AAS NURSING STUDENT HANDBOOK

Reynolds Community College
Concept-Based VCCS Common Nursing Curriculum

Updated 2023-2024

Dear Nursing Student,

Welcome to the Associate of Applied Science in Nursing (AAS) Program at Reynolds Community College. We are happy to have you with us and hope we can help you fulfill your desire of becoming a Registered Nurse. The Nursing and other college faculty and counselors are here to assist you in meeting this goal.

You were selected for the Nursing Program because we felt that you possessed the necessary qualities to successfully complete the program. To be successful in Nursing, you must be willing to assume responsibility for your learning. In addition to preparing before attending class, and asking questions about content you do not understand, you should also take advantage of the multiple resources at the college such as the Learning Center, Student Success Office, visiting faculty during posted office hours, routinely visiting your academic advisor and scheduling appointments with a counselor for personal issues.

To familiarize you with our policies and procedures, we have prepared the Nursing Student Handbook for you. The college Catalog and Nursing Student Handbook are available to you while you are enrolled in the Nursing Program. Please read and become familiar with these resources so that you may always remain in good standing with the program and college.

It should be noted that this Nursing Program Handbook is a general guide. The Dean, Associate Dean, Nursing Program Coordinator, and Nursing faculty of the School of Health Professions reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this Handbook, or in cases where extenuating circumstances may have an influence on situations which are addressed in this guide. If at any time you need clarification concerning items discussed on the following pages, please feel free to seek assistance from us.

Sincerely,

Reynolds Community College Nursing Program Faculty

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Reynolds Mission and Nursing Program Philosophy

College Mission

Reynolds Community College (Reynolds) provides an accessible, quality education that develops students for success in the workplace, prepares students for successful transfer to colleges and universities, builds a skilled workforce that contributes to regional economic development, and promotes personal enrichment and lifelong learning. The Nursing Program adopts the mission, vision, and values of Reynolds Community College.

Vision

Reynolds will be the preeminent pathway to the workforce and degree attainment for the greater Richmond region.

Values

Our Students
We promote high academic standards and innovative programs that enable our students to go further and faster in pursuit of their goals.

Our People
We promote a culture of collaboration, hire talented individuals, and invest in their professional and personal growth.

Our Community
We enrich our community through education, leadership, partnerships, and volunteerism.
Our Environment: We create and foster safe, healthy, and inclusive places for learning, teaching, and working.

Nursing Program Mission and Philosophy

Mission

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

Philosophy

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

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Approval

The Associate Degree Program in Nursing currently has conditional approval by the:
Virginia Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463
Phone: 804-367-4400
Fax: 804-527-4475
Website: https://www.dhp.virginia.gov/Boards/Nursing/
(Next scheduled site visit: 2026)

Accreditation

The Associate Degree Nursing program is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
P. 404.975.5000; Fax 404.975.5020
Website: www.acenursing.org
(Next scheduled site visit: 2023)

The AAS Nursing Student Handbook provides essential information that you will need throughout the Nursing Program. This handbook outlines policies, guidelines, and procedures of the nursing program, and will serve as an adjunct to the most current Reynolds College Catalog. Please read this handbook carefully and refer to it whenever necessary. You are responsible for the information contained in this document, as well nursing documents provided throughout the course and the College Catalog and Student Handbook. The Reynolds AAS Nursing Student Handbook is reviewed at least annually and is subject to change.

Non-Discrimination Policy

Reynolds Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. Reynolds does not discriminate based on age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit-based factor. The College also prohibits sexual harassment including sexual violence or misconduct.

Notice of Potential Program Change Information

The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often-rapid changes in healthcare law, standards of practice, technology, clinical agency policies, and content of credentialing examinations increasingly necessitate changes in the program's policies, procedures, and course scheduling.

As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

Curriculum Model Five Semesters

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
Prerequisites							
BIO 141 Anatomy and Physiology I	4	3	45	1	45	0	0
ENG 111 Composition I	3	3	45	0	0	0	0
PSYCH 230 Developmental Psychology	3	3	45	0	0	0	0
MTH 133 Mathematics for Health Professionals	3	3	45	0	0	0	0
SDV 100 or 101	1	1	15	0	0	0	0
Semester Total	**14**	**13**	**195**	**1**	**45**	**0**	**0**
Semester 1 [Level One]							
BIO 142 Anatomy and Physiology II	4	3	45	1	45	0	0
NSG 100 Intro to Nursing Concepts	4	3	45	1	0	45	0
NSG 106 Competencies for Nursing Practice	2	1	15	1	45	0	0
NSG 130 Professional Nursing Concepts	1	1	15	0	0	0	0
NSG 200 Health Promotion and Assessment	3	2	30	1	35	6 (Health Fair)	4
Semester Total	**14**	**10**	**150**	**4-5**	**125-170**	**51**	**4**
Semester 2 [Level Two]							
BIO 150 Microbiology	4	3	45	1	45	0	0
NSG 152 - Health Care Participant	3	2	30	1	0	45	0
NSG 170 Health / Illness Concepts	6	4	60	2	10	70	10
Semester Total	**13**	**9**	**135**	**4**	**55**	**115**	**10**
Semester 3 [Level Three]							
ENG 112	3	3	45	0	0	0	0
NSG 210 - Health Care Concepts 1	5	2	45	2	0	80	10
NSG 211 - Health Care Concepts II	5	3	45	2	0	80	10
Semester Total	**13**	**9**	**135**	**4**	**0**	**160**	**20**
Semester 4 [Level Four]							
NSG 230 - Advanced Professional Nursing Concepts	2	2	30	0	0	0	0
NSG 252 – Complex Health Concepts	4	4	60	0	0	0	0
NSG 270 Nursing Capstone	4	0	0	4	0	150	30
PHI 220 or 227	3	3	45	0	0	0	0
Semester Total	**13**	**9**	**135**	**4**	**0**	**150**	**30**
Curriculum Total	**67**					**476**	**64**
Total number of clinical hours including simulations						**540**	

Student Learning Outcomes with Competencies

1. Provide client-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.

   a. Coordinate client-centered care delivery with sensitivity and respect.
   b. Evaluate the effectiveness of teaching plans and outcomes and revise for the achievement of desired outcomes.
   c. Promote client self-determination in making healthcare decisions as a Level 4 student (Fourth Semester).
   d. Integrate therapeutic communication skills when interacting with clients and the client's support network.
   e. Advocate independently for diverse individuals, families, and communities across the lifespan.

2. Practice safe nursing care that minimizes the risk of harm across systems and client populations.

   a. Evaluate human factors and safety principles.
   b. Participate in the analysis of errors and design system improvements.
   c. Incorporate client safety initiatives into the plan of care.
   d. Practice safe client care as a Level 4 student.

3. Demonstrate nursing judgment using clinical reasoning, the Nursing Process, and evidence-based practice in the provision of safe and quality care.

   a. Evaluate an individualized plan of care based on client values, clinical expertise, and reliable evidence.
   b. Independently prioritize changes in client status and intervene appropriately.
   c. Apply the Nursing Process to guide care.
   d. Prioritize client care using evidence-based practice independently.
   e. Evaluate existing practices and seek creative approaches to problem-solving.

4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.

   a. Incorporate ethical behaviors and confidentiality in the practice of nursing.
   b. Assume responsibility and accountability for delivering safe client care.
   c. Deliver nursing care within the scope of nursing practice.
   d. Evaluate professional behaviors in interactions with clients, families, and healthcare providers.
   e. Engage in reflective thinking for the purpose of improving nursing practice.
   f. Develop a plan for lifelong learning in the nursing profession.

5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.

   a. Evaluate the common quality measures encountered in clinical practice.
   b. Evaluate the use of technology and information management to promote quality.
   c. Evaluate fiscally responsible client care.

6. Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

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

Leveled Program Outcomes across the Curriculum

K= Knowledge C = Comprehension A = Application	Level 1 K=20% C=30% A=50%	Level 2 K=10% C=30% A=60%	Level 3 K=5% C=15% A=80%	Level 4 A=100%
Client-Centered Care	Demonstrate the use of therapeutic communication, caring behaviors and client self-determination in the provision of basic nursing care.	Assess diverse client values, beliefs, and attitudes as well as community resources related to health in the provision of client-centered care.	Apply the principles of client-centered care to clients across the lifespan.	Provide client-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
Safety	Report client safety issues and risks.	Use safety measures when caring for clients in the community and health care agencies.	Incorporate factors for improvement of client safety for clients across the lifespan.	Practice safe nursing care that minimizes the risk of harm across systems and client populations.
Clinical Judgment	Summarize the components of clinical reasoning, evidence-based practice, and the nursing process.	Demonstrate the use of the nursing process and evidence-based care in making clinical judgments.	Apply the nursing process, evidence-based care and clinical reasoning in making clinical judgments.	Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
Professional Behaviors	Demonstrate professionalism and professional behaviors.	Recognize the impact of personal beliefs, values, and attitudes in developing professionalism and professional behaviors.	Incorporate legal/ethical principles and professional nursing standards in the care of clients.	Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.
Quality Improvement	Identify the role of quality improvement and informatics in client care.	Use technology and information management tools in providing quality client care.	Examine the impact of quality improvement processes, information technology and fiscal resources in the provision of nursing care.	Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
Collaboration	Define the roles of the health care team.	Examine the roles of the nurse and the health care team in the community and acute care settings.	Participate as a member of the health care team in the delivery of nursing care to clients across the lifespan.	Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

Nursing Program Essentials/Technical Standards

Nursing students must meet both the academic and technical standards of the Nursing Program, with or without reasonable accommodations, to successfully advance through and graduate from the Nursing Program. The following essential functions/technical standards describe the pre-requisite qualifications the College considers essential for entrance to, continuation in, and graduation from its Nursing Program.

