

*Student Handbook*  
*For the*  
*Nursing Program*



*Paul D. Camp Community College*  
*2019-2020*

Dear Nursing Student:

We are pleased that you have accepted admission into the Nursing Programs at Paul D. Camp Community College (PDCCC). The PDCCC Nursing Program is committed to high standards, which are reflected in the admission and progression standards of the program. All Nursing Program courses are web-enhanced and most testing is done on-line in Canvas. 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 dean.

**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.

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 annually.**



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# PAUL D. CAMP COMMUNITY COLLEGE

## Paul D. Camp Community College

### Vision

Paul D. Camp Community College will be our region's first choice for postsecondary education, workforce development, and community partnerships.

### Mission

Paul D. Camp Community College provides accessible, quality higher education, workforce training, and community development in our service region, supporting success for a diverse student population, while fulfilling the needs of our employers.

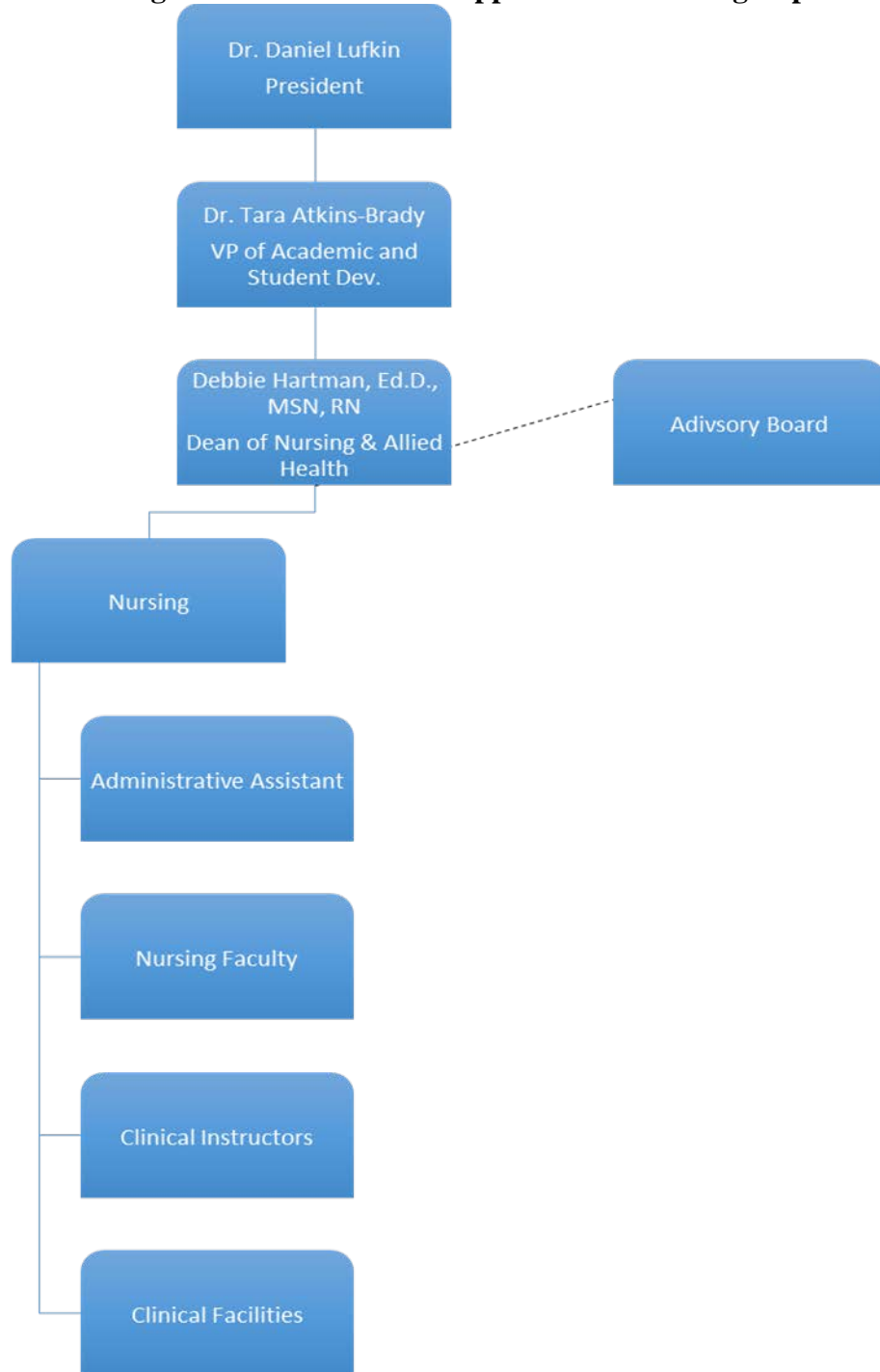
### Core Values

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

- **To Diversity** – Each person is important. We appreciate the diversity of our student body and college employees. We seek to understand and respect one another.
- **To Teach and Learning** – Faculty, staff and students bring knowledge, skills and abilities to the institution. We encourage everyone to develop their full potential in order to live responsible and productive lives.
- **To Teamwork** – We accomplish more by working together. Collaboration is an organizational priority for faculty and staff and a learning expectation for students.
- **To Access and Service** – We strive to remove obstacles that threaten student success. We challenge students to do the same in their communities through service to others.
- **To Excellence and Continuous Improvement** – We expect each student and college employee to uphold their standards of quality identified for their academic plan or administrative unit with integrity. We evaluate student outcomes and other measurements of institutional and individual effectiveness to continuously improve performance, programs, and services.
- **To Innovation** – We encourage each other to try new ways to address challenges and fulfill the college's mission.
- **To Community** – We work with our community to achieve common goals related to education, economic development and civic engagement.

## Organizational Chart

Below is a portion of PDCCC's organizational chart as it applies to the Nursing Department.



**Note:** The clinical facilities reports directly to the clinical instructors. The clinical instructors report to the course coordinator. The course coordinator reports to the Nursing Faculty lead instructors. The lead instructor reports directly to the Dean. The Dean reports directly to the VP. The VP reports directly to the President of the college. The Advisory Board provides guidance to for the nursing programs.

## Overview of Nursing Program for Students Entering Fall 2018

### ADN Student Learning Outcomes and Competencies

**Mission** of the VCCS Nursing Programs is to provide affordable, community access to quality nursing education. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in 21<sup>st</sup> century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia.

**Philosophy**: VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient centered care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

### **Student Learning Outcomes:**

Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:

1. Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Practice safe nursing care that minimizes risk of harm across systems and client populations.
3. Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.



## **Student Learning Outcomes with Competencies**

1. Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
  - a. Coordinate client centered care delivery with sensitivity and respect.
  - b. Evaluate the effectiveness of teaching plans and outcomes and revise for achievement of desired outcomes.
  - c. Promote client self-determination in making healthcare decisions as a level 4 student.
  - d. Integrate therapeutic communication skills when interacting with clients and the client's support network.
  - e. Advocate independently for diverse individuals, families, and communities across the lifespan.
2. Practice safe nursing care that minimizes risk of harm across systems and client populations.
  - a. Evaluate human factors and safety principles.
  - b. Participate in the analysis of errors and designing system improvements.
  - c. Incorporate client safety initiatives into the plan of care.
  - d. Practice safe client care as a level 4 student.
3. Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
  - a. Evaluate an individualized plan of care based on client values, clinical expertise and reliable evidence.
  - b. Independently prioritize changes in client status and intervene appropriately.
  - c. Apply the nursing process to guide care.
  - d. Prioritize client care using evidence based practice independently.
  - e. Evaluate existing practices and seek creative approaches to problem solving.
4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.
  - a. Incorporate ethical behaviors and confidentiality in the practice of nursing.
  - b. Assume responsibility and accountability for delivering safe client care.
  - c. Deliver nursing care within the scope of nursing practice.
  - d. Evaluate professional behaviors in interactions with clients, families and healthcare providers.
  - e. Engage in reflective thinking for the purpose of improving nursing practice.
  - f. Develop a plan for lifelong learning in the nursing profession.
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
  - a. Evaluate the common quality measures encountered in clinical practice.
  - b. Evaluate use of technology and information management to promote quality.
  - c. Evaluate fiscally responsible client care.
6. Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

- a. Compare and contrast the effectiveness of the members of the interdisciplinary team to promote optimal client outcomes.
- b. Participate in the interdisciplinary plan of care to promote optimal client outcomes.
- c. Evaluate communication strategies that are inclusive of various communication and cultural differences.
- d. Evaluate management skills and principles of delegation when working with other members of the health care team.
- e. Reflects at a professional level on individual and team performance.

### **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 nursing program and its graduates. The following statements are the nursing program's beliefs related to humankind, health, nursing and the teaching-learning process which are incorporated as concepts into the organizing framework. Every human being (humankind) is a unique holistic individual with complex biologic, psychosocial, cultural and spiritual components. Humankind is also made up of diverse groupings of people across the lifespan reflecting various ethnic and individual orientations. Each individual has the capacity to grow and adjust to the environment and is in constant state of change. In this philosophy the term individual is synonymous with client. The term client may refer to an individual, a group, or a community.

Health is a dynamic state located on a continuum from wellness to death reflecting the inter-relationship among the components of the individual. The individual seeks to attain and/or maintain an optimal level of health through self-determination.

Nursing is an applied science that is critical to the health care delivery system. The focus of nursing is patient centered care that demonstrates therapeutic relationships, effective communication, teaching, and caring behaviors to promote therapeutic client outcomes through the diagnosis and treatment of human response. The discipline of nursing synthesizes theories and concepts from the natural and social sciences, and the humanities into the practice of nursing. Nursing consists of safe and competent evidence-based practice, nursing judgement through the use of clinical reasoning and the nursing process, leadership and collaboration, and technology. Professional accountability recognizes fiscal, ethical and legal responsibility, including the prevention of abuse, neglect and abandonment.

