NURSING STUDENT HANDBOOK

Academic Year 2017-2018

Associate of Applied Science in Nursing

Approved by
Tennessee Board of Nursing
665 Mainstream Drive,
Nashville, TN 37243
Telephone 1.888.310.4650
Web address:
http://health.state.tn.us/boards/Nursing/index.htm

Accredited by
Accrediting Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
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Web address:
http://www.acenursing.org/
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Preface

The purpose of the Nursing Student Handbook is to assist students in understanding policies and procedures regarding the associate of applied science in nursing program at Northeast State Community College (NeSCC). The information provided is a supplement to the NeSCC policies and procedures located in the Northeast State Online Catalog and Handbook, as well as the Northeast State Student Handbook.

To achieve successful progression through the program, it is the student’s responsibility to read and adhere to policies and procedures provided in this handbook as well as institutional policies and procedures. If you have questions pertaining to a specific policy or procedure, it is your responsibility to seek guidance from the Nursing Division.

The policies, procedures, and information contained in this handbook represent information that is current at the time of publication. Notification of changes to information contained in this handbook, which affect students, will be provided to students in written format, posted onto the student course management system, or emailed to the student’s school email address. It is the student’s responsibility to review the course management system (D2L) and official school email account for updates.

This handbook does not institute a contract between the student and the Nursing Division. The Northeast State Online Catalog/Student Handbook can be found online at [http://catalog.northeaststate.edu/](http://catalog.northeaststate.edu/)

Northeast State Community College
Nursing Division
Regional Center for Health Professions
300 West Main Street
Kingsport, TN 37660
423.354.5108
nursingmail@NortheastState.edu
Accreditation Commission for Education in Nursing

The Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League of Nursing Accrediting Commission (NLNAC), is responsible for the specialized accreditation of nursing education programs (Clinical Doctorate, Master’s, Baccalaureate, Associate, Diploma, and Practical programs). The Commission has authority and accountability for carrying out the responsibilities inherent in the application of standards and criteria, accreditation processes, and the affairs, management, policy-making, and general administration of the ACEN. The ACEN is nationally recognized as a specialized accrediting agency for both post-secondary and higher degree programs in nursing education. (http://www.acenursing.org/)

Northeast State Community College Nursing Program received continuing accreditation in spring 2014, from the Accreditation Commission for Education in Nursing, Inc. (ACEN), with the next site visit scheduled for spring 2022.

ACEN, Inc. 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Telephone 1.404.975.5000. Web address http://www.acenursing.org

The Tennessee Board of Nursing granted the associate of applied science in Nursing (AAS Nursing) program at Northeast State full approval in February 2010 and February 2017. Tennessee Board of Nursing, 665 Main Stream Drive, Nashville, TN 37243. Telephone: 1.615.532.5166. Web address: http://www.tn.gov/health/topic/nursing-board
PROGRAM OVERVIEW

Division of Nursing Mission/Purpose Philosophy and Conceptual Framework

Mission/Purpose

The purpose/mission of NeSCC nursing program is to provide instruction in nursing and promote the health of the community as evidenced by a commitment to accessible high-quality nursing education, learning, and service.

Philosophy

The nursing metaparadigm held by the faculty is as follows:

- **A PERSON** is a human being of intrinsic worth and dignity, a unified whole, possessing an interrelatedness of experiences derived from biological, psychological, sociological, cultural, and spiritual needs. Persons maintain capacity and responsibility to determine his/her health care needs plus influence his/her state of wellness by increasing knowledge and altering behaviors.

- **ENVIRONMENT** refers to all internal plus external factors and processes continually interacting and/or affecting the person.

- **HEALTH** involves a dynamic process of adaptation as the person acts and interacts to physical, emotional, and spiritual stressors in the internal and external environment to achieve and maintain holistic optimum wellness.

- **NURSING** requires a Patient Centered Nursing Process approach which includes the application of research-based empirical, scientific and intuitive knowledge and skills implemented to assist individuals in achieving and maintaining holistic, optimal wellness. “Patient Centeredness is an orientation to care that incorporates and reflects the uniqueness of an individual person’s background, personnel preferences, culture, values, traditions, and family. A patient centered approach supports optimum health outcomes by involving patients and those close to them in decisions about their clinical care. Patient centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care” (NLN, 2010).

The philosophy is derived from NLN’s eight Core Competencies (2000), selected NLN Core Values (2010), and ANA’s professional Standards (2015). The eight Core Competencies are identified as follows:

- Professional Practice
- Communication
- Decision Making
- Teaching and Learning
- Caring Interventions
- Assessment
- Collaboration
- Management of Care
Northeast State Community College provides an associate of applied science in nursing degree. An associate degree nurse describes a nursing generalist whose practice encompasses three roles: Provider of Care, Manager of Care, and a Member of the Discipline of Nursing.

The philosophy and organization of the Northeast State Community College associate of applied science in nursing program Curriculum Framework is illustrated in the diagram below. Central to the Associate Degree Nurse are the three roles of Provider of Care, Manager of Care, and Member of the Discipline of Nursing. In order to fulfill these roles, the Associate Degree Nurse must apply the competencies as defined by the National League for Nursing (2000) and the American Nurses Association (2015). Each of these competencies is inter-related to each other and the three roles. Application of the competencies occurs through using a patient-centered nursing process in order to promote holistic optimum wellness for the client (NLN, 2010; ANA, 2015).

Program Outcomes

Nursing Division specific Program Outcomes were established by the nursing faculty in conjunction with the development of a Tennessee Board of Regent’s common curriculum. The NeSCC’s Nursing Program Outcomes (POs) are identified as follows:
1. Performance on licensure exam:
   a. The annual licensure examination pass rate will be at least 80% for all first-time
      test-takers during the same 12-month period in accordance with the Accreditation
      Commission for Education in Nursing.
   b. The annual licensure examination pass rate will be at least 85% for all first-time
      test-takers during the same 12-month period in accordance with the Tennessee
      Board of Nursing.
2. Program Completion: Sixty percent (60%) of students will complete the program
   within one hundred and fifty (150) percent of the program length.
3. Job Placement Rates: Eighty-five percent (85%) will be employed within six to
   twelve months post-graduation.

Nursing Program Student Learning Outcomes (SLOs)

The SLOs are based on the National League for Nursing (NLN) central competencies basic
to the practice of Associate Degree Nurse (ADN). The NeSCC Nursing Division’s Student
Learning Outcomes (SLOs) measure the student’s progression throughout the program. The
components of the core competencies are an integral part of the program’s curricular
framework, and are clearly articulated in each NRSG course syllabus, specifically in course
descriptions, course objectives, course assignments, and clinical evaluation tools.

The end-of-program student learning outcomes (SLOs) for the revised curriculum are
identified as follows:

1. Practice within the ethical, legal and regulatory frameworks of nursing and standards
   of professional nursing practice.
2. Communicate effectively using verbal, nonverbal, and written techniques including
   information and technology.
3. Analyze subjective and objective data to identify actual or potential health
   alterations.
4. Evaluate outcomes of clinical decisions implemented to provide safe and effective
   evidenced-based nursing care.
5. Evaluate the effectiveness of caring interventions that incorporate principles of
dignity, diversity, safety and knowledge.
6. Evaluate the effectiveness of the implemented teaching plan to meet the learning
   needs of patients, families, and/or groups.
7. Collaborate when planning, implementing, and evaluating care.
8. Manage care through effective use of prioritization, delegation, informatics and
   resources.

Reference


National League for Nursing (NLN). (2010). Outcomes and competencies for graduates of
Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice
Doctorate, and Research Doctorate Programs in Nursing. New York, NY: National League
for Nursing.
### Curriculum

#### Typical Program of Study – Traditional Option

**Semester I Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rubric</th>
<th>Credits</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
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<td>ENGL</td>
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<td>3x3x15 = 135</td>
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<td></td>
</tr>
</tbody>
</table>

**Semester IV Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rubric</th>
<th>Credits</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMT Elective</td>
<td>XXXX</td>
<td>3</td>
<td>XXXXX</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG</td>
<td>2140</td>
<td>1</td>
<td>Pharmacology III</td>
<td>1</td>
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<td>0</td>
</tr>
<tr>
<td>NRSG</td>
<td>1340</td>
<td>3</td>
<td>Mental Health Nursing</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>NRSG</td>
<td>2240</td>
<td>2</td>
<td>Professional Practice in Nursing</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG</td>
<td>2640</td>
<td>6</td>
<td>Medical-Surgical Nursing III</td>
<td>4</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Credit Hours</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Clock Hours</td>
<td>3x3x15 = 135</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Virginia Board of Nursing requires a minimum of 500 hours of direct client care supervised by qualified faculty. [§18VAC90-20-120.E.]

Traditional Option = 450 clock hours of clinical.

- If traditional student is a VA resident, he/she will need to take NRSG 1210 (2 clinical credit hours) = 2x3x15 = 90 cl hrs
- 450 clock hours + 90 clock hours = 540 cl hrs
Typical Program of Study – LPN to RN Option

### Semester I Required Pre-Requisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Rubric</th>
<th>Credits</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1010</td>
<td>3</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>MATH</td>
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<td>3</td>
<td>Probability and Statistics</td>
<td>3</td>
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<tr>
<td>PSYC</td>
<td>1030</td>
<td>3</td>
<td>General Psychology</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<td>2010</td>
<td>4</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>0</td>
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</table>

Total Credit Hours: 13
Total Clock Hours: 0

### Semester II Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Rubric</th>
<th>Credits</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>2020</td>
<td>4</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>0</td>
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<tr>
<td>NRSG*</td>
<td>1600*</td>
<td>6*</td>
<td>Transitions to Professional Practice*</td>
<td>4</td>
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<td>1</td>
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<tr>
<td>NRSG</td>
<td>1120</td>
<td>1</td>
<td>Pharmacology I</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>NRSG</td>
<td>1320</td>
<td>3</td>
<td>Women’s Health and the Childbearing Family</td>
<td>2</td>
<td>0</td>
<td>1</td>
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</tbody>
</table>

Total Credit Hours: 14
Total Clock Hours: 2

*After successfully completing NRSG 1600: Transitions to Professional Practice, Prior Learning Assessment (PLA) will be awarded for NRSG 1710: Fundamentals of Nursing (7 credit hours) reflecting the same grade received in NRSG 1600: Transitions to Professional Practice.

### Semester III Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Rubric</th>
<th>Credits</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>2230</td>
<td>4</td>
<td>Introduction to Microbiology</td>
<td>3</td>
<td>1</td>
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<tr>
<td>SPCH</td>
<td>1010</td>
<td>3</td>
<td>Fundamentals of Speech Communication</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>NRSG</td>
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<td>Pharmacology II</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>NRSG</td>
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<td>Pediatric Nursing</td>
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<tr>
<td>NRSG</td>
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<td>6</td>
<td>Medical-Surgical Nursing II</td>
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</table>

Total Credit Hours: 17
Total Clock Hours: 3

### Semester IV Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Rubric</th>
<th>Credits</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMT Elective</td>
<td>XXXX</td>
<td>3</td>
<td>XXXXX</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG</td>
<td>2140</td>
<td>1</td>
<td>Pharmacology III</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG</td>
<td>1340</td>
<td>3</td>
<td>Mental Health Nursing</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>NRSG</td>
<td>2240</td>
<td>2</td>
<td>Professional Practice in Nursing</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG</td>
<td>2640</td>
<td>6</td>
<td>Medical-Surgical Nursing III</td>
<td>4</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15
Total Clock Hours: 3

Virginia Board of Nursing requires a minimum of 500 hours of direct client care supervised by qualified faculty. [§18VAC90-20-120.E.]

- If the LPN to RN Student is a VA resident, he/she will need to take NRSG 1410 (4 clinical credit hours) = 4x3x15 = 180 cl hrs
- 360 clock hours + 180 cl hrs = 540 cl hrs

LPN to RN Option = 360 clock hours of clinical.
Nursing Program Admission

Admission Requirements (General)

Northeast State subscribes to an open door admissions policy. However, some academic programs have specific admission criteria, and admission to Northeast State does not guarantee admission to these programs. All Northeast State Nursing Students taking NRSG courses must be an active Northeast State student.

Nursing Program Enrollment Requirements

Rationale for Policy: Due to pre-determined admittance numbers and limited clinical availability, nursing has specific admission criteria, and application does not guarantee admission to this program.

