DANVILLE COMMUNITY COLLEGE



NURSING PROGRAM HANDBOOK

Health Science – Practical Nursing Specialization

ASSOCIATE of APPLIED SCIENCE DEGREE

Health Science- Registered Nurse

ASSOCIATE of APPLIED SCIENCE DEGREE

Academic Year 2024-2025

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Associate of Applied Science-Practical Nursing

INTRODUCTION (LPN)

Welcome to Danville Community College and the Health Science – Practical Nursing Specialization Associate of Applied Science (AAS) – Nursing Program. The faculty and staff will help to facilitate your goal of completing the program and becoming a LPN. This handbook contains the policies and procedures specific to Danville Community College's LPN Program. It is intended to be used by nursing faculty and students in conjunction with the DCC Student Handbook and Catalog. You will be asked to sign a statement that verifies that you understand the contents and agree to comply with the conditions contained within the Handbook while you are a student in the DCC Licensed Practical Nursing (LPN) Program (Appendix I).

It is important you understand and accept that you are entering a career that requires discipline, mature behavior, a professional attitude, and responsible decision-making. Two additional qualities we expect in each student are accountability and professionalism. Everyone associated with this program, students and faculty alike, are expected to exhibit professional behavior in the academic and clinical settings at all times. Maturity, knowledge and skill, as well as a responsibility to self and others are hallmarks of the professionalism expected of you throughout the program and your professional career. Commitment to the education process in the nursing program is a professional responsibility, so you must plan your educational path accordingly. In addition to professional behaviors, the successful student in this program will exhibit the highest ethical standards required of practical nurses, including but not limited to, truth, honesty, fairness and commitment to caring. Students in the LPN program will adhere to the legal requirements for students in helping professions as described in the Nurse Practice Act of the Virginia Board of Nursing.

Personal flexibility is essential to meet the needs and demands of the nursing program. The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations may necessitate immediate changes in the program's course content, policies, procedures, and course scheduling. Therefore, be prepared for possible changes in class or clinical schedules that may require adjustments to your personal schedule.

Completion of the DCC LPN Program leads to career opportunities and personal satisfaction. If you have problems meeting the expectations of the program, consult your faculty advisor or the instructor. Faculty members want to help you acquire the necessary knowledge and skills to be a nurse and will work with you to accomplish your educational goals. Students and faculty work together with mutual respect to make your educational experience a positive one.

Professional Responsibility and Role:

Licensed practical nurses (LPNs) care for people, newborn through aged, who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses. LPNs measure and record clients' vital signs, prepare and administer medications, injections and enemas, monitor catheters, and dress wounds. They assist with clients' daily activities that they are unable to perform themselves due to illness or disability. LPNs collect samples for testing, perform routine laboratory tests, and record food and fluid intake and output. They also monitor their clients and report adverse reactions to medications or treatments. LPNs gather information from clients, including their health history and how they are currently feeling. They reinforce teaching to clients and their family members about their care. LPNs may be in charge positions in long-term care facilities, with responsibility for residents' care and health monitoring and supervision of nursing assistants.

Philosophy

The faculty of the Practical Nursing Department accepts the philosophy and purpose of Danville Community College as a basis for developing the program. In addition, the faculty believes that:

Every individual is a unique being who has value and worth and the potential to change and grow.

Health is a desirable quality of life that enables an individual to experience physical, emotional and psychological well-being. Each person in our society has the right to health care that is affordable, obtainable, and delivered in a competent and respectful manner.

Nursing is a blend of humanistic and scientific aspects of health care designed to promote and maintain an optimal health status for patients of all ages.

PROGRAM PURPOSE

The purpose of the PN curriculum is to prepare students to provide safe and effective nursing care for patients with common health problems as defined by the role of the practical nurse, as well as to collaborate effectively with all members of the healthcare team. Graduates will

provide clinically competent, contemporary care that meets the needs of individuals, families, and communities across the lifespan. Upon successful completion of the curriculum, the graduate will be eligible to apply to take the NCLEX-PN® examination leading to licensure as a practical nurse.

Program Outcomes

The terminal outcomes for the DCC Practical Nursing Program are:

Educate graduates to deliver safe, patient centered nursing care to a diverse population with health alterations in structured health care settings.

Eighty percent of most recent graduates pass the NCLEX-PN exam as first-time test takers within 12 months.

Seventy percent of students who start the first semester will graduate within 150% of the program length.

Eighty percent of graduates will indicate employment as a practical nurse within 6 – 12 months after graduation.

Student Learning Outcomes (GRADUATES) (PN)

Upon completion of the program, graduates will be able to:

1. Assist in assessing the client's physical and mental health.
2. Contribute to the development and implementation of the health care plan.
3. Record and report the nursing care rendered and the client's response to care.
4. Communicate with patients, families, and other members of the health care team.
5. Identify legal-ethical issues, and self-limitations in the provision of patient care.
6. Serve as contributing members of the community.
7. Engage in additional educational opportunities that will enhance growth.

ACCREDITATION

Danville Community College is one of 23 colleges in the Virginia Community College System. The associate degree curricula of the College have been approved by the State Council of Higher Education for Virginia. DCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033, telephone 404.679.4500 for questions about the accreditation of DCC. *(Note: The commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.)*

Approval

The DCC Practical Nursing Program is approved by the Virginia Board of Nursing to provide practical nursing education in the Commonwealth of Virginia. Contact the Virginia Board of Nursing at Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233 or call 804-367-4515 for questions regarding approval status.
Website: https://www.dhp.virginia.gov/nursing

Virginia Board of Nursing (VBON) Statutes and Regulations

The Virginia Board of Nursing (VBON) requires a background check and fingerprinting when applying for nursing licensure. VBON reserves the right to deny licensure to any applicant who has ever been convicted, pled guilty or nolo contendere to the violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor. This may also include any applicant who has a mental, physical or chemical dependency condition that could interfere with his/her ability to safely practice nursing. For more information, visit Virginia Board of Nursing guidance document 90-55 at https://www.dhp.virginia.gov/nursing/guidelines/90-55CriminalConvictions.doc. For additional information about statutes, regulations, nursing scope of practice, and legal definitions for nurses, visit the board of nursing website at: https://www.dhp.virginia.gov/nursing/leg/Chapter%2030%20Nursing.doc.
Successful completion of the AAS Nursing program does not guarantee licensure or eligibility to practice nursing. All successful graduates are subject to application of licensure rules and fees as set forth by the Virginia Board of Nursing.

National Council Licensure Exam for Registered Nurses (NCLEX-PN)

Upon successful completion of the AAS Nursing program course of study, students will be eligible to apply to take the NCLEX-PN leading to licensure. Registration for NCLEX-PN is a two-step process that begins with application to the Virginia Board of Nursing (VBON) and ends with registration with Pearson VUE through the National Council of State Boards of Nursing (NCSBN). Fees are required for both steps. Please visit NCSBN website for specific requirements/ information at https://www.ncsbn.org/nclex-application-and-registration.htm. Tutorials and candidate bulletin information can be found at https://www.ncsbn.org/1213.htm.

Non-Discrimination Policy

Danville Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. DCC does not discriminate on the basis of 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.

Policies and Procedures (PN)

Acceptance Requirements

All nursing students must successfully complete pre-admission requirements by the specified deadlines that include:

1. High School diploma or GED, or homeschool equivalency.
2. Minimum GPA of 2.0.
3. Non-developmental placement in English (writing and reading) and demonstrated proficiency in mathematics at MDE 10 or its equivalent.
4. Successful completion of the Nursing Entrance exam with minimum overall score of 70%.
5. Current C.P.R. certification at the American Heart Association BLS provider level.
6. ENG 111 successfully completed with a grade of C or better.
7. MTH 133 (NUR 135 if it has been taken within 2 years) successfully completed with a grade of C or better. (within two years before applying)
8. BIO 141 and BIO 142 completed with a grade of C or better.
9. Completed Health Forms, as scheduled by Nursing Faculty
10. Drug screens will be required at admission and at random points throughout the program.
11. Criminal background check each year or as required by clinical facilities
12. Student Liability insurance that covers entire term for appropriate program
13. Student responsible for having valid health insurance for entire term.
14. Students must successfully pass each prerequisite course within three attempts.

No student will be admitted or allowed to continue in the Nursing program if convicted of any felony prior to or during the program. Students convicted of any misdemeanor involving moral turpitude/barrier crimes (ex. assault – felony or misdemeanor) prior to or during the program do not qualify for the nursing program at DCC. Due to regulations and contract agreements with clinical facilities, the student's clinical requirements mandated by the Virginia Board of Nursing cannot be met.

If previously unsuccessful in two or more nursing programs at any educational facility, student will be considered for admission to the DCC Nursing Program based on the discretion of the nursing faculty and seat availability.

There will be no exceptions to any of these acceptance requirements.

Program Progression

To receive an **AAS with a specialization in Practical Nursing**, students must complete a minimum of 66 credits with a grade point average of 2.0 or better. PN students must complete graduation requirements within five semesters of beginning nursing courses.

The following policy statements guide progression decisions in the PN program:

1. All curricular courses must be successfully completed with a grade of "C" or better. Students must also demonstrate satisfactory attendance and performance in nursing clinical areas.
2. A cumulative GPA of 2.0 or better must be maintained throughout the program.
3. A failing grade (D or F) in any nursing course will require a new application and the student will compete for a space with the new cohort—acceptance into the next cohort of students is not guaranteed.
4. All required health, background screenings, immunizations and CPR must be kept current at all times. Failure to maintain appropriate credentialing will result in student dismissal from the program until those documents are completed.
5. Students who fail two courses in the core curricular nursing courses are not eligible to return to the program.
6. Students must complete any remediation or NCLEX Success Plan activities in order to be able to progress to the next level.
7. Failure to pass the math competency exams will require a student to withdraw from the program and be subject to readmission policy.

Math Competency Policy

1. Math competency will be tested during the 1st and 2nd semesters as individualized test. Students will be given a maximum of three opportunities to achieve 90%. Students failing to achieve 90% on the first or second math test must remediate at the Math Lab in the Temple building. Proof of remediation from the Math Lab staff must be provided to the instructor for students to be eligible to take the retest. Failure to achieve 90% on the third attempt will result in failure of the course and dismissal from the AAS practical nursing program.
2. Math will also be evaluated on all course exams.
3. A calculator will be provided in ExamSoft.
4. See Appendix III for Rounding Rules for Dosage and Calculations.

READMISSION POLICY

1. ***Rationale***

The Nursing Program differs from other programs of the College in a number of ways. The program is routinely filled. Furthermore, all clinical instruction takes place in functioning healthcare facilities -- thus placing a number of additional constraints on students and faculty alike. As a health related program it must meet additional standards imposed by the State Board of Nursing and clinical facilities. As a result of these conditions, it is necessary to impose more rigid requirements on readmission than might exist for other types of programs.

2. ***Readmission after Dismissal or Academic Withdrawal***

A. Students who are unsuccessful in the DCC LPN Program may apply for readmission within one year of failure. A Letter of Intent must be received within 30 days after the end of the semester in which the student was unsuccessful (last semester attended). Application for readmission is not automatic.

B. A student who has been dropped from the program because of a failing grade in a general education course requirement may apply for readmission after the course has been completed successfully (C or better).

C. Students who are academically dismissed or withdrawn must submit in writing a request for readmission. Requests are to be made to the Nursing Program Director within 30 days after the final course grade is posted. This request must identify strategies to strengthen academic performance and increase chances of success in the program. A

student is eligible to reapply to the program only once. Readmission must be achieved within 12 months of initial program failure, dismissal, or withdrawal. Students seeking to resume enrollment must meet current admission and curriculum requirements at the time of application.