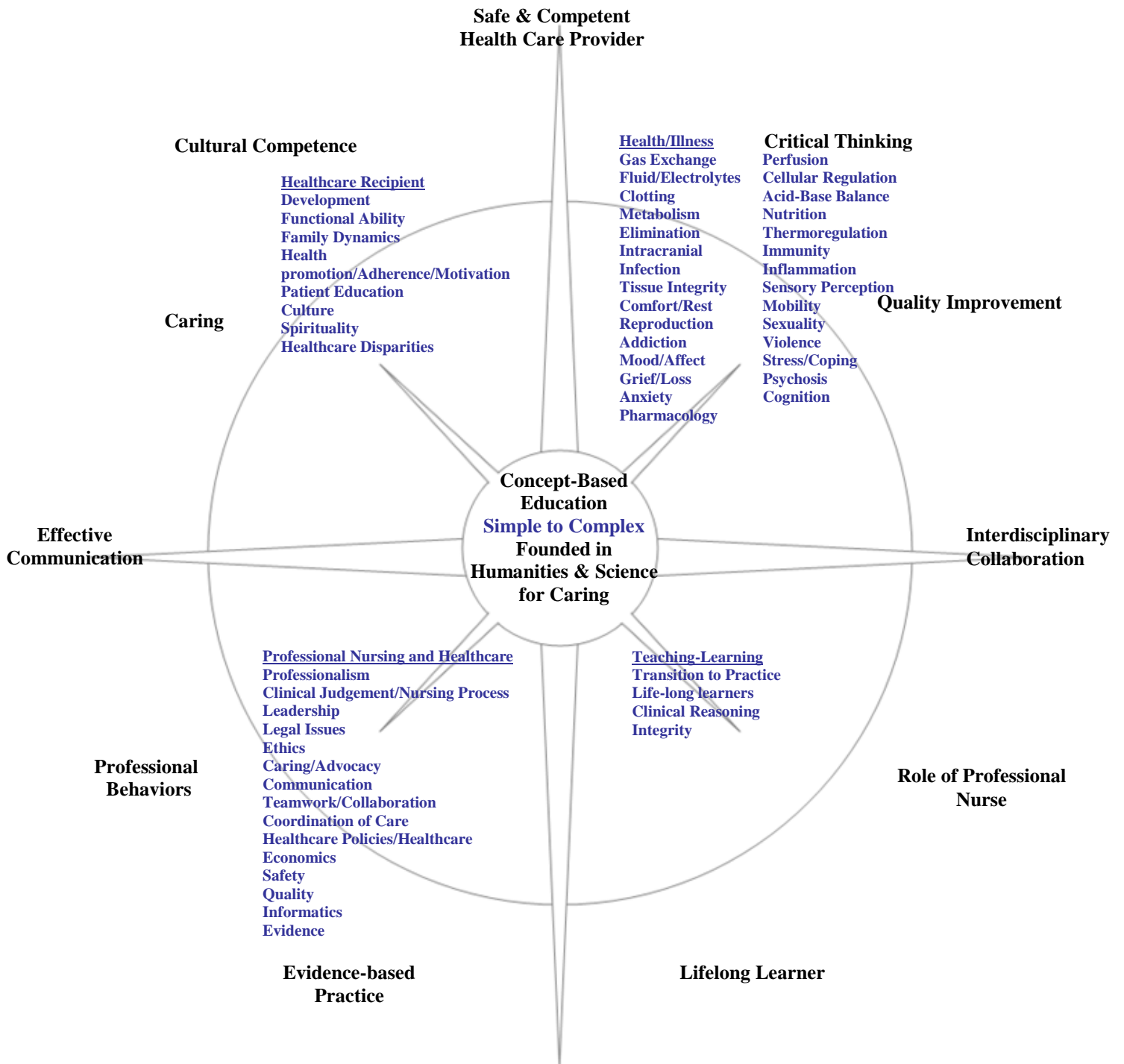
Learning is a lifelong process that builds on a foundation of concepts and skills from simple to complex, acquired from previous experiences and self-reflection. Teaching involves the selection of strategies in the cognitive, psychomotor, and affective domains that provide opportunities for acquiring knowledge, skills, and attitudes. The teaching-learning process is a reciprocal interaction that facilitates the development of critical thinking, decision making and independent judgement. The educator acts as a role model, counselor, and resource by acquiring and sharing current knowledge. The student is provided an educational environment in which faculty promote trust, enhance self-esteem, and encourage maximum learning.

The graduate is a nurse who provides safe and competent nursing care to clients primarily in acute and extended care settings, according to agency protocol, the American Nurses Association's Standards of Nursing Practice (2010), the National League for Nursing Competencies for ADN Graduates (2010), the Quality and Safety Education for Nurses competencies (2010), and the Virginia Board of Nursing Statutes and Regulations (2011). The faculty is preparing the graduate to demonstrate patient-centered care, nursing judgement, collaboration, evidence-based practice, quality improvement, and the roles and behaviors of the professional nurse. The graduate has a sound foundation to pursue personal and professional life-long development.

## **Nursing Program Organizing Framework**

The Paul D. Camp Community College Associate Degree Nursing Faculty has developed an organizing framework to provide direction for the nursing curriculum and opportunity for optimal student learning. The organizing framework is derived from the Nursing Program mission, vision and philosophy. The framework's schematic is a navigational compass. The compass is symbolically significant in that it provides direction, guiding travelers towards their destination. As nurse educators, the faculty uses the organizing framework as a compass, to guide the students through the range and scope of nursing knowledge and competencies. 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 middle circle represents the conceptual foundation on which competencies are built. The outer circle represents the outcomes of the curriculum expressed as graduate roles and competencies. This circle is unbounded to symbolize the potential for continued professional growth in all areas and to signify commitment to the principle of lifelong learning. The schematic shows the points of the compass extending through the four quadrants symbolizing the continuing influence of core knowledge.

# Paul D. Camp Community College Nursing Program Organizing Framework



## 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 Nursing Program**

The faculty of Paul D. Camp Community College 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.

### **Faculty Assistance and Communication**

All nursing and allied health faculty maintain office hours as posted beside their office doors. Since most faculty have clinical responsibilities, the best way to communicate with faculty is through email or at the discretion of the faculty member. Students are not to call faculty at home unless an emergency arises.

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.

The Program Head may be available at times other than posted office hours to assist students. Please make an appointment whenever possible by calling the secretary at 757-569-6731.

Electronic communication with faculty must go through VCCS email address/accounts. Faculty will respond to students in a timely manner, within 48 hours. Text messages via cellphone are not to be sent or expected.

Students are required to have an active VCCS email account and are required to check this account on a regular basis. The VCCS email account will be the primary means of electronic communication between professor and student.

Faculty mailboxes are located across from the Business offices on both the Franklin, and Suffolk campuses.



## 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 Behaviors

The PDCCC 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.

Nursing students are to adhere to the *Student Rights and Responsibilities Policy* as it appears in the College Catalog, the *PDCCC Nursing Student Expectations*, *PDCCC Nursing Student Clinical Contract* and the *National Nursing Student Association Code of Academic and Clinical Conduct* as they appear in the Nursing Student Handbook. Students, faculty, and staff have the responsibility for identifying potentially disruptive behaviors and unprofessional conduct utilizing the reporting procedures outlined in the College Catalog and other specific campus and Nursing Program policies and procedures.

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 *PDCCC Nursing Student Expectations and PDCCC Nursing Student Clinical Contract*.

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

### Paul D. Camp Community College Nursing Program Student Expectations

I understand that as a Nursing Program student, I am entering into a career which requires a person to behave in a professional and responsible manner. I also recognize that it is important for me to accept responsibility for my actions. In order to demonstrate that I am prepared for a health care career, I agree to meet the following expectations:

<b>I. PROFESSIONAL BEHAVIOR</b>
a. I will maintain a high level of integrity (honesty and trustworthiness).
b. I will demonstrate dependability and accountability (complete tasks assigned or tasks I volunteer to perform).
c. I understand that the nursing program attendance policy is the expected norm for class.

d.	I understand that punctuality to class and presence throughout the class is expected. Tardiness is defined as not being present when class begins. Repetitively being tardy for class or leaving class early demonstrates a lack of professionalism. Two unexcused tardies will result in one unexcused absence.
e.	I understand that timely submission of written work is expected. If I identify a problem with being able to meet this expectation, I will contact the instructor prior to the date due.
f.	I understand that if I am found to have falsified any document, I will be brought before the Program Faculty and dismissal from the program may result (Ex.: Forging a doctor's name to my physical exam or plagiarizing assignments).
g.	As an individual, I recognize that I may have some personal or academic problems during the year. I am responsible for seeking assistance from faculty and counseling before the problem reaches a crisis level.
h.	I understand that it is professional behavior to make an appointment with an instructor when I need to discuss an issue or concern.
i.	I understand that using unauthorized electronic devices in the classroom or in clinical is unacceptable.
k.	I will dress in a professional manner when in the classroom and at all times when I am representing myself as a nursing student. I will avoid tight, low cut, short, or baggy clothing that appears unclean or wrinkled.
l.	I will uphold at all times the Social Networking Policy of the Nursing Program. I am ethically obligated to report any violations.
m.	Any student associated with PDCCC is responsible and accountable to ensure that their school responsibilities are performed in accordance with all laws, regulations, VCCS and facility policies, procedures, compliance, and ethics standards.
<b>II. Classroom assignments and testing</b>	
a.	Integrity in test taking and assignment completion will be demonstrated by NOT
	❖ Giving or receiving any unauthorized assistance from any person, paper, or object on any test, paper, examination or project.
	❖ Plagiarizing written work (paraphrasing statement or using direct quotations without giving credit to the source of information).
	❖ Talking during a test for any reason.
	❖ Utilizing any unauthorized electronic devices (cell phone or computerized devices, etc.)
b.	I realize that the grade scale for the Nursing and Allied Health Programs does not follow the same scale as Paul D. Camp Community College's grade scale because students are required to pass a national licensing exam. The minimum passing grade for all Nursing Program courses is 80% theory grade and weighted total.
c.	I understand that I must maintain a "C" average in all science and Health Profession Program courses in order to continue in the program. If I make a "D" grade, I must re-take that course before continuing in the curriculum. If I make a "D" or lower in a repeated course, I will not be able to re-enter the designated program for five years.

d.	When taking tests and exams that utilize Canvas and/or answer sheet, the answer on the answer sheet, test or assignment will be accepted as my answer. This policy is being utilized to emphasize the need for health care professionals to pay attention to detail.
e.	I understand that test papers are the property of the college. They are not to be removed from the test review area and cannot be duplicated or printed.
f.	I understand that no extra assignments will be given to enhance my final grade.
g.	I understand that if I have a disability, it is my responsibility to seek assistance. I must provide official documentation from a licensed specialist related to the disability and the recommended accommodations. Recommendations for reasonable accommodations from a specialist in this area will be honored. I understand that accommodations on licensure exams is evaluated by the licensure board at the time of application. The provision of special accommodations by Paul D. Camp Community College does not guarantee that the licensing board will allow accommodations.
<b>III. Professional Conduct in dealing with a problem</b>	
a.	Whenever a problem occurs between myself and faculty, administration, or my peers, I will first address the problem following the chain of command; individual, faculty, lead faculty, dean.
b.	Whenever a problem occurs in a clinical agency, I will discuss the problem with the appropriate faculty member.
c.	If a problem is not resolved, I will follow the grievance policy in the PDCCC College Catalog.