Requirements	Standards	Clinical Examples
Critical Thinking, Analytical Reasoning and Judgment	Critical thinking ability for effective clinical reasoning and clinical judgment in order to identify cause-and-effect relationships in clinical situations. Make judgments based on scientific knowledge and thorough assessment of individual patient situations. Transfer knowledge from one situation to another.	1. Assimilate and apply the knowledge acquired from multiple learning experiences such as practicing skills and then applying them in the clinical setting 2. Evaluation of the effectiveness of nursing interventions 3. Handle multiple tasks and problem solve simultaneously such as taking vital signs and recording them accurately 4. Practice safe care in high stress and/or ambiguous environments such as ICU, Emergency Department, mental health facilities and the community 5. Use of the scientific method in the development of patient care plans
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	1. Capacity to engage in successful conflict resolution 2. Establishment of rapport with patients/clients and colleagues 3. Peer accountability
Communication	Communication adeptness is sufficient for verbal and written professional interactions in English.	1. Communication with patients/clients, family members, and healthcare providers 2. Documentation and interpretation of nursing actions and patient/client responses in the electronic health record 3. Explanation of treatment procedures, initiation of health teaching 4. Transmitting information through written documents that use good grammar, syntax, spelling, and punctuation
Mobility	Ability to move from room to room and potentially in small spaces.	1. Administration of rescue procedures cardiopulmonary resuscitation (CPR) 2. Movement about patient's room, workspaces, and treatment areas 3. Provision of direct patient care and assist with Activities of Daily Living

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Motor Skills	Gross and Fine Motor abilities sufficient for providing safe, effective nursing care.	1. Calibration and use of equipment 2. Performance of nursing skills such as trach care, insertion of catheters 3. Safe preparation and administration of medications 4. Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	1. Ability to discern auscultate sounds and cries for help (i.e., blood pressure, changes in heart, breathing, abdominal, and vascular sounds) 2. Ability to hear monitoring device alarm and other emergency signals
Visual	Visual ability sufficient for observation and assessment necessary in-patient care.	1. Ability to observe patient's condition and responses to treatments (i.e., skin color changes, tissue swelling, breathing changes) 2. Ability to perform skills necessary for medication administration such as drawing up the correct quantity of medication into a syringe 3. Accurate reading of medication administration records as printed on medication labels, equipment calibrations, Intravenous (IV) infusion pumps, light-emitting diode (LED) output on electronic devices
Tactile	Tactile ability sufficient for physical assessment	Ability to palpate in physical examinations and various therapeutic interventions (i.e., pulses, body landmarks, turgor, skin temperature changes).

Scope of Nursing Practice for the Associate of Applied Science in Nursing Graduate

The Associate of Applied Science in Nursing (AAS) graduate practices within the healthcare delivery system as a provider of care, manager of client-care, and member of the profession of nursing. As a healthcare provider, the AAS graduate meets clients' needs across the life span and the needs of families and communities. The AAS nurse graduate meets clients' needs for a safe and effective environment in a variety of community settings, such as hospitals, extended care, rehabilitation facilities, hospices, home health, and other healthcare agencies.

The AAS nurse graduate utilizes the Nursing Process and critical thinking strategies as the basis for practice in health promotion and in the preventive, curative, and comforting aspects of health and illness. In collaboration with other healthcare professionals and/or baccalaureate and advanced degree nurses, the AAS nurse graduate is responsible for meeting the healthcare maintenance, physiological, psychosocial, and spiritual healthcare needs of individuals, families, and communities. These responsibilities include assisting the client to identify needs and establish mutual goals, planning and directing a course of action, implementing appropriate nursing interventions, and evaluating the outcomes of care.

As a client-care manager, the AAS nurse graduate establishes priorities in providing both direct and indirect care for one or more clients and/or families and communities. This involves utilizing the Nursing Process, critical thinking, communicating, teaching, collaborating, coordinating, as well as delegating, and supervising the care provided by licensed practical nurses, and unlicensed assistive personnel (UAP).

The AAS nurse graduate is responsible for practicing ethically and within the legal parameters of nursing as established by the specific State Nurse Practice Act and the America Nurses Association (ANA) Standards of Care.

Qualifications and Requirements for Registered Nurse Examination and Licensure

The Virginia Board of Nursing may choose to deny licensure to any applicant who has ever been convicted or pled guilty or nolo contendere to the violation of any federal, state, or other statutes or ordinance constituting a felony or misdemeanor; or who has a mental, physical, or chemical dependency condition that could interfere with his/her current ability to practice nursing. Qualifications and requirements for an applicant for the Registered Nurse examination and licensure are stated in the Virginia Code, Section 54.1-3017.

Examples include but are not limited to:

- Committed no acts which are grounds for disciplinary action, as set forth in the Virginia Code, Section 54.1-3007.
- Completed an approved four-year high school course of study or the equivalent thereof as determined by the appropriate educational agency.
- Passed NCLEX-RN as required by the Board of Nursing; and
- Received a diploma or degree from an accredited professional nursing education program.

The Board of Nursing (Virginia Code, section 54.1-0037) may refuse to admit a candidate to any examination or refuse to issue a license to any applicant for any of the following causes:

- Abuse, negligent practice, or misappropriation of a patient's or resident's property.
- Conviction of any felony or any misdemeanor involving moral turpitude.
- Practice in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public.
- Unprofessional conduct.
- Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice.

For more information on nursing licensure in Virginia, please see the website for the Virginia Department of Health Professions at http://www.dhp.virginia.gov/nursing/.

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Student Expectations and Responsibilities

Student Expectations

Review Statement of Professionalism

The principles of respect, responsibility, accountability, honor, integrity, caring, compassion, communication, excellence, scholarship, leadership, knowledge, and skills are central to the profession of nursing. We expect each student to integrate these principles as they grow in the nursing profession. The Reynolds AAS Nursing students will demonstrate professional behavior in all settings, following the legal and ethical codes of nursing and Commonwealth of Virginia Nurse Practice Act. Any violation of professional behavior standards may result in suspension or dismissal from the AAS Nursing Program following a hearing with an "ad hoc" Faculty Committee established by the Nursing Program Coordinator for the program (review Behaviors of Professionalism in Appendix B).

Student Responsibilities

Each student is accountable for maintaining a level of competency based on their level of program progression. Recall of previous learning is expected in both the academic and clinical setting. Faculty will include previous program content in course unit and/or final exams.

Each student is responsible for their own transportation to all course assigned clinical learning experiences.

Each student is responsible for medical costs for any injury received while in any clinical setting, including injuries for which testing is required by clinical agencies.

Each student must monitor their progression toward completion of all Reynolds and Program courses to meet graduation requirements (Self-Service Student Center site through My Reynolds account).

Each student is accountable for all college/program policies identified in this student handbook as well as the Reynolds student handbook.

Academic Honesty

Each student has the responsibility to promote the highest standards of academic honesty. The nursing faculty accepts and supports the Reynolds Academic Honesty Policy. Any student believed to be in violation of this policy will be treated according to the procedures described in this policy, this student handbook, and/or the course syllabus. Please refer to Appendix A: Definition of Terms and refer to Reynolds Policy: https://www.reynolds.edu/policy/instructional/2-07.pdf

Any student who violates the Academic Honesty Policy may not register (continue) in the next nursing course until a college or program outcome has been identified which includes:

- Plagiarizing nursing care plan, course, or clinical assignments without correct citations
- Submitting documents used in a previous, or another nursing course
- Cheating during a quiz, test, or exam
- Altering graded exam forms and/or other test answer sheets
- Discussing assessment/evaluation items with other students by any manner which includes test or quiz questions, simulation, and/or clinical details for both giving information or asking for details from another student

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- Other criteria identified in the College Student Handbook, or as applied to the clinical learning environment (i.e., false documentation)

Course Assignments

Each student assumes full responsibility for the content and integrity of the coursework they submit. Therefore, to assist each student in observing academic integrity, the following guidelines have been developed as follows:

- Each student must do their own work and submit only his/her own work, unless otherwise permitted by the instructor
- American Psychological Association (A.P.A) current format and citation style is required for all written assignments as well as citation of references
- A student may collaborate or cooperate with other students on assignments or examinations only as directed by the faculty
- Each student must follow all written and/or oral instructions given by faculty member(s) or designated college representatives for taking exams, placement assessments, quizzes, and other evaluative instruments
- Each student must understand that to resubmit work completed for a previous course is a violation of the Reynolds Academic Honesty Policy

Nursing Course Exams | Assessments | Reviews

All nursing exams are confidential and the property of the nursing faculty and the AAS Nursing Program. No student may divulge any question on an exam to any individual. The unauthorized possession, reproduction, or disclosure of any exam materials, including the nature or content of exam questions, before, during, or after the exam, using any method, is in violation of the Academic Honesty Policy.

Each student must turn all cell phones and electronics are placed in the "off" position during an exam or assessment. The use of earbuds, headphones/sets, smartwatches, or other electronic devices other than the device used to take the exam or assessment on is strictly prohibited during exams. **ALL ELECTRONIC DEVICES** will be placed in the student's book bag or placed on the desk of the faculty member during the exam or assessment or during an exam or assessment review. Each student will place all belongings brought to class in a designated area during an exam/assessment/review if directed. A student may not retrieve anything from these belongings while the exam/assessment/review is in process. *No food or beverages are permitted during the examination at any time.*

Confidentiality

Any violation of the Health Insurance Portability and Accountability Act (HIPAA), which protects the privacy of individually identifiable health information; including, but not limited to, a breach in confidentiality is grounds for dismissal from the Nursing Program. In addition, additional charges may be filed against the student(s) by the healthcare agency.

Faculty/Student Communications [Updated May 2023]

All nursing faculty have telephone voicemail boxes, as well as email addresses, which are listed in the Reynolds Directory. All registered students have a Reynolds/VCCS student email account (@email.vccs.edu). Students are responsible for checking the applicable Canvas course website for each nursing course and their Reynolds/VCCS student email account at a minimum of every 48 hours.

Students are required to use their VCCS email accounts (@email.vccs.edu) to communicate with faculty members and other college personnel; students should check their email accounts regularly. In addition, important announcements will be made within each Canvas Level Shell.

Faculty response to emails: Faculty members will respond to questions or concerns within 24 to 48 hours during business hours (Monday through Friday), most of the time but responses may be delayed due to availability, such as clinical days.

Additional contact: Faculty members are happy to take phone calls, if they are unavailable, you can leave a message and they will respond as soon as possible. Remember, response times to questions or concerns about the course via a phone call may be delayed. Faculty members will not respond to questions or concerns about course materials via text, but an email is the best way to ask a question or comment using the VCCS email system.

Graded assignment response time: Faculty members will do their best to grade assignments and provide feedback within five business days of the due date as scheduling permits.

Chain of Command

Students are to follow the proper chain of command when bringing forth academic or programmatic concerns as follows:

The first line of communication is the student's didactic or clinical instructor. If the resolution is not achieved after discussing the issue with the individual faculty member, then the next step is to schedule an appointment with the Nursing Program Coordinator. If a resolution is not achieved after discussion with the individual faculty and Nursing Program Coordinator, the student should notify the individual faculty and the Nursing Program Coordinator of their desire to schedule a meeting with the Dean of the School of Health Professions. This meeting will include the student, individual faculty, the Nursing Program Coordinator, and the Dean.