D. Any student seeking readmission beyond the 12-month time frame since leaving the program may apply for admission to the first semester and credit for prior nursing courses will not be given. A student who has been separated for a period of more than 12 months will be required to repeat any/all nursing courses previously taken.

E. Demonstration of skills competence will be required. Student must successfully pass all skills required on first attempt. The student may use the skills lab for practice. However, no instruction will be given for skills.

F. Any other recommendations made by director or faculty. For example, skills check-offs, remediation, or retaking a class.

G. If previously unsuccessful in two or more nursing programs **at any educational facility**, student will not be considered for admission to the DCC Nursing Program.

Associate of Applied Science-Registered Nursing

INTRODUCTION (RN)

Welcome to Danville Community College and the Associate of Applied Science (AAS) – Nursing Program. The faculty and staff will help to facilitate your goal of completing the program and becoming a Registered Nurse. This handbook contains the policies and procedures specific to Danville Community College's Registered Nursing Program. It is intended to be used by nursing faculty and students in conjunction with the DCC Student Handbook and Catalog. You will be asked to sign a statement that verifies that you understand the contents and agree to comply with the conditions contained within the Handbook while you are a student in the DCC AAS Nursing Program (Appendix I).

It is important you understand and accept that you are entering a career that requires discipline, mature behavior, a professional attitude, and responsible decision-making. Two additional qualities we expect in each student are accountability and professionalism. Everyone associated with this program, students and faculty alike, are expected to exhibit professional behavior in the academic and clinical settings at all times. Maturity, knowledge and skill, as well as a responsibility to self and others are hallmarks of the professionalism expected of you throughout the program and your professional career. Commitment to the education process in the nursing program is a professional responsibility, so you must plan your educational path accordingly. In addition to professional behaviors, the successful student in this program will exhibit the highest ethical standards required of registered nurses, including but not limited to, truth, honesty, fairness and commitment to caring. Students in the RN program will adhere to the legal requirements for students in helping professions as described in the Nurse Practice Act of the Virginia Board of Nursing.

Personal flexibility is essential to meet the needs and demands of the nursing program. The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations may necessitate immediate changes in the program's course content, policies, procedures, and course scheduling. Therefore, be prepared for possible changes in class or clinical schedules that may require adjustments to your personal schedule.

Completion of the DCC RN Program leads to career opportunities and personal satisfaction. If you have problems meeting the expectations of the program, consult your faculty advisor or the instructor. Faculty members want to help you acquire the necessary knowledge and skills to be a nurse and will work with you to accomplish your educational goals. Students and faculty work together with mutual respect to make your educational experience a positive one.

Philosophy-RN

VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient

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

Program Outcomes (RN)

1. Educate graduates to deliver safe, patient centered nursing care to a diverse population with health alterations in structured health care settings.
2. Eighty percent of most recent graduates pass the NCLEX-RN exam as first-time test takers within 12 months.
3. Seventy percent of students who start the first semester will graduate within 150% of the program length.
4. Eighty percent of graduates will indicate employment as a registered nurse 6 – 12 months after graduation.

End of Program Student Learning Outcomes (GRADUATES) (RN)

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

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

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

End of Program Student Learning Outcomes with Competencies (RN)

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

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

6. Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.
   a. Compare and contrast the effectiveness of the members of the interdisciplinary team to promote optimal client outcomes.
   b. Participate in the interdisciplinary plan of care to promote optimal client outcomes.
   c. Evaluate communication strategies that are inclusive of various communication and cultural differences.
   d. Evaluate management skills and principles of delegation when working with other members of the health care team.
   e. Reflects at a professional level on individual and team performance.

APPROVAL

The RN Program is fully approved 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/nursing

Virginia Board of Nursing (VBON) Statutes and Regulations

The Virginia Board of Nursing (VBON) requires a background check and fingerprinting when applying for nursing licensure. VBON reserves the right to deny licensure to any applicant who has ever been convicted, pled guilty or nolo contendere to the violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor. This may also include any applicant who has a mental, physical or chemical dependency condition that could interfere with his/her ability to safely practice nursing. For more information, visit Virginia Board of Nursing guidance document 90-55 at

https://www.dhp.virginia.gov/nursing/guidelines/90-55CriminalConvictions.doc. For additional information about statutes, regulations, nursing scope of practice, and legal definitions for nurses, visit the board of nursing website at: https://www.dhp.virginia.gov/nursing/leg/Chapter%2030%20Nursing.doc.
Successful completion of the AAS Nursing program does not guarantee licensure or eligibility to practice nursing. All successful graduates are subject to application of licensure rules and fees as set forth by the Virginia Board of Nursing.

ACCREDITATION COMMISION FOR EDUCATION IN NURSING (ACEN)

Effective November 1, 2022, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on November 1, 2024.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

http://www.acenursing.com/candidates/candidacy.asp

National Council Licensure Exam for Registered Nurses (NCLEX-RN*)*

Upon successful completion of the AAS Nursing program course of study, students will be eligible to apply to take the NCLEX-RN leading to licensure. Registration for NCLEX-RN is a two-step process that begins with application to the Virginia Board of Nursing (VBON) and ends with registration with Pearson VUE through the National Council of State Boards of Nursing (NCSBN). Fees are required for both steps. Please visit NCSBN website for specific requirements/ information at https://www.ncsbn.org/nclex-application-and-registration.htm. Tutorials and candidate bulletin information can be found at https://www.ncsbn.org/1213.htm.

Non-Discrimination Policy

Danville Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. DCC does not discriminate on the basis of 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.

Concept-Based Curriculum

The AAS Nursing Program follows the VCCS common nursing curriculum utilizing 49 different concepts in four semesters of nursing courses. The curriculum flows from simple to complex concepts and covers health and illness, client recipient, and professional nursing concepts with integration of lifespan across the curriculum.

Acceptance Requirements

All nursing students must successfully complete pre-admission requirements by the specified deadlines that include:

1. High school diploma, GED, or home school equivalency
2. Students must have a minimum prerequisite curricular GPA of 2.5. If a student has repeated one or more of the prerequisite curricular courses, only the higher grade will be used in the prerequisite curricular GPA calculation
3. Demonstrated proficiency in mathematics at MDE 10 or its equivalent
4. Minimum nursing entrance test score of 75%
5. Successful completion of SDV 100 or 101
6. ENG 111 successfully completed with a grade of C or better
7. PSY 230 successfully completed with a grade of C or better
8. NUR 135/MTH 133 successfully completed with a grade of C or better (within two years before applying)
9. BIO 141 successfully completed with a grade of C or better. It is strongly recommended that BIO 142 and BIO 150 be completed prior to beginning the nursing program
10. Current C.P.R. certification at the American Heart Association BLS provider level
11. Completed Health Forms, as scheduled by Nursing Faculty
12. Drug screens will be required at admission and at random points throughout the program
13. Criminal background check each year or as required by clinical facilities
14. Student Liability insurance that covers entire term for appropriate program
15. Student responsible for having valid health insurance for entire term
16. Students must successfully pass each prerequisite course within three attempts

No student will be admitted or allowed to continue in the Nursing program if convicted of any felony prior to or during the program. Students convicted of any misdemeanor involving moral turpitude/barrier crimes (ex. assault – felony or misdemeanor) prior to or during the program do not qualify for the nursing program at DCC. Due to regulations and contract agreements with clinical facilities, the student's clinical requirements mandated by the Virginia Board of Nursing cannot be met.

If previously unsuccessful in two or more nursing programs at any educational facility, student will not be considered for admission to the DCC Nursing Program.

There will be no exception to any of these acceptance requirements.

Advanced Placement for LPN's: LPN to AAS Nursing Program Bridge

The LPN to RN Bridge Program is designed to grant advanced placement to LPNs who have been admitted to the Danville Community College Associate of Applied Science Nursing Degree program and meet prerequisite requirements. This program is designed to recognize the common competencies of nurses and to bridge the difference between LPN and RN knowledge base and to allow these students to finish the AAS Nursing courses within a three semester period.

Students who are LPNs are required to complete all of the prerequisite general education courses as well as BIO 142, before beginning the LPN to RN nursing classes. The length of this track depends on the amount of time needed to complete the general education courses. The nursing courses can be completed in three semesters.

Students who meet the eligibility requirements for the advanced placement option will take NSG 115, NSG 200, and BIO 150 in the spring term (optionally, BIO 150 may be taken in the summer term) and then be eligible to take the sophomore level courses and graduate within one (1) academic year with an AAS in Nursing degree. At the successful completion of the spring semester of the LPN to RN Bridge, the student will be awarded credit for NSG 115 (including an additional 150 clinical hours as permitted by VBON), NSG 100, NSG 106, and NSG 130.

Additionally, the advanced placement option is available only to students who possess an unrestricted LPN license to practice within the state of Virginia. Maintenance of a valid license is required throughout application and enrollment in the AAS Nursing program. Failure to maintain licensure and/or failure to report a change in licensure status will result in immediate dismissal from the AAS Nursing program. The advanced placement option is not available to applicants who are part of the Virginia Healthcare Monitoring Program.

Program Progression

In order to progress in the AAS Nursing Program, students must successfully complete all courses outlined for each semester in the program of study.

Students have the opportunity to complete the AAS Nursing Program of study as follows:

1. Upon admission to the nursing program, traditional students must complete the program in 6 semesters or 150% of the required semesters to complete the program.
2. Upon admission to the nursing program, Advanced Placement Option students

have five semesters (fall and spring) to complete the program.

3. All courses, general education and NSG courses, must be completed in sequence prior to moving on to the next semester.
4. Any student who fails to successfully complete a course(s) in a semester, will not be able to progress in the program.
5. Students may be eligible to reapply based on overall GPA and subject to the readmission policy for the program.
6. Students who fail two courses in the core curricular nursing courses are not eligible to return to the program.
7. Any first semester NSG course failure results in reapplication to the nursing program. Students are not guaranteed readmission. The admission process is competitive with limited seats.
8. If a student drops NSG 106 or NSG 200, they must also drop NSG 100 as the student will not be eligible for clinical (student cannot provide direct patient care without demonstrating competency of skills presented in NSG 106 and/or NSG 200).
9. In order to advance to the next semester, a student must earn a minimum grade of a "C" or better in all courses within the curriculum. A student must also demonstrate satisfactory attendance and performance in nursing clinical areas. See College catalog for sequencing of courses.
10. A student who withdraws, fails, or takes a leave of absence and does not enroll and complete a nursing course within twelve (12) months will need to re-apply to the program. A student in this category must meet the current admission criteria.
11. Students must complete any remediation or NCLEX Success Plan activities in order to be able to progress to the next level.
12. Failure to pass the math competency exams in any semester will require a student to withdraw from the program and be subject to readmission policy.

Transfer Information

Students who wish transfer to/from another VCCS RN Program must:

- Be in good standing
- Have a letter of recommendation from their Director or Dean
- Nurse entrance test scores of transfer students must be from HESI

Math Competency

1. Math competency will be tested during the 1st and 2nd semesters as individualized test. Students will be given a maximum of three opportunities to achieve 90%. Students failing to achieve 90% on the first or second math test must remediate at the Math Lab in the LRC building. Proof of remediation from the Math Lab staff must be provided to the instructor for students to be eligible to take the retest. Failure to achieve 90% on the third attempt will result in failure of the course and dismissal from the AAS registered nursing program.
2. Math will also be evaluated on all course exams.