## **PDCCC Nursing Student Clinical Contract**

At the beginning of each clinical nursing course the student will read and sign the Nursing Student Clinical Contract. The signed contract will be placed in the student's academic file.

### **INTRODUCTION AND CLINICAL HOURS**

This clinical contract specifies the responsibilities of the student and instructor in the clinical site and number of hours required for successful completion of the course (500 hours for the ADN Program, 400 hours for the PN Program, and 45 hours for the Nurse Aide as assigned by the Virginia Board of Nursing). These hours are to be completed in a time framework controlled by the clinical instructor. All clinical requirements need to be completed prior to the end of the course. The specific learning objectives for this clinical experience are found in the course syllabus. Verification of clinical hours will be completed by the clinical instructor. It is the student's responsibility to complete all clinical hours as outlined by the instructor. If clinical hours are missed, all make up hours and assignments will need to be approved by the instructor. It is acknowledged that completion of required clinical hours does not assure a passing clinical and/or course grade.

### **ROLE OF THE CLINICAL INSTRUCTOR**

1. Assist student with identification of learning goals and objectives for the course by carefully choosing clinical assignments each clinical day.
2. Facilitate student orientation into the clinical facility, including identification of facility policies and procedures, and initiate interaction with the student regarding clinical orientation.
3. Monitor student progress in achieving course objectives and provide constructive feedback that relates performance standards to student performance.
4. Evaluates each student's achievement and progress in relation to the clinical objectives and will provide the student with formal midterm and final clinical evaluations.
5. Communicate clinical assignments (i.e. care plans) for the student's experience, consistent with the course objectives.
6. Assure student compliance with standards on immunizations, CPR, and hospital education requirements prior to clinical experience.
7. Assume responsibility for the overall coordination of the student's clinical experience.
8. Provide written materials, including but not limited to, the Clinical Orientation and course syllabus and/or clinical objectives.
9. Be willing to act as a role model and be interested in the student's learning.
10. Utilize others, including colleagues, nursing administrators, and faculty as resources for problem solving, support, and guidance.
11. Assist student in professional development, with opportunities to explore the nursing role.

12. Demonstrate ways in which the professional nurse interacts collaboratively.

### **RESPONSIBILITIES OF THE STUDENT**

1. Clearly identify learning needs and objectives with clinical instructor and faculty
2. Comply with all clinical attendance policies.
  - a. Punctual and regular attendance at clinical is mandatory.
  - b. Students and faculty are expected to remain the entire time designated for a clinical experience to ensure the total number of required hours is obtained.
  - c. An absence must be reported to the clinical instructor no later than one hour prior to the start of the clinical and must be made up.
  - d. Students who do not properly notify the clinical instructor and do not come to clinical (no call no show) will receive an unexcused absence.
  - e. Students are expected to arrive to the clinical on time. Any time that a student arrives to the clinical site late (more than five minutes after the start of clinical or at the clinical instructor's discretion), the student may be sent home and receive an unexcused absence for the day.
  - f. Students who receive two unexcused clinical absences will not be allowed to continue in the course and will be withdrawn from the program.
  - g. All clinical absences must be made up at a time/date determined by the instructor
  - h. Clinical days missed due to administrative closure and/or inclement weather will be made up at a time/date determined by the clinical instructor.
  - i. If the college is closed due to inclement weather or other unforeseen circumstances, students are not allowed to be in the clinical setting.
  - j. Students will not leave the clinical site during a clinical experience unless given special permission by the clinical instructor/supervisor.
  - k. Students will maintain the uniform dress code policy at all times.
  - l. Smoking is NOT allowed during clinical.
  - m. Students are required to obtain a criminal background check and drug screen. Agencies may also request a repeat of these procedures while enrolled in clinical experiences at the agency. If reports are returned positive for illegal drugs or barrier crimes, this will jeopardize the student's ability to attend clinicals in any facilities and therefore jeopardize the student's program eligibility.
  - n. Violence and bullying to another person is not acceptable and will be investigated by the Title IX coordinator.
  - o. Destruction of school or facility property or removal of equipment/supplies without permission will result in dismissal from the program.

- p. Verbal, physical, psychological, or sexually inappropriate behavior is unacceptable. Any infraction of this rule will result in review by the faculty and may result in dismissal from the program.
  - q. Students will not work 8 hours prior to attending clinical experience.
3. Comply with health and other professional requirements of the nursing program and clinical facility prior to the start of the clinical experience.
    - a. Students must complete all clinical facility requirements prior to the start of the clinical.
    - b. Students must maintain active certification in Basic Life Support for the Healthcare Provider throughout the clinical.
    - c. Students will maintain the appropriate health requirements as set forth by Paul D. Camp Community College throughout the clinical.
  4. Be accountable for nursing knowledge and skills in the defined area of practice.
    - a. Students will demonstrate competency in select clinical skills prior to entering and during the clinical rotation. An unsatisfactory performance in these clinical skills will require documented remediation.
    - b. Students will utilize infection control precautions.
  5. Maintain open communication with the instructor, nursing staff, and faculty.
    - a. Students will approach the instructor with any concerns regarding patient care immediately.
    - b. Students will maintain a professional manner of communication towards other students, faculty, and the clinical instructor at all times.
    - c. Failure of the student to maintain professional communication can result in being removed from the clinical site per the instructor's discretion.
    - d. Students will communicate on a regular basis with faculty and preceptor to plan health care delivery. The student will clarify clinical care questions with the instructor prior to delivering any clinical care and notify nursing staff and clinical instructor of delivered care.
    - e. Students will strive to utilize correct grammar in order to gain credibility as a professional provider and will refrain from using inappropriate language or exhibit inappropriate behavior while participating in a clinical experience.
    - f. Students are required to report off their patient's care prior to leaving a clinical setting.
  6. Prepare for each clinical experience as needed.
    - a. Students will arrive to the clinical site prepared for the day.
    - b. Students are expected to understand and be able to communicate to the instructor the pathophysiology of the patient's diagnosis including definition, effects at the cellular, organ, and system level, and the nursing interventions that are appropriate for the diagnosis.
    - c. Students are expected to understand and be able to communicate to the instructor a specific, patient focused and priority-based plan of care for the patient.

- d. Students are expected to understand and be able to communicate to the instructor the action, indications, adverse effects, appropriate dosage, contraindications, patient education and nursing considerations for all patient medications for each clinical assignment
  - e. Students are expected to demonstrate understanding and be able to communicate to the instructor and patient's nurse, a satisfactory SBAR (situation, background, assessment, and recommendation).
  - f. Students who are unprepared for the clinical day, will be dismissed from clinical with an unexcused absence for the day.
7. Seek assistance with new or unfamiliar procedures.
    - a. Students may not give any medications or treatments without the instructor's knowledge and on site supervision.
    - b. Students who administer a medication or treatment without the instructor's knowledge will receive an immediate unsatisfactory for the day.
  8. Seek feedback from the clinical instructor regarding clinical progress and completion of goals and objectives.
    - a. Students will receive weekly clinical evaluations and a final clinical evaluation from the instructor.
    - b. Students must achieve a "satisfactory" score on all clinical objectives prior to the conclusion of clinical hours and the final evaluation.
  9. Be accountable for own nursing actions and timeliness while in the clinical setting.
    - a. Students retain responsibility for his or her behavior and actions in the clinical site. Any behavior or action that intentionally or unintentionally violates the code of ethical or professional conduct including violations of patient confidentiality will result in the student's removal from the clinical site and dismissal from the program.
    - b. Students are expected to be accountable for turning in all clinical paperwork and assignments on time. This documentation is evidence of the student's professional practice. As such, these documentations must be typed and completed in full to the best of the student's ability.
  10. Respect the confidential nature of all information obtained during clinical experience.
    - a. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a law that requires all health care facilities to provide to patients the Notice of Privacy Practices.
    - b. Students will not discuss clinical matters outside of the secure pre-conference or post-conference areas. This includes in elevators, the staff lounge, or other hospital areas.
    - c. Students will not include the patient's or family's name or initials anywhere on the clinical paperwork or assignments.
    - d. HIPPA violations will result in failure of clinical and dismissal from the nursing program.
    - e. Students will not take pictures of patients, family members, classmates or self while in the clinical setting.

11. Seek appropriate learning opportunities throughout the clinical experience.
12. The student should function effectively as a team member fostering open communication, mutual respect, and shared decision-making.
13. Adhere to agency policies and procedures at all times.

## ***Organization for Associate Degree Nursing***

### **Preamble:**

We, the members of the Organization for Associate Degree Nursing (OADN), in order to promote scholarship and academic excellence in the profession of nursing, do hereby enact and establish these bylaws for the governing of the OADN Alpha Delta Nu Nursing Honor Society.

### **Article I: Name**

The name of the society shall be OADN Alpha Delta Nu Nursing Honor Society.

### **Article II: Objective**

The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

### **Article III: Membership**

Each chapter can set additional requirements and specific timeframes for provisional membership after a student has met the minimum standards:

- • Earned grade of B or better in each nursing class
- • No previous failures of any nursing class

Students would be invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if student earns a grade of B or better in all courses. Students shall have demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism.

Any non-generic student shall be offered membership who has earned a grade of B or better in all nursing courses in the semesters prior to the fourth semester of the program

### **Article IV: Activities**

#### **Purpose:**

The OADN Alpha Delta Nu Nursing Honor Society shall sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor.

#### **Criteria:**

The project must be approved by the faculty advisor(s). The project must be conducted by the provisional members and full participation is required. The activity is a requirement for full membership.



## **Article V: Officers**

### Section 1.

The OADN Alpha Delta Nu Nursing Honor Society shall elect a President, Vice President, and Secretary from the body of the provisional members.

### Section 2.

The President of the society shall be responsible to call a minimum of two meetings, or more, as needed, during the third semester. He/She shall be responsible to conduct the meetings, transact business, appoint members to committees, and communicate information of the society's activities to the membership. The President shall only have voting powers to break a tie. The President shall serve as an ex-officio member on all committees. In the absence of the President, the Vice President shall serve the duties of the President.

### Section 3.

The Secretary shall be responsible to provide at least one-week notification to the membership of meetings to be held. He/She shall maintain clear and concise minutes of all meetings. All minutes of the meetings are to be forwarded to the advisor(s).

### Section 4.

A faculty advisor(s) shall serve to assist and facilitate the activities of the society. He/She shall meet with the officers, as needed, to provide advice and counsel in promoting the objectives of the society. He/She is responsible to keep the entire nursing faculty informed of the society's activities. The faculty advisor(s) shall be responsible to submit the annual report to OADN.

