as the most helpful and inspirational to the class. This individual’s name is kept secret until it is announced during the Pinning Ceremony.

**The Nursing Clinical Excellence Award**

The Nursing Clinical Excellence Award is presented annually to the graduating student who has demonstrated flexibility, has a positive and caring attitude, had a strong desire to learn and help, and who has set an exceptional example for his/her peers.
The Nursing Academic Excellence Award

The Nursing Academic Excellence Award is presented annually to the graduating student who has a GPA ≥ 3.0, who may or may not be a member of the Phi Theta Kappa National Honor Society, demonstrates leadership and mentoring qualities, and is involved in the community.

Dr. Candace Rogers Leadership Award

The Dr. Candace Rogers Leadership Award is presented annually to the graduating student who has a GPA ≥ 2.5, who may or may not be a member of the Phi Theta Kappa National Honor Society, and has demonstrated excellent leadership and mentoring qualities towards their classmates, faculty, and the community.

Suffolk Pilot Club Good Citizen Award

The Nursing Academic Excellence Award is presented annually to the graduating student at graduation who has a GPA ≥ 2.5, who may or may not be a member of the Phi Theta Kappa National Honor Society, but has demonstrated the qualities of a good citizen towards their fellow students and their community involvement.

NCLEX-PN Licensing Exam

Nursing program graduates are eligible to sit for the state board licensing exam which is offered throughout the year. Upon successful completion of this examination, candidates receive licensure as a practical nurse (PN). Any applicant to the State Board of Nursing Exam who has been guilty of the following offenses can be denied permission by the State Board to take the licensing exam:

1. Fraud or deceit in procuring or attempting to procure a license;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony; conviction of any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
7. The denial, revocation, suspension or restriction of a license or certificate to practice in another state, the District of Columbia or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or residents property.

Applicants who are in doubt about their eligibility to take the exam should contact the State Board early in their course of study to discuss their individual situation.

The above offenses if committed after the applicant is licensed as a PN, may result in suspension or loss of the nursing license.
State Board Requirements Application for Licensure

This information will be presented in PNE 152.
The course coordinator will meet with students to provide instructions to complete the online application for Licensure by Examination. Applications for licensure as a Practical Nurse by Endorsement or Examination are now exclusively accepted online.

Excerpt: Code of Virginia

Employment for compensation of persons convicted of certain offenses prohibited; criminal records check required; suspension or revocation of license.—On or after July 1, 1992, a licensed nursing home shall not hire for compensated employment person who have been convicted of murder, abduction for immoral purposes as set out in § 18.2-48, sexual assault as set out in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, pandering as set out in § 18.2-355, crimes against nature involving children as set out in § 18.2-361, taking indecent liberties with children as set out in § 18.2-370 or § 18.2-370.1, abuse or neglect of children as set out in § 18.2-371.1, including failure to secure medical attention for an injured child, or obscenity offenses as set out in § 18.2-374.1 or convicted under § 18.2-379, crimes against the person as set out in Chapter 4 (§ 18.2-30 et seq.) of Title 18.2, crimes against property as set out in Chapter 5 (§ 18.2-77 et seq.) of Title 18.2, crimes involving fraud as set out in Chapter 6 (§ 18.2-168 et seq.) of Title 18.2, crimes involving health and safety as set out in Chapter 7 (§ 18.2-27 et seq.) of Title 18.2, crimes involving morals and decency as set out in Chapter 8 (§ 18.2 et seq.) of Title 18.2, or abuse or neglect of an incapacitated adult as set out in § 18.2-369.

*Similar language is found in other sections of the Code of Virginia relating to employment in home care organizations (§ 32.1 – 162.9:1), licensed homes for adults (§ 63.1 – 173.2), licensed district homes for adults (§ 63.1 – 189.1), and licensed adult day care centers (§ 63.1 – 194.1).

The Virginia Board of Nursing post the passage rates for all programs on their web site. If you go to [http://www.dhp.virginia.gov/nursing/nursing_edprogs.htm](http://www.dhp.virginia.gov/nursing/nursing_edprogs.htm) you will find the following:

<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>PN Program</td>
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Virginia Board of Nursing
Guidance Document # 90-22

TITLE: Requests for Accommodations for NCLEX and NNAAP Testing

Only physical or mental impairments that substantially limit one or more major life activities are considered disabilities subject to protection of the Americans with Disabilities Act (ADA). “Major life activities” include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.
Requests for accommodations for testing should be directed to the Virginia Board of Nursing, Nursing Education Consultant or Deputy Executive Director, and must include the following:

1. A letter of request from the candidate that specifies the testing accommodations being requested;
2. A written report of an evaluation (educational, psychological, or physical) within the preceding two years from a qualified professional which states a diagnosis of the disability, describes the disability, and recommends specific accommodations;
   - This evaluation should include a professionally recognized diagnosis of the disability and identification of the standardized and professionally recognized tests/assessments given (e.g. Woodcock-Johnson, Wechsler Adult Intelligence Scale);
   - If testing was completed more than two years prior to this request, a physician or psychologist must provide a summary stating why current testing is not needed (e.g. the disability does not change over time and new testing would not reveal new information);
   - The scores resulting from testing, interpretation of the scores, and evaluations;
   - The recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability; and
3. A written statement from the Program Director (or designee) of the nursing or nurse aide education program which describes any testing accommodations made while the student was enrolled in the program.

If the request for accommodation is granted, the information will be forwarded to either the National Council of State Boards of Nursing (NCLEX) or to PearsonVUE (NNAAP) for their review and approval.

Candidates will be notified in writing whether the accommodation is granted or denied.
Accepted by VA State Board of Nursing: July 21, 2009

Miscellaneous Information

Faculty mailboxes are located in Room 112. Care plans, reports, etc. can be put in the faculty mailboxes and will be returned to you by the course instructor.

Nursing Faculty Assistance:

All nursing faculty maintain office hours as posted on their office doors. They are available to assist nursing students with academic and/or program questions and problems. These hours will change from semester to semester. Students are NOT to call faculty at home unless an emergency arises.

The Program Head may be available at times other than posted office hours to assist students. Please make an appointment whenever possible.

Class Officers
During the first four weeks of PNE 146 the students will elect class officers (President, Vice President, Secretary, Treasurer, and Historian and special committee chairpersons). The class officers and members of the class plan fund-raising activities and engage in services designed to benefit the community. The officers may stay in office the entire five semesters or serve only one year depending what each individual class desires. If a vacancy occurs in any of the offices, the class will hold a special election to fill the vacancy. A faculty member will serve as the class advisor for each class.

**Paul D. Camp Community College**  
**Practical Nursing Class**  
**Constitution and By-Laws**

**Preamble**

The Paul D. Camp Community College’s (PDC) Registered Nursing Class is structured to effectively develop professionalism for nursing students at PDC. We strive to motivate nursing students in effective team organization. We will provide opportunities for and encourage the development of leadership skills and teamwork within the school and the community. We will assist in the development of the whole person, his or her professional role, and responsibility of health care of people in all walks of life. We will inspire health and wellness within our local communities.

**Article I**  
**Name of Organization**

The name of this organization shall be the Paul D. Camp Community College’s (PDC) Practical Nursing Class (of year) (example: Class of 2010).

**Article II**  
**Purpose**

The Paul D. Camp Community College’s Practical Nursing Class is structured to effectively develop a deeper appreciation for professionalism while promoting health in the local communities. We strive to further motivate nursing students of Paul D. Camp Community College toward a better understanding of organizing community events as we perform fundraising in a way that promotes health in our community. The funds raised will be used toward the cost of events such as the Capping Ceremony, the Pinning Ceremony and other events that require funds. All students are encouraged to participate in the planning and implementation of class events. Through this, collaborative relationships with nursing and health related organizations will be fostered.

