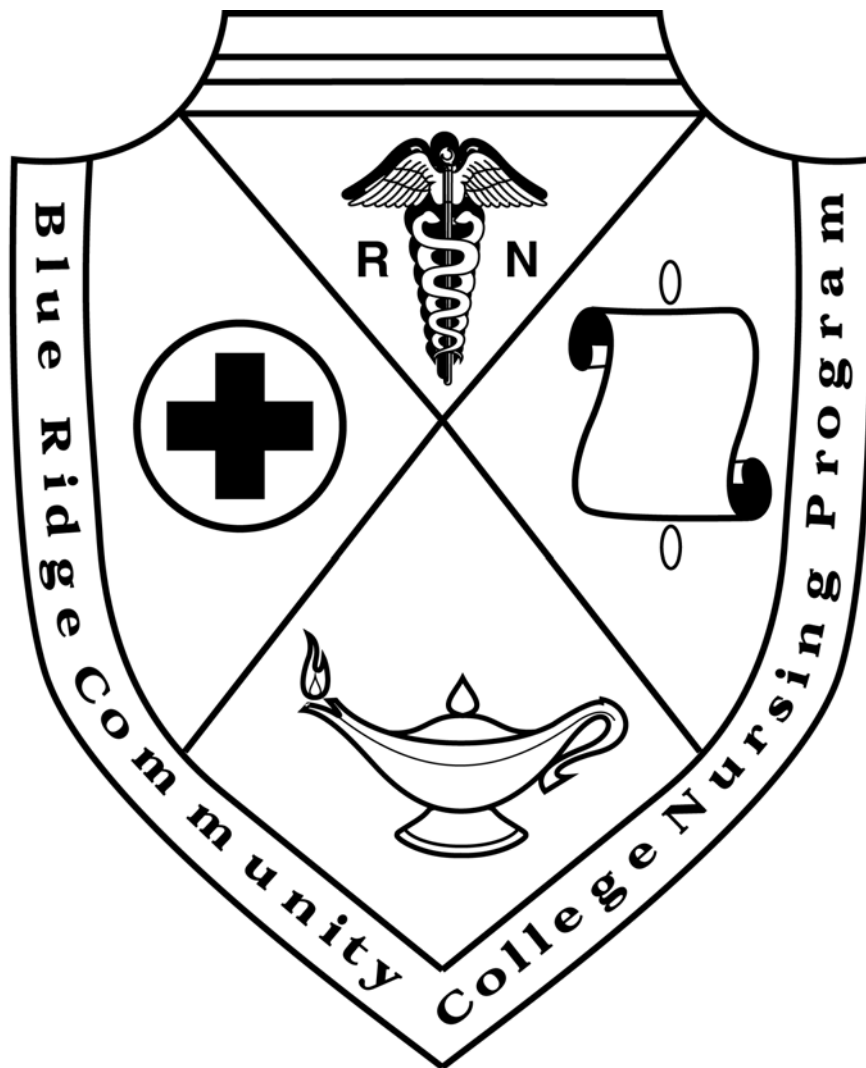


CLINICAL NURSING STUDENT HANDBOOK



2014

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Welcome

To Blue Ridge Community College's Nursing Program

Congratulations upon your acceptance into the Nursing Program at Blue Ridge. The faculty and staff are here to facilitate your goal of successful completion of the program which will result in an Associate Degree of Applied Sciences. You will then be eligible to sit for the National Council Licensure Examination for Registered Nurses, the nursing licensure exam.

The course work is rigorous and demanding. You will grow as an individual and as a future nurse. One quality we expect in each student is accountability - being responsible for your own actions. We request that you use this handbook along with the college catalog to assist you in being successful in this program. Your advisor and/or instructor will be able to clarify any items on the following pages.

In order to provide opportunities for all students, Blue Ridge Community College does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. Please direct inquiries related to the college's nondiscrimination policies to Tim Nicely, Director of Human Resources, 540-453-2371.

History of BRCC's Nursing Program

In spring of 1984, Blue Ridge Community College (BRCC) received approval to offer

an Associate in Applied Science (AAS) Degree Nursing Program from the Virginia State Board of Nursing, the Virginia Community College System (VCCS) and the State Council of Higher Education for Virginia (SCHEV) in cooperation with Germanna Community College (GCC). The approval was based on two factors: it had to be limited to provide a career ladder for Licensed Practical Nurses (LPN) to become Registered Nurses and it had to be associated with another college that had an existing nursing program (GCC).

In the beginning, there were 2 instructors, one of which was the program head. Ten LPNs completed the program in May 1984. National League for Nursing accredited the program in 1985. In 1988, Rockingham Memorial Hospital funded a full time instructor who began in May 1989. Enrollment of LPNs stabilized in the 40-42 range.

In 1989, BRCC submitted a proposal to the State Board of Nursing, VCCS, and SCHEV for expanding the program to include a traditional, first year associate degree in nursing. This request was approved that summer and the first class of traditional students began in fall 1990. The year 1991 brought retirements for the program heads at both GCC and BRCC. At this time, officials from both schools decided that the timing was appropriate for BRCC to seek approval for independent status from GCC. On March 24, 1992, the State Board of Nursing approved the separation.

Thus BRCC's Nursing Program became independent and has flourished through the years. The program here at BRCC is recognized throughout the state as a quality program that graduates students well prepared for NCLEX passage and entrance into the workforce.

Philosophy and Mission

Mission

The mission of Blue Ridge Community College is to ensure that all individuals have lifelong opportunities to develop their knowledge, skills, and values. The Nursing Department of BRCC is committed to providing an environment that encourages personal growth and development, professionalism, critical thinking, and responsible citizenship.

Philosophy

The philosophy of the Nursing faculty is based upon an eclectic combination of concepts from theorists such as Orem, Dunn, Nightingale, Roy, Erikson, Maslow, and Henderson. The faculty believes that man is a unique being with a creative potential for self-actualization throughout the life span. He has basic needs which are essential to life and must be met for growth and development to occur. In the process of growth and development, man actualizes his potential by assuming primary responsibility for his own self care, by responding to stress, by making adaptive changes, and by striving to maintain his internal and external environments within limits that are compatible with health. His health habits are the acquired responses necessary for maintaining his activities of daily living, which influence and/or determine his degree of wellness or illness. Man is more than merely the sum of his parts; he is a complex being with worth and value deserving of the utmost respect. He has freedom of choice and is responsible for the consequences of his actions.

In order to achieve the mission, the faculty believes that learning is best achieved when a multifaceted, multi-sensory approach to teaching is implemented. This approach to teaching requires innovation, technology, competency and currency. The Nursing Department provides opportunities for distance learning in conjunction with the mission of the college and in response to community needs.

The faculty is committed to student success and provides opportunities for students to develop their full potential in both professional and personal arenas.

The philosophy of the Nursing Department is available for review (online) and in the Student Handbook.

Concepts of the Nursing Program

Concept of Nursing

We agree with Virginia Henderson that professional nursing is "the unique function of assisting the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to a peaceful death) that he would perform unaided if he had the necessary strength, will or knowledge, and to do this in such a way as to help him gain independence as rapidly as possible". We also agree that the essence of nursing is caring.

Concept of Health

Health is dynamic and is influenced by genetics and environment; it affects the entire person physically, socially, psychologically and spiritually. Believing that health is the optimal level of functioning, it is seen as being affected by health beliefs, health behaviors and cultural diversity.

Concept of Man

The faculty believes that man has needs across the lifespan that occur on a continuum and are related to Maslow's hierarchy. The individual is a unique and continuously evolving being worthy of dignity. An individual's behavior reflects the interaction between personal and environmental influences. Individuals have the right and responsibility for self care in order to maintain life and health and to participate in making decisions which affect health.

Environment and Society

Environment is the aggregate of physical, psychological, spiritual, social and cultural conditions that influence the life of an individual or community. It includes all factors that affect people internally and externally.

One cannot separate the individual from the environment, as each influences the other. The individual is viewed as an interdependent, interacting system that constantly interrelates with the environment. Without the inclusion of the environment, the wholeness of a person cannot be appreciated, therefore, the person strives to adapt and live in harmony with all the environmental elements in his life. Another important concept of environment is the individual's support structures; systems which are an integral part of illness and need to be considered when planning patient care and teaching.

Nursing Education

Nursing education is the integration of knowledge and application of principles derived from the natural and psychosocial sciences and humanities. Knowledge of man is derived from the humanities and the natural and behavioral sciences. Principles derived from these sciences form the basis for nursing knowledge and action. The mechanism for applying nursing knowledge and implementing nursing action is based on the nursing process. The faculty's primary responsibility is to provide the opportunity for students to develop their potential ability. This is accomplished through selected learning experiences whereby they gain knowledge, skills, and the ability to apply the nursing process and an appreciation of nursing. Therefore, the nursing faculty at BRCC agrees that the mechanism for applying nursing knowledge and for implementing nursing action is based on the nursing process.

Concept of Critical Thinking

Critical thinking is disciplined; self-directed, rational thinking that supports what we know. It is the art of "thinking about your thinking while you are thinking so as to make your thinking more clear, precise, accurate, relevant, consistent and fair" (Paul, R. 1992, Critical Thinking). It involves attitudes as well as cognitive skills. Knowing and accepting the limits of our knowledge, being sensitive to prejudices and biases, and listening to others with different perspectives are important aspects of being a critical thinker.