Prior to applying for acceptance into the associate of applied science degree in nursing program an applicant must:

1. Meet the general admission requirements as noted in the Admissions Requirements (General), and submit an application to Northeast State Community College.
2. Be accepted by Northeast State Community College.
3. Indicate the associate of applied science degree in Nursing (Traditional or LPN to RN option) as the desired major on the Northeast State application form.
4. Seek advisement from the student’s assigned nursing advisor to establish a program plan of study.
5. Complete all required learning support courses prior to applying to the associate of applied science degree nursing program.
   a. LPN to RN applicants must complete BIOL 2010: Anatomy and Physiology I; ENGL 1010: Composition I; PSYC 1030: General Psychology; and MATH 1530: Probability and Statistics prior to applying to the associate of applied science degree nursing program.
6. Achieve a grade of “C” or better in all courses required for the associate of applied science degree nursing program.
7. Assure all BIOL courses contain lecture and laboratory components and are obtained within ten years of first semester of NRSG coursework.
8. Complete the required entrance test* with a minimum score in each of the following areas: English Language Comprehensive Score, Science Comprehensive Score, and Math. The minimum score is set by the Nursing Division. Completion date of the entrance exam must be within one year of applying to the program.
9. Possess a minimum Grade Point Average of 3.0 after completing a minimum of 12 credit hours of college coursework required for the associate of applied science degree nursing program OR possess a minimum ACT score of 23 in each of the following areas: Math, Reading, Science, and English.
10. Complete the Nursing Program Application process as described in “Applying to the A.A.S. Nursing Degree Program”. Submission of all requirements must be received by the established deadline date and time as a complete packet.
11. Provide documentation to the Dean of nursing that the applicant is, with reasonable accommodation, physically and mentally capable of performing the essential job functions of a registered nurse as outlined in the Core Performance Standards of
Admission and Progression adopted by the Tennessee Board of Regents institutions offering nursing programs.

For those applying to the LPN to RN option, documentation of a current, active LPN license must be provided with the nursing application.

*Attend an Information Session in the Nursing Division for information regarding the entrance test required or review [http://www.northeaststate.edu/Academics/Academic-Divisions/Nursing/Entrance-Testing/](http://www.northeaststate.edu/Academics/Academic-Divisions/Nursing/Entrance-Testing/)

**Applying to the A.A.S. Nursing Degree Program**

**Rationale for Policy:** Due to pre-determined admittance numbers and limited clinical availability, nursing has specific admission criteria, and application does not guarantee admission to this program. Complete all steps in the “Nursing Program Enrollment Requirements” before completing the following steps. An applicant desiring to pursue the associate of applied science degree in Nursing must:

1. Complete all forms required in the Nursing Application packet including the following:
   a. For applicants who have completed a minimum of 12 credit hours of college coursework required for the associate of applied science degree nursing program include an official, unopened copy of Northeast State transcript showing any college or transfer credit coursework that has been completed at institutions other than Northeast State with the nursing application.
   b. For applicants with less than 12 credit hours of college coursework required for the associate of applied science degree nursing program provide copy of ACT scores with the nursing application.
   c. Provide a copy of the required entrance test scores with the application reflecting English Language Comprehensive Score, Science Comprehensive Score, and Math.

2. Mail the nursing application enclosing all requested documents in the same envelope (hand delivered applications will not be accepted) noting the following:
   a. Application packets must be submitted as a complete packet with all copies and forms submitted at the same time.
   b. Applications must be received at the designated location by the deadline date and time. Applications that are incomplete or past the submission date and/or time will not be considered.

**Acceptance in the Associate of Applied Science Degree Nursing Program**

**Rationale for Policy:** Selection into the Nursing Program is determined by using an objective format. An individual’s application to the Northeast State Community College associate of applied science nursing program will be reviewed by the dean of nursing and/or nursing faculty members. Ranking of applicants for admission into the program will be based on specific weighted criteria.

**Notification of Selection to the Nursing Program**

Each individual making application to the Northeast State Community College associate of applied science nursing program will receive written notification. Applicants selected for
admission must return the Intent to Enroll form to the dean of nursing by the date and time specified. Included in the written notification are the dates and times for the mandatory nursing student orientation. If the Intent to Enroll Form is not returned by the specific date and time or if the student does not attend the mandatory nursing student orientation, the applicant’s offer for admission will be rescinded, and file will become inactive. These positions will be filled by other applicants selected by the dean of nursing based on the ranking list.

Applicants not selected for admission may reapply for a subsequent class.

**Estimated Expenses**
*These expenses are only an estimate.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks</td>
<td>$1400.00</td>
</tr>
<tr>
<td>Incidental Fee ($25/credit hour)</td>
<td>$950.00</td>
</tr>
<tr>
<td>Professional Nursing Student Malpractice Insurance</td>
<td>$30.00</td>
</tr>
<tr>
<td>Uniforms &amp; Shoes</td>
<td>$200.00</td>
</tr>
<tr>
<td>Supplies (Clinical)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Physical Exam (estimated cost first semester only)**</td>
<td>$150.00</td>
</tr>
<tr>
<td>Hepatitis B (3 injections)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Other Immunizations and/or Titers</td>
<td>$500.00</td>
</tr>
<tr>
<td>Background Checks</td>
<td>$100.00</td>
</tr>
<tr>
<td>Graduate Nurse Pin</td>
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</tr>
<tr>
<td>Pictures for State Board Licensing Exam and fingerprinting</td>
<td>$150.00</td>
</tr>
<tr>
<td>NCLEX-RN fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Background Check for NCLEX-RN</td>
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</tr>
<tr>
<td>CPR</td>
<td>$80.00</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$4250.00</strong></td>
</tr>
</tbody>
</table>

*Please note that the above expenses are estimates for costs for the entire length of program and are subject to change.

**Additional physical exams may be required after an illness, injury, surgery, pregnancy, or other times as deemed by nursing faculty and/or dean to ensure students are able to perform clinical duties without restrictions.

**Nursing Program Retention, Progression, and Readmission**

**Nursing Program Retention and Progression Requirement**

Rationale for Policy: Retention and progression requirements established by nursing ensure optimal proficiency and promotion of safe student interactions with patients.

To remain in good standing once admitted to the nursing program, the student must:

1. Comply with the policies of the college, the division of Nursing, and clinical affiliates.
2. Maintain a cumulative (all college-level courses completed) GPA of 2.0 in courses required for the degree.
3. Earn a minimum grade of "C" in each associate of applied science course.
4. Earn a minimum grade of "C" (80%) in each component (lecture, lab, and clinical) of each nursing course.
   a. "Unsatisfactory" performance in the laboratory or clinical component will result in a grade of "F" for the course.
   b. Clinical performance must be a minimum score of 80% according to the clinical evaluation tool in order to pass the course regardless of the test scores.
   c. Earning less than a minimum grade of "C" (80%) in any one component (lecture, lab, or clinical) of a nursing course will result in a grade of "F" for the course.
   d. A student may not progress to the next nursing course until the minimum semester grade of 80% is achieved.
5. Demonstrate safe, professional, ethical, and legal conduct.
6. Maintain all clinical agency health care requirements.
7. Students must have courses with identified pre-requisites completed with a minimum grade of “C” prior to being enrolled into the NRSG course. It is the student’s responsibility to review and take required General Education courses listed as pre-requisite or co-requisite to NRSG courses. The student may request an appointment with their academic advisor to assist.
8. Submit by the designated date a "Self-Declaration of Good Health" form and proof of any additional requirements the clinical affiliate deems necessary. The student may be required to submit additional comprehensive physical exam if the student experiences an illness, injury, surgery, birth, or other significant health care issue.
9. Submit at any time during the program to a drug test if requested by the clinical affiliate or the dean of nursing. A positive drug test is grounds for immediate dismissal from the nursing program.

If any retention or progression requirement is not met, the student will be unable to successfully complete course, program, and/or clinical agency requirements, leading to the inability to progress in the program.

If an LPN enters the AAS in nursing program in the traditional option and is non-progressive in NRSG 1710, NRSG 1620, NRSG 1120, and NRSG 1320, he/she must apply for readmission to the traditional option.

If an LPN enters the AAS in nursing program in the LPN to RN option and is non-progressive in NRSG 1600, NRSG 1120, and NRSG 1320, he/she must apply for admission to the traditional option.

Due to the LPN to RN option being an accelerated format and no placement testing option for NRSG 1600, if a student is non-successful in NRSG 1620, NRSG 1320, NRSG 2630, NRSG 1330, NRSG 2640, NRSG 1340, and NRSG 2140, competency testing will be required. Testing will begin with NRSG 1710 and proceed as the courses progress in the current traditional curriculum. A passing score of 850 is required in order to satisfy competency; therefore, a score of 850 or its equivalent on each placement test is required to proceed with testing for each NRSG course. At the time the student’s competency score is less than 850, the student will be readmitted into the course that reflects the unsuccessful competency score. Students not attaining a score of 850 or its equivalent on NRSG 1710 will be ranked as a new applicant according to the current published admissions index for
the current admission cycle. If the ranking score is competitive with applicants, the readmitted student will be placed in NRSG 1710.

**Assessment Exams**

**Rationale for Policy:** The purpose of assessment exams is to:

- evaluate the student’s knowledge of a specific subject area;
- compare a student’s knowledge with that of other nursing students both institutionally and nationally;
- evaluate the probability of the student’s passing the NCLEX-RN licensing exam; and
- provide computer adaptive testing experience for the student.

Assessment exams will be administered as designated by specific nursing courses and during the final semester of the nursing curriculum. These exams will be scheduled outside the normal lecture, laboratory, and/or clinical times. Students are responsible for the fees associated with assessment exams.

If the student is absent for the exam, the student must take the exam no sooner than five business days after the original exam date and no later than 14 business days after the original exam date. Failure to take the exam within the specified time frame will result in an "F" for the course.

**Subject Specific Assessment Exams (SSEs)**

To fulfill course requirements, students will be required to complete Subject Specific Assessment Exams, which focus on specific content covered during the semester. The results of these exams will be included in the student’s course grade based on the score accomplished. Specific information can be found in each course syllabus.

Failure to take Subject Specific Assessment Exams will negatively impact the student’s ability to progress in the program. If a zero is assigned for the SSE due to failure to take the SSE and the total points accumulated are insufficient for a successful course grade to be assigned for the course, the student will receive an “F” for the course. If a zero is assigned for the SSE due to the failure to take the SSE and the total points accumulated are sufficient for a passing course grade to be assigned, the student will receive an “I” (incomplete) grade for the course until the SSE is completed.

All students are required to complete remediation prior to receiving a grade for the specific course and progressing to the next clinical nursing course in the curriculum. If remediation is incomplete or unsatisfactory by the assigned date and time, the student will receive an “I” (incomplete) for the course until remediation is completed.

**Program Comprehensive Assessment Exam**

In the last semester of the nursing program, students are required to take the Program Comprehensive Assessment Exam/s in preparation for writing the NCLEX-RN. Three attempts will be scheduled during the last semester of the nursing program. Students are required to test consecutively - not at random or at “time of convenience”. Students not testing as scheduled will receive a score of zero for the exam. Testing will continue until the student attains a score of 900 or higher or until all scheduled attempts have been completed.
Students will be required to pay for standardized exam/s. Remediation will be required between unsuccessful attempts. The exam results will be reflected in the course grade/s for the last semester course/s. The points reflected in the course grade is not on a sliding scale as students have three attempts to achieve the points awarded for a score of 900 or higher.

Students not achieving a score of 900 or higher on the Program Comprehensive Assessment Exam by the third attempt will receive a zero for the exam.

If a zero is assigned for the exam and the total points accumulated are insufficient for a successful course grade to be assigned for the course, the student will receive an “F” for the course.

If a zero is assigned for the exam and the total points accumulated are sufficient for a passing course grade to be assigned, the student will receive an “I” (incomplete) grade for the course. The student will be required to develop an NCLEX-RN Remediation Plan, approved by the dean of nursing or second year faculty member prior to the end of the final semester. The student may attend pinning and graduation. The AAS in nursing degree will not be conferred until the “I” (incomplete) is changed to a grade representing successful course/program completion. Students with a grade of “I” (incomplete) in any nursing course is not eligible for NCLEX-RN applications until the planned remediation is complete and the student’s official transcript reflects successful completion of all courses with confirmation of degree.

Academic Advising of Nursing Students

Pre-Nursing Students: All nursing majors should meet with his/her assigned advisor to establish a plan of study. This encourages enrollment in the correct courses, at the appropriate time. An advisement appointment can be made through the online registration system called Appointment Plus.

Current Students taking NRSG Courses: All current students taking NRSG Courses must utilize the online registration system (Appointment Plus) to make appointments with his/her nursing faculty and/or dean. This ensures faculty have adequate time for each student and necessary pre-planning.

Students, who are experiencing academic difficulties, are encouraged to contact his/her assigned advisor for information about resources to promote success. Students, who need assistance with changing schedules, dropping a class, or withdrawing from the program and/or college, should see a faculty advisor for assistance.

Students are reminded that advisors are available to assist in the achievement of their academic goals, but each student is responsible for knowing and meeting the degree requirements.

Nursing Transfer Students

Rationale for Policy: Students may be required to successfully complete Assessment Testing to ensure appropriate knowledge and skills exist in order to transfer nursing courses.
Individuals, who have attended other colleges and desire to transfer into the Northeast State Nursing Program, will be considered on an individual basis. Individuals must submit a “Petition to Evaluate Course Work” to the Office of Admissions. Transfer students must meet the same standards and criteria as others desiring to pursue an associate of applied science (A.A.S.) degree in the nursing program at Northeast State.

Credit for nursing courses must have been earned within the past 5 (five) years to be considered. Credit for biology courses must have been earned within the past 10 (ten) years to be considered.

Auditing a Course

Rationale for Policy: Due to staffing requirements, NRSG courses are open to students who have been fully accepted into the Nursing Program.