**Article III**  
**Membership and Voting**
All students currently enrolled in Paul D. Camp Community College’s Practical Nursing Program for credit, are members of the Practical Nursing Class and are eligible to vote in all elections for Executive Council of Officers. *A semester dues of $10.00 per semester will be collected, by the treasurer, from every member of the class on the date indicated by the officers. Any student who does not participate in fundraising activities for a given semester will be expected to pay double dues ($30.00) for the semester of non-participation.*

**Article IV**

**Organization of the Executive Council**

The Executive Council shall consist of the following officers: President, 1st Vice President, 2nd Vice-President, Secretary, Treasurer, and Historian, and one or two Staff/Faculty Advisor.

A. **Staff/Faculty Advisor**
   1. To oversee all functions of the students while involved in class activities.
   2. To assume the final responsibility for all publicity of the Practical Nursing Class functions, and distribution of such, subject to established college and nursing program regulations and procedures.
   3. To post a monthly calendar of events.
   4. To post notices for specific events and activities in a timely manner.
   5. To ensure that the Practical Nursing Class is well informed as to all up-coming Practical Nursing Class activities and events.
   6. To assist in keeping the Practical Nursing Class bulletin board on Blackboard current.

B. **Duties of the President**
   1. To represent the Practical Nursing Class members at official functions, and handle all matters pertaining to the Practical Nursing Class, not otherwise specifically delegated to the Executive Council.
   2. To preside at all meetings of the Practical Nursing Class.
   3. To appoint temporary members of the association when vacancies occur until such time as a special or regular election can be held.
   4. To coordinate with the Executive Council in planning the calendar of events for the coming year.

C. **Duties of the 1st Vice President**
   1. To assume the presidential office in the event it is vacated.
   2. To oversee special committees including the Capping and Pinning committees and others as needed.
   3. To preside at representative events in the absence of the President.

D. **Duties of the Secretary**
   1. To keep a permanent record of all of the proceedings of the Practical Nursing Class meetings and make these records available to any member of the Practical Nursing Class.
and provide copies to the executive officers, and advisor in a timely fashion (to be e-mailed to all officers the faculty advisor, and program head within 1 week of the meeting).

2. To keep the record of attendance of the Registered Nursing Class.
3. To file all documents originating from or received by the Practical Nursing Class.

E. Duties of the Treasurer
1. To record and maintain records and documents of all income and expenditures of the Registered Nursing Class.
2. To have on hand a report of the financial position of the Practical Nursing Class at all meetings and as needed.
3. To prepare a budget for the Practical Nursing Class activities and events in cooperation with the Executive Council.
4. To present a comprehensive report to the representative assembly upon surrender of the office.

F. Duties of the Historian
1. To record, organize, and maintain photographic and written records and documents of the Practical Nursing Class.
2. To organize a team to prepare a photographic history of student activities at the Capping and Pinning Ceremonies.
3. To report on the historical recordings of the Practical Nursing Class at all meetings and as needed.
4. To surrender records in a disk/DVD form to class advisor at time of surrender of office or at the time of graduation.
5. To organize and update the Bulletin Board after class activities.

Article V
Election

The election of officers shall be held in June of the first (Summer) semester. The term of office shall run from the date of election throughout the year until graduation. If the President is to surrender office, the Vice President will fill that office and each officer will move up in succession.

Article VI
Attendance

Each member of the Practical Nursing Class is asked to attend every meeting. One meeting will be held at least monthly for the officers, with a separate meeting for the entire class. Meetings will be held more frequently as deemed necessary. If attendance becomes an issue, the Executive Board of officers will appropriately convene in order to resolve the problem.

Article VII
Succession of Officers

Developed June 2, 2004: CMR Revised June 17 & July 27, 2005 CMR Revised Aug 16, 2006/CMR Revised May 25, 2007 ABP Revised 8-16-08cmr Revised 8-4-09cmr Revised 8--10cmr Revised 5-10-11 abp Revised 8/16/11 abp Revised 7-25-12Nursing Faculty; Revised 10-1-12cmr Reviewed 7-8-13abp Reviewed 4-15-14 abp Revised 4-16-14 ced
When the President of the Practical Nursing Class is unable to complete the full term of office, the following, in order, will succeed: Vice President, Secretary, Treasurer, and Historian.

Article VIII
Amendments

Amendments to the Constitution may originate either from the members or representative assembly but must be ratified by a majority vote of the representative assembly. An amendment must be published one week prior to representative assembly vote.

Article IX
Procedure for Removal of Members of the Practical Nursing Class

A. The impeachment procedures are as follows:
   1. A motion to bring impeachment must be made at a regularly scheduled meeting.
   2. The charged official must be notified of the charge and date of discussion.
   3. This motion must be passed by a two-thirds majority of the Executive Council.
   4. An impeached officer may appeal to the Director of Student Development where no further appeals will be granted.

B. Any elected member who has more than three consecutive unexcused absences from the class meetings per semester shall be dropped from office. Absences are excusable if excused before the meeting and duly noted in the minutes of that meeting.

Article X
Ratification

This Constitution shall be considered ratified upon approval by a two-thirds majority vote of the Practical Nursing Class and by the endorsement of the Nursing Program Head and faculty of Paul D. Camp Community College.

Initiated 2/09 CAW
Revised 7/5/12 Nursing Faculty
Approved 7/30/12 Nursing Faculty

Class Representatives

The Student Association and class presidents maybe invited to monthly faculty meetings to voice concerns or raise issues.
PDCCC Student Nursing Association

Information to be provided

Serving on Nursing Program Committees

Students are invited and encouraged to become members of various Nursing Program Committees. The work of each committee is important and varied. In addition students are often invited to participate in ad hoc committees when they are formed to address specific short-term needs of the Nursing Program. Meetings are generally held on the second Monday of each month. Interested students are asked to contact the Nursing Office to volunteer for Committee membership.

Fees and Expenses Estimation

See Paul D. Camp Community College catalog for application fees, tuition, activities, and technology fees. Other expenses required in the Nursing Program are:

1. Two white/royal blue uniforms, one white polo shirt and a pair of kaki uniform pants, and at least one lab coat with 4 Allied Health program emblems, plus skills pack (purchased through the Castle Uniforms—approximately $350.00)
2. ALL white leather/leather-like shoes (NO clogs, sneakers or cloth shoes)
3. White hose/socks
4. Watch with second hand
5. Stethoscope (with bell and diaphragm) and blood pressure cuff
6. Two name pins (ordered through the Castle Uniforms)
7. Three PDCCC Allied Health Program emblems (worn on the left sleeve of the uniform and lab coat)
8. Pen light
9. Bandage scissors
10. Goggles or face shield
11. Liability insurance (paid at the time of registration) [Malpractice] $20.00 yearly
12. Transportation to and from clinical agencies
13. AHA BCLS CPR certification yearly
14. Graduation Pin (depends on cost of gold)
15. Books
16. Physical Exam, requires vaccines or titers
17. Kaplan Testing fee—to be paid each semester

Information concerning uniforms, lab coats, name pins, emblems, stethoscopes and blood pressure cuffs will be given to the student during the new student orientation prior to the beginning of the Summer Semester. The average annual cost of books, course supplies, and materials is between $600.00-$1,000.00. There are some additional costs during the third semester. These include the nursing school pin, National Council of State Boards of Nursing (NCLEX) licensure examination fee, the Board of...
Nursing licensure application fee, composite picture of class (optional), graduation fee, pinning video (optional), new uniform for pinning ceremony, etc. Nursing students should be prepared to pay these expenses prior to graduation.

**Scholarships Information**

Information to be provided

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**Financial Aid & Short Term Session**

**PNE 146/ PNE 151**

It is recommended that students on Financial Aid register for the first 5-week class only and register separately for the second 5 week class after their grade has been determined in the first class. If Financial Aid students choose to register for both 5-week sessions at the beginning of the term and do not pass the first 5-week session, the result may be a financial aid over award that must be repaid immediately by the student.

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**Record Review Policy**

Students may review their personal files in the nursing office during pre-scheduled appointments with their faculty advisor or Program Head. No part of the file may be removed for the nursing offices.

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**PDC Policies**

1. **Student Collegiate Honesty Policy:** Paul D. Camp Community College will not tolerate any form of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration or use of college documents or instruments of identification with intent to defraud. All students are expected to abide by the honor code and may be required to sign a pledge on their work such as: "On my honor, I have neither given nor received aid on this assignment/test/exam."