As BRCC faculty, we are facilitators who believe in providing a learning environment with opportunities for problem solving and self-awareness. We strive to help our students determine which critical thinking attitudes they already have and which need to be cultivated. The faculty believes that critical thinking is a skill to be developed and practiced so we strive to create a stimulating creative learning environment that encourages differences of opinion and fair examination of ideas, options and interventions

Purpose and Objectives

Purpose of the Nursing Program

The purpose of the nursing curriculum is to prepare students to become registered nurses capable of providing care for clients with common health problems as well as providing guidance for auxiliary nursing personnel. Graduates will provide clinically competent, contemporary care that meets the needs of individuals as well as communities. Upon successful completion of the curriculum, the graduate will be eligible to take the examination leading to licensure as a registered nurse

Student Learning Outcomes

1. Provide patient-centered care

- **Be flexible and adapt** to different settings and circumstances, identifying new knowledge, skills, and perspectives needed to practice proficiently.
- **Think holistically**, looking after the entire patient, considering both disease process and the impact of the disease and associated problems on individual lifestyles
- **Promote wellness** through education, health screening, reduction of risk factors, and control of symptoms and causative factors
- **Make independent and shared decisions** involving clients and their families as partners
- **Meet deadlines** and develop organizational skills in class and clinical
- **Collaborate** with professionals, peers, patients, families, and other health care workers by cultivating communication, interpersonal, and group-thinking skills
- **Assess and respond to the diverse needs** and values of various cultural and ethnic groups
- **Advocate for clients and families**
- **Make ethical decisions** based on ethical practice
- **Determine appropriate learning styles** for clients and students
- **Manage information**, and organize and maintain files using computers to assist in interpretation and processing of information
- **Determine the role of community services** in health care delivery, providing support as needed
- **Provide customer service** with a clear understanding of what is important to consumers.

2. Exhibit teamwork and collaboration

- **Lead, supervise, and listen to and grasp** the needs of followers
- **Collaborate** with professionals, peers, patients, families, and other health care workers

3. **Incorporate evidenced based practices into patient care**
 - **Evaluates** if care being provided is “habit” or evidenced practice
 - **Investigates** validity of resources in print and online
4. **Understands and applies quality improvement measures to affect patient outcomes**
 - **Analyzes lab values** to understand significance for patient care, standards of care, and evidence based practices
 - **Awareness of facility indicators** for improvement of patient outcomes
5. **Promotes safety**
 - **Assesses environment** for safety deficits or hazards; assesses patient understanding of safety measures
6. **Understands and utilizes informatics**
 - **Utilize technology resources** in provision of patient care, as well as, compliance with HIPAA

Nursing Roles

The faculty agrees with the definition of the Associate Degree Nurse as stated in the criteria for the Evaluation of Associate Degree Programs in Nursing, Sixth Edition, Definition of Terms (p. 17) which is as follows:

Associate Degree Nurse: A graduate of an associate degree program eligible to apply for R.N. licensure. Practitioners holding the associate degree in nursing are prepared as accountable nursing care providers; they care for clients with common health problems in structured settings. The scope of associate degree nursing practice centers on direct client care and is defined by the roles of the care provider, client teacher, communicator, manager of client care, and member within the discipline of nursing.

As a provider of nursing care, the goals of the nurse are to promote, maintain, and restore health. This care is based on scientific principles and the use of the nursing process. Meeting the client's basic needs is the nurse's goal, with the client participating as actively as possible in the decision making process regarding his care.

In addition, the provider of care acts as a communicator with and a teacher of the patient. As a communicator, the nurse uses interpersonal skills to communicate therapeutically with the client, significant others, and members of the health team.

The role of the teacher is an important facet of nursing. In this role, the nurse provides information and guidance necessary to promote, maintain, and restore health and acts as a resource for clients with common health problems and their families.

The role of manager is focused on technical and organizational skills of client care. The Associate Degree nurse provides care to a group of clients by directing, guiding, and coordinating their care with peers, ancillary personnel, and other members of the health care team. The faculty believes that the associate degree nurse's functions are limited in scope, but not in depth, and that these nurses should be employed initially for giving individualized care to groups of clients in an environment where more experienced nurses give assistance, support and encouragement toward growth.

As a contributing member to the health care profession and the health care team, the nurse assumes accountability for ethical practice and lifelong learning. The ANA Code of Ethics and Virginia Nursing Practice Act serve as guidelines for the development of this role.

In accordance with Regulation 18VAC90-20-96 by the Virginia Board of Nursing within the Code of Virginia:

- A. A nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.

- B. Faculty members or preceptors providing supervision in the clinical care of patients shall be responsible and accountable for the assignment of patients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the patients.

From the Virginia Board of Nursing: *Commonwealth of Virginia Regulations Governing the Practice of Nursing*, Richmond, VA, Revised April 2, 2008.

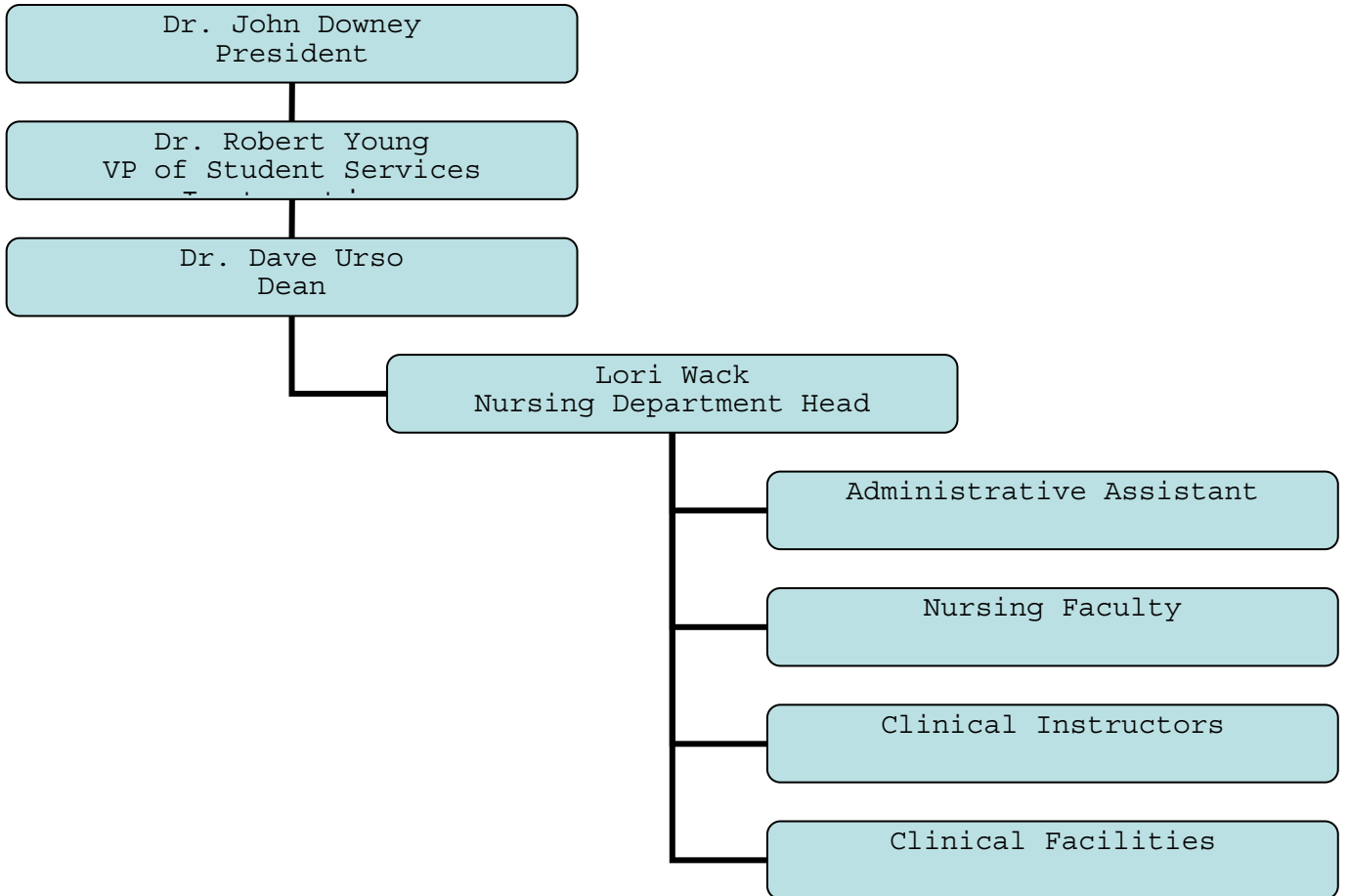
American Nurses Association Code of Ethics

