

*Associate Degree Nursing  
Handbook  
2014-2015*



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**BRUNSWICK COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING DEPARTMENT  
STUDENT HANDBOOK**

The Brunswick Community College (BCC) Associate Degree Nursing (ADN) Department Student Handbook is intended to serve as a reference for the nursing student. Without prior notice, this handbook may be revised or updated at any time to reflect changes in policy.

This handbook is not intended to be interpreted as a contract between the student and the ADN Department. The handbook is intended to provide policies and guidelines in addition to those outlined in the BCC Catalog and the BCC Student Handbook. In instances where the BCC Catalog/BCC Student handbook and the ADN handbook differ, the policy with the greatest restriction shall prevail. Each student is expected to know and comply with the policies and procedures contained in the student handbook. In addition, each student will acknowledge with written signature the handbook requirements.

**BRUNSWICK COMMUNITY COLLEGE**

**Mission**

The mission of BCC, a public, two-year educational institution chartered in 1979 and centrally located in Brunswick County, North Carolina, is to provide opportunities for individuals to be successful through accessible, high quality programs and services that meet the educational, cultural and workforce development needs of the community.

**ADN PROGRAM PHILOSOPHY**

**Mission**

The ADN program supports the mission of the North Carolina Community College System and the mission of BCC. The faculty is committed to providing accessible, high quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level. The philosophy of the ADN program is derived from statements about the health, quality of life, achievement of potential, the individual, environment, health, nursing, the practice, and education of the Associate Degree RN. Within this mission, the goal of nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life, and achievement of potential for the individual.

**The Associate Degree Nurse**

The graduate of the ADN program at BCC is prepared to meet the educational competencies defined by the National League for Nursing (NLN) and the Nursing Practice Act of North Carolina. The practice of nursing is directed toward meeting the health care needs of individuals throughout their lifespan. The ADN prepared RN's role is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The ADN graduate demonstrates the competencies identified by the NLN and the Institute of Medicine (IOM) to provide nursing care. Graduates of the program may be eligible to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

## **Associate Degree Nursing Education**

Nursing education at the associate degree level, in the North Carolina Community College System, is a process that facilitates changes in behavior, the acquisition of knowledge and skills, and the attitudes necessary to function in the role of the entry-level nurse. The curriculum is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, and problem- and activity-centered learning.

The curriculum incorporates evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to learning. The conceptual design defines the essential elements as the environment, quality of life, achievement of potential, and health. The organizing framework contains content related to the individual, the health care system and nursing.

The ADN program at BCC provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. Through these educational experiences, students have the opportunity to develop critical thinking and problem solving skills.

Learning is a continuous process that results in a change in behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between teacher and learner. The responsibility of the faculty of the BCC ADN program is to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality individual centered nursing care.

### **Conceptual Framework**

A conceptual model provides a mental scaffold or framework to prepare learners for new instruction and motivates by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework that includes: (a) the individual, (b) the healthcare system, and (c) professional nursing, in order to understand the complete curriculum. The domains of the individual, the healthcare system, and professional nursing provide the conceptual framework guiding the ADN curriculum. Concepts are organized within each of these domains and learning occurs from simple to complex.

### **Definitions**

#### **Individual**

The faculty of BCC believes that each individual is a complex, multidimensional, unique, and significant being, possessing inherent value and worth, and is a member of a family and community, in a culturally diverse society. All individuals have dynamic bio-physical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right to healthcare and to information that will assist him or her to participate actively in his or her health care in order to achieve the highest level of wellness possible. Each individual should be cared for, respected, nurtured, understood, and assisted. In order to provide and manage care, RNs must view the individual as the center of all nursing activity.

## **Healthcare System**

The healthcare system is defined as a complete network of agencies, facilities, and all providers of health care in a specified geographic area. Nursing service is integral to all levels and patterns of care, and nurses form the largest number of providers in a health care system (Mosby's Medical Dictionary, 8<sup>th</sup> edition. 2009, Elsevier).

## **Nursing**

Nursing is the science and art of integrating and assimilating knowledge and skills derived from biological, sociological, behavioral, and informatic sciences to deliver client-centered, culturally competent, holistic care. Through caring, empathy, ethical practice, and the development of a therapeutic relationship with the individual and significant support person(s), the RN integrates the art of nursing with the scientific foundation for nursing practice that utilizes the nursing process. Incorporating documented best practice, the RN functions both autonomously and collaboratively with the interdisciplinary team, to assist individuals to reach their maximum health potential through assurance of quality client outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death.