2. **Student Disability Policy:** If you need reasonable accommodation in order to successfully complete the requirements of this course, please identify yourself to the instructor and Student Support Services to discuss this matter confidentially.

3. **Inclement Weather Policy:** Occasionally, it is necessary to cancel classes because of inclement weather. The delayed schedule is used when necessary to allow road conditions to improve. Each student is expected, in the final analysis, to decide whether it is possible or safe to come to the college. This delayed schedule will be in effect upon authorized release to local radio and television stations. Evening classes will generally remain on the regular schedule, unless otherwise announced (see College Catalog).

4. **Student Responsibility Statement:**
Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the Paul D. Camp Community College Catalog and Student Handbook. Students should be familiar with College policy regarding academic misconduct and inclement weather;

5. **ADA Compliance Statement:**
Students with documented disabilities may be eligible for accommodations in their classes. If you require such modifications, contact either Gail Vaughan on the Franklin Campus at 569-6725 (Room 120D) or Hyler Scott on the Hobbs Campus at 925-6308 (Room 100G). Please provide your instructor with proper documentation from the Student Support Services Office before the end of the second week of classes so that appropriate adjustments can be arranged. All discussions are confidential.

**Student Disability Information/Statement**
*(ADA Compliance Statement)*

Students with documented disabilities may be eligible for accommodation in their classes. If you require such accommodations, contact either Mrs. Trina Jones on the Franklin Campus at 569-6720 (Room 126F) or Ms. Hyler Scott on the Hobbs Campus at 925-6308 (Room 100G). Please provide your instructor with proper documentation from the Student Support Services before the end of the second week of classes so that appropriate adjustments can be arranged. All discussions are confidential.

**Guidelines:**

- It is the intent of Paul D. Camp Community College to be in compliance with the requirements of the Americans with Disabilities Act (ADA) and to provide reasonable accommodations for all of its students.
- The student is responsible for communicating any documented disability that may require college action of reasonable accommodations within its facilities for its students who have made known their physical or mental disability.
- Student Development Services administers services for students with disabilities through the college’s Student Support Services (SSS) Program, which has offices on the Hobbs Suffolk and Franklin Campuses.
- The Director and Counselor of the SSS Program assess student requests for accommodation and coordinate the program within the college.
- **It is the College’s and the instructor’s policy to accommodate all special needs when possible. Please feel free to contact the instructor at any time about such needs, realizing that certain accommodations are best made with ample advance notice.**
- In addition, students MUST provide 48 hour written notification of needing an accommodation for a test or any written work.
- **Therefore, if you need or think you need** reasonable accommodation in order to successfully complete requirements of this course please identify yourself to the instructor and/or SSS no later than the end of the first week of classes or as soon as you become aware. Please note that NO RETROACTIVE ACCOMMODATION WILL BE PROVIDED IN THIS CLASS.
**ADA Compliance Statement:** In compliance with the Americans with Disabilities Act (ADA) regulations, adjustments to courses have been addressed and are on file in the Dean of Financial and Administrative Services Office.

**Source:** Information for Students with Disabilities Handbook: Paul D. Camp Community College

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**Emergency Statement**

In the event of a College-wide emergency: course requirement, classes, deadlines and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials, and or classmates, a revised attendance policy and a revised semester calendar and or grading schema. In the case of a College-wide emergency, please refer to the following about changes in this course: Blackboard announcements for this course and the Instructor’s email at cdrarden@pdc.edu. For more general information about the emergency situation, please refer to: College Web Site (www.pdc.edu), or PDC Alert (the college’s Emergency Text Messaging or Phone System - you can sign up for this service on the BlackBoard/SIS login page of the PDCCC Home Page.)
Student Responsibility Statement for Practice with Needles and Sharp or Contaminated Objects

PDCCC Nursing Program adheres to Blood Borne Pathogen Exposure Control Plan in accordance with the Occupational and Safety Health Administration Guidelines (OSHA).

As a student in the PDCCC Nursing Program, I affirm that:

1. I completed the OSHA Blood Borne Pathogen training program on ____________________________

2. I understand that there is risk involved with the use of needles and that risk includes (but is not limited to) trauma, infection, tetanus, hepatitis and HIV.

3. To reduce my risk it is my responsibility to:
   a. NOT re-cap needles.
   b. DISPOSE of needles once contaminated UNLESS needle used on inanimate objects for practice only.

4. To reduce the risk to others it is my responsibility to:
   a. DISCARD needles or sharp or contaminated objects in the appropriate RED BIOHAZARD WASTE SHARP CONTAINERS.
   b. NOT put needles, ampules or other sharp objects in the trash.
   c. NOT leave sharp or contaminated items lying loose and unattended in the lab or any other setting where people may come into contact with those items.
   d. Discard needles or sharp objects used in practice settings outside of the learning lab, including areas external to the school such as students’ residence, consistent with written guidelines.

5. If I am Wagner with a needle or sharp object during my practice or in clinical, I will immediately wash the area for 5 minutes with soap and running water (or appropriate first aid). Then I will within 30 minutes of the injury, I will contact the Infection Control Nurse in the clinical setting, the faculty member, and secretary in the Nursing Program at PDCCC. I have read and understand the above to be my responsibility. Further, I realize that violation of these requirements may result in serious injury to me or others.

Student Name (Please Print): ________________________________

Developed June 2, 2004: CMR Revised June 17 & July 27, 2005 CMR
Revised Aug 16, 2006/CMR Revised May 25, 2007 ABP Revised 8-16-08cmr Revised8-4-09cmr Revised 8--10cmr
Revised 5-10-11 abp Revised 8/16/11 abp Revised 7-25-12Nursing Faculty; Revised 10-1-12cmr Reviewed 7-8-13abp Revised 4-15-14 abpRevised 4-16-14 ced
Clinical Incompetency Policy

Following are the Virginia State Board Regulations regarding revocation, suspension or issuance of your nursing license. The PDCCC faculty supports the Board of Nursing and therefore, uses these regulations as standards of conduct in the Nursing Program and consequently is included in the Clinical Incompetence Policy. Any unsafe clinical performance will be handled according to this clinical incompetence policy and may be grounds for failure of a course and/or dismissal from the program. You may view these regulations at www.dhp.state.va.us

FAILURE TO PRACTICE IN A SAFE MANNER INCLUDES THE FOLLOWING:

1. Regulatory Deficiencies:
   A. Exceeding the bounds of the Nurse Practice Act. * A copy of the Virginia Nurse Practice Act is available for review in the Nursing Office or online at the State Board of Nursing web-site.
   B. Failing to safely perform procedures or follow policies as specified in the Policies & Procedures Manuals of the affiliated institution or health care agency.
   C. Failure to correctly administer a medication according to accepted standards.

2. Ethical Deficiencies:
   A. Delegating responsibilities for charting.
   B. Failing to follow the American Nursing Association Code of Ethics and Standards of Practice (These may be found in your Fundamentals and Medical-Surgical Textbooks.)
   C. Failure to report errors of commission or omission by self or other health care personnel.
   D. Failure to report any biological, psychological, social or cultural problem related to the student's emotional and physical stability which might compromise the student's ability to perform in a satisfactory manner in the clinical setting and/or failure to institute means to correct these problems.
   E. Breach of confidentiality

3. Deficiencies in Accountability:
   A. Failure to use the nursing process (assessment, diagnosing, planning, implementation, and evaluation) in the preparation, documentation, and care of patients to ensure appropriate, safe care, as well as continuity of care and documentation. Accountability for use of the nursing process shall include written, verbal, and non-verbal communication.
   B. Failure to notify either staff or clinical instructor or both of any circumstances which would require the student to practice beyond the scope of his/her preparation.

4. Fraud or deceit shall mean, but shall not be limited to:
   A. Filing false credentials;
   B. Falsely representing facts on an application
   C. Giving or receiving assistance in writing examinations. (i.e. failure to follow PDCCC's honor code.)