Any college-level credit course may be audited. In cases where a student has previously received credit in a course, approval to repeat the course on an audit basis must be approved by the academic dean and the Vice President for Academic Affairs. Learning support courses may not be audited. A student currently enrolled in nursing courses may change his/her registration status from enrolled to audit with the dean of nursing’s permission before or up to the last day to withdraw for the semester. (Financial Aid/Veterans Benefits Note: Students who choose to audit any courses will not receive financial aid or veterans benefits for those hours.) Nursing students who decide to audit are not allowed to attend lab/clinical or take exams/ quizzes.

Incomplete “I” Grade

Rationale for Policy: An incomplete for any nursing course may be assigned if course requirements are not completed or have not been met. The rationale for this policy ensures course competencies are met prior to student progression.

If assigned an “I” (Incomplete) in NRSG 2240 and/or NRSG 2640 due to not achieving the minimally required score on the Program Assessment Exam, the student will be allowed to participate in pinning and will have the option of walking at graduation. The degree will not be conferred until the “I” (incomplete) is changed to a grade representing successful course completion.

Withdrawal

Students considering withdrawal from a nursing course, withdrawing from the nursing program, or who are non-progressive due to an unsuccessful attempt in a nursing course must complete and submit an Exit Interview to the dean of nursing. The Exit Interview form is attached as Appendix A. Readmission eligibility to the program may depend on completion of an Exit Interview Form.

Exit Interview

Rationale for Policy: Information gained from Exit Interview can be assessed to identify needed program changes and/or specific reasons students are withdrawing.
An Exit Interview form is required for all non-progressive students. Examples of non-progression include, but are not limited to, the following: course failure “F” grade, withdrawal from the nursing program, dropping a nursing course, dismissal for any reason (clinical agency, college disciplinary action, etc). Readmission eligibility to the program may depend on completion of an Exit Interview Form. The student must schedule an interview with the faculty member, followed by the dean of nursing prior to the end of that semester.

The Exit Interview Form is attached as Appendix A.

**Readmission to the Nursing Program**

**Rationale for Policy:** The purpose of this policy is to institute a procedure for students to follow seeking readmission to the nursing program due to non-progression, withdrawal from the program, or dropping a nursing course. Due to limited clinical placement, students must provide notification of his/her intent to return. For students, who have successfully completed one or more nursing courses, competency via placement testing must be proven for those courses.

All Nursing Students desiring readmission to the nursing program must:

1. complete and submit to the dean of nursing an *Exit Interview Form*, attached as Appendix A;
2. complete a nursing application [and/or nursing readmission form (when applicable)], meeting current criteria for admission as a first year, first semester nursing student; and
3. provide a letter to the dean of nursing requesting readmission, stating the reasons for previous academic non-progression and providing a description of actions taken to enhance the chances for success if the opportunity for readmission were to be granted.

The above requirements must be completed and submitted to the Nursing Division by the date determined by the Division.

Nursing Students, who have not successfully completed any NRSG course/s with a “C” or better, will compete for a seat with all first year, first semester applicants.

Nursing Students, who have successfully completed one or more NRSG course/s with a “C” or better, must seek readmission within one year of the non-progression. If readmission is not sought within this time, the student will compete for a seat with all first year, first semester applicants.

Nursing Students, who have successfully completed one or more NRSG course/s with a “C” or better and are not “continuously enrolled” will be required to complete competency testing to determine proper placement within the program.

- **Continuously Enrolled** - A student’s enrollment is considered “continuous” when the student successfully completes courses as sequenced in the published program plan.
• **Not Continuously Enrolled** – A student’s enrollment is considered “not continuous” when courses are taken out of sequence with the published program plan due to “stopping out”, “exiting the program”, or repeating courses due to academic non-progression, withdraw, or audit.

Students will test progressing in course sequence, beginning with NRSG 1710 and continuing until the point of previous successful academic progression (last NRSG course completed with a “C” or better) or until the student fails to attain the required score on each competency test. Students will be placed within the nursing program according to the last successful competency test score.

To be readmitted without repeating any NRSG courses previously taken successfully, students must earn a score of 850 or its equivalent on all competency tests, beginning with NRSG 1710 and continuing until the point of previous successful academic progression (last NRSG course completed with a “C” or better). Students not attaining a score of 850 or its equivalent on NRSG 1710 will be ranked as a new applicant according to the current published admissions index for the current admission cycle. If the ranking score is competitive with applicants, the readmitted student will be placed in NRSG 1710.

Due to NRSG 1710 being offered in the fall semester, students seeking readmission need to schedule placement testing for any and all courses during the summer. Please contact the dean of nursing to schedule placement testing.

Students are responsible for the costs associated with competency testing.

All decisions to readmit are based on space availability and other program related situations.

If an LPN enters the AAS in nursing program in the traditional option and is non-progressive in NRSG 1710, NRSG 1620, NRSG 1120, and NRSG 1320, he/she must apply for readmission to the traditional option.

If an LPN enters the AAS in nursing program in the LPN to RN option and is non-progressive in NRSG 1600, NRSG 1120, and NRSG 1320, he/she must apply for admission to the traditional option.

If an LPN enters the AAS in nursing program in the LPN to RN option and is non-progressive in NRSG 2630, NRSG 1330, NRSG 2140, NRSG 2240, NRSG 1340, or NRSG 2640 he/she will be required to test for competency in order to determine placement.

Due to the LPN to RN option being an accelerated format and competency testing is not just for LPN to RN, if a student is non-successful in NRSG 2630, NRSG 1330, NRSG 2640, NRSG 1340, and NRSG 2140 competency testing will be required.

Testing will begin with NRSG 1710 and proceed as the courses progress in the current traditional curriculum. A passing score of 850 is required in order to satisfy competency; therefore, a score of 850 or its equivalent on each placement test is required to proceed with testing for each NRSG course. At the time the student’s competency score is less than 850, the student will be readmitted into the course that reflects the unsuccessful competency score. Students not attaining a score of 850 or its equivalent on NRSG 1710 will be ranked...
as a new applicant according to the current published admissions index for the current admission cycle. If the ranking score is competitive with applicants, the readmitted student will be placed in NRSG 1710.

Remediation

In order to promote student success, remediation plans may be established between a faculty member and the student. A student, having difficulty in accomplishing course objectives and/or course requirements may be required to complete a remediation plan. Completion of the plan may be required prior to a student’s progression. Remediation is not intended to replace course curriculum or course requirements, but to supplement the student’s learning. Remediation may include, but is not limited to, completion of suggested computer-based practice tests, written review materials, practice questions, instructor-developed materials, hands-on laboratory skill practice, or any other materials/methods suggested by the faculty. The Remediation Form is attached as Appendix B.

General Nursing Division Policies and Guidelines

Expectations of Students in Lecture, Laboratory, or Clinical

A student violating any of the following policies in the Expectations of Students section is initially responsible to the instructor of the class. The instructor has the authority to assign a zero or an “F” for an exercise, examination, or the clinical component of the course. In addition to action by the instructor, the student may be subject to additional disciplinary action (i.e. assignment of an “F” for a course) that may be imposed through the institution and/or through the clinical agency due to HIPAA regulations.

Expectations of Students

The community of scholars at NeSCC is committed to the development of personal and academic excellence. The essence of a college is the pursuit, dissemination and application of knowledge, and members of this community should engage vigorously in this college’s academic life. As voluntary members of the college community, students are expected to act with civility toward others in the community. Accordingly, in order to foster and promote an educational environment conducive to the college’s mission, students at Northeast State are expected to:

- Commit themselves to learning and the pursuit of higher education;
- Prepare for, attend, and actively participate in scheduled classes;
- Conduct themselves with personal and academic integrity;
- Respect the rights and dignity of all members of the college community;
- Discourage bigotry and encourage tolerance while striving to learn from differences in people, ideas and opinions;
- Refrain from and discourage behaviors that threaten the freedom and respect every individual deserves;
- Participate in the broad educational experience available to all members of the college community through college sponsored cultural events and other educational activities;
- Observe prescribed procedures and schedules for academic advisement, registration and advancement in a chosen program of study;
• Observe all rules and regulations, including those designed to insure and promote safety and security on the Northeast State campus;
• Use, as necessary, various college services available to students for assistance with academic, health, career, financial, emotional and other concerns;
• Assist the college in evaluation of its programs and services and conscientiously participate in evaluations, surveys and periodic comprehensive examinations.

Conduct in the Academic Environment

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Disruptive behavior in the classroom may be defined as, but is not limited to,
• Behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.);
• The continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from electronic devices).

If the student believes that he/she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality. Specific consequences are outlined by individual faculty members in the printed syllabus for each course.

Students are expected to attend classes regularly and on time. They are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student’s serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Office of Student Affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

Inappropriate public displays of affection in school creates an environment that is not conducive to concentration and learning; therefore, students shall refrain from these types of behaviors on campus or at school related events/activities. Students are expected to conduct themselves respectfully at all times. Student choosing differently will be dismissed for the day and the absentee policy will be implemented.
Academic Integrity

Northeast State Nursing Program is committed to integrity in the academic setting. Integrity is defined as “the quality of being honest and having strong moral principles; moral uprightness; the state of being whole and undivided” (www.dictionary.reference.com). Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of an academic integrity violation, either directly or indirectly through participation or assistance, are initially responsible to the instructor of the class. The instructor has the authority to assign a zero or an “F” for an exercise, examination, or the clinical component of the course. In addition to action by the instructor, the student may be subject to additional disciplinary action (i.e. assignment of an “F” for a course) that may be imposed through the institution.

All school related work shall be done individually. This includes any assignments, graded work, or clinical preparations.

Specifically, nursing students shall not:
- Commit plagiarism.
- Submit another individual’s work in whole or part as one’s own.
- Provide assignments for another student to copy.
- Copy answers from another individual.
- Conceal information for an examination/test/quiz which can be used to answer questions.
- Share information about examination/test/quiz to others.
- Submit prior work from previously attempted semesters as original work when re-entering the program.

Other forms of dishonesty including, but not limited to, breaches of confidentiality or falsification of records, will not be tolerated and will be considered to be in violation of the academic integrity policy.

Academic Misconduct

Academic Misconduct includes but is not limited to the following:
- plagiarism,
- falsification of documents such as assignments or materials,
- cheating,
- giving assistance on tests, examinations, or other assignments,
- receiving of unauthorized assistance on tests, examinations, or other assignments.

Other forms of dishonesty will not be tolerated. This includes, but is not limited to the following:
- breaches in confidentiality (including social media formats),
- falsification of patient records, and
- documenting care not provided.

Professional Misconduct

Professional Misconduct includes, but is not limited to, violating any of the following:
- Not acting responsibly in practice environments.
• Not obtaining consultation when uncertain circumstances are present.
• Not maintaining competence.

Student Code of Ethics
Nursing students are expected to conform to the American Nurses Association’s Code of Ethics, listed below. In addition, all students are expected to be honest and honorable in all academic and professional endeavors. It is also expected that they refrain from activity that may impair the image of the College, the Nursing Program, or the profession of nursing.

American Nurses Association Code of Ethics
• The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
• The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
• The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.
• The nurse assumes responsibility and accountability for individual nursing judgments and actions.
• The nurse maintains competence in nursing.
• The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
• The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
• The nurse participates in the profession's efforts to implement and improve standards of nursing.
• The nurse participates in the profession's effort to establish and maintain conditions of employment conducive to high quality nursing care.
• The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
• The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

(ANA, 2015)

License Suspension or Revocation
A student who is a licensed health professional and has a license suspended and/or revoked must notify the dean of nursing immediately. Failure to provide notification may result in the inability to progress in the program. Each case will be reviewed by the dean of nursing on an individual basis.

Social Media Policy

Rationale for Policy: The goal of this policy is to protect patients, students, as well as, the nursing program and College. This policy represents a set of standards of conduct when students identify themselves with the Northeast State Nursing Program.

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that all
content contributed on all platforms becomes immediately searchable and can be immediately shared. This content instantly leaves the contributing individual’s control forever and may be traced back to the individual after long periods of time.

Social Media Platforms include technology tools and online spaces for integrating and sharing user generated content in order to engage constituencies in conversations and allow them to participate in content and community creation.

Guidelines for Online Professional or Personal Activity:
These guidelines apply to NeSCC nursing students who identify themselves with NeSCC and/or use their Northeast State email address in social media venues for deliberate professional engagement or casual conversation.

1. Abide by the ANA Code of Ethics (2015) with respect to copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content inclusive of the posting of client pictures or information.

2. Protect confidential information. While a student is posting to friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what is published. Do not disclose or use confidential information. Respect HIPAA regulations. Do not post any information about your clinical rotations or clients in any online forum or webpage.

3. If an individual identifies themselves as a NeSCC nursing student in any online forum and/or uses their NeSCC email address, students need to ensure that it is clear that they are not speaking for NeSCC, and what they say is representative of their personal views and opinions and not the views and opinions of NeSCC. By virtue of self-identifying as part of NeSCC in such a network, students connect themselves to, and reflect upon, NeSCC faculty, staff, and foundation.

4. Be thoughtful about how you present yourself. NeSCC nursing students are preparing for a career providing services to the public. NeSCC and future employers hold you to a high standard of behavior. By identifying yourself as a NeSCC student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and clients/patients. Ensure that content associated with you is consistent with professional goals. If you identify yourself as a NeSCC nursing student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared with everyone. This content instantly leaves the student’s control forever.