3. A calculator will be provided in ExamSoft.
4. See Appendix III for Rounding Rules for Dosage and Calculations.

READMISSION POLICY

1. ***Rationale***

The Nursing Program differs from other programs of the College in a number of ways. The program is routinely filled. Furthermore, all clinical instruction takes place in functioning healthcare facilities -- thus placing a number of additional constraints on students and faculty alike. As a health related program it must meet additional standards imposed by the State Board of Nursing and clinical facilities. As a result of these conditions, it is necessary to impose more rigid requirements on readmission than might exist for other types of programs.

2. ***Readmission after Dismissal or Academic Withdrawal***

A. Students who are unsuccessful in the DCC RN Program may apply for readmission within one year of failure. A Letter of Intent must be received within 30 days after the end of the semester in which the student was unsuccessful (last semester attended). Application for readmission is not automatic.
B. A student who has been dropped from the program because of a failing grade in a general education course requirement may apply for readmission after the course has been completed successfully (C or better).
C. Students who are academically dismissed or withdrawn must submit in writing a request for readmission. Requests are to be made to the Nursing Program Director within 30 days after the final course grade is posted. This request must identify strategies to strengthen academic performance and increase chances of success in the program. A student is eligible to reapply to the program only once. Readmission must be achieved within 12 months of initial program failure, dismissal, or withdrawal. Students seeking to resume enrollment must meet current admission and curriculum requirements at the time of application.
~~D.~~ Any student seeking readmission beyond the 12-month time frame since leaving the program may apply for admission to the first semester and credit for prior nursing courses will not be given. A student who has been separated for a period of more than 12 months will be required to repeat any/all nursing courses previously taken.
E. Demonstration of skills competence will be required. Student must successfully pass all skills required on first attempt. The student may use the skills lab for practice. However, no instruction will be given for skills.
F. Any other recommendations made by director or faculty. For example, skills check-offs, remediation, or retaking a class.
G. If previously unsuccessful in two or more nursing programs **at any educational**

facility, student will be not considered for admission to the DCC Nursing Program.

GENERAL NURSING PROGRAM INFORMATION

Purpose

In synergy with Danville Community College, the Nursing Program recognizes that education is necessary for the maintenance and improvement of a democracy and that education helps increase opportunities for all people. The College is committed to excellence in all aspects of the education enterprise, including student development, general developmental education, continuing education/community services programs, special training programs, and co-curricular cultural and intellectual activities.

The College is responsive to the needs and aspirations of the community it serves. This responsiveness is demonstrated by the College's commitment to accessibility, comprehensiveness, flexibility, quality, and accountability in the programs and services it offers. Therefore, the college will:

(a) Extend educational opportunities to qualified persons within the College's service region;
(b) Be a resource to persons within the College's service region for quality education and lifelong development;
(c) Maintain a supportive environment for students;
(d) Offer a well-rounded program of co-curricular experiences for personal, cultural and intellectual development;
(e) Promote economic development by offering educational programs that support new employment opportunities and by providing training for employees of business, industry, and government.

In support of the purpose, the College recognizes that certain values should be assimilated by students. These values should include a framework of ethics, a commitment to lifelong learning, an appreciation of societies and cultures, and recognition of the impact of science and technology on society.

In order to fulfill its purpose, the College seeks to enable and encourage students to investigate career choices that are compatible with their abilities and interests; to develop critical thinking skills; to apply decision-making skills; to demonstrate competence and achievement in their chosen fields of study; to apply knowledge and skills learned in the classroom to actual situations; to apply principles of personal and interpersonal skills; to prepare for entry into subsequent educational programs and/or into chosen career fields; and to master essential skills in computer literacy.

Mission Statement

The mission of the VCCS Nursing Program 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.

Faculty will serve as facilitators of quality education; offer a well-rounded program of co-curricular experience for personal, cultural and intellectual development, while promoting principles of personal and interpersonal skills and team collaboration.

CNA Eligibility

After successful completion of 45 clinical hours in either the LPN or ADN program, nursing students are eligible to apply for CNA licensure. The Virginia Board of Nursing **requires current enrollment in a nursing program in order to sit for exam**. Student must be a Virginia resident. If you are interested in taking the certification test, you will need to follow the guidelines set below:

1. Inform the Nursing Program Director that you wish to take the certification exam. A letter stating your successful completion of the skills lab/clinical components will be provided to the student to upload to Credentia CNA365.
2. Students must go to https://credentia.com/test-takers/va to register for testing. Each student will create an account in order to register. Here, students will upload the letter of approval from the nursing program.

Nursing Drug and Alcohol Policy

Purpose

Danville Community College Nursing Program is firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.

Terms of the Policy

A. Violations of any of the following requirements will result in dismissal from the program. Any student with a positive alcohol or drug screen will receive "F's" for any nursing class currently enrolled in, and cannot withdraw from those courses with a "W" or receive a refund. Mitigating circumstances do not apply in such case. Students will be ineligible for

readmission unless the student can provide documentation of successful completion of intense outpatient rehabilitation program or inpatient rehabilitation.

B. No student shall be under the influence of, use, consume, possess, purchase, sell, dispense, distribute, manufacture, or display any illegal drugs or alcoholic beverages while on duty. No student shall violate any federal or state criminal drug statute at any time. No student shall perform duties under the influence of prescription drugs which may affect the student's ability to perform safely or effectively.

1. The term "on duty" includes class time, clinical time, break time, and meal time on Danville Community College campus or on the property of any clinical sites.

2. The term "under the influence" includes not only obvious impairment but having a level of illegal drugs or alcohol in the body that would produce a positive result in a drug or alcohol test.

3. The term "illegal drugs" as used in this policy includes not only any drug which is not legally obtainable, but any substance for which the student does not have a lawful prescription or which the student is using in a non-prescribed manner.

C. No student shall engage in any off-duty illegal involvement with alcohol or drugs, including but not limited to alcohol, cocaine, marijuana, heroin, or any hallucinogenic agent. As this action may result in adverse effect to the student and/or the program.

- Physical and/or emotional harm
- Verbal abuse
- Negative publicity should an arrest occur due to the above

Drug & Alcohol Testing

A. Drug/alcohol testing is required as part of the entrance process to Danville Community College's Nursing Programs. All students must sign the acknowledgment form and return it at orientation. (If the student wishes to be considered for entrance into the nursing program, he/she **must consent to testing and sign his/her Student Nurses' Acknowledgment of Danville Community College Programs of Nursing Drug and Alcohol Policy form – Appendix II**.)

Drug screens may be required at random points throughout the program. Hair, blood or urine drug screens may be performed every semester throughout the program and **students will incur the cost of the tests**. **Students must pay for the test the day of screening**. No prior notification will be given and students must be prepared for the cost at any given time. When sent for a drug screen, a specimen must be produced on the day and at the time assigned. The student must report to the testing site immediately. Failure to report to the assigned facility within 30 minutes of the assigned time or failure to remain at the site until a specimen is produced will result in dismissal from the program. The student will have to submit to urine, blood or hair screening as indicated. The Nursing Director, faculty or testing facility will decide on what type of specimen. **No exceptions to this policy**.

1. Cannabidiol (CBD) - May or may not have Tetrahydrocannabinol (THC) in its formulation. If a student using CBD in any form and test positive for THC it will be treated the same as testing positive for marijuana use. A positive THC test will prohibit the student from participating in clinical and will lead to dismissal from the program.

B. If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, or unable to pay for testing he/she will be dismissed from the Nursing Program with failing grade for all currently enrolled nursing classes and ineligible to return to the DCC Nursing Program.

C. It is not possible to describe all of the situations in which DCC and/or the Nursing Program faculty might believe there are reasonable grounds to suspect that a student may be under the influence of drugs or alcohol in violation of this policy, but examples include the following:

1. Post-Accident. DCC and/or the nursing program faculty may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in significant damage to property.

2. Physical Indications. DCC and/or the nursing program faculty may require testing when there is detectable odor of alcohol; drug use; or other observable indications of possible drug or alcohol use (i.e., significant disorientation or lack of coordination).

3. Possession. If a student is found to possess drugs or alcohol on duty, DCC and/or the nursing program faculty may conclude there are reasonable grounds to believe the student may be under the influence of drugs or alcohol.

4. Erratic Behavior. DCC and/or the nursing program faculty may require testing when a student's behavior indicates the possibility of being under the influence. Such indications may include failure to follow instructions, procedures, or safety rules, or behavior that nearly causes an accident.

D. Student(s) taking prescribed medication or an over-the-counter drug which may affect their ability to perform his/her duties safely and effectively cannot participate in clinical activities. This will count as a clinical absence.

College Policy on Alcohol and Illegal Drugs

Danville Community College is committed to providing a drug-free environment for its employees and students. It is a violation of college rules for students to manufacture, distribute, dispense, possess, or use controlled substances while participating in college-related activities, on or off campus. Students who are using or dealing drugs are subject to disciplinary procedures. Students who are convicted of drug-related offenses are required to notify the Vice-President of Academic and Student Success within five (5) days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Student Services Department for assistance in obtaining treatment.

COLLEGE POLICY ON SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Danville Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors.

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should also report incidents of sexual and domestic violence, dating violence, and stalking to appropriate law enforcement authorities and on-campus Title IX authorities.

The full policies and procedures for the Danville Community College Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking are available online at

http://www.danville.edu/News/Title_IX/Title_IX_and_Sexual_Misconduct.htm and in the DCC Policy Manual.

DCC Title IX (Sexual Harassment and Misconduct): Your Rights and How to Make a Report

Consistent with its mission, Danville Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual misconduct, which encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another in any form will not be tolerated. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; gender-based stalking or bullying; conditioning a benefit on submitting to sexual advances; or circulating, showing, or creating e-mails or websites of a sexual nature. Under Title IX, this constitutes sexual misconduct and includes rape or sexual assault.

If you have been the victim of sexual harassment or other sexual misconduct, you have certain rights under Title IX. For additional information regarding your rights, please consult the DCC Title IX website at www.danville.edu/titleix.

In accordance with College policy and federal law, all faculty and staff members are required to report incidents of sexual harassment including sexual violence to the College. These incidents should be reported via the Title IX Report Form at www.danville.edu/titleix. Students may also use this form to report incidents. For a complaint against a Danville Community College faculty or staff member for sexual harassment, sexual assault, sex discrimination, or other forms of sexual misconduct, please submit the Title IX Report Form at www.danville.edu/titleix.

Title IX Coordinator:

Cathy Pulliam

Dean of Student Services

Wyatt Building, Room 108

434.797.8538

titleix@danville.edu or cathy.pulliam@danville.edu

College Policy on Firearms and Other Weapons

Firearms and dangerous weapons of any type are NOT PERMITTED on or in campus facilities, except when carried by bona fide law enforcement officers in their official capacities. The use, possession (including in parked cars on campus), or sale of ammunition, firearms, or other weapons is strictly forbidden and may result in penalties which include denial or revocation of admission and suspension from the College.

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

Security

Security for our students and their property while on campus is an ongoing concern for DCC. If you are aware of an emergency or immediate safety concerns, call 911 and report the danger to law enforcement. If you are concerned about threatening behavior or a disturbing situation that is NOT an emergency event, contact campus security (434)797-8533 or submit the information to threat@danville.edu.