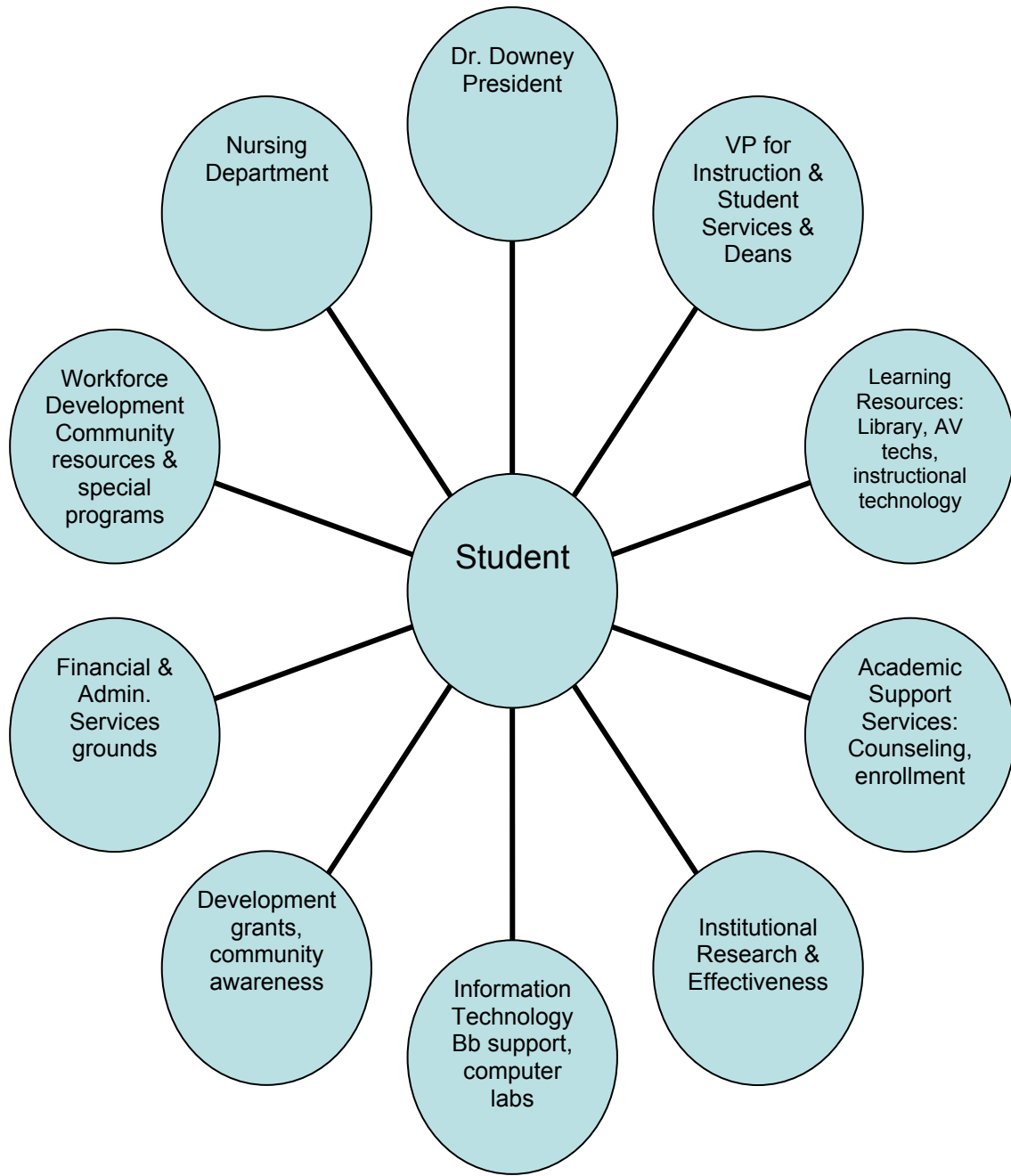
1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

From American Nurses Association: *Code of Ethics for Nurses with Interpretive Statements*, Washington, DC, 2001, American Nurses Publishing

Organizational Chart

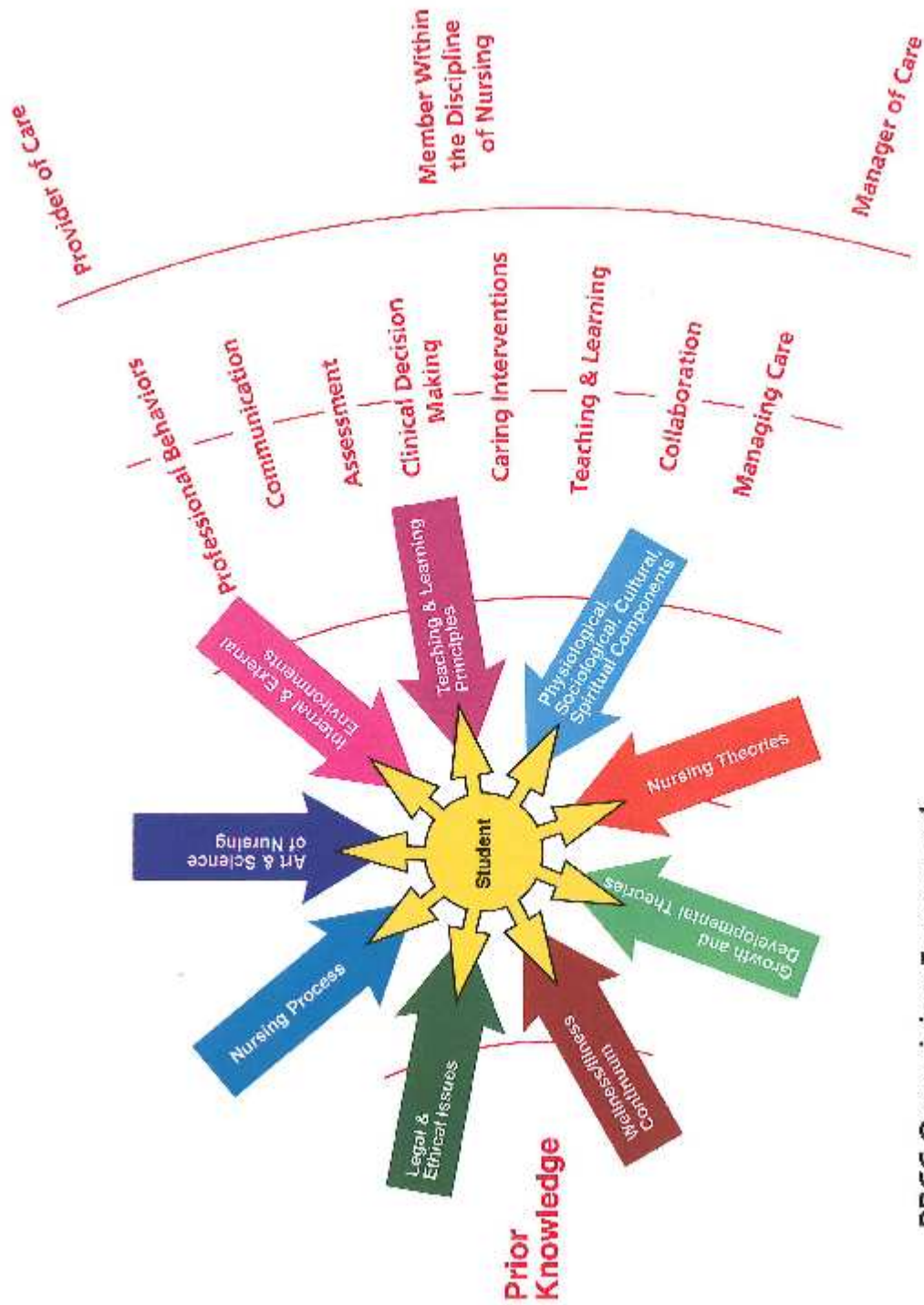
Below is a portion of BRCC's organizational chart as it applies to the Nursing Department.





The BRCC Community is committed to making you Successful!!!!

SELF ACTUALIZATION



Curriculum Overview

Level	Class	Topics
1st year	NUR 108	Overview of Philosophy of BRCC Nursing Program Nursing Program Student Handbook Introduction to Nursing Process, Nursing and Health Health Care Delivery Systems/Community-Based Nursing Introduction to Critical Thinking, Reporting and Recording, Med. Terminology, Documentation, Intellectual and Cognitive Disabilities Interpersonal Relations, Stress/Adaptation, Communication Basic ADL's, Baseline Data Assessment-Health Assessment Introduction to Infection Control, Safety, Skin Integrity Sensory Alterations, Rest and Sleep, Comfort Values, Ethics, and Advocacy, Legal Implications of Nursing Cultural and Spiritual Aspects of Nursing Principles of Teaching/Learning Care of the Geriatric Patient Care of the Alzheimer's Patient Introduction to Medication Calculations & Principles of Medication Administration
	NUR 136	Principles of Medication administration Medication calculations Medication administration techniques, Medication error prevention State Board of Nursing Regulations, Cultural, Legal, and Ethical Considerations of medication administration
	NUR 109	Intermediate Reporting and Recording, Physical Assessment Nursing History, Admission/Discharge/Transfer of Patients Death and Dying, After-death care Metabolic Integrity, Oxygenation Complex Elimination topics Introduction to Surgical Nursing, Orthopedic Nursing Pediatrics, Child Abuse
	NUR 137	Prioritizing nursing actions Patient medication administration and patient education Intermediate and advanced medication concepts, Drug classifications
Summer Session	NUR 115 For LPNs	Overview of Philosophy of BRCC Nursing Program Compare and Contrast Scopes of Practice for LPN vs. RN State Board of Nursing Regulations Introduction to the Nursing Process and Introduction to Critical Thinking Basic Computer Skills Stress Management Strategies Intermediate Medical/Surgical Nursing
	NUR 136 For LPNs	Principles of Medication administration Medication calculations Medication administration techniques, Medication error prevention State Board of Nursing Regulations, Cultural, Legal, and Ethical Considerations of medication administration
	NUR 247	Mental Health Nursing
	NUR 226	Physical Assessment