## **Environment**

The individual is in constant interaction with a changing environment that consists of both internal and external forces that vary throughout the lifespan and has the potential to cause stress in the individual. The nurse can assist the individual to alter aspects of the environment and to utilize his/her innate and learned coping mechanisms to adapt to these stressors.

## **Health**

Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness and ending in death. Each individual's need for healthcare is determined by his/her position on the continuum. Each individual's health is based on his/her cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. Each individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

## **Quality of Life**

Quality of life involves the following five domains: (a) physical, (b) functional, (c) psychological, (d) social, and (e) spiritual well-being. The individual's perception of and satisfaction with activities of daily living contributes to their worth, meaning, or satisfaction. This empowers the individual to cope successfully with the full range of challenges encountered in the real world.

## **Achievement of Potential**

Achievement of potential is the individual's growth toward attaining one's utmost ability and quality of life. It is based on the individual's choices, perceptions, personal goals, life experiences, and holistic health.

## **NLN Competencies**

The NLN recognizes the following as essential components of all Nursing Programs:

- Seven core values; caring, diversity, excellence, integrity, ethics, holism and patient-centeredness.
- Four competencies: human flourishing, nursing judgment, professional identity and spirit of inquiry.

## **IOM Competencies**

The five core competencies identified by the IOM for healthcare providers are: (a) client centered care, (b) interdisciplinary teams, (c) evidenced-based practice, (d) quality improvement, and (e) informatics.

### **Program Outcomes**

Upon completion of the ADN program, the graduate will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team, as an advocate for the individual, to achieve positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

### **Adult Learner Expectations**

The adult has aspirations, responsibilities, and accumulated life experiences. In learning, there is a student role and a faculty role. For success, the responsibilities of each role must be fulfilled. The student role requires personal, professional, and social responsibility for reaching success in the nursing program. The faculty role is to guide the student and facilitate the learning process.

The adult learner/nursing student is expected to:

1. Exhibit goal-oriented behavior by preparing for course activities.
2. Incorporate life experiences into the learning process by sharing with others.
3. Demonstrate flexibility, by embracing use of internet and hybrid courses.
4. Show self-direction, by taking responsibility for learning independently.
5. Promote positive relationships that foster mutual respect.
6. Develop ability to critically think, read, infer, analyze, synthesize, and demonstrate judgment and application abilities.

### **Core Performance Standards for Admission and Progression**

The practice of nursing requires specific skills, attributes, and qualities. The Core Performance Standards identify the behavioral criteria which allow the student to safely perform nursing care and successfully progress in the nursing program. Listed below are the performance standards.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
<b>Critical Thinking</b>	Critical thinking ability for clinical judgment to provide quality, safe client care, and intellectual ability to acquire, assimilate, integrate, apply information, and problem solve.	Identify cause-effect relationships in clinical situations; develop and implement nursing care plans according to priorities of care; respond appropriately to emergency situations in clinical settings
<b>Interpersonal</b>	Interpersonal skills to interact with individuals, families, and groups in different settings and from a variety of social, cultural, and intellectual backgrounds.	Establish therapeutic relationships with clients and professionals, and rapport with other individuals in the classroom and clinical setting.
<b>Communication</b>	Ability to interact with others in standard English in verbal and written form.	Explain treatment and procedures; initiate health teaching; establish therapeutic relationships; document and interpret nursing actions and client responses; communicate information effectively with health care professionals, faculty, and students; evaluate care plans and treatment orders.
<b>Mobility</b>	Physical ability to provide for client safety, to move around the physical plant, to maneuver in small places, and the physical health stamina to carry out nursing care.	Coordinated mobility within clients' rooms, workspaces, and treatment areas; administer CPR procedures; lift, move, position, and transport clients without causing harm, undue pain, or discomfort to self or client; transport and reach mobile equipment in a timely and cautious manner.
<b>Cognitive</b>	Utilize previous theory content/skills to enhance learning, and comprehend written and verbal information; apply previous content/skills in new situations; organize and synthesize facts and concepts.	Participate effectively in classroom discussion and clinical conferences with faculty, other students, health professionals, client, and/or family members; apply classroom knowledge in the clinical setting; successfully complete written and computer-based assignments and written/oral examinations; research and evaluate literature sources; and maintain appropriate records.
<b>Motor Skills</b>	Gross and fine motor abilities to provide safe and effective nursing care.	Calibrate, use, and manipulate equipment and instruments in a safe and effective