5. Respect your audience and your coworkers. NeSCC’s students, faculty, and clients have a diverse set of customs, values, and points of view. Posting should not include the obvious (ethnic slurs, personal insults, obscenity, pornographic images etc.) and also topics that may be considered objectionable or inflammatory—such as politics and religion. Remember, what may be humorous to some, may be offensive to others. Civility is an important component of on-line communication.

6. If someone or some group offers to pay a student for participating in an online forum in their NeSCC nursing student role or offers advertising for pay and/or for endorsement, this could constitute a conflict of interest and NeSCC policies and guidelines apply.

7. If someone from the media or press contacts students about posts made in online forums that relates to NeSCC nursing in any way, students should alert the dean of nursing to seek assistance prior to responding.
8. All Northeast State Nursing students shall refrain from posting any school, clinical or patient information. Any student violating this policy will receive an “F” for the clinical component of the course.

**Cell Phones**

All audible devices must be turned to vibrate/silent during lecture or lab. If there is a need to answer or respond, the student must excuse themselves from the learning environment.

Cell phones are not allowed on the person in the clinical environment. Cell phones must be stored in a secure location; faculty and/or other students are not responsible for valuables. Students are encouraged to leave cell phones secured in their car.

It is the student’s responsibility to be knowledgeable of the unit’s contact information in cases of a family/significant other emergency.

If the above is violated, the student will be sent home with an unexcused absence and the percentage of missed time will be deducted from the clinical evaluation. If the student is found to be in violation by the clinical agency, the student may be permanently dismissed from clinical. In this situation, the Clinical Dismissal policy will be implemented.

Students are expected to make arrangements in case of needing to be contacted in an emergency by family, friends, significant other, etc. Due to federal privacy laws, the Division can neither provide any information to callers nor take messages.

**Resolving Academic Concerns/Complaints by Chain of Command**

Northeast State encourages students to express their concerns in a responsible manner. Students should first seek to resolve concerns informally with the division personnel directly responsible for the area of concern. Specific to the Nursing Division, the complaint process must be initiated with a written notification to the student’s instructor including the following:

- The student’s intent to file a complaint
- Details of the complaint
- Steps taken to resolve the complaint
- Outcomes expected from filing the complaint

A nursing student experiencing academic difficulty or concerns in a specific course is required to follow the chain of command.

1. The student must schedule an appointment with the classroom, lab or clinical instructor for that course for assistance.
2. If no resolution is identified at the instructor level, the student must schedule an appointment with the Course Coordinator.
3. If no resolution is identified at the Course Coordinator level, the student must schedule an appointment with the dean of nursing.
4. If no resolution is identified with the dean of nursing, the student is welcome to schedule an appointment with the Vice President for Academic Affairs.
5. If no resolution is identified with the Vice President for Academic Affairs, the student is welcome to schedule an appointment with the President of the College.
If the above is not possible or does not provide a satisfactory outcome, students should submit written complaints about any area of the College’s operations to the Vice President for Student Affairs by using the Student Compliant Online Submission Form.

When issues or concerns arise, students must follow the chain of command by notifying the faculty member in writing within five (5) in class session days in an effort to seek resolution. If the issue is not resolved following interaction between faculty and student, the student has five (5) in class session days from faculty-student communication to notify the dean of nursing in writing. Issues that occur before the last day to withdraw but are not brought to the dean of nursing’s attention until after the last day to withdrawal will not have action by the dean.

**Student Employment**

There is no policy limiting the number of hours a student enrolled in the Nursing Program may be employed, since the ability to handle combined responsibilities of college, employment, and home are individual. However, students are advised not to exceed a total of forty (40) clock hours per week including employment, class, lab, and clinical schedules. Consistent with nursing education research, the Nursing Division faculty recommend students not to exceed 16 hours per week at their place of employment. Students are expected to arrive on time and remain until dismissed by the instructor. Students, who fail to meet the established academic standards in the Nursing Program due to employment, will not receive special consideration.

**Course Syllabus**

Important course information is contained in the course syllabus. Nursing course syllabus will be posted to D2L as a pdf file. Students need to read and become familiar with the information contained therein. The faculty reserves the right to change course requirements and adjust the course calendar as circumstances may dictate. All changes will be announced in class, sent via student email, or posted to D2L. Students not attending class are responsible for obtaining this information.

**Substance Abuse**

**Nursing Program Drug Free Policy**

It is the policy of Northeast State Community College that the unlawful manufacture, distribution, possession or use of alcohol and illicit drugs on the Northeast State campus, on property owned or controlled by Northeast State or as part of any activity of Northeast State is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Any violation of this policy will result in disciplinary actions.

Nursing students are expected to be aware of and abide by the Northeast State College Drug-Free Schools and Communities Act Amendment of 1989 as outlined in the Northeast State Catalog and Student Handbook.
Impaired Functioning

Rationale for Policy: As one of the Tennessee Board of Regents nursing programs, Northeast State must not only maintain a safe, efficient classroom environment for students but must provide for safe and effective care environment while students are in practice labs or any clinical practice settings. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in this setting, poses an unacceptable risk for patients, colleagues, the institution, and the clinical affiliate.

Therefore, students enrolled in the nursing program are strictly prohibited from the following:

- The unlawful use, possession, distribution, sale, and/or manufacture of alcoholic beverages, any drug or controlled substance (including stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana).
- Being under the influence of any drug or controlled substance, or the misuse of legally prescribed or over-the-counter drugs or public intoxication on property owned or controlled by the institution; at an institution sponsored event; on property owned or controlled by an affiliated clinical site.
- Being in violation of any term of the Northeast State Community College Drug-Free Campus/Workplace Policy or the General Regulations on Student Conduct and Disciplinary Sanctions in the catalog and student manual while engaged in any clinical experience.

Due to the safety and security of patients, colleagues, clinical affiliates, students, faculty, and the sensitive nature of nursing programs, it is not discriminatory to require drug testing.

Northeast State will impose the appropriate sanction(s) on any student who fails to comply with the terms of this policy. Possible sanctions for failure to comply with the terms of this policy may include: warning, reprimand, probation, suspension, expulsion, mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program, or referral for prosecution.

Students in the Nursing Program have chosen to prepare for a career which will place them in situations where there is special concern relative to the possession of use of drugs, alcohol, and/or controlled substances. In the nursing profession, there are major problems relative to employability, licensure, and professional ethics for anyone involved in the possession, use, or sale of controlled substances.

Should a student be dismissed from the program for violation of this policy, a plan will be devised by a specific entity to assist the student which may include mandatory counseling, periodic drug/alcohol screenings, and periodic reporting before a student would be considered for readmission into the program. The student must assume the responsibility for compliance with this plan before a request for readmission into the program is considered.

Types of Screening

Rationale for Policy: Screening Required by Hospital/Agency (Clinical Health Care Requirement):
Many hospitals/agencies used for clinical experience require a drug screen of all applicants for employment as a condition of employment. Students working in a clinical environment are subject to these same standards.

If drug screening is required, students who test positive will be contacted by the Division of Nursing. Intervention(s) and/or actions will be discussed with the student on an individual basis.

**Screening Required for Suspicious Behavior/s:**

If a student appears to be under the influence of alcohol or drugs (including prescription drugs) or is functioning in an impaired manner, a random drug screening may be required.

**Procedures for Screening Required by Hospital/Agency (Clinical Health Care Requirement):**

- The Nursing Division will inform students of the need to submit to a drug screen after admission to the nursing program, as required by the hospital/agency. Students are responsible for disclosing all prescription drugs to the drug testing company prior to screening, obtaining the results of the drug screen, and signing a release allowing this information to be shared with hospital/agency. The drug screen will be conducted at the student’s expense.

- A positive drug screen indicating the presence of illegal drugs or prescription drugs which were not disclosed to the drug testing company prior to testing is considered suspicious and further investigation will occur. Any student who receives a positive drug screen will meet with the dean/director of nursing. Due to the inability to be placed in a clinical facility and the inability to complete the clinical component of the nursing course, the student will be advised to withdraw from the course.

**Procedures for Suspicious Behaviors in Lecture, Lab, or Clinical Environment**

If a faculty member or member of staff at a clinical facility observes a student exhibiting suspicious behaviors indicative of drug or alcohol consumption which might impair his or her ability to perform in a safe manner in the classroom, lab, or clinical setting

1. The faculty or staff member, using professional judgment, will remove the student from current environment;
   a. The time required to be away from the clinical rotation in order to undergo required procedures will not be considered clinical time.
   b. The absenteeism policy will be implemented.
2. The faculty or staff member shall contact the dean of nursing;
3. The professional(s) -- faculty or staff at a clinical facility -- observing the student’s behavior must immediately document their observations of the student’s behavior as well as any incidents observed including interaction with students, faculty, clients and/or facility staff. This signed statement should be given to the supervising faculty member and or dean of nursing, and a copy of the statement will be placed in the student’s record. If the professional observing the student is not a Northeast State Community College faculty member, the statement should also include information about the person’s position at the facility.
4. The dean of nursing or his/her designee must talk to the student, immediately after the occurrence, and make the student aware of the specific violation. The professional, who determined reasonable suspicion, must be present as well. If not present, that professional must fax a written account of the occurrence to the dean of nursing or his/her designee. The dean of nursing or his/her designee must have this information before talking to the student, so the student can respond to the specific accusation/charge of suspicious behavior.

5. The dean of nursing or his/her designee will report the situation to the Vice President of Student Affairs or his/her designee.

6. If the Vice President of Student Affairs or his/her designee or the clinical affiliate believes the student is in violation, the student will be required to submit to a drug test. The procedures of the hospital/agency, where the testing is conducted, will be implemented. Refusal to submit to Drug and Alcohol Testing and/or a positive test will result in the student receiving an “F” in the clinical component of the course in which the student is enrolled. The student will meet with the dean of nursing for an exit interview. A student may be subject to further disciplinary sanctions by official administrative officers of the college.

7. The student will incur all costs of testing.

8. The student will be directed to contact a family member for transportation to a clinical site if drug testing is not available in the location where the suspicious behavior has been observed. If necessary, the faculty member or clinical facility staff member may call the police to transport the student.

9. The student can be summarily suspended until the results of the drug or alcohol testing are received.

10. The hospital/agency will submit the results to the Dean of nursing and to the student.

11. The Dean of nursing will forward the result/s to the Vice President of Student Affairs or his/her designee.

12. The Dean of nursing, the Vice President of Student Affairs or his/her designee, and the student will meet to discuss and review test results.

13. If the results are positive, the imposition of appropriate sanction(s) will occur. Possible disciplinary actions may include dismissal from the program, even for a first offense. Students remaining in the program may be required to provide evidence of routine or random laboratory testing and counseling.

14. The student may also be referred to TNPaP, where a plan will be devised to assist the student which may include mandatory counseling, periodic drug/alcohol screenings, and periodic reporting, before a student would be considered for readmission into the program. The student must assume the responsibility for compliance with this plan before a request for readmission into the program is considered.

15. If the results are negative, a meeting between the student, the faculty member, and if applicable, the hospital/agency staff member will be scheduled. The student will also return to lecture, lab, or clinical.

Due to the possible impact on future licensure, any student who is arrested while enrolled in the Nursing Program is to notify the dean of nursing within seven business days so appropriate advisement, counseling, and/or action can be completed.

Students holding a license to practice in a health related field (i.e. LPN) who are found to be in violation of the Drug-Free Campus/Workplace Policy will be reported to the Tennessee Board of Nursing. Action taken against a license may prevent the student from completing the nursing program.
Exams and Evaluation of Student Work

Dosage and Calculation Requirement

Rationale for Policy: Accurate calculation of drug dosages is critical to safe administration of medications. Students enrolled in each nursing course must achieve 85% or higher accuracy on required Dosage and Calculation Exams. Failure to do so will result in non-progression due to student’s failure of a critical competency.

Each semester, 85% competency on Dosage and Calculation using Dimensional Analysis must be met prior to administering medications in the clinical environment. Testing may be administered during the first week of classes. Dosage and Calculation questions may also be integrated into the content and evaluation for nursing courses. Quizzes and exams may include calculation items.

Dosage and Calculation Requirement for Students Enrolled in NRSG 1710, NRSG 1620, and NRSG 1600: No more than three attempts may be made on Dosage and Calculation exams for NRSG 1710, NRSG 1620, and NRSG 1600. In the event that a second attempt is required, the student may be required to seek assistance from a nursing faculty member in order to implement a Remediation Plan. After the student has completed the remediation, he/she will provide the completed remediation to his/her faculty member to ensure remediation is complete before the second attempt is made. For these students, the second test should be taken within one week of the first test.

In the event that a third attempt is required, the student may be required to seek assistance from a nursing faculty member in order to review the original Remediation Plan. A new Remediation Plan may be developed at this time. After the student has completed his/her remediation, he/she will provide the completed remediation to his/her faculty member to ensure remediation is complete before the third attempt is made. For these students, the third test should be taken within one week of the second test.

Failure to score a minimum of 85% on attempt three will result in non-progression due to student’s failure of a critical competency.