## **Article VI: Fees**

Each member who has met the requirements for induction into the society shall be required to pay a nominal fee for his/her society membership pin and honor cord.

The Alpha Delta Nu chapter shall submit an annual report, and pay a renewal fee of \$50, to OADN by July 1.

## **Article VII: Induction Ceremony**

The induction ceremony shall take place during the final semester of the core curriculum. The ceremony shall be dignified and reflect the honor being bestowed for academic excellence in the educational pursuit of nursing as well as the essence of what it means to be a nurse. Each chapter will be able to create the induction ceremony that will embody these elements.

## ***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.
2. Maintain client confidentiality.
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.

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.*

### **Criminal History and Sex Offender Crimes against Minor Background Checks**

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. 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**

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 chain of command. \*\***

- If you are unable to resolve the issue at the course level, you will be referred to the Program Dean. 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.
- Refer to the Student Grievance Policy in PDCCC College Catalog and Student Handbook located on the college website.

### **Polices Related to Student Responsibilities**

#### **Attendance**

Students are expected to attend *all* class sessions. *Punctuality* is required. Notify the course coordinator or the nursing secretary if absence is *absolutely* necessary by calling 569-6731. Class roll will be checked daily. *Students who are absent 10% or more from class are at risk for failing.*

- First absence the student will be counseled by the course instructor
- Second occurrence the student will be written up
- Third occurrence the student will meet with the Admission Progression and Graduation committee with possible outcome of removal from the program

All clinical, simulation, skills laboratory and alternative learning experiences are mandatory. Students who exceed one clinical absence may be administratively withdrawn from the course. In case of an emergency, tardiness, or intended absence, the student is required to notify the assigned clinical instructor

prior to the clinical, simulation, skills laboratory or alternative experience at the first opportunity. In the case of an absence, submission of appropriate documentation to the course coordinator may be required.

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.

Faculty will schedule one make-up day (if a site is available) for an excused clinical experience in each clinical course. Absences that exceed this amount will be evaluate by the course coordinator and may require a hearing before the Admission, Progression, and Graduation Committee. The location and schedule of the make-up opportunity is at this discretion of the course and clinical faculty.

Students who come to clinical unprepared will 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 will be sent off-duty at the discretion of the clinical instructor. Two clinical tardies will be counted as one clinical absence. Repeated tardiness will be noted on the clinical warning form and can result in the student failing to meet the clinical outcomes for the course, which may result in clinical failure.

### **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.

### **Cell Phones**

Since cell phones can be distracting in the classroom, all student cell phones **must be turned off** during class. On occasion the faculty member may give permission to utilize a cell phone or other electronic device for academic purposes during class.

Cell phones are **not allowed** in the nursing skills lab or in clinical.

### **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 is prohibited. Students are expected to conduct themselves in a professional and ethical manner at all times.

## **Grading, Evaluation, and Progression Policies**

### **Systems for Grading Nursing Students**

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 Nursing Program course grades, the following guidelines will be adhered to:

1. A student must maintain a cumulative grade point average of at least 2.5 for retention in the nursing program.
2. A student must earn an 80% or above in all enrolled NSG/PNE/HCT courses.
3. A student must earn a “C” in all required general education courses.
4. The course grade for a student with an “unsatisfactory” clinical lab rating is recorded as a “D”.
5. A student who receives less than an 80% in any enrolled NSG/PNE/HCT course must repeat that course before attempting another nursing course.
6. A student must follow the curriculum sequence.
7. Prerequisite or co-requisite course designations must be followed throughout the program.
8. A student is only allowed to fail one NSG/PNE/HCT course.

***ADN Cohort:***

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

A	92 – 100
B	84 – 91
C	80 – 83
D	70 – 79 (failure)
F	0-69.9
I	<b>Incomplete in Nursing courses must be removed by the beginning of the next semester. If not removed the student may not progress in the program.</b>

***HCT and PN cohort:***

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

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	≤ 59

**I        Incomplete in Nursing courses must be removed by the beginning of the next semester. If not removed the student may not progress in the program.**

In assigning the “I” grade, the faculty member must include documentation that (1) states complete the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the Vice-president of Academic and Student Success. The student will be provided a copy of the documentation. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Vice-president of Academic and Student Success.

**S        Satisfactory**  
**U        Unsatisfactory**

A student must maintain an exam average of 80%. A student with an exam average of less than 80% will not continue in the program. Written work, such as quizzes, teaching projects, research papers, and/or nursing care plans, etc. will not count toward the final course grade unless the exam average is 80% or above. There will be no rounding of individual exam grades or the final course grade.

**Evaluation of the Written Work**

Written work is required in nursing courses. References used for written assignments should be from scholarly journals or books and published within the last 5 years. APA format is to be used when citing references

Assignments that are “Tickets to Enter” (TTE) must be submitted by 5pm Sunday for the following week’s class.

For clinical nursing courses written work is considered to be a component of the overall clinical performance. Failure to submit written work for the day will be counted as an unexcused clinical absence resulting in unsatisfactory clinical performance.

If a student earns an Unsatisfactory on a written clinical assignment, the student is required to revise and resubmit the assignment in order to earn a Satisfactory on the assignment.

**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 in overall 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 Performance Evaluation Tool* for each clinical nursing course delineates expected and critical behaviors.

Clinical performance will be evaluated each week by the student's clinical instructor. Three unsatisfactory marks or one unsatisfactory mark in a "critical area" as designated on the evaluation tool will constitute an unsatisfactory for the week. If a student receives an unsatisfactory for his/her clinical performance, then the student will also receive a "zero" for his/her paperwork for that week. Two unsatisfactory clinical performances in one clinical nursing course will result in clinical probation and a clinical contract will be initiated.

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 or Unsatisfactory. An overall satisfactory clinical evaluation is required to pass the course. Numerical grades will not be assigned.

The weekly evaluation is completed on the student who is asked to initial the 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/Clinical site evaluations are assigned to the students online. Clinical site evaluations are placed on Canvas. The faculty uses your constructive comments and trend/pattern data from the tabulations for personal growth and course/curricular improvement activities.

## **Withdrawal, Readmission, and Transfer Policies**

**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.**

### **Withdrawal**

1. A student is allowed to withdraw from NSG/PNE/HCT courses prior to the drop period listed in the college's academic calendar.
2. Should it become necessary for the student to withdraw from the nursing program, admissions, your advisor and financial aid should be notified immediately.
3. If it is determined the student will be unsuccessful in the classroom portion of their program after the

drop date, the APG committee will make a determination if the student will be required to continue clinical and lab portions of the course.

4. Students who withdraw from a program must complete an exit interview form.

### **Readmission**

1. A student who withdraws failing or is administratively withdrawn from a nursing course will be readmitted based on space availability.
2. A student who fails or withdraws from a NSG/PNE/HCT course is eligible to reapply.
3. 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.
4. Re-enrollment must occur no later than one year after withdrawal or the student will have to repeat all nursing courses.
5. 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 Dean. Re-admission after withdrawal for non-academic reasons is considered on a space availability and at the discretion of the nursing faculty committee.
6. Students must submit a new application to be considered for re-admission by the program deadline.
7. Students must take and pass the Designated Entrance Exam with a 70% (45<sup>th</sup> National Percentile) in each of the categories in order to be considered for re-admission.
8. Students must have updated health requirements and Healthcare Provider CPR .

### **Transfer**

Two failed attempts in any college or university's nursing program will prohibit admission into PDCCC's nursing program.

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

The following policy is for readmission and transferring students into the PDCCC nursing programs. Previous nursing courses taken at other colleges are evaluated by the nursing Dean. Outlines of courses completed are requested to determine placement in proper course sequence.



## **Requirements for readmission and transfer:**

- i. Meet with the Dean
- ii. Apply to the college (If a transfer student)
- iii. Transfer students must apply to the nursing program of choice.
- iv. Must provide outlines of courses completed to determine placement in proper course sequence.
- v. Must take the Designated Entrance Exam
- vi. Must attend mandatory advising session prior to the application deadline
- vii. Must provide Official transcripts
- viii. Must provide PDCCC's Dean with hours of clinical time (director to director/dean, via fax or email or notarized clinical hour sheet)
- ix. Must pass (skills demo provided) competency skills up to the semester the student is entering
- x. Mandatory requirement to meet with the Dean every week for a month to discuss their progress
- xi. Must read and comply with the Student Handbook policies
- xii. Must purchase all resources required by the program.
- xiii. Must complete all hospital/facility orientations
- xiv. Potential students must be aware that the clinical for the program may be any day of the week and are across the Hampton Roads area, consisting of 6, 8, 10, or 12 hour shifts.
- xv. If admission is granted, they are required to have an updated certified background/drug screen, medical exam, AHA CPR for Healthcare professionals, and provide immunization records.
- xvi. Other options/recommendations may be required by the faculty or Dean, but will be made available to the student prior to acceptance of the program.

## **Policy on Refunds, Credits, and Reinstatement as a result of a National Emergency**

Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2, and he/she requests to be withdrawn from the College after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W".

The College shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

Careful consideration is given and special options are advised for students who receive student financial aid or veterans' administration benefits.

A student who is called to active duty or mobilized shall be entitled to reinstatement to the college without having to re-qualify for admission following the student's release or return from service in the uniformed services if:

- a. the student provides notice of intent to return to the college not later than three years after the completion of the period of service; and
- b. the student returns to the college after a cumulative absence of not more than five years.

A student returning to the college from active duty or mobilization in accordance with the provisions delineated above shall be afforded the opportunity for reinstatement in the same program of study in which he or she had been enrolled prior to withdrawal. Academic programs with specialized accreditation and selective admission shall establish criteria for reinstatement of such students that are consistent with any relevant standards of the respective accrediting agency. Such criteria shall be published in the program's handbook or other documents provided to students upon admission to the program.

A student who was admitted to a program but did not begin attendance because of service in the uniformed services shall be allowed to defer his or her enrollment in the program until reinstatement to the college as described above.

A student returning from active duty or mobilization shall be counseled to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

## **Testing Policies and Procedures**

The number of quizzes, tests or exams (hereinafter referred to as exams) may vary from course to course. The most current course syllabus will include *Methods of Evaluation* showing how the exams and quizzes are calculated in the final course grade. 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.

Faculty will have the option of writing the final exam so that the entire final exam is cumulative or so that some of the exam is on the last "untested" content of the course and some 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.

Exams may be reviewed in class once all members of the class have completed them. The exams will then be available by appointment with the course coordinator up to one week after the close of the exam.

