ASSOCIATE DEGREE
NURSING PROGRAM

NURSING PROGRAM
POLICIES

Revised April 2014
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Nursing Program policies are reviewed and revised annually as stated in the systematic evaluation plan.
MISSION STATEMENT:

The Associate Degree Nursing Program at Thomas Nelson Community College has as its mission to empower students to:

- obtain the knowledge, skills, and attitudes necessary to successfully apply for the National Council for Licensure Examination for Registered Nurses,
- become safe providers of patient-centered care,
- be competitive in a global health care market
- become lifelong learners.

The nursing program will anticipate and shape the future by providing individualized, flexible, technologically advanced education in a supportive environment that meets the diverse and evolving needs of its student body and the community it serves.

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PHILOSOPHY:

The faculty of the TNCC Nursing Department supports and adheres to the mission statement and educational goals of Thomas Nelson Community College. The nursing faculty believes that the nursing department and nursing education are integral parts of the college. Moreover, the nursing faculty accepts the responsibility to make a contribution to the health care needs of the people in the communities served by the college.

The nursing faculty believes that individuals are holistic beings who strive to maintain wellness by meeting their needs as conceptualized by Maslow. Caring and therapeutic communication are essential elements of nursing education and nursing practice. The nursing faculty believes that a graduate of the program should reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care to a diverse patient population. As manager of care, the new graduate is able to function as a member of an interdisciplinary health care team and will develop attitudes, values, and behaviors which promote lifelong learning. The new graduate participates as an active citizen in the community and functions as a contributing member of a global community.

The nursing faculty shares these core values in the delivery of nursing education: These core values have been identified by the Quality and Safety Education for Nurses (QSEN) project to meet the challenge of preparing future nurses with the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare systems within which they work.

- **Patient-centered care:** Recognize the patient as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.
- **Teamwork and Collaboration:** Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- **Evidence-based practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- **Quality improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Safety:** Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- **Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
BELIEFS ABOUT NURSING EDUCATION: Nursing education is a dynamic developmental process whereby, utilizing a body systems approach, students are guided through selected experiences that emphasize the acquisition of nursing knowledge, mastery of skills, development of critical decision making skills, and refinement of attitudes and values. The teacher provides for learning activities consistent with the desired program outcomes. Opportunities are provided for students to demonstrate progressive integration of knowledge, competency and responsibility towards their profession. Learning is evaluated using a joint faculty-student approach and is based upon behavioral outcomes and the NCLEX-RN Test Plan Client Need categories which include:

1. Safe and Effective Care Environment
2. Health Promotion and Maintenance
3. Psychosocial Integrity
4. Physiological Integrity

Total program assessment includes a student/faculty evaluation, a student/faculty curriculum evaluation, graduate survey data, and employer data.

The Faculty believes that the teaching/learning process is an interaction between the nursing student and the environment in which the learner modifies behaviors in the direction of evidenced based nursing practice and quality improvement. The teacher serves as a role model by demonstrating adherence to professional standards of nursing practice. The teacher promotes learning by: (1) recognizing individual student needs; (2) reinforcing desired behaviors; and (3) encouraging students to problem solve, think critically, and learn independently. Information and technology are used to communicate, manage knowledge, mitigate error, and support decision making. Responsibility is shared by teacher and student to create a learning environment wherein self-understanding and self-evaluation occur. Learning is an ongoing, lifelong process which progresses from familiar to new and from simple to complex.

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DEPARTMENT OF NURSING PROGRAM OUTCOMES:

1. The program outcomes reflect the Accreditation Commission for Education in Nursing 2013 Standards and Criteria.

2. The licensure pass rate for Thomas Nelson Community College graduates on the NCLEX-RN for first time takers will be 100%.

3. Eighty percent of students who are admitted into the Thomas Nelson Community College Nursing Program will complete the program within three years.

4. Ninety percent of Thomas Nelson Community College nursing graduates will rate overall program satisfaction at average or above average.

5. Ninety percent of Thomas Nelson Community College nursing graduates seeking employment will be employed within one year after graduation.

6. Ninety percent of Thomas Nelson Community College nursing graduate employers will rate satisfaction of new graduate performance at average or above average within one year after graduation.

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THOMAS NELSON COMMUNITY COLLEGE NURSING GRADUATE LEARNING OUTCOMES:

1. Apply the nursing process to provide safe, patient-centered care to diverse populations.

2. Apply principles from nursing theory, the humanities, natural, and psychosocial sciences when providing safe, patient-centered care to diverse populations.

3. Demonstrate the ability to utilize therapeutic communication techniques when providing safe, patient-centered care to diverse populations.

4. Demonstrate collaboration and teamwork to effectively function as a member of the interdisciplinary healthcare team when providing care to diverse populations.

5. Demonstrate individual accountability and responsibility for personal, professional, and leadership development.

6. Integrate evidence-based practice, professional guidelines from the Commonwealth of Virginia Board of Nursing Nurse Practice Act, and the QSEN core competencies for associate degree graduates.

7. Demonstrate the ability to locate, utilize, and evaluate various information types from diverse sources.

8. Apply ethical values and legal practices when providing safe, patient-centered care to diverse populations.

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NURSING PROGRAM POLICIES

Students in the nursing department must adhere to the following policies in addition to all general regulations as stated in the Thomas Nelson Community College Catalog.