Danville Community College Accessibility Services

The primary mission of Danville Community College Accessibility Services is to ensure that all qualified students with disabilities have equal access to educational programs and services. Accessibility Services facilitates access to reasonable accommodations for students with disabilities in accordance with their documentation guidelines. To support their educational pursuit and achievement, Accessibility Services provides students with comprehensive and ongoing support, advocacy efforts, and assistance with the transition to the college environment. Accessibility Services strives to broaden disability awareness throughout the campus community.

Accessibility Services Statement

Danville Community College seeks to comply fully with the American with Disabilities Act (ADA). Students requesting accommodations based on a disability must register with the ADA

Coordinator at ada@danville.edu, Julissa.booth@danville.edu, or 434-797-8443. Early contact for requested accommodations can aid in student success.

DCC Alert System

Danville Community College uses the Everbridge Alert Network to immediately contact you during a major crisis or emergency. DCC Alert delivers important emergency alerts, notifications and updates to you on all your devices:

· E-mail account (work, home, other)

· Cell phone

When an incident or emergency occurs, authorized senders will instantly notify you using DCC Alert. DCC Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. Get alerted about emergencies and other important community news by signing up for DCC Alert. This system enables us to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods. You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. Please visit the following URL to sign up for DCC Alert: danville.edu/dccalert

Inclement Weather Policy

Follow the DCC schedule regarding inclement weather (snow, sleet, and freezing rain). Safety is the highest priority for every individual. Refer to Canvas for specific course information.

Smoking

All buildings on the DCC campus are tobacco and smoke free, and smoking, including e-cigarettes, is prohibited within 25 feet of all building entrances. Smoking in uniform is prohibited.

Service Learning

Service learning is an expectation of the DCC nursing program. By participating in a service-learning project, you will be making a difference in your community. It is a hands-on experience that is conducted in, and meets the needs of the community and it helps foster civic and professional responsibility. Service-learning enhances your academic skills, communication, team-building, and critical thinking.

All nursing program students are required to participate in a minimum of one service learning project/activity **per semester**. The project must be approved by the faculty in advance. Failure to complete this activity will result in an incomplete (I) grade for the course. Student will not progress to the next level until this is completed.

Health

Pregnancy

Should a student enter the program pregnant, or become pregnant during the school year, the student must inform her advisor and faculty. There are areas of clinical practice, which if exposed to, could endanger the unborn child. A statement from the obstetrician regarding her ability to continue in the curriculum, specifically in regard to class and clinical assignments, is required. There are no light duty clinical assignments.

Mental Illnesses/Other Health Concerns

Patient safety is of paramount importance. If a student has a mental illness or other health concern that poses potential risk to a client, the student will not be allowed to continue in the clinical setting. Each occurrence will be handled on an individual basis. There are no light duty clinical assignments.

In-Patient Hospitalization

Following inpatient care, students may not return to clinical labs until the faculty member has received a full medical release in writing. There are no light duty clinical assignments.

Change in Health Status

In the event that a health status changes the student needs to contact her/his healthcare provider to determine if clinical practice could potentially endanger her/himself or others. The student is under no obligation to disclose the nature of the health status change. However, the student assumes all associated risks**.** In the event that a change in health condition also causes a change in functional abilities, the student will need to submit a health provider statement attesting that the student can perform full clinical duties. There are no light duty clinical assignments.

Exposure to Hazards

1. Possible exposure to infectious body fluids.
2. Possible exposure to toxic drugs and solution, and radiation.

Latex Allergy

In order to successfully complete any DCC Nursing Program course of study, students must complete a clinical, which consists of spending a substantial number of hours in an environment containing latex. While the Nursing Program may be able to accommodate a dermatitis allergy, it is unable to accommodate a systemic latex allergy. Students must report latex allergies to program director and clinical coordinator.

Infectious Diseases

The management of issues related to infectious diseases in schools of nursing is a significant concern, since the rapid increase in blood-borne diseases has caused an awareness of the need for policies and guidance. The following policy is concerned with all infectious diseases, which may potentially be transmitted during the clinical education of students, including, but not limited to, coronavirus (Covid), Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV).

It is the goal of the nursing faculty to promote a safe environment for students, faculty, and the clients with whom we come in contact. These risks are minimized by careful adherence to Centers for Disease Control (CDC) Universal Precautions guidelines for all client contacts. However, the nature of the profession of nursing is such that students and faculty may potentially become infected by clients with infectious diseases and may in some cases have the potential to infect those clients with whom they come in contact. Although confidentiality of medical information and individual rights are recognized and

supported, the importance of maintaining safety for clients, students and faculty may take precedence in some circumstances. DCC nursing students are required to adhere to all affiliating agency policies regarding infectious diseases and prevention. Students who refuse any vaccine will be required to follow agency policies regarding declination and this may prohibit clinical attendance at partnering facilities.

Students in the DCC Nursing Program are not permitted to care for any patient in the clinical setting who is on Airborne Precautions. This includes, but is not limited to patients, with a diagnosis of coronavirus, active tuberculosis, measles, anthrax, smallpox, etc.

Students are required to submit documentation of compliance with immunizations and/or titer results through ViewPoint Student Health Tracker. The cost of this tracker is the responsibility of the student. This must be updated and maintained to ensure compliance throughout the academic year.

All students with known or suspected airborne infections must notify their clinical instructor prior to initiation of direct client contact or prior to reporting for lab or clinical duty. Student with known or suspected blood borne infections or non-intact skin must notify the clinical instructor prior to performing any invasive procedure which may place the client or student at risk for infection. Student with known or suspected immune deficiencies should consult with their clinical instructor prior to caring for clients who may place them at undue risk of infection. Faculty will decide if it is safe for the student to attend lab and clinical activities. The decision of the faculty is binding.

A student has an ethical duty to report any accident that exposes him/herself or a patient to a risk of transmission of blood-borne disease. Students who have an accidental exposure to blood or body fluids should follow the policy of the facility and it should be documented via incident report forms according to clinical institutional policy.

Students should also refer to the DCC Student Handbook regarding the Contagious Disease Policy.

Health Insurance

Medical or health insurance is an individual responsibility. DCC nor the individual facilities used for class, clinical or lab experience are not responsible for any injury you may incur while on the

premises as a student. You are responsible for any costs incurred from medical treatment resulting from any injury.

Professional Liability Insurance

Nursing students enrolled in clinical nursing courses are required to have malpractice insurance. Students may purchase malpractice insurance from NSO yearly. Students will not be permitted to attend the clinical experience without proof of appropriate coverage.

Criminal Background Check

This is a requirement for all nursing students. In accordance with the healthcare facilities requirements, students must be able to assure the clinical facilities that they have been through a criminal background check and meet the minimum requirements. This process must be completed prior to admission and every academic school year. Students are responsible for all costs incurred. Students must report any criminal offense other than traffic violations to the nursing director. It is then up to the clinical facility as to whether the student can continue to participate.

If the student receives an adverse rating, participation in all clinical rotations may be denied by the healthcare facilities. The student must meet with the Nursing Program Director to determine if the facilities will allow the student to participate.

If the student is denied by the healthcare facilities to participate in clinical rotations, the student will be dismissed from DCC's Nursing Program. All tuitions, fees, etc. are non-refundable.

Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

Students convicted of **any felony** do not qualify for the nursing program at DCC. Students convicted of any misdemeanor involving moral turpitude/barrier crimes do not qualify for the nursing program at DCC. Any clinical facility has the right to refuse a student clinical placement

in their facility based on prior criminal, drug or employment history. It is strongly advised that any such student contact the program head for clarification. The clinical facilities will not allow students to complete clinical hours and students will not be able to meet the Virginia Board of Nursing requirements of direct clinical hours, nor meet the credit requirement for graduation. Students must produce a satisfactory criminal background check to the standards of ALL clinical agencies used by the college for experiential/clinical learning upon enrolling in the nursing program. Any charges or costs to secure the evaluation will be the responsibility of the student.

Any student entering the program who has committed illegal offenses other than minor traffic violations should discuss these matters with the program director for clarification.

Student Initiated Grievance Procedure

Danville Community College is dedicated to an affirmative action policy which provides that all grievances relating to students at the College, including grade appeals, will be handled fairly and without regard to race, color, age, national origin, sex, disability, or other non-merit factors. A grievance is a difference between a student and an employee of the College with respect to the application of the provisions of the rules, policies, procedures, and regulations of the College or the VCCS as this application affects the activities or status of each student. The grievance procedure must be initiated within seven class days according to the procedures outlined in the DCC Student Handbook.

Academic Integrity

This policy is an extension of DCC's policy. All students are expected to maintain complete academic honesty and integrity in all academic exercises and classroom experiences. Any student found guilty of dishonesty in academic work is subject to disciplinary action. Academic dishonesty occurs when any of the following acts is committed by a student:

A. Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

1. **Cheating**. Giving or receiving information on tests, exams, or any other academic work (including, but not limited to homework, projects, or any assignment that will be graded) such as:

   a. Copying from another student's test paper or other academic work.

   b. Using materials not authorized by the person giving the assignment.

   c. Collaborating, without authority, with another student during an examination or in preparing academic work.

   d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test.

   e. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.

   f. Bribing another person to obtain an unadministered test or information about an unadministered test.

   g. The appropriation of another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

   h. Allowing another student to copy from your homework/project/test paper, etc.

   i. Giving or obtaining homework/project/test, etc. information to/from another person.

   j. Changing answers on a test given back to the student for review.

2. **Documentation**. Students are expected to maintain complete honesty and integrity in their experiences in the clinical setting as well. Actions that constitute academic dishonesty also include (but are not limited to) falsification or fabrication of any client data, documentation, and information whether or not it is charted on or in the clinical institutions' medical records or turned into your clinical instructor.

3. Any student found guilty of dishonesty in academic work is subject to disciplinary action. The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty.

B. Fabrication: Intentional or unauthorized falsification or invention of any information or citation in an academic exercise.

C. Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of the institutional policy on academic dishonesty.

D. Plagiarism: The deliberate adoption or reproduction of ideas or words or statements of another person as one's own, without acknowledgment.

1. One of the greatest misconceptions many people have is that anything on the Internet is "free" and can be used without giving credit to the source. Consequently, many students simply cut and paste into their own papers whole sentences, paragraphs, and pages from documents found on the Internet. This is obvious plagiarism. If a student cuts and pastes and acknowledges the source, but does not put quotation marks around the material copied, it is still plagiarism because the student has suggested that the words are his/her own.

E. A student who receives a failing grade ("F") in a course as a result of academic dishonesty (such as plagiarism) may not withdraw from that course with a "W" or receive a refund. **THIS POLICY APPLIES TO ANY STUDENT IN A PARTICULAR COURSE DEEMED TO HAVE COMMITTED AN ACT OF ACADEMIC DISHONESTY OR FOUND CHEATING DURING ANY PART OF A SEMESTER, AND REGARDLESS OF WHETHER HE/SHE HAS TURNED IN ANY GRADED WORK.** Mitigating circumstances do not apply in such cases. However, a student may follow the appeal process outlined in the *DCC Student Handbook* to appeal the failing grade.

F. Violation of the academic integrity policy will result in dismissal from the Program.

HIPAA

(Health Insurance Portability and Accountability Act of 1996)

On April 14, 2003, all covered entities (health care providers, health plans, and health care clearing houses) were expected to be in compliance with the standards that protect privacy of an individual's health information. These privacy standards were authorized by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Privacy Rule (privacy standards), ensures that personal medical information shared with doctors, hospitals, and others who provide and pay for healthcare is protected.