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
		manner. Position clients in a safe and appropriate manner.
<b>Sensory</b>	Use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and from a distance).	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help; smell noxious fumes and body fluids; observe client's physical and emotional responses; assess changes in color, texture, and temperature; perform motor skills for physical examination and/or those related therapeutic interventions.
<b>Behavioral</b>	Exhibit emotional and mental stability, motivation, and flexibility to function in new and/or stressful environments.	Recognize possible changes in client's behavior/response or health status; demonstrate caring/empathetic behavior in the classroom and clinical setting; manage assignments and schedule changes in classroom, laboratory, and clinical setting; comply with college and ADN policies; respond appropriately to constructive criticism and direction from faculty, clinical staff, and peers during the learning experience; manage a progressive increase in classroom and clinical academic load; prioritize tasks in order to utilize time effectively; organize personal life in order to meet curricular requirements.
<b>Ethical</b>	Uphold honesty and personal integrity in all campus/clinical activities. Function as a client advocate when planning and implementing nursing care.	Act as a client advocate at all times; report unethical or dangerous behavior that could affect clients or the campus community in general. Plagiarism, cheating, withholding required information, falsifying documents, providing false information, and reconstructing tests are examples of unethical behavior.

Southern regional Council of Education Board, Atlanta, GA

### **Student Use of Core Performance Standard**

Core Performance Standards for Admission and Progression may be used by the student in determining whether accommodations or modifications are necessary. In accordance with BCC policy, if a prospective student or an enrolled student believes one or more of these standards cannot be met without accommodations or modifications, the individual is required to meet with the Disability Coordinator in Student Services for guidance. The Vice President for Student Services and the Disability Coordinator, in consultation with the ADN Director will determine if the accommodations or modifications are reasonable as defined by the Americans with Disabilities Act. For additional information, see current *BCC Catalog and Student Handbook*.

### **Release of Health Information**

Federal regulations and accrediting bodies require that persons providing services to clients must meet certain requirements. To provide services to clients as a part of the educational process, nursing students must meet the same requirements as employees. Those requirements include, but are not limited to: (a) health screening, (b) criminal records background check, (c) drug screening, (d) infection control monitoring, and (e) immunizations. The student is a guest in the agency and is responsible for all costs incurred in meeting these requirements. There may be times when clinical agencies require individual student health documentation to meet accrediting body (i.e. The Joint Commission) demands.

The nursing department cannot be considered a repository of health information for the student. The results of medical tests and other confidential information are for the use of the nursing department to meet clinical agency requirements and will not be released to a non-participating agency or individual, even at student request. No copies will be provided to students even at their request. Health records will be destroyed following graduation, or withdrawal from the program.

### **Student Health Insurance**

Nursing is a high-risk profession with the potential for exposure to bloodborne pathogens and other contagious organisms. BCC and the ADN department strongly recommend that each student purchase an individual health policy from an insurance company of choice. Neither BCC nor clinical agencies will be held responsible for any health costs associated with an injury/illness that occurs during school, clinical, or class instruction.

### **Professional Liability Insurance**

Clinical agencies require that students have Professional Liability insurance coverage protection with minimal limits of up to \$1,000,000 for each incident and \$3,000,000 aggregate. BCC contracts with a local insurance company to provide students with liability insurance. The fee is collected annually prior to the fall semester, and students are automatically enrolled.

### **Basic Life Support (BLS) for Healthcare Provider Certification**

Clinical agencies require evidence that students successfully completed the certification course, *BLS for Healthcare Providers* (BLS HCP) sponsored by the American Heart Association. Updated certification must be maintained through program completion. A copy of the updated certification must be submitted annually on or before the expiration date. Failure to present certification will prevent students from participating in all clinical rotations.

### **Tuberculosis Skin Tests**

Accreditation standards for clinical agencies require that matriculating students be skin tested for tuberculosis annually. Students are responsible for any expense incurred, and for providing the results of the TB skin test annually to the ADN department when due. Failure to do so will prevent the student from participating in clinical rotations. Students who are a known positive must present evidence of a negative chest x-ray done since converting to a positive skin test and may require an exam by a healthcare provider (MD, NP, PA). An annual TB review of symptoms by a healthcare provider is required.

### **Infection Control Practices**

The current recommendations for infection control and personal protection practices issued by the Centers for Disease Control and Prevention (CDC) are to be followed (e.g. Standard Precautions). The Occupational Safety and Health Administration (OSHA) standards will also be introduced, and must be followed. These include measures such as refraining from eating and drinking in clinical areas. Clinical agencies review both CDC and OSHA guidelines during required orientations. Students are responsible for following all agency, CDC, and OSHA regulations and to be prudent in protecting themselves from potential infection and/or safety hazards.