2nd Year	NUR 213	Pediatric didactic integrated as body systems are presented Advance Med/Surg Acute
	NUR 245	Maternal Child Health Nursing
	NUR 214	Advanced Med/Surg Nursing Chronic
	NUR 254	Management, delegation, prioritization, Dealing with change Professional Ethics, Legal Rights and Responsibilities Career Opportunities, Resumes, Interviewing

Student Essential Nursing Performance Standards

Students admitted to the BRCC Nursing Program are expected to complete course requirements that prepare them to perform essential job functions as a registered professional nurse. These functions and/or skills are:

1. 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.
2. Hearing: Auditory acuity to note slight changes in the client's condition and to perceive and interpret various equipment signals and to use the telephone.
3. Vision: Possess the visual acuity to read and distinguish colors, to read handwritten orders, and any other handwritten and printed data, i.e., medication records, and scales; chart content and provide for safety of clients' condition by clearly viewing monitors in order to correctly interpret data.
4. Mobility: Walk or stand for prolonged periods over six to eight hours. Must be able to bend, squat or kneel, and assist in lifting or moving clients of all age groups and weights. Perform CPR i.e., move above patient to compress chest and manually ventilate patient. Work with arms fully extended overhead.
5. Manual Dexterity: Determine eye/hand coordination and manipulation of equipment such as syringes and IV infusion pumps.
6. Fine Motor: Use hands for grasping, pushing, pulling, and fine manipulation and possess tactile ability sufficient for physical assessment and ability to differentiate change in sensation.
7. Mentation: Maintain reality orientation for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lecture discussions and readings. Comprehend and apply basic mathematical skills, e.g., factor labeling, use of conversion tables, calculation of drug dosages and solutions. Comprehend and apply abstract concepts from biological, sociological, and psychological sciences.

8. Smell: Olfactory ability sufficient to monitor and assess health needs.
9. Writing: Communicate and organize thoughts to prepare written documents that are correct in style, grammar and mechanics.

Any student who thinks he/she does not possess one or more of these functions should contact the **special needs coordinator in the Counseling Center**. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Disability

Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act (1990) protect persons with disabilities in postsecondary education. The Office of Disability Services (<http://www.brcc.edu/services/disability/default.htm>) housed in Houff Student Center, provides support services for those students with documented disabilities. If you are in need of an accommodation due to a disability, please contact that office for information on documentation and procedures for notifying your instructor.

Communications

Each faculty member posts office hours and offers face to face time. However, 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 also required to have an active BRCC email account and are required to check this account on a regular basis. The BRCC email account will be the primary means of electronic communication between professor and student. It is almost impossible for faculty to coordinate personal email accounts to individual students especially when teaching multiple online classes. Your email account may be unique for you, but to a faculty member, there may be 3 or 4 "RN2B" email addresses.

As class size grows and multiple sections of one class are offered, students are requested to put any special requests in writing (electronic or paper) for faculty consideration.

Computer Requirements

The pre-requisite computer course prepares nursing students to be computer savvy as the student applies computer skills in each course. Each nursing course has a web-based, on-line component.

Students are required to have access to a computer with the latest versions of Foxfire. You must also have Word and Lockdown Browser for certain classes. Other programs may also be added per instructor requirements. All assignments must be submitted in Word, not Word Perfect or Note Pad.

If you are experiencing computer problems or difficulty accessing programs and files, inform faculty and/or consult the BRCC Computer Help Desk.

PREPU

PrepU's personalized learning system helps every student learn more, creating a concept-based program you need from a rich library of journal articles, animations, videos, procedures, and NCLEX-style questions. It provides data and feedback to identify the student's progress, strengths, and weaknesses.

Kaplan

More than just content review, Kaplan's Integrated Testing + NCLEX-RN Exam Review offers materials that teach critical thinking techniques crucial for nursing school and NCLEX success. Kaplan products and services include secure admissions, benchmark, and exit tests, easy-to-use reporting options, and robust remediation tools to identify knowledge gaps and improve student outcomes.

The estimated cost and pricing at the time of printing are below and are subject to change.

Fall 2014 Traditional	\$133.00
Spring 2015 Traditional	\$133.00
Summer 2015 Traditional	\$133.00
Fall 2015 Traditional 2 nd Yr.	\$133.00
Spring 2016 Traditional 2 nd Yr.	\$133.00
LPN-Transition Summer of 2014	\$199.50
LPN-Transition Fall of 2014	\$199.50
LPN-Transition Spring of 2015	\$199.50

Documentation Required for Admission

1. Cardiopulmonary Resuscitations (CPR): The student must present a valid current card. The student is required to maintain **CPR/AED** certification throughout the program. This needs to be Professional Rescuer as offered by the American Red Cross or Healthcare provider through the American Heart Association (both good for 2 years)*
2. Drug and Urine Screening: See page 26 for more information.*
3. Criminal Background Checks: See page 26 for more information.*
4. PPD: For the students receiving the PPD for the **first time**, a 2 step is required and must be at least 2 weeks apart. Then you will need to obtain a PPD one step annually thereafter, while in the nursing program.*
5. Professional Liability insurance: See page 29 for more information.
***Required by the clinical facilities.**
6. Flu Shots are required by the clinical facilities.

Policies

Policies for Nursing Students are consistent with those for all students enrolled in the parent institution. The nursing department is governed by general College policies concerning tuition, fees, financial aid, employment, publicity, recruitment, counseling services, food services, service area, and student organizations. Students arrange for their own housing and transportation.

The admission policies are clearly stated and are provided upon request. The College Catalog describes these admission requirements and expectations of progress. Information concerning the nature of the curriculum, admission, progression, graduation requirements, and legal limitations for state licensure is found in the college catalog.

Attendance Policy

Class attendance is an integral part of Blue Ridge Community College's sound academic program. Students are expected to be present, on time, and ready to participate at all regularly scheduled classes, laboratories, or clinicals. When a student has attended less than 80% of class or clinical meetings, the faculty may complete a Withdrawal Form and submit it to the Admissions and Records Office with the student's knowledge. A grade of "W" will be recorded the first nine weeks. A student who withdraws after nine weeks will receive a grade of "F" except under mitigating circumstances. Documentation must be placed in the student's academic file. After nine weeks of the semester, a grade of withdrawal (W) for approved mitigating circumstances can be awarded and implies that the student was making satisfactory progress in the course at the time of withdrawal. Frequent absences may result in the termination of Veteran Benefits and other programs of financial assistance.

Class Attendance

If a student has to miss class, it is his/her responsibility to notify the instructor directly. The student must confer with the instructor(s) whose lectures were missed to arrange for special make-up work. It is the student's responsibility to approach the instructor(s) to make these arrangements. Students must be aware that it may not always be possible to provide

appropriate and effective make-up work; thus, the inability to make-up an assignment may necessitate a failure of the course. Therefore, it is extremely important that time is not missed unless absolutely necessary. Failure to notify the instructor will result in an “unexcused” absence. Planned vacations scheduled during class/clinical time will not be permitted, so plan these activities during the time off between semesters.

Clinical Attendance

Since clinical experiences are limited it is imperative that the student attend every experience. All clinical absences MUST be made up. It is the student's responsibility to contact the clinical instructor concerning the need to be absent and the scheduling of make-up experiences. It is the student's responsibility to directly notify the clinical instructor. Failure to notify instructor of the need to be absent will result in an Unsatisfactory for that day. Students must realize that satisfactory make-up experiences may not be available, and this could result in failure in the course. Excusing each absence will be considered on an individual basis.

LPN-RN students must complete 350 hours of clinical to graduate. Traditional students need to complete 500 hours of clinical to graduate. You are responsible for making sure your log is kept up to date. You need to give the Administrative Assistant a copy of your log, to place in your nursing file, at the end of each semester. Logs are a part of your nursing file and are cosigned by the student and clinical instructor.

Since it is difficult to find parking places students should carpool and plan to arrive early. However, in the event of an emergency occurring while in the clinical setting, it is the responsibility of the student needing to leave to arrange transportation home since the other members of the group cannot leave a clinical assignment to take one student home.

Tardiness/Unexcused Absences

Being tardy to clinical counts as time missed. Two unexcused tardies constitute one absence, and must be made up. Students who are consistently tardy to class or absent for unexcused reasons will be required to meet with the entire faculty, and disciplinary action may be taken. Students who arrive late to class on days that a test is being given will not be allowed to take the test at that time.

Test Make-Up for Excused Absences

A make-up test, in any format, will be given, unannounced, to the student at the convenience of the faculty member.