Dosage and Calculation Requirement for Students Enrolled in NRSG 2630: No more than two attempts may be made on Dosage and Calculation exams for NRSG 2630. In the event that a second attempt is required, the student may be required to seek assistance from a nursing faculty member in order to implement a Remediation Plan. After the student has completed the remediation, he/she will provide the completed remediation to his/her faculty member to ensure remediation is complete before the second attempt is made. For these students, the second test should be taken within one week of the first test.

Failure to score a minimum of 85% on attempt two will result in non-progression due to student’s failure of a critical competency.

Dosage and Calculation Requirement for Students Enrolled in NRSG 2640: No more than one attempt may be made on Dosage and Calculation exam for NRSG 2640.
Failure to score a minimum of 85% on this attempt will result in non-progression due to student’s failure of a critical competency.

If a student is absent during a scheduled attempt, this will count as an unsuccessful attempt. No make-up exams will be given for dimensional analysis.

**Student Work Evaluation**

**Rationale for Policy:** Grading and testing policies established by nursing enhance demonstration of optimal proficiency and promotion of safe student interactions with patients.

Students will be evaluated by a variety of objective and subjective methods. Methods may include, but are not limited to examinations, article critiques, client assessments, plans of care, papers, reports, quizzes, observation records, process recordings, teaching plans, oral reports, class activities/assignments, class participation and presentations. The number of points awarded for each activity varies from course to course. The weighting of the final grade is described in each course syllabus.

In the event that an assignment is not submitted by due date and time, a seven (7) percent deduction will occur each 24 hour period past the due date and time up to seven (7) days late. If the assignment is late longer than seven (7) days, a zero (0) will be assigned. Students, who experience technology issues while completing a graded computerized assignment, should notify the faculty member responsible for the assignment immediately.

**Grading Scale**

**Rationale for Policy:** Grading and testing policies were established by the Nursing Division for optimal proficiency and promotion of safe student interactions with patients, community, and colleagues.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Accompanying Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>B</td>
<td>87-93%</td>
</tr>
<tr>
<td>C</td>
<td>80-86%</td>
</tr>
<tr>
<td>F</td>
<td>0-79%</td>
</tr>
</tbody>
</table>

Note: All grades for nursing courses are based on student achievement of points associated with each course assignment/evaluation method. The total number of points allotted may differ for each nursing course. Students must achieve a minimum of 80% in each separate course component (lecture, lab, and clinical) in order for progression to occur. **Numerical scores are not rounded.**

**Testing Environment**

Instructors will take appropriate measures to secure the testing environment which may include, but is not limited to, the following rules and regulations during testing:

- Students are required to
  - arrive on time for administration of an exam. If student arrives late, he/she will not be allowed to test. The Exams Outside of the Regularly Scheduled Time policy will be implemented.
• visit the restroom prior to entering the testing environment.
• report at the same time.
• arrive at the testing location in time to obtain entrance to the computer room, and log onto the computer/iPad
• if this testing is an SSE or Program Comprehensive, login to the HESI testing page (www.hesiinet.com).
• bring their assigned login. Faculty members do not have access to student login information.
• bring ear buds/head set, so audio questions can be heard. Students should test the ear buds/head set to ensure proper function prior to the test beginning.
• bring a pencil and their car keys into the testing environment. All other items are to be secured outside of the testing environment.
• remove hoodies, hats, coats, or sunglasses while in the testing environment.
• abstain from having cell phones or electronic devices in the testing environment.
• remain in the testing environment and sit quietly (no web searches, no rolling of the mouse, etc.) until all have finished testing.
  ▪ Students, who are disruptive, will be dismissed by the faculty member, the exam will be closed, and a score of a zero (0) will be assigned for the exam grade.
  ▪ Students, who leave the testing environment prior to the end of the exam time, will receive a zero (0) for the score of the exam.
• refrain from discussion about the examination, quiz, or evaluation;
• abstain from opening additional web platforms, search engines, etc. open during an exam, as this could be considered academic dishonesty;
• Faculty will/may
  ▪ provide any needed communication to the students by writing on the white board.
  ▪ ambulate during student testing;
  ▪ administer more than one version of an exam/quiz; or
  ▪ separate students into different testing environments.
  ▪ provide one 3x5 index card to be used as scratch paper during a computerized exam. All cards will be collected prior to exiting the exam room.

Please note: For Standardized Exams, the amount of time allotted is determined by recommendations from the testing companies. All students will be required to submit all examination materials at the end of the designated examination period.

Calculators

Calculators will be provided for students use if needed on exams/quizzes. Students may not share calculators. Students cannot use their own calculators for exams or quizzes.

Scratch Paper (For Computerized Exams only)

All students will be provided one 3x5 index card at a time to be used as scratch paper during a computerized exam. If the student needs an additional index card he/she will notify the testing proctor by raising his/her hand. The student must submit the first index card in order to receive a new one. The student must print his/her name on each index card. Information cannot be erased; one line strike through is allowed. (Acceptable Example: x x x x x x x x x x).
“Scribbling”, scratching through, or defacing wording is not acceptable. Students are not allowed to communicate with each other before, during, or after the exam via the index card. All students will submit the index card at the end of the exam. Noncompliance with the above instructions will result in a “0” (zero) for the exam.

Scantron Forms – Written, Hard Copy Exams

Computer Scantron forms will be used for written, hard copy exams/quizzes. A pencil is to be used to record answers on these forms. The Scantron forms, not answers recorded in the test booklet, are used for scoring when the exam/quiz is not computerized. If the Scantron form is not submitted, exam will receive a score of zero.

Scantron Forms – Computerized Exams

Computer Scantron forms are not required for computerized exams. The answers submitted on D2L are used for scoring. For computerized exams/quizzes, the answer entered in the computer will be the answer scored.

Exams Outside of the Regularly Scheduled Time

Once the exam has started, students will not be able to enter the room or sit for the exam. The policies below will be implemented:

- Permission to postpone taking an exam must be granted by the course instructor prior to the scheduled testing day.
  - If a student has an unplanned absence on the day of the exam, it will be the student’s responsibility to notify the course instructor prior to testing.
  - If the absence is planned prior to the exam day and approved by the faculty and course coordinator in advance, arrangements may be made to take the exam early.

- There will be a five (5) percent deduction any time an exam is taken outside a regularly scheduled exam time.
  - The following circumstance may warrant the removal of the five (5) percent deduction:
    - Military leave
    - Jury duty
    - Court subpoena of self or minor
    - Hospitalization
    - Death of an immediate family member

Immediate family member is defined as the following: spouse, child, stepchild, parent, step-parent, parent-in-law, sibling, other member of the family who reside in the home of the student, grandparent, and/or grandchild.

It is the course instructor’s decision as to whether or not exams may be made up. Each case will be decided individually. It is the student’s responsibility to schedule a make-up time with the course instructor. Failure to take a make-up exam as scheduled will result in a score of zero for that exam. The format of the make-up exam is at the discretion of the instructor. When a make-up is allowed, the exam must be taken as soon as possible after the original test date (excluding Saturday, Sunday, and holidays) unless other arrangements are made with the course instructor. Grades for make-up exams will be posted to D2L and reflect the
required five (5) percent deduction. Students are allowed only two make-up exams in each course.

Exam Reviews

Rationale for Policy: Reviewing an exam is an integral part of the learning process.

During exam reviews, the instructor is responsible for maintaining an environment conducive to learning. Respectful, professional, and orderly behaviors are expected. If the learning environment becomes inappropriate, ineffective, or nonproductive, the faculty member has the right to dismiss individual/s to the dean of Nursing’s office. Due to time constraints, exam reviews may be conducted outside of scheduled lecture time, and attendance is expected.

If the test booklets/Scantrons are used during the exam review, each student is responsible for turning the booklet/Scantron back into the instructor conducting the review prior to exiting the review environment; whereas a booklet/Scantron is not returned, a zero will be given for that test grade.

If the student suspects an error in the recorded grade, the student must communicate with the course instructor to review his/her Scantron. The review will occur in the presence of the instructor.

Exam or quiz scores shall be available to students within five (5) business days of the assessment. Test scores will not be given over the phone or via email.

When justification is warranted to challenge an answer to a test or quiz question, the student will have five (5) business days from the test review date, to request an additional/alternative choice to be accepted by the faculty. Students must submit the following supportive documentation to all course instructors:

- Textbook APA citation with page number evidence is found and
- Two (2) additional scholarly references published within the past five (5) years.

A decision by the faculty will be rendered within five (5) business days after receipt of the challenge question/questions.

No grade adjustments will be made if a request for re-evaluation is made more than five (5) business days after the test review.

Grade adjustments based on exam or quiz item analysis are at the discretion of individual course instructors and are not subject to debate by students. Test items and/or test grades will not be re-evaluated or altered at the end of the semester, unless the decision at Nursing Grade Re-Evaluation renders alteration. Students should further refer to the Northeast State Online Catalog and Handbook regarding the policy that must be followed should a student feel their grade is in error, if a grade is omitted or if there is gross disparity in course conduct when compared to the course syllabus.

Graded Assignments

Students are responsible for all assigned work.
Assignment grades shall be available to students within ten (10) business days of the assignment due date. Scores will not be given over the phone or via email.

When a student must be absent/tardy, the option of submitting an assignment on-time is still available. The assignment may submitted electronically to his/her instructor. It is the student’s responsibility to ensure the faculty member receives the assignment by the due date/time and that the assignment is able to be opened and read.

In the event that an assignment is not submitted by due date and time, a seven (7) percent deduction will occur each 24 hour period past the due date and time up to seven (7) days late. If the assignment is late longer than seven (7) days, a zero (0) will be assigned. Students, who experience technology issues while completing a graded computerized assignment, should notify the faculty member responsible for the assignment immediately.

Clinical Competency Exams (CCEs)

Rationale for Policy: In order to determine students’ acquisition of knowledge for specific nursing interventions and skills, students may be required to perform Clinical Competency Exams (CCEs) at specified times. Clinical Competency Exams are also a method used to evaluate safe, competent and proficient performance of fundamental nursing interventions, skills, and techniques.

Successful performance of the CCE does not indicate that the student is ready for independent performance in the clinical setting. Some skills performed require the presence of the clinical instructor. Each student should check with his or her clinical instructor prior to performing skills in the clinical setting.

Prior to completing CCEs, the student may need time to practice skills with and/or without assistance from the nursing faculty before the clinical competency exams. Independent practice requires students to arrange practice time with a faculty or lab assistant.

The selected skills for CCEs are defined in each course syllabus. The student will perform a selected number of CCEs at a specific time as noted in the course syllabus and/or weekly calendar for the course.

Each CCE has a set number of tasks that the student should perform.

<table>
<thead>
<tr>
<th>Score</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Skill completed, no mistakes</td>
</tr>
<tr>
<td>8</td>
<td>Skill completed, self-correction of mistakes</td>
</tr>
<tr>
<td>0</td>
<td>Skill not completed</td>
</tr>
</tbody>
</table>

Student ratings will be determined following the above grading rubric.

The average of all earned points will be totaled for each skill. The percent of assigned value of the skill will be calculated based upon a pre-determined formula. A successful attempt for CCEs is defined as a performance with a total of 80% or above. Within each skill, certain tasks are identified as critical points with bolded wording. Critical points are tasks that are absolutely necessary for safe performance of the skill. The absence of performing a critical task or unsatisfactory performance of a critical task renders the act unsafe and/or ineffective.
This will result in a zero (0) score for the CCE. The competency exam is a testing situation and is not an appropriate time or place to discuss the grade. If the student wishes to discuss the grade, an appointment with the evaluator is required.

If the first attempt of the CCE is not successful,
- The student should make an appointment with the faculty member to establish a Remediation Plan.
- Students will be allowed to access the skills laboratory for remediation at a scheduled time.
- Retakes will be scheduled at a specific time.
- Ten percent (10%) will be deducted from the maximum possible points for CCE.

If the second attempt of the CCE is not successful,
- The student should make an appointment with the faculty member to establish a Remediation Plan.
- Students will be allowed to access the skills laboratory for remediation at a scheduled time.
- Retakes will be scheduled at a specific time.
- Fifteen percent (15%) will be deducted from the maximum possible points on the CCE.

During repeated attempts, the student will repeat the skill that was performed unsatisfactory at the time of testing. Failure to successfully complete a CCE by the third attempt will result in non-progression due to student’s failure of a critical competency, and the student will be assigned an “F” for the laboratory component of the course.

All additional attempts will be assigned by each faculty member.

If the student misses the assigned date and/or time for CCE’s, this will be counted as a non-successful attempt.

The testing environment is defined as the area that has been identified where the CCE will be performed. The instructor has primary responsibility for ensuring academic integrity is maintained. Although each CCE may have a set time allotted for the skill to be performed, at any time a faculty has evidence that academic integrity has been compromised in the designated testing area, the faculty has the authority to not initiate or cease testing and assign a zero or an “F” for the CCE. All policies related to testing apply to CCE testing.

**Literary Format**

**Rationale for Policy:** In order to provide consistency, uniformity, clarity, and standardization for written documents in the division of nursing, the Publication Manual of the American Psychological Association (latest edition) is the adopted style for all written documents in the nursing program. For assistance with APA format, students are encouraged to review [www.apastyle.org/learn/index.aspx](http://www.apastyle.org/learn/index.aspx).