### **Injury/Exposure during Clinical Rotations**

Institutional procedure for exposures or injuries occurring during clinical rotations will be followed. Should an adverse event occur (examples include, but are not limited to a needlestick or contact between client's body fluids and student's non-intact skin), the incident must be reported to the clinical instructor immediately. The instructor will consult the agency's infection control protocol, and notify the Director of the ADN program and the BCC security officer. The costs of all healthcare services provided to the student as a result of an exposure or injury are the responsibility of the student.

### **Illness**

There is no "light duty" work in the clinical setting. A student who has been hospitalized or who has missed 3 consecutive school and/or clinical days must have a medical release to return. A medical release is also necessary following surgery or infectious illness. In addition, the *Attendance Policy* in *BCC Student Handbook* applies.

### **Pregnancy and Childbirth**

Pregnant students must meet all objectives/expectations of the ADN program. Accommodations will be made if reasonable and possible. Following delivery, a medical release is required before the student is allowed to return to class and clinical rotations.

### **Criminal Record History Check**

Accrediting bodies for agencies used for clinical experiences require that employees be free of felony convictions and/or misdemeanors indicating behaviors of potential violence, harm or endangerment of the public. Agencies have expanded this policy to include students during clinical rotations. Therefore, a criminal records background check is required before participating in any clinical in all agencies. At the student's expense, each student is required to submit to a criminal records background check. A designated individual at each agency will have online access to reports.

If there are any adverse data that a clinical agency deems as not acceptable, and denies the student access to its facility, the student will be ineligible to participate in clinical experience at that facility, and will be dismissed immediately from the program and/or course of study for failure to progress. The student has a right to refuse to participate in criminal records background check. However the student will be ineligible to participate in clinical experiences and will be dismissed immediately from the program due to the inability to meet course outcomes.

#### **Drug Screening**

Accrediting bodies for agencies used for clinical experiences require that employees be drug free to insure client safety. Agencies have expanded this policy to include students during clinical rotations. At the student's expense, each student is required to demonstrate a drug free status as a requirement for participating in any clinical experiences. Random drug screening is done throughout the program. The student must be drug screened within 24 hours of notice. In addition, the student may be requested to provide an immediate drug screen, at student's expense, when impaired judgment is suspected. The student has a right to refuse to participate in a drug screen. However, the student will be ineligible to participate in clinicals, and will be dismissed from the program and/or course of study for failure to progress. A designated individual at each agency will have online access to reports.

Any student unable to meet the drug-free status as required by a clinical agency is ineligible to participate in clinical experiences, and will be dismissed immediately from the program and/or course of study for failure to progress.

#### **Parking**

Students are expected to park in areas designated by the agency. In some agencies, the employee penalty for violation is dismissal. If a clinical agency requests that a student not return to the premises, the student will be unable to meet the objectives/outcomes of the course and will be dismissed from the program.

#### **Conduct, Code of Student Conduct, Grievance Procedure, Code of Classroom Conduct, Plagiarism, and Disciplinary Actions**

Students are to adhere to policies and procedures as outlined in the current *Brunswick Community College Catalog and Student Handbook*.

#### **On-Line Resources and Educational Tools**

Students are required to participate in on-line case studies, comprehensive examinations, mock licensure examinations, virtual clinicals/practicums, and other online resources and educational tools. The cost of such resources is the responsibility of the student.

#### **Hybrid Courses**

Courses which combine two or more types of instruction are called hybrids. Most hybrid nursing courses at BCC combine required course meetings and web-based instruction. Students are to participate as adult learners.

#### **Smoking**

The student is responsible for adhering to the smoking policies of BCC and the agency where assigned for clinical experience. Most agencies have designated smoking areas. Several have become a smoke-free facility, which means that smoking is not permitted in the facility or on the grounds, even while sitting in a personal vehicle. The employee penalty for violation is often dismissal. If a clinical agency requests that a student not return to the premises, the student will be unable to meet the objectives/outcomes of the course and will be dismissed from the program. Smoking cessation is encouraged.

## Grading Scale

The ADN program grading scale is as follows:

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70
I	Incomplete

Each course syllabus states the specific criteria for computing the final course grade.

The nursing student must earn a minimum numerical grade of 80 without rounding in all nursing courses in order to pass and progress in the program. All grades above 80 will be rounded to the nearest whole number before assigning a letter grade.

Clinical performance is graded as *Satisfactory* or *Unsatisfactory*. The student must receive a 'Pass' on the Clinical Evaluation tool at the end of the course to pass the course and progress to the next sequence. In addition, the student must attend at least eighty percent (80%) of scheduled clinical experiences to pass the course. The student who does not meet the clinical requirements of performance or of attendance will receive a grade of 'F' in the course.