5. Unprofessional conduct shall mean, but shall not be limited to:
A. Performing acts beyond the limits of the practice of professional nursing.
B. Assuming duties and responsibilities within the practice of nursing without adequate training or when competency has not been maintained.
C. Obtaining supplies, equipment, or drugs for personal use or other unauthorized use.
D.Employing or assigning unqualified persons to perform functions that require a licensed practitioner of nursing.
E. Falsifying or otherwise altering patient or employer records.
F. Abusing, neglecting, or abandoning patients or clients.

6. Conviction of any felony or any misdemeanor involving moral turpitude.

7. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public.

8. Use of alcohol or drugs to the extent that such use renders him/her unsafe to practice, or any mental or physical illness rendering him/her unsafe to practice.

9. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

The faculty believes that a student demonstrating any of the above characteristics should not be allowed to continue in the Nursing Program.

Procedure for Implementing the Clinical Incompetence Policy

If a serious problem arises with regard to a student's unsafe practice, the faculty member identifying such unsafe practice will have a conference with the student within three (3) class/clinical days to allow opportunity for the student to explain the situation. Continued participation in clinical laboratory will be at the discretion of the appropriate course coordinator. In addition, the faculty member will:

1. Document the incident as observed and review it with the student.

2. Within 24 hours of the conference, both the faculty member and the student will write an account of the incident and will meet again in an attempt to resolve the incident.

3. If there is no resolution, the Nursing Program Head will be informed, and both the Program Head and the faculty member will meet with the student within three (3) class/clinical days to discuss the occurrence. Notification of their decision will be made in writing by the next class/clinical day. The notification may include dismissal from the program, or may include a probationary period which will be determined by nursing faculty.

4. If the student does not agree with the decision of the faculty member the student will discuss the issue with the program head within the next three (3) class/clinical days.

5. If the student does not agree with the decision of the program head, such dissatisfaction may be resolved through the existing college grievance procedure.
Clinical Incompetence Report

I. Definition:

A clinical misjudgment is an action, behavior, or attitude that compromises the integrity of professional nursing care to a client, family, and/or community. Furthermore, a clinical misjudgment is conduct that compromises the core performance standards of the nursing program’s clinical evaluation tools.

The Clinical Misjudgment Report is a tool for faculty and students to identify, clarify, and prevent future errors in clinical decision making. A student who commits a clinical misjudgment and is aware of such is expected to report it to the unit charge nurse and supervising clinical faculty immediately. Students who make an error and do not report it immediately will be considered unprofessional and unsatisfactory, thus resulting in a second clinical misjudgment. This student will also follow agency policy regarding client-related errors. Certain clinical misjudgments may also subject to other actions of the Nursing Program, the College, and/or the State Board of Nursing.

II. Process:

1. Faculty or student identifies the clinical misjudgment and takes appropriate immediate actions.
2. Faculty will counsel the student regarding the clinical misjudgment and necessary documentation. The Clinical Misjudgment Report should be completed and returned to the clinical faculty within five school days. The faculty may choose to document the misjudgment on the clinical evaluation tool and/or the rear of this document.
3. The faculty and student will discuss the clinical misjudgment and the completed report in a conference where additional faculty and/or program head may be present.
4. The completed report will be attached to the student’s clinical evaluation tool and retained in the student’s cumulative clinical evaluation folder.

III. Resulting Actions:

1. 1st occurrence – A conference between student and faculty will be held.
2. 2nd occurrence -- A conference discussing the clinical misjudgment will be held. Members attending the conference can include the student, the supervising clinical faculty member, the course instructor, and/or the program head. A recommendation regarding progression in the clinical course will then be determined.
3. Failure to complete the Clinical Misjudgment Report constitutes a second offense.
4. The 3rd offense and subsequent clinical misjudgments will be reviewed by the supervising clinical faculty, course instructor, and/or program head to determine if further progression in the clinical course will be allowed.

IV. Student Actions:

1. Describe the clinical nursing misjudgment situation.
2. Discuss the clinical nursing decisions that contributed to the misjudgment occurrence.
3. Identify the course/clinical objectives that relate to the situation.
4. Analyze both the legal and ethical implications of the clinical misjudgment situation from the following perspectives (include references)
   a. Client
   b. Agency
   c. Physician
   d. Head Nurse/Charge Nurse
   e. Family
   f. Student
   g. Faculty
   h. Nursing Program
   i. College
5. Propose strategies to prevent recurrences of the clinical misjudgment situation.
6. Project the effect of repeated clinical misjudgment experiences on your future nursing practice.
7. The report should follow APA format including title and reference pages.
Clinical Incompetence Report Form
Faculty Documentation

☐ See Clinical Evaluation Tool

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Faculty Signature:______________________________________________

Faculty Signature:______________________________________________

Faculty Signature:______________________________________________

Student Signature:______________________________________________

Date: ___________________________ Course: ___________________________

Revised Aug 16, 2006/CMR Revised May 25, 2007 ABP Revised 8-16-08cmr Revised 8-4-09cmr Revised 8--10cmr
Revised 5-10-11 abp Revised 8/16/11 abp Revised 7-25-12 Nursing Faculty; Revised 10-1-12cmr Reviewed 7-8-13 abp Revised 4-15-14 abp Revised 4-16-14 ced
Clinical Incompetence Report Form
Student Documentation

☐ See Clinical Evaluation Tool

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__________________________________________

__________________________________________

__________________________________________

Student Signature:__________________________________________

Date:_________________________________ Course:__________________________
PDCCC Nursing Program Kaplan Remediation Agreement

Student Name______________________________________ Date_______________________

Test: ______________________________________ Name of test

Expected percent score: ______ (national average recommended by Kaplan)
Percent score earned: ______

<table>
<thead>
<tr>
<th>Study and Remediation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student will:</strong></td>
</tr>
<tr>
<td>Obtain a copy of a detailed analysis of the test online: <a href="http://kaplanlwwtesting.kaplan.com/s_login.aspx">http://kaplanlwwtesting.kaplan.com/s_login.aspx</a></td>
</tr>
<tr>
<td>Review results</td>
</tr>
<tr>
<td>Review corresponding chapters in Basics book/PN-course</td>
</tr>
<tr>
<td>Access online remediation for a minimum of 40 seconds per question missed:</td>
</tr>
<tr>
<td>▪ Kaplan Overview</td>
</tr>
<tr>
<td>▪ Essential Nursing Care</td>
</tr>
</tbody>
</table>

Assignment Due to __________________________ by __________________________

(instructor name) (date)

Please place in Course Coordinator’s mailbox

Course Coordinator will attach copy of Kaplan Remediation Record, and then place completed Remediation Agreement in student’s academic file.

On my honor, I uphold the PDCCC Honor Code and I am submitting this as accurate information. I promise to notify an instructor if I become aware of any breach of the honor code while in the Nursing Program at PDCCC.

Student Signature___________________________________________________
Legal Requirements for Licensure Nursing Law of Virginia
Part IV: Disciplinary Provision


4.1 The board has the authority to deny, revoke or suspend a license issued, or to otherwise discipline a licensee upon proof that the licensee has violated any of the provisions of § 54.1-3007 of the Code of Virginia. For the purpose of establishing allegations to be included in the notice of hearing, the board has adopted the following definitions:

1. Fraud or deceit shall mean, but shall not be limited to:
   a. Filing false credentials;
   b. Falsely representing facts on an application for initial license, reinstatement or renewal of a license; or
   c. Giving or receiving assistance in writing the licensing examination.

2. Unprofessional conduct shall mean, but not be limited to:
   a. Performing acts beyond the limits of the practice or professional or practical nursing as defined in Chapter 30 (§ 54.1-3000et seq.) Of Title 54.1 of the Code of Virginia, or as provided by §§ 54.1-2901 Virginia and 54.1-2957 of the Code of Virginia;
   b. Assuming duties and responsibilities within the practice of nursing without adequate training or when competency has not been maintained;
   c. Obtaining supplies, equipment or drugs for personal or other unauthorized use;
   d. Employing or assigning unqualified persons to perform functions that require a licensed practitioner of nursing;
   e. Falsifying or otherwise altering patient or employer records; or abusing, neglecting or abandoning patients or clients.