All assignments must be submitted typed or Word Processed in 12 Font, Times New Roman, and double-spaced, unless otherwise instructed by the faculty member.
Importance of Writing

A top priority in nursing undergraduate education is to adequately prepare students to become proficient in the spoken and written word. Nurses must master mechanical, analytical and organizational writing skills (Dick & Wills, 2001). Nurses must learn to build grammatical sentences and well developed paragraphs to facilitate written communication with peers, physicians, patients and family members. Writing and communication skills stimulate critical thinking and enhance student learning. In addition, proficiency in utilizing APA format will establish a foundation for writing that will benefit all undergraduate students and those who are pursuing higher education after completion of the AAS nursing degree.

Students are expected to be proficient in the written English language, including but not limited to correct grammar, spelling, punctuation, and paragraph formation, at a College level. Although each assignment has a grading rubric and these areas may not be addressed in the point distribution, the legal faculty of record has the authority to assign a zero (0) for any submitted assignment that does not reflect college level proficiency, to include APA format. For student work that is reviewed as a clinical component of the course, the same expectation applies with the penalty being reflected in the clinical evaluation tool in areas such as professional behaviors, communication, and others that are applicable.

Attendance

Nursing Program Attendance Policy

Rationale for Policy: Attendance for lectures, laboratory, and clinical experiences is an expectation of nursing students. The dean of nursing and nursing faculty believe that education is a shared responsibility between the nursing student and the faculty member.

An occurrence will be issued when a student is late, absent, or leaves prior to scheduled dismissal time. Any occurrence will be documented on D2L by the faculty. It is the student’s responsibility to be knowledgeable of occurrences issued. If student misses more than 15 minutes of lab or clinical in any course, make-up time must be planned between the instructor, course coordinator, and student. Students are to provide at least 30 minutes notification to faculty prior to an absence. Missing more than 20% of clinical time could result in a clinical failure.

To appeal unusual occurrences (tardies and/or absences), students must attend Nursing Grade Re-Evaluation. A determination will be made regarding disciplinary actions versus pardoning/excusing the occurrence. Information related to make-up assignments and/or make-up clinical hours will be provided at Nursing Grade Re-Evaluation.

If the student decides not to attend Grade Re-Evaluation or not to complete the make-up assignment issued at Grade Re-Evaluation, the percentage reflective of the missed time in lab and/or clinical will be deducted from the student’s final points for that specific component or an “I” (Incomplete) grade will be assigned; this will be the faculty member’s decision. All missed lab and/or clinical time greater than 15 minutes must be made up.

Attendance in the lecture component of a course is expected. Each lecture component will have participation activities identified in the Lecture Component points. These participation
points will be administered during the lecture period. If a student is tardy, absent or leaves early, the participation point for that lecture class will be recorded as zero (0). These points are not disputable at Grade Re-Evaluation. These points cannot be added to the Lecture Component grade at a later time.

There may be times when a student is unable to attend lecture, lab, or clinical for reasons beyond his/her control. At such a time it is the student’s responsibility to contact the instructor prior to the assigned time the lecture, lab, or clinical begins, obtain appropriate class materials, keep up with all assignments, and make up lab and/or clinical time as required by the policy. Please be aware that clinical time may not be able to be made up on the clinical unit due to clinical unit limitations on student numbers and mandatory student-to-faculty ratios.

Failure to maintain regular attendance can affect student’s grades and financial aid.

**Nursing Student Orientations**

Due to rigorous requirements of the nursing program, nursing student orientations may be established prior to the academic year beginning, after the academic year has been completed, or between semesters. Attendance to orientations is mandatory. Non-attendance will impede student progression into clinical components. Students may inquire with the dean of nursing regarding dates orientations are being scheduled so students’ schedules (i.e. work, vacation, etc.) have minimal interruption.

**First Class, Lecture, Lab and Clinical Session for Each Semester**

Nursing students must attend the first class, lecture, lab and clinical session for the semester or contact the instructor prior to the assigned time the session is to begin if they intend to remain in the class. If this procedure is not followed in the first semester, another qualified student will take this unattended position in the nursing class.

Students who are registered on Banner (NorStar) as a student of record will be allowed to attend sessions. If a student is purged or is not on the official roster, the student will be dismissed from the session. The attendance policy will be implemented.

**Unusual Circumstances**

If a student is aware of unusual circumstances (i.e. military leave, jury duty, court subpoena of self or minor) or life altering events (i.e. hospitalization, death of an immediate family member) that will require absence from scheduled clinical practice, the student must discuss the situation with nursing faculty prior to the absence or as soon as the circumstances are made known to the student in the case of an emergency. The student, faculty, and course coordinator will develop a plan to make-up all missed clinical practice. An attempt will be made to schedule clinical make-up prior to the absence, pending availability of clinical resources and faculty resources.

**Inclement Weather**

Northeast State recommends that students use their own discretion regarding attendance when snow, ice or other extreme weather conditions exist. Information on the cancellation of
classes or alternate schedules due to inclement weather is available from the local media and on the web site at [www.NortheastState.edu](http://www.NortheastState.edu). Students are encouraged to sign up for the campus alert system to receive email/text weather notifications.

**Inclement Weather: Lecture and Lab**

The NeSCC nursing program will abide by the same schedule as announced for all Northeast State day students. For delayed schedules, students are responsible for attending the remainder of lecture/lab. (i.e. “Classes that meet prior to 10am will not meet” indicates students are expected to arrive at 10am for classes that continue after 10am.) Students are responsible for any academic work missed as a result of inclement weather. It is the student’s responsibility to take the initiative in making up missed work, and it is the faculty member’s responsibility to provide students with a reasonable opportunity to make up missed work due to inclement weather.

**Inclement Weather: Clinical**

Due to the distance and early morning hours involved in many nursing clinical courses, each student is expected to exercise his/her own judgment regarding the risk associated with traveling. Every effort by the instructor will be made to notify students of cancellation/delay of clinical as early as possible. These changes will be posted to D2L.

Missed clinical time due to inclement weather will be made up by altering the original scheduled day, time, or location.

**Grade Re-Evaluation**

**Nursing Students Grade Re-Evaluation Policy**

**Rationale for Policy:** When a nursing student believes there are circumstances that warrant the re-evaluation of an assignment grade or a penalty assigned, the student may request a nursing grade re-evaluation.

Students may request a nursing grade re-evaluation if one or more of the following apply:

- **Errors of Omission.** The student contends that homework or class project was submitted but not graded.
- **Errors in Averaging.** The student contends that an error in the mathematical calculations of graded material occurred.
- **Errors in Course Practices.** The student contends that there was gross disparity between the course syllabus and the manner in which the course was conducted; in particular, the manner in which the individual student was treated.
- **Re-evaluation of unusual occurrences in lab and/or clinical time (absences or tradies).**

**Students requesting a nursing grade re-evaluation must follow the procedures below for nursing grade re-evaluation to occur:**

1. The student must consult with the instructor of the class to ensure that no calculation or administrative error has occurred.
2. If no satisfactory agreement is reached with the instructor, the student shall make an appointment with a Nursing Division Secretary to attend Grade Re-Evaluation and submit the Grade Re-Evaluation form, identifying the following:
   a. course and section number,
   b. course instructor who assigned the penalty,
   c. identification of the item to be reviewed (test score, care plan assignment, absence, tardy, etc.),
   d. copy of any written assignment involving re-evaluation,
   e. copy of documentation supporting student’s re-evaluation,
      Examples of “documentation” may include, but not limited to the following:
       ▪ Personal statement of explanation
       ▪ Correspondence with faculty
   f. student recommendation as to resolution of penalty.
3. All documentation must be submitted along with the Grade Re-Evaluation Form, at least one week prior to the scheduled date and time for Grade Re-Evaluation. Documentation submitted after this date and time will not be reviewed.
4. One Grade Re-Evaluation form must be completed for each penalty/tardy/absence wishing to be reviewed. The Grade Re-Evaluation form is attached as Appendix C.

The student must attend the nursing grade re-evaluation meeting to address any questions and/or concerns. The faculty present at nursing grade re-evaluation will render a decision and inform the student. Decisions rendered after a faculty vote are final and the student’s final grade will be reflective of such decisions.

Final Grade Appeal

If the student believes circumstances exist that warrant the appeal of the final course grade, he/she must follow the Northeast State Final Grade Appeal Procedure, located in the Northeast State Online Catalog and Handbook. Specific to the Nursing Division, the appeal process must be initiated with a written notification to the student’s instructor including the following:
   • The student’s intent to file a Final Grade Appeal
   • The Grounds for the Appeal.

Student Representatives

Student Representatives

Each nursing class shall elect one Student Representative for every ten (10) enrolled and progressing students in that particular class. Student Representatives serve as a voice for their peers and have the ability to influence learning while sharing students’ ideas, interests, and concerns with nursing faculty and staff through participation in monthly Faculty, Accreditation, and Curriculum (FAC) meetings. Student Representatives must display the following characteristics/traits:
1. Professional in actions/behaviors
2. Respect towards peers, faculty, and staff
3. Dedication to improvements
4. Enthusiasm about nursing
5. Participation in monthly FAC meetings
6. Demonstration of positive attitude (with the ability to find something good in every person and every situation)
7. Successful with academics and studies
8. Active in sharing accurate information with peers
9. Display of high standards of self/others
10. Demonstration of moral, just, and fair decisions
11. Behaviors of integrity and ethics
12. Ability to offer positive solutions to issues/concerns/problems
13. Articulate in expression

If at any time an elected Student Representative is found incompatible with the characteristics needed to hold this position, the nursing faculty and/or the dean of nursing will select another class member to serve in this position. At any time, an elected Student Representative wishes to resign from his/her position, he/she shall provide the dean of nursing a written statement of such. At that time, the nursing faculty and/or Dean will select another class member to serve in this position.

The Student Representatives’ service includes attendance at monthly FAC meetings. If he/she cannot attend, it is his/her responsibility to select a classmate to be present at the meeting. If a representative is absent without sending a replacement at three consecutive meetings his/her duties will be automatically relieved.

Student ideas, suggestions, or recommendations for improvement wishing to be discussed at FAC meetings must follow and complete the guidelines on the Suggestion Submission Form, which is attached as Appendix D.

Policies Relating to Lab and Clinical

Policies Relating to Lab and Clinical

Rationale for Policy: As a nursing student at Northeast State Community College, professional appearance greatly affects the way clients and visitors regard the nursing profession as well as our nursing program. Students are required to present a neat, clean, and professional presence as they represent the nursing profession and Northeast State Community College.

Nursing Laboratory Areas – Defined

Laboratory areas are defined as any area within the Regional Center for Health Professions that is designated for lab activity by Northeast State’s Nursing Program.

Attire in Nursing Laboratory Areas

Students have the choice to wear either white/navy clinical uniforms or scrubs of choice. Uniforms or scrubs must be neat, clean and fit correctly to prevent exposing the student’s lower abdomen, breast area or buttocks, due to the fact that students may be required to assume various positions during their laboratory experiences. Failure to report to lab with correct laboratory attire will result in an unexcused absence for that lab session, and the laboratory attendance policy will be implemented.
Clinical Areas – Defined

Clinical Areas are defined as any area in which the student may encounter a client or any area which is considered a client-care environment.

Attire in Clinical Areas

If the student reports to the clinical area inappropriately dressed or not compliant with the dress code policies, the agency and/or the faculty may dismiss the student for the day. If this occurs the clinical attendance policy will be implemented.

Clothing should be clean, contain no wrinkles, and should be the appropriate style required by the nursing program. Clothes must be size-appropriate as sagging or tight-fitting clothing is not acceptable.

Uniforms

Student uniforms must be selected from the approved list. The scrub colors for NeSCC nursing students are white lab coats, white scrub tops, and navy scrub pants and/or skirts. An approved list of lab coats, uniform pants/skirts, and uniform tops will be posted to D2L each semester.

Each student will need a minimum of two (2) Nursing Patches. The Nursing Patch can be purchased in the College bookstore; identification and signature are required at time of purchase.

Undergarments must not be visible. Socks or stockings must be white. Female support hose are not required, but recommended for prevention of deep vein thrombosis. Shoes should be clean and white. Shoes without backs, shoes containing holes in the toes or on top of the shoes, or shoes with back-straps are not appropriate. Open-toed shoes are also unsuitable. Shoes should be worn only for clinical use and not considered for everyday wear.

Lab Coats: Must be worn any time when students are not on client floors. The Nursing Patch must be located on left sleeve of coat approximately two finger-breathes below the left shoulder seam.

Uniform Pants: Must not sweep the floor or expose body parts. Pants should not be “rolled” down at the waist.

Uniform Tops: The Nursing Patch must be located on left sleeve of scrub top approximately two finger-breathes below the left shoulder seam. Must cover mid-drift areas. Body parts must not be visible.

Hygiene

Personal hygiene is of utmost importance; body odors may be offensive to our clients and other students.

Hair should be clean, combed and neatly trimmed or arranged; it should be styled to convey a professional image. Extreme hair colors are not permitted. Hair shall not be touching the shoulders; it must be pulled back to avoid contamination during client care. Flowers, ribbons, or decorative combs are not allowed.
Facial hair should be neat and trimmed. Students are to remain in compliance of clinical agency policy; some agencies may not allow beards, long-handled mustaches or whiskers because of potential problems with inability to establish facial seal for masks used in caring for isolated clients.