## Academic Counseling

Academic counseling is provided by nursing faculty. The student who shows unsatisfactory academic performance at any time may be required to meet with the lead faculty or designee for performance review. Faculty evaluation of academic performance and remediation is guided by the *Academic Algorithm* tool (Appendix A). Following BCC policy, an *Early Alert* form will be sent to the Academic Center for Excellence (ACE), who will then contact the student to offer additional support. The nursing instructor will offer specific suggestions for remediation, including advising and/or mandating that the student attend tutorial sessions.

A *Learning Contract/Action Plan (LCAP)* may be initiated at any time to document identified concerns, and offer recommendations for change.

## Safe Clinical Practice

Students are expected to:

- Exhibit growth in clinical practice through the application of knowledge and skills from previous and concurrent courses.
- Demonstrate competency in clinical practice with progression through courses by meeting clinical expectations as outlined in the clinical evaluation tool.
- Prepare for clinical practice in order to provide safe, competent care.

## Unsafe or Unapproved Clinical Practice

Unsafe and/or unapproved clinical practice is an action, failure to act, or pattern of behavior that places self or others at risk. Faculty evaluation of clinical performance is guided by the *Clinical Algorithm* tool (Appendix B). The dismissal policy will be invoked when the student demonstrates unsafe clinical practice, or performs unapproved procedures. Examples of unsafe/unapproved clinical practice may include, but are not limited to:

- Demonstrating behaviors that would indicate lack of attention to reports

- Taking verbal or phone orders
- Cutting, suturing, stapling, or cauterizing tissue
- Inserting or removing central lines, long IV line, mid IV line
- Manipulating arterial lines, ventilators, Swan-Gantz catheters, or ICP monitoring
- Performing arterial blood draws
- Failure to follow proper medication procedures
- Exceeding Scope of Practice

### **Student Cell Phone Use**

Students are to adhere to the *Student Cell Phone Use* policy as outlined in the current *BCC Catalog and Student Handbook*. If a student must be contacted during clinical for emergencies, instructions and phone numbers should be left for family/child care provider/significant other(s) to call the assigned area at the clinical agency and to request the assigned faculty member, who will then contact the student. In addition, clinical agency policies on cell phone use will be followed.

### **Written Assignments**

All assignments are due on a designated date at the beginning of class. Should a situation arise that prevents the student from meeting that deadline, the student must present documentation to support it. Examples of approved exceptions may include, but are not limited to:

1. Jury duty – note from Clerk of Court
2. Personal illness – medical release to return
3. Court summons – copy of summons
4. Car accident – copy of traffic report
5. Funeral of immediate family – (copy of death certificate, or obituary with student identified as family member)

Documentation must be turned in on the day the student returns to campus.

Assignments turned in one (1) week after the due date will receive a grade of zero (0) on the assignment, or as designated by the course *Instructor Course Requirement (ICR)*. Papers, with the exception of clinical papers, must follow APA format.

### **Professional Touch**

Nursing is a practice discipline. Touch is an essential component of nursing practice. For that reason, students are expected to participate in planned learning activities that require one student to touch another student in a professional manner, in both the client and the caregiver role. Examples may be, but are not limited to, positioning, feeding, partial bathing, moving/transferring, and health assessment. Students may be requested to wear t-shirts and shorts to facilitate these experiences. Instructors may also be required to touch a student in a professional manner or in a supportive manner. Examples may include those previously mentioned as well as placing a hand on a student's shoulder or arm.

### **Attendance**

Attendance in classroom, laboratory, and clinical experiences is necessary to meet the objectives/outcomes for each course. In addition to the BCC policy, the ADN program requires that a student attend a minimum of eighty percent (80%) of the classes, eighty percent (80%) of lab, and eighty percent (80%) of clinical experiences to receive a passing

grade in the course. Classroom absences of more than three (3) days and clinical absences of more than two (2) days usually exceed the maximum of 20% missed hours.

A student who is unable to be present for an announced quiz/exam is expected to call the instructor or the BCC ADN nursing department and inform her/him of the absence within 24 hours of that absence. In the event of an unavoidable absence on a scheduled examination date, the student must coordinate with the lead instructor to take an alternate examination within one week of the original test date. Failure to properly notify the instructor may result in a grade of “0” for the missed exam. Only one make-up exam will be allowed during any course; with a grade of “0” resulting for subsequent missed exams.