To All Applicants

In accordance with § 54.1-116 of the Code of Virginia, you are required to submit your Social Security Number or your control number* issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will not be refunded.

This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities.

Please indicate your Social Security or Virginia DMV control number in the box marked “Social Security Number” on your application.

No license, certificate, or registration will be issued to any individual who has failed to disclose one of these numbers.
PAUL D. CAMP COMMUNITY COLLEGE
NURSING PROGRAM

Information Release Form

I, the undersigned, authorize representatives of Paul D. Camp Community College to release written information pertaining to my attendance within the PDCCC Nursing Program for the purposes of reference for employment or for educational pursuits. I will not hold the College responsible for the outcome of employment or educational opportunities based upon the information provided to potential employers or academic programs. Upon written request, I will be granted access to the information provided to potential employers or academic programs. I understand that this information release form will be maintained in my permanent record and will be in effect until withdrawn by me in writing.

Signature

Print Name: ___________________________

Date
Nursing Program Re-admission Procedure Form for Students with Academic Suspension

A student who wishes to re-enter the nursing curriculum must complete this form indicating understanding of the steps to be taken to be considered for re-admission to the Nursing Program. Specific steps for the student will be highlighted/marked during the conference with the nursing course faculty/assigned nursing advisor. The student, faculty and program head will receive a copy of this completed form.

1. Student must meet with the instructor of the nursing course that is to be repeated. During this meeting the faculty member will review the steps to be taken by the student so she/he may be considered for re-admission to the nursing program and the Nursing Program Re-admission Procedure Form completed. This completed form will be submitted to the Nursing Program Head.

2. Wait at least one fall or spring regular academic semester but no more than three semesters before submitting a letter requesting to be considered for readmission. Submit letter to the program head requesting readmission by: November 15th for readmission in spring semester, May 15 for readmission in fall semester.

3. The request for readmission letter should contain:
   - The student's self evaluation of why they were previously unsuccessful in the program
   - Listing of student's strengths and weaknesses identified in conference with nursing faculty member
   - The student's plan for what they intend to do differently if readmitted.
   - Documentation of student's successful completion of the STD1 04, Study Skills Class. This class may be waived by the nursing faculty at their discretion after review of readmission documentation.

4. Students will be notified of the faculty's decision on their request for readmission by:
   - December 15th for Spring semester re-admission
   - June 1st for Fall re-admission

Each student's application for re-admission will be considered by the nursing faculty and the decision to readmit is at the discretion of the nursing faculty. Decision to readmit a student will be based on evaluation of GPA, repeat of courses, standardized test scores, professional conduct, clinical performance and/or additional data that the faculty may feel necessary to consider. Clinical nursing students who are unsuccessful (receive a D or F grade) in a required PNE course may be readmitted to the nursing program only once. A withdrawal with an unsatisfactory grade (D or F) is considered a withdrawal from the program; therefore, the student must apply for readmission using the criteria listed above, and may only be readmitted once.

I have reviewed and understand the steps that must be taken to for my request for re-admission to the Nursing Program to be considered.

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
<th>Signature of Course Faculty or Nursing Advisor</th>
<th>Date</th>
</tr>
</thead>
</table>

The original form will be retained in the Nursing Office. The student and faculty member will be given a copy to retain for their records.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100*</td>
<td>Basic Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111*</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>NUR 135</td>
<td>Drug Dosage Calculation</td>
<td>2</td>
</tr>
<tr>
<td>PNE 146</td>
<td>Fundamentals of Practical Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PNE 151</td>
<td>Medical Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td>SDV 100*</td>
<td>College Success Skills</td>
<td>1</td>
</tr>
<tr>
<td>BIO 149</td>
<td>Microbiology for Allied Health</td>
<td>1</td>
</tr>
<tr>
<td>PSY 201*</td>
<td>Introduction to Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>HLT 130</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>1</td>
</tr>
<tr>
<td>PNE 135</td>
<td>Maternal &amp; Child Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>PNE 157</td>
<td>Pediatrics</td>
<td>4</td>
</tr>
<tr>
<td>PNE 173</td>
<td>Pharmacology for Practical Nurses</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td>PSY 230*</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PNE 145</td>
<td>Trends in Practical Nursing</td>
<td>1</td>
</tr>
<tr>
<td>PNE 152</td>
<td>Medical Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>PNE 158</td>
<td>Mental Health &amp; Psychiatric Nursing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Minimum Credits Required:</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>
Course Descriptions

PNE 146
Introduces students to practical nursing history, legal and ethical aspects, and current trends. Teaches nursing knowledge and skills with emphasis on meeting basic patient needs. Utilizes nursing process. Provides learning experiences through classroom instruction, laboratory practices, and supervised clinical experience.

PNE 151
Focuses on the care of individuals/families requiring medical or surgical. Uses all components of the nursing process with increasing degrees of skill. Content includes: mathematical computation skills, basic computer instruction related to the delivery of nursing care; nursing care related to stress in the surgical client, wound healing, gastrointestinal, orthopedic, respiratory, sensory, fluid and electrolyte, autoimmune disorders, hemorrhage and shock. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies.

PNE 135
Utilizes the concepts of the nursing process in caring for families in the antepartum, intrapartum, and postpartum periods. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies.

PNE 157
Develop nursing skills in caring for both well and ill children in a variety of settings. Emphasizes theories of growth and development and the family as a unit.

PNE 173
Teaches principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Students will be required to demonstrate competency at the 80% level in all matters of computation this semester. Students will experience opportunities to compute dosages using dimensional analysis.

PNE 145
Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts, and leadership styles.

PNE 152
Focuses on the care of individuals/families requiring complex or surgical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care, cardiac, neurological, renal, burn disorders,
Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia

INTRODUCTION

Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

This document provides information for persons interested in becoming a Certified Nurse Aide (C.N.A.), Licensed Practical Nurse (L.P.N.), or Registered Nurse (R.N.). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities, and identifies what is commonly referred to as “barrier crimes.”

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I. Impact of Convictions on Board of Nursing Licensure or Certification………….2
   Application Process for Initial Licensure or Certification with the
   Board of Nursing……………………………………………………………………………2
   Basis for Denial of Licensure and Certification……………………………………3
   Additional Information Needed Regarding Criminal Convictions,
   Past Actions, Or Possible Impairments……………………………………4
   Following Licensure or Certification………………………………………………..6

1 Individuals licensed or certified by the Board of Nursing may be eligible for employment in other health care settings, depending upon the hiring and employment practices of the particular employer.
II. Criminal Convictions and Employment

- Convictions that Do Not Disqualify an Applicant from Employment
- Disclosure of Criminal Convictions

III. Getting a Criminal Record Expunged

Appendix: Barrier Crimes Prohibiting Employment in Nursing Facilities, Home Care Organizations and Hospice Programs
I. IMPACT OF CRIMINAL CONVICTIONS ON BOARD OF NURSING LICENSURE AND CERTIFICATION

Criminal convictions can affect an individual during the licensure or certification application process and may affect an individual’s employment options after licensure or certification by the Board.

Until an individual applies for licensure or certification, the Board of Nursing is unable to review, or consider for approval, an individual with a criminal conviction, history of action taken in another jurisdiction, or history of possible impairment. The Board has no jurisdiction until an application has been filed.

APPLICATION PROCESS FOR LICENSURE OR CERTIFICATION WITH THE BOARD OF NURSING

After successfully completing an approved nursing or nurse aide education program, the individual is eligible to apply for licensure or certification by the Virginia Board of Nursing of the Department of Health Professions (DHP).

Applicants seeking licensure as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) by examination: An application for licensure by examination is made directly to the Virginia Board of Nursing. Upon receipt of a completed application with appropriate application fee and an official transcript from the nursing education program, the Board determines and communicates eligibility for testing to the testing company that administers the NCLEX examination for licensure. The applicant must also submit a separate registration form and fee to the testing company that administers the exam for licensure. Both application for “licensure by exam” and the registration packet for the testing company are available from the Board of Nursing web site or by calling the Board office at (804) 662-7054. The applications, registration and information about testing may be obtained from the DHP - Board of Nursing website at: www.dhp.virginia.gov/nursing and choosing “Forms and Applications.”