I. ADMISSION POLICY

The Thomas Nelson Community College Nursing Department currently offers three admission options to qualified students.

These include:
- Generic Program Hampton Campus: Admits 50-60 students yearly in the fall semester (August)
- Generic Program Historic Triangle Campus: Admits 20-30 students yearly in the spring semester (January)
- LPN to RN Articulation Program: admission varies depending upon available space. Students are admitted yearly in the spring semester (January)

Steps to admission are available at www.tncc.edu.

Conditions of Acceptance:

In order to comply with clinical agency requirements, the TNCC Nursing Program mandates the following admission requirements:

1. Pre-entrance medical examination with required laboratory tests and immunization records. If the medical exam indicates a finding which would prohibit a student from attending clinical, the student cannot successfully meet the course requirements and will not be able to continue in the nursing program. (See Appendix G)

2. Validation of successful completion of the American Heart Association’s Healthcare Provider CPR course. Students are responsible for the cost of the CPR course.

3. Criminal background check and drug testing. If the criminal background check or drug screen indicates a finding which prohibits a student from attending a clinical agency, the student cannot successfully meet the course requirements and will not be able to continue in the nursing program. Students are responsible for the cost of the background check and drug testing. (See Appendix G)

In addition, clinical agencies may implement criminal background checks or random urinary drug screenings. Nursing students, if selected by the agency, may be included in this testing. These policies are the procedures of the clinical agencies, not the college.

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II. PROMOTION POLICY

A. PROGRESSION: Satisfactory completion of nursing and general education courses will result in promotion. A grade of “C” or higher is required for satisfactory completion of all required nursing courses and natural science courses (BIO 101, BIO 141, BIO 142, and BIO150).

B. COURSE EVALUATION COMPONENTS: Nursing theory, pharmacological calculations, clinical performance, and standardized assessments are evaluated throughout the nursing program in NUR courses. The inclusion of these specific evaluative components vary based upon the individual NUR course objectives. Regardless of the number of evaluative components included in the NUR course, all components must be successfully completed in order to pass the course.
1. The nursing faculty puts much emphasis on the ability of the student to comprehend critical theory information related to the care and condition of patients under their care. The evaluation of the **theory component** of NUR courses consists of paper and pencil classroom tests, and/or other class assignments described in each course syllabus. A comprehensive final may be administered at the end of selected nursing courses. **If a final examination is required for the course, it is mandatory that the student take the exam in order to successfully complete the course.** A minimum cumulative grade of 80% must be attained for successful completion of the theory component.

The letter grade, based on scores achieved on evaluative tools and/or other graded class assignments as stated in each course syllabus, is determined by the following scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>86-91.99</td>
<td>B</td>
</tr>
<tr>
<td>80-85.99</td>
<td>C</td>
</tr>
<tr>
<td>75-79.99</td>
<td>D (Failure)</td>
</tr>
<tr>
<td>0-74.99</td>
<td>F</td>
</tr>
</tbody>
</table>

2. The nursing faculty puts much emphasis on the ability of students to safely calculate and administer medications. Ongoing assessment of math skills is accomplished by administering **two math tests in each NUR course** after completion of the first semester. These math grades are averaged and a **minimum cumulative grade of 80% must be attained** for successful completion of this course component. If a student scores 100% on the first math test, they are exempt from the second test. Since appropriate drug dosage calculation skills are needed to perform safely in the clinical setting, inability to demonstrate competency in this area will result in a grade of "D" in and **IMMEDIATE** removal from the NUR course. (See Appendix C)

3. The nursing faculty puts much emphasis on the ability of the student to perform safe clinical practice. The evaluation of the clinical component of the course consists of both formative and summative assessment of clinical competencies at **midterm** (no midterm evaluation is completed for NUR 105, NUR 180, NUR 200, and NUR 202) and at the **end of the semester**. A written clinical evaluation tool, using a 5 point scale ranging from “excellent” to “unsatisfactory” delineates clinical competencies required at the conclusion of each semester. Eighty percent of items must be performed at “average” (rating of 3), “above average” (rating of 4) or “excellent” (rating of 5).

There are certain critical clinical competencies related to safe clinical practice identified within this evaluation tool that **must be performed satisfactorily at all times.** If these behaviors are not demonstrated, the student will receive a failing grade and will be immediately removed from the NUR course. The grade will be determined by the nursing faculty depending upon the individual severity and circumstance of the behavior.

The faculty reserves the right to permanently dismiss a student from the nursing program whose clinical or behavioral record indicates that it is inadvisable for him/her to continue in nursing. The dismissal may be immediate or may follow the development of a contract. Students must meet the conditions of the contract in order to continue in the program. When a student is dismissed because of these criteria, a course grade of “F” will be given.

C. **COURSE WITHDRAWALS:** A student will be limited to two enrollments in the same NUR course except under mitigating circumstances that must be documented and approved by the nursing department. Any student who withdraws from any nursing course will receive a letter regarding eligibility to return. A request to return to the course must be submitted in writing to the TNCC Nursing Program Head by the date stipulated in the eligibility to return letter. An exit interview with the nursing program head is required.
D. **COURSE FAILURES:** If a student fails either the theory, drug dosage calculations, or the clinical component of a required nursing course, the course must be repeated in order for the student to continue in the nursing program. If a student fails a nursing course during a semester in which they are enrolled in other nursing courses, the student will have the option to complete the other courses or to withdraw with mitigating circumstances. A request to repeat the course must be submitted in writing to the Nursing Program Coordinator. After any two NUR course failures, the student cannot continue in or be readmitted to the TNCC Nursing Program. An exit interview with the nursing program head is required.