Basically the Privacy Rule imposes new restrictions on the use and disclosure of personal health information, gives patients a new system of rights and regulates relationships with third parties with whom information is shared. When a patient provides personal health information to a covered entity, that information becomes Protected Health Information (PHI) and every effort is made to prevent it from falling into the wrong hands.

HIPAA protects this fundamental right to privacy and confidentiality. That means HIPAA's Privacy Rule is everyone's business from the CEO to the healthcare professional to environmental service staff to all students attending a clinical rotation within a covered entity. For students special HIPAA education is provided prior to participation in a clinical experience.

HIPAA is serious about patient privacy. A proven violation of breeching a patient's confidentiality subjects the offender to disciplinary action by the covered entity as well as by the law.

When in doubt about HIPAA, communicate. Ask questions, share concerns or ideas. Safeguarding the privacy and confidentiality of PHI requires the effort of everyone working together.

CLIENT'S RIGHTS TO CONFIDENTIALITY AND PRIVACY

In 1972, the American Hospital Association created the Statement on a Patient's Bill of Rights which addresses many of the basic rights a patient has when being treated in a hospital or nursing home. Confidentiality is one of these basic rights. A portion of this statement reads that:

> The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. Also, the patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

To ensure that these rights are respected, many states have made this statement law.

In their book Family-Centered Nursing in the Community (1986), Logan and Dawkins explained confidentiality and privacy in the community health setting as follows:

Like nurses in the hospital setting, community health nurses must be constant protectors of their clients' privacy and confidentiality rights. Clients must know that the information they share with the nurse will not be discussed indiscriminately. If the nurse-client relationship is to thrive, it must be based on trust and honest disclosure. In order to ensure that information given to nurses and other health professionals is not shared with others than those directly involved in their care, the law has developed protection for such information and affords a legal remedy to clients if confidential information is disclosed without their authorization.

The civil remedy of invasion of privacy allows individuals to sue if information shared about them interferes with their right to be free from unreasonable interferences into their personal life. There are several types of invasion of privacy actions. Some include publicly disclosing private facts concerning the individual and intruding upon the individual's private affairs or seclusion. Because community health nurses will often be in the position of receiving and having access to information highly personal to their clients, they should seek consent before disclosing that information to anyone other than those directly involved in that client's care unless another law mandates that the information be shared, such as in reporting abuse.

In addition to the legal protections afforded a client's privacy and confidentiality rights, ethical protections provide additional support. The American Nurses' Association Code for Nurses mandates that nurses protect the client's right to privacy by "judiciously" protecting information of a confidential nature and mandates disclosing information in a court of law only after permission is obtained by the client or when required by law.

Violating confidentiality does not just relate to naming the client and discussing their diagnosis, symptoms or problems. There are many clues that can lead a person to identify or believe they have identified a person you have described. Therefore, general discussion of the clients that you care for is not appropriate in a public setting or with persons who are not participating in their care. As nurses, we must protect the rights of our clients and present a professional image even when out of uniform.

Violations may result in termination.

HIPAA remains the student's responsibility whether in clinical, on campus, or on personal time.

Essential Skills and Functional Abilities

The following lists of skills/abilities, with or without reasonable accommodation, are necessary for success in the Nursing Program. Reasonable accommodation is a modification or adjustment that enables an otherwise qualified individual with a disability to have the opportunity to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly situated individual without a disability. A reasonable accommodation is defined on a case-by-case basis and must take into consideration:

1. Specific abilities and functional limitations of the individual
2. Specific functional requirements of the nursing program

Reasonable accommodations are directed toward providing an equal educational and/or employment opportunity for the disabled individual while providing for the safety of the individual, patient, and agency staff.

These essential skills include but are not limited to the following:

Motor Skills

Students must have the physical dexterity to master technical and procedural aspects necessary to carry out required nursing techniques and perform patient care. They must have adequate physical stamina and energy to carry out taxing duties that may involve sitting or standing for long periods of time. They must also possess the motor skills sufficient to handle small equipment.

Sensory Abilities

Students must be able to gather information using all senses, especially sight, hearing, and manual dexterity, in order to perform nursing procedures.

Communication Skills

Students must be able to communicate effectively with patients, including gathering information appropriately, explaining medical information in a patient-centered manner, listening effectively, recognizing, acknowledging, and responding to emotions, and exhibiting sensitivity to social and cultural differences.

Students must be able to communicate effectively in English with accuracy, clarity, and efficiency with patients, their families, and other members of the healthcare team (including spoken and non-verbal communication, such as interpretation of facial expressions and other body language) and work cooperatively with supervisors, other students, and all other healthcare team members, and they must be able to accurately identify patients.

Intellectual Abilities
Students must be able to comprehend and learn factual knowledge from readings and didactic presentations, gather information independently, analyze and synthesize learned material, and apply information to clinical situations.

Students must be able to develop sound clinical judgment and exhibit well-integrated knowledge about the nursing process of care, to include: assessment, planning, implementation, and evaluation of nursing services. They must be comfortable with uncertainty and ambiguity in clinical situations, and seek the advice of others when appropriate.

Behavioral, Social and Professional Abilities
Students must possess the emotional maturity and stability to function effectively under the types of stress that are inherent in healthcare professions and to adapt to circumstances that are unpredictable or that change rapidly. They must be able to interact productively, cooperatively, and in a collegial manner with individuals of differing personalities and backgrounds, and be an active contributor to the process of providing health care by demonstrating the ability to engage in teamwork and team building. They must demonstrate the ability to identify and set priorities in patient management and in all aspects of their professional work. They must be punctual and perform work under strict time frames.

Students must be capable of empathetic response to individuals in many circumstances and be sensitive to social and cultural differences.

Students must exhibit an ethic of professionalism, including the ability to place others' needs ahead of their own. They must exhibit compassion, empathy, altruism, integrity, responsibility, and tolerance, as well as demonstrate the ability to exercise the requisite judgment required in the practice of nursing.

Functional Abilities include but are not limited to:

Speech: Communicates in English orally and in writing with clients, physicians, peers, family members and the health care team from a variety of social, emotional, cultural and intellectual backgrounds.

Hearing: Auditory acuity to note slight changes in the client's condition and to perceive and interpret various equipment signals and to use the telephone.

Vision: Posses the visual acuity to read and distinguish colors, to read handwritten orders, and any other handwritten and printer data, i.e., medication records, and scales; chart content and provide for safety of clients' condition by clearly viewing monitors in order to correctly interpret data.

Smell: Olfactory ability sufficient to monitor and assess health needs.

Mobility: Walk or stand for prolonged periods over a six to twelve hour period. Must be able to bend, squat or kneel, and assist in lifting or moving clients of all age groups and weights. Perform CPR i.e., move above patient to compress chest and manually ventilate patient. Work with arms fully extended overhead.

Manual Dexterity: Determine eye/hand coordination and manipulation of equipment such as syringes and IV infusion pumps. Able to use a computer/keyboard.

Fine Motor: Use hands for grasping, pushing, pulling, and fine manipulation and possess tactile ability sufficient for physical assessment and ability to differentiate change in sensation.

Arithmetic Competence: Comprehend and apply basic mathematical skills, e.g., factor labeling, use of conversion tables, calculation of drug dosages and solutions. Measure time, use calculator, read and record graphs.

Writing: Communicate and organize thoughts to prepare written documents that are correct in style, grammar and mechanics.

Emotional Stability: Establish therapeutic boundaries, adapt to changing environment/stress, perform multiple responsibilities concurrently, handle strong emotions, provide client with emotional support, and focus attention on task.

Analytical Thinking: Transfer knowledge from one situation to another, process information, evaluate outcomes, prioritize tasks, problem solve.

Critical Thinking: Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.

Interpersonal Skills: Negotiate interpersonal conflict, respect differences in clients, and establish rapport with clients and coworkers, explain procedures and educate client/family.

Electronics in the Classroom

Students are permitted to use computers/tablets during class for note-taking and other **class-related** work only. Those using computers/tablets during class for work not related to that class must leave the classroom for the remainder of the class period.

The use of cell phones, smart phones, or other mobile communication devices for **personal use**, i.e., smart watches, is disruptive, and is therefore prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period.

Electronic devices are **not** allowed during testing (cell phones, smart watches, etc.).

Electronic video and/or audio recording is not permitted during class. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Electronics in the Clinical Setting

The use of cell phones, smart phones, or other mobile communication device (i.e., smart watches) is prohibited while in the clinical setting. These items should be kept in your book bag/backpack and may be checked during your break, or at the discretion of the instructor. They should not be on your person while in the clinical setting.

Failure to comply will result in consequences which will be reflected on the clinical evaluation tool and also potentially from the clinical facility.

Attendance Policy

Nursing courses are composed of classroom, skills lab, clinical and virtual components. Attendance and tardiness policies are specific to each component as detailed below; however, the total absences and tardies are totaled for each semester.

Classroom Attendance and Tardiness

Regular attendance at classes, is essential for academic success. The student is responsible for making up all work missed during an absence. Any instruction missed and not made up will affect the grade of the student regardless of the reason for the absence.

Absences will be excused with proper documentation.

A total of three unexcused absences will result in a one-letter grade deduction for the overall course grade. Excessive tardiness and leaving class early will count as an absence for every three occurrences. The DCC policy will apply as stated below when absences total more than 25% and the student will not be allowed to proceed to the next semester and/or graduate.

It is the philosophy of Danville Community College that student and faculty interactions are critical to the learning process. Class attendance enhances this process. Regular attendance is thus expected of students. Students missing twenty-five percent (25%) or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon recommendation of the instructor. Students who are administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of "W." After that point, students who are administratively withdrawn will be issued a grade of "F." Faculty have the discretion to establish more restrictive policies.

Students are expected to show respect to the instructor and peers or the student will be asked to leave the classroom and may not return until a conference with the instructor and director has taken place.

Students are expected to attend class on time and are considered tardy if not present for roll call. Students arriving after the start of class will be allowed in the classroom at the discretion of the instructor. Any person entering the classroom late must see the instructor immediately following class to discuss circumstances to discern if the tardy stands. The instructor may deny admission to class if tardy.

Tardiness to class three times WILL count as an absence and will apply toward grade deduction.

Unusual or unforeseen circumstances will be evaluated on an individual basis by faculty.

Attendance: Tests/Exams

Attendance is expected for all tests/exams and quizzes.

If a student is tardy or absent for a test/exam, course faculty must be notified prior to the test/exam unless there is an extreme emergency. A grade of a zero will be given for any missed test/exam. There will be no make-up test/exam. If it is an extenuating circumstance for the tardy or absence, the grade for the final comprehensive exam can replace the missed test/exam grade; however, this must be approved by the Program Director within 72 hours of the date of the test/exam. The grade replacement can only replace one missed text/exam.

All students take their exams using a product called ExamSoft. In order to take the test via ExamSoft, students are required to download the Examplify software. Using this app, students will be able to download exams to take on exam day. Students are required to download the

exam prior to coming to class on the day of the exam. Internet access is required. The exam will be available for download for at least 24 hours. If the exam is not downloaded prior to class, a grade of a zero will be given.

If you are having issues with your Examplify software or the ExamSoft portal, students can reach ExamSoft by telephone at 866-429-8889 for the fastest support. You can also e-mail at support@examsoft.com or start a chat from the website.

Skills Lab Attendance and Tardiness

Attendance is expected for **all skill** laboratories and therefore follows the Clinical/Lab Attendance & Tardiness policy.

Students are expected to wear their **full uniform** to **all skills** laboratories unless otherwise directed by the instructor. See uniform section of Handbook for specifics.

