Forsyth Tech
COMMUNITY COLLEGE

PAUL M. WILES SCHOOL OF NURSING
JOYCE E. GLASS ASSOCIATE DEGREE NURSING

STUDENT HANDBOOK

2022-2023

TABLE OF CONTENTS

Welcome 3
The ADN Student Policy Book 4
Statement of Philosophy 4
College and Organization Chart 9
Faculty 10
Program Information and Student Responsibilities....15
- Advisee/Advisor List 16
- Change of Name, Address, and/or Telephone Number 16
- Computer Skills Lab 16
- Confidentiality 16
- Social Networking Policy/Electronic Communications 16
- Criminal Background Checks/Drug Screening 16
- Inclement Weather 17
- Library 17
- Lines of Communication 18
- Personal Telephone Calls 18
- Cell Phones and Electronic Devices 18
- Plagiarism 18
- Academic Dishonesty 18
- Transportation 19
- Trustworthiness 19
- Use of Tobacco Products 19

Classroom Responsibilities ....**.....** 19
- Examinations 20
- Collaborative Testing Policy for Unit Tests 20
- Grading 23
- Written Assignments.... 24

Laboratory Responsibilities 25
Clinical Responsibilities 25
- Agency Requirements 26
- Care Plans 26
- Clinical Evaluation 26
- Clinical Evaluation Philosophy 27
- Clinical Attendance and Hours 27
- Clinical Preparation 27
- Clinical Responsibilities 28
- Clinical Tardiness 28

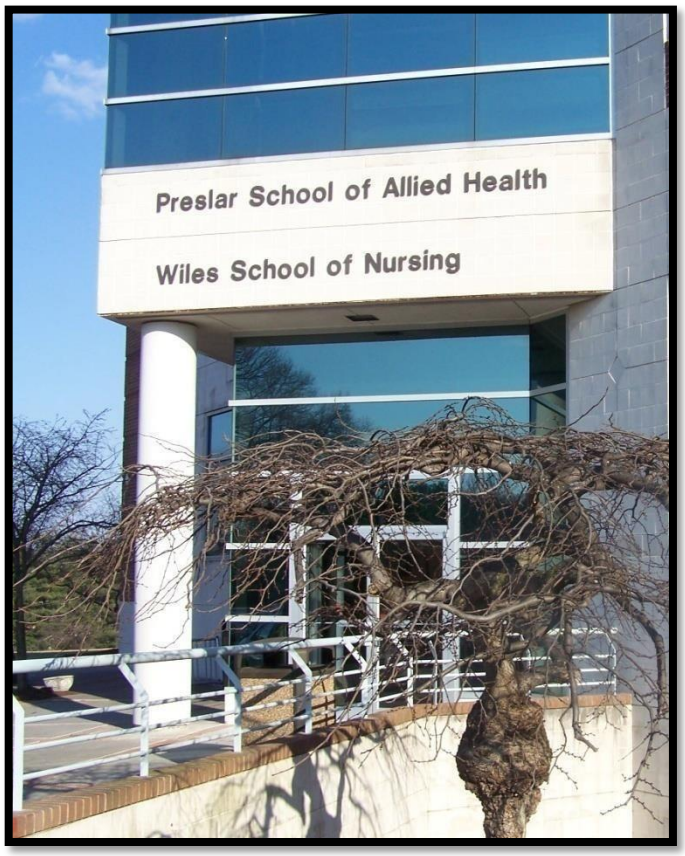
Clinical Written Assignments 24
Dress Code for Clinical 29
Policies 29
Attendance 31

1

Professionalism… 31
Academic Status 32
Progression Policy 33
Academic Appeals 31
Accident/Exposure Incidents 39
Physical or Emotional/Behavioral Health Policy 40
Technical Standards 41
Readmission Policies 47
NCLEX 48
Academic Integrity Attestation 49
Consents and Releases 50

WELCOME

The Associate Degree Nursing (ADN) faculty welcomes you to the nursing program. The career you have chosen has the potential for professional growth through both formal education and life-long learning.



Registered nurses provide an important service to society. As valued members of the health care team, nurses are involved in providing health care and promoting wellness.

While you are a nursing student, the faculty will engage you in teaching/learning activities which will enable you to gain the knowledge and skills necessary to become a registered nurse. You will be an active participant in your learning, as you are assisted by the faculty in assessing and meeting your learning needs.

We look forward to assisting you in achieving your career goals. Let us work together, as learners and educators, to ensure that you receive the education you need to become a skilled, sensitive, and caring nurse.

The ADN Faculty

Reviewed annually and revised:
1990, 1993, 1995, 1996, 1999,
2000, 2001, 2002, 2003, 2006, 2007,
2008, 2009, 2010, 2016,
2017

THE ADN STUDENT HANDBOOK

The policies in this book are effective for all ADN students. Students will be held accountable for understanding and meeting program policies and expectations. For this reason, each student should read the policies carefully and ask his/her Instructor, Program Coordinator, or the ADN Department Chair for clarification whenever necessary. These policies will be reviewed on orientation day or the first day of class. Failure to comply with any of the policies outlined in this book is a violation of ADN policy.

Students who violate policies in the *ADN Student Policy Book* will be subject to disciplinary action including dismissal from the ADN Program. Failure to follow a written ADN policy will be documented by the instructor and/or Lead Instructor of the nursing course and forwarded to the ADN Department Chair. The student must meet with the ADN Department Chair to discuss the policy violation and the consequences of the violation. All records of policy violations will be maintained by the ADN Department Chair.

The College reserves the right to make changes in the regulations, courses, fees, procedures, and other matters of policy as deemed necessary. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the College. The student has the right to due process as stated in the *Forsyth Tech Catalog*.

The ADN Program adheres to the guidelines and policies established by Forsyth Tech. Upon enrolling in Forsyth Tech, the student acknowledges acceptance of the rules of Forsyth Tech. Simultaneously, the student is guaranteed rights as a citizen and a student.

The *Forsyth Tech Catalog* explicitly states the *Student Code of Conduct and Responsibilities*. Important information discussed within the catalog include student rights, general campus rules, violations of the code of conduct, disciplinary procedures, and the student appeals committee. ADN students are responsible for abiding by the *Student Code of Conduct and Responsibilities* established by Forsyth Tech.

Forsyth Tech – Paul M. Wiles School of Nursing Joyce E. Glass Associate Degree Nursing Program
Statement of Philosophy

Mission

The Associate Degree Nursing program supports the mission of the North Carolina Community College System and the mission of Forsyth Technical Community College and the Health Technologies Division. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing healthcare needs of the service area and to promote the development of qualified students prepared for the professional role of registered nurse at the entry level. Graduates of this program are prepared for entry into the nursing profession and meet the educational requirements to take the

National Council Licensure Examination (NCLEX-RN). The philosophy of the Associate Degree Nursing Program is based upon faculty beliefs as they relate to health, nursing, the health care system, and the environment. Within this mission, the goal of nursing faculty is to provide education that promotes the highest quality of nursing care and facilitates optimum health, quality of life, and achievement of potential for the individual, families, and the community.

The Associate Degree Nurse

The graduate of the Associate Degree Nursing program at Forsyth Technical Community College is prepared to meet the educational competencies defined by the National League for Nursing and the Nursing Practice Act of North Carolina. The practice of nursing is directed toward meeting the health care needs of individuals throughout their lifespan. The role of the associate degree nurse is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The ADN graduate demonstrates the competencies identified by the National League for Nursing, the Institute of Medicine, and the QSEN Institute.

Associate Degree Nursing Education

Nursing education at the associate degree level is a process that facilitates changes in behavior through the acquisition of knowledge, skills, and attitudes necessary to function in the role of the entry-level nurse. The curriculum is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, and problem-based and activity-centered learning (Rachal, 2002).

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

The Associate Degree Nursing program at Forsyth Technical Community College provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, families, and community. Through these educational experiences, students will have the opportunity to develop critical thinking and problem-solving skills. Learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning are interactive processes between teacher and learner. The responsibility of the faculty of Forsyth Technical Community College Associate Degree Nursing Program is to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The responsibility of the nursing student is to actively participate in learning experiences and develop the knowledge, skills, and attitudes necessary to provide quality individual-centered nursing care.

Conceptual Framework

The conceptual model provides a framework to prepare learners for new instruction. The learner must attain mastery of each domain of the framework in order to understand the complete curriculum (Knowles, 2011). These domains include the individual, the healthcare system, and nursing. Concepts are organized within each of these domains and learning occurs from simple to complex.

Definitions:

Individual

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

Healthcare System

The community healthcare system is a macro system and consists of a variety of parts or microsystems such as clinics, hospitals, pharmacies, laboratories, long term care, and internet sites. These microsystems connect with patients to improve health (IOM, 2001).

Nursing

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

Environment

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

Health

Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum of wellness and illness. The individual's needs for healthcare are determined by his/her position on the continuum. Each individual's health is based on his/her cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces.

Quality of Life

Quality of life is a concept that includes physical, functional, psychological, social, and spiritual well-being. The individual's perception of, and satisfaction with these domains determines his/her sense of worth and meaning.