E. **ACADEMIC DISHONESTY:** Academic dishonesty will not be tolerated in the nursing program. If, during a testing situation, a student is observed exhibiting behaviors that could be interpreted as academic dishonesty then the following will occur:

1. The test paper will be taken from the student
2. The student will receive a "0" for the test

All personal belongings must be placed at the front of the classroom prior to every test. This includes book bags, purses, coats, cell phones and/or other electronic equipment. Students who fail to comply with this policy will be placed under behavioral contract for the first offense. If a second offense occurs, the student will receive a grade of zero “0” on the test and may be dismissed from the nursing program.

**Honor Code:**

TNCC nursing faculty have a zero tolerance for violations of the College’s policy on scholastic dishonesty (refer to the TNCC Student Handbook). Any discussions of specific test questions prior to, during, or after the test, without authorization of the instructor, will be considered a violation. Any occurrence will be handled according to the policies outlined in the TNCC Student Handbook.

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III. **SOCIAL MEDIA POLICY**

**Background**

“Social networks and the internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession.”

**ANA’s Principles for Social Networking**

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient’s privacy rights or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.
Six Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through nurse-patient relationships.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Potential Consequences

Potential consequences for inappropriate use of social and electronic media may be reported to the BON. The laws outlining the basis for disciplinary action by a BON vary between jurisdictions. Depending on the laws of a jurisdiction, a BON may investigate reports of inappropriate disclosures on social media by a nurse on the grounds of: unprofessional conduct, unethical conduct, moral turpitude, mismanagement of patient records, revealing a privileged communication, and breach of confidentiality. If the allegations are found to be true, the nurse may have disciplinary action by the BON, including a reprimand or sanction, assessment of monetary fine or temporary fine, or temporary or permanent loss of licensure. [American Nurses Association Retrieved from www/nursingworld.org & National Council of State Boards of Nursing (2011). White paper: a nurse’s guide to the use of social media. Retrieved from www.ncsbn.org].

All of these principles apply to nursing students. The nursing faculty adhere to the professional standards of the nursing profession and will discipline any nursing student who fails to adhere to the professional standards outlined above. Discipline may take various forms, but could result in suspension, course failure, or dismissal from the nursing program.

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IV. RETURNING STUDENT POLICY

Students re-entering the Thomas Nelson Community College Nursing Program must:

A. Complete the nursing program within three (3) years from the original date of admission into the nursing program.

B. Have a cumulative GPA of 2.5.

C. Complete a physical examination within one (1) year with required lab and immunizations (see admission requirements) This exam must be current (within 1 year prior to readmission).

D. Provide documentation of current CPR (American Heart Association Healthcare Provider) certification that must remain current throughout the nursing program.

E. Provide documentation of a valid PPD tuberculin skin test or chest x-ray that must remain current throughout the nursing program.

F. Complete a required background check and drug screen.

G. A request to repeat the course must be submitted in writing to the TNCC Nursing Program Head by the date stipulated in the eligibility to return letter.
V. TRANSFER POLICY

Students requesting transfer MUST meet all TNCC nursing program admission criteria. Admission to transfer students is evaluated on an individual basis and is very limited.

In addition, transfer students must have two letters of recommendation from previous nursing school faculty sent to the Thomas Nelson Community College Department of Nursing. (One from last clinical instructor.) Credit will be given to those nursing courses completed no longer than three years prior to transferring into the TNCC Nursing Program, at the discretion of the program coordinator.

VI. GRADUATION POLICY

To be eligible for graduation with an Associate in Applied Science Degree from the college, the nursing student must:

A. The student must graduate within three years from the original date of admission into the nursing program.
B. The student must participate in an NCLEX-RN review course at the students’ cost.
C. Have completed all graduation requirements listed in the catalog. The catalog to be used to determine graduation requirements is the one in effect at the time of the student's initial program placement in the curriculum from which the student is graduating or any subsequent catalog of the student's choice. Substitutions approved by the division dean may be necessary for any courses offered in the curriculum of choice that are subsequently discontinued from the college's offerings.
D. Be recommended for graduation by the appropriate instructional authority in his or her curriculum.
E. Have completed at least 69 credits applicable to an Associate in Applied Science Degree, of which at least 25 percent of credit semester hours must be acquired at the college.
F. Have completed the general education requirements, listed in the college catalog, for an Associate in Applied Science Degree.
G. Have earned a grade point average of at least 2.0 on all work attempted that is applicable toward graduation in his or her particular curriculum.
H. Have filed an application for graduation in the Records Office by the required deadline.
I. Have resolved all financial obligations to the college and returned all materials, including library books.

Some academic programs may choose to require students to take part in exit interviews, to complete surveys, to take license exams, to prepare portfolios, or to complete some other activity to demonstrate the acquisition of program and general education competencies. If the student is called upon to take part in such an activity it becomes part of the institution's requirement for graduation in that program.
VII. CLASSROOM POLICY

A. Papers and Projects

When papers and/or projects, assignments and/or presentations are submitted to the instructor, the date received will be noted. Papers, assignments and presentations submitted to the instructor after the predetermined due date will be subject to a five (5) point deduction from the grade for each college day up to the value of the paper. This does not include weekends and holidays. The student is responsible for informing the instructor, prior to the due date, concerning reasons for being unable to meet the deadline.