Applicants seeking certification as a Nurse Aide (CNA) by examination: The application for certification is made directly to Virginia’s nurse aide testing service. Upon receipt of a completed application and appropriate fee, the testing service verifies eligibility and administers the National Nurse Aide Assessment Program (NNAAP) exam for certification by the Virginia Board of Nursing. The application for “certification by exam” and candidate handbook may be accessed directly from the DHP - Board of Nursing website at www.dhp.virginia.gov/nursing, and choosing NNAAP. They may also be obtained by calling the Board of Nursing-Nurse Aide Registry office at (804) 662-7310.

Applicants seeking licensure or certification by endorsement from another state: Endorsement applicants already licensed or certified in other jurisdictions must apply directly to the Virginia Board of Nursing, unless applicants reside and are licensed as a R.N. or L.P.N. in another state that is a member of the Nurse Licensure Compact. Applications with instructions can also be accessed from the DHP- Board of Nursing web site at www.dhp.virginia.gov/nursing and choosing “Forms and Applications.”

2 See § 54.1-3030 et.al. of the Code of Virginia for laws related to the Nurse Licensure Compact., which Virginia began participating in on January 1, 2005. The Compact allows nurses licensed and residing in another Compact state to practice
BASIS FOR DENIAL OF LICENSURE OR CERTIFICATION

According to §54.1-3007 of the Code of Virginia, the Board of Nursing may refuse to admit a candidate to any examination, or refuse to issue a license or certificate, to any applicant with certain criminal convictions. Likewise, the Board may refuse licensure or certification to an applicant who uses alcohol or drugs to the extent that it renders the applicant unsafe to practice, or who has a mental or physical illness rendering the applicant unsafe to practice (referred to as a history of impairment).

Criminal convictions for ANY felony can cause an applicant to be denied nursing licensure or nurse aide certification.

Misdemeanor convictions involving moral turpitude may also prevent licensure or certification. Moral turpitude means convictions related to lying, cheating or stealing. Examples include, but are not limited to: reporting false information to the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. While information must be gathered regarding all convictions, misdemeanor convictions other than those involving moral turpitude will not prevent an applicant from becoming a licensed nurse or C.N.A. However, if the misdemeanor conviction information also suggests a possible impairment issue, such as DUI and illegal drug possession convictions, then there still may be a basis for denial during the licensure or certification application process.

Each applicant is considered on an individual basis. There are NO criminal convictions or impairments that are an absolute bar to nursing licensure or nurse aide certification.

ADDITIONAL INFORMATION NEEDED REGARDING CRIMINAL CONVICTIONS, PAST ACTIONS, OR POSSIBLE IMPAIRMENTS

Applications for licensure and certification include questions about the applicant’s history, specifically:

1. Any and all criminal convictions ever received;
2. Any past action taken against the applicant in another state or jurisdiction, including denial of licensure or certification in another state or jurisdiction; and
3. Any mental or physical illness, or chemical dependency condition that could interfere with the applicant’s ability to practice.

Indicating “yes” to any questions about convictions, past actions, or possible impairment does not mean the application will be denied. It means more information must be gathered and considered before a decision can be made, which delays the usual application and testing process. Sometimes an administrative proceeding is required before a decision regarding the application can be made. The Board of Nursing has the ultimate authority to approve an applicant for testing and subsequent licensure or certification, or to deny approval.

nursing in Virginia on a multi-state privilege to practice without obtaining additional licensure here. However, if the applicant is moving to Virginia and declares Virginia as the primary state of residency, licensure must be obtained here and the prior Compact state license will be invalidated. For a current list of states in the Compact, go to http://www.ncsbn.org/nlc/mlpvncompact_mutual_recognition_state.asp.
The following information will be requested from an applicant with a criminal conviction:

- A certified copy of all conviction orders (obtained from the courthouse of record);
- Evidence that all court ordered requirements were met (i.e., letter from the probation officer if on supervised probation, paid fines and restitution, etc.);
- A letter from the applicant explaining the factual circumstances leading to the criminal offense(s); and
- Letters from employers concerning work performance (specifically from nursing related employers, if possible).

The following information will be requested from the applicant with past disciplinary action or licensure/certification denial in another state:

- A certified copy of the Order for disciplinary action or denial from the other state licensing entity; and certified copy of any subsequent actions (i.e. reinstatement), if applicable;
- A letter from the applicant explaining the factual circumstances leading to the action or denial; and
- Letters from employers concerning work performance (nursing related preferred) since action.

The following information may be requested from applicants with a possible impairment:

- Evidence of any past treatment (i.e., discharge summary from outpatient treatment and inpatient hospitalizations);
- A letter from the applicant’s current treating healthcare provider(s) indicating diagnosis, treatment regimen, compliance with treatment, and ability to practice safely;
- A letter from the applicant explaining the factual circumstances of condition or impairment and addressing ongoing efforts to function safely (including efforts to remain compliant with treatment, maintain sobriety, attendance at AA/NA meetings, etc.); and
- Letters from employers concerning work performance (specifically from nursing related employers, if possible).

NOTE: Some applicants may be eligible for the Health Practitioner’s Intervention Program (HPIP), which is a monitoring program for persons with impairments due to chemical dependency, mental health or physical disabilities. Willingness to participate in the HPIP is information the Board of Nursing will consider during the review process for applicants with a criminal conviction history related to impairment, or a history of impairment alone. Information about the Virginia HPIP may be obtained directly from the DHP homepage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov).

Once the Board of Nursing has received the necessary and relevant additional information, the application will be considered. Some applicants may be approved based on review of the documentation provided. Other applicants may be required to meet with Board of Nursing representative(s) for an informal fact finding conference to consider the application. After the informal fact-finding conference, the application may be: i) approved, ii) approved with conditions or terms, or iii) denied. The Board will notify the testing company directly of all applicants approved so that testing may be scheduled. Upon notification of successful completion of the licensure or certification exam, the Board of Nursing will license or certify the individual based on the Board’s Order, including any terms imposed for practice.
NOTE: Failure to reveal criminal convictions, past disciplinary actions, and/or possible impairment issues on any application for licensure or certification is grounds for disciplinary action by the Board of Nursing, even after the license or certificate has been issued. It is considered to be “fraud or deceit in procuring or attempting to procure a license,” and a basis for disciplinary action that is separate from the underlying conviction, past action, or impairment issue once discovered. Possible disciplinary actions that may be taken range from reprimand to revocation of a license or certificate.

FOLLOWING LICENSURE OR CERTIFICATION

Criminal convictions and other actions can also affect an individual already licensed as a nurse or certified as a nurse aide by the Board of Nursing. Any felony conviction, court adjudication of incompetence, or suspension or revocation of a license or certificate held in another state will result in a “mandatory suspension” of the individual’s license, multi-state privilege, or certificate to practice in Virginia. This is a nondiscretionary action taken by the Director of DHP, rather than the Board of Nursing, according to § 54.1-2409 of the Code of Virginia. The mandatory suspension remains in effect until the individual applies for reinstatement and appears at a formal hearing before at least a panel of the Board of Nursing and demonstrates sufficient evidence that he or she is safe and competent to return to practice. At the formal hearing, three quarters of the Board members present must agree to reinstate the individual to practice in order for the license or certificate to be restored.

II. CRIMINAL CONVICTIONS AND EMPLOYMENT IN NURSING FACILITIES, HOME CARE, HOSPICE AND ASSISTED LIVING FACILITIES

According to §§32.1-126.01 and 32.1-162.9:1 of Title 32.1 and §§ 63.2-1719 and 63.2-1720 of Title 63.2 of the Code of Virginia, persons with certain criminal convictions are prohibited from employment in nursing facilities, home care organizations, hospice programs, or assisted living facilities, whether or not the person is licensed or certified by the Board of Nursing. These convictions are commonly known as “barrier crimes” to employment.