If a student is absent from Skills Laboratory, he/she may not perform that skill in the clinical area until the skill competency is demonstrated in the campus laboratory. The skill competency must be completed **within one week of the date it was originally scheduled**. It is the student's responsibility to contact their skills lab instructor to arrange a make-up time for the missed day, and the student must prepare in advance independently as recommended by the instructor. The student must notify his/her clinical/lab instructor of the reason for any skills laboratory absence(s) prior to the scheduled laboratory. Follow the same procedure as outlined in the Clinical Attendance section.

Failure to obtain permission from the instructor to be absent from skills laboratory constitutes an **unexcused absence**.

Students are expected to complete all required learning activities before coming to the skills laboratory. A student who is unprepared must exit the lab and complete the assigned "ticket to enter" prior to returning to lab.

Any skill that cannot be successfully completed on the first attempt must be practiced independently or with the assistance of the lab coordinator. The unsatisfactory grade received on first attempt is recorded. The student must still successfully complete the skill in order to progress. The student will be given a second opportunity to check off with the lab coordinator or other designated instructor(s). If unsuccessful on the second attempt, the student fails the course and must withdraw. **NO EXCEPTIONS.**

Clinical/Lab Attendance and Tardiness

In the event of absence, the student will notify the assigned nursing instructor a minimum of one hour before clinical time by calling the instructor and leaving a voicemail message on his/her office phone, and by email to the clinical instructor. Earlier notification is strongly encouraged. Failure to notify the instructor in the designated timeframe constitutes an unexcused absence.

It is to be noted that there are limited clinical opportunities and if the student misses more clinical hours than can be made up, the student will not be able to fulfill course requirements resulting in failure of the course. Unusual or unforeseen circumstances will be evaluated on an individual basis by faculty and nursing director.

The student, who is tardy for any reason to clinical, may be denied admission to the clinical session, it is at the discretion of that clinical instructor. If the student is not admitted to the session, the tardy will be documented as an unexcused absence. Clinical absences totaling 15% or greater will result in clinical failure and a meeting with the director. Any absence requires documentation (ex. Doctors note, court orders, jury duty, obituary).

Any student unprepared for clinical will not be allowed to remain in clinical, and will receive an Unexcused absence.

If a student leaves the clinical area prior to the completion of a session, the instructor will determine the required make-up hours.

No light duty is available on clinical floors for clinical hours/time.

Intensive Advisement

Intensive Advisement will be scheduled for students who are not meeting course objectives, failing, or upon instructor's discretion. Intensive Advisement will be scheduled at midterm with the nursing faculty. At this time you will be informed of your progress and an action plan will be outlined. For the remainder of the semester you will be expected to work on areas outlined by the faculty and it is strongly recommended that you seek tutoring. If you choose not to follow the recommendations of the faculty, failure of the course may result.

Grading

The student's knowledge and understanding will be evaluated by both oral and written tests, assignments and a variety of other activities. A final grade of 80% ("C") is required in each course in the RN curriculum in order for the student to continue the nursing sequence. Refer to the course syllabi for specific grading criteria in each course. **No grades will be rounded.**

Nursing Grading System

A	92 - 100
B	84 - 91
C	80 - 83
D	70 – 79 (Failure)
F	Below 70

Instructional Methods

The nursing program is a fast-paced, intensive learning experience. There is a great deal of content to be covered each semester. Successful mastery of course content materials is dependent upon student engagement at all phases of content delivery, as well as student preparation prior to class. It is expected that the student will be prepared prior to each class in order to participate and perform activities/skills required during each session. Students who do not read and prepare for class are usually unsuccessful. The nursing program uses active learning strategies to develop critical thinking processes. Active learning requires that the student spend significant time engaging with course materials prior to each class. The student is responsible for any and all content assigned and taught in and out of class time, even if the content is not addressed specifically during class.

Instructional methods include, but are not limited to:

- Reading assignments
- At-home activities
- Narrated lectures
- In-class lectures/Zoom synchronous and asynchronous classes
- Independent, pair or small group activities in or out of class
- Demonstration
- Discussion
- Role Play
- Simulation
- Videos
- Guest presentations
- Other activities and assignments as needed
- Virtual clinical simulation

Computer Requirements:

It is also required that you have a personal computer (or easy access to one). The following are the recommended minimum hardware/software requirements: 128 GB hard drive or higher; 4 GB

RAM or higher; Intel i3 or higher processor; Windows 10; Microsoft Office; computer microphone, speakers, and web camera. ***Please note that Chromebook does not support some of the software we use in the nursing program, thus it is not recommended.** Students will also need (or have easy access to) reliable internet service.

Testing

Directions for test taking:

1. Separate from other students as much as possible.

2. Close and secure all notebooks, papers, and book bags and store in the designated area.

3. No electronic devices including smart watches, cell phones, pagers or tape recorders. All devices must be in silent mode or turned off.

4. Calculators are provided via Examplify/ExamSoft.

5. One blank piece of paper will be provided by Faculty if needed for math calculations.

6. Keep your eyes focused on your computer.

7. Students will remain in their seats and silent once the exam has started.

8. Students with questions should raise their hands and Faculty will address them at their seats.

9. After you have finished your exam, you will receive a "Green Screen" stating your exam has been uploaded. Raise your hand for Faculty to acknowledge verification of your upload. Do not close the software until Faculty have verified your upload.

Test Reviews:

1. A test review has these purposes:
    a. To identify the rationale behind the questions and answers.

b. To improve test-taking skills.

c. To provide students an opportunity to individually view their test.

2. All students who fail a test (80% or lower) must complete test remediation/review. After one week, the test will no longer be available for viewing.

3. Students are responsible for making an appointment with their instructor within one week of the date the test grade is posted in order to view the test, unless other arrangements are made by the instructor.

Study and test-taking skills:

It is best for students to remediate problems in test-taking skills as they progress through the semester. A student who fails a test should make an appointment with the faculty member for individual assessment of study and test-taking skills and recommendations to improve these skills. It is the student's responsibility to make an appointment with the instructor.

Homework

Assignments are due on the date assigned. Late assignments will not be accepted and a grade of zero will be earned.

If absent on a day that a clinical/homework assignment is due it **remains the student's responsibility** to submit the assignment on time. Homework must be completed in its entirety. No partial credit will be given. The student may designate family/friend to bring their homework or submit electronically. It remains the student's responsibility to submit all work on time.

NCLEX Success Plan

Each student is required to participate in the NCLEX Success Plan as outlined in the course syllabus. Completion of NCLEX Success Plan is a course requirement. Failure to complete assignments can result in inability to progress in the nursing program.

Standardized Testing – KAPLAN/HESI

In an effort to expose the student to different testing styles and to validate knowledge across the curriculum, standardized tests will be given in each semester. These tests are mandatory for successful completion of nursing courses. Focused review tests/HESI assignments may be completed at home or on campus, as these tests are not proctored and may be completed at any time prior to the due date. Integrated/Proctored tests are scheduled by the nursing program and are proctored in computer labs on campus. Computer lab times will be arranged for the tests and communicated to students. Test due dates will be as outlined in the course schedule. Remediation is mandatory for Integrated Tests and highly encouraged for all assignments. Students scoring below benchmark are required to complete all assigned remediation. Failure to complete all tests and remediation will result in incomplete (I) course grade and the student will not be allowed to graduate, or progress in the program (no exceptions will be made). The cost of these tests is the responsibility of the student and must be purchased each semester. Kaplan grading will be based on the following table:

Percentile Ranking	Course Grade
90-99th	100
80-89	98
70-79	96
60-69 (Benchmark = low A)	94
50-59 (low B)	86
40-49 (low C)	78
30-39 (D)	70
29 or below (F)	69

HESI Testing Policy

A proctored HESI exam will be administered **2 weeks** prior to the final exam in each course. Each student is required to take this exam. Any student scoring less than the National Average Score provided by HESI will be responsible for viewing and completing all required remediation assigned by HESI. Students will complete the Course Remediation Contract for each applicable exam and upload it to Canvas in the (Course Remediation Contract Agreement assignment) by midnight on the date the HESI is assigned. All Remediation components assigned by HESI are required for each exam and will be due **2 days** before the Final Exam. Upon completion of the Contract, each student will upload the completed document with the dates each item was completed to Canvas in the (Course Remediation Contract

Completed assignment). **Failure to comply with the Course Remediation Contract will result in the student receiving a grade of zero (0) for the final exam**.

HESI Score Performance Chart

HESI Score	Performance Level
>1050	Recommended Performance
1001-1050	
950-1000	
900-949	
875-899	Acceptable Performance
850-874	
800-849	Below Acceptable Performance
750-799	
700-749	Needs Further Preparation
≤ 699	

Virtual Simulation

Virtual simulation immerses students around life-like patients and maximizes engagement while developing critical thinking, decision-making, and communication skills. Virtual simulation may be used to obtain clinical hours in addition to in-person clinical experiences.

Annual Review for NCLEX-RN and NCLEX-PN

Students must attend the live review seminar held at DCC or virtually at the end of the final semester. The schedule for the review seminar will be posted in Canvas and/or syllabi for final

semester courses. Attendance is mandatory. Failure to complete this requirement will prevent students from completing the final semester nursing course and advancing to graduation. The review course identifies readiness for NCLEX-RN and NCLEX-PN. The review course identifies areas of content strength and weaknesses requiring additional study.

Campus Laboratory Etiquette

Purpose/Services: The Nursing Labs have been established to provide a simulated clinical setting in which the student can learn, practice, and thus successfully develop basic nursing skills prior to performing these skills with clients in a healthcare facility. The labs may be used for structured campus labs, simulated learning, tutorial experiences, and independent student practice. There are manikins, models, and other learning aids available in the lab to both provide basic instruction and enhance other learning activities.

Nursing Lab Appearance

As a courtesy to all who use the lab, this academic learning center will need to be maintained and returned to an orderly fashion when not in use. When the day or practice time is complete, please ensure that the lab is left in the following manner:
a) Beds in the lowest position, linens neat and manikin properly placed
b) A fitted sheet, top sheet and bedspread with one pillow, on each bed
c) Over bed tables placed at the foot of each bed
d) Chairs pushed underneath the table/nurses station
e) Equipment placed in the appropriate area

Food and Drink

Food, drink, and/or gum will not be allowed in the simulation labs under any circumstances.

Skills Supply Kit

Each student must purchase a skills supply kit from the DCC Bookstore. The skills supply kit is for **school use only** in the lab for practice and check-off (not for use on humans). Students are responsible for maintaining kit/supplies. If any supplies are missing or broken, it is the student's responsibility to replace. The student must purchase any missing/broken supplies at a durable medical facility and incur all costs.

Medication Administration Kits

Each student must purchase a medication administration kit from the DCC Bookstore. This kit will be kept in the nursing lab at all times. Although students purchase this kit, the kit or any contents of the kit, are not allowed to leave the clinical skills lab. Any student leaving the skills lab with any contents from the kit will be subject to disciplinary action as deemed by the nursing director and dean of arts, science, and business.

SKILLS COMPETENCY

Students are expected to come to skills lab prepared to practice skills and successfully check off on performance. All skills are expected to be completed satisfactorily on the first attempt. If a student is unsuccessful on the first attempt, the student must schedule time to practice the skill in the lab prior to second attempt. Each skill **MUST** be satisfactorily completed within a maximum of two (2) attempts; failure to achieve this will result in course failure.