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

All students will take exams as scheduled unless excused. The instructor must be notified by close of business day of the exam regarding the absence. The faculty understands that life happens however reasons for an excused absence may be 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.

If the student misses a quiz or TTE in class or during a designated time frame on Canvas, a zero grade is

assigned. If the student misses an exam or skills evaluation, the student will be allowed an opportunity to make up the first missed exam or skills evaluation within 5 business days. No more than one make-up test is permitted in any course. Students will need to arrange for the missed exam or evaluation with their instructor within 24 hours of missing the scheduled exam or skills evaluation or a grade of “0” (zero) will be awarded.

If the student misses a second exam or skills evaluation in that course, the student will receive a grade of zero as an exam grade. The student may be brought before the faculty for disciplinary actions which may result in student withdrawal from the program.

No quizzes, exams, or Standardized Test can be retaken.

An alternate exam *may be* administered in any form deemed appropriate by the nursing instructor.

Students will not be allowed to repeat exams, or quizzes. Quizzes are not made up.

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

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

### **Clinical Skills Competency Practicum Exam**

Students are required to pass a skills competency for designated nursing courses prior to beginning the clinical rotation for that semester.

### **Medication Dosage Calculation Competency Policy (applies to PN and ADN students)**

After completion of the PN and ADN dosage calculation courses, prior to going to clinical, students are required to take and pass a quiz on general pharmacology information dosage calculations. First level ADN students and second semester PN students must earn a minimum passing score of 80% before being allowed to attend clinical. Second level ADN students and third semester PN students must earn a minimum passing score of 90% before being allowed to attend clinical. The required passing scores will demonstrate learning progression of the student.

Each student will have two attempts to demonstrate dosage calculation competency prior to being allowed to attend clinical.

If a student does not pass the first dosage calculation examination she/he will be required to meet with the faculty for advisement and remediation.

A second quiz will then be administered prior to the beginning of clinical. If a student does not pass the second quiz, the student will be academically withdrawn from the program.

## **National Standardized Testing Policy**

The Nursing Program uses a Nationally Standardized Testing Program 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. Focused review tests (practice tests) may be scheduled to be done online and are not proctored outside of classroom time, while integrated tests (proctored) will be scheduled to be done as a group. One standardized test will count as an exam grade. 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.

Remediation will consist of the student:

1. Obtaining a copy of a detailed analysis of the test
2. Accessing online remediation
3. Submitting a signed remediation agreement to course coordinator as assigned

Passing scores are adopted based on testing company recommendations. A representative may be available to provide an in-service on the testing service and students will be provided additional criteria for testing and remediation as needed.

Nursing students will be required to take a comprehensive standardized exit exam and score 850 or higher. There will be two attempts allowed for this exam with remediation required following the first attempt below 850.

## **Remediation Policy**

Students who have less than 83% exam average at midterm or at the discretion of the course coordinator, will receive a grade warning and be advised to participate in activities to strengthen academic performance. Activities may include individual counseling, development of action plans, NCLEX question practice and other activities as determined by the course coordinator.

## **Collegiate Level Expectations**

This class is taught as a collegiate level course. Class expectations include: regular classroom attendance, regular class interactions, completion of all assignments by the deadline(s). An open communication between the instructor and student addressing questions/concerns, and abstract reasoning is emphasized. A regular method of communication between instructor and student occurs through Canvas and PDCCC email; thus, students are expected to check daily. Students are responsible for all content, instructions, discussions, assignments, and communication by these methods. Discussion of student questions and concerns with the instructor is expected, anticipated, and strongly encouraged. This is recognized as a part

of the learning process. Parental respect of interaction between the instructor and student (rather than between the parent and instructor) for all classroom purposes is expected and appreciated.

### **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 Nursing Student Handbook. Students should be familiar with College policy regarding academic misconduct and inclement weather.*

*Students are reminded to consult their Program Advisor prior to registering for the next semester's classes.*

## **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 ask the faculty member's permission.

## **Policies Related to Clinical Experiences**

### **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 must receive the following immunizations: Hepatitis B vaccine series, tetanus, (Td, Tdap), Varicella, mumps, measles and rubella (MMR). An annual flu vaccine and PPD is also required. If the student has tested positive on prior PPDs, a chest x-ray is required every 5 years. 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 a blood borne pathogen (i.e., hepatitis B virus, HIV infections). 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

### **Impairment in the 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 and notify the Dean or designated college representative to come to the clinical site
- Discuss with the student the suspicion of substance abuse or prescribed use of narcotic analgesics
- Arrange for transportation from the clinical site
- Document the incident
- The incident will be brought before the nursing faculty committee for review
- The student will not be allowed to return to the clinical facility, resulting in termination from the program due to the inability to complete clinical requirements.

### **CPR Requirements for Students**

Students are required to have completed CPR certification/recertification (American Heart Association Healthcare Provider CPR with the Automatic External Defibrillator) before admission to the first semester nursing courses. Certification must remain current throughout enrollment as a nursing 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. The student is required to upload a photocopy of his/her current CPR card to the on line database before the first day of nursing classes in the first semester of the nursing program.

### **Standard Precautions**

Students are to review the *Student Responsibility Statement Regarding Practice with Needles and Sharp Objects* during orientation to the Nursing Program and sign the student responsibility statement for needles, sharp or contaminated objects (see appendix). This will be completed and placed in the student's file.

## Occupational Exposure Guidelines

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.

## 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 uniform:
  - ADN student: Assigned royal blue scrubs
  - PN student: Assigned green scrubs
  - NA student: Assigned gray scrubs
2. White uniform warm up jacket
3. Assigned PDCCC nursing program emblem on upper left sleeve of the uniform top and warm up jacket (placed on middle of seam, 2 inches below shoulder seam)
4. PDCCC Nursing Student and picture ID Badge to be worn on the left side of the uniform above the waist.
5. Watch with a second hand
6. White hose or white socks. (**Must** wear socks or stockings)

7. 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.
8. Bandage scissors
9. Stethoscope
10. Black ink pen
11. Skills Lab kits (PN and ADN only)

### **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 dean.

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.

No student pictures taken in uniform with their ID badge on can be placed on Facebook.

### **White Warm-up Jacket Guidelines**

The warm-up jacket should be plain white. The program specific 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 warm-up jacket may be worn over the clinical uniform or non-clinical uniform (ADN students only). The white warm up jacket is not to be worn for unofficial business at the clinical agency or for work.

### **Specific Regulations While In Uniform**

All uniforms and warm-up jackets should be clean without obvious stains, and wrinkle free. Uniform must fit appropriately without evidence of being tight fitting, such as creases, rolling or pulling, or with pant leg extending beyond the top of the shoe. If the uniform does not appear professional at the discretion of the instructor, the student will be sent home and a clinical absence will be recorded.

Hair is to be clean, appropriately and neatly arranged, and pulled back away from the face or off the collar



in such a way that it cannot fall forward into the work area, or brush across clients. Pony tails are permitted. Large ornaments, ornate clasps and ribbons are not to be worn while in uniform. No fancy bows or barrettes, hanging curls, “punk” cuts, or unnatural colors. 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 band (with no diamonds or stones) and a watch. 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, including tongue piercings, should be removed during the clinical experience. Allergy identifiers are allowed. While in clinical areas, all 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, shellac, or acrylic nails is prohibited because of infection control issues.

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.

Smoking is prohibited while in clinical and while on the clinical agency property, including PDC Simulation sites.

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

For the nursing skills laboratory, students are required to be in full clinical uniform, with all of the uniform regulations, unless specifically directed by the course instructor.

### **Dress for Class**

Students should refer to the current college catalog for guidelines.  
Students must wear the school identification badge to class.

## **NURSING SKILLS LABORATORY and SIMULATION POLICY**

### **1. Student Expectations**

- a. The student is expected to be prepared for nursing skills laboratory. Should the faculty think

inadequate preparation has been made, the student may be dismissed from the skills lab.

- b. All policies and procedures found in the Nursing Student Handbook are applicable for the skills lab. Students will be asked to leave skills lab, receiving an unsatisfactory, if failure to comply with these policies.

## 2. Lab Conduct/Behavior

- a. The student will demonstrate professional behavior in the skills lab. There will be no sitting on the beds unless the student is assuming the role of a patient in the skills lab.
- b. Shoes must be removed prior to entering the bed as a patient.
- c. No eating or drinking permitted in the Skills Lab.
- d. Cell phone use is prohibited in the Skills Lab.

## 3. 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. 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.

When the day or practice time is complete, 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. Chairs pushed underneath the table/computer desk
- f. Storage bins returned to the storage room
- g. Equipment placed along the side of the lab walls

## 4. Children On Campus

- a. Children may not be in the lab setting at any time, 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

## 5. Videotaping

The student will sign a Confidentiality and Consent to Video Agreement each year. The video recordings are for educational purposes and debriefing opportunities and are considered confidential. The student will follow requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. Any student to witness violations of these policies should report to the instructor. Violation of this statement will lead to penalties of the student up to or including removal from the program. The confidentiality agreement prohibits discussion of video contents or student's performance in the skills lab.

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

#### 6. 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. Please adhere to the time-scheduled period allotted to allow times for all students to use the lab effectively

#### 7. 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

#### 8. Simulation

Students will treat all mannequins in the skills lab with the respect of a "live" patient. Standards include but are not limited to:

- Introduction of self to "patient"
- Patient identifiers
- Standard precautions
- Performing assessment and collecting data
- Active participation
- Use of six rights of medication (patient, medication, dose, route, time, and documentation)
- Prioritize patient care needs
- Practice within scope of practice

- Communicate with health care providers using SBAR (Situation, Background, Assessment, and Recommendation)
- Communicate effectively with patient and family

#### 9. Parenteral/injectable Routes of Medication Administration and Safety

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.

In the event of a clean needle stick:

- a. Perform first aid as needed and notify instructor immediately
- b. Wash hands with soap and water
- c. Complete incident report form
- d. Seek medical treatment as necessary

#### **Simulated Clinical Experiences**

During Simulated Clinical Experiences the student will be evaluated on general assessment skills. Following the Simulated Clinical Experience there will be a debriefing session that provides the student a chance to reflect on the experience and allows instructors to offer informative feedback for future improvement. (One hour of Simulated Clinical Experience is equivalent to one hour of direct patient care.)

#### **Skills Lab and Simulation Expectations**

The student should refer to objectives provided by the instructor in preparation to skills lab. The student's role includes participation and evaluation of the simulated clinical experience and skills lab. During Simulated Clinical Experiences the student will be assigned a role by the instructor that may include team leader, medication distributor, other healthcare provider, or family member.

### **Nursing Student Service Learning Requirement**

Before graduation from the Nursing Program, it is a clinical requirement that students complete Service Learning (SL) hours volunteering their time within the local communities.

Requirements: General ADN students: 20 hours, LPN Bridge Students 10 hours, PN students 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 (see appendix). 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 Nursing 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 during orientation to the Nursing Programs. All Service Learning verifications will be submitted in the final nursing course.

Students are held accountable for fulfilling this requirement. If a student commits to an activity but does not show up to participate, the hours to which they have committed will be deducted from the total hours previously earned. The hours deducted will then have to be re-earned. Personal emergencies will be considered case by case. In the event of an emergency or illness, the student must notify one of the faculty. Should a pattern of missed Service Learning experiences occur, the student will be required to be counseled by the faculty and/ or dean and may be required to complete additional hours over and above the required hours.

## **Reserving Classrooms**

Students may reserve classrooms for studying, exams reviews, or student organization meetings by making a request through the Nursing and Allied Health administrative assistants on either campus.

## **Transportation**

Each person is individually responsible for his or her own transportation. The nursing van may be utilized for official PDCCC nursing program activities (transportation to clinical agencies, field trips, etc.)

## **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, email your clinical instructor before you leave home. If you are unable to attend clinical, be sure to follow the appropriate notification procedure. Clinicals will need to be made up to ensure each program has their mandated clinical hours.

## **Program Ceremonies, Awards, and Completion Information**

### **Nursing Pinning Ceremony**

A traditional pinning ceremony honoring graduating nursing students is held annually in the final week of the Spring semester. 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. Students will comply with clinical uniform policy and dress code.

### **The Associate Degree and Practical Nursing Pin**

The pin must be ordered during the early spring of the semester in which the student is graduating. The student will be notified of the website availability.

### **Nightingale Lamp**

The lamp must be ordered during the early spring of the semester in which the student is graduating. The student will be provided with information regarding purchasing the lamp.

### **Graduation Requirements**

Nursing students must fulfill college general education requirements for graduation as listed in the college catalog, including required exit testing during the spring in which the student is graduating. Nursing students must file applications for graduation.

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

To be awarded an Associate in Applied Science in Nursing degree from the College, the student must have:

1. Fulfilled all of the course requirements of the degree curriculum, encompassing 64 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 2.5 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
4. Approved by appropriate College officials for graduation
5. Resolved all financial obligations to the College and returned all learning resources and other college materials
6. Satisfy mandatory general education or core competency testing/assessments

## **NURSING PROGRAM AWARDS**

### **The Nursing Academic Excellence Award**

The Nursing Academic Excellence Award is presented annually to the graduating student who has a GPA  $\geq 3.0$ , 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.

### **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.

### **Mentorship Award (ADN only)**

The Mentorship Award is presented to the graduate who has demonstrated characteristics of being a mentor to current and prospective nursing students. Have excellent communications and role modeling skills which they willing share with others.

### **Dr. Candace Rogers Excellence in Leadership Award (ADN only)**

The Dr. Candace Rogers Excellence in Leadership Award is presented annually to the graduating student who has a GPA  $\geq 2.5$ , 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.

### **The Florence Nightingale Award (ADN only)**

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.

### **Ann Pinner “One Bite at a Time” Award (ADN only)**

This award is given annually to the student that best embodies those characteristics that Mrs. Pinner represents to the program and to the profession. The student is selected by the staff based on their ability to lead, demonstrate professionalism in the clinical and classroom setting as well as assisting his or her peers in managing their time and responsibilities in a manner consistent with the one bite at a time analogy. How do you eat an elephant?

## **NCLEX LICENSING AND NURSE AIDE (CNA) CERTIFICATION EXAM INFORMATION**

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 registered nurse (RN) or licensed practical nurse (LPN). **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 patients 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 RN, may result in suspension or loss of the nursing license.

### **State Board Requirements Application for Licensure**

**This information will be presented in the final ADN or PN nursing courses.**

The course coordinator will meet with students to provide instructions to complete the online application for Licensure by Examination. Applications for licensure as a Registered Nurse by Endorsement or Examination or License Practical Nurse 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:

**NCLEX RN passage rates for PDCCC Nursing Program for the past 5 years**

Year	2013	2014	2015	2016	2017	2018
RN Program	80%	86.7%	82.35%	74.07%	77.27%	78.57%
LPN-RN Bridge Program	90%	87.5%	100%	70%	NA	NA

**NCLEX PN passage rates for PDCCC Nursing Program for the past 5 years**

Year	2015	2016	2017	2018
PN Program	57.89	68.18%	78.26%	54.55%

**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

## **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: The applications, registration and information about testing may be obtained from the DHP - Board of Nursing website at: [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing) and choosing “Forms and Applications.”

Applicants seeking certification as a Nurse Aide (CNA) by examination: 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](http://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: Applications with instructions can also be accessed from the Board of Nursing web site at the appropriate state.

**The ADN/RN program is Nationally Accredited with ACEN.**

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta Georgia 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

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

**Class Officers**

During the first four weeks of NSG 100 (ADN Program) and PNE 146 (PN Program) 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 Registered Nursing Class officers may stay in office the entire four 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.

**Preamble**

The Paul D. Camp Community College's (PDC) Nursing Classes are 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) Registered Nursing Class (of year) or Practical Nursing Class (of year) (example: Class of 2017).

**Article II**

## **Purpose**

The Paul D. Camp Community College's Nursing Classes are 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 Registered Nursing Program or Practical Nursing Program for credit, are members of the Registered or Practical Nursing Class and are eligible to vote in all elections for Executive Council of Officers. *A semester dues of \$15.00 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, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice-President (LPN Bridge Student position only), 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 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 Nursing Class is well informed as to all up-coming Registered Nursing Class activities and events.
6. To assist in keeping the Nursing Class bulletin board on Canvas current.

### B. Duties of the President

1. To represent the Nursing Class members at official functions, and handle all matters pertaining to the Nursing Class, not otherwise specifically delegated to the Executive Council.
  2. To preside at all meetings of the 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 2<sup>nd</sup> Vice President (LPN Bridge Student for Registered Nursing Class)
1. To assist the other class officers in planning and organizing events.
  2. To be a voice or spokesperson for the LPN Bridge students who have merged into the existing class of students.
  3. To have on hand a report of any concerns, issues, or suggestions the LPN Bridge students would like to have addressed by the class officers or class as a whole.
  4. To record, organize, and maintain photographic and written records and documents of the LPN Bridge Students.
- E. Duties of the Secretary
1. To keep a permanent record of all of the proceedings of the Nursing Class meetings and make these records available to any member of the 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 Nursing Class.
  3. To file all documents originating from or received by the Nursing Class.
- F. Duties of the Treasurer
1. To record and maintain records and documents of all income and expenditures of the Nursing Class.
  2. To have on hand a report of the financial position of the Nursing Class at all meetings and as needed.
  3. To prepare a budget for the 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.
- G. Duties of the Historian

1. To record, organize, and maintain photographic and written records and documents of the 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 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 of the first semester of the Registered and Practical Nursing Programs. During the second year term of the Registered Nursing Class, the students can decide to elect new officers. The 2<sup>nd</sup> Vice President of the Registered Nursing Class shall be elected by the LPN Bridge students and at the end of the LPN Bridge Transition course. The term of office shall run from the date of election until the date of next election or completion of the Nursing Program. Upon the surrender of office of President, the 1<sup>st</sup> Vice President will fill that office until an election is held to appoint a new officer.

## **Article VI** **Attendance**

Each member of the 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**

When the President of the Nursing Class is unable to complete the full term of office, the following, in order, will succeed: 1st Vice President, 2<sup>nd</sup> 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 Registered 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 Nursing Class and by the endorsement of the Nursing Program Dean and faculty of Paul D. Camp Community College.

Initiated 2/09 CAW Revised 7/5/12 Nursing Faculty Approved 7/30/12 Nursing Faculty  
Approved revision 1/7/16 Nursing Faculty

**PDCCC Nursing Student Association**

The Nursing Student Association is composed of PDCCC ADN nursing and pre-nursing students. To become a member of the PDC NSA, the student must join the National Student Nurses Association. By joining the NSNA the student automatically becomes a member of the Virginia Nursing Student Association and PDCCC NSA. Information and an application for the National Student Nurse's Association may be obtained from the officers, faculty advisor or NSNA website, [nsna@nsna.org](mailto:nsna@nsna.org). The membership fee is \$35.00 for the first year, \$40.00 renewal for the second year, or \$70.00 for two years. The PDCCC NSA meets monthly. Meeting notices are made know through email. Benefits of membership include, but are not limited, to networking, access to informative programs and scholarships, opportunities to provide community service and attendance at the annual state and national conferences.

**Student Representation on Nursing Program Committees**

The NSA and class presidents (or designee) are invited to monthly faculty meetings to share student activities and voice concerns.

## **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. Student uniforms
2. ALL white leather/leather-like shoes (NO clogs, sneakers or cloth shoes)
3. White hose/socks
4. Watch
5. Stethoscope (with bell and diaphragm) and optional blood pressure cuff
6. Two PDCCC Nursing Program emblems (worn on the left sleeve of the uniform and warm up jacket)
7. Pen light
8. Transportation to and from clinical agencies
9. Background and drug screening
10. AHA BCLS CPR certification
11. Graduation Pin (ADN and PN students only)
12. Books
13. Physical Exam, requires vaccines or titers
14. Standardized Testing fee-to be paid each semester (ADN and PN students only)
15. Lamp for pinning ceremony

Information concerning uniforms, name pins, emblems, stethoscopes will be included in the student's acceptance letter. There are some additional costs during the final semester. These include the nursing school pin, National Council of State Boards of Nursing (NCLEX) licensure and CNA certification examination fees, the Board of Nursing licensure and certification application fee, composite picture of class (optional), and graduation fee. Nursing students should be prepared to pay these expenses prior to graduation.

## **Record Review Policy**

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

## **PDCCC 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 Hylar 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 Mrs. Gail Vaughan 569-6725 (Room 120B), Ms. Hylar Scott on the Hobbs Campus at 925-6308 (Room 100G) or Mrs. Trina Jones on the Franklin Campus at 569-6720 (Room 126F). 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*

## **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: Canvas announcements for this course and the Instructor's email at \_\_\_\_\_@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 Canvas/SIS login page of the PDCCC Home Page.)