### **Tardiness**

#### **Class and Labs**

The student is expected to arrive on time for class and/or labs. The instructor will check attendance in accordance with college policy. The student’s status is determined at the point roll is taken. Three (3) class tardies, three (3) clinical tardies, or three (3) lab tardies during a course will constitute an absence. The instructor may prohibit entrance to class and/or exams for students who arrive late.

#### **Clinical**

The student is expected to arrive on time for clinical rotations. An assignment has been made and the staff is expecting the student to care for the client. Should an unavoidable delay/absence occur, the student must follow directions given in *ICR* regarding contacting the instructor(s). The instructor may prohibit access to clinical rotations to any student arriving late.

### **Dress Code**

1. Hair must be clean and off the face and shoulders.
2. Facial beards are not allowed. Moustaches must be well trimmed and not exceed the corners of mouth.
3. Fingernails must be clean, short, well manicured. Only clear nail polish is allowed. Artificial nails or tips/overlays are prohibited.
4. A daily bath or shower will prevent body odors, which may be offensive to patients.
5. Oral hygiene will prevent breath odors, which may be offensive to patients.
6. Smokers must be free of smoke odor. Facility smoking policy must be followed.
7. Fragrances (i.e. perfumes, lotions) are prohibited.
8. Make-up should be minimal.
9. Jewelry must be kept at a minimum.
  - Necklaces, bracelets, and costume jewelry are prohibited.
  - While wearing engagement/wedding rings is not prohibited, they should be worn with caution as rings harbor bacteria, and may cause a tear in a glove meant to be a barrier against microorganisms.
  - The only body piercing jewelry allowed is a small studded earring in one or both ears. The diameter must be 8mm or smaller.
  - The institutional policies of clinical sites regarding jewelry must be followed.
10. Tattoos and/or Body Art must not be visible in any clinical setting.
11. A full uniform is required for all ADN activities. Uniform must be clean, pressed, and properly fitted. Shoes must be clean and polished.

12. Appropriate attire is expected in the classroom setting. While dress may be casual, this does not include pajamas or pajama bottoms, low cut tops, short shorts, torn clothing.

Students not adhering to the dress code will be removed from class and clinical rotation and receive a recorded absence for that day.

### **Uniform**

The BCC ADN uniform consists of the following:

- A designated uniform scrub pant and top.
- A designated lab coat.
- Designated white nursing shoes with closed toes, heels and free of color or logos. Clogs are prohibited.
- White over the ankles socks.
- College ID and/or other identification as required by clinical agency.
- Watch with second hand.
- Pen with black ink.
- Bandage scissors (5.5”).
- Stethoscope (dual head).
- Pen light.
- CPR face shield with a case.
- Kelly forceps.
- Small notebook.

Whenever acting in the student role off campus, including hospital orientation or other special assignment, students are required to wear a white lab coat. College ID must be visible. Jeans, shorts, sandals, and flip-flops are prohibited.

When attending required workshops or meetings, professional business attire will be worn. A durable professional business outfit should be considered part of your required uniform.

Students are required to wear uniform scrubs for all on campus scheduled labs and clinical simulations.

### **Information for Clinical Rotations**

When assigned to a clinical agency, the following rules apply:

1. Food, lozenges, breath mints, and drinks are permitted in designated areas only. Agency policy and procedures must be followed.
2. Gum chewing is never allowed.
3. Periodic breaks will be assigned, as client-care allows.
4. The student must never leave the assigned area unless approved by the instructor.
5. The student must never visit friends during clinical and/or while dressed in uniform.
6. Cell phones are to be turned off. The student should initiate, retrieve, and respond to messages during approved breaks. Institutional policies will apply.
7. Refer to *ICR* for information on how to be contacted during clinical rotations specifics. Clinical questions are encouraged, and should be discussed first with the clinical instructor. If the situation is urgent, agency staff can be consulted.

- The student must contact the clinical instructor regarding anticipated tardiness or absence as specified in *ICR*.

### **Confidentiality**

To maintain client confidentiality, the student will:

- Never discuss procedures, treatments, or condition of a client with anyone other than the healthcare provider, nursing staff, instructor, or class members.
- Hold all conversations in private.
- Shred all information received about the client before leaving the unit.
- Abide by all Health Insurance Portability and Accountability Act (HIPAA) regulations.

### **Medication Calculation Competency Program Progression**

ADN faculty believes that nursing knowledge is organized from the simple to the complex to better foster integration of prior knowledge and learning. The Medication Calculation Competency (MCC) expectations therefore, progress from simple dosage calculations to more complex calculations of critical IV drip rates (see table below). All MCC examinations include 10-item, 1-answer problems, required to be completed in 30 minutes. Each semester the MCC examination incorporates prior learning, and therefore is comprehensive utilizing formulas and knowledge from the earlier semesters as well as newly introduced material.