Cosmetics should not offend or disturb clients in the healthcare setting. Cologne, perfumes, or aftershaves should not be worn in client care areas due to possible allergic reactions or disruption in client stability.

Nails shall be maintained neat, clean, and of appropriate length which is no further than the top of the finger. Artificial nails or nail particles of any type are not permitted. Nail polish is also inappropriate.

Identification Badges
The Northeast State Community College student identification badge is to be worn above the waist with the student’s picture identifiable. If clinical institutions require name and picture identification badges, they shall be displayed in the same manner as above.

All clinical name badges must be turned into the student’s clinical instructor at the end of each semester. Failure to submit clinical name badges will lead to the student receiving an “Incomplete” for the course.

Jewelry
Jewelry may harbor microorganisms and must be limited when in a client care environment.
- Rings are limited to a band ring without jeweled stones.
- Pierced jewelry is limited to a single ear lobe stud piercing (not gauge). No hoops or dangling earrings are allowed.
- If students have ear lobe gauges or other piercings (except single ear piercings), flesh colored ear plugs are required to be worn during clinical.

Body Ink
Body inks should be covered during clinical experiences. Small areas of body ink may be covered with a large adhesive bandage; however, larger areas must be covered with appropriate clothing. If you are in doubt as to what may be considered appropriate clothing for clinical, please check with your clinical instructor or nursing faculty.

Equipment Necessary for Clinical or Laboratory Experiences
- a. Watch with second hand
- b. Black ball point pen, non-erasable ink
- c. Small note pad
- d. Bandage scissors
- e. Stethoscope
- f. Pen light
- g. Hemostat
- h. Sphygmomanometer (optional)

Client Confidentiality
Clients trust nurses and nursing students with their health care and health related information. Their expectation is that information will be shared only when a medical
necessity is present and only on a need-to-know basis. Consideration must be given when conducting conversations about or with clients; an environment that provides client and nurse/student nurse privacy is necessary. Conversations about clients should be confined to private places, and should not take place in corridors, elevators, break areas or cafeterias.

The medical record must be protected by allowing and enabling only authorized people to have access. Access is always limited to those who need the information to do their jobs. Nursing students may access the medical record during the course of their training if they are assigned to that particular client.

Care must be taken to prevent unintended discovery of client information. Printed material about the patient should be kept from public view. Particular attention should be made to the location and accessibility of forms, charts, records, and computer monitors in client care environments. Papers that include client information shall be disposed of in shredder boxes or be shredded before students leave the client-care environment; therefore assignments shall not contain photocopies or printed documents from electronic patient records. Any breach of confidentiality will result disciplinary sanctions. The instructor has the authority to assign an “F” for the clinical component of the course. In addition to action by the instructor, the student may be subject to additional disciplinary action that may be imposed through the institution and/or through the clinical agency due to HiPAA regulations.

At any time a Northeast State Nursing student is found to have violated or violates HIPAA or client confidentiality, the student will receive an F for the clinical component of the course. In addition, at any time the clinical affiliate identify a HIPAA violation, the student will receive an “F” for the clinical component of the course.

Clinical Agency Requirements

Rationale for Policy: To protect students and the clients for whom they care, and to meet the requirements of the clinical sites where students will have experience, health care agencies necessitate and specify requirements for all students.

All nursing students must comply with the health care agencies’ requirements. Northeast State’s clinical affiliates and industry partners may require criminal background checks and/or drug testing for all students participating in clinical experiences at their respective sites. Based on the results of these checks, the clinical facility, not Northeast State, will have the sole discretion to determine whether to approve a student to participate in a clinical at their facility.

- A clinical affiliate or industry partner’s decision to deny a student a clinical experience at a site or the subsequent removal of a student from a clinical experience at a site may negatively affect a student’s ability to complete academic program requirements.
  - In the event a clinical affiliate denies student access to a facility, the student will not be assigned placement in a difference facility due to potential liability, thus negatively affect a student’s ability to complete academic program requirements.
  - Loss of Clinical Privileges and/or Access - If a student enrolled in the Northeast State Nursing Program experiences a loss of clinical privileges, a decrease in clinical privileges or denial of access in any form (computer,
charts, patients, specific units, etc.), the student will receive an “F” for the clinical component of the course.

- **Clinical Dismissal** - If at any time a student is dismissed from a clinical affiliate, regardless of circumstance, he or she will not return to that clinical affiliate or be placed with a different clinical affiliate or a different healthcare agency/hospital until the original circumstance has been resolved and clinical participation has been reinstated by the affiliate with which the dismissal occurred. If the student is participating in multiple clinical agencies when the dismissal occurs, the dean of nursing or designee will notify all clinical agencies with whom the student is participating. The student will not attend clinical at any facility until resolution has been completed. Resolution is the student’s responsibility and occurs between the student and clinical affiliate. Once the student has been cleared he or she must provide a written statement (an official email or memo on company letter head) from the healthcare agency to the dean of nursing prior to returning to clinical. Failure to resolve the dismissal may result in the inability of the student to complete the clinical component of the course which may lead to a course failure.

The Nursing Division will establish deadlines for submission of all clinical documentation. A student’s noncompliance with deadlines will prevent completion of required clinical documentation by the nursing division, thus leading to the student’s inability to be assigned to a clinical facility and the inability to complete the clinical component of the nursing course.

Numerous healthcare requirements are mandatory for students. These include, but may not be limited to, the following:

- Measles, Mumps, Rubella (MMR)
- Varicella
- Hepatitis B
- Tuberculosis (Tb) Screen – Two step required
- Tetanus, Diphtheria, and Pertussis (TdaP)
- Influenza
- American Heart Association Basic Life Support CPR for Healthcare Providers
- Malpractice Insurance
- Background Check

Specific immunizations, screenings, malpractice insurance, and/or certifications are required to be renewed annually or semiannually. These include, but may not be limited to, the following:

- Tuberculosis (Tb) Screen – Two step required (Annual screening is required after submission of two-step)
- Influenza
- American Heart Association Basic Life Support CPR for Healthcare Providers
- Malpractice Insurance
- Background Check

Valid exemptions include a medical exemption and/or religious exemption.
• Medical Exemption: Physician or health department indicates that certain vaccines are medical exempted because of risk of harm. The student must provide a written statement from healthcare provider noting the above.

• Religious Exemption: The vaccination conflicts with the student’s religious tenets or practices. The student must provide a written statement, affirmed under penalties of perjury that the vaccination conflicts with the religious tenets and practices of the student.

Specific due dates will be established for all clinical agency requirements. For newly accepted students: If a student is noncompliant with established deadline, the student’s offer for admission will be rescinded, and the student’s file will become inactive thus leading to the position will be filled by other applicants selected by the dean of nursing based on the ranking list.

For progressing students: A student with delinquent clinical healthcare requirements will not be allowed to attend clinical. Deductions will be made from the clinical evaluation tool in the standards of professional nursing practice student learning outcome. This deduction could result in a clinical failure.

Students are required to submit clinical health care requirement documentation by the deadline set by the division. Further instruction will be provided as to how and where to submit this documentation.

Students will **not** attend clinical if all required health information is not on file or if the clinical health care requirement has expired.

Clinical requirements are enforced by clinical affiliates and OSHA regulations. Within the guidelines of the regulations, completing a refusal document may be an option. Clinical affiliates may refuse clinical rotation access to students who fail to obtain the required immunizations, which would impact a student’s ability to successfully progress through or complete the program. Clinical requirements may be added or changed based on current information regarding communicable diseases; revised or new college or Board of Regents policies; and/or health agency requirements. Students will be informed of any new requirements and the deadlines for meeting those requirements.

**HIPAA/OSHA Education**

At the beginning of each semester, all students will be required to complete HIPAA and OSHA training and testing with signature on all affiliate required forms prior to attending clinicals. If a student fails to complete the above, an “F” will be assigned for the clinical component of the course.

**OSHA and Biological Hazard Policy**

The division of Nursing is required to follow all rules and regulations set forth by the Occupational Safety and Health Administration (OSHA). These rules and regulations are determined and enforced by Northeast State and OSHA. Not following policy places clients and self in an unsafe environment and will be seen as an unsafe behavior, which will lead to an inability to pass the clinical portion of the course. In addition to action by the instructor,
Students may be exposed to biological hazards and infectious diseases during classroom, practical laboratory exercises and clinical rotations. All OSHA regulations, rules and guidelines for protection of health care providers shall be followed. All students must provide their own personal protection equipment (goggles) during any incident where the exposure risk is considered extremely high.

**Exposure Incident Policy**

An exposure incident is specific to the eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of the student’s duties. An example of an exposure incident would be a puncture from a contaminated sharp or needle.

**HBV – Hepatitis B Virus**

**HIV – Human Immunodeficiency Virus**

If an exposure incident should occur, the following steps shall be followed:
1. The student shall report exposure incidents to the faculty member immediately to initiate a timely follow up process.
2. The faculty member will direct the exposed student, as per the health care agencies’ policies.
3. The faculty member will contact the dean of Nursing.
4. The faculty must provide the health care professional with a copy of the blood borne pathogens standards, description of the student’s job duties as they relate to the incident, a report of the specific exposure (accident report), including route of exposure, and relevant student medical records, including Hepatitis B vaccination status.
5. The faculty member will complete the “Exposure Incident Form” (attached as Appendix E) and provide a copy to the dean of Nursing and the clinical health care professional.

All applicable fees for laboratory blood/body fluid work will be the responsibility of the student.

**Health Care of Nursing Students**

**Health and Accident Insurance**

Students are encouraged to obtain student health and accident insurance. Brochures on student accident and health insurance are available from the Student Health Services Office, C2113, Main Campus – Blountville.

**Health and Physical Considerations for Nursing Students**

**Rationale for Policy:** Because the nursing program seeks to provide as much as possible a reasonably safe environment for its health career students and their patients, a student may be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential
requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable physical/emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

All Tennessee Board of Regents nursing programs have adopted the National League for Nursing’s core performance standards. Admission to and progression in nursing programs is not based on these standards but should be used to assist the student in determining whether accommodations or modifications are necessary and provide an objective measure upon which informed decisions can be based about whether the student can meet requirements. The standards are:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to monitor and assess health needs.
6. Auditory abilities sufficient to monitor and assess health needs.
8. Tactile ability sufficient for physical assessment.

If a student believes that he/she cannot meet one or more of the above standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary modifications can be made reasonably. The following process will be used:

1. Students will be provided information regarding Core Performance Standards in the application packet.
2. After admission to the major, students will be provided a copy of the Core Performance Standards.
3. A student with disabilities who believe that he or she may need assistance in meeting the Core Performance Standards should contact Center for Students with Disabilities at 423.354.2476.

**Nursing Pin and Pinning Ceremony**

**History of the Nursing Pin**

“The nursing pin is a 1,000-year old symbol of service to others. The earliest ancestor of the pin dates back to the Maltese Cross, adopted by crusaders and worn on their habits as a symbol of service to Christianity. Over the centuries, variations of the crusader’s symbol were gradually modified and became family coats of arms, often symbolizing service to a ruler. By the Renaissance period, guilds had adopted coats of arms symbolizing masterful service to the community. The most recent ancestor of the pin is the hospital badge of 100 years ago. It was given by the hospital school of nursing to the students to identify them as nurses who were educated to serve the health needs of society. This symbol of service involves many professional rights and responsibilities.” (Rode, MW. 1989).
The History of the Northeast State Nursing Pin

Symbolizing work well done, nursing pins are awarded on completion of a nursing program. Each has a unique, but modern design. The NeSCC nursing pin is plated in gold. The first NeSCC nursing graduates designed this pin in 2009. These graduates were the first to receive the pin at the first NeSCC Nursing Pinning Ceremony.

Representation and Illustration on the Northeast State Nursing Pin

Today’s nursing pins are usually made of gold or silver metal symbolizing specific beliefs, principles, values, or historical perspectives of the nursing program for that school of nursing. The pins are traditionally presented to the graduates by a distinguished faculty member at a pinning ceremony. The pin is worn proudly by nurses to identify the nursing school from which they graduated.

The NeSCC nursing pin has specific symbols, colors, and wording. The school and the state from which the student graduated is identified. The NeSCC logo, three mountains that are green, aqua and blue, is represented. Mountains have been symbolic of triumph, challenge, realization, and attainment of one’s goals and objectives. Green symbolizes growth, harmony, safety and healing power. Trust, loyalty, confidence and intelligence are identified with the color blue. Aqua represents emotional healing and protection. The pin also contains the phrase, “I got there”, which is the student response to the NeSCC phrase “We’re here to get you there.” AAS nursing is inscribed on the pin informing readers that this nurse has obtained an Associate in Applied Science in nursing degree. The rod of Caduceus, adopted as insignia by the US Army medical corps in 1902, continues to be the most recognized and illustrated healthcare symbol for commercial healthcare organizations in the United States, representing wisdom, healing, truth, and the caring nature of nurses.