The law requires that owners/operators of nursing facilities, home care organizations, hospice programs, and assisted living facilities obtain a criminal record background check on each new hire within 30 days of their employment. The law requires that these background checks be obtained using the Central Criminal Records Exchange of the Virginia Department of State Police.

Generally, criminal convictions for offenses involving abuse or neglect disqualify an applicant. See a listing of the “barrier” crimes that prevent employment in a nursing facility, home care organization, hospice program or assisted living facility in the Appendix beginning on page 9.

Revised September 2006

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3 Individuals licensed or certified by the Board of Nursing may be eligible for employment in other health care settings, depending upon the hiring and employment practices of the particular employer.
**CONVICTIONS THAT DO NOT DISQUALIFY AN APPLICANT FROM EMPLOYMENT**

Under Virginia law, criminal convictions for offenses unrelated to abuse or neglect would not disqualify an applicant for employment. For example, criminal convictions such as traffic violations, possession of marijuana, and prostitution, may not disqualify an applicant. However, these convictions may disqualify an applicant based on a particular employer’s hiring or personnel policies, or based on other regulations or policies.

_Even if the applicant has been convicted of a barrier crime, it may not always prevent employment. An applicant may be hired if:_

(i) The individual has only one misdemeanor conviction considered to be a barrier crime;
(ii) The criminal offense did NOT involve abuse or neglect; AND
(ii) Five years have lapsed since the conviction occurred.

Examples of such misdemeanor convictions that would not necessarily be a barrier to employment may include, but are not limited to:

- Hazing
- Reckless handling of a firearm
- Access to loaded firearm by children
- Assault and battery
- Assault and battery against law enforcement officers
- Burning or destroying any other building, or structure valued less than $200
- Burning or destroying personal property, standing grain, etc., valued less than $200
- Threats to bomb or damage buildings or means of transportation, false information as to danger to such buildings, etc. (if person is younger than 15 years of age)
- Setting woods, etc, on fire intentionally whereby another is damaged or jeopardized
- Setting off chemical bombs capable of producing smoke in certain public buildings
- Carelessly damaging property by fire

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4 Such as federal Medicare or Medicaid certification regulations.
DISCLOSURE OF CRIMINAL CONVICTIONS

If an applicant is denied employment because of convictions appearing on his criminal history record, the employer is required to provide a copy of the information obtained from the Central Criminal Records Exchange to the applicant.

While further dissemination of the results of a criminal record check by an employer is prohibited, employers may provide criminal record information and reason for employment termination to state authorities to comply with legal reporting requirements. Criminal conviction information reported to the Board of Nursing that was not revealed by the licensed nurse or C.N.A. upon initial application for licensure or certification may form the basis for disciplinary action to be taken by the Board of Nursing. Disciplinary actions for such “fraud or deceit in procuring a license or certificate” or for falsifying an employment application may range from reprimand to revocation of the license or certification.

Note: The law specifies that incomplete or false statements in an applicant’s sworn statement or affirmation disclosing any criminal convictions or any pending criminal charges constitutes a misdemeanor offense. Subsequent disclosure or discovery of a relevant criminal conviction or convictions may also disqualify the person from being hired and from continuing on in the hired employment.

III. GETTING A CRIMINAL RECORD EXPUNGED

Having been granted a pardon, clemency, or having civil rights restored following a felony conviction does not change the fact that a person has a criminal conviction. That conviction remains on the individual’s licensure/certification or employment record. Therefore, any criminal conviction must be revealed on any application for licensing or employment, unless it has been expunged.

Chapter 23.1 of Title 19.2 of the Code of Virginia describes the process for expunging criminal records. If a person wants a conviction to be removed from their record, the individual must seek expungement pursuant to §19.2-392.2 of the Code of Virginia. Individuals should seek legal counsel to pursue this course, which involves specific petitions to the court, State Police procedures, and hearings in court.

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5 See § 54.1-2400.6 of the Code of Virginia for mandatory reporting requirements.
APPENDIX.

BARRIER CRIMES PROHIBITING EMPLOYMENT
IN NURSING HOME FACILITIES, HOME CARE ORGANIZATIONS, HOSPICE PROGRAMS AND ASSISTED LIVING FACILITIES

NOTE: This list is not all-inclusive and should be used only as a guide. For further clarification regarding criminal offenses, refer to Title 18.2 Crimes and Offenses Generally of the Code of Virginia.