Students who miss a test due to an excused absence must make up the test at the discretion of the professor. Students making up test in the Learning Resource Center must have a picture ID.

Hazardous Weather

BRCC does not expect the student to drive under hazardous conditions. However, class and clinical are held unless the college closes. Time missed because of bad weather is excused; but, again, it must be made up unless the college is closed. If BRCC is closed an excessive number of days due to bad weather, clinical make-up could take place during scheduled December or

Spring breaks. Plan accordingly.

Academic Honesty

"The functioning of an academic community depends on the integrity of all of its members. Blue Ridge Community College values truthfulness, respect for the property of others, and honesty in academic work."

BRCC Honor Code: <http://www.brcc.edu/Student/Catalog/academic/code.htm>

As a member of this community, you are responsible for understanding and adhering to the Honor Code. Violations include (but are not limited to) cheating on tests and quizzes, unauthorized collaboration on assignments, and plagiarism. Your instructor is the ultimate source of policy on individual assignments; please consult him or her if you have any questions or concerns about what is permitted.

Violations of the Honor Code may result in a grade penalty and/or disciplinary action. For further information on your rights and responsibilities as a student, and the disciplinary guidelines and procedures, please consult the Student Handbook (<http://www.brcc.edu/Student/Handbook/policy/rights.htm>). For information on the grade appeal procedure, please consult the Catalog (<http://www.brcc.edu/Student/Catalog/academic/grades.htm>).

The Nursing Honor Code

The BRCC Nursing Program values truthfulness, respect for others and honesty in academic work. Violation of these values cannot be condoned and may result in permanent dismissal from the program. Violations include lying, cheating, plagiarism (defined by BRCC in the College catalog) and/or failure to report these activities.

The Nursing Program expects students to write the Honor Code Pledge in full on each assignment, which is as follows:

"I have neither given nor received unauthorized aid on this assignment nor do I have reason to believe that anyone else has."

Signature: _____

Assessment of Learning

Students in the Nursing Program are required to complete a variety of assignments and standardized tests for the purposes of assessment of learning, practice taking NCLEX –type questions, remediation, and preparation for success as first-time candidates of the licensing examination. These tests may include, but are not limited to, Kaplan.

Standardized tests that measure students' nursing knowledge and compare that measure with the performances of students in similar nursing programs throughout the United States. These tests also serve to help students identify the knowledge areas in which they have performed well and those areas in which they need to review and remediate to be successful in the NCLEX. These tests will be administered prior to graduation. The student will be responsible for the cost of tests.

College Activities

Students have the opportunity to participate in college activities. Recognized Student organizations include:

- Student Government Association
- Phi Theta Kappa
- Student Nurses Association of Virginia
- Honors Program
- BRCC Nursing Connections (Nursing Club on campus)

Students will be invited to attend nursing faculty meetings when appropriate. The President of the Nursing class, and an alternate, will be elected during the summer semester. Student nurses are encouraged to participate in community activities. The second year class will elect officers.

Conduct Standards

All faculty and students within the nursing curriculum assume responsibility and accountability for their individual professional judgments and actions.

Every nursing student and faculty member has the responsibility to promote the highest standards of academic honesty. Being found guilty of a charge of academic dishonesty and/or unprofessional conduct within the nursing program will result in dismissal from the program. Any student dismissed for these reasons, will not be readmitted to the Nursing program. The student has the right to due process as afforded in the College Catalog.

A student who exhibits behavior that a faculty member deems inappropriate in the classroom, nursing laboratory, or clinical area will have his/her case brought before the nursing faculty committee for consideration for dismissal from the program.

When interacting with classmates, patients, clinical instructors, and other professionals, the student is expected to be respectful and professional in both word and action. Inappropriate behavior will be addressed on an individual basis by the nursing faculty.

- BRCC's Academic Honor Code has been developed and is found in the Catalog
- Students are responsible for reading this material

Social Media Policy

The purpose of this policy is to provide guidelines for the appropriate use of, and conduct on, social media sites. Examples of social media include but are not limited to blogs, micro blogs, wikis, virtual worlds, Facebook, MySpace, YouTube, Twitter and Flickr.

Do not post confidential or sensitive information about Blue Ridge Community College or its community affiliates including patients, other students, faculty or staff. Do not post comments

that could reflect poorly on you, the college, or the Nursing Department. Students who participate in social networking represent themselves, Blue Ridge Community College and the Nursing Department.

Think before you post. Use privacy settings when appropriate. **You do not have college permission to use the Blue Ridge Community College name.** What you write is your responsibility, and so are any repercussions. The consequences of violating this policy may include disciplinary action up to and/or including nursing program dismissal.

Clinical Standards

BRCC requires that all students comply with the clinical standards to ensure safe clinical practice. Failure in this area will cause immediate action to be taken by the clinical instructor, course instructor, director of the program, and/or Dean of Student Services. Two “unsatisfactory” in the clinical component is cause for dismissal from the program. The action taken will be dependent on the incident and potential or real threat to patient safety. If a student receives an unsatisfactory in clinical, the student will receive a “zero” for the clinical paperwork due for the unsatisfactory day. The student will then write up a summation of what should have been or could have been done differently, to avoid this issue in the future.

Areas of inappropriate behavior may include:

1. Appears in the clinical setting to be under the influence of drugs or alcohol.
2. Displays unstable mental, physical or emotional behavior.
3. Threatens the physical or psychological safety of themselves or others.
4. Demonstrates unprofessional behavior that is disruptive to the environment and interferes with the operation of the setting.
5. Any actions that may cause harm to a patient.
6. Displaying disrespect to patients, family members, instructors, peers or any teaching facilities employees.

Standards for Safe Clinical Practice

In a clinical practice, students are expected to demonstrate responsibility and accountability as professional nurses with the goal of health promotion and prevention of harm to self and others. The School of Nursing believes that this goal will be attained if each student's clinical practice adheres to the Standards of Safe clinical Practice. Safe clinical performance always includes, but is not limited to, the following behaviors:

BRCC NURSING PROGRAM

SAFE CLINICAL PRACTICE POLICY

1. Practice within boundaries of the nursing student role and the scope of practice of the registered professional nurse.
2. Comply with institutional policies and procedures for implementing nursing care.
3. Prepare for clinical learning assignments according to course requirements and as determined for the specific clinical setting.
4. Demonstrate the application of previously learned skills and principles in providing nursing care.
5. Promptly report significant client information in a clear, accurate, and complete oral or written manner to the appropriate person or persons.

The Clinical Component of the BRCC Nursing Program provides a vital educational foundation for students as they prepare to enter the field. The clinical experiences also involve interacting with actual patients and medical staff so every effort must be made to insure that we are conducting ourselves in a manner that sheds a positive image on each of us as individuals as well as the BRCC Nursing Program as a whole. As such, during clinical rotations, all students are expected to adhere to the Standards of Safe Clinical Practice listed below.

Failure to adhere to any one of the Standards outlined below will result in receiving an “unsatisfactory” for that session. Students who receive two “unsatisfactory” grades will be dismissed from the program.

Standards of Safe Clinical Practice

In a clinical practice, students are expected to demonstrate responsibility and accountability as professional nurses with the goal of health promotion and prevention of harm to self and others. The Nursing Department believes that this goal will be attained if each student’s clinical practice adheres to the Standards of Safe clinical Practice. Safe clinical performance always includes, but is not limited to, the following behaviors:

6. Practice within boundaries of the nursing student role and the scope of practice of the registered professional nurse.
7. Comply with institutional policies and procedures for implementing nursing care.
8. Prepare for clinical learning assignments according to course requirements and as determined for the specific clinical setting.
9. Demonstrate the application of previously learned skills and principles in providing nursing care.
10. Demonstrate progression of skills, competence, and critical thinking.
11. Promptly report significant client information in a clear, accurate, and complete oral or written manner to the appropriate person or persons.
12. Effective interpersonal interactions with patients, peers, instructors, and health care team members.
13. Maintain a professional image in dress and behavior.

Examples of unsatisfactory behaviors include, but are not limited to:

- a. Refusal to care for assigned clients or patients
- b. Tardiness to or absence from clinical without proper notification to instructor
- c. Failure to adhere to the dress code
- d. Patient, staff, and/or facility complaint about student as substantiated by the instructor
- e. Medication errors (at what point? Once delivered to patient? If caught when an instructor is asked to check?)
- f. Failure to progress in skills, competence, or critical thinking

- g. Failure to show progression in response to constructive criticism of written assignments (or oral feedback? Repeated mistake during the same clinical rotation?)
- h. Failure to complete assigned tasks in a timely fashion or to assume responsibility for actions
- i. Failure to prepare for patient care responsibilities.
- j. Providing an unsafe environment for patients, families or staff
- k. Incivility to patients, staff or instructor
- l. Failure to comply with academic honesty policy of BRCC
- m. Breach of confidentiality or violation of HIPPA
- n. Attending clinical experiences while under the influence of alcohol or drugs.

Ultimately, it is the discretion of the instructor to determine what constitutes unsafe or marginal clinical performance dependent upon the circumstances. The Faculty will consider the type of event, the pattern, and frequency of the behavior, the level of risk associated with the student's behavior, the student's semester of study, and the timing in the semester.