Skills Competency Checklist

Each student is held accountable for completing and maintaining the integrity of their skills competency checklist. Students should seek opportunities to have each skill checked off during their clinical rotations, and have the clinical instructor sign and witness at the end of each clinical day. At the end of each semester, students will be required to submit a copy of the signed skills competency checklist. This checklist is a crucial part of each semester to demonstrate skills competency throughout the nursing program.

CLINICAL

Clinical Experiences/Locations

Students are required to complete a sequence of courses and learning experiences provided at the college and at selected community agencies such as: hospitals, nursing homes, clinics, physicians' offices, day care centers, and schools. Some clinical experiences may be up to 50 miles from Danville. Students are responsible for their own transportation to off-campus facilities in time for clinical experience. Students will also be required to complete virtual simulation assignments.

Clinical Evaluation

Clinical performance evaluation is an integral component of the educational process designed to assist students in meeting the roles of the associate degree nurse. Clinical behaviors are those aspects of nursing care which are crucial to the patient's physical and emotional well-being. Each semester of the nursing program has expected clinical performances identified. Clinical evaluation goals are to:

- Determine whether the student has sufficient knowledge for established level of practice
- Determine whether the student is performing care, treatments, and procedures effectively and safely
- Provide feedback to encourage behavior associated with professional nursing practice

In order to pass a class with a lab component and progress to the next semester, students must successfully complete each skill satisfactorily.

Students are expected to use critical thinking, communication and reasoning skills each semester and their proficiency should improve with each semester. Therefore, the expectation is progressive academic and clinical growth. The information gained in each semester provides a knowledge base to be utilized for continued growth in successive semesters.

Students are required to complete a sequence of courses and learning experiences provided at the college and at selected community agencies such as: hospitals, skilled nursing facilities, extended care facilities, clinics, physician's offices and schools. The nursing faculty members observe and evaluate the students' ability to provide direct patient care.

All clinical evaluations are graded on a satisfactory (pass) / unsatisfactory (fail) basis, with the exception of NSG 270 for ADN students. See clinical evaluation tool for each course for specific behaviors to be met.

Personal qualities, behavior, attitudes, professionalism, and skills of the student in the clinical area will be evaluated using the clinical assessment tool for each nursing course that has a clinical component. Clinical performance will be evaluated by using the Clinical Evaluation Tool. Performance will be discussed in individual conferences and used for guidance purposes. The student must maintain a satisfactory clinical grade in order to continue in the nursing course sequence.

<u>It is the student's responsibility to make an appointment with their clinical instructor to review their clinical evaluation tool prior to the next clinical week</u>. Failure to do so results in not

knowing previous errors and how to improve. This remains the student's educational responsibility, not the instructor.

As required by the Virginia Board of Nursing, RN students must complete a minimum of **500** direct patient care clinical hours and LPN students are required to have a minimum of **400** hours. Danville Community College RN students will have **540** hours of scheduled clinical experience Danville Community College PN students will have **450** hours of scheduled clinical experience. Clinical space is limited allowing few make-up opportunities. If a student is unable to complete the required clinical hours for any course, he/she will not be allowed to progress to the next level.

Clinical Evaluation Tool

See each clinical tool for performance standards to meet course objectives.

Failure to meet course objectives as outlined on each clinical evaluation tool will result in failure of the course AND dismissal from the Nursing Program. Even if passing the course academically, an unsatisfactory clinical performance will cause a course failure and the student will receive a "D" for the course.

If clinical feedback is posted in Canvas, each student must respond in a comment the following: "I have read and acknowledged my clinical feedback".

The student's signature/response to feedback via Canvas each week signifies that the student has received, read, understands and agrees with the evaluation. If the student has any questions about the evaluation, he/she should indicate in the comments that a meeting to discuss feedback is desired. The student has one week to meet with the instructor to voice any concerns. After this time, no changes will be made to the clinical tool.

Rating Scale

S	=	Satisfactory, meets objectives
U	=	Unsatisfactory, does not meet objectives, improvement required
NI	=	Needs improvement (only on weekly feedback, not midterm)
N/A	=	Not Applicable or not yet required

Clinical Professional Behavior

1. **No smoking allowed while in uniform**. Some patients are allergic to smoke and others find the odor offensive.
2. Drinking alcoholic beverages or using any illegal substances while in uniform is forbidden.
3. Unprofessional language or actions while in uniform or in class is unacceptable.
4. Gum is not to be chewed during clinical experiences.
5. All electronic devices should be placed on silent in the classroom or laboratory. **No cell phone/smart watches may be on the student during clinical hours.**
6. Laptops may be used for clinical purposes **ONLY**.

RULES - REGULATION - CLINICAL AREAS

Students are expected to adhere to rules and regulations while in the clinical areas. Expectations include but are not limited to the following:

1. When assigned to a patient care unit, the student will demonstrate accountability and responsibility.

   Performance will be satisfactory when the student practices accountability and responsibility by:

   a. Reporting to assigned area promptly
   b. Reporting to nurse assigned to your patient before leaving unit for lunch and/or the day (including any change or deviations from normal)
   c. Conforming to school dress code
   d. Following procedure for absences and tardiness
   e. Submitting written work on time
   f. Using clinical time wisely

2. When assigned to a patient care unit, the student will participate in student/instructor conferences. The student is expected to:

   a. Report on time to clinical conference
   b. Report on nursing aspects of assigned patients

c. Discuss questions or concerns

3. When assigned to a patient care unit, the student will maintain a professional attitude.

   Performance will be satisfactory when the student conforms to expectations by:

   a. Keeping information about patient(s) confidential

   b. Controlling own physical and emotional behavior

   c. Getting along well with other members of the health team/students

   d. Accepting and benefiting from constructive criticism

   e. Performing within limits of capability and seeking instructor for clarification or advice

   f. Interacting with patient with respect for his/her values, rights, dignity

   g. Demonstrates caring behaviors

4. If for any reason a student withdraws or is dismissed, all badges must be returned. (ie – DCC, SOVAH, or Sentara). Failure to return the badge will result in the student's DCC account being blocked for any future classes and the student will be unable to obtain any official transcripts. It is recommended that the ID badge be returned immediately.

Unsafe Clinical Practices

Students are expected to meet clinical objectives as outlined in the Clinical Evaluation Tool, Nursing Handbook, and course syllabus. Unsafe clinical practice is any behavior that **may place** the patient, family member, staff, instructors, or other students in any physical or emotional harm. Unsafe clinical practice will result in failure of the course and immediate dismissal from the nursing program.

Disciplinary Actions

Students are subject to disciplinary action, including course or program suspension or dismissal, under certain circumstances. These circumstances include, but are not limited to the following:

1. **Exhibiting behavior in the clinical area that a faculty member deems potentially life threatening (i.e., medication error and/or inappropriate medication administration) or that results in patient injury.**
2. Failing to act in a responsible or prudent manner in carrying out professional duties.
3. Coming to clinical and demonstrating behavior that affects judgment and/or ability to perform patient care responsibilities: such as (but not limited to) being under the influence of drugs or alcohol, or being mentally or physically incapacitated.
4. Demonstrating behavior that is defined as misconduct as stated in the DCC Catalog, DCC Student Handbook, DCC Nursing Policies or syllabi.

Student Misconduct Process

A student found guilty of violating Danville Community College's or Nursing regulations will be referred to the Nursing Director for disciplinary consideration.

The Nursing Director will then make recommendations to the Dean and Vice President of Instruction and Student Development regarding final disciplinary action.

The student will be notified regarding the disciplinary recommendation to allow for due process. (As defined in the DCC Handbook).

Classroom Conduct

The physical and virtual classroom is for learning. Students are expected to respect their peers and to participate in classroom discussions. **Talking which occurs between students, working or engaging in other activities during learning activities is unacceptable.** It is distracting to the instructor and may prevent interested students from gaining needed material. Students are asked to refrain from behavior that may be interpreted by the instructor as disruptive and/or unprofessional. Hopefully, such a problem will not arise. In the event that it should, appropriate action will be taken.

Social Media Policy

The use of social media is prohibited in campus classroom, labs, and clinical. In addition, students are prohibited from use of **any** patient/client, clinical agency, or DCC information, data,

or images in any social media. Even if an individual is not identified by name within the information you wish to use or disclose, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA). Be advised, patients can be identified by others simply by identifying a patient's history and present illness. Students may also be in violation of the policies of Danville Community College, the Nursing Program and any clinical sites.

Students are never permitted to photograph patients or patient information and cameras are not permitted in any patient care areas where a student is assigned to clinical.

Social media includes but is not limited to blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like Facebook, Twitter, Instagram or any social media application. Students are required to maintain confidentiality and privacy laws. Information published on social networking sites should comply with Danville Community College, the Nursing Program and any clinical facilities' confidentiality and disclosure data policies.

Failure to abide by policy and laws may result in termination from the program, and/ or legal liability. The AAS Nursing Program subscribes to NCSBN and VBON guidance regarding social media. Students are responsible to review and follow information in both links provided:
https://www.ncsbn.org/NCSBN_SocialMedia.pdf NCSBN
https://www.dhp.virginia.gov/nursing/guidelines/90-48_SocialMedia.doc VBON

Be respectful to Danville Community College, the faculty and staff, other students, employees of all clinical sites, any partners and competitors.

Do not reference Danville Community College faculty or any clinical facility employees, partners or competitors without their expressed consent.

Gifts

The relationship between a student and a client is professional and client-centered. It is important to establish good rapport with the client. It is considered inappropriate, however, to accept items of value (whether money or other gifts) from a client. Students will be subject to disciplinary action for accepting any gifts from clients. Cards, thank-you notes, or candy of minimal value are examples of appropriate gratuity. If the student is unsure whether or not it is appropriate to accept any token of appreciation, the student should consult with their clinical instructor.

Student Health

Each student will assume responsibility (including financial responsibility) for his/her own health care. Should the student become ill during school hours, please notify an instructor. Each student is responsible for having their own health insurance. Students may participate in clinical if fever is less than 100.4°F.

Telephone

Telephone calls or text messages may not be received during class or clinical time. Personal phone calls and text messages are not allowed, except during scheduled break periods. Students cannot receive personal phone calls, text messages nor use telephones for personal use during clinical experiences. Should a family member or friend need to get in touch with a student please contact the Vice-President's office at (434) **797-8410**. The appropriate student will be notified through this office. **Do not call the Nursing Program administrative assistant**.

Personal Visits on Campus and at Clinical Sites

Personal visits are not allowed except in the most dire circumstances such as serious illness or tragedy; i.e., automobile accident, death of a family member. Should a family member or friend need to get in touch with a student please contact the Vice-President's office at (434) **797-8410** and the appropriate student will be notified through this office. Safety and legal factors necessitate this rule. Do not contact the Nursing Department.

If a faculty or staff member receives a telephone call from someone asking to speak to a student, the caller will be advised that classes/clinical are interrupted ONLY for emergency situations. If the situation is judged to be an emergency, a message will then be delivered to the student in class/clinical as soon as possible.

ALL visitors on campus looking for a student should be directed to the office of the Vice President of Academic and Student Services. When an individual comes to the Vice President's office to locate a student, the administrative assistant to the Vice President will find out why the individual wants to see the student. If the situation is judged to be an emergency, the student will be located and advised that a visitor *(visitor's name will be given to student)* is waiting in the Vice President's office for him/her. If the situation is a non-emergency, the visitor will be advised that classes cannot be interrupted and he/she is welcome to wait until classes are over and the student can be contacted. Visitors are not to come to the Nursing Department.