<table>
<thead>
<tr>
<th>State Code</th>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.2 - 30</td>
<td>Murder and manslaughter declared felonies</td>
</tr>
<tr>
<td>18.2 – 31</td>
<td>Capital murder defined</td>
</tr>
<tr>
<td>18.2 – 32</td>
<td>First and second degree murder defined</td>
</tr>
<tr>
<td>18.2 – 32.1</td>
<td>Murder of a pregnant woman</td>
</tr>
<tr>
<td>18.2 – 33</td>
<td>Felony homicide</td>
</tr>
<tr>
<td>18.2 – 35</td>
<td>How voluntary manslaughter punished</td>
</tr>
<tr>
<td>18.2 – 36</td>
<td>How involuntary manslaughter punished</td>
</tr>
<tr>
<td>18.2 – 36.1</td>
<td>Certain conduct punishable as involuntary manslaughter</td>
</tr>
<tr>
<td>18.2 – 37</td>
<td>How and where homicide prosecuted and punished</td>
</tr>
<tr>
<td>18.2 – 41</td>
<td>Malicious wounding by a mob</td>
</tr>
<tr>
<td>18.2 – 47</td>
<td>Abduction</td>
</tr>
<tr>
<td>18.2 – 48</td>
<td>Abduction with intent to extort money or for immoral purposes</td>
</tr>
<tr>
<td>18.2 – 51</td>
<td>Shooting, stabbing, etc. with intent to maim, kill, etc.</td>
</tr>
<tr>
<td>18.2 - 51.1</td>
<td>Malicious bodily injury to law enforcement officers or firefighters</td>
</tr>
<tr>
<td>18.2 – 51.2</td>
<td>Aggravated malicious wounding</td>
</tr>
<tr>
<td>18.2 – 51.3</td>
<td>Reckless endangerment/throwing objects from places higher than one story</td>
</tr>
<tr>
<td>18.2 – 51.4</td>
<td>Maiming, etc., of another resulting from driving while intoxicated</td>
</tr>
<tr>
<td>18.2 – 52</td>
<td>Malicious bodily injury by means of caustic substance</td>
</tr>
<tr>
<td>18.2 – 52.1</td>
<td>Possession of infectious biological substances</td>
</tr>
<tr>
<td>18.2 – 53</td>
<td>Shooting, etc., in committing or attempting a felony</td>
</tr>
<tr>
<td>18.2 – 53.1</td>
<td>Use or display of firearm in committing felony</td>
</tr>
<tr>
<td>18.2 – 54.1</td>
<td>Attempts to poison</td>
</tr>
<tr>
<td>18.2 – 54.2</td>
<td>Alteration of food, drink, drugs, cosmetics, etc.</td>
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<tr>
<td>18.2 – 55</td>
<td>Bodily injuries caused by prisoners, probationers, or parolees</td>
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<td>18.2 – 56</td>
<td>Hazing</td>
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<td>18.2 – 56.1</td>
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<td>18.2 – 56.2</td>
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<td>18.2 – 57</td>
<td>Assault and battery</td>
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<td>18.2 – 57.01</td>
<td>Pointing a laser at law-enforcement officer</td>
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<td>18.2 – 57.2</td>
<td>Assault and battery against a family or household member</td>
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<td>18.2 – 58</td>
<td>Robbery</td>
</tr>
<tr>
<td>State Code</td>
<td>Offense</td>
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<tr>
<td>18.2 - 58.1</td>
<td>Carjacking</td>
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<td>18.2 – 60</td>
<td>Threats of death or bodily injury</td>
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<td>18.2 – 60.3</td>
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<td>Rape</td>
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<td>Carnal knowledge of child between 13 and 15 years of age</td>
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<td>18.2 – 64.1</td>
<td>Carnal knowledge of certain minors</td>
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<td>18.2 - 64.2</td>
<td>Carnal knowledge of inmate, parolee, probationer, or pre-trial or post-trial offender</td>
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<td>18.2 - 67.1</td>
<td>Forcible sodomy</td>
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<td>18.2 - 67.2</td>
<td>Object sexual penetration</td>
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<td>18.2 - 67.2:1</td>
<td>Marital sexual assault</td>
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<td>18.2 - 67.3</td>
<td>Aggravated sexual battery</td>
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<td>18.2 - 67.4</td>
<td>Sexual battery</td>
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<td>18.2 - 67.4:1</td>
<td></td>
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<td>18.2 - 67.5</td>
<td>Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery</td>
</tr>
<tr>
<td>18.2 – 77</td>
<td>Burning or destroying dwelling house, etc.</td>
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<td>18.2 – 79</td>
<td>Burning or destroying meeting house, etc.</td>
</tr>
<tr>
<td>18.2 – 80</td>
<td>Burning or destroying any other building or structure (valued at $200 or more)</td>
</tr>
<tr>
<td>18.2 – 81</td>
<td>Burning or destroying personal property, standing grain, etc. (valued at $200 or more)</td>
</tr>
<tr>
<td>18.2 – 82</td>
<td>Burning building or structure while in such building or structure with intent to commit felony</td>
</tr>
<tr>
<td>18.2 – 83</td>
<td>Threats to bomb or damage buildings or means of transportation, false information as to danger to such buildings, etc. (if person is older than 15 years of age)</td>
</tr>
<tr>
<td>18.2 – 84</td>
<td>Causing, inciting, etc., commission or acts described in 18.2 - 83 (if person is older than 15 years of age)</td>
</tr>
<tr>
<td>18.2 – 85</td>
<td>Manufacture, possession, use, etc. of fire bombs or explosive material or devices</td>
</tr>
<tr>
<td>18.2 - 86</td>
<td>Setting fire to woods, fences, grass, etc.</td>
</tr>
<tr>
<td>18.2 – 87</td>
<td>Setting woods, etc. on fire intentionally, where another’s property is damaged or jeopardized</td>
</tr>
<tr>
<td>18.2 - 87.1</td>
<td>Setting of chemical bombs capable of producing smoke in certain public buildings</td>
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<td>18.2 – 289</td>
<td>Use of a machine gun in a crime of violence</td>
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<td>18.2 – 300</td>
<td>Use of a sawed-off shotgun in a crime of violence</td>
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<tr>
<td>18.2 – 314</td>
<td>Failing to secure medical attention for injured child</td>
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<tr>
<td>18.2 – 355</td>
<td>Pandering, taking, detaining, etc., person for prostitution, etc., or consenting thereto</td>
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<tr>
<td>18.2 – 361</td>
<td>Crimes against nature involving children</td>
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<td>18.2 – 366</td>
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<tr>
<td>State Code</td>
<td>Offense</td>
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<tr>
<td>18.2 – 369</td>
<td>Abuse and neglect of incapacitated adults</td>
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<td>18.2 – 370</td>
<td>Taking indecent liberties with children</td>
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<tr>
<td>18.2 - 370.1</td>
<td>Taking indecent liberties with child by person in custodial or supervisory relationship</td>
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<td>18.2 - 371.1</td>
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<td>18.2 – 373</td>
<td>Obscene items enumerated</td>
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<td>18.2 - 374</td>
<td>Production, publication, sale, possession, etc., of obscene items</td>
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<tr>
<td>18.2 - 374.1</td>
<td>Production, publication, sale, possession with intent to distribute, financing, etc., of sexually explicit items involving children</td>
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<tr>
<td>18.2 – 374.1:1</td>
<td>Possession of child pornography</td>
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<tr>
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<td>Electronic facilitation of pornography</td>
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<td>18.2 – 375</td>
<td>Obscene exhibitions and performances</td>
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<td>18.2 - 376</td>
<td>Advertising, etc., obscene items, exhibitions or performances</td>
</tr>
<tr>
<td>18.2 – 376.1</td>
<td>Enhanced penalties for using a computer in certain violations</td>
</tr>
<tr>
<td>18.2 - 377</td>
<td>Placards, posters, bills, etc.</td>
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<tr>
<td>18.2 – 378</td>
<td>Coercing acceptance of obscene articles or publications</td>
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<tr>
<td>18.2 – 379</td>
<td>Employing or permitting minor to assist in offense under article.</td>
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<tr>
<td>18.2 – 474.1</td>
<td>Delivery of drugs to prisoners</td>
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<td>18.2 – 477</td>
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</tr>
<tr>
<td>53.1 - 203</td>
<td>Felonies by prisoners</td>
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</tbody>
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*Equivalent offense in another state*
Paul D. Camp Community College
Nursing Program Handbook
Statements of Understanding

As a student enrolled in the Nursing Program, I hereby verify that I do understand the grading policy on the Nursing Program. The nursing faculty has explained this grading policy to me and I have had the opportunity to discuss and/or question this policy. I do understand that in order to be successful and continue in the program, I have to maintain an average of 80 in the theoretical component and a satisfactory grade in the clinical component.

I understand that no exam/quiz or other assignment grade or final course grade will be rounded.

I also understand that if I am unsuccessful in two nursing courses, either by withdrawal or failure, I will not be eligible to re-enter the nursing program at PDCCC. I have read and understand the Paul D. Camp Community College’s Nursing Student Handbook and agree to abide by the policies contained herein, and within the College catalog.

I have read and understand the requirements of the PDCCC Nursing Program as stated in this handbook and the College catalog. When I begin a nursing course, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor. I agree to abide by the policies contained herein, and within the College catalog.

Name: ____________________________________     ____________________________
(Please Print)

Signature: ___________________________        Date: _______________________

Any student who believes he or she has a valid reason for an exception to a policy in this packet will have the recourse of an appeal to a Faculty Ad Hoc Committee. This Committee will be appointed by the Program Head upon receipt of a completed Ad Hoc Request Form (available from the nursing secretary). The student will also have the right too verbally present information that would assist the Committee in All requests for readmission after course failures will be handled by the Admission Committee.
As a student enrolled in the Nursing Program, I hereby verify that I do understand the grading policy on the Nursing Program. The nursing faculty has explained this grading policy to me and I have had the opportunity to discuss and/or question this policy. I do understand that in order to be successful and continue in the program, I have to maintain an average of 80 in the theoretical component and a satisfactory grade in the clinical component.

I understand that no exam/quiz or other assignment grade or final course grade will be rounded.

I also understand that if I am unsuccessful in two nursing courses, either by withdrawal or failure, I will not be eligible to re-enter the nursing program at PDCCC. I have read and understand the Paul D. Camp Community College’s Nursing Student Handbook and agree to abide by the policies contained herein, and within the College catalog.

I have read and understand the requirements of the PDCCC Nursing Program as stated in this handbook and the College catalog. When I begin a nursing course, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor. I agree to abide by the policies contained herein, and within the College catalog.

Name: ________________________________ (Please Print)

Signature: ____________________________ Date: __________________

Any student who believes he or she has a valid reason for an exception to a policy in this packet will have the recourse of an appeal to a Faculty Ad Hoc Committee. This Committee will be appointed by the Program Head upon receipt of a completed Ad Hoc Request Form (available from the nursing secretary). The student will also have the right to verbally present information that would assist the Committee in understanding his/her individual situation and why an exception should be made to an established policy.
All requests for readmission after course failures will be handled by the Admission Committee.

Student File Copy

Nursing Program Handbook
Disclaimer and Signature Form

This Nursing Student Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College and Nursing Program has for you during your enrollment in the program. There is no mutuality between you and the College or Nursing Program concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the College or the Program. Furthermore, the College and the Program reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Your signature on this page is simply your acknowledgement that you have received and agreed to read this handbook.

________________________________________  ________________
Student’s name (printed)                          Date

______________________________
Student’s Signature