B. Examinations, Tests, and Quizzes

It is mandatory that the student notify the instructor prior to an absence when a test, examination, or quiz has been scheduled. Students must notify the instructor by e-mail or calling the instructor’s office phone number. If the instructor cannot be reached, the student must leave a voice mail message. If a message is not received by the instructor the student may receive a zero for the examination, test, or quiz. When a student has an excused absence on the day of a scheduled examination, quiz or test, the student is required to take the examination, quiz or test at a time that will be determined by the instructor.

Test Review:

Once all students have tested, if there is classroom time available, unit tests may be reviewed in class at the discretion of the instructor. No student can review a test unless they have a scheduled appointment with the course instructor of record.

Scantron Answer Sheet:

When scantron sheets are provided for multiple choice tests, only the answers marked on the scantron answer sheet will be graded. If more than one answer is marked, the item will be counted as wrong (unless otherwise specified in the testing directions).

C. Assessment Testing:

Mandatory web-based assessment testing will be conducted at the end of selected nursing courses and at the end of the nursing program. Individual student scores may be used for remediation in any areas of identified weakness. These test results may be used as a component of the course grade. Students will be responsible for the cost of the assessment tests. These tests are required and failure to complete the test will result in a hold on the release of the students’ transcript for graduation.

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VIII. CLINICAL POLICY

One or two clinical experiences per week are assigned each semester for NUR courses with a clinical component. Days of the week and clinical hours vary and some evening clinicals may be required.

A. Written Clinical Assignments:

If written clinical assignments are not submitted on the specified due date, the student will receive an unsatisfactory grade for those assignments. Arrangements with the instructor must be made if adherence to the above cannot be fulfilled.
Students whose written clinical assignments do not meet the passing criteria as outlined in the grading rubric are to confer with the instructor for recommendations and additional assistance immediately after the grade is received. All clinical assignments are described in each course syllabus.

B. **Clinical Conduct and Dress Code**

The following regulations related to the student's clinical laboratory experience must be observed:

1. The student must adhere to the TNCC Nursing Program standards of conduct at all times.

2. Professional and ethical conduct must be displayed at all times as defined by the [National Student Nurses’ Association, Inc. Code of Academic and Clinical Conduct](#) (see Appendix A). Any breach of code will be documented in the student’s permanent record and appropriate action will be taken.

3. The student must adhere to the following dress code:

   a. Uniforms must be purchased at the designated uniform company. Only approved TNCC nursing uniforms can be worn while participating in clinicals (on or off campus)

      (1) Uniforms must be the correct size and the appropriate length.
      (2) Standard white regulation hose or white socks (worn above the ankle) and white shoes with closed heels and toes (no clogs or crocs). Shoes should be white professional shoes, leather or vinyl material, clean and polished, no stripes, designs or exposed color interiors other than white.
      (3) A solid white long sleeve cotton shirt may be worn under the scrub top (no v-necks).

   b. The TNCC approved white lab coat may be worn over the nursing uniform while giving direct patient care.

   c. Required equipment includes: watch with sweep second hand, scissors, stethoscope, hemostat, name tag, pen light, and black pen.

   d. Jewelry

      (1) One pair of small studs is allowed for pierced ears worn on lobes only. No visible body piercing jewelry including tongue piercings.
      (2) No other visible jewelry except for wedding bands (which must be smooth and without settings) and watches.

   e. Hair must be worn off the collar while in uniform.

   f. Nails should be clean and well groomed and at a length that is not visible above the finger tips. No nail polish or artificial nails are allowed.

   g. No tattoos can be visible

   h. Hair color must be a naturally occurring hair color.

4. Eating, drinking, and chewing gum are not allowed on the clinical unit.
5. Smoking or the use of any tobacco products will be not be allowed at any time before, during, or after the clinical experience or while on the premises of the health care or the on-campus lab facilities, including the parking lots.

6. Personal appearance and hygiene must adhere to professional standards. Students must be clean, odor free of perfumes, body scents or other scents that come to another's attention.

7. Students may be dismissed from the clinical area if they are not in compliance with the clinical dress code. The student will be counseled and documentation related to professionalism will be completed and placed in the students’ file. It will be the students’ responsibility to make up the missed clinical hours. A pattern of noncompliance with dress code will lead to dismissal from the program.

C. Clinical Health Requirements

It is the responsibility of the student to ensure that all immunizations (including PPD and CPR certification) remain current while enrolled in the nursing program. Failure to do so will prohibit a student from attending clinicals and successfully meeting the course requirements.

IX. ATTENDANCE, TARDINESS, AND ABSENCE POLICY

Recognizing that clinical experiences are critical to the nursing students’ educational success and their ability to practice safely upon program completion, and, in keeping with the requirements of the Virginia Board of Nursing regulations, the faculty has amended the policy that relates to clinical attendance.

A. The clinical components for the NUR courses may be scheduled as one longer clinical day, two even clinical days, or one shorter and one longer clinical day. If the student misses any clinical hours, they must be made up.