Achievement of Potential

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

National League for Nursing (NLN) Core Competencies

The competences for graduates of Associate Degree Programs outlined by the NLN are: Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry (NLN, 2012).

Institute of Medicine Competencies (IOM)

The five core competencies identified by the IOM for healthcare providers are: patient• centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics (IOM, 2003).

Quality and Safety Education for Nurses (QSEN)

Quality and Safety Competencies for Nursing: Patient-center care, Teamwork and Collaboration, Evidence-based Practice, Quality Improvement, Safety, and Informatics (2014).

References

Institute of Medicine (2001). Crossing the Quality Chasm: A New Health System for the 1st Century. Washington, D. C.: National Academy Press.

Institute of Medicine (2003). Health Professions Education: A Bridge to Quality. Washington, DC: National Academy Press.

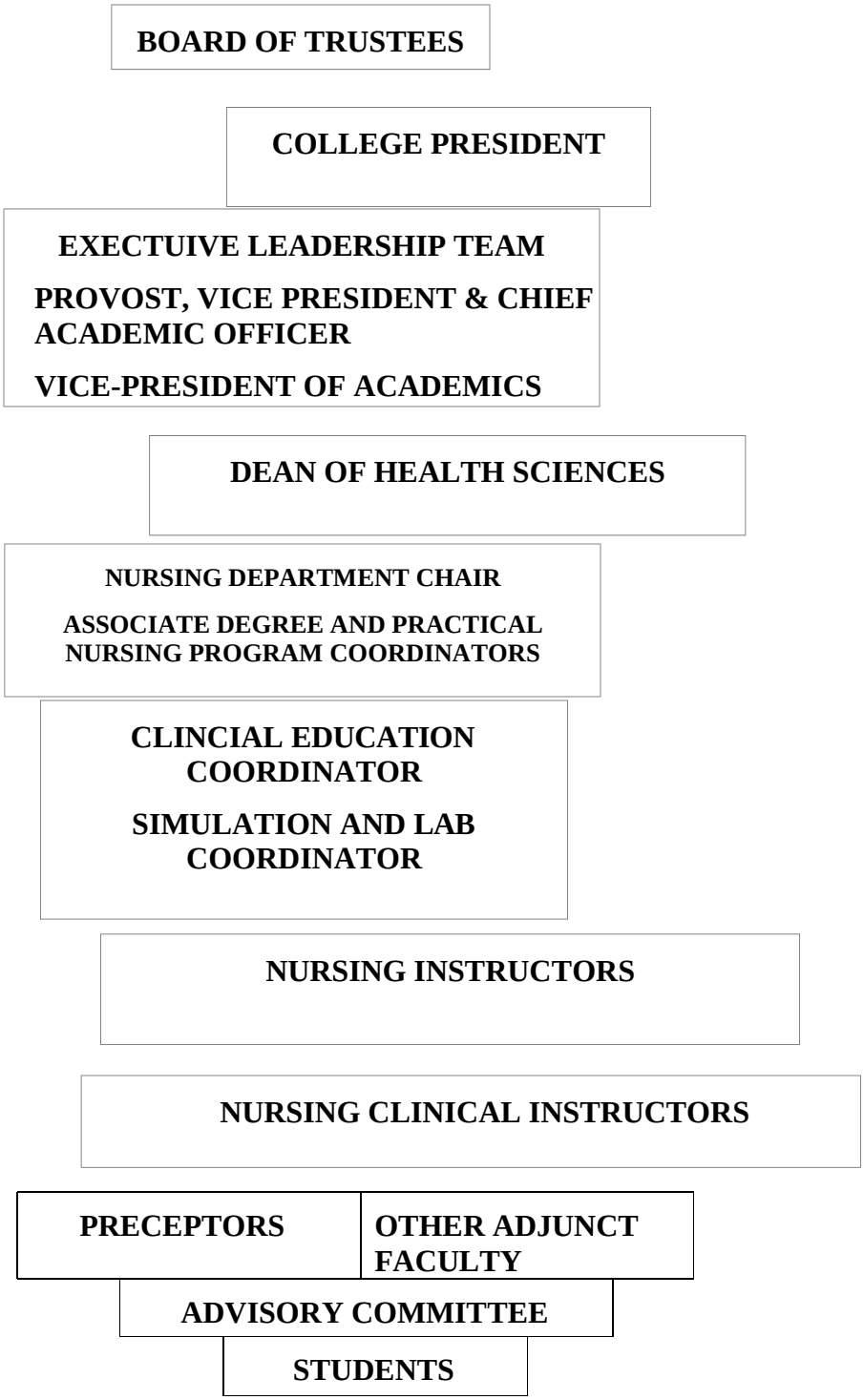
Knowles, M.S., et. al. (2011). The Adult Learner: The Definitive Classic in Adult Education and Human Resource Development 7th ed. Elsevier Inc. The United States of America.

National League for Nursing (2012). Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing. Philadelphia, PA. Wolters Kluwer / Lippincott Williams & Wilkins Publishers.

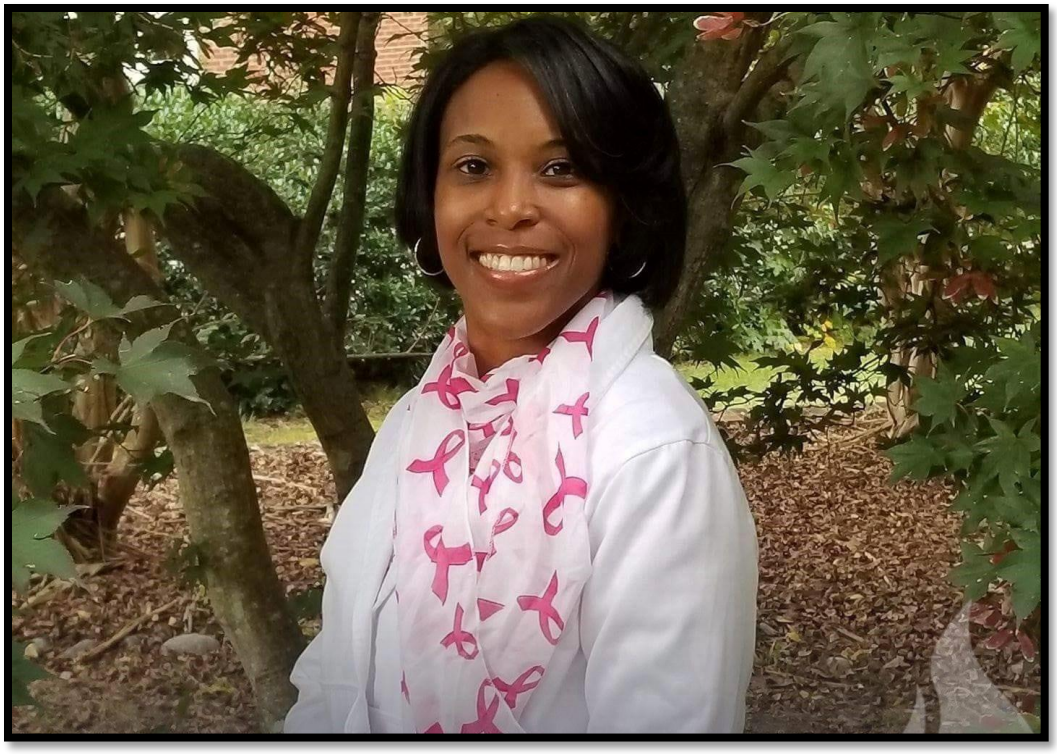
QSEN Institute (2014). Pre-licensure for KSAS.

Rachal, J. (2002). Andragogy's detectives: A critique of the present and a proposal for the future. Adult Education Quarterly, 52(3), 210-22.

College and Program Organization Chart



FULL-TIME FACULTY



Renee Harrison, MSN, RN
Dean, Health Sciences
Department Chair, ADN

Sharon Moore, MSN, RN
Clinical Education Coordinator

Dr. Tracy Campbell, DNP, RN
Simulation & Lab Coordinator

Taqiyyah Betties, MSN, RN

Lorna Gibson, MSN, RN

Yolanda Hilton, MSN, RN

Cynthia Lee, MSN, RN

Carol Marquette, MSN, RN

Lacey Moore, MSN, RN

Bernyce Pritchard, MSN, RN

Valma Russell, MSN, RN

Johnetta Tate, MSN, RN, CHPN
Interim Program Coordinator

Stephanie Yoder, MSN, RN

PROGRAM INFORMATION AND STUDENT RESPONSIBILITIES

Advisor-Advisee Program

The purpose of the advisor-advisee program is to:

1. Increase communication between students and faculty.
2. Provide a more personal atmosphere within the program.
3. Provide students access to a faculty member with whom they can discuss or explore areas of concern.
4. Explore alternatives that may be necessary for students to meet the objectives of the program.

The student and the faculty member share responsibility for the success of the program. It is the faculty advisor's responsibility to be available to the student at scheduled times or by appointment. Instructors are also responsible for referring students to the appropriate person(s) or agency when a referral is deemed necessary.

The student's responsibilities include asking for a conference when assistance is needed and responding to the instructor's request for a conference.