# **Appendices**

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## **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](http://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 Dean will be informed, and both the Program Dean 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. 1<sup>st</sup> occurrence – A conference between student and faculty will be held.
2. 2<sup>nd</sup> 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 3<sup>rd</sup> 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

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Faculty Signature: \_\_\_\_\_  
Faculty Signature: \_\_\_\_\_  
Faculty Signature: \_\_\_\_\_  
Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Course: \_\_\_\_\_



# Clinical Incompetence Report Form Student Documentation

See Clinical Evaluation Tool

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Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Course: \_\_\_\_\_

**PDCCC Nursing Program Remediation Agreement**  
**NSG/PNE \_\_\_\_\_**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Test:** \_\_\_\_\_ *Name of test*

**Expected percent score:** \_\_\_\_\_ (*national average*)

**Percent score earned:** \_\_\_\_\_

<b>Study and Remediation Requirements</b>	
<b>Student will:</b>	<b>Initial when completed</b>
Obtain a copy of a detailed analysis of the test online	
Review results	
Access online remediation	

**Assignment Due** to \_\_\_\_\_ by \_\_\_\_\_  
(instructor's name) (date)

Upon completion submit this form to the Course Coordinator.

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** \_\_\_\_\_

**Nursing (156)**  
**Generic Curriculum**  
**Associate in Applied Science Degree: Nursing**

**NOTES:**

Program requirements may change in accordance with federal, state, or industry standards. Contact the program director or division chair for the most current information.

**Introduction to Nursing Concepts: NSG 100**

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

*(4 Credits)*

**Competencies for Nursing Practice: NSG 106**

Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 0-1 hour. Laboratory 3-6 hours. Total 4-6 hours per week.

*(2 Credits)*

**Professional Nursing Concepts: NSG 130**

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing.

Lecture 1 hour. Total 1 hour per week.

*(1 Credit)*

**Health Care Participant: NSG 152**

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

*(3 credits)*

### **Health/Illness Concepts: NSG 170**

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

*(6 credits)*

### **Health Promotion and Assessment: NSG 200**

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 2 hours. Laboratory 3 hours. Total hours per week 5 hours.

*(3 credits)*

### **Health Care Concepts I: NSG 210**

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II.

Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

*(5 credits)*

### **Health Care Concepts II: NSG 211**

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II.

Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

*(5 credits)*

### **Advanced Professional Nursing Concepts: NSG 230**

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings.

Lecture 2 hours. Total 2 hours per week.

*(2 credits)*

### **Complex Health Concepts: NSG 252**

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration.  
Lecture 4 hours. Total 4 hours per week.

*(4 credits)*

### **Nursing Capstone: NSG 270**

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments.

Laboratory 12 hours. Total 12 hours per week.

*(4 credits)*

<b>Nursing (156) Course Requirements and Schedule</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
BIO 141	Human Anatomy and Physiology I	4
ENG 111	College Composition 1	3
PSY 230 or equivalent	Developmental Psychology	3
SDV 100 or 101	College Success	1
Semester Total		11
<b>Semester 1</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
BIO 142	Human Anatomy Physiology II	4
NSG 100	Introductory to Nursing Concepts	4
NSG 106	Competencies for Nursing Practice	2
NSG 130	Professional Concepts	1
NSG 200	Health Promotion and Assessment	3
Semester Total		14
<b>Semester 2</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
BIO 150	Introductory Microbiology	4
NSG 152	Health Care Recipient	3
NSG 170	Health/Illness Concepts	6
Semester Total		13
<b>Semester 3</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
ENG 112	College Composition II	3
NSG 210	Health Care Concepts I	5
NSG 211	Health Care Concepts II	5
Semester Total		13
<b>Semester 4</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
NSG 230	Advanced Professional Nursing Concepts	2
NSG 252	Complex Health Care Concepts	4
NSG 270	Nursing Capstone	4
PHI 220	Ethics	3
Semester Total		13
Total Minimum Credits		64

## **Practical Nursing (157)** **Certificate in Practical Nursing**

### **Practical Nursing Program Course Descriptions**

This nursing major prepares selected students to qualify as practitioners of practical nursing (PN) in a variety of health care facilities. After successful completion of the program, students will be eligible for the National Council Licensure Exam-Practical Nurse. The program provides a background for transfer opportunities to two-and four-year colleges and universities.

Outlined below are the required nursing courses for the Practical Nursing Program.

#### PNE 161 - Nursing in Health Changes I

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Lecture 2-4 hours. Laboratory 6-15 hours. Total 10-17 hours per week.

6-7 credits

**7 credits: 4 hours lecture and 3 credits of lab/clinical= 9 hours per week.**

#### PNE 162 - Nursing in Health Changes II

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Lecture 4-6 hours. Laboratory 12-21 hours. Total 18-25 hours per week.

10-11 credits

**10 credits: 6 hours lecture and 4 hours of clinical/lab = 12 hours per week.**

#### PNE 173 - Pharmacology for Practical Nurses

Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class.

Lecture 1-2 hours per week.

1-2 credits

**2 credits**

#### PNE 163 - Nursing in Health Changes III

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Lecture 4-5 hours. Laboratory 9-15 hours. Total 14-19 hours per week.

8-9 credits

**9 credits: 5 lecture and 4 hours of lab/clinical = 12 hours per week.**

#### PNE 196 - On-Site Training

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college.

Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.  
1-5 credits

2 credits: 10 hours per week at the 1:5 ratio.

**PNE 145 - Trends in Practical Nursing**

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment.

Lecture 1 hour per week.

1 credits

1 credit

<b>Practical Nursing (157) 2018-2019 Course Requirements and Schedule</b>		
<b>Semester 1 Fall</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
SDV 100 or equivalent	Healthcare Professions	1
BIO 145	Human Anatomy Physiology for Health Sciences	4
HLT 143	Medical Terminology I for Health Care Providers	3
PNE 161	Nursing in Health Changes I	7
Semester Total		15
<b>Semester 2 Spring</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
PNE 162	Nursing in Health Changes II	10
ENG 111	College Composition I	3
PNE 173	Pharmacology for Practical Nurses	2
Semester Total		15
<b>Semester 3 Summer</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
PNE 163	Nursing in Health Changes III	9
PNE 196	On Site Training (1-5 credit)	2
PSY 230	Developmental Psychology	3
PNE 145	Trends in Practical Nursing	1
Semester Total		15
Total Minimum Credits		45

The wellness requirement is an integral part of the nursing curriculum. Health and disease, health promotion, preventive behavior, nutrition, and community health are all addressed within the curriculum in the following PNE classes: 161, 162, 163, 173, 196, and 145.

BCLS CPR certification is a preadmission requirement for the practical nursing program. Students must maintain current BCLS CPR certification throughout the 3 semester program.



<b>Nurse Aide (221-157-04)</b> <b>Certificate in Nurse Aide</b>
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Nurse Aide (221-157-04)		
First Semester		
HCT 101	Health Care Technician I	4
HCT 102	Health Care Technician II	4
EMT 109 or HLT 105	CPR for Healthcare Providers	1
SDV 100 or equivalent	Student Development	1
PSY 201 or equivalent	Introduction to Psychology	3
		Total Credits 13
Second Semester		
ENG 111	College Composition I	3
CST 100	Speech	3
PSY 230 or equivalent	Developmental Psychology	3
BIO 145	Human Anatomy & Physiology	4
		Total Credits 13
		Total 26 credits

**THE TWO CHOICES – Nurse Aide Classes Only or Nurse Aide Career Studies Certificate**

**Nurse Aide Classes:** You may just take HCT 101 and HCT 102 plus a CPR class (EMT 109) to become eligible to take the Virginia Board of Nursing examination to become board certified as a Nurse Aide.

**Nurse Aide Career Studies Certificate:** You can take the curriculum outlined below to be eligible both to take the Virginia Board of Nursing examination AND to receive a Career Studies Certificate as a Nurse Aide from the College. Those who earn these certificates are recognized at the College’s graduation.

1. The student may substitute ENG 101 for ENG 111
2. CPR is a preadmission requirement for most allied health programs.
3. Students must also maintain current CPR accreditation throughout the program

**Program requirements may change in accordance with federal, state, or industry standards. Contact the Program Dean for the most current information**

## Nurse Aide Program Course Descriptions

Outlined below are the required courses for the Nurse Aide Program.

### **EMT 109 CPR for Healthcare Providers**

***(1 credit)***

Provides training in all phases of adult, pediatric, and infant resuscitation procedures. Includes introduction to cardio pathophysiology and preventive measures. Prepares students for certification by the American Heart Association at the Healthcare Provider Level. Lecture 1 hour per week.

### **HCT 101 Health Care Technician I**

***(4 credits)***

Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short term care facilities. Lecture 4 hours per week.

### **HCT 102 Health Care Technician II**

***(4 credits)***

Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities. Prerequisites: HCT 101. Lecture 2 hours. Laboratory 6 hours. Variable hours per week.

**Effective January 1, 2016, all RN/LPN licensure applicants are required to have a fingerprint-based criminal background check (CBC). For more information about initiating this process visit the [Criminal Background Checks](#) page.**

**Barrier Crimes (Criminal Convictions Information)**  
**Impact of Criminal Convictions on Registration of Medication Aides and Licensure  
of Massage Therapist in Virginia**

**INTRODUCTION**

Certain criminal convictions may prevent registration of medication aides or licensure of massage therapist in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

This document provides information for persons interested in becoming a Registered Medication Aide or a Licensed Massage Therapist. It clarifies how convictions and other past history may affect the application process and subsequent registration or licensure 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, <sup>1</sup>and identifies what is commonly referred to as “barrier crimes.”

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<sup>1</sup> Individuals registered or licensed 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.

## **I. IMPACT OF CRIMINAL CONVICTIONS ON BOARD OF NURSING REGISTRATION AND LICENSURE**

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

*Until an individual applies for registration or licensure, 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 REGISTRATION OR LICENSURE WITH THE BOARD OF NURSING**

After successfully completing an approved registered medication aide training program or the training and licensing examination of the Federation of State Massage Therapy Boards (FSMTB) for massage therapists, the individual is eligible to apply for registration or licensure by the Virginia Board of Nursing of the Department of Health Professions (DHP).

Applicants seeking registration as a medication aide by examination: An application for registration by examination is made directly to the Virginia Board of Nursing. Upon receipt of a completed application with appropriate application fee and proof of meeting all requirements for registration, the Board determines and communicates eligibility for testing to the testing company that administers the registered medication aide examination. The applicant must also submit a separate registration form and fee to the testing company that administers the exam for registration. Both application for "registration 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) 367-4515. The applications, registration and information about testing may be obtained from the DHP - Board of Nursing website at: [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing) and choosing "Forms and Applications."

Applicants seeking licensure as a massage therapist (LMT): The application is made and fee paid directly to Virginia Board of Nursing. Completion of the FSMTB exam is required prior to applying for licensure. Please refer to the regulations for LMTs that can be found on our website at [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing).

