Student Handbook for Associate of Science In Nursing Program

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Welcome

Thank you for your interest in the Associate of Science in Nursing Program at Central Georgia Technical College. We are thrilled to begin this journey and our faculty is eager and excited to assist you in your new endeavor. Nursing is in high demand! Employment of registered nurses is projected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as they live longer and more lives that are active.

The Associate of Science in Nursing Program at Central Georgia Technical College welcomes applications from all eligible students who wish to pursue an Associate of Science in Nursing Degree. Admission to the program is a competitive process. Completion of the admission requirements allows a student to be considered as an eligible candidate, but does not guarantee admission into the nursing program. Applicants with the highest academic credentials will be selected for admission.

All required information and transcripts from previous schools must be received in order for the application to be complete and considered. Please see the student application checklist included to be sure you have completed all requirements.

The nursing faculty wishes you the best of luck in the application process. If you have any questions regarding the application or our program, please contact the nursing faculty advisors.

Best Wishes!

Ashleigh Scott MSN, RN
Program Chair

Organizational Chart

Dean of Health Sciences

Dr. Patricia Wynne

Division Head of Nursing

Jessica Willcox

Program Chair

Ashleigh Scott

Instructors, Nursing

Jordan Falen

Paula Funderburke

Leah McLeod

Kassandra Allison

Lisette Martinez

Heather Whitman

Dr. Mary (Angie)

Childre'

Courtney Phillips

Program Assistant for Nursing

Paul Phillips

Simulation Skills Lab Specialist

Madison Ogles

Accreditation

The Associate Nursing Program at Central Georgia Technical College located in Warner Robins, Georgia is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

www.acenursing.org

Mission Statement

The ASN program supports the mission of the Technical College System of Georgia and the mission of Central Georgia Technical College in preparing competent graduates to enter the workforce and to become productive members of the communities of Middle Georgia and its 11 county service area. The faculty is committed to providing accessible high-quality nursing education in a caring environment to meet the diverse and changing health-care 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 meet the education requirements to take the National Council Licensure Examination (NCLEX-RN).

Philosophy

The philosophy of the ASN program reflects the beliefs of the nursing faculty and is congruent with the mission and goals of CGTC. The faculty believes that in today's modern world of nursing, education for our adult learners should be centered on patient care, patient education, teamwork and collaboration, evidence-based practice, quality improvement, informatics, safety, professionalism and leadership. In a diverse and dynamic society, nursing provides a holistic, patient-centered approach to meeting