Guidelines

1. Each student is assigned a curriculum advisor when admitted to the ADN program. Whenever possible, each student's faculty advisor will remain the same throughout the ADN program.
2. A request for a conference by an advisor may be called for at any time during the semester.
3. Students may contact their advisor if they have questions regarding registration for the next semester.
4. Students are responsible for requesting a conference with their advisor to discuss standardized test scores.
5. Status forms are completed by classroom and/or clinical instructors when the student's academic status is in jeopardy. The student must sign the form. A copy of the form is placed in the student's file and a copy is sent to the student's advisor. Either the advisor or the student may request a conference to explore alternatives necessary to help the student meet his/her objectives.
6. Each advisor will post regular office hours for advisees. The advisor may also schedule appointments for students who need assistance during hours other than posted office hours.
7. All students enrolled at Forsyth Tech are expected to be fully aware of their academic status at all times and to be responsible for fulfilling the requirements necessary to remain in school and in good academic standing. Instructors, advisors, and counselors are available for assistance; however, it is the responsibility of the student to seek assistance.

ADVISOR LIST
2022-2023

STUDENTS CAN LOCATE THEIR ADVISOR'S NAME IN ***MY FORSYTH TECH***

Advisor	Office #	Telephone #
Taqiyyah Betties	243	734-7438
Lorna Gibson	280	734-7658
Yolanda Hilton	230	734-7435
Cynthia Lee	260	757-3319
Carol Marquette	231	757-3863
Lacey Moore, RIBN Advisor	223	734-7601
Sharon Moore	200	734-7569
Bernyce Pritchard	204	734-7523
Valma Russell	207	734-7612
Johnetta Tate	258	757-3332
Stephanie Yoder	205	757-3328

Change of Name, Address, and/or Telephone Number

If the student changes his/her name, address, and/or telephone number while enrolled in the program, the student is to give the change to the Lead Instructor and to the advisor. These changes must also be given to the Records Office on Main Campus.

Computer Skills Lab

The computer skills lab in BGH 327 was established to enhance the development of clinical skills and to supplement content presented by instructors. First priority for use of the computers will be given to scheduled lab classes. Students may use the lab computers at other times when an instructor is present on the third floor. Students are referred to the Health Technologies Academic Resource Center in BGH W121 for other types of computer programs and computer assignments not directly related to the application of clinical skills.

Confidentiality

Students are to limit their discussion of clients to pre and post-conferences, nursing classes, and private locations with an instructor. Clients are not to be discussed during breaks, on the elevator, in the dining area, at home, or other similar settings. No video or audio recording is allowed without the

consent of the instructor. No pictures are allowed to be taken at any clinical site. Students must annually complete HIPAA training and remain current on HIPAA standards. Any breech of HIPAA standards will be subject to disciplinary action, including dismissal from the ADN Program.

Social Networking Policy/Electronic Communications

The nursing faculty expects students to practice professional behaviors of confidentiality as well as to follow legal and ethical standards of nursing care. Students who use any web-based services that allow individuals to construct a public or semi-public profile and form relationships with other users of the same site who access their profile must abide by this policy. Posting of videos, pictures, or any type of communication about clinical, or any information related to assignments on social media or anywhere on the internet is prohibited. Students will be expected to maintain confidentiality policies (HIPAA) at all times. No reference is to be made about clinical site, clients, staff, or Forsyth Tech employees at any time. Failure to abide by this policy will result in disciplinary action which may include dismissal from the nursing program.

Criminal Background Checks/Drug Screening

Clinical facilities require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards may prohibit eligibility for registry or licensure based on criminal background records.

The criminal background check and drug screening are administered by a third party vendor who sends the results directly to the clinical agencies. After the student completes the requirements of the facility to which he/she is assigned, the clinical agency will notify the college if a student will not be allowed at the site due to a finding on the criminal background check or drug screen. Specific information about the findings will **NOT** be disclosed to the college.

If a student is denied access to a clinical facility based on criminal background check and/or drug screen, the student will NOT receive a secondary placement in another facility. The student will not be able to progress in the program due to the inability to meet the clinical objectives.

Inclement Weather

Forsyth Tech officially begins classes at 8:00 am. Nursing clinical experiences may begin earlier than 8:00 am. If Forsyth Tech cancels classes, clinical experiences are also cancelled. If Forsyth Tech delays classes, the clinical starting time is also delayed. Use the 8:00 am time to determine when your clinical should commence. Example: Your clinical begins at 6:30 am and college has scheduled a one-hour class delay. You must arrive at clinical at 9:00 am, which is one hour after the official opening of the college.

Library

A Forsyth Tech student ID entitles students to use the Forsyth Tech library and the Wake Forest Baptist Health Library. The expectation is that students will use resources that are accurate and current, consistent with present client guidelines. Inclusion of historical or current information may be acceptable. Students are encouraged to discuss use of these resources with their faculty.

Lines of Communication

There are lines of communication which are to be followed when a student has concerns regarding any aspect of a course and/or the nursing curriculum. The student must first approach the instructor to discuss the issue. If a satisfactory solution is not agreed upon by both parties at this level, the student must discuss the concern with the Program Coordinator.

If the issue is not solved at this second level, the student must approach the ADN Department Chair. If the concern remains unsolved, it may then be taken to the Dean of Health Technologies.

Personal Telephone Calls

Bob Greene Hall: The phone in room 104 (Administrative Offices) may be used in emergencies. The student's family and others are not to call the school except for emergencies. In the event of an emergency, the caller should be able to identify the instructor's name, the program name (Associate Degree Nursing) and the student's location.

Clinical Area: The student is not to make or receive personal calls in the clinical area.

Cell Phones and Electronic Devices: The use of electronic devises (such as cell phones, laptops, netbooks, tablets, wearable, and recordable devices, etc.) for learning purposes is permitted provided they do not disrupt the learning environment or create an academic integrity issue. Forsyth Tech faculty or staff may, at their discretion, prohibit the use of any electronic device. Students who do not comply will be considered in violation of the Student Code of Conduct and appropriate disciplinary action will be taken.

Plagiarism

Plagiarism is the act of using someone else's words, ideas, data, conclusions, or material as one's own, whether in a single sentence, paragraph, entire document, or speech. Plagiarism, as the result of misunderstanding or misapplying the rules of documentation, may be unintentional, but it is still plagiarism. Please refer to the *Forsyth Tech Catalog* under the *Student Code of Conduct* for additional information.

Academic Dishonesty

It shall be a violation of *Forsyth Tech Code of Conduct* for a student to commit any one of the following acts: (As noted in the College Handbook, rule #9)

1. Academic cheating, including but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

Transportation

All transportation to and from classes and clinical must be provided by the student.

Trustworthiness

Nursing requires trustworthiness. Any incident of cheating, lying, stealing, or falsifying records in the classroom, lab, or clinical area will be considered reason for disciplinary action according to the rules of Forsyth Tech. Any student involved in, or aware of, these irresponsible behaviors must report them to the Lead instructor and follow the chain of command if necessary. If the student does not report the irresponsible behavior, that student will also be subject to disciplinary action.

In order to ensure a secure testing environment, students will not be allowed to enter testing areas with purses/bags, book bags, backpacks, books, notebooks/notes, cell phones (including Bluetooth, earpieces, etc.), smart watches, or other electronic devices.

Use of Tobacco Products

Smoking can only occur in designated smoking areas. Smoking shall not be permitted in any college, government, or private vehicle operated or parked on grounds owned or used by Forsyth Tech. No tobacco product use is permitted in clinical agencies. Forsyth Medical Center and Wake Forest Baptist Health are smoke-free facilities. [Students will not be allowed to smoke anywhere on these campuses.] Strict adherence from everyone is requested in the interest of safety and to promote a more pleasant environment for work and studies.

CLASSROOM RESPONSIBILITIES

The student is expected to participate in classroom discussion and to ask questions. The student should not hesitate to request clarification of any information that is not understood. The student is responsible for his/her learning and needs to be prepared prior to each class, lab, or clinical.

Children are not allowed in classrooms during class time. Children should not be brought to scheduled conferences with instructors. Children are not allowed in instructional/office areas unattended.

The doors of the classroom will be unlocked during classroom hours, excluding exams. It is an expectation from faculty that a student will enter or exit the classroom with little to no disruption.

The student may be required to sign the roll at each class hour depending on the course. It is not the instructor's responsibility to be sure each student signs the roll. Do <u>not</u> sign for any other student. Signing for another student or signing for a time not in class is considered falsifying a class roll. Both

students will be subject to disciplinary action, reduction of class hours will be accounted for (refer to the A*ttendance Policy* and *Forsyth Tech Code of Conduct rule #9* in the *Forsyth Tech Catalog).*

The wearing of overtly tight, loose, distracting, extreme, or inappropriate apparel is not permitted (See *Student Attire Code* under the *Student Code of Conduct* in the *Forsyth Tech Catalog*).

EXAMINATIONS

Scheduled Examinations

Scheduled examinations, quizzes, and pop quizzes may be given during each course. Students may not take a scheduled exam prior to the scheduled exam time. The grading scale for each course is included in the course module. The Lead Instructor must be notified of any unresolved test issues before the next exam.