B. Absences should be reserved for emergency situations and illness. Under no circumstance should students attend clinical rotations when ill with an infectious or potentially infectious illness as this would compromise the well-being of the patients and staff. However the clinical hours missed will be eligible for make-up if the student follows the policies related to calling out of clinical noted in the nursing program policies. When calling to request an excuse from clinical, an explanation must be given regarding the reason for the absence. The make-up will be scheduled at the discretion of the faculty, and students will be informed of the make-up clinical arrangements. Habitual absenteeism or an unexcused absence will deem a student ineligible to make-up clinical hours. Failure to complete the clinical hours required for a particular course will result in the receipt of an “I” (incomplete grade) or an “F” (failure). Please note that all incomplete grades must be resolved prior to progressing to a subsequent semester and incomplete grades must be resolved the following semester, otherwise they revert to an “F.”

C. If a student receives an incomplete grade in a nursing course, the required work or clinical hours must be completed by the end of the next semester (or the time frame specified by the instructor); otherwise, it will revert to the earned grade. Please note that all incomplete grades must be resolved prior to progressing to a subsequent semester.

D. Students who are unable to report to the assigned clinical agency or the on-campus clinical lab are required to report by telephone to the hospital unit where the assigned patient is located or the nursing office (825-2808), one hour before the start of assigned clinical experience. It is the student's responsibility to obtain the name of the person taking the message. Failure to adhere to the above policy will result in a conference with the instructor and documentation related to professionalism will be completed and placed in the students’ file. If a student is tardy more than three (3) clinical days in any one semester, the student will receive a Revised April 2014
clinical day absence. Arrangements to make up missed clinical time must be arranged and documented with the clinical instructor.

E. Students in the nursing program are also governed by the student policies that are stated in the student handbook or college catalog.

X. HEALTH STATUS CHANGE POLICY

When matters concerning the student's health require medical and or obstetrical intervention, a statement from the attending healthcare provider must be submitted to the nursing department with recommendations regarding class and/or clinical participation before the student resumes attendance. Failure to provide this documentation may result in unsuccessful clinical performance.

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XI. EMERGENCY MEDICAL TREATMENT POLICY

Emergency medical treatment for injuries and illnesses which may occur during clinical time shall be provided by the clinical facility. Treatment must be covered by the student's own health care plan or personal resources.

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XII. CELL PHONE POLICY:

No talking or texting on cell phones will be allowed in the classroom or during the clinical experience, including pre and post conference. Devices should be silenced during class. For emergency situations, students may use the nursing office phone number (825-2808) or the clinical agency number. No cell phones can be on at any time while inside or on the grounds of the healthcare facility. Cell phones may not be used as calculators during the pharmacological calculations tests. Any portable electronic devices brought into the classroom must be used for academic purposes only.

Reviewed April 2014

XIII. ADA REQUIREMENTS

Title 11 of the ADA prohibits discrimination against a "qualified individual with a disability." This term is defined as an individual with a disability who can perform the "essential functions" of a position, with or without reasonable accommodation.

In order for a student with a disability to be admitted to the Thomas Nelson Community College Nursing Program, the student must:

A. meet the prerequisite admission standards as defined in the college catalog.

B. perform the essential functions for participation in the nursing program with or without reasonable accommodation.

Generally, the term essential functions includes those fundamental duties that the individual who holds the position must be able to perform, either unaided or with the assistance of a reasonable accommodation. A reasonable accommodation is "any change in the student environment or in the way things are customarily done that enables an individual with a disability to enjoy equal opportunities." In order to be considered for appropriate accommodations the student must make a request with Disabled Student Services (Room 323 Hastings Hall).
Since the ADA expressly prohibits inquiries regarding disabilities, the responsibility of disclosure is borne by the individual having the disability.

The reasonableness of an accommodation is determined on a case by case basis. The accommodation offered does not have to be the "best available" but needs to be sufficient to meet the needs of the individual being accommodated. The nursing faculty has determined that to successfully complete the classroom and clinical components of the Thomas Nelson Community College Nursing Program, the student must be able to perform defined essential functions. These essential functions include but are not limited to the following:

**Attendance:**
Regular classroom and clinical attendance as defined by the nursing department student policies.

**Essential Mental Abilities:**
1. Maintain reality orientation accompanied by short and long term memory.
2. Adapt to school and clinical environment.
3. Follow rules and instructions.
4. Assimilate and apply knowledge acquired through lectures, discussions, demonstrations, and readings.
5. Comprehend and apply basic mathematical skills.
6. Demonstrate safe nursing practice within the defined clinical time period.
7. Demonstrate critical thinking skills by the comprehension and application of abstract concepts.

**Essential Communication Skills:**
1. Speak clearly in order to communicate with patients, families, health care team members, peers and faculty.
2. Interact appropriately and communicate effectively with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communicate and organize thoughts in order to prepare written documents.
4. Prepare written documents that are correct in style, grammar and mechanics.

**Essential Physical Abilities:**
1. Stand and walk for six to eight hours/day.
2. Walk for prolonged periods from one area to another over an eight hour period.
3. Bend, squat and kneel.
4. Assist in lifting or moving patients of all age groups and weights.
5. Perform CPR, i.e., move above patient to compress chest and manually ventilate patient.
6. Work with arms fully extended overhead.
7. Use hands for grasping, pushing, pulling, and fine manipulation.
8. Demonstrate eye/hand coordination for manipulation of equipment, i.e., syringes, procedures, etc.