Each semester has core skills and competencies that are significant to the faculty and clinical performance must demonstrate satisfactory performance by students. Failure to abide by these standards and demonstrate these core competencies will result in disciplinary action, which may include dismissal from the nursing program.

Instructor assignment of an "unsatisfactory" grade is non-negotiable. The documentation of 2 "unsatisfactory" performances in clinical will be grounds for dismissal from the program. Appeals may be heard by the division dean.

Disciplinary Procedures

1. Upon enrollment, students will receive a copy of the Standards of Safe Clinical Practice and will have access to a copy in the Student Handbook. These standards will be reviewed at the beginning of each semester and students will be asked to sign an Agreement to adhere to the standards. Each student will retain one copy of the Agreement and one copy will be kept in the student's file.
2. Resolution of a violation of these standards is based on whether or not it is a first violation for the student as well as the severity of the violation. In some cases, program leadership may skip the protocol for a first violation and proceed directly to the second/severe violation protocol.

FIRST VIOLATION

- a. The student will be given an immediate oral warning by the faculty member in the presence of another nurse or adult to avoid any "he said, she said" discrepancies.
- b. The incident will be documented on a Counseling Form and signed by both the instructor and the student.
- c. One copy of the form is given to the student and the other is kept in the student's file.
- d. At the discretion of the instructor, the student may be asked to leave the clinical unit for the remainder of the day.
- e. If this violation is a serious matter, the student will be required to meet with a minimum of 2 faculty members at BRCC to discuss the incident. After the meeting, faculty will decide if this action constitutes an "Unsatisfactory Performance." Faculty reserve the right to refer the incident to the Dean for review.
- f. A Counseling Report will be completed with an action plan for remediation. If the action has resulted in an "unsatisfactory" grade, the Counseling Report will clearly indicate that fact. The student must sign the Report acknowledging an understanding of the conversation and recovery plan.
- g. Remediation, if indicated, will be planned in Action Plan as determined by student and faculty.

SECOND/SEVERE VIOLATION

After steps a through g detailed above are completed, the documentation will be sent to the Dean for review and decision in conjunction with the Department Head. Second violations will almost always result in

dismissal from the nursing program. If the student is dismissed from the program, the student will sign a form **acknowledging** that there is no guarantee of readmission into the program the following year. The student must follow the guidelines for “*Readmission into the Program*” outlined on page __ of the Student Handbook.



Readmission into the Program

2. A student who has been out of the program for 2 years will be evaluated on an individual basis as to what theory course level the student is suited for, before being readmitted to the program.
3. A previously-enrolled student, who has at least a 2.5 average and desires to return to the nursing program, must reapply in writing by the published deadline.
4. Students who receive a final grade lower than 82% (C) in any of the courses in the clinical component must reapply to continue the clinical component, and must then repeat the course and earn a final grade of 82 % or higher before taking the next course in the sequence.
5. The student must reapply in writing, submit updated references by the published deadline, and meet current admission requirements.
6. Readmission to the clinical component is NOT guaranteed and will be determined on an individual basis.

Upon readmission:

- Student will be required to submit a written Plan for Success with the application.
- Student will be required to meet with the Nursing Department Faculty to discuss the written plan for success.
- Student will demonstrate clinical competency and mastery of nursing skills in previously completed semesters. Mastery of clinical nursing skills will be evaluated by the lab coordinator. The student must pass the skills component with a satisfactory rating in order to be readmitted. Readmitted students will also be required to pass a test with a grade of 82% or more. Students failing to meet these criteria will not be readmitted into the program.

Continuation in the Clinical Component

1. Requirements for graduation include achieving a minimum of sixty-six (66) semester credits for an Associate Degree in Applied Science. (BRCC College Catalog).
2. A student must present:

- ✚ A completed Medical Health Form,
- ✚ Evidence of annual 2 step T.B. screening, active immunity to rubella, varicella, Hepatitis B Immunization/Disclaimer and administration of tetanus toxoid within 5 years, PRIOR to starting the clinical experience.
- ✚ Flu Shot

Attendance in clinical is dependent upon completion of these requirements.

The student is responsible for updating his/her file.

3. A student is responsible for his/her own transportation.
4. A student will be expected to rotate to at least 2 different hospitals (Exclusive of Western State Hospital) during the nursing program. It is not recommended that a student rotate on a unit where he/she is employed.
5. A student must adhere to all BRCC and Nursing Department student policies (i.e., student dress code, attendance, professional demeanor).
6. A student must provide proof of current CPR (to include adult, child and infant) certification. The student is responsible for keeping documentation current.
7. A student must provide proof of individual professional liability insurance and health insurance, or sign a health insurance waiver. The student is financially responsible for any cost associated with injuries sustained in any clinical setting. Students are not eligible for Workmen's Compensation.
8. Upon completion of the program and complying with minimum standards prescribed by the Board of Nurse Examiners for the State of Virginia, the graduate is eligible to take the NCLEX-RN licensure exam. The College Catalog describes the legal limitations for state licensure.
9. Completion of a criminal background check and urine drug screen by an independent agency, at the student's expense.

Continuation in the Nursing Program

1. Progression in the clinical component requires a minimum grade of 82% in all nursing courses (with the exception of LPNs, admitted in the Summer of 2013, who must maintain an 80%). Descriptions of grade requirements, both class and clinical, are included in each course outline and are explained by the classroom instructor at the beginning of each semester.
2. A student who is currently enrolled in the nursing program must have a G.P.A. of 2.0 or above and maintain an 82% or above (with the exception of LPNs, admitted in the Summer of 2013, who must maintain an 80%) in every clinical component course to continue in the

nursing sequence. (See Grade Policy for details)

3. If a student receives a grade of less than 82% (with the exception of LPNs, admitted in the Summer of 2013, who must maintain an 80%) in the theory part of any clinical course, the student will receive a final letter grade consistent with his/her numerical grade (i.e. "D" or "F"). Two unsatisfactories in clinical will also result in failure of the nursing course. The Laboratory component is synonymous with the clinical setting. Failure of the first return demonstration constitutes an unsatisfactory for the clinical component. Failure to perform satisfactorily will mean that the student cannot go to the clinical facility until a second Return Demonstration Test is completed satisfactorily. Finally, failure to perform satisfactorily on the second return demonstration constitutes a second unsatisfactory clinical grade. Two unsatisfactory return demonstrations in the lab/clinical will also result in failure of the nursing course.

If a student receives a grade of less than 82% in theory (with the exception of LPNs, admitted in the Summer of 2013, who must maintain an 80%) and a "Satisfactory" in clinical, the student will receive his/her theory grade as the final grade.

4. Students will be required to satisfactorily pass return demonstrations prior to going to clinical experiences. Failure to do so will result in dismissal from the program.
5. Students who miss more than 20% of classes and/or clinicals, for unexcused OR excused absences, may not be able to continue in the clinical component of the nursing program. (See Attendance Policy for details.)
6. Since BIO 141 and BIO 142 are core curriculum courses, any student attempting them with NUR courses must maintain a "C" or better in order to continue in the clinical component. The following pre-requisite courses (PSY 230-previously PSY 238, SOC 215, PHI 215, STD 100, ITE 115, ENG 111/112) must be completed with a minimum grade of "C". If a student does not maintain a "C" in general education courses, they will not be eligible to continue in the nursing program.

Course Audit

1. Students may not audit a course beyond what has already been completed. If they received a grade of less than 82% (with the exception of LPNs, admitted in the Summer of 2013, who must maintain an 80%) in any clinical course, they may not audit any course beyond this step in the sequence.
2. Students who wish to audit a course must have permission from their faculty advisor and nursing program head.

Criminal Background Checks

Upon an offer of acceptance into the BRCC Nursing Program, the nursing student is required to undergo criminal background checks. Since a clinical agency may deny any student who

has a criminal history access to its clinical units, applicants who present with a criminal history will be administratively withdrawn from the nursing program.

Drug and Alcohol Screens

Upon an offer of acceptance into the BRCC Nursing Program, the nursing student is required to undergo urine drug screens. Since a clinical agency may deny any student who has a positive drug screen access to its clinical units, applicants who present with a positive drug screen will be administratively withdrawn from the nursing program.

A student with a positive drug and/or alcohol screen result cannot enter any clinical/laboratory setting. Any student with a positive drug screen will not be permitted to participate in any scheduled clinical and/or laboratory activity.

Grade Policy

There is no college-wide grading scale; such scales are the prerogative of each department. The grading scale for the NUR courses is as follows:

A	=	94 - 100
B	=	88 - 93.99
C	=	82 - 87.99
D	=	75 - 81.99
F	=	Below 75

This higher standard of grading is necessary to ensure the student has achieved a theoretical knowledge base leading to safe and competent nursing care upon graduation.

Grades will not be posted until ALL fees are paid.

A student **MUST** maintain a test and exam average of 82% (with the exception of LPNs, admitted in the Summer of 2013, who must maintain an 80%).* **A student with a test and exam average of less than 82%** (with the exception of LPNs, admitted in the Summer of 2013, who must maintain an 80%) **may not continue in the clinical component.** *Written work, such as teaching projects, research papers, and/or Patient Profiles, will NOT count toward the final grade unless the test and exam average is 82% or above. All test grades are carried to the 100th place and there is **NO** rounding up of the final grade in order to obtain the 82%.