Make-Up Examinations

If a student must be absent from an announced exam or quiz, the instructor must be notified by 4:00 pm on the day of the scheduled exam or quiz. If the student is unable to speak directly with the instructor about the missed exam, the student must leave a message on the instructor's voicemail. ***Failure to notify the instructor will result in a ten-point grade deduction from the make-up exam or quiz*.**

A make-up exam will be given on the first day the student returns to class, lab, or clinical, at the discretion of the lead instructor. Make-up exams may be administered in a different format. Failure to take the make-up exam will result in an automatic zero. The make-up exam must be completed outside of regularly scheduled class, lab, or clinical time. Only one make-up exam will be permitted per student in each course.

Standardized Examinations

Standardized examinations are scheduled throughout the curriculum. The student will be expected to take the examinations when they are scheduled. Standardized examinations provide an assessment of the student's performance compared with ADN students and with other RN nursing students throughout the nation. The student should make an appointment with his/her faculty advisor to review performance on standardized examinations.

A fee for the examinations will be charged when the student registers for the semester in which the exam(s) will be given. These fees are required and are non-refundable.

Collaborative Testing Policy for Unit Tests

Purpose: Group testing is a means of enhancing the learning process through interaction with peers.

Participation and receiving of points is limited to those students who are present for unit exams at the scheduled date and time. Students with approved test accommodations will need to be in the classroom promptly at the start of collaborative testing to participate.

Policy:

1. Upon completion of the unit test, when collaborative testing is administered, the student is to remain in his/her seat until the instructor instructs the student to turn in his or her individual exam and scoring sheet to the instructor. Students **are not** to open textbooks or review notes. **No one** is to leave the room without permission.
2. Should a student choose to leave the room for any reason, at any point during or following the exam, they will not be eligible to participate in collaborative testing.
3. For collaborative testing, the student will draw a random number indicating their group assignment.
4. The instructor will provide the group with one copy of a test and one scoring sheet.
5. Using group consensus, the testing groups will complete the test and place their answers on the scoring sheet.
6. There is to be no collaboration between groups. Answers are to be decided upon by the assigned group members.
7. There will be **one** scoring sheet turned in for each group. Group members will write their names on the back of the group scoring sheet.
8. If the grade on the group test is an A, members of that group will receive points added to their individual unit exam test grade. Criteria for receiving points added to the individual unit exam test grade are as follows:
   - Grade A on the group test equals one point added to individual group member's unit exam test grade.
   - Grade B or below on the group test equals no additional points added to individual group member's unit exam test grade.
9. Participation in collaborative testing is voluntary. Students may choose not to participate prior to the beginning of collaborative testing.

Any student who fails to comply with the policy as stated above will not be allowed to participate in the group testing.

Academic integrity is considered essential for any student at Forsyth Tech and is particularly important in the nursing program. To achieve a testing environment that supports the spirit of integrity and promotes the most distraction free environment for all students in the classroom, the following policies will be honored during testing.

TESTING POLICY / ENVIRONMENT

- The honor code will be signed prior to each exam.
- No book bags, handbags, purses allowed in room.

- No cellphones, smartwatches, or other electronic devices allowed in pocket or anywhere in the room.
- No items on desk except test booklet, Scantron, pencil, calculator, highlighter, Irlen overlay, and scrap paper.
- Clothing should be non-distracting; no hats or caps are to be worn during testing.
- No food or drinks (including candy/gum).
- No scientific calculator, no sharing calculators.
- Students will be at least one seat apart during testing.
- Students are to remain seated until the end of the testing time. Students are not allowed to leave seat during testing.
- Any student who has a personal emergency should indicate this with a raised hand to alert the instructor.
- Should any student choose to leave the testing environment for any reason during the testing period they will not be eligible to participate in collaborative testing and must exit the testing environment prior to the start of collaborative testing.
- Unit exams or final exams will not be available for review by students.
- It is HIGHLY RECOMMENDED that any student who does not achieve a score of 80 or higher make an additional appointment with the instructor for test taking strategies or to develop an "Action Plan for Success".
- Any unit exam issues must be resolved prior to the next exam.
- Remediation activities may be assigned by the course instructors.

Test Review Policy

As permitted by seated class schedule and time available, students will be able to review graded tests but not write down correct answers to incorrect responses. Up to 15 minutes of class time may be available, after each test is graded. Students who wish to review tests, should do so at this time. No cell phones are allowed during test review. Altering a returned paper and seeking regrading also constitutes falsification: (See Definition of Academic Dishonesty from Academic e-Catalog). This policy refers to seated classroom testing. Online tests may be reviewed in Blackboard as software allows.

After full review of the test, the student is not allowed to review the test again. Students may meet with faculty to discuss concepts, test-taking strategies, and areas that need better understanding. The instructor may review the test and aid the student's understanding, but the test will remain in the possession of the instructor.

- Unit Exam reviews will be conducted by course faculty.
- Group remediation will occur on campus as scheduled after each unit exam.
- Group remediation is not mandatory but is required if student desire to make a one-on-one appointment with instructors, unless student was absent day of group remediation.
- A sign-up sheet will be provided for one-on-one appointments intended for test taking strategies.

- During the one-on-one meeting with instructor, students will not be permitted to view the exam or discuss specific test questions.
- Students are only permitted to sign up with one instructor per each unit exam test taking strategy appointment.
- Unit exam will not be reviewed until all students have completed the unit exam or the makeup unit exam.
- During unit exam reviews, students should completely clear the desk areas including any textbooks, notebooks, papers, notes, computers, writing utensils, taping devices, and cellphones.
- It is HIGHLY RECOMMENDED that any student who does not achieve a score of 80 or higher make an additional appointment with the instructor for a more thorough unit exam review in order to develop an "Action Plan for Success".
- A "Student Exam Review" form will be completed during exam review & will be filed in the student's file.
- Any unit exam issues must be resolved prior to the next exam.
- Remediation activities may be assigned by the lead instructor.
- Final course exams are not available for review by students.

Proctored HESI Assessment Policy

- Proctored HESI assessments will be utilized in each course throughout the ADNprogram, the order of which is subject to change with the oversight of the curriculum committee, lead faculty, and program chair.
- The testing environment for HESI examinations and assessments will be the same as outlined above.
- No student shall be permitted to exit the HESI assessment until the end of the allotted assessment time, or at least until the last student has completed their assessment. Students with extended testing time may be the exception.
- Students who complete the proctored assessment prior to the allotted time may only utilize functions or features of HESI while waiting for the end of the assessment period.
- Students may take a break between assessments if two or more are scheduled in a single session. The break will be scheduled, and students will all break at the same time.

GRADING

Theory

The final grade for a course will be the grade earned in the theory portion unless a failure is made in the clinical or lab area. In that case, the grade will be an F. All final grades are recorded as letter grades.

All grades will be carried out to two decimal places throughout the course. **Grades will not be rounded. (Example: A grade of 79.99 will be recorded as 79/C)**

Any time the student does not understand the material covered in class, he/she should ask questions in the class and/or seek additional help from the instructor.

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Clinical

Clinical evaluation is based on achievement of clinical objectives. The student will be given a copy of the clinical evaluation form at the beginning of each course. Failure of the clinical component results in failure of the course.

If the student is uncertain about his/her progress in the clinical area or if additional help is needed, the clinical instructor should be notified. The instructor is there to assist the student in meeting the objectives, as well as to evaluate the student's progress.

WRITTEN ASSIGNMENTS

Classwork:

- Use black ink (handwritten or computer printed) or #2-pencil to prepare work outside the classroom.
- Use 8 ½ x 11-inch paper. All work must be neat and legible. If the instructor is unable to read an assignment, the student will be required to rewrite it or receive a zero.
- When reference material is used for research papers or projects include a reference list and use Purdue Owl format assistance.
- Points will be deducted for incorrect spelling, punctuation, or grammar on all graded classroom material.
- All written assignments for class, lab, or clinical must be submitted on time.

LABORATORY RESPONSIBILITIES

Laboratory experiences are designed for demonstration and practice of nursing skills. Additional practice can be scheduled at the student's request and the availability of the instructor. If the student needs additional help and/or equipment, the student should contact an instructor and arrange an appropriate time. Open lab times are scheduled each semester.

The student must attend the lab section assigned. Attendance will be taken during each laboratory session. The student must sign the roll at each lab hour. Failure to sign will count as an absence for that unsigned hour. It is not the instructor's responsibility to be sure each student signs the roll. Do not sign for any other students. Signing for another student is considered falsifying a class roll and is subject to disciplinary action.

All students are required to purchase a lab kit, which will be used throughout the ADN program. Students must bring their lab kit to each lab session.

CLINICAL RESPONSIBILITIES

Agency Requirements

Each clinical agency may have additional mandatory requirements for students who are in the facility. Examples include immunization updates, orientation education, HIPAA training, confidentiality statements, and computer training. Each student is responsible for assuring that all mandatory agency requirements are completed prior to a clinical experience in an agency.

If a student must miss clinical because of expired agency/school documentation, the day(s) missed will be counted as clinical absence(s). A student who exceeds clinical absences will be withdrawn from the ADN program. Each student is responsible for submitting required documentation to the nursing department staff assistant.

Criminal Background Checks/Drug Screening

Clinical facilities require criminal background checks and/or drug screenings for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards may prohibit eligibility for registry or licensure based on criminal background records.