Student must achieve a minimal score of 90% on all MCC examination within the three opportunities provided. Absence results in forfeiture of a provided opportunity. Tutorials are recommended and are made available prior to testing. Failure to achieve the required accuracy will result in immediate dismissal from the program with a grade of “F” in the course.

NUR 111 Fall Semester-Year1	Oral and parenteral medications
NUR 112/114/113 Spring/Summer Year 1	Primary and secondary IV rates and reconstitution of parenteral medications Adding portions of reconstituted medications to IV bags and then calculating flow rates
NUR 211/212 Fall Semester-Year 2	Pediatric safe dose
NUR 213 Spring-Year 2	Weight-based IV rates and critical IV flow rates (heparin, NTG, etc.)

### **Transfer**

Students requesting to transfer into the ADN program will comply with the Transfer Student Policy available in the *ADN Policy and Procedure Manual*. Transfer students will be accepted on a probationary status.

### **Academic Progression**

To be eligible to progress to the next nursing course the student must:

- Earn a minimum grade of “C” in each non-nursing course required in the program of study.
- Earn a minimum numerical grade of “80” in each nursing course in sequence as outlined in the program of study.

3. Pass the MCC examination.
4. Resolve an incomplete grade prior to registration for subsequent nursing course.

### **Dismissal**

A student may be dismissed from the nursing program at any time for:

1. Failing to achieve a minimum grade of 'C' on each non-nursing course required in the curriculum.
2. Failing to achieve a minimum numerical grade of "80" on each nursing course.
3. Failing to achieve the required score on the MCC examination.
4. Failing to meet the requirements of clinical agencies.
5. Failing to submit to drug screen testing when requested.
6. Jeopardizing the safety of self, client, or others.
7. Failing to follow the professional/ethical codes of nursing. The faculty endorse the International Council of Nurses Code of Ethics; the American Nurses Association Code of Ethics for Nurses; the National Student Nurses' Association Code of Professional Conduct and Code of Academic and Clinical Conduct; Conduct and Code of Student Conduct as defined in the BCC Student Catalog; and Code of Classroom Conduct, Plagiarism, Disciplinary Actions, and Conduct as described in the BCC handbook.
8. Demonstrate behavior of a physical or psychological concern to the extent that behavior is disruptive, inappropriate, or unacceptable for the nursing student.
9. Failing to achieve a satisfactory performance evaluation for clinical component of the course.

### **Leave of Absence Procedure**

A student may interrupt his/her nursing studies for a medical or personal emergency, and will be eligible for readmission after successful completion of the first nursing course. The student must follow the *Readmission Policy and Procedure*.

### **Readmission Policy and Procedure**

Readmission to the ADN program is based upon successful completion of the requirements for readmission and space availability. A student may be readmitted to the ADN program **one-time** only, and this admission must occur within one academic year of separation. Students dismissed for unsatisfactory clinical performance are not eligible for readmission. Students dismissed for academic failure are eligible for readmission, but priority will be given to those students whose studies were interrupted as a result of a medical or personal emergency. The number of students approved for readmission will be based upon the availability of resources to support them.

The Admissions & Progression Committee (APC) strongly recommends and may require that a student retake the last course completed successfully. Often, a student fails to grasp fundamental concepts, although completed the course successfully. Retaking a previously successful course better ensures success in the next course, and therefore, in the program. A student applying for readmission into the ADN Program must:

1. Submit a letter of intent to return within 30 days of exiting a nursing course to the ADN Director and the BCC Student Service Office.
2. Participate in a formal interview with the Admissions & Progression Committee (APC) of the ADN program as requested.
3. Receive written approval to continue the readmission process from the Director of the ADN program.

A student approved for readmission must (exception readmission to NUR 111):

1. Pass a medication calculations test with a score of 90% on the first attempt.
2. Demonstrate safety in performing selected skills in the laboratory.
3. Receive written approval for readmission from the Director of the ADN program.

The APC reserves the right to impose additional requirements and/or recommendations in the form of an academic contract intended to improve the student's opportunity for successful completion of the program. The individual who fails to complete the readmission procedure is denied readmission.

#### **Auditing**

Under the policies and procedures of the ADN program, the auditing of nursing courses is not sanctioned.

#### **Weather Alert**

In the event of inclement weather, or other emergency condition on a clinical day students are to follow the instructions noted in the course *ICR*. Additionally, all students are expected to enroll in the BCC Emergency Notification System at the college. Please follow the instructions under the Department of Public Safety/Police in the *BCC Catalog and Student Handbook*.

#### **Telephone Tree Procedure**

A phone tree will be initiated each course. It is the responsibility of each student to update current contact information with the Lead Instructor and the department Administrative Assistant.

#### **Posting Grades on Moodle**

Grades will be posted on Moodle at a time that is convenient for the faculty.

#### **Guidelines for Mutual Respect**

The nursing program at BCC is designed for collaboration rather than competition. Therefore, it is expected that class members will support each other in their efforts to succeed. To provide support and maintain mutual respect, the class will be prepared to:

- Listen with respect.
- Speak with respect.
- Contribute actively to the work of your team.
- Be accountable for your actions and your learning.

The BCC ADN program values professional conduct. Should a student demonstrate unprofessional conduct that jeopardizes the health and/or safety of clients, self, and/or others, or has a potentially detrimental effect on BCC and/or the ADN program, the student may fail the course (clinical or theory) and disciplinary action, up to and including dismissal from the program, may be initiated. Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated immediately.

Students are held to the standards of the State of North Carolina *Nursing Practice Act* and as such, they are liable for their own actions. Behaviors of professional misconduct that occur at any time while the person is a student in the

nursing program may result in disciplinary action up to and including dismissal from the program. These behaviors include **but are not limited to**:

- Violation of the HIPAA.
- Patient abandonment and/or neglect
- Theft of property from a clinical agency, client, others, or BCC
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person's safety
- Physical abuse of any person
- Possession of a weapon
- Possession of drugs or controlled substances
- Identification with alcohol or illicit drug abuse
- Physical or verbal abuse toward faculty and/or peers
- Any behavior that constitutes misconduct as defined by the BCC and ADN student handbooks

If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process. A student may appeal the dismissal in accordance with the *Students Rights, Responsibilities, and Procedure Policy* found in the *BCC Catalog and Student Handbook*. Students dismissed from the nursing program for professional misconduct will be denied reinstatement or readmission to the nursing program.

### **Learning Contract/Action Plan**

The LCAP is a written agreement between student and faculty that details the specific activities, behaviors, and timeframes for remediation of identified theoretical, clinical, and/or behavioral issues. The LCAP outlines the area(s) of concern and a plan for remediation and identifies potential resources, including counseling, to facilitate student success. LCAPs are individualized to each student's identified learning needs, and therefore may require additional performance activities in the laboratory setting, written researched assignments, referral to the Academic Center for Excellence (ACE), and/or any other activity deemed necessary to increase chances that remediation will be successful.

The decision for remediation is always made collaboratively with careful examination of the individual situation and circumstances. It requires, and is given, the utmost care, thought, and professional consideration. It involves input from the nursing student, nursing faculty and on occasion, the Director of the ADN program. It is always made in the best interest of the student, and his/her ability to provide safe client care. LCAPs may be shared with pertinent faculty on a need-to-know basis in consideration of client safety, but may not be shared capriciously. Student signature merely indicates that the student has had an opportunity to review the plan. Refusal to sign a LCAP does not negate its intent or existence, and all recommended activities/ remediation must be completed in full by the specified date in order to remain in the ADN program.

An individual LCAP is a system of support for the student and is not intended as disciplinary action. However, multiple LCAPs or the severity/significance of an individual issue resulting in a LCAP, with or without appropriate

corrective action, may result in academic/clinical/behavioral dismissal. Failure to follow and successfully complete the prescribed remediation plan will result in the student's inability to continue in the ADN program. LCAPs remain in the student file until verification of NCLEX-RN passage is received by the school or until files are culled per regulatory agency requirements. A pattern of unresolved substandard behavior at any point in the nursing program may result in dismissal.

Isolated instances of good/poor/inadequate performance rarely lead to a passing/failing grade. Consistency of behavior in performance and delivery of safe client care determines the overall clinical grade. Successful completion of any remedial work identified in a LCAP may not be sufficient to ensure a passing grade for the course; satisfactory completion of all course objectives within the specified timeframe is required.

Certain occasions may result in student dismissal from the nursing program without remedial efforts. Students are referred to *Dismissal* pg. 16 of this handbook, and to the Department of Public Safety/Police section of the *BCC Catalog and Student Handbook*.

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**BRUNSWICK COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING DEPARTMENT  
STUDENT HANDBOOK ATTESTATION**

I certify that I have received and will comply with the policies and procedures written in the Brunswick Community College *Associate Degree Nursing Student Handbook*. In addition, I agree to comply with student policies described in the *Brunswick Community College Catalog and Student Handbook*.

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Signature

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Printed Name

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Date