Paperwork and 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 weeks of clinical performance and/or paperwork in one semester will result in failure of the clinical component.

If a student performs satisfactorily in the clinical area and completes assigned paperwork satisfactorily, he/she will receive one written evaluation at the end of each semester.

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.

Grievance and Grade Appeal Procedures

Grievance information regarding all students is found in the BRCC Catalog under "Statement on Student Rights and Responsibilities, Disciplinary, and Grievance Procedures"

A grievance is any complaint, injustice, or unresolved conflict a person has encountered as a student. The grievance procedure provides a formal avenue for the student to resolve his/her complaint. The grievance procedure begins at the departmental level and proceeds through the college channels as necessary. The steps are outlined in the catalog.

Grade appeal and review procedures are found in the BRCC Catalog.

Health Concerns Policy

Students are responsible for meeting all class and clinical assignments as scheduled. Missed time in class and clinical due to health concerns may be treated as any other absence with withdrawal and "W" awarded when more than two clinical days are missed unless previously approved by faculty. A physician's statement will be required when the student requests special consideration.

Pregnancy

Should a student enter the program pregnant, or become pregnant during the school year, the student must inform her advisor and faculty. There are areas of clinical practice, which if exposed to, could endanger the unborn child. A statement from the obstetrician regarding her ability to continue in the curriculum, specifically in regard to class and clinical assignments, is required.

Mental Illnesses/Other Health Concerns

Patient safety is of paramount importance. If a student has a mental illness or other health concern that poses potential risk to a client, the student will not be allowed to continue in the clinical setting. Each occurrence will be handled on an individual basis.

HIV/Bloodborne Pathogens Policy

Whereas, the Nursing Department recognizes that: (a) AIDS is a serious threat to public health; (b) there is no available vaccine against its causal agent, the human immunodeficiency virus (HIV), (c) HIV is transmitted through exposure to blood and other body fluids of an HIV carrier; (d) medical history and examination cannot reliably identify all patients infected with HIV; and (e) there is no curative treatment available to patients with AIDS or AIDS related complex; and whereas, the Nursing Department by reason of the very purpose of its existence, has an obligation to: (a) prepare a cadre of nurses, any or all of whom may be called upon to care for persons infected with HIV and; (b) instruct its students in nursing behaviors calculated to minimize the risk of HIV exposure to themselves and others; and whereas, there is a need for the Nursing Department to meet its aforesaid responsibilities by means contrived to protect the legal rights of individual students, faculty members, and patients;

Therefore, it is the policy of the Nursing Department that:

1. No student or faculty member shall be discriminated against for the sole reason that said student or faculty member has been diagnosed as having AIDS or AIDS-related complex or as being HIV positive
2. Student assignments shall be based on the learning needs of the student without regard to the AIDS status (diagnosis of AIDS-related complex, HIV positive, or HIV negative) of the patient.
3. All AIDS or HIV information regarding an individual student, faculty member, or patient shall be treated as confidential and dissemination of such information shall be based on need-to-know criteria that pertain generally in health care situations.
4. All patients be recognized as potential HIV carriers and the appropriate precautions as recommended by the Centers for Disease Control (CDC) be taken by students and faculty when caring for any patient. (NB: appropriate precautions are situation-specific).
5. No student shall participate in the clinical portion of the nursing program until said student has been instructed on current Recommendations for the Prevention of HIV Transmission in Health-Care Settings that have been promulgated by the CDC and OSHA (Occupational Safety and Health Administration).
6. It is the individual student's responsibility to carry insurance. In the event that the student is exposed to HIV or Bloodborne Pathogens, all costs incurred by the incident are the full responsibility of that student.

Insurance Coverage

Health Insurance

Nursing students are required to have health insurance. Students unable to carry health insurance are to sign a health insurance declination when completing their physical examination form. If you are injured during your clinical experience, you are responsible for any costs incurred from medical treatment resulting from that injury.

Professional Liability Insurance

Nursing students enrolled in clinical nursing courses are required to have malpractice insurance. Students may purchase malpractice insurance from independent providers.

Students must provide the inclusive dates of coverage for the policy prior to the start of each clinical rotation.

LPN to RN Transition

LPNs who have met all admission requirements for admission to the nursing program will be articulated into the 3rd semester of the BRCC Nursing Program. Possession of a valid unrestricted Virginia LPN license will demonstrate the LPNs proficiency of content and skills equivalent to NUR 108 and NUR 109.

Classes for the Summer Session are NUR 247, NUR 226, NUR 115, and NUR 136. A skills day will be scheduled to assess if remediation is necessary before entering clinicals in the Fall semester.

Maintaining Licensure

The legal limitations for licensure are specified in Chapter 30 of Title 54.1 of the Code of Virginia

§ 54.1-3007. Refusal, revocation or suspension, censure or probation.

The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multi-state licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multi-state licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multi-state licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration
2. Unprofessional conduct
3. Willful or repeated violation of any of the provisions of this chapter
4. Conviction of any felony or 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, certificate, registration, or multi-state licensure privilege to practice in another state, the District of Columbia or a United States possession or territory
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property

(Code 1950, § 54-353; 1970, c. 116; 1979, c. 5, § 54-367.32; 1982, c. 598; 1988, c. 765; 1989, c. 278; 2003, c. 249; 2005, cc. 610, 924.)

§ 54.1-3008. Particular violations; prosecution.

A. It shall be a Class 1 misdemeanor for any person to:

1. Practice nursing under the authority of a license or record illegally or fraudulently obtained or signed or issued unlawfully or under fraudulent representation;
2. Practice nursing unless licensed to do so under the provisions of this chapter;
3. Knowingly employ an unlicensed person as a professional or practical nurse or knowingly permit an unlicensed person to represent himself as a professional or practical nurse;
4. Use in connection with his name any designation tending to imply that he is a professional nurse or a practical nurse unless duly licensed to practice under the provisions of this chapter;

5. Practice professional nursing or practical nursing during the time his license is suspended or revoked;
6. Conduct a nursing education program for the preparation of professional or practical nurses unless the program has been approved by the Board;
7. Claim to be, on and after July 1, 1997, a certified massage therapist or massage therapist or use any designation tending to imply that he is a massage therapist or certified massage therapist unless he is certified under the provisions of this chapter.

B. The provisions of this section shall apply, mutatis mutandis, to persons holding a multi-state licensure privilege to practice nursing.

Code 1950, § 54-359; 1970, c. 116; 1982, c. 598, § 54-367.35; 1988, c. 765; 1996, c. 166; 2004, c. 49.)

Nursing Laboratory Policy

The Nursing Laboratory provides opportunities for directed learning experiences as well as remediation. These opportunities are designed to promote student confidence and competence. In order to maintain an environment conducive to learning, the following policies are to be followed.

Nursing Lab Appearance

As a courtesy to all who use the lab, students are required to maintain and return the lab to an orderly fashion when not in use. Remember to return beds in the lowest position, make the beds, and return over bed tables to bottom of bed.

Nursing Lab Equipment

No equipment shall be removed from the lab without the pre-approval of the lab coordinator or faculty. Any equipment approved to be removed, must be signed out beforehand and then signed back in when finished. Specific

equipment may not be checked out of the lab at the discretion of the lab coordinator.

Children in the Lab

Children are not allowed at any time in the lab unless permission is granted by the Lab Coordinator or Nursing Faculty. If permission is granted, children must be supervised at all times.

Safety

Sharps (needles and syringes) will be assigned to students for the practice of parenteral/injectable routes of medication administration. After use, these syringes and needles are to be disposed of in designated red “sharps” containers in the lab. The lab coordinator will dispose of the sharps contents according to the College’s hazardous materials procedure.

Linens

The linen in the lab is to be used only for practice purposes and should not be removed from the lab or used for personal purposes.

Open Labs

The lab is to be kept locked at all times due to the expensive and sophisticated equipment. Access to the main lab can be obtained using student ID badge during hours when the lab is not in use. Security must be notified of your presence during late evening and weekend hours.

Requests for extra lab time should be arranged with the lab coordinator.

Simulation

BRCC currently has SimMan 3G, SimMan, Noelle, SimBaby, and child simulators. Simulators can only be used with faculty supervision.

During use, no food, drinks, or ink pens will be allowed in the SIM area. Due to the potential for “skin” breakdown from human skin oils, everyone is required to wear gloves when working with the simulators.

During simulation it is expected that you treat the simulated patients as you would a patient in the clinical setting, which includes maintaining HIPAA.

Evaluation

The faculty appreciates any constructive feedback from students regarding the lab in order for us to provide the best learning experience possible.

Questions and concerns regarding the lab can be brought to the attention of

the Lab Coordinator: Nichole McLamb, 540-453-2266, McLambN@brcc.edu

Privacy, Confidentiality & Patient Rights

Behaving with respect means that staff, students included, treat all situations and people ethically and according to the mission, vision and values of the facility in which students perform clinical rotations. The privacy of patients and the confidentiality of patient health information is mandatory. As of April 15, 2003, the Health Insurance Portability and Accountability Act (HIPAA) became law. Failure to adhere to the tenets of this act will result in monetary fines.