The criminal background check and drug screening are administered by a third-party vendor who sends the results directly to the clinical agencies. After the student completes the requirements of the facility to which he/she is assigned, the clinical agency will notify the college if a student will not be allowed at the site due to a finding on the criminal background check or drug screen. Specific information about the findings will **NOT** be disclosed to the college.

If a student is denied access to a clinical facility based on criminal background check and/or drug screen, the student will **NOT** receive a secondary placement in another facility. The student will not be able to progress in the program due to the inability to meet the clinical objectives.

Immunization, Liability Insurance, and CPR Requirements

Health documentation (TB, tdap, flu, etc.) must be kept current and must be in accordance with facility policies. Health Care Provider CPR/BLS certification through the American Heart Association is required prior to entry into the nursing curriculum and **must be kept current**. Students will not be allowed to attend clinical experiences without current CPR/BLS, liability/malpractice insurance and current health documentation. Students are responsible for providing the nursing department staff assistant with documentation of their compliance.

Policies of the clinical agencies and Forsyth Tech require that all ADN students be covered by liability insurance. Each student must submit a receipt of payment for liability insurance to the nursing department staff assistant at the beginning of the semester. Liability insurance is required upon entry into the ADN program and is to be renewed each calendar year. For additional information regarding liability insurance, refer to the *Forsyth Tech Catalog*. Health insurance is strongly recommended.

Annual OSHA training is required, and other clinical agency modules may be required periodically.

Care Plans

Care plans are required as part of the clinical learning process. Care plans will be evaluated and graded as satisfactory (S) or unsatisfactory (U). Instructors will include written statements further clarifying the student's strengths and weaknesses.

Care plans help the student learn to use the nursing process, which is the scientific method applied to the practice of nursing. Use of the nursing process will benefit the client by enabling the nurse to approach nursing care in a logical, rational, and knowledgeable manner. In order for the client to receive appropriate care, the student must use the nursing process effectively.

Clinical Evaluation

Each student is evaluated by a clinical instructor. The evaluation is based on the clinical objectives and behaviors for the specific NUR course. Evaluation is also based on the student's written work. As the student progresses through the curriculum, the student is expected to utilize knowledge from previous NUR courses and related courses.

Students must pass the clinical component of each NUR course. It is each student's responsibility to understand clinical objectives and to satisfactorily perform required clinical behaviors for each NUR course. If the student receives three unsatisfactory evaluations in any clinical behavior during any NUR course, the student will receive an overall unsatisfactory clinical evaluation resulting in failure of the course (F).

Unsafe clinical behavior

Clinical instructors have the responsibility for assuring safe practice by students. Students demonstrating behavior which conflicts with safe practice will be immediately withdrawn from the ADN program with a course grade of "F". In order to be considered for readmission to the program, the student will follow the readmission process outlined in the *ADN Student Policy Book* and will make an appointment with the Program Coordinator for remediation. Unsafe clinical behavior is defined as "Any deliberate or negligent acts or omissions that endanger a patient, regardless of whether actual injury to

the patient is established" (Nursing Practice Act, State of North Carolina, 2005). If an instructor observes an unsafe clinical situation, the following actions will be taken:

- The student will be removed immediately from the instructional setting and the Lead Instructor and the ADN Department Chair will be notified.
- The observation of the unsafe situation will be documented immediately by the instructor.
- A copy of the instructor's report will be submitted to the ADN Department Chair.
- If the student does not concur with the recommendation regarding enrollment status, he/she may follow the Health Technologies Appeal Process.

Clinical Evaluation Philosophy

The philosophy of the Forsyth Technical Community College ADN program states that "The practice of nursing is directed toward meeting the health care needs of individuals throughout their lifespan. The role of the associate degree nurse is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings."

Time spent in the clinical area by the ADN student is used to develop competent nursing and organizational skills in situations that will be encountered as a registered nurse. Also, time in clinical settings provides an opportunity for students to apply their knowledge of theory in a realistic nursing environment. An instructor is present in the clinical setting to facilitate understanding and improvement during the clinical experience.

Clinical Attendance and Hours

Clinical days and hours vary. Clinicals are scheduled during the day, evening, and on weekends. Students must be present for the entire clinical experience. Any student that is not present the entire clinical experience will receive a clinical absence.

Clinical Preparation

For clinical that requires the student to pick up an assignment the day before the clinical experience, the student is expected to:

- Gather information from the medical records.
- Research unfamiliar information prior to the clinical experience.
- Develop a written plan for nursing care.

For clinical that does not require a student to pick up an assignment the day before the clinical experience, the student is expected to:

- Assimilate knowledge of previous nursing courses into the delivery of safe nursing care.
- Gather information from the medical record and the patient during clinical time.
- Research unfamiliar information prior to delivery of care.

For Clinical that requires pre-clinical assignments, the student is expected to:

- Have completed assignment at the start of clinical experience. If a student arrives without the appropriate completed clinical/pre-clinical paperwork, the student will be sent home and will receive a clinical absence for that day.

Clinical Responsibilities

In all clinical settings, the student is expected to:

- Deliver safe nursing care.
- Utilize therapeutic communication.
- Abide by agency policies.
- Communicate with members of the interdisciplinary treatment team.
- Communicate with the clinical instructor.
- Clinical instructor must be present for all medication administration.
- Attend clinical on time.
- Call the unit/agency and instructor prior to the scheduled start time if absent.
- Students cannot provide care to patients without the clinical instructor on the unit.

Clinical Tardiness

Tardy is defined as "any time after the beginning time for clinical". As an example, if clinical commences at 6:30 am, any time after 6:30 am is considered tardy. A student will be considered tardy if they arrive 30 minutes late for a clinical day which is scheduled for up to 6.5 hours, or 60 minutes late for a clinical day that is scheduled for above 6.5 hours and onward to 12.5 hours.

For a minimester course, only one clinical tardy will be allowed. For a 15-week clinical course, two episodes of tardiness are allowed.

Clinical Written Assignments

1. Specific guidelines for clinical written assignments will be announced at the beginning of each course.
2. Clinical written assignments will be placed in the instructor's box in BGH 237, submitted electronically, or as designated by the instructor.
3. Spelling or grammatical errors may result in an unsatisfactory evaluation on clinical written assignments.
4. The graded assignment(s) will be returned to the student prior to, or on the next clinical day.
5. Clinical written assignments are not to be removed from BGH 237 by anyone other than the owner of the assignment.
6. The student should read the instructor's comments carefully. These comments are designed to help the student give more appropriate client care. If there are any questions regarding these comments, the student should go to the instructor for clarification.
7. If a student arrives without the appropriate completed clinical/pre-clinical paperwork, the student will be sent home and will receive a clinical absence for that day.
8. If a student submits post-clinical paperwork after the due date/time, the student will receive a policy violation. Failure to submit the paperwork before the next clinical day will result in

unsatisfactory progress in the appropriate behaviors on the clinical evaluation tool and paperwork will not be accepted for grading.

9. If a student is absent the day clinical paperwork is due, paperwork must be submitted on the first day the student returns to class, lab, or clinical.

Dress Code for Clinical

The purpose of the dress code is for identification of Forsyth Tech ADN students and to maintain a professional appearance. Student attire must always be in compliance with clinical agency policies as well.

When attending simulation during scheduled clinical time, students are required to be dressed in regulation uniform.

Regulation Uniform and Professional Appearance

The regulation uniform must be worn when delivering patient care and is expected to be neat, clean, and wrinkle-free. There are certain areas in the hospital (operating room, etc.) that require special hospital dress. Students who require sizes larger than provided by the facility will be required to purchase their own specialized hospital dress. The instructor will need to be contacted as to color, style, etc.

The regulation uniform for all students consists of caribbean blue pants and scrub top with Forsyth Tech logo, black closed toe non-porous shoes, black socks, and the Forsyth Tech picture ID name badge. If a student chooses to wear an undershirt under his/her scrub top, it must be white or black.

All students are required to purchase the regulation white lab coat with the Forsyth Tech logo from designated vendor.

Stethoscope, bandage scissors, watch with a second hand (or digital watch that measures seconds), pen light, and black ink pen are all part of the uniform. Students MUST have this equipment with them in the clinical setting.

During orientation, picking up assignments, etc., students are expected to comply with the following professional appearance guidelines: lab coats and picture ID must be worn over appropriate professional dress in the clinical setting when students are picking up clinical assignments. Appropriate professional dress includes dresses, skirts and blouses, or dress shirts and dress slacks/pants. Dress/skirt length must be no higher than the bottom of the knee. Tops should be long enough to prevent skin exposure when reaching. Professional appearing shoes are to be worn and should be low-heeled, leather or vinyl, with closed toes. Uniform clogs may also be worn.