**Essential Sensory Abilities:**
1. Possess tactile ability to differentiate changes in sensation.
2. Possess tactile ability sufficient for physical assessment.
3. Possess auditory acuity to note slight changes in the patients condition, i.e. lung sounds, etc.
4. Possess auditory acuity to hear patient calls for assistance without facing the patient.
5. Possess auditory acuity to interpret various equipment signals and use the telephone.
6. Possess visual acuity to read and distinguish colors, to read handwritten orders, and other handwritten and printed data.
7. Possess visual acuity to clearly view monitors and scales in order to correctly interpret data.
8. Possess olfactory ability sufficient to detect differences in odor.

Reviewed April 2014
STUDENT POLICY AGREEMENT
(Student Copy)

Please sign and keep this form for your records.

I have read and agree to adhere to the May 2014 Nursing Program Policies set forth by the Thomas Nelson Community College Nursing Department.

Signature _____________________________________________________

Date _________________________________________________________
DIRECTIONS

St. Mary’s Home for Disabled Children
6171 Kempsville Circle
622-2208

1. Take I 64 east to Hampton Roads Bridge Tunnel (HRBT).
2. After exiting HRBT continue (11.7 miles) and take exit 284 B Newtown Rd south (this will take you towards I 264 east).
3. Take exit 15 A Newtown Rd south. At the end of the ramp make a right onto Newtown Rd. (Denny’s will be across the street).
4. At 1st traffic light turn right onto Kempsville Rd. (Princess Anne Rd. will be on the left.) There is a Shell gas station on the corner and a Rite Aid across the street.
   Continue on Kempsville Rd. and go under the over pass.
5. At 3rd traffic light make a left on Kempsville Circle (Sentara Leigh Hospital will be on the right).
6. Continue around Kempsville Circle to St. Mary’s. St. Mary’s will be the 1st one story brick complex on the left, 6171 Kempsville Cir. Park in the 1st lot at the front of the building on your short day, this door will be open and wait for me in the reception area, your long day park in the 2nd lot in the back of the building. This door is locked and you must be wearing your TNCC lab coat and name badge to be admitted. (Total mileage from TNCC 28 miles).

Eastern State Hospital
4601 Ironbound Rd
Williamsburg, VA 23188
253-5161

Coming from Newport News:
1. Take I-64 West to Exit 238 (Camp Peary)
2. Take a left turn and head over bridge. Do not turn right; you will end up at Camp Peary.
3. Go through first stoplight at bottom of bridge.
4. Bear to your right at next light onto Rt. 132.
5. Go approximately 1 ½ miles to next light. Take a right onto Bypass Rd.
6. Go approximately 2 miles. You will pass Cracker Barrel on your left and Dairy Queen on your right.
7. Head over the bridge and bear to your right onto Rt. 60
8. Take a left at the next light onto Ironbound Rd.
9. Go approximately one mile to the next light. You will see Eastern State Hospital directly in front of you.

Sentara Williamsburg Regional Medical Center
100 Sentara Circle
Williamsburg, VA 23188
(757) 984-6000

Directions from East:
- I-64 West, take Exit 234, Route 199 (toward Lightfoot)
- Exit at East 603, toward Mooretown Road
- Proceed through stoplight
- Entrance to Sentara Williamsburg Regional Medical Center is on your right
Thomas Nelson Nursing Faculty and Staff

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757-825-3613
Appendix A

National Student Nurses’ Association, Inc.
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 patients.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient 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 patient 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 patient, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from patients 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.
Appendix B

NOTICE TO ALL STUDENTS PARTICIPATING IN PRACTICUMS, CLINICAL ROTATIONS, AFFILIATIONS AND INTERNSHIPS AND QUALIFYING FOR PROFESSIONAL LICENSING

Welcome to the Associate Degree Nursing Program at Thomas Nelson Community College. We hope you will succeed in both the academic and practical aspects of your course of study. College policy does not require students to undergo criminal background checks, drug screenings, credit checks or the like as a condition of acceptance or enrollment. Clinical experiences or field internships, however, may be an integral part of your academic program and many of the clinical affiliates with which the College contracts to provide such clinical experiences, do require criminal background checks, health screenings or drug screens as a condition of allowing students to participate in the clinical experience. Some affiliates may also require credit checks, DMV records check, and review of professional disciplinary records, registry searches of certain types of sex offenders and/or verification of Social Security Numbers or legal residency.

Students assigned to a clinical rotation or internship at an outside facility are personally responsible for completing the required checks or screenings and assuring that results are obtained by the facility that asks for them. This means that students also may be required to bear the costs of such tests. It will be the decision of the clinical affiliate whether the student will be allowed to participate in the clinical activities.

Thomas Nelson Community College does not assume any responsibility for obtaining or evaluating the results of a criminal background check, drug screen or other check, maintaining the records of results or for delivering them to clinical sites.

Please select one of the following:

- Students may not request to be assigned only to those sites that do not require such checks. Students who refuse to undergo a criminal background check or drug screen or other required check may not be able to be placed at another facility and consequently may not be able to complete program requirements.

- School may try to arrange for alternative placement sites with less intensive background screening under certain circumstances.

The College will make reasonable efforts to place all enrolled students in clinical training.