Applicants seeking registration or licensure by endorsement from another state: Endorsement applicants already registered or licensed in other jurisdictions must apply and pay fee directly to the Virginia Board of Nursing. Applications with instructions can also be accessed from the DHP- Board of Nursing web site at [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing) and choosing "Forms and Applications."

## ***BASIS FOR DENIAL OF REGISTRATION OR LICENSURE***

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 registration or license, to any applicant with certain criminal convictions. Likewise, the Board may refuse registration or licensure 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 medication aide registration or massage therapist licensure.

Misdemeanor convictions involving moral turpitude may also prevent registration or licensure. 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 registered medication aide or a licensed massage therapist. 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 registration or licensure application process.

*Each applicant is considered on an individual basis. There are NO criminal convictions or impairments that are an absolute bar to medication aide registration or massage therapy licensure.*

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

Applications for registration and licensure 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 registration or licensure, or to deny approval.

**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 practice-related employers, if possible).

**The following information will be requested from the applicant with past disciplinary action or licensure/certification/registration 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 (practice-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 practice-related employers, if possible).

NOTE: Some applicants may be eligible for the Health Practitioner's Monitoring Program (HPMP), which is a monitoring program for persons with impairments due to chemical dependency, mental health or physical disabilities. Willingness to participate in the HPMP 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 HPMP 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.

For registration as a medication aide, the Board will notify the testing company directly of all applicants approved so that testing for the state exam may be scheduled. Upon notification of successful completion of the registration or licensure exam, the Board of Nursing will license or register 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 registration or licensure is grounds for disciplinary action by the Board of Nursing, even after the license or registration 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 registration or license.

## **FOLLOWING REGISTRATION OR LICENSURE**

Criminal convictions and other actions can also affect an individual already registered as a medication aide or licensed as a massage therapist by the Board of Nursing. Any felony conviction, court adjudication of incompetence, or suspension or revocation of a license, registration, or certificate held in another state will result in a “mandatory suspension” of the individual’s registration 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 registration or license to be restored.

### *II. CRIMINAL CONVICTIONS AND EMPLOYMENT IN NURSING FACILITIES, HOME CARE, HOSPICE AND ASSISTED LIVING FACILITIES<sup>2</sup>*

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 registered or licensed 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.

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<sup>2</sup> Individuals licensed or registered 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<sup>3</sup>.

*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;*
- (i) 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
- DUI
- Disorderly conduct
- 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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<sup>3</sup> 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.<sup>4</sup> Criminal conviction information reported to the Board of Nursing that was not revealed by the Registered Medication Aide or the Licensed Massage Therapist upon initial application for registration or licensure 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 registration or license” or for falsifying an employment application may range from reprimand to revocation of the registration or licensure.

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 registration/licensure or employment record. Therefore, any criminal conviction *must* be revealed on any application for registration/licensure 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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<sup>4</sup> 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*.

State Code	Offense
18.2 - 30	Murder and manslaughter declared felonies
18.2 - 31	Capital murder defined
18.2 - 32	First and second degree murder defined
18.2 - 32.1	Murder of a pregnant woman
18.2 - 33	Felony homicide
18.2 - 35	How voluntary manslaughter punished
18.2 - 36	How involuntary manslaughter punished
18.2 - 36.1	Certain conduct punishable as involuntary manslaughter
18.2 - 37	How and where homicide prosecuted and punished
18.2 - 41	Malicious wounding by a mob
18.2 - 47	Abduction
18.2 - 48	Abduction with intent to extort money or for immoral purposes
18.2 - 51	Shooting, stabbing, etc. with intent to maim, kill, etc.
18.2 - 51.1	Malicious bodily injury to law enforcement officers or firefighters
18.2 - 51.2	Aggravated malicious wounding
18.2 - 51.3	Reckless endangerment/throwing objects from places higher than one story
18.2 - 51.4	Maiming, etc., of another resulting from driving while intoxicated
18.2 - 52	Malicious bodily injury by means of caustic substance
18.2 - 52.1	Possession of infectious biological substances
18.2 - 53	Shooting, etc., in committing or attempting a felony
18.2 - 53.1	Use or display of firearm in committing felony
18.2 - 54.1	Attempts to poison
18.2 - 54.2	Alteration of food, drink, drugs, cosmetics, etc.
18.2 - 55	Bodily injuries caused by prisoners, probationers, or parolees
18.2 - 56	Hazing
18.2 - 56.1	Reckless handling of firearms
18.2 - 56.2	Allowing access to firearms by children
18.2 - 57	Assault and battery
18.2 - 57.01	
18.2 - 57.2	<i>Pointing a laser at law-enforcement officer</i>
	Assault and battery against a family or household member
18.2 - 58	Robbery

State Code	Offense
18.2 - 58.1	Carjacking
18.2 - 60	Threats of death or bodily injury
18.2 - 60.3	Felony stalking
18.2 - 61	Rape
18.2 - 63	Carnal knowledge of child between 13 and 15 years of age
18.2 - 64.1	Carnal knowledge of certain minors
18.2 - 64.2	<i>Carnal knowledge of inmate, parolee, probationer, or pre-trial or post-trial offender</i>
18.2 - 67.1	Forcible sodomy
18.2 - 67.2	Object sexual penetration
18.2 - 67.2:1	Marital sexual assault
18.2 - 67.3	Aggravated sexual battery
18.2 - 67.4	Sexual battery
18.2 - 67.4:1	<i>Infected sexual battery</i>
18.2 - 67.5	Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery
18.2 - 77	Burning or destroying dwelling house, <u>etc.</u>
18.2 - 79	Burning or destroying meeting house, etc.
18.2 - 80	Burning or destroying any other building or structure (valued at \$200 or more)
18.2 - 81	Burning or destroying personal property, standing grain, etc. (valued at \$200 or more)
18.2 - 82	Burning building or structure while in such building or structure with intent to commit felony
18.2 - 83	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)
18.2 - 84	Causing, inciting, etc., commission or acts described in 18.2 - 83 (if person is older than 15 years of age)
18.2 - 85	Manufacture, possession, use, etc. of fire bombs or explosive material or devices
18.2 - 86	Setting fire to woods, fences, grass, etc.
18.2 - 87	Setting woods, etc. on fire intentionally, where another's property is damaged or jeopardized
18.2 - 87.1	Setting of chemical bombs capable of producing smoke in certain public buildings
18.2 - 88	Carelessly damaging property by fire
18.2 - 286.1	Drive by shooting
18.2 - 289	Use of a machine gun in a crime of violence
18.2 - 290	Aggressive use of a machine gun
18.2 - 300	Use of a sawed-off shotgun in a crime of violence
18.2 - 314	Failing to secure medical attention for injured child
18.2 - 355	Pandering, taking, detaining, etc., person for prostitution, etc., or consenting thereto

State Code	Offense
18.2 – 361	Crimes against nature involving children
18.2 - 366	Incest
18.2 - 369	Abuse and neglect of incapacitated adults
18.2 - 370	Taking indecent liberties with children
18.2 - 370.1	Taking indecent liberties with child by person in custodial or supervisory relationship
18.2 - 371.1	Abuse and neglect of children
18.2 – 373	Obscene items enumerated
18.2 - 374	Production, publication, sale, possession, etc., of obscene items
18.2 - 374.1	Production, publication, sale, possession with intent to distribute, financing, etc., of sexually explicit items involving children
18.2 – 374.1:1	Possession of child pornography
18.2 – 374.3	Electronic facilitation of pornography
18.2 – 375	Obscene exhibitions and performances
18.2 - 376	Advertising, etc., obscene items, exhibitions or performances
18.2 – 376.1	Enhanced penalties for using a computer in certain violations
18.2 - 377	Placards, posters, bills, etc.
18.2 – 378	Coercing acceptance of obscene articles or publications
18.2 - 379	Employing or permitting minor to assist in offense under article.
18.2 – 474.1	Delivery of drugs to prisoners
18.2 – 477	Escape from jail
53.1 - 203	Felonies by prisoners

### *Equivalent offense in another state*

## **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 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 exam 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.

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 Dean 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.

**PAUL D. CAMP COMMUNITY COLLEGE**  
**NURSING STUDENT CLINICAL CONTRACT**

**Statement of Understanding**

I understand the responsibilities that are outlined in this clinical contract and agree to uphold these responsibilities. I understand that failure to uphold these responsibilities may result in my failure or removal from this nursing course.

I understand the responsibilities that are outlined in this clinical contract and agree to uphold these responsibilities.

**Paul D. Camp Community College**  
**Nursing and Allied Health**  
**Confidentiality Agreement and Consent to Video and Photograph**

I understand and agree that I will not compromise or undermine the policies of Paul D. Camp Community College Department of Nursing and Allied Health. I further understand that discussions outside the Patient Simulation Laboratory may greatly reduce the effectiveness of the educational experience and subject individuals to unwarranted criticism.

By signing below, I agree to maintain confidentiality regarding all observations of an individual's performance. I also agree not to discuss the content of any simulated clinical experience outside of Paul D. Camp Community College Department of Nursing and Allied Health. Any breach of this contract will be reported to the Dean of Nursing and Allied Health or additional authority and could result in disciplinary action against me.

By signing below, I also authorize Paul D. Camp Community College Department of Nursing and Allied Health to photograph and/or record (video or audio) my participation in simulated clinical experiences. I understand that any photograph and/or recordings resulting from this educational experience will be used solely for educational purposes, unless I give explicit authorization for them to be used for other purposes.

**Paul D. Camp Community College  
Nursing Student 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.

**Paul D. Camp Community College**  
**Nursing 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 have read the Policy for Persons with HIV Infection \_\_\_\_\_
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 stuck 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.



**Paul D. Camp Community College**  
**Student Agreement to Program Policies**

Student Name (Please Print): \_\_\_\_\_

Orientation Date: \_\_\_\_\_

<b>Student Attestation Statement</b>	<b>Initial</b>
I have access to the Nursing Student Handbook at my entrance to the Nursing Program.	
I have both read and participated in the discussion of the Nursing Program Student Nurse Handbook.	
I have read and understand the Nursing Student Clinical Contract.	
I have read and understand the Confidentiality Agreement and Consent to Video and Photograph.	
I have read and understand the responsibility statement for Practice with Needle and Sharp or Contaminated Objects.	
I have read and understand the Nursing Student Handbook.	
I have and will continue to abide by the syllabi for any course for which I am currently enrolled.	
I am aware I am responsible for maintaining all requirements for individual clinical facilities. (i.e. immunizations, CPR, annual flu, annual TB, and any additional online training/modules)	

QEP at PDC “15 to FINISH: Your TICKET to SUCCESS!”