The following may NOT be worn in the clinical area:

Denim clothing	Shorts
Sweatpants/Pajama pants	T-shirts with graphics or writing
Leggings	Low-cut tops/dresses exposing cleavage
Fish-net hose	Tank tops
Stretch pants	Sheer tops
Stirrup pants	Cropped tops
Capri pants	Body shirts
Cropped/Flood pants	Tops with spaghetti straps

Hair

- Hair should be clean, well groomed, and styled in a manner to keep it from falling forward. No ornaments or ribbons may be worn.
- Male students should be clean shaven unless they have an established beard or mustache which must be kept clean, trimmed, and neat.
- Hair that is shoulder length or longer must be secured above the shoulder with a non-decorative clasp that is the same color as the hair or uniform color.
- Hairstyle must be *maintained* while in the clinical setting. This includes while on break or in conference room areas.
- Extreme hairstyles or unnatural colors are not acceptable.

Nails

- Hands and fingernails are to be kept clean and manicured.
- The free edge of the fingernails should be less than ¼ inch in length.
- Artificial nails or extenders may not be worn.
- Only clear nail polish may be worn. Polish should not be chipped or cracked.

Jewelry

- One small, flat band may be worn. Students may be asked to remove a ring if it is in the instructor's judgment that the ring would pose a hazard to the patient or resident.
- No more than two small, flat earrings per ear lobe may be worn.
- No other body piercings are to be visible and must be removed accordingly.
- No other jewelry except a medical alert bracelet is to be worn.
- Watches must be small in size with a simple, basic band. Smart watches are not permitted in clinical areas.
- Students with daith piercings must provide health care provider documentation and obtain approval from the lead instructor prior to the first day of clinical.
- Body ornamentation will be at the discretion of the clinical instructor.

Make-up and perfumes

- No scented fragrances are to be worn due to potential allergy sensitivity of others.
- Only light, conservative make-up may be worn.

Other

- White or black head coverings may be worn for religious purposes or for documented medical necessity.
- Chewing gum is prohibited in the clinical setting.
- While in uniform or present at clinical site, smoking or use of tobacco products is prohibited including the use of electronic cigarettes. Violation will result in a dismissal from the clinical site and result in a clinical absence.
- Consumption of alcohol while in the school uniform is prohibited.
- The student's picture ID from Forsyth Tech should be easily visible and worn above the waist at all times. Failure to wear student badge when in the clinical areas will result in dismissal from the clinical site and result in a clinical absence.

POLICIES

ATTENDANCE

Theory, lab, and clinical are essential to the student's learning experience. Absences from the curriculum may influence the ability of the student to successfully meet course objectives. If a student is absent from class, they are still responsible for missed work. Attendance hours may be tracked by an instructor, but students will not be penalized for class absences. This does not apply to the clinical or lab attendance policy.

The nursing faculty view clinical as a necessary component of the student's education for the course objectives to be obtained. Clinical is also required to meet education requirements for licensure. It is expected that students be on time and attend all clinical days. In the event of an emergency and the student is absent, the clinical time must be made up in the clinical setting. Guidelines, topic, and due date for the paper will be given to the student by the lead instructor of the course. The makeup day will be scheduled at the discretion of the lead instructor and contingent upon the availability of clinical space. This time may or may not be at the student's regular scheduled time. Only one clinical absence per course may be made up. The clinical make up hours must be completed by the due date for successful completion of the clinical makeup. Failure to make up the clinical makeup assignment will result in being withdrawn from the program.

Maximum Amount of Absences							
NUR 111	NUR 112	NUR 113	NUR 114	NUR 211	NUR 212	NUR 213	NUR 214
8 class hours	6 class hours	6 class hours	6 class hours	6 class hours	6 class hours	8 class hours	6 class hours
6 medication lab hours						6 lab hours	
6 skills lab hours							
1 clinical absence	1 clinical absence	1 clinical absence	1 clinical absence	1 clinical absence	1 clinical absence	2 clinical absences	1 clinical absence

PROFESSIONALISM

In the nursing profession each individual should be responsible, accountable, self-directed and professional in their behavior. The process of becoming a professional nurse begins upon entering the professional nursing education program.

In this program, students will demonstrate professionalism by:

- exhibiting courteous behavior
- using professional oral and written communication
- being prepared for class, lab, and clinical
- being punctual for class, lab, and clinical
- dressing professionally in class, lab, and clinical
- abiding by the policies of the college and the ADN program

The policies found in this book are reflective of the professional behaviors expected in this nursing program. Policy violations* are cumulative throughout the entire program; a student may be dismissed from the program based on the number or severity of the violations. Students are allowed no more than three (3) policy violations in the same area and no more than eight (8) total during the program. Students will be dismissed from the program if either of these occur.

*For clinical absences, please refer to the *Clinical Absence Policy*

ACADEMIC STATUS

Academic Standing - Alert/Probation/Dismissal

If a student earns less than a 2.0 GPA during any semester, they may be placed on alert status. Students who are on alert status and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed by their respective division's academic review committee. Division academic review committees meet at the end of each semester. The academic review committee may:

- place the student on academic probation
- require the student to receive mandatory academic counseling and/or tutoring
- reduce the number of credit hours the student will be allowed to carry
- require the student to repeat courses in which a low grade was earned
- suspend student for not more than two consecutive terms
- dismiss the student from the program

Students who are on academic probation and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed again by their respective division's academic review committee. The committee may recommend further action, including dismissal from the program.

The student will be notified in writing of the committee's decision and copies of the notice will be sent to the Records Office, the division dean and the student's academic advisor.

The following options are available to students who are dismissed from their current program of study:

- Meet with a counselor to discuss possible educational alternatives.
- Apply for and be admitted into another credit program of study offered by the college.
- Re-apply for admission to that program.

In addition, students on financial aid should review the financial aid satisfactory academic progress policy as they may not be eligible to continue to receive financial assistance.

Academic Review Committee

Process:

At the end of each semester, each Department Academic Review Committee meets to review students' academic standing. If a student's standing is changed in any way, other than removal from probation, the student will be notified in writing by the appropriate division dean.

Appeal:

If a student planning to register for the next semester wishes to appeal the decision of the Department Academic Review Committee, the student must make the appeal in writing to the appropriate division dean within 24 hours after formal notification of the committee's decision. The dean will convene the Division Academic Appeal Committee to hear the appeal and make a decision. The dean will notify the student, the department chair, and the student's advisor in writing of the decision.

Progression Policy:

A grade of B or higher in all NUR courses, and a grade of C or higher in related courses is required to progress to the next course.

The maximum number of readmissions is two per student during the entire ADN program (effective Fall 2017).

ACADEMIC APPEALS

Grade Appeal Policy

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester (or new course). If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third-class day of the new semester (or new course) for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature, and telephone number.
2. Prefix and number of course grade being appealed.
3. Instructor's name issuing the grade.
4. Letter of three pages or less containing factual and valid reasons why the student thinks the grade is incorrect. The chair may return the letter to the student to clarify, to add factual information or to state reasons for the appeal. The revised letter must be returned to the department chair within two working days. The committee may reject the appeal if policies and procedures have not been followed by the student.

5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor, and the department chair. The decision of the committee is final.

Academic Appeal: Clinical Evaluation

Students may follow the grade appeal policy and appeal the final clinical grade if the final grade is a result of unsatisfactory scoring that is not related to a clinical absence. If a student appeals the clinical portion of a nursing course grade, the dean will appoint a committee of five members from the department involved to hear the appeal. The decision of the committee is final. The time limitations, conduct of the appeal, and implementation of the decision will follow the guidelines of the regular academic appeal policy (adopted 10/06/00). For questions about clinical absences, students should refer to the attendance policy.

Academic Appeal: Due Process

Students questioning academic grades will be handled through the due process procedures outlined in this document. Four levels for students to resolve questions concerning course grades are:

- Instructor-Student Conferencing
- Program Coordinator Conferencing
- Divisional Academic Appeals Committee

A. Instructor-Student Conferencing

Application:

All academic matters affecting the student's course grade should begin at this level.

Process:

1. If the instructor is not available, the student will contact the lead instructor. If the lead instructor is not available, the student will contact the department chair.
2. A scheduled conference will be held involving instructor(s)/designee, student, and other faculty as needed by the first day of a new semester (or new course).
3. The method for grade determination in question will be explained thoroughly. A conference sheet or summary may be maintained of the session. Results of the conference will be clearly outlined in terms of course grade.
4. Conferencing will be done in a private manner and as timely as possible.
5. Program faculty, and the department chair should be kept updated as appropriate.

B. Department Chair Conferencing Application:

All academic matters involving course grades, where student's questions are not resolved at the instructor-student conference will progress to this level. **Process**:

1. The student will schedule a conference with the department chair and will provide the department chair a written letter of appeal by the third day of the new semester (or new course) for the appeal to be heard. The department chair has the responsibility of outlining the student's right to appeal to the dean's level and should inform the student of the method to follow.
2. A conference between the department chair and the student would not occur when the grade in question was issued by the department chair. In this case, the student should be referred directly to the dean for conferencing.
3. After conferencing with the department chair, if the issue is not resolved, the student will schedule a conference with the dean

C. Divisional Dean Conference Application:

All academic matters involving course grades, where student's questions are not resolved with the department chair will progress to this level.

Process:

1. After conferencing with the department chair if the issue is not resolved:
    - the student will notify the dean (within 2 workdays) of the need to convene a divisional academic appeals committee.
    - The dean will convene a divisional committee (within 3 workdays) to hear the appeal.
    - The committee will hear the appeal and make a final decision within 3 workdays.