Information about a student's schedule will never be given to a visitor or caller.

Children in Class

Children are not permitted in nursing classes, labs, or social functions. They may accompany their parents for business transactions.

Students who bring children to class will not be allowed to remain in the class, lab, clinical area, fundraisers, or social functions. Some of these environments can be hazardous for children, and children may also be disruptive to the learning process.

For reasons of security and child welfare, the College will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to the DCC Student Code of Conduct.

Canvas

Canvas is extensively used to communicate with students. All students are held responsible for checking these announcements. Canvas should be checked daily. Announcements can be posted at any time.

CPR Certification

Prior to entering the any Nursing program at DCC, each student must have a current **American Heart BLS Healthcare Provider** Course certification. This certification is the responsibility of the student. Area rescue squads offer classes. This certification must extend until the completion of the Nursing Program. American Heart BLS for Healthcare Providers which is good for two years is required. Other CPR courses are **not** accepted (example: American Red Cross). Each student is required to have a valid CPR card.

Concept Map Binder

Each student will be responsible for creating and updating their concept binders each semester with assigned content. Individual binders will be assessed for completion at the end of NSG 230. Concept binders will account for 10% of the final course grade.

Faculty Office Hours

The Nursing faculty is available during posted faculty hours to aid students with academic and/or personal problems. Faculty appointments will be made on an individual basis. Please schedule appointments with the faculty.

Office Telephone Numbers

Jim Emerson, DNP, RN	Program Director	(434) 797-8422
Robin Crawley	Admin. Assistant	(434) 797-8512
Jennifer Bowen, MSN, RN	Faculty	(434) 797-8508
Krystle Forlines, DNP, RN	Faculty	(434) 797-8416
Erica Myers, MSN, RN	Faculty	(434) 797-8551
Jennifer Rimmer, MSN, RN	Faculty	(434) 797-8468
Shelby Rigsby, MSN, RN	Faculty	(434) 797-8560
Alexandria Gauldin, BSN, RN	Faculty	(434) 797-8581

Dress and Uniform Regulations

The appearance of all nursing students must obviously conform to the highest standards of cleanliness, neatness, good taste, and safety. The following are specific dress regulations and policies for nursing students while in uniform. Dress code differs in some units -- you will be informed of these exceptions.

1. Full uniform for female students includes scrub pants and scrub top. Students may wear a white or black tee-shirt under scrubs. All students may wear lab coat or a white or black sweater (no sweatshirts or hoodies). Clean, white or black, non-permeable nursing shoes (cannot be cloth or canvas) or white or black leather clogs with a heel strap may be worn with white or black socks. Slides, sandals or cloth/canvas athletic shoes displaying color logos or letters may NOT be worn.

2. Full uniform for male students include a scrub top and pants, clean, white or black, non-permeable nursing shoes (cannot be cloth or canvas) (no slides, sandals, or cloth/canvas athletic shoes displaying color logos or letters may be worn), and clean white or black socks. Students may wear a white or black tee-shirt under scrubs.

3. All students must carry scissors, stethoscope, watch with second hand (**no smart watch**), two black pens, pen light and student I.D. badge worn above the waist. If I.D. badge is lost or name is changed, report to instructor. Another one must be purchased immediately.

4. Students are responsible for keeping uniform, socks, shoes, and shoe strings neat and clean. Uniforms must be clean, wrinkle free, and pants should not touch the floor. Scrubs should fit appropriately and not be excessively tight or baggy.

5. No nail polish, no artificial nails or overlays, no heavy mascara, no heavy eye shadow, and no perfume/cologne/after-shave will be worn while in uniform. Nails should not extend beyond the fingertips. Tattoos or body art must be covered if it could be offensive to someone else.

6. All students' appearance must be clean, neat, and odor free.

7. The uniform should be worn during clinical only.

8. Hair should be clean, neat and **off** the shoulders with no loose hair hanging around face, it should be affixed so as to not swing forward to prevent potentially contact and contamination of a procedure field. Hair must be of no extreme styles. No decorative hair ornaments are allowed. Beards, mustaches, and sideburns must be neatly trimmed.

9. A plain wedding band (no jewels on band) and **small** (no larger than 3 mm) silver, pearl, or gold stud earrings (one per earlobe) may be worn with uniform. **No other jewelry** is acceptable (this includes tongue rings and any facial piercings). Loop earrings and necklaces are prohibited since they may catch on equipment or may be pulled by patients and cause damage to the wearer. Pierced jewelry may be worn on the earlobes only. Clear or skin-colored spacers are acceptable at non-SOVAH facilities only.

10. Classroom dress should be in good taste. Pants, jeans, and slacks are acceptable. No halters, tank tops, or short shorts are permitted. Shoes are to be worn at all times.

11. Certain clinical units require special hospital attire; i.e., scrubs-OR, etc. Appropriate dress to and from these areas includes skirts, blouses, slacks, etc. (For females, this means no shorts, jeans, halter tops, or short or revealing dresses/skirts). (For males, this means no shorts, jeans or sagging pants)

12. Students must wear appropriate ID badge above the waist during clinical times.

Compliance with the Dress Code

While wearing the nursing student uniform, students are expected to conduct themselves in a manner befitting the DCC nursing program, college, and the profession of nursing. Professional behavior and communication are required at all times. Students must comply with all policies, practices, and standards as set forth in the college and nursing program handbooks. Students will be held accountable for their actions. Failure to comply will result in disciplinary action.

United States Department of Education Statement

Pursuant to United States Department of Education (US DOE) regulation 34 CFR 668.43 (a) (5) (v), the Danville Community College Associate Degree in Nursing (ADN) program provides the following information for all prospective and current students:

The **Danville Community College** ADN program meets all Virginia Board of Nursing requirements for pre-licensure nursing education programs in the Commonwealth of Virginia.

The Commonwealth of Virginia participates with 32 other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states. The Uniform Licensing Requirements (ULRs) are found at:https://www.ncsbn.org/NLC_ULRs.pdf.

States currently in the NLC are found at: https://www.ncsbn.org/nlcmemberstates.pdf. Prospective and current students are strongly encouraged to evaluate all state requirements in jurisdictions where they intend to practice nursing. A list of all state requirements is found at: https://www.ncsbn.org/14730.htm.

Danville Community College has not determined if the ADN program meets the requirements of any other states.
This statement serves to meet the USDOE regulation until further notice.

VABON Statement

Per the VABON Statement below, after graduation and upon registration and payment of NCLEX fees, students are eligible to begin work as the profession in which they are a candidate.

> The practice of nursing, which is prescribed as part of a study program, by nursing students enrolled in nursing education programs approved by the Board or by graduates of approved nursing education programs for a period not to exceed ninety days following successful completion of the nursing education program pending the results of the licensing examination, provided proper application and fee for licensure have been submitted to the Board and unless the graduate fails the licensing examination within the 90-day period.

Appendix I

Program Handbook Disclaimer and Signature Form

This Danville Community College Nursing Program Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Your signature on this page is to acknowledge that you have received, read, understand and will adhere to the concepts contained in this handbook.

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

_____ _____

Student's name (printed) Date

_____

Student's Signature

Appendix II

Student Nurses' Acknowledgment of

Danville Community College Nursing Program

Drug and Alcohol Policy

Danville Community College

1008 South Main Street

Danville, VA 24541

I understand that Danville Community College's Programs of Nursing has a Drug (urine, blood and/or hair) and Alcohol Testing Policy. I understand that I must take part in the drug/alcohol testing process in order to be a part of the Nursing Program. I understand that I am responsible for the cost of testing on the day of testing. I understand that if I test positive, refuse to be tested, or attempt to alter or tamper with a sample (this includes diluted, urine outside temperature parameters or not being able to provide a specimen) or any other part of the testing process, I will not be permitted to remain in the Nursing Program and will receive "F's" for any nursing class currently enrolled in. In order to be considered for readmission, the student with drug issues must provide documentation of successful completion of intense outpatient rehabilitation program or inpatient rehabilitation. I understand that DCC may request a drug/alcohol screen at any time throughout the academic course. I understand that all students may be drug tested at random points **during each semester**. By signing this form, I acknowledge that I have read and understand the Drug and Alcohol Policy and I consent to possible drug/alcohol testing or searches at random points throughout the nursing program. I further understand that I will be discharged from the Nursing Program if I violate this policy. Finally, I understand that the policy is not a contract or an offer to contract and that Danville Community College Program of Nursing maintains the exclusive right to interpret, modify, or eliminate any part of the policy at any time.

_____

Student Signature

_____

Student Name (printed)

_____

Date

Appendix III

Rounding Rules for Dosage & Calculations

Rule 1: Drops, capsules and suppositories final answer should always be a whole number.

Rule 2: Liquids less then 1mL should be rounded to the nearest hundredth (second decimal place).

Example: 0.287mL = 0.29; 0.999mL = 1.00mL

Rule 3: Liquids greater then 1mL should be rounded to the nearest tenth (first decimal place).

Example: 1.42mL = 1.4mL; 5.779mL= 5.8mL; 1.999mL= 2.0mL

Rule 4: Round to the equipment. When calculating general "Pump Setting" questions, your answer will be a whole number and it will always be labeled mL/hr.

For Neonatal/Pediatric/Critically ill Patients: Some drug dosages "Pump Settings" may need to be rounded to the nearest one hundredth for certain.

When calculating "Flow Rate", your answer will always be a whole number and it will always be labeled in gtts/min.

Rule 5: Numbers can only be rounded 1 time.

Example: 4.746 does not round to 4.75 and then to 4.8;

It should be rounded to 4.7

Rule 6: Any decimal that does not have a whole number must start with a leading zero "0".

Example: .5 (wrong) ⊗

0.5 (correct) √

Any decimal ending with a trailing zero"0", must be dropped.

Example: 1.50 (wrong) ⊗

1.5 (correct) √

Rule 7: When calculating medication dosage based on weight, do not round.

Example:

Order: Vancomycin IV 15mg/kg daily.

Patient weight: 100 lbs. = 45.454545 (leave in calculator as is).

Pharmacy label: 1,000mg/500 mL

Dose = 15mg x 45.454545kg = 681.818181 mg (leave in calculator as is).

$$\frac{X \text{ mL}}{681.818181 \text{ mg}} = \frac{500 \text{ mL}}{1{,}000 \text{ mg}}$$

$$1{,}000\,x = 340{,}909.09$$

$$X = 340.90909 = 340.9 \text{ mL (final answer)}$$

Appendix IV: Remediation Contract for HESI Exit and Specialty Exams

Course HESI Remediation Contract

Student Name: Date:

Exam Name:

Course:

Remediation Elements	**Date Completed**
Essential Packets (list each required Essential Packet recommended by HESI)	
Other optional activities chosen by student (Describe)	

Plan Approval:

_____ _____

Faculty Signature Date

Completion of Remediation:

I _____ verify that I have independently completed the above Remediation plan.

_____ _____

Student Signature

Appendix V: Estimated Fees for RN and Practical Nursing.

Required for Program	Practical Nursing	Registered Nursing
Text and Testing (Elsevier)	840.00/per semester	760.00/per semester
ExamSoft	100.00/per year	100.00/per year
Scrubs (2-Sets and Lab Coat)	190.00	190.00
Lab Kit	350.00	350.00
Background Check	85.00	85.00

Appendix VI: ADN Program Completion Rate

2022: Traditional: 53.6% (22/41); LPN-RN Transition: 81% (9/11)

2023: Traditional: 60.6% (20/33); LPN-RN Transition: 66.67% (2/3