HIPAA involves:

1. General respect for other's privacy

- ✚ Don't look at charts or talk about patients until permission is granted by the patient. **This includes a written permission from the patient before health information can be used in care studies.**
- ✚ Do not discuss private information about patients in public places
- ✚ Do not leave patient information in a public place
- ✚ Do not use computer access to look up health information on patients not under your care

2. Common courtesy

- ✚ Close doors, pull curtains
- ✚ Be aware others around you
- ✚ Be careful of where you put charts and clipboards
- ✚ Dispose of patient information properly

3. Talking about patient information

- ✚ Patients will be asked if information can be shared with visitors or caller
- ✚ Each time you enter a patient's room, remember to
 1. ask the patient if they are comfortable with people in the room hearing a discussion about their health
 2. ask visitors to leave the room before you discuss the patient's health if the patient is uncomfortable with others around
- ✚ Even if you are cleaning the room, serving a tray of food, transporting a patient, answering a bell, it is not polite or appropriate to ask the patient "*what are you here for*" or any other question about their health in front of other people.

Breach of confidentiality and/or failure to comply with HIPAA regulations will result in disciplinary action.

A “Confidentiality Statement” form will be signed by each student before attending a clinical facility during that semester.

Program Evaluation

Students have the opportunity to participate in the evaluation of the curriculum and other aspects of the clinical component. Students fill out clinical and classroom evaluations at the completion of every nursing class. Nursing managers evaluate clinical instructors at the end of each school year.

The nursing faculty recognizes the importance of student evaluation of the nursing curriculum. Students critique the entire curriculum in their final semester. In addition, students participate in graduate surveys at the end of the program. Employer surveys are conducted every summer.

The post-clinical nursing conference is used for student evaluation of clinical learning experiences and for sharing the learning experience of others. The students are given an opportunity to evaluate their own progress in the program weekly via a journal, and through conferences with the clinical instructor during the clinical rotation. Each nursing student has a faculty advisor for help with academic problems.

In summary, nursing students have participated in the evaluation and the development of the unit in nursing. This evaluation is an essential part of program. Since the first class, all students have been encouraged to critique the program. Many theoretical and clinical revisions have been made based on their recommendations.

Readmission into the Nursing Program

1. A student who has been out of the program for 2 years will be evaluated on an individual basis as to what theory course level the student is suited for, before being readmitted to the program.
7. A previously-enrolled student, who has at least a 2.5 average and desires to return to the nursing program, must reapply in writing by the published deadline.
8. Students who receive a final grade lower than 82% in any of the courses in the clinical component must reapply to continue the clinical component, and must then repeat the course and earn a final grade of 82% or higher before taking the next course in the sequence.
4. The student must reapply in writing, submit updated references by the published deadline, and meet current admission requirements.
9. Readmission to the clinical component is NOT guaranteed and will be determined on an individual basis.

Requirements for Readmission

1. The candidate will be required to submit a written Plan for Success with the application.
2. Once readmitted to the program, the applicant will be required to meet with the Nursing Department Faculty to discuss the written plan for success.
3. Upon readmission to the BRCC Nursing program, each student must demonstrate clinical competency and mastery of nursing skills in previously completed semesters. Mastery of clinical nursing skills will be evaluated by the lab coordinator. You must pass the skills component with a satisfactory rating in order to be readmitted. Readmitted students will also be required to pass a test with a grade of at least 82%. Students failing to meet these criteria will not be readmitted into the program.

Remediation

Faculty members evaluate students in the clinical and classroom settings. When performance needs are identified, the student is encouraged to arrange remediation with a professor or the laboratory coordinator.

Following the mid-term exam in the 4th semester, students who have less than 85% theory average will be placed in an “at risk” group and will be required to participate in activities to strengthen academic performance. Activities for this group will include 1:1 mentoring, NCLEX questions and other activities as determined by the group coordinator and professor.

Remediation may include counseling sessions, development of action plans, and/or extra laboratory time for skill improvement. Failure to complete remediation and/or failure to improve performance of identified areas can result in failure of the course.

Uniform Dress Code

1. Uniforms as identified by BRCC Nursing Faculty: white, three pocket scrub top by Cherokee and royal blue, multi-pocket cargo uniform pants by Cherokee.
2. Blue Ridge Patch will be purchased from Blue Ridge Community College Bookstore. It is to be worn on left sleeve of uniform top and on left sleeve of lab coat (if purchased separately). The top of patch should be stitched 3 inches below seam of sleeve.
3. Name tag is purchased through nursing department and worn on left chest.
4. Shoes are to be white, clean and polished. All white leather sports shoes are acceptable, but no canvas shoes, shoes with holes, or open toe shoes.
5. Hose/Socks: White hose for female to be worn with uniform skirts. White knee-highs or sport socks may be worn with pants. White socks for male.
6. Watch with second hand, purchased individually.
7. Scissors, bandage type, purchased individually.
8. Stethoscope with bell and diaphragm, purchased individually (single barrel preferred).
9. Pen with permanent black ink. No felt-tip or erasable pens may be used.

While wearing the BRCC uniform, the student represents the college and therefore will

project a professional appearance. These are the expectations of the Nursing Department with regards to professional appearance:

1. Skirt length: mid-knee or below and must be royal blue uniform skirt.
2. Uniform clean, pressed, and in good condition.
3. Hair must be a natural color. It must be clean, neat, and worn off the shoulder and away from face when in the hospital.
4. Makeup applied lightly.
5. No perfumes, colognes, or strongly scented powders.
6. No necklaces or bracelets; jewelry allowed include a plain band ring, stud type pierced earrings – only in the ear. No costume jewelry. Wearing of jewelry in visible pierced body parts, other than ears, is NOT PERMITTED (The term “jewelry” does not apply to medic alert symbols.)
7. **All tattoos must be concealed.**
8. Hands and nails clean, trimmed short; no nail polish to be worn.
9. Clean shaven or mustache/beard neatly groomed.
10. No gum.
11. Student may wear a white lab coat, clean and pressed, with school patch 3 inches below left shoulder seam and name pin on left lapel.
12. Smoking is not permitted in any clinical facility.
13. On special assignments in the community, the student will dress in accordance with the dress codes of the respective agencies. At no time will a student report to an assigned experience in jeans, shorts, mini-skirts, sport shoes, or flip flops.
14. If a student must return to a facility following an assignment to gather information, the student must wear his/her name tag and obtain permission from the charge nurse to review the client's chart.

Graduation

Students are eligible for graduation upon completion of all course requirements as set forth in the College Handbook with a grade of “C” or greater. Students eligible for graduation will also be required to complete Assessment Day testing in the April prior to graduation. Graduation will be held in May.

The college provides a graduation ceremony and caps and gowns. Any other ceremonies (example, pinning) are the responsibility of the graduating class. The class is responsible for the planning and costs of any other ceremonies.

National Council Licensure Examination (NCLEX)

Resources for NCLEX preparation will be provided to students which may include but are not limited to review courses/software, web sites, videos and review books.

Students who are eligible to sit for the NCLEX are responsible for the application process as well as costs. NCLEX testing begins late May or early June. Testing sites include Roanoke, Richmond, Lynchburg, and Northern Virginia. Applications and information will be available to students in March or April online.

Students who are unsuccessful in passing the NCLEX must reapply to the State Board and wait 45 days before retesting.

Students are asked to refer to the Policy Section on “Maintaining Licensure” for specific conditions that may make the student ineligible to take the NCLEX.

Statement of Understanding

I have read and do understand the requirements of the nursing program as stated in: The College Catalog and Nursing Student's Handbook.

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.

In addition, I understand that I could be tested on the information in this booklet throughout the clinical component of my nursing studies.

Student's name (printed) and Date

Student's Signature

Standards for Safe Clinical Practice

In a clinical practice, students are expected to demonstrate responsibility and accountability as professional nurses with the goal of health promotion and prevention of harm to self and others. Students are expected to follow strict HIPAA protocols in lab, clinical, and other health care facilities. The School of Nursing believes that this goal will be attained if each student's clinical practice adheres to the Standards of Safe clinical Practice. Safe clinical performance always includes, but is not limited to, the following behaviors:

- 1 Practice within boundaries of the nursing student role and the scope of practice of the registered professional nurse.

- 2 Comply with institutional policies and procedures for implementing nursing care.
- 3 Prepare for clinical learning assignments according to course requirements and as determined for the specific clinical setting.
- 4 Demonstrate the application of previously learned skills and principles in providing nursing care.
- 5 Promptly report significant client information in a clear, accurate, and complete oral or written manner to the appropriate person or persons.

Acknowledgement

I have read the Standards of Safe Clinical Practice and I agree to adhere to them. I understand that these standards are expectations for my clinical practice and will be incorporated into the evaluation of my clinical performance in all areas, which may result in clinical failure.

Student's name (printed) and Date

Student's Signature

Program Handbook Disclaimer and Signature Form

This Blue Ridge Community College Nursing Program Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. There is no mutuality between you and the College 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. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

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

Student's name (printed) and Date

Student's Signature