History of the Pinning Ceremony

The history can be traced back to the Crusades of the 12th century. The Knights of the Order of the Hospital of St. John the Baptist were the first to be “pinned”. This signified the Knights were the persons responsible for caring for sick and injured Crusaders. Thereafter, as new monks were initiated into the Order a formal ceremony was held; during this ceremony the monks took a vow to care for the sick soldiers and a Maltese cross (pin) was given. This is seen as the first badge given to those who care for others or “nurse”. This is the origin of the phrase “rite of passage”, actually meaning a change in status identified by a formal ceremony or celebration. Florence Nightingale was the first nurse to receive a pin in
the 1860s. The Red Cross of St. George was awarded to her in recognition for her tireless service to the injured during the Crimean War. This honor continued with Florence “pinning” a medal of excellence to her brightest nursing graduates. By 1916, this was standard practice for new nursing graduates throughout the U.S (Thibeault, S & Gerber Zimmermann, P, 2010).

**Today’s Pinning Ceremony**

The Pinning Ceremony is designed to be a ceremonial, formal, and traditional celebration for the nursing graduates and beloved ones, who have supported and encouraged the graduate through school. The Ceremony symbolizes the successful completion of one journey and the exciting beginning of another. The event provides for an opportunity to pay homage to the respected field of nursing and to the distinctive graduate. Students participating in pinning become part of history; the history of honoring nursing pioneers, nursing profession, and nursing programs. Some nurses call the pinning ceremony a symbolic welcome or “rite of passage” for the new nursing graduate.

**The Northeast State Pinning Ceremony for Graduating Nursing Students**

The Nurses’ Pinning Ceremony signifies fulfillment of the requirements of the associate of applied science in nursing degree, excluding “I” grades related to Program Comprehensive Assessment Exams. The event is a formal ceremony honoring graduates and significant others. For many graduates this ceremony is more personally meaningful than other events; it has been described as an honor when a graduate receives his/her nursing pin. Northeast State’s pinning ceremony recognizes and honors all graduates, while also distinguishing those who have surpassed the minimal degree requirements by maintaining a flawless Grade Point Average, representing their classmates, and displaying excellence in other areas.

**Nursing Licensure**

**Legal Limitations for Licensure**

Students, who graduate from the associate of applied science in nursing, are eligible to write the NCLEX-RN upon verification of degree completion. Successful completion of NCLEX-RN is required in order to practice and hold the professional title of Registered Nurse. However, individuals who have been convicted of a crime, other than a minor traffic violation, could be ineligible for registered nurse licensure in the state of Tennessee. Completion of the nursing program does not guarantee eligibility for licensure. The Tennessee Board of Nursing (TBoN) determines a graduate’s eligibility for licensure on an individual basis.

**Filing for NCLEX-RN**

It is required that students fulfill all the needed information prior to the deadlines in order to take the exam. NCLEX-RN candidates will select a date, time, and location to take the exam. Candidates, who wish to write the exam outside the state of Tennessee, should contact the Board of Nursing Examiners in the state in which the exam will be taken.

Meetings with each graduating class will be conducted the semester of graduation to discuss and distribute required forms.
Licensure Verification

After completing the NCLEX-RN, you may check results on the Internet at www.tennessee.gov

NCLEX-RN Results

Graduates are requested to notify the NeSCC Nursing Division at 423.354.5108 or 423.354.5509 as soon as they receive information from the State Board of Nursing about granting of the RN license.

Other Policies

Children in the Nursing Facility

Tennessee Board of Regents Policy 3:02:02:00 states that “The safety of children requires that children may not accompany adults into classrooms, offices, or other work spaces as a babysitting function nor be left unsupervised in the hall or grounds of the school.” The Nursing Division does not allow children to be in the Nursing Division.

Library Reference Materials

The Nursing Division has a wide variety of resources (textbooks, study guides, NCLEX prep, DVD’s, CD’s) available for check out. The Nursing Secretary can assist the student with completing necessary procedures for checking out materials.

Materials that are checked out are loaned for review for the maximum period as indicated below:
- Books must be returned by the end of the current semester.
- DVD’s and VHS tapes must be returned within one (1) week.
- Reserved items must be returned as indicated to the Nursing Office.

There are no overdue fines for late materials. However, materials are expected back on the date they are due. For example, if a book contains a CD, it is to be returned with the book. If materials are not returned by the end of the semester, students will receive an “I” (Incomplete) as the course grade for nursing courses in which the student is currently enrolled.

Failure to do either of the above may result in the student being responsible for the total amount needed to replace the material/s.

Smoking, Tobacco, and Vapor Use

In the past, clients have requested that students who have been smoking or using vapors not provide care for them; lingering smell is offensive to them. Therefore, the use of cigarettes, tobacco, or vapor products during clinical hours even in designated areas is not permitted. NeSCC nursing students are required to abide by the policies for each clinical facility that they may attend.
Office Hours of Faculty

Office hours are posted outside faculty offices. Students should make an appointment to see a faculty member during these or other arranged times via the scheduling system available online (www.northeaststate.edu). Students should not hesitate to seek faculty assistance and/or advisement.

Skills Lab

Throughout the nursing program the student is introduced to clinical and technical skills which will progress from simple to complex. The nursing skills lab provides a safe environment for the student to practice skills prior to performing them in a clinical setting. Skills are taught using a variety of techniques such as demonstrations, return demonstrations, videos, role-playing, and critical thinking activities. Supervised practice is provided on a regular basis with opportunities for independent practice. Students are strongly encouraged to utilize the lab for independent skills practice.

To arrange practice time, students must arrange with the instructor or lab assistant. If a weakness is identified in the performance of skills in the practice setting, students may be required to schedule remediation activities with the clinical instructor prior to returning to the clinical experience.

The skills labs are located on the second floor of the Regional Center for Health Professions building.

Skills Lab Pack

Nursing students utilize a Nursing Skills Lab kit beginning the first semester of the program. The pack contains consumable supplies that will be used to practice nursing skills in the practice lab. Equipment in the packs shall not be used on humans, animals or outside the lab setting. Supplies are to be used in the controlled environment of the nursing skills lab overseen by a faculty member.

Student Lounge

A Student Area is located on the second floor of the Regional Center for Health Professions building.

References


Exit Interview Form: Name__________________________________________   Student ID Number: __________________________________

Semester/Year Attrition Occurred _____/____

Students must meet with Course Instructor prior to submitting completed form to the Nursing Division.

<table>
<thead>
<tr>
<th>Course</th>
<th>If you have completed any course/s, please write the grade received for each course. If this is your first semester, please leave blank.</th>
<th>Action Taken</th>
<th>Date Last Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Change Status to Audit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Change Status to Withdraw</td>
<td></td>
</tr>
<tr>
<td>Date Student Met with Instructor____________________</td>
<td>Student Signature: _______________________________</td>
<td>Faculty Signature: ________________________________</td>
<td></td>
</tr>
<tr>
<td>Date Student Met with Instructor____________________</td>
<td>Student Signature: _______________________________</td>
<td>Faculty Signature: ________________________________</td>
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<td>Date Student Met with Instructor____________________</td>
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<tr>
<td>Date Student Met with Instructor____________________</td>
<td>Student Signature: _______________________________</td>
<td>Faculty Signature: ________________________________</td>
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</tbody>
</table>

Why are you exiting from the program at this time? (Please mark one. If “other” is chosen, please provide more information.)

Fear of non-progression
Health of yourself or family
Occurrences (Tardies/Absences)
English as Second Language
Other: ___________________________________________________

Do you plan to apply for readmission to the nursing program in the future?   Yes       No
## Nursing Student Remediation Agreement between Faculty Member and Student

**Student Name ____________________________**

**Faculty Member ____________________________**

### Remediation needed for the Following: (Check all that Apply) – List specific details in the Plan

- [ ] DA
- [ ] Lab
- [ ] Didactic
- [ ] Clinical
- [ ] Other (Specify): __________________________________________________

### Remediation #1

<table>
<thead>
<tr>
<th>Date Plan Implemented</th>
<th>Remediation Plan</th>
<th>Date Plan Due</th>
<th>Agreement of Remediation Plan</th>
<th>Evaluation of Remediation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The student will:</td>
<td></td>
<td>Faculty Signature:</td>
<td>Successful</td>
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<td>Faculty Signature:</td>
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<td>Student Signature:</td>
<td>Faculty Signature:</td>
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<td>Student Signature:</td>
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</table>

### Remediation #2

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<tr>
<th>Date Plan Implemented</th>
<th>Remediation Plan</th>
<th>Date Plan Due</th>
<th>Agreement of Remediation Plan</th>
<th>Evaluation of Remediation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The student will:</td>
<td></td>
<td>Faculty Signature:</td>
<td>Successful</td>
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<td>Student Signature:</td>
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<td></td>
<td>Student Signature:</td>
</tr>
</tbody>
</table>
Grade Re-Evaluation Form - One form must be completed for each penalty wishing to be reviewed.

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number:</td>
<td></td>
</tr>
<tr>
<td>Semester:</td>
<td>Fall</td>
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<td></td>
<td>Spring</td>
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<td>Summer</td>
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<td>Year:</td>
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<tr>
<td>Course:</td>
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<tr>
<td>Section:</td>
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<tr>
<td>Course Component:</td>
<td>Lecture</td>
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<tr>
<td></td>
<td>Lab</td>
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<tr>
<td></td>
<td>Clinical</td>
</tr>
<tr>
<td>Course Instructor:</td>
<td></td>
</tr>
<tr>
<td>Identification of the item to be reviewed:</td>
<td></td>
</tr>
<tr>
<td>Exam</td>
<td>Date:</td>
</tr>
<tr>
<td>Have you completed a Make-Up Exam?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Quiz</td>
<td>Date:</td>
</tr>
<tr>
<td>Assignment</td>
<td>Identify which assignment</td>
</tr>
<tr>
<td>Occurrence Date:</td>
<td></td>
</tr>
<tr>
<td>If appealing, please provide dates of all occurrences for this course:</td>
<td></td>
</tr>
<tr>
<td>Student Recommendation to Resolve the Penalty:</td>
<td></td>
</tr>
</tbody>
</table>

Documentation such as supporting student’s re-evaluation must be included with this form. Copy of documentation supporting student’s re-evaluation, Examples of “documentation” may include, but not limited to the following: Personal statement of explanation, Correspondence with faculty.
SUGGESTION SUBMISSION FORM

Student Name: ___________________________ Date: ____________________

Northeast State Nursing Division encourages students to be involved in the future success and growth of the program by submitting practical work improvement or ideas. Any student may initiate this form and submit it for review to a Student Representative. After the Student Representative reviews the form for completeness, he/she will submit the form to one the nursing division secretaries. At this time, the item will be added to the meeting agenda for discussion at the next FAC meeting. Forms must be submitted to division secretary at least 24 hours prior to the curriculum meeting. In order for there to be enough time to discuss all meeting agenda items and also to be fair to student representatives, each student representative is asked to present no more than two suggestion forms per meeting.

**Suggestion Guidelines**

All suggestions are welcome; however, for the purpose of this program, suggestions should pertain to the following: improving or correcting conditions which exist due to an established policy or procedure, improving curriculum, or providing a constructive suggestion in another area.

**Areas to Benefit From Your Suggestion:** (check all that apply)

___ Clinical ___ Lab ___ Lecture ___ Grading ___ Assignment ___ Improved Morale
___ Other (Please list) __________________________________________

By submitting this form, the student certifies that the eligibility requirements and rules have been read. The student has also reviewed and understands current program policy/procedure as stated in the syllabus, *Nursing Student Handbook*, or other guidelines. Faculty may make full use or partial use of the suggestion, or may not be able to implement the suggestion at all.

**SUGGESTION INFORMATION**

(*Use extra paper where necessary*)

Concisely describe the present situation, condition, method, or procedure to be improved. Please be specific.

_________________________________________________________________________________________

Describe your proposed solution and how it may be implemented. If your suggestion involves removing a component, please list an alternative to take its place.

_________________________________________________________________________________________

Describe how your suggestion will improve the present situation and benefit the program.

_________________________________________________________________________________________
EXPOSURE INCIDENT FORM
(To be used with Exposure Incidents)

Name: ___________________________  Student ID #: ___________________________
Date: ___________________________  Time of Incident: ___________________________
Location: ___________________________
Potentially Infectious Materials Involved:
Type: ___________________________  Source: ___________________________

Route of Exposure: ___________________________
Circumstances (work being performed, etc.): ___________________________

How Incident Was caused (accident, equipment malfunction, etc.): ___________________________

Personal Protective Equipment Being Used: ___________________________

Actions taken (decontamination, clean-up, reporting, etc.): ___________________________

Student Signature______________________________  Date__________________________
Faculty Signature______________________________  Date__________________________
Dean Signature________________________________  Date__________________________
Northeast State Community College  
Nursing Program  

Agreement/Understanding  

Nursing Student Handbook Academic Year 2017-2018

Student Name (Please print): __________________________________________

Academic Year: 2017-2018

By my signature below, I acknowledge that I have received the Nursing Student Handbook Academic Year 2017-2018. I am responsible for reading the Nursing Student Handbook. My signature indicates my willingness to comply with, and acceptance of, the material herein contained. I also am aware that if I have questions about the material herein I can seek assistance from any nursing faculty member or the dean of nursing.

Student Signature: ________________________________________________

Date: ____________________________________________________________