Students are also reminded that licensing boards for certain occupations and professions may deny, suspend or revoke a license or may deny the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contedere to a felony or other serious crime. Students should consult the licensing board of their intended profession for further information. Successful completion of a program of study at Thomas Nelson Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant occupation.
Appendix C

Simulation Lab Latex Response Plan

POLICY: It is the policy of the TNCC Nursing Program to make students and employees aware that when working in the clinical setting or the nursing simulation labs, faculty and students may be exposed to latex and other allergens.

PURPOSE: To provide annual education, screening and a review of guidelines for faculty and students to reduce the likelihood of a sensitivity or exposure reaction to latex or any other substance while in the Nursing Simulation Laboratory and to provide action steps in case of a life-threatening reaction in a nursing simulation lab.

PROCEDURE:

1. Latex Products in Use signage will be posted in each Nursing Simulation Laboratory.
2. All faculty and students will complete and sign the Latex sensitivity section at the bottom of this policy, annually.
3. Students or faculty with a known latex sensitivity/allergy should consult with their primary health care provider about their sensitivity/allergy, risks and treatment and that in your current school/employment you will be exposed to Latex and other possible allergens.
4. Students are to inform their classroom instructor, their clinical instructor and the simulation lab supervisor of your sensitivity/allergy to Latex.
   a. Latex-free gloves will be provided to you. Know that the lab environment and clinical facilities are NOT Latex free.
   b. Inform the members of your educational team noted above of your plan to respond to a reaction.
5. In case of a life-threatening reaction in a nursing lab, an ambulance will be summoned immediately.
   a. Any faculty member or student may **dial 911 on a personal cell phone or school phone, state that you have a life threatening “Latex emergency” and need an ambulance. Epinephrine will be needed.**
   b. Do not handle the victim with any latex products.
   c. Student/faculty member will be transferred to a hospital in the community by ambulance. It is helpful for the ambulance personnel to know the victims allergies, current medications and any medical conditions.
6. A copy of this form will be given to each student/faculty member yearly. The signed original will be placed in the student/employee’s permanent file.

*I have reviewed the above policy and understand that questions regarding this policy are to be directed to the Nursing Program Director and Nursing Simulation Lab Supervisor.*

Student/Faculty signature_________________________________________Date:_____________________

Printed Name__________________________________________
Appendix D

Documentation of Student/Faculty Photo/Videotape Release Form

POLICY: It is the policy of the TNCC Nursing Program to have each student participating in Nursing Simulation in the Simulation Lab to sign the Thomas Nelson, Photo/Videotape Release Form below.

PURPOSE: To receive permission from students to photograph or videotape while in the Nursing Simulation Laboratory.

PROCEDURE:

1. Prior to the first nursing simulation experience the students will be given the TNCC Photo/Videotape Release Form and will complete and sign.
2. Completed forms will be turned in to the Simulation Lab Supervisor to be logged in and forms will be filed in the students’ record on campus.

I certify that my signature being affixed below on this consent form gives permission to Thomas Nelson Community College the full right to use my photograph(s), videotaped image and sound byte in its marketing, public relations, promotional or instructional efforts. I willingly agreed to have my photograph(s), videotaped image, sound byte taken knowing that it could be used in various publications.

I hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which may be applied.

I hereby release, discharge and agree to save Thomas Nelson Community College or its employees from any liability by virtue for any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said pictures, or in any processing tending towards the completion of the finished produce.

Student Name:________________________________________________________

Address:____________________________________________________________

Tel:_____________ E-mail:_____________________________________________

Signature:_________________________ Date:__________________________

For students under 18 years old, parent’s signature is requi

Parents' Name: ______________________________________________________

Tel: ________________ Email: ________________________________

Signature:_________________________ Date:__________________________

Please tell us the reason why you enrolled at Thomas Nelson Community College.

_____________________________________________________________________
_____________________________________________________________________
Appendix E
THOMAS NELSON COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
PRE-ENTRANCE MEDICAL EXAMINATION

A pre-entrance medical examination is required for all students enrolled in the TNCC Nursing Program. This form must be completed by a health care provider and returned directly to the nursing office by the designated date. Please be sure it is filled out completely, and retain a copy for your records.

Name of Applicant: ________________________________________________________________
                                 (Last Name)                      (First Name)                     (Middle Initial)

Address:  ______________________________________________________________________
                                   (Number and Street)
                                                           __________________________
                                   (City)                             (State)                        (Zip Code)

Telephone Number:  ______________________________________________________________________

Date of Birth:  ______________________________________________________________________
                               (Month)                      (Day)                     (Year)

To be completed by Student:

STUDENT’S HEALTH HISTORY
Check any conditions that apply if you have (or have had in the past) these problems. Provide details of positive answers below.

☐ Anemia
☐ Asthma
☐ Bleeding Disorder
☐ Cancer
☐ Colon problem
☐ Diabetes
☐ Eating disorder
☐ Eye disorder
☐ Kidney infection or stone
☐ Hearing loss
☐ Heart disease
☐ Hepatitis or liver disease
☐ High blood pressure
☐ Hospitalizations
☐ Lung disease
☐ Mental health
☐ Migraine headaches
☐ Mononucleosis
☐ Organ transplant
☐ Pneumonia
☐ Rheumatic fever
☐ Rheumatoid arthritis
☐ Seizure disorder
☐ Stomach problems
☐ Substance abuse
☐ Thyroid trouble
☐ Tuberculosis
☐ Other

Details:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

ALLERGIES: Medications, Foods, Pollen, etc. (include reaction) ________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
**MEDICATIONS**
List medications (including birth control, acne drugs, antidepressants, etc.) you are currently taking (include medication/dosage and reason for taking them).