D. Divisional Academic Appeals Committee

Application:

Appeal by the student concerning course grade that has been unresolved for the student at the conferencing level progresses to this level. The dean will call for the recommendation of this committee after receiving a student letter of appeal from the department chair and all other appropriate mechanisms have been exhausted. If classes are in session when the appeal is made, the student should continue to attend class until the appeal committee renders a decision. The exception to this occurs if the appeal is regarding the student's clinical experience and the student has been deemed to be unsafe in the clinical setting. In this case the student will not be permitted to attend the clinical portion of the course until the appeal process is complete and a decision regarding the appeal is made.

If the appeal committee rules in the student's favor, the department will provide an opportunity for the student to make up the missed clinical time, without cost and in a timely manner, so that the student may progress or graduate.

Process:

1. The committee will consist of five full-time faculty members from the division, and where the program is large enough, will include one faculty member from the department/program involved in the appeal. The faculty member(s) involved in the appeal will not serve on the committee. Faculty members and the chair will be appointed by the dean. Members who feel they are not able to render an impartial vote or area objected to by the student, will be replaced by the dean.
2. The dean will provide copies of the student letter of appeal and any supporting documentation to all committee members.
3. The dean will arrange the time and location of the appeal and notify the student, the faculty member(s) involved in the appeal, and the committee members.
4. The committee's charge is limited to consideration of the questions brought to the committee in the appeal letter.
5. The decision of the committee will be reached by simple majority vote of the five members of the committee, either in favor or not in favor of the appeal. No further recommendations are requested.
6. When there are multiple appeals for a course involving the same instructor, each student's appeal will be heard and decided upon individually.
7. Confidentiality of the appeals hearing proceedings and decision is essential.

8. The chair will report the committee's decision, which will be final, to the dean in writing.
9. The dean will notify the student, instructor(s), and department chair in writing. Notification of the committee's decision will be mailed within 24 hours. The dean will take all action needed to implement the committee's decision.

Divisional Academic Committee: Responsibilities of the Chair

The chair of the Divisional Academic Appeals Committee will assume the following responsibilities:

Hearing Preparation

1. *Appeals process.* Be knowledgeable of the appeals process. The official letter of appeal is all that should be considered by the appeals committee. The chair will ensure additional information is not introduced.
2. *Process briefing at the beginning of hearing.* Inform the student and instructor(s) that they will both be present during all presentations to the committee. If the instructor is not able to attend, the department chair may be present to represent the instructor(s). Inform the student that they can waive the right to be present during all presentations by signing the Appeals Hearing Waiver; however, the student must present the appeal to the committee**.** If the student fails to attend the hearing, the appeals process will end, and the current grade will become final.
3. *Disclosure of participants.* During the briefing, the student must inform the chair if they will have a witness, attorney, or other person or persons at the hearing as a supporter. The student may have no more than two witnesses available at the time of the appeal. If the student has legal representation during the appeal, the chair is to inform the attorney that the appeal hearing is not a courtroom, and they are there only to observe and advise the student as a supporter. The chair will inform all supporters that they are not permitted to cross-examine participants or committee members.

Hearing

At the time of the hearing, the chair should inform the committee members, student, supporters, and instructor(s)/department chair (serving as instructor(s) designee), of the hearing process and guidelines to be followed and:

a. State the purpose of the committee (decision to dean).
b. Introduce all present and ask concerning reasons for dismissal of any members due to a potential conflict of interest or extenuating circumstances.
c. Charge to group to keep discussions and decisions confidential.
d. Explain that the student and instructor(s) will both be present during all presentations to the committee. If the instructor(s) is not able to attend, the department chair may be present to represent the instructor(s). Inform the committee if the student has waived the right to be present during all presentations by signing the Appeal Process Waiver.
e. Allow the student and instructor(s) time to discuss the appeal.
f. Allow for committee questioning of the student and instructor(s)/designee.
g. At the conclusion of the hearing, both parties (the student and instructor(s)/designee) will leave the hearing but need to remain available during the committee discussion in case the committee has additional questions.
h. Conduct committee discussions and vote.
i. After the vote, collect and destroy all written materials used in the appeal.
j. Submit a written report of the committee's decision to the dean that includes the names of the committee members, titles, and course(s) identification and a copy of the student appeals letter.

Hearing Conclusion

The decision of the committee is final. The committee's decision will be communicated to the student and instructor(s) in writing by the dean. The dean will maintain a confidential file that includes the original appeal letter, the report of the committee's decision, and a copy of the letter sent to the student.

Forsyth Technical Community College
Academic Appeal
Appeals Hearing Waiver

I, _____ waive my right to be present during all presentations of the appeals hearing; however, I must present my appeal to the committee. I understand that my appeals letter will be discussed by the instructor involved as well as the appeals committee.

Student Name: _____

Student ID: _____

Student Signature: _____

Date: _____

Signature Witnessed by: _____

Printed Name: _____

Title: _____

ACCIDENT OR EXPOSURE INCIDENTS WHILE IN A CLINICAL SETTING OR AT FORSYTH TECH

If a student sustains an injury or an inadvertent blood/body fluid exposure, he/she is to adhere to the following steps:

- If an exposure has occurred, the affected area should be washed with soap and water immediately.
- The clinical instructor must be notified of the incident or accident.
- The clinical instructor will notify the facility's unit leader and the appropriate facility's incident form will be completed.
- Injured students should be taken to the Emergency Department for if the student is injured in the clinical setting. Otherwise, the student should go to the Prime Care on Hanes Mall Blvd., or student's own physician when applicable and as soon as possible to start recommended treatment.
- Accidents, injuries, or medical emergencies which occur at a clinical facility will be reported immediately to the Clinical Coordinator and ADN Department Chair by the clinical instructor. The student and clinical instructor will fill out the Forsyth Tech Exposure Report and forward to the ADN Department Chair.
- The student is required to report all accidents, injuries, and medical emergencies to campus police and complete all required documentation.

***The School's and Student's Responsibilities*:**

All students are strongly recommended to have personal medical insurance coverage. Neither Forsyth Tech nor the clinical affiliates are liable for injury to individual students. Since the student is not employed by the school or the clinical facility, the student will be responsible for all incurring expenses.

However, in case of an accident, the college has coverage up to certain limits. This coverage is secondary to the student's primary personal coverage.

The clinical facility shall provide the student with access to initial counseling and treatment following an inadvertent exposure in accordance with the facility's policies and procedures for exposure to non-employee healthcare workers.

All accidents, injuries, or medical emergencies are to be reported to Campus Police. Campus Police will be responsible for completion and appropriate distribution of the accident/injury report. If hospital services are required, the Campus Police officer will determine the best available means of transporting the victim. The student should inform the hospital or care facility of their status as a Forsyth Tech student and mail a copy of the bill to the Business Office. Student insurance may cover a portion of the bill, but the student will be responsible for the remainder.

PHYSICAL OR EMOTIONAL/BEHAVIORAL HEALTH POLICY

The faculty has the responsibility to assure that all students are capable of and are providing safe nursing care. According to the North Carolina Administrative Code amended by the NC Board of Nursing (2013), the nursing program shall publish policies in the nursing student handbook and college catalog that provide for identification and dismissal of students who:

1. Present physical or emotional problems which conflict with safety essential to nursing practice and do not respond to treatment or counseling within a timeframe that enables meeting program objectives.
2. Demonstrate behavior which conflicts with safety essential to nursing practice.

Students applying to the nursing program will be screened for physical and/or emotional status through information gleaned from the Student Medical Form. Applicants presenting problems which interfere with the safe practice of nursing will not be considered for admission at this time; rather, the student will be asked to seek proper assistance. The applicant may reapply after the problem has been resolved and evidence has been submitted to the ADN Department Chair.

If faculty members identify a student with physical, emotional, or behavioral health problems that, in their opinion, put the patient at actual or potential risk, the following actions will be taken:

1. The student will be immediately removed from the instructional setting. The Lead Instructor and ADN Department Chair will be notified.
2. Documentation of the behavior or occurrence will be submitted by the faculty member observing the student. If the determination is made that the behavior or occurrence conflicts with safety essential to nursing practice, the student will be referred to an appropriate healthcare provider. A disposition of the student's problem will be made by the appropriate healthcare provider with a recommendation to the ADN Department Chair.

3. The student will not be able to return to the instructional setting until after the ADN Department Chair has received the recommendation from the appropriate healthcare provider. Consultation with the clinical facility may occur.
4. The ADN Department Chair will make a decision as to the student's status in the program. If the student is allowed to continue class, lab, or clinical while being treated, evidence of the response to treatment must be submitted by the student to the ADN Department Chair. The ADN Department Chair will decide a reasonable period of time that the student will be given to resolve the problem. If after the designated period of time the student does not show significant improvement or response to treatment, as judged by the ADN Department Chair, the student will be dismissed from the program.
5. If the student does not concur with the recommendation regarding enrollment status, he/she may follow the Health Technologies Appeal Process.

Technical Standards
(Functional Abilities Essential for Nursing Practice)

The purpose of the School of Nursing is to educate students to meet the program outcomes and to ensure that no graduate will pose a danger to the client. Nursing students will receive both classroom and clinical instruction in multiple nursing specialty areas (Medical/Surgical, Maternal/Child, Pediatric, Mental Health, etc.) and will be required to demonstrate competency in each area.