Social Media Policy

The purpose of this policy is to provide guidelines for the appropriate use of and conduct on, social media sites. Once an individual becomes a student in a professional Nursing Program, their public visibility options on social media are changed and they are subject to scrutiny by a wider audience, including future employers (see National Council of State Boards of Nursing Brochure) with the following below:

- Do not post confidential or sensitive information about Reynolds Community College or its community affiliates including patients, other students, faculty, or staff
- Do not post comments or use language that could reflect poorly on you, the college, or the Nursing Program
- Understand that each student who participates in social networking is also representing Reynolds Community College, and the Nursing Program
- A student must always conduct themselves professionally in all social settings, virtual or otherwise
- Use privacy settings when appropriate
- A student in the AAS Nursing program does not have college permission to use the Reynolds Community College name
- A student in the AAS Nursing program does not have permission to discuss faculty members, clients, or other students
- A student in the AAS Nursing program does not have permission to use images of the program, the college, or any faculty or staff

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- Each student must understand that what the student writes/posts in any format print or online is their responsibility, and so are any repercussions
- The consequences of violating this policy may include disciplinary action up to and/or including dismissal from the Nursing Program (see HIPPA statements later in this Student Handbook)

Campus Resources

Academic Advising

A nursing faculty advisor will be assigned to each student entering or re-entering the Nursing Program. Usually, this advisor will remain the same throughout the student's enrollment in the program and will assist the student with academic advising issues and other matriculation matters throughout the program's duration. It is the student's responsibility to contact the assigned advisor during their first semester in the program. Prior to each meeting, students must access and review their updated Academic Requirements which detail all requirements in their chosen degree plan. Academic advising generally takes place in November and April, but students are encouraged to meet with their advisor whenever needed.

Financial Assistance

There are several sources of financial aid available to students in the Nursing Program. Rather than seeking full-time employment, students are encouraged to utilize these sources as needed. Students may apply for assistance at any time while in the program. For further information, please visit the Reynolds Financial Aid website: https://www.reynolds.edu/pay_for_college/financial_aid/hours-of-operation.aspx.

Library Resources

The Reynolds Library maintains both print & online nursing resources, including journal and professional articles, books, video, and reference materials.

In addition, there are extensive electronic resources or databases available to all students which include:

- CINAHL Complete (Cumulative Index of Nursing and Allied Health Literature)
- MEDLINE with Full Text
- UpToDate (premier evidence-based clinical decision support service)

Electronic resources can be accessed through the Reynolds Library webpage, https://reynoldslibraries.org/ and specifically from the nursing research guide, https://libguides.reynolds.edu/nursing by using the MyReynolds Username & password to login.

Study rooms, quiet study areas, and computers are available on the second floor of the Downtown Campus.

Mandatory Library Orientation Sessions geared specifically to nursing students are offered to all incoming students as they enter the Nursing Program.

In addition, workshops and research consultations are available on an ongoing basis both in-person and online.

From the Library Webpage, students can access the Chat Service 24/7. The librarians available onsite and virtually are excellent resources and are eager to assist you in seeking reference materials for your assignments.

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Title IX

Title IX is a civil rights law that prohibits discrimination based on sex in educational programs, activities, admission, and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the Title IX Policy with additional Information on Title IX can be located here: https://www.reynolds.edu/title-ix/misconduct.aspx

Student Support Services

Student Support Services coordinates and oversees the following student resources: Reynolds' food pantries, Great Expectations Program, mental health, wellness services, mentoring programs, and other services to help students. Reynolds understands that students must manage their personal lives while taking classes.

For a full list of available services, please visit the student support services webpage: https://www.reynolds.edu/student-support-services/default.aspx

Americans with Disabilities Act and Student Accommodations

Reynolds is committed to compliance with both the letter and spirit of the Americans with Disabilities Act as well as the Rehabilitation Act of 1973 and other laws protecting the rights of individuals with disabilities. Students requesting accommodations need to complete a Request for Accommodations form. Policies developed by the Office of Student Accommodations are applicable to a student receiving services through this department. Visit this website for more information: https://www.reynolds.edu/student_services/accommodations/default.aspx

A student, after meeting with the Office of Student Accommodations, is responsible for submitting the required paperwork to the instructor stating the need for special accommodation with appropriate documentation at the *beginning of the semester*. Any student granted testing accommodation will be permitted to complete course exams the day before, the day of, or the day after the scheduled course exams. Scheduling is to be coordinated with the course faculty member and the Accommodation Center. It is a program goal that no student receiving testing accommodation, has the testing time impact the student's participation in classroom activities.

Each student is responsible for participating in the scheduling of course exams at testing locations. A student who misses scheduled exam appointments will be unable to take the identified exam and will receive the grade identified in the course syllabus.

A student who arrives late for a scheduled exam appointment will have the exam time calculated from the beginning of the scheduled appointment as follows:

A student has time (60 minutes) + one-half (30 minutes) for the exam, therefore, the student has 90 minutes to complete an exam. The scheduled exam time is 9 am but the student arrives to begin the exam at 9:30 am. The 90-minute exam time is calculated based on the 9 am appointment and not the 9:30 am arrival time, thus, the student will only have 60 minutes to complete the scheduled exam.

Matriculation, Progression, and Re-admission to Nursing Program

Students must meet all academic and clinical requirements as stated in this Policy to progress in the Nursing Program. The admission/progression through the AAS Nursing Program is conditional based upon a satisfactory background check, drug screen, health screen, immunizations to include influenza and COVID vaccinations, and any other such documentation that is acceptable by Reynolds, clinical agencies, and/or as required by legislation throughout the curriculum. In addition, students must recognize that requirements may change based on legislation or clinical agency requirements.

Online registration will be opened for a specific timeframe to be determined by the Nursing Program Coordinator and communicated to Progression One Students. Each student is responsible for checking to make sure there are no "Holds" on their account prior to registration. Students will be instructed to register for specific courses and if the courses are registered out of sequence, the student will be instructed to "Drop" the course, or the course will be administratively dropped.

Program Duration [Updated May 2023]

1. This is a full-time 2-year program (Four Semesters/ Four Levels); students enroll with full-time credits as outlined in each semester of the program.

2. Students are expected to complete the program within 2 years (four semesters).

3. Students having a "Leave of Absence" greater than twelve (12) months and who are in good academic standing must complete standardized assessment(s) and skills competency as determined by faculty member before re-entering the Nursing Program.

4. In accordance with the Virginia Community College System Policy (VCCS Policy No. 5.6.3), a student may not enroll in the same course more than **twice** (enrollment is defined as remaining in the course beyond the "Add/Drop" period.

Progression [Updated May 2023]

1. The AAS Nursing Program will identify the courses and sections for enrollment for each eligible student. A student who chooses to register for Nursing (NSG) course(s) out of the established sequence will be notified to "Drop" the course(s) or will be administratively dropped.

2. All Nursing courses must be taken in the sequence as outlined in the VCCS Nursing course progression plan:
   a. Pre-Acceptance: SDV 100 or 101, ENG 111, BIO 141, PSY 230, MTH 133
   b. Semester I: NSG 100, NSG 106, NSG 130, NSG 200, BIO 142
   c. Semester II: NSG 152, NSG 170, BIO 150
   d. Semester III: NSG 210, NSG 211, ENG 112
   e. Semester IV: NSG 230, NSG 252, NSG 270, an elective from the following list: PHI 220 or PHI 227

3. A final course grade must meet the following:
   a. Student must earn a **course grade** of 80% to pass the course progress in the Nursing Program (course grade is rounded) for all nursing courses.

b. In addition, a **weighted exam grade** of 80% (C) or higher is needed to successfully pass the following courses: NSG 100, NSG 200, NSG 152, NSG 170, NSG 210, NSG 211, and NSG 252 (the *weighted exam grade* is not rounded, a student must score a minimum of 80%, a 79.99 would not round, and would be considered below an 80%).

4. All required general education (non-nursing courses) must receive a grade of "C" or better to progress through the AAS Nursing Program. A student may not enroll in the same general education course more than twice.

5. A student who receives less than a "C" in a Nursing (NSG) course may not progress to the next level. If a student does self-enroll in a subsequent NSG course, the student will be administratively dropped.

6. A student must pass the clinical portion of a Nursing course before a theory grade for the course is calculated and submitted to S.I.S. (Student Information System).

7. A student must have a cumulative grade point average (GPA) of 2.0 or above to progress in the program.

Course Failures [Updated May 2023]

a. In the core nursing courses, exams will account for a minimum of 70% of the course grade. Students must earn a **course grade** of 80% to pass the course and progress in the Nursing Program (course grade is rounded) and must achieve a **weighted exam grade** of 80% (C) or higher to successfully pass the course (the *weighted exam grade* is not rounded, a student must score a minimum of 80%, a 79.99 would not round, and would be considered below an 80%). Standardized assessment(s) will count for no more than 5% of the course grade.

b. Students are limited to two (2) attempts in any Nursing (NSG) course. A student who "withdraws failing" (W-Failing), or who receives a "D" or an "F" in the same Nursing (NSG) course or two (2) different Nursing (NSG) courses will not continue in the AAS Nursing Program {*effective Fall 2022*}.

c. Students who are unsuccessful in the clinical or lab component of the course will not be able to pass the course and will result in a grade of "D or F" in the course.

8. A student who fails clinical, based on any aspect of Professional Behavior and/or Safety, *will not be eligible for re-admission to the AAS Nursing Program or apply to the Practical Nursing Program,* and the student will receive a grade of "F" for the course.

9. Any first semester NSG course failure results in reapplication to the nursing program:
    a. Any withdrawal/drop from NSG 100 and or NSG 106, may continue in NSG 200 ad NSG 130.
    b. Failure for NSG 100 but Pass NSG 106; must reapply to the program. If readmitted to the nursing program, the student will be required to repeat the clinical hours requirement.

d. A withdrawal/drop from NSG 170 occurs, the student must withdraw from NSG 152. If a failure occurs in NSG 170, the student will be required to repeat the clinical hours requirement.

e. Any withdrawal/drop from either NSG 252 or NSG 270, will result in a withdrawal/drop from both NSG courses, except for NSG 230.

f. Any withdrawal/drop from NSG 210 or NSG 211, will result in a withdrawal/drop from both NSG 210 and NSG 211.

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g. Re-entry after "W-Failing" or course grade of "D" or "F" in any Level One, Two, Three, or Four NSG course is subject to student eligibility and space availability.

h. A student who does not complete the entire curriculum is ineligible for graduation from the AAS Nursing Program at Reynolds Community College.

i. A student may not re-enter the Nursing Program if on academic warning or if the curricular or cumulative grade point average is less than 2.0.

Math Competency [Updated May 2023]

1. Drug Dosage Calculation (DDC) competency is an expectation in each of the four Levels of the Nursing Program in the following courses: NSG 106, NSG 170, NSG 210/211, and NSG 270.

2. Each student must demonstrate achievement of dosage calculation competency at, or above 90% prior to performing medication administration in the clinical setting.

3. Students must seek remediation with the Nurse Retention Specialist or faculty member after any failed attempt to meet the 90% benchmark.

4. A student will have a maximum of three (3) attempts to achieve the identified level of competency.

5. A student may "drop" from the course if they are unable to pass the Dosage Calculation Exam to avoid a grade of "F."

6. A student who is unsuccessful with the NSG 106 Dosage Calculation Exam cannot be successful in NSG 100 clinical and will need to "drop" from the co-requisite courses NSG 106, NSG 100, NSG 130, and NSG 200 and must reapply to the Nursing Program.

7. If the student cannot pass the Dosage Calculation Exam for Level Two (Second Semester), then the student will "drop" from NSG 170 and NSG 152.

8. If the student cannot pass the Dosage Calculation Exam for Level Three (Third Semester), then the student will "drop" from both NSG 210/211.

9. If the student cannot pass the Dosage Calculation Exam for Level Four (Fourth Semester), then the student will "drop" from NSG 252 and NSG 270 and remain in NSG 230.

- NOTE: If a student is unsuccessful in NSG 106, NSG 170, NSG 210/211, or NSG 270 and will repeat the course, the student will be required to retake the Dosage Calculation Test.

Standards of Conduct [Updated May 2023]

Each student within the Nursing Curriculum automatically assumes responsibility and accountability for themselves, as well as professional judgments and actions. Dismissal from the Nursing Program will be recommended for violators of "Standards of Conduct." Notification of the Virginia Board of Nursing – Complaint Division, will occur if the allegations are founded true if applicable to Licensed Practical Nursing or Certified Nurse Aides who are under the jurisdiction of the Virginia Board of Nursing.

These circumstances include (but are not limited to) the following:

1. If a student is found in violation of any portion of the American Nurses Association (ANA) Code of Ethics, Federal, State, Local laws, or Virginia Board of Nursing regulations.

2. Exhibiting behavior in the clinical area that a faculty member deems potentially life-threatening or may lead to client injury, which can include observations reported by professionals within a healthcare agency.

3. Failing to act in a responsible or prudent manner in fulfilling professional responsibilities.

4. Violation of Reynolds Policy 2-7 for Academic Honesty in any form, including remaining silent when involved.
5. Violation of Reynolds Policy 1-35 Student Conduct (classroom and/or clinical learning environment).

6. Violation of Reynolds Policy 4-17 Student Sexual Misconduct.

7. Being charged with professional misconduct related to their role as a Certified Nursing Assistant or LPN, resulting in the suspension or revoking of a certificate or license. Thus, such a student may not continue in the Nursing Program until the charge is resolved and the certificate or license is reinstated without restrictions.
8. It is a student's responsibility to report any such misconduct. Failure to report such occurrences will result in suspension or dismissal from the program.

Disciplinary Process [Updated May 2023]

1. Notification to the Nursing Program Coordinator of a student action that violates any standard of conduct listed above or demonstrates an action that potentially falls into one of the categories will require notification of the situation to the Dean of School of Health Professions.

2. Violation of College Policy 4-17 Title IX Sexual Misconduct will be managed with the submission of a Behavioral Intervention Team (B.I.T.) Form and the involvement of the Title IX Coordinator (V.P. of Student Affairs).

3. Violation of College Policy 1-35 Student Conduct will be managed with the submission of a Behavioral Intervention Team (B.I.T.) Form and the involvement of the Office of Student Affairs. (Policy 1-35 lists behaviors that fall into this policy).

4. The Dean of the School of Health Professions will manage any violations of the College Policy 2-7 Academic Honesty.

5. Violation of AAS Nursing Program Policies, including acts that compromise patient safety, any portion of the ANA Code of Ethics, Federal, State, or local laws, or Virginia Board of Nursing Regulations will be managed through the AAS Nursing Program.

6. Faculty member is responsible for informing the student of the notification to the Nursing Program Coordinator and/or submission of the Behavioral Intervention Team Form.

7. If the observed behavior involves direct patient care safety, the student will be unable to return to the clinical learning environment until the program or college review process is complete.

8. If this occurs within the AAS Nursing Program, the Nursing Program Coordinator will arrange a hearing date, time, and location within ten business days and provide notification to the following: (a) Student; (b) Witnesses to the event(s); (c) Dean of the School of Health Professions

9. A Hearing Panel will be composed of three (3) AAS Nursing faculty members selected by lottery, plus a facilitator which could include a faculty member who previously had the student in another Nursing course.

10. Disciplinary Hearing outcomes:

    a. Dismissal from the AAS Nursing Program without the right to reapply
    b. Suspension, with conditions to be met prior to returning to the Nursing Program
    c. Changing the final course grade to an "F"
    d. Opportunity to remain in the program with specific behaviors outlined to be maintained

11. Notification of the Hearing Outcome is to be addressed using the address in the SIS system and mailed to the student. If the student fails to provide an accurate address, this does not constitute a failure of the Nursing Program to inform the student of the Hearing Outcome.

Classroom Policies and Professional Behaviors

The teaching-learning process is collaborative and mutually respectful. Participative presence is necessary to facilitate the teaching-learning process. The delivery of healthcare and nursing is a participatory activity and cannot be done without individual and collective involvement and means that your absence affects the learning of others. Missing class and arriving late or not participating in class may affect your grade. It is important to understand that class participation means more than showing up for class.

- Professional communication, in English, is always expected, and in all course learning environments. Unprofessional language or actions while in the learning environment is unacceptable [See Reynolds Student Handbook – Code of Conduct].

- Each student is expected to arrive on time and prepared to be an active participant during the content identified in the Syllabus, and/or Canvas site. The student who arrives late may be unable to enter the classroom until there is a "Break," if one exists, and occurs; this decision is at the discretion of the faculty member.

- Every student is to implement the principles of professionalism in all class activities.

- Any student who identifies a class/course concern is expected to discuss the concern with course faculty as an *initial action*.

- Audio and/or recording of any individual, without their permission is a violation of the law.

- Each student is expected to be honest (and sensitive) in reactions to class discussions.

- Every student is expected to demonstrate classroom courtesy always, which includes taking the closest available seat, not disrupting the class activities in progress, refraining from talking to others, or conducting non-classroom business while the lecture is in progress [this includes texting].

Use of Cell Phones/Recording Systems

- In accordance with Reynolds Community College Policy, cell phones must be "silenced" in classroom/campus lab settings [See Reynolds Student Handbook].

- Cellular (including cell phones and "smart watches") or recording devices cannot be physically on a student, on a desk, or tabletop during any exam or exam review. A student observed in violation of this policy will be considered in violation of the Reynolds Academic Honesty Policy and subject to dismissal from the AAS Nursing Program.

Netiquette Statement

Throughout the progression of the AAS Nursing Program, the following Netiquette rules will be followed:

Each student is expected to:

1. Show respect for the faculty member and for students in the class
2. Respect the privacy of other students
3. E-mail your faculty member if you have questions about the course material or matters

If you feel that a student is behaving inappropriately, please send the faculty member an e-mail message explaining the situation as soon as possible. The purpose is to allow the faculty member the opportunity to manage the situation appropriately without causing an interruption in the course.

A student should not:

1. Show disrespect for the faculty member or students in the class
2. Communicate or facilitate the sending of messages or comments that are threatening, harassing, offensive, or inappropriate in the context
3. Use inappropriate or offensive language
4. Use all uppercase letters in messages -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Failure to adhere to the Netiquette statement will result in a meeting between the student and faculty member of the course. Further action may be taken to the Nursing Program Coordinator, Associate Dean, Dean and, if necessary, the Office of Student Affairs. Ultimate resolution may result in the student being removed from the course and potentially removed from the program.

Alerts & Inclement Weather Communication

Any changes in the course schedule will be announced as determined by the faculty member(s). Announcements can be made using the following: Canvas Course Announcements, Canvas Emails, or text message.

Text Message Alerts: Students can sign up to receive text messages and email alerts about campus emergencies and inclement weather closing at alert.reynolds.edu.

Nursing Student Assessment of Learning

Students in the Nursing Program are required to complete a variety of assignments, unit exams, quizzes, standardized exams, and a final exam for the purposes of assessment of learning. Examples include Drug Dosage Calculations, NCLEX-type questions, remediation, and preparation for success as first-time candidates on the licensing examination. Standardized examinations measure students' nursing knowledge and compare that measurement with the performances of students in similar Nursing Programs throughout the country. These exams serve to help students identify the knowledge areas in which they have performed well and those areas in which they need to review and remediate to be successful in the curriculum.

Tests/Exams [Updated May 2023]

Attendance is expected for all Tests/Exams/Quizzes (assessment)

1. To be excused from a test/exam/quiz, the student must notify the faculty member **before** the beginning of the scheduled test/exam/quiz to schedule a make-up time for that requirement. A student will be excused from a text/exam/quiz only for documented emergencies. If no documentation is provided, then the absence is "**unexcused**" and will receive a "**zero**." An unexcused test/exam/quiz absence is defined as a failure to notify a faculty member either on or before the start of the assessment or if the reason given is unexcused.

2. **No more than ONE (1) make-up assessment is permitted in any course**.

3. Make-up assessment, if permitted by the faculty member, must be completed within three to five (3-5) business days of the original assessment, unless stated differently in a course syllabus [make-up assessment may be formatted differently].

4. A student arriving after a test has started must complete the test by the designated timeframe allotted to the other students and will be graded based on the total point value for that assessment.

5. No quizzes, tests, exams, or standardized assessments can be re-taken.

6. A student who requires testing accommodations must provide faculty with documentation per each course of the requested accommodations and is not retroactive.

7. Each student is encouraged to meet with course faculty or Nurse Retention Specialist to review/analyze each course exam to increase understanding of test-taking strategies, and comprehension of concepts included in the assessment.

8. All test grades are cumulative within a Nursing course.

9. Course examinations are scheduled and weighted by faculty as stated in the course syllabus.

10. Submitted answers will be the only basis on which grades will be determined.

11. Nursing faculty reserve the right to determine test designs, content, and method as determined by regulatory agencies.

12. No test/exam/quiz or standardized assessment questions, answers, or exam review content may be recorded in any form.

13. *No food or beverages will be permitted during a test/quiz/exam/review/standardized assessment.*

Reynolds Community College Nursing Exam and Testing Policy

The Reynolds Nursing Department Exam and Testing Policy are designed to improve NCLEX success and determine progression in the Nursing Program. Tests that determine progression and thus are included in the Weighted Exam Grade, include proctored standardized assessments, faculty-made unit exams, and the faculty-made final exam. Progression exams do *not* include quizzes, pre-class assessments, pre-simulation activities, or classroom learning activities.

For every core Nursing course (NSG 100, NSG 152, NSG 200, NSG 170, NSG 210, NSG 211, NSG 252) there will be a minimum of three exams and one cumulative final exam.

Weighted Exam Grade [Updated May 2023]

In the core nursing courses, exams will account for a minimum of 70% of the course grade. Students must earn a **course grade** of 80% to pass the course and progress in the Nursing Program (the course grade is rounded) and must achieve a **weighted exam grade** of 80% (C) or higher to successfully pass the course (the *weighted exam grade* is not rounded, a student must score a minimum of 80%, a 79.99 would not round, and would be considered below an 80%). Standardized assessment(s) will count for no more than 5% of the course grade.

If the **weighted exam grade** is less than 80%, the highest course grade a student can obtain is a D, which means that the student is unsuccessful in that course. Rounding will adhere to the Nursing Department Policy on rounding found in the Grading Scale section of the AAS Nursing Student Handbook. The requirement of a weighted exam grade of 80% or higher does not apply to NSG 106, NSG 130, NSG 230, or NSG 270.

Required Remediation

A student who scores an 82.5% or below on a course exam must complete remediation with the course faculty member or the Nurse Retention Specialist within ten (10) business days of the course test. Students are responsible for scheduling remediation with the Nurse Retention Specialist or course faculty. Upon completion of required testing remediation, confirmation must be received from the Nurse Retention Specialist for students to receive 0.5 points added to that course exam grade. To receive points, remediation must be completed within ten (10) business days of the course exam. The last unit exam must be remediated prior to the final course exam. Each student may receive a maximum of 0.5 points per course exam that was remediated. The remediation and points policy for students who score above 82.6% is optional. Students scoring an 82.5% or below will be given priority scheduling. No remediation for the final exam(s).

Written Course Assignments [Updated May 2023]

Each student is accountable for meeting identified deadlines for submission of individual assignments within a Nursing course, including clinical assignments:

- If a written assignment is submitted any time after the designated due date and time, 10% will be deducted for every 24 hours the assignment is late and after 48 hours the grade will be a "zero."
- Each student should proofread all written assignments before being submitted for grading. If a student has difficulty proofreading, then they should have someone else proofread the assignment. It is expected that all assignments will meet the standard for college-level written assignments. Spelling and grammar will be included within the grading rubric in addition to the appearance following American Psychological Association (APA) formatting guidelines using the current version.

Standardize Assessment

The AAS Nursing Program has contracted with standardize assessment resource company which is a nursing education learning and resource company to facilitate student success within the program, as well as preparation for the NCLEX-RN® licensure exam.

1. Participation in standardized assignments and associated resources is mandatory.

2. A student must complete each course/program standardized assessment as scheduled by the course faculty. Standardized assessment must be completed prior to submission of a final course grade.

3. Each student should incorporate resources with each Nursing course. Remediation of learning resource questions will facilitate student understanding of content and test-taking strategies.

4. A student will forfeit the opportunity to earn additional points for their final course grade if the assessment is taken after the identified date.

5. Students must have all standardized assessment(s) proctored, either by faculty, staff, and/or electronic monitoring. Any student who does not meet this standard will not receive credit for the assessment score. Each course syllabus will identify the role any learning resource has in the course grading.

Course Grades

Grading Scale

A = 92 – 100%
B = 84 – 91%
C = 80 – 83%
D = 70 – 79% (course failure)
F = 69.99% or below

Clinical performance must be at a satisfactory level to continue or receive credit for the course and have the theory grade calculated.

- If a student receives a "Satisfactory" in clinical, and a "D" or "F" in theory the student will receive the theory letter grade as the final course grade.

- If a student receives an "Unsatisfactory" in clinical, the student will receive a final grade of " D" and may be unable to continue in the Nursing Program.

EXAMPLE:

Clinical /Lab Evaluations + Classroom Average
A student receiving a clinical rating of "Satisfactory" with a theory average of 80 or above will result in the student receiving the letter grade that corresponds to the theory average – e.g., "Satisfactory" + 83 = C

Final Course Grades

- A student who received an incomplete grade must complete the course before progressing to the next level.
- No extra credit is permitted to improve a student's academic average to a passing grade.
- A final course grade must meet the following:
  - Student must earn a **course grade** of 80% to pass the course progress in the Nursing Program (course grade is rounded) for all nursing courses.
  - In addition**, a weighted exam grade** of 80% (C) or higher is needed to successfully pass the following courses: NSG 100, NSG 200, NSG 152, NSG 170, NSG 210, NSG 211, and NSG 252 (the *weighted exam grade* is not rounded, a student must score a minimum of 80%, a 79.99 would not round, and would be considered below an 80%).
  - Standardized assessment(s) will count for no more than 5% of the course grade.

Clinical Policies

Clinical Placements

This program requires clinical placements at a clinical facility. The facility has the right to dismiss any student for any reason. If a student is dismissed from a clinical facility and the student is unable to complete the clinical hours, then a failing grade is assigned. All identified hours must be completed for a Nursing (NSG) course.

The clinical site is where students participate in client care. Students are to adhere to the policies and procedures of the clinical agency, including, but not limited to, confidentiality, client belongings, food and drink, cell phones/electronics, and safety.

Reynolds Community College does not represent or guarantee that a student will be eligible for placement in a clinical agency when a student is accepted into the AAS Nursing Program. Clinical agency providers reserve the right to refuse and/or reject for clinical practice any student whose background, drug screening, health screening, immunization, and/or other required information does not meet the applicable guidelines and agency contract with the college
.
Each student must follow published clinical agency policies and provide safe care. Clinical agencies have the right to dismiss a student from their agency at any time for due cause. This will be done with advance notice except in an emergency. If a student is dismissed from a clinical agency, alternate placement if available will require disclosure of information related to the dismissal. The student must consent to disclosure through completion of a FERPA Form (see Student Privacy and Release of Information below). If a student is dismissed from a clinical site due to a violation of policies and procedures of the clinical site, the Nursing Program, Reynolds Community College, and/or the Virginia Board of Nursing, the student will be dismissed from the AAS Nursing Program.

Contractual Agreements

Students must practice within the contractual agreements between Reynolds Community College and the affiliating agencies and the objectives of the specific course. Students must adhere to the uniform requirements outlined in this handbook and must always conduct themselves in a professional manner within the affiliating agencies.

Student Privacy and Release of Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students. Each student should review Policy 1-26 (Student Privacy and Release of Student Information) at: https://www.reynolds.edu/policy/student-policy/student-procedures/1-26-student-privacy-release-student-information.aspx prior to or on the first day of class.

Before the program can place you in a healthcare agency for clinical experiences, a release of information form must be signed.

Prior to or on the first day of class, each student will be asked to complete a FERPA Form that will be posted to CastleBranch Document Manager®. This is a release of student information form that gives the Nursing Program Coordinator permission to share contact information with a facility and discuss legitimate educational and clinical issues with a clinical facility. A legitimate educational interest is defined as when a college official, such as the Program Coordinator, needs to discuss the student's educational record to secure a clinical placement for a student. Only information that is relevant and necessary to complete the clinical placement will be discussed. Your signature on the release of information form gives the Nursing Program Coordinator permission to share information related to your clinical experience with the educational partner (clinical facility) for the sole purpose of securing a clinical placement (see College Policy 1-26: Student Privacy and Release of Student Information). The Nursing Program Coordinator will share student records with a clinical facility under the following conditions:

1. The student has been dismissed from another clinical site resulting from unprofessional behavior as witnessed by the clinical instructor or clinical staff member(s) or found so by the agency or school by other means.
2. The student has been dismissed from another clinical site due to misconduct or has committed misconduct at any school site or event according to Reynolds Policy 1-35, Student Conduct.
3. The student will be informed when information is shared with the clinical agency.

Clinical Documentation Requirements

Each student must complete certain health and other compliance requirements to attend clinical experiences. Each student must confirm that their CastleBranch Document Manager® account is active for viewing all clinical documents including social security numbers and remains active throughout the program. Each student must have the following documents approved by CastleBranch/Castlebridges. If a student *does not meet* the following criteria or deadlines set forth by the program, participation in direct patient care learning experiences will be *denied*.

The program requires the following based on clinical affiliation agreements with healthcare agencies:

1. Background check /re-check if required
2. Negative Drug screening/testing – is required for admission to the program and cost is the responsibility of the student
3. Physical Health Exam upon admission
4. Titers documenting immunity to measles, mumps, rubella, varicella, and Hepatitis B and/or evidence of re-vaccination (upon admission only)
5. Tetanus or Tdap vaccine within 10 years
6. QuantiFERON® Gold (good for two years) or Negative PPD (2-Step/Annual process) or Negative Chest x-ray (good for two years) **
7. Seasonal Influenza vaccination (annually) received within identified guidelines*
8. COVID-19 vaccination

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9. American Heart Association Basic Life Support for Healthcare Providers (AHA-BLS) CPR
10. Assumption of Risk forms (general and COVID)
11. Professional Boundaries
12. Virginia Board of Nursing Barrier Crimes Acknowledgment Document
13. Social Security Card and/or Green Card
14. Driver's License or government-issued identification
15. Family Educational Rights and Privacy Act (FERPA) Form
16. HIPAA Certification
17. Confidentiality & Security Agreement
18. Any site-specific documents and/or orientation required by the site (Documents vary according to each healthcare facility)

***Note** that those receiving the seasonal influenza vaccine should not receive a live (nasal) form as healthcare agencies may bar the student from clinical for some period after the vaccine; students should receive the **inactive** form.

**TB test requirements will be explained in the Orientation upon acceptance into the Nursing Program.

Documentation Requirements during Program Continuation

The student is responsible for being current in all documentation areas. A student must maintain the following to be eligible to remain enrolled in a Nursing course or progress to the next course:

1. Background Checks update if requested
2. Completion of required clinical agency paperwork by the deadline established by the agency, or the AAS Nursing Program
3. Document approval by CastleBranch®/Castlebridges. A student is responsible for monitoring emails from CastleBranch®/Castlebridges and responding as directed
4. Barrier Crimes Form update if requested

Documentation Requirements for Student Returning After Gaps in Enrollment

A student returning to the program following any gap in enrollment must comply with all requirements at the time of readmission as identified in this student handbook or received in writing from the program.
A student who has a gap in enrollment greater than 12 months in a nursing course must repeat the Background Check and Drug Screening* and may be required to update health, immunization, influenza vaccination/ CPR, and other documents to maintain currency before returning to the Nursing Program.

Student Failure to Submit Timely and Acceptable Documentation

A nursing student who is unable to complete the clinical portion of a Nursing course, due to failure to timely submit documents or failure to have approved documents, will receive an "F" for the clinical portion of their course. If the student chooses to stay in the course past the "drop or withdraw" dates, it will result in a failing grade for the Nursing course.

Professional Behaviors to implement while in a Clinical Learning Environment

Each student should consistently demonstrate those professional behaviors identified in the statement of Behaviors of Professionalism (Appendix B), following the legal and ethical codes of nursing and Commonwealth of Virginia Nurse Practice Act, and the ANA Code of Ethics for Nurses with patients, family members, faculty, interdisciplinary team members, and peers. Each student must follow federal, state, and local laws, as well as Virginia Board of nursing regulations.

1. Each student is to consistently implement principles of safety, accountability, and responsibility

2. Each student is expected to demonstrate accountability by ensuring the safe transfer of patient care to another healthcare individual, under the direction of course faculty, and before leaving the assigned nursing unit. A student will not leave the clinical learning environment without notifying the faculty

3. Professional communication, in English, is always expected, in all clinical learning environments

4. The use of nicotine in any form is not permitted when in uniform, except for a nicotine patch. A student observed using nicotine by a faculty member or member of the staff will be dismissed from the event or facility

5. Drinking alcoholic beverages while in uniform is not permitted

6. Gum is not to be chewed during clinical experiences
7. Food should not be eaten in nursing care areas

8. Use of any audio or visual recording device in a clinical area is prohibited

9. A student will be provided a unit contact number for emergencies

Impaired Student

Each student is expected to attend clinical learning experiences unimpaired by potential side effects from alcohol and/or drugs, over-the-counter and/or prescription medications, and sleep deprivation. A student needs to be aware that even cold and cough medications can impact cognitive and psychomotor function which could impact self as well as patient safety. Any student demonstrating the effects of over-the-counter and/or prescription medications will be directed to leave the clinical learning environment. Clinical faculty may identify additional student safety actions which will be implemented.

Each student needs to recognize personal levels of stress and behavioral responses to the classroom and clinical environment that may impact patient safety or individual performance. Changes in cognitive and psychomotor function related to increased stress levels can impact patient safety. Any student demonstrating effects of altered cognitive and/or psychomotor function related to identified stress/anxiety levels will be directed to leave the clinical learning environment. Clinical faculty may identify additional student safety actions which should be implemented.

Each student is expected to adhere to the college's Substance Abuse Policy for Students. Every nursing student is to demonstrate effective client care in every clinical learning environment unimpaired by the effects of drugs or alcohol. Any nursing student whose performance is impaired by the effects of drugs or alcohol at the college or while representing the college at clinical or other sites may be subject to a random drug screen, disciplinary action, including dismissal, and/or referral to an assistance or rehabilitation program at the discretion of the program

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faculty. Notification regarding the situation to the Dean of Student Services is mandatory [See Reynolds Student Handbook, Code of Conduct].

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

A student working in a clinical setting is accountable for understanding HIPAA. Each student must read the information below and uphold the highest standard of HIPAA. Because of the complexity and importance of compliance with HIPAA legislation, healthcare institutions are required to set up a HIPAA team to provide education and oversee the implementation of HIPAA regulations. HIPAA legislation can be divided into three basic components: administrative simplification, protection of patient privacy, and security of patient data. This article will discuss each section and how it affects you!

Administrative Simplification

The use of computers and other electronic systems has proven to be a tremendous benefit for healthcare providers and patients. However, there has also been a proliferation of different standards and formats for gathering, coding, and storing patient information which, in turn, presents numerous issues with clear communication of data and software compatibility. HIPAA Administrative Simplification provides a common language for the transfer of data and encompasses four sets of regulations: electronic transaction standards, privacy standards, security standards, and unique identifiers.

Privacy Standards

Institutions and healthcare providers must ensure the privacy of protected health information. Protected health information (PHI) is any information that includes the patient's name or other identifiers, such as birth date or medical record number. PHI can be written, spoken, or electronic. HIPAA regulations support "minimal disclosure" which means disclosure of PHI only if it is directly related to treatment and the minimum necessary for the immediate purpose. If disclosure is needed or requested for any other purpose, prior authorization must be obtained from the patient (exceptions discussed below).

Healthcare institutions must provide clear written notice of the allowable use and disclosure of PHI and explain patients' rights to their medical records. Patients must be asked to acknowledge that they have seen this privacy notice. However, if they refuse to sign it, treatment may still be provided.

HIPAA allows exceptions to the requirement for this privacy notice and written acknowledgment:

1. In situations when privacy notices and acknowledgment might prevent or delay timely care. However, the institution must still provide the privacy notice and attempt to obtain written acknowledgment as soon as possible.

2. Disclosure of PHI may be permitted if the patient is given an opportunity to "object" before the disclosure is made, for example, disclosures made to family and friends. Often, family members or friends want to talk to healthcare providers about the patient's treatment or status. Before a healthcare provider can do this, they must ask the patient for permission to do so (or give them a chance to object). If the patient is unable to answer or is not there, the healthcare provider can use their judgment to decide whether to talk to the family member or friend.

3. Disclosures are viewed as "beneficial" to the public such as reporting vital statistics, communicable diseases, adverse reactions to drugs or medical devices, and information related to organ donation.

Security Standards

The healthcare institution must ensure data security. Data must be protected against unauthorized access and other breaches of confidentiality. Policies and procedures must guard passwords, change them frequently and make sure there is no password sharing among staff. Electronic signatures, when required by HIPAA, must comply with standards set by HIPAA. The healthcare institution must also ensure that procedures are in place to remove an employee's access to the facility and electronic systems if they are terminated or reassigned, and audit employee access to electronic systems that contain PHI.

Clinical Setting, Simulation, and Nursing Skills Lab Attendance

Each student must demonstrate achievement of the required hours identified in the Regulations of the Virginia Board of Nursing, and meet hours identified in course credits.

1. In the event of a clinical/simulation/Nursing Skills Lab absence, the student will be required to submit the appropriate documentation regarding the reason for the absence. Reasons for a clinical absence include one's own sickness, death in the immediate family, military orders, or court subpoena. For the absence to be considered excused, the appropriate documentation must be submitted to the instructor. Appropriate documentation includes a prescribing practitioner note for illness, a copy of the funeral program for a death, a copy of the subpoena or military orders. If the student does not provide the appropriate documentation, then the absence will be considered "unexcused" and will not be eligible for a make-up.

2. A student who misses one clinical day due to an excused absence must meet with their clinical faculty within two (2) business days and may receive an assigned makeup date if available. If a student does not attend their scheduled makeup, they will not be able to meet course outcomes and will receive an "F" in the course unless there are extenuating circumstances.

3. A student who misses more than one clinical day will not be able to meet course outcomes and will receive an "F" in the course unless there are extenuating circumstances, and the student must meet with the Nursing Program Coordinator.

4. Each clinical course has a set number of clinical/simulation/Nursing Skills Lab hours that a student must complete to meet course outcomes.
   Note: The course and/or clinical faculty member reserves the right to restrict a student from attending direct client care experiences if there is a concern for safe client care.

5. Simulation is considered part of the required clinical hours and therefore, subject to the same attendance policies as direct patient care experiences.

6. A "No Call/No Show" for a scheduled clinical day will result in an automatic dismissal from the course and course failure.

7. Any student arriving more than 15 minutes late without directly notifying the faculty member may be sent home at the discretion of the faculty. If sent home, the student may be unable to make up the scheduled activity which will result in an unexcused absence.

8. If the student anticipates being late, the student must contact the clinical faculty member directly via text, phone call, or email no later than the clinical/simulation/Nursing Skills Lab start time. It is unacceptable to contact a peer and have them relay the message to the faculty member. If the student is more than 15 minutes late without contacting the faculty member will result in dismissal from the clinical day and will constitute an unexcused absence (See above Number 1, 2, and 3).

Client Safety

Virginia Board of Nursing Regulation states, "A nursing student while enrolled in an approved Nursing Program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned." [18VAC 90-20-96] Each student is responsible to maintain all aspects of patient safety within the academic and clinical environment. (See additional policies/notes related to clinical evaluation).

Each student is expected to address and report to an appropriate official or supervisor, any individuals observed performing an act that risks client safety, is viewed as dishonest or unethical, or stealing of supplies. Listed below are examples:

- Performing a skill that may adversely affect patient safety
- Performing in a dishonest/unethical manner in the classroom or clinical area
- Pilfering unauthorized clinical or academic materials (hospital or college supplies, exams, tutoring course textbooks, or electronic media)

If any healthcare agency should refuse to permit a student to continue to obtain clinical learning experiences at the agency, the program will seek student placement at another facility, based on availability. The program will activate the student's signed FERPA Form and share details related to the reason the first agency has refused to permit the student to remain at that healthcare agency. It may not be reasonably possible to find alternate placement, which the outcome of this event could be student dismissal from the program.

A student must always meet each criterion of the functional health abilities that are listed on the program health form. Examples that prevent a student from attending direct client care learning experiences: a splint or cast, lifting restrictions, side effects or untoward effects of prescribed medications (supportive devices for a student with an injury may put at risk a client's safety during a transfer or other nursing care intervention).

Exposure/Development of Communicable Disease

If a student has been exposed to a communicable disease, the student must immediately contact the Nursing Program Coordinator to report exposure. It will be left to the discretion of the Nursing Program Coordinator, in conjunction with the faculty and agency staff, to determine if it is safe for the student to attend clinical assignments. Any student diagnosed with a communicable disease is required to present documentation to the Nursing Program Coordinator indicating that they are no longer infectious before they will be allowed to participate in classroom/clinical activities/Nursing Skills Lab/simulations.

Incident/Infection Exposure Policy

While in the clinical setting, if the student is exposed to an infectious agent or becomes injured, they are to immediately report the incident to their clinical faculty member. Exposure policies of the clinical affiliate are to be followed by the student at the time of the exposure, which may include testing of the student for Hepatitis B, Hepatitis C, HIV, and TB. Students will be required to pay for their own testing and may obtain these tests through their personal physician or other outpatient facilities. In the case of an incident/infectious exposure, the student

must complete an Incident Report Form:

Significant Health Event

If a student suffers a significant health event impacting their ability to continue in the program, completion, and submission of the Medical Release Form (Appendix C) is required before the student can return to the clinical/simulation/Nursing Skills Lab setting. The form must indicate the student can fully participate in all aspects of clinical, simulation, and Nursing Skills Lab. This documentation must be submitted to the Nursing Program Coordinator before the student will be permitted to return to the clinical setting.

NOTE: A student cannot participate in direct patient care with a splint, cast, or any appliance that can compromise patient safety.

Clinical Course Requirements

Weekly Evaluation

A clinical evaluation will be completed weekly to ensure that the student is meeting the learning outcomes based on clinical performance. A student who receives a *Needs Improvement (*NI), or *Unsatisfactory* (U) mid-term performance rating will be expected to develop a written action plan indicating what the student will demonstrate to meet clinical outcomes over the remainder of the course

Mid-Term Evaluation

Prior to the withdrawal date for each clinical Nursing course, the student will receive an evaluation of their clinical performance. The information contained in the weekly evaluation will be used as the basis for this evaluation. Documentation of the meeting, review of the evaluation, and maintenance will be performed by the faculty member for submission to the Nursing Program Coordinator, and subsequently will be placed in the student's program file.

Clinical Evaluation Tool

The Clinical Evaluation Tool includes the criteria used to evaluate the student's clinical performance. The outcomes on the tool are the standards that will be used to measure Satisfactory (S), Needs Improvement (NI), and Unsatisfactory (U) performance. A satisfactory performance indicates that the student has met all outcome standards, performs consistently at the expected level, and demonstrates growth (progress).

- Each student is expected to perform safely in **all** areas of client care on a consistent basis.
- Unsafe practice in the clinical area will result in documented unsatisfactory performance for the clinical experience.
- Mid-term evaluations may include acknowledgement of "Needs Improvement" evaluation for clinical outcomes.
- It is expected that the student, with faculty support, will continue to demonstrate growth to a satisfactory level of performance to successfully meet all clinical outcomes for the course.
- If the instructor observes, or learns of, serious compromise of client safety, it will result in clinical failure and subsequent course failure.

- If a healthcare agency, or other learning experience requests that a student be removed from the facility because of compromised client safety, the student will receive a failing grade for the clinical portion of the course.
- **All clinical outcomes must be rated at a "Satisfactory" level by the conclusion of the course**

Clinical Grades

Clinical laboratory performance must be at a satisfactory level to continue or to receive credit for the course and have the theory grade calculated. If a student receives a "Satisfactory" in clinical, and a "D" or "F" in theory the student will receive the theory letter grade as the final course grade.

Clinical Evaluation

Each student is accountable for meeting identified clinical learning experience outcomes. A student who is not demonstrating progression toward mastery of the clinical outcomes will be notified both verbally and in writing by the student's clinical faculty member.

Clinical Evaluation Policies

Nursing Process is the foundation for nursing practice and is the major focus in the evaluation process. Knowledge and skill in nursing actions embedded in the process serve as the basis for evaluation. The clinical evaluation tool provides data relative to the student's progress toward achievement of specified outcomes. Faculty and student anecdotal records serve as a method to assess the student's observed knowledge and skill as demonstrated through the Nursing Process.

Clinical performance will be evaluated using "Criteria for Clinical Evaluation" and Course Outcome Standards as criteria

Personal qualities, attitudes, skills, and clinical reasoning of the student in the clinical area will be evaluated based on anecdotal notes maintained by both faculty member and student. These notes will be discussed in individual conferences and used for guidance purposes. Standards for clinical laboratory learning must be maintained at all times. Guidelines for grading may vary slightly in different clinical Nursing courses. These variations will be clearly outlined in the syllabi of those courses.

Final Evaluation of Achievement of Clinical Outcomes

The faculty member(s) will complete a Final Evaluation, the student must demonstrate satisfactory performance within each outcome to receive a S*atisfactory* for the clinical component of the course.

Passing clinical is the criteria that must be met to have a theory grade calculated for submission into SIS except for NSG 270.

Clinical Warning

Clinical Warning is a formal process which provides a student an opportunity to focus on learning experiences which demonstrate growth toward clinical outcomes.

1. A "Plan for Success" will be initiated by the clinical faculty member and will identify the specific areas of concern observed.
2. The student is expected to sign the "Plan for Success" indicating that they had the opportunity to read and discuss the observed behaviors.
3. The student will develop a written plan for clinical growth that focuses on the identified areas or outcomes of concerns.

4. The clinical faculty member and student will communicate weekly through completion of the student's weekly self-evaluation. The student and faculty member will review/revise and document clinical growth that includes identified areas or outcomes of concern.
5. "Plan for Success" status will end with the achievement of the clinical outcomes of the course.
6. A student who withdraws from the course with an active "Plan for Success," and is eligible to return to the program, will have the "Plan for Success" re-activated, regardless of the course, or clinical faculty member, unless specifically documented as resolved by all parties. The "Plan for Success" will remain until a Final Clinical Evaluation demonstrates "Satisfactory" achievement of clinical outcomes.
7. The student who fails to demonstrate achievement of the clinical outcomes will receive a failing grade for the clinical learning experience.
8. A student who receives a failing evaluation during the clinical learning experience will not be eligible for enrollment in the Practical Nursing Program.

Nursing Skills Lab Policies

Attendance is expected for all skills/simulation laboratories. Scheduled participation absences will be addressed in individual course syllabus. A student may be assigned an alternate assignment that meets Board of Nursing criteria for direct patient care hours. Simulation hours may be counted as laboratory or clinical hours based upon course requirements.

Nursing Skills Lab Attendance

A student who is late/absent from laboratory experiences must demonstrate all missed learning competencies validated by faculty member evaluation prior to attending clinical where direct client care requires the competency. The campus Nursing Skills Lab must be made up within one week, or as identified in the course syllabus. A student who does not call or notify the laboratory faculty member (within a verifiable manner, such as text, phone, or email) and obtain permission from the faculty member to be absent from Nursing Skills Lab will be noted as having an *unexcused absence* and placed on clinical warning related to "Accountability."

A student who arrives more than fifteen (15) minutes late without notification to the laboratory faculty member will be placed on clinical warning related to "Accountability". The student without notification may be sent home at the discretion of the instructor based on the expectations of the student assignment. A student who is sent home will have this absence considered *unexcused*. Repeated tardiness will be noted on the Clinical Warning Form and could result in the student failing to meet the clinical outcomes for the course.

The course and/or clinical faculty member reserves the right to restrict a student from attending direct client care experiences after any missed campus lab, if any part of that lab is deemed necessary by the faculty member for safe client care in that week of clinical practice. This may occur even if the laboratory skill is in one course and the clinical hours are in another course.

Nurse Skills Lab Expectations

1. Each student is responsible for keeping the college nursing skill and simulation laboratory areas neat and orderly. This means returning all equipment to its proper place, taking personal belongings when leaving the laboratory, and discarding used paper and supplies in the appropriate containers immediately after use.

2. Each student is expected to follow the published Simulation and Nursing Skills Lab Policies and Guidelines (See Appendix D: Nursing Skills Lab Safety Rules and Appendix E: Simulation Laboratory Usage and Safety Rules).

3. The Nursing Program seeks to support a student who misses time due to civic responsibilities (e.g., jury duty or military service). However, this student must consult with Nursing Program Coordinator in advance.

Dress Code Policy

Clients have the right to know the identity of the people caring for them. A student's appearance reflects professionalism and is representative of the Reynolds AAS Nursing Program. Each student will wear the school uniform in the clinical setting. Any specific adaptations will be written in course syllabi or communicated by the individual clinical instructor. Each student must also adhere to any additional dress codes required by the clinical agencies. Any student who does not meet the standards identified below will be asked to leave the clinical agency and be required to make up missed learning experiences if available, based on the stated clinical attendance policy.

Each student in uniform must meet the following standards:

Uniform
- Uniform dress must be consistent in all clinical, simulations, Nursing Skills Labs.
- Color of uniform must match the uniform identified by the AAS Nursing Program.
- The program patch must be sewn, glued or iron fused to the left arm of the uniform top. Patch must remain completely *secured*.
- A Reynolds Student Picture ID, which states "Professional Nursing Student" is to be always worn on the uniform top.
- The uniform must be clean, pressed, and be in good repair with no obvious stains.
- The uniform must fit appropriately without evidence of being tight-fitting, such as creases, rolling or pulling, or with pant leg extending beyond the top of the shoe.
- Underwear should not be visible through the uniform, or over the top of the scrub bottoms of the uniform.
- No Lab Coats in the clinical environment.
- A solid white or black, short-sleeved, or long-sleeved tee shirt may be worn under uniform top. Course and/or clinical faculty will identify any exceptions to this standard.

Foot and Leg Wear
- Nursing style shoes must be clean and solid in color, either white or black. No athletic shoes displaying color designs/laces or logos may be worn.
- Shoes must be closed-toe and closed heel, puncture resistant, and impervious to fluids [no mesh fabric shoes].
- Socks must correspond to shoe color, such as black shoe color/black socks or white shoe color/white socks.

Hair
- Hairstyles must be clean, well kept, conservative, and neatly arranged above the uniform collar.
- Beards, mustaches, and sideburns must be neatly trimmed.
- No caps, bows, hairbands, bandanas, or ribbons are to be worn in the hair.
- Hair color must be a natural color i.e., black, brown, silver/gray, blonde or natural looking reds. Unnatural dye colors, tips, and/or streaks are prohibited.

Jewelry/Body Modifications
- Jewelry will be limited to ONLY two pairs of small stud earrings.

- Gauges are not permitted. Ear spacers must be flesh tone.
- A student may not wear facial or oral jewelry of any kind.
- Loop/dangling earrings, bracelets, necklaces, wristwatches, and rings of any kind are prohibited.
- Students must be bare from elbow down, with exception of personal protective equipment, when working directly with clinical patients.
- Tattoos must be covered. Course and/or clinical faculty member will identify specific healthcare agency policies.

Nails

- Fingernails must be clean, groomed, and no longer than the ends of the fingertips.
- All fingernail polishes, artificial nails, acrylic overlays, nail tats, etc. are prohibited due to the related patient infection risk.
- If you were not born with it, it is artificial and therefore prohibited.

Miscellaneous

- Cell phones may only be used for academic purposes (i.e., drug information, pathophysiology, Nursing Process, patient teaching, lab values)
- No perfume, cologne, or after-shave is to be worn in the classroom, clinical, skills lab, or simulation settings.
- Make-up must be discreet and of limited quantity.
- A student must be clean, neat, and free of odor.
- Equipment needed in the clinical setting includes a stethoscope, pen lights, ball point pen, a pocket notebook, and any required clinical documents.
- Use of clipboards/large notebooks may provide a means to spread organisms and should not be carried into patient rooms.
- Smoking, use of smokeless tobacco, or alternative forms of "smoking" (i.e., electronic cigarette) is prohibited when in uniform. Any form of "smoking" is nationally prohibited within a healthcare agency.

Recognition Ceremony and Graduation

Recognition Ceremony

The School of Nursing at Reynolds Community College has determined this ceremony will be scheduled twice a year (January and May). Students must meet the following to participate in the Professional Recognition Pinning Ceremony and/or Commencement:

- Completed all program requirements with a grade of C (80%) or better
- File application for graduation with Central Records and Admissions by the College's deadline date
- Meet all graduation requirements
- Be in good standing with the Nursing Program
- Follow the Dress Code for Pinning Ceremony
- Faculty has the discretion to deny student participation in the Pinning Ceremony, if a student is not following policies and procedures of the Nursing Program

Graduation

- Each student is responsible and accountable to meet all college expectations for graduation.
- Each student must complete an application for graduation as dictated by the college.
- A student who does not complete the applicable program coursework is ineligible for graduation from the Reynolds Community College AAS Nursing Program.
- Each student is responsible to participate in the Graduate Follow up Survey six months after graduation.

Appendix A: Definition of Terms

Terms	Examples include but are not limited to:
Plagiarism is the representation of the words and/or ideas of another as one's own in any academic assignment	Stealing or downloading the entire text of a paper, cutting, and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material
Cheating is using or attempting to use unauthorized materials, information, or study aids in any graded assignment	Copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other cellular devices during exams or other assignments
Fabrication is the falsification of any information or citation in any academic assignment	Inventing sources, data, or citations for a paper or assignment.
Facilitation is knowingly aiding or abetting acts of academic dishonesty	Assisting others to cheat or plagiarize or participating in a conspiracy to cheat
Misrepresentation is engaging in acts of deception or forgery in an academic context	Misrepresenting one's own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student's skill level

Appendix B: Behaviors of Professionalism

The ability to demonstrate professionalism is part of the pursuit of becoming an excellent nurse that displays compassion, empathy, and commitment regardless of their level of nursing. In addition, the exceptional nursing student is committed to personal growth and professional development throughout their education and career.

As defined by the American Nurses Association, "Nursing is the protections, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care if individuals, families, communities, and populations." Thus, demonstrating professionalism in nursing is a firm commitment to nursing profession and dedication to provide the highest quality of care to all patients while safeguarding the principles of accountability, respect, and integrity.

When a nursing student demonstrates professionalism, then all parties benefit such as patients, healthcare team members, and support staff which then promotes:

1. Better care of patients
2. Improved team communication
3. Increased accountability
4. Positive clinical environment

Professionalism in Nursing

1. **Advocate for Patients**
   Putting patients first! Upholding patients' rights is important and care about how they feel. Always treat patients with kindness, respect, and compassion, and listen to their preferences and concerns. Be prepared to always serve as an advocate for your patients and act in their best interest.

2. **Communicate Effectively**
   It is imperative for nursing professional to always communicate clearly and effectively. Ensure to use terms that are easily understood by your patients and family members. You should take reasonable steps to meet the patient's language and communication needs, such as using the language line. It is important to communicate effectively by keeping clear and accurate patient records, maintain good interprofessional teamwork, and handoff skills (SBAR).

3. **Work as a Team**
   As a nursing student, you are acting as part of a team; therefore, is vital to have a collaborative attitude and value the contributions of others. As a team member, you will need to be open to receive advice and constructive criticism along with offering your peers both praise and constructive feedback on their work to help foster a more educated and effective team. Mentoring and helping each other will strengthen bonds within the team and provides professional growth experience for all team members.

4. **Keep a Positive Attitude**
   It is important to maintain a positive attitude to succeed in nursing. Remember that patients are looking to you not only to provide excellent care but provide emotional support as well. During this pursuit of nursing, you will face many challenges, and you will not do everything perfectly. You should not allow yourself to get weighted down by "negative self-talk," because this can affect your ability to provide the best care for your patients and take a toll of your mental health.

5. **Deliver Top-Quality Care**
   Uphold the standard of care by always delivering evidence-based care through keeping your knowledge and skills updated. As a patient advocate, you can help prevent medical errors by ensuring your

knowledge base or any advice offered is up-to-date by research. As you grow within the nursing profession, you can expand your knowledge to specialty areas or invest in advancing your education.

6. **Maintain Your Integrity**
   For those in the nursing profession, it is important to maintain integrity by taking personal responsibility and being accountable for any mistakes. You must stay actively engaged in the care process, but also recognize your own limitations and ask for help when needed. When you make a mistake, you should offer a salutation for correction. For example, upon realizing that you have made an error within a patient record, it is vital to notify the necessary team member to have it resolved.

It involves both personal and professional development to become an excellent nurse. In order to demonstrate professionalism in nursing, focus on the following skills:

- **Conflict Resolution**
  Use the "Chain of Command" to resolve issues (see section on Chain of Command). In addition, you could assist two parties, like a patient and physician, to find a realistic and peaceful solution to a conflict.

- **Critical Thinking**
  Decisions are based upon data and unbiased analysis. For example, you suggest a lifestyle change to a patient based on scientific evidence and not personal opinion.

- **Attention to Detail**
  Adherence to each order in the nursing care plan and maintain meticulous clear notes in the patient record. Double-checking yourself will help avoid mistakes that might affect patient care.

- **Adaptability**
  The ability to alter the approach when the situation dictates. For example, your patient has an infectious disease, and you implement safety protocols as the situation indicates.

- **Leadership**
  Ability to motivate yourself and others to achieve a specific goal. For example, maintain current knowledge about health condition and treatment and this information is shared with team members.

- **Ability to Grow**
  Take time to work on personal growth which can help you understand your goals, strengths, and weaknesses.

University of St. Augustine for Health Sciences, "The Importance of Professionalism in Nursing," June 2020: Professionalism in Nursing: Why it's Important | USAHS

Appendix C: Medical Release Form

School of Nursing Return to Program Medical Release Form

Term/Year: _____

Student Name: _____ I.D. #: _____

Street Address: _____

Course: _____

Functional Skills Requirement

A student in any Nursing Program must be able to demonstrate the following functional skills:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light.
- Sufficient hearing to (1) hear a baby's cry; (2) hear an elderly patient's whisper without facing the patient; (3) hear audible alarms and sounds; (4) communicate with patients and members of healthcare delivery team; (5) monitor patients using electronic equipment; and (6) auscultate physical assessment data – such as blood pressure, and heart sounds
- Satisfactory speaking skills to effectively communicate in English in a timely manner and to effectively interact with patients, families, and healthcare team members
- Accurate writing skills to meet time constraints for documentation of client assessment and outcome of nursing care, as well as course written assignments. Correct spelling and grammar are mandatory
- Ability to read, understand, and implement written directions
- Sufficient bilateral finger dexterity to manipulate equipment
- Sufficient strength and mobility to lift, stoop or bend in the delivery of safe nursing care
- Satisfactory physical strength and endurance to stand for extended periods and to move immobile patients (70 pounds)
- Intellectual ability and emotional function to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks

This student able to meet the functional requirements listed above and to return to the clinical setting without restrictions.

Name (printed): _____

Signature: _____

Date: _____

Appendix D: Nursing Skills Lab Safety Rules

- No eating or drinking in the lab except for bottled water.
- No smoking in the lab.
- All furniture and equipment should be used in the manner intended by the manufacturer.
- Horseplay or practical jokes cause accidents and, therefore, have no place in the laboratory.
- Always use proper body mechanics.
- Maintain a broad base of support by keeping the feet 6-8 inches apart.
- Use the stronger and larger muscles of your body, which are in the shoulders, upper arms, thighs, and hips.
- Bend from the hips and knees to get close to an object.
- Use the weight of the body to help push or pull an object.
- Whenever possible, push or pull rather than lift.
- Carry heavy objects close to the body.
- Avoid twisting the body as you work; turn feet and entire body and face the direction in which you are working.
- Avoid unnecessary bending and reaching and bending for prolonged periods of time.
- Get help from a co-worker to move heavy objects or patients when necessary.
- While working with a partner in patient simulations, observe all safety precautions taught in caring for a patient.
- Do not operate or use any equipment until instructed how to use it.
- Check labels three times before contents are used and discard unlabeled bottles.
- Refer to the SDS manual as needed. Remember: Some solutions can cause injury or be poisonous; therefore, avoid contact with the eyes and skin and need to be used as directed.
- Attend immediately to the removal of spilled liquids, broken glass, and other trash
- Report any injury to the instructor immediately.
- Know the location of and how to operate the fire alarm and the fire extinguishers; all exits must be marked clearly with exit signs.
- Wear closed toe flat shoes only, unless in bed.
- If a latex allergy or betadine allergy exists or is expected, please notify the clinical instructor or lab personnel.
- Identify all personal items with your name; keep purses and wallets with you
- All simulated needles should be safety capped and disposed of in the red sharps containers; all syringe boxes, syringes and needles must remain in the nursing lab.
- At the end of the lab, students and instructors should leave the lab area neat.
- All chairs should be placed under the table.
- All over bed tables should be at the foot of the beds, and beds should be locked and in the low position.
- If linens are soiled, they should be put in the hampers.
- All beds must be made up neatly.
- All equipment should be put back in boxes and on the carts.
- Students will not be allowed in the lab without direct supervision by a nursing faculty member.
- No lab equipment is to be removed from the lab without completion of the proper form.
- Cell phones must be turned off in the lab. All other handheld technological devices are to be used only when instructed by the faculty member.

Appendix E: Simulation Laboratory Usage and Safety Rules

- No students are allowed to use the simulation lab without the permission of the instructor.
- All bags and personal belongings are to be left in the debriefing room as they can be hazardous to the laboratory environment.
- No foods or liquids are allowed near the manikins or in the laboratory; they shall be left in the debriefing room with other belongings.
- The debriefing room is to be locked when there are no students present to attend their belongings. The instructor in charge will receive a key to the room at the beginning of the session and will return the key at the end of the session.
- Instructors are to follow and consult the Simulation Laboratory Technician in charge to ensure best outcomes and prevent any damage to the laboratory equipment.
- Students are to follow the instructor's directions.
- If any damage or malfunction occurs, it must be reported to the technician in charge immediately at 804-523-5375. If the technician is not available, report as soon as reasonably possible. If a dangerous condition exists, report to security at (804) 523-5219.
- In addition, students are expected to adhere to the Nursing Skills Lab Safety Rules while in the Simulation Lab as listed within Appendix D.