<table>
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<tr>
<th>Drug</th>
<th>Dose</th>
<th>Reason</th>
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**Hospitalizations/Surgeries (List procedures and dates):**
___________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________________

**FAMILY HISTORY**
Check any that apply, if condition exists in your family (immediate family, grandparents, aunts, uncles, cousins)

- Allergies
- Asthma
- Bleeding Disorders
- Cancer
- Diabetes
- Eye disorders
- Heart disease
- High blood pressure
- Lung disease
- Mental illness
- Rheumatic fever
- Stroke
- Tuberculosis
- Ulcer
- None
- Other_________

**Statement of Understanding Regarding Pre-Entrance Medical Examination**
The answers that I have given regarding my health status are true to the best of my knowledge. Falsification of any information in the questionnaire may result in dismissal from the TNCC Nursing Program. I understand that the information will be used to determine whether I am capable of performing the physical requirements for the nursing program. My signature below indicates my understanding of the above statement.

Date: ________________  
Student Signature: ______________________________________

**To Be Completed by the Health Care Provider:**
Please assess the following systems. Describe fully any abnormal findings. Use additional sheet if needed.

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<tr>
<th>Head, Ears, Nose or Throat</th>
<th>YES</th>
<th>NO</th>
<th>Musculoskeletal</th>
<th>YES</th>
<th>NO</th>
<th>Metabolic/Endocrine</th>
<th>YES</th>
<th>NO</th>
<th>Neuro</th>
<th>YES</th>
<th>NO</th>
<th>Psychiatric</th>
<th>YES</th>
<th>NO</th>
<th>Skin</th>
<th>YES</th>
<th>NO</th>
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<td>Eyes</td>
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<td>Cardiovascular</td>
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<td>Gastrointestinal</td>
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<td>Genitourinary</td>
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**DIAGNOSIS:**
- Excellent health with no chronic medical problems  OR
- Other diagnosis and recommendations – please list: __________________________________________________________
The nursing faculty has determined that to successfully complete the classroom and clinical components of the Thomas Nelson Community College Nursing Program, the student must be able to perform defined essential functions. These essential functions include but are not limited to the following:

**Attendance:**
Regular classroom and clinical attendance as defined by the nursing department student policies.

**Essential Mental Abilities:**
1. Maintain reality orientation accompanied by short and long term memory.
2. Adapt to school and clinical environment.
3. Follow rules and instructions.
4. Assimilate and apply knowledge acquired through lectures, discussions, demonstrations, and readings.
5. Comprehend and apply basic mathematical skills.
6. Demonstrate safe nursing practice within the defined clinical time period.
7. Demonstrate critical thinking skills by the comprehension and application of abstract concepts.

**Essential Communication Skills:**
1. Speak clearly in order to communicate with patients, families, health care team members, peers and faculty.
2. Interact appropriately and communicate effectively with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communicate and organize thoughts in order to prepare written documents.
4. Prepare written documents that are correct in style, grammar and mechanics.

**Essential Physical Abilities:**
1. Stand and walk for six to eight hours/day.
2. Walk for prolonged periods from one area to another over an eight hour period.
3. Bend, squat and kneel.
4. Assist in lifting or moving patients of all age groups and weights.
5. Perform CPR, i.e., move above patient to compress chest and manually ventilate patient.
6. Work with arms fully extended overhead.
7. Use hands for grasping, pushing, pulling, and fine manipulation.
8. Demonstrate eye/hand coordination for manipulation of equipment, i.e., syringes, procedures, etc.

**Essential Sensory Abilities:**
1. Possess tactile ability to differentiate changes in sensation.
2. Possess tactile ability sufficient for physical assessment.
3. Possess auditory acuity to note slight changes in the patient’s condition, i.e., lung sounds, etc.
4. Possess auditory acuity to hear patient calls for assistance without facing the patient.
5. Possess auditory acuity to interpret various equipment signals and use the telephone.
6. Possess visual acuity to read and distinguish colors, to read handwritten orders, and other handwritten and printed data.
7. Possess visual acuity to clearly view monitors and scales in order to correctly interpret data.
8. Possess olfactory ability sufficient to detect differences in odor.

---

**At this time, are you aware of any health conditions that would affect this individual’s progress in the nursing program?**
________ Yes _________ No

**Recommendations:**
__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

**Date: ____________          Healthcare Provider’s Signature: ________________________________

Healthcare Provider’s Printed Name: ____________________________________________
## Nursing Student Immunization Form

*(Please attach supporting documentation for each titer.)*

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<thead>
<tr>
<th>Student’s Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Ref#</td>
<td>Vaccine</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>MMR</td>
</tr>
<tr>
<td>2</td>
<td>Varicella (Chicken Pox)</td>
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<td>3</td>
<td>Hepatitis B</td>
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<tr>
<td>4</td>
<td>Tetanus (Td) AND Pertussis OR</td>
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<tr>
<td></td>
<td>Tetanus With Pertussis (TdaP)</td>
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<tr>
<td>5</td>
<td>Tuberculin Test (PPD Yearly) Step 1 and 2</td>
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<td>1st Academic Year</td>
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<td>2nd Academic Year</td>
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<td>First Academic Year</td>
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<td>Second Academic Year</td>
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