In order to provide safe and effective client care in the Paul M. Wiles School of Nursing, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements.

Students admitted to the Paul M. Wiles School of Nursing gain experience in many settings that can be physically demanding, e.g., hospitals, long term care facilities, public health and community agencies, school settings and clinics. During each clinical experience, the nursing student is assigned clinical care which may include medication administration and direct client care. Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which safeguards patient confidentiality.

Transportation to and from health care facilities is the responsibility of the student.

Please carefully read the Paul M. Wiles School of Nursing Technical Standards:

Functional Ability	Standard	Examples of Required Activities
Observation		
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	• See objects up to 20 feet away • Read and interpret the electronic medical record and/or associated paper medical records. • Visual acuity to read calibrations on 1 ml syringe • Assess skin color (cyanosis, pallor)
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs	• Hear normal speaking level sounds • Hear auscultatory sounds • Hear auditory alarms (monitors, fire alarms, call bells) • Hear cries for help
Smell	Olfactory ability sufficient to detect significant environmental and client Odors	• Detect odors from client (foul smelling drainage, alcohol breath) Detect • smoke
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	• Feel vibrations (pulses) • Detect temperature changes Palpate veins for cannulation
Communication		

Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with clients, their families, and other members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect and body language	• Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of client care • Elicit and record information about health history, current health state and responses to treatment from clients or family members • Convey information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective, and timely manner • Recognize and report critical client information to other caregivers

Motor Function		
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	• Pick up and grasp small objects with fingers such as insulin syringe, pills • Perform tracheotomy suctioning, insert urinary catheter.
Behavioral and Social		

Emotional/Behavioral Professional Attitudes and Interpersonal Skills	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions Present professional appearance and demeanor; demonstrate ability to communicate with clients, supervisors, co- workers to achieve a positive and safe work environment. Follow instructions and safety protocols Honesty and integrity beyond reproach	• Establish rapport with clients, instructors, and • colleagues Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their • own Deliver nursing care regardless of client's race, ethnicity, age, gender, religion, sexual orientation or diagnosis • Conduct themselves in a composed, respectful manner in all situations and with all persons Work with • teams and workgroups Establish and maintain • therapeutic boundaries • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt and safe completion of all client care responsibilities • Adapt rapidly to changing environment/stress

		• Exhibit ethical behaviors and exercise good judgment
Intellectual, Conceptual, and Quantitative Abilities		

Cognitive/Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis	• Calculate appropriate medication dosage given • specific patient parameters Analyze and synthesize data and develop an appropriate • plan of care Collect data, prioritize needs • and anticipate reactions Transfer knowledge from • one situation to another Accurately process information on medication containers, providers' orders, equipment calibrations, policy and procedure manuals, and medical records
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	• Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths
Clinical Reasoning	Ability to reason across time about a client's changing condition	• Evaluate client or instrument responses, synthesize data, draw sound conclusions

Physical Ability

Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform client care activities	• Walk/stand for extended periods of time, turn, position, and transfer clients. • Manually resuscitate clients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required client care activities	• Push and pull >100 pounds • Lift/move heavy objects from 35 – 50 pounds
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity. and hand-eye coordination to perform nursing activities	• Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment

READMISSION POLICIES

NUR 111- Students who are unsuccessful in NUR 111 are not eligible for readmission and must reapply to the nursing program and follow the admission process. Students must apply to the program and meet the published deadline for admission.

All other students (NUR 112-NUR 213) applying for readmission will need to follow the process below:

1. A student applying for readmission into the ADN Program must submit an application to the Admissions Office at Forsyth Tech (if the student has been or will be out of the program for one semester or longer). Along with this application, the student must include a letter requesting readmission into the ADN Program. This letter should be addressed to the Department Chair and state the reason the student desires readmission. The letter must include reasons that the student was unsuccessful in the previous attempt and any circumstances that may have changed, thus, improving the likelihood of success upon readmission. The re-admission list is purged every semester: therefore, students must submit a readmission application every semester to the Admissions Office while awaiting re-entry into the nursing program.
   A. Any student who is <u>currently</u> in the ADN program or will be out of the program for one semester or less, and needs to repeat a nursing course to continue, must obtain a "Request for Readmission Review" form from faculty or the Nursing Staff Assistant. This form, along with the letter requesting readmission (discussed above) will be submitted to the Program Coordinator in the instructions on where to submit application/forms.
   B. If a student is not accepted back into the program, the student must resubmit the letter, as well as an application to the Admissions Office for the next semester that readmission is desired.

2. Upon receipt of the application and letter, each student will be placed in the pool of applicants requesting readmission into a specific NUR course. All applicants will be ranked using selective readmission criteria. Student must meet the admission and graduation requirements for the class they are entering. Final decision will be based on space and resource availability.

3. The readmitted student is responsible for completing the following prior to the first day of class:
   A. An updated, complete Student Medical Form uploaded to Castle Branch/American Databank if they have been out of the program for more than two semesters.
   B. Documentation of current CPR, immunizations, and liability insurance uploaded to CastleBranch/American Databank.

4. A grade of C or higher in all required related courses and is mandatory for readmission.

5. A TEAS score of 60% or greater is required for readmission to the program. There will be no expiration of TEAS scores for the purpose of readmission. If the student desires to retake the TEAS to improve their ranking score, they must state this when submitting the application for readmission. The Associate Dean of Nursing is available to assist the student with making an informed decision regarding retaking of the TEAS test.

6. A student seeking readmission must have a cumulative GPA of 2.0 or above. This GPA is calculated using only the courses required in the program of study. The course to be repeated, upon condition of re-entry, is not used in this calculation.

7. Students who have been absent from the ADN curriculum for more than two semesters will be required to repeat the last NUR course successfully completed with a grade of B or higher.

8. The maximum number of readmissions is two per student during the entire ADN program (Effective Fall 2017).

9. Students will be notified by the program regarding the status for readmission. Instructions will include conditions regarding readmission for students who have been approved to re-enter the program.

10. RIBN students seeking readmission must follow ADN readmission policies as well as RIBN readmission policies.

LICENSURE EXAMINATION FOR THE REGISTERED NURSE

Preparing for the Licensure Examination (NCLEX-RN)

Studying and understanding course content presented throughout the program is the best way to prepare for the examination. Standardized test results will help students identify areas in which they need additional study. There are also books with practice tests and additional learning resources available that will assist with NCLEX-RN preparation. Preparation for the licensure examination is the student's responsibility; guiding the student in the preparation is the instructor's responsibility. A review course is strongly recommended.

General Information

Information concerning registration and application for NCLEX-RN will be given to students in the 5th semester. The NCLEX-RN is administered via computer.

Academic Integrity Attestation

I will neither seek nor accept the help of others in completing the requirements expected of me as a student in the Associate Degree Nursing (ADN) program (other than the instructors who are teaching in the course section in which I am enrolled), nor will I share or discuss examinations with anyone other than my instructor.

While completing the program, I will abide fully by the Forsyth Tech Academic Integrity Policy (as noted in the college handbook, rule 9, as well as information listed in the section of the ADN student policy book on plagiarism and academic dishonesty).

By my signature below, I certify that I will uphold both the spirit and Academic Integrity Policy and refrain from collusion (collaborating with other persons without authorization when preparing any assignment including examinations, classroom assignments, homework, and papers).

I understand that it is a violation of Academic Integrity to receive unauthorized help or give unauthorized help, and I further certify that I have and will in the future, protect the confidentiality of all program assignments, examinations, and required learning activities by not discussing them with, nor revealing them to others.

Student Name (PRINT) _____

Student Signature _____

Date _____

Forsyth Technical Community College
Health Technology Programs
Student Consent and Release

(To be placed in student's file after signature)

Student's full name (Print): _____

General Policies	
I have read and understand the policies outlined in the ADN Student Handbook. I agree to abide by these policies. I also agree to abide by the College Code of Conduct, and all policies listed in the Forsyth Tech Student Handbook.	
Student Signature:	Date:

Media Release	
Pictures of students are taken for purposes of displaying on the ADN bulletin boards and policy books. Occasionally photos/videos are taken in lab or classroom settings for school advertising purposes. I hereby grant permission for a photograph/video to be taken of myself, and to be displayed on bulletin boards, Forsyth Tech website, publications, in a slide show, or for educational purposes.	
Student Signature:	Date:

Skill Assessment and Partner Care Consent	
I am aware that as part of my education in the ADN program, I may be required to serve as a patient for fellow students. Physical contact made during all class/laboratory/clinical experiences in which I participate, serving as a patient or practitioner, will be done in a professional, safe, supervised and respectful manner.	
Student Signature:	Date:

Release of Information to Clinical Agencies	
I am aware that as part of my education in the ADN program, the clinical agencies may require the release of personal and demographic information which will be provided by me. I authorize Forsyth Technical Community College to release the information on my behalf as requested by the individual agencies.	
Student Signature:	Date:

Reference for Employment or Schools	
I hereby grant permission to the ADN program to serve as a reference for future employers and/or schools.	
Student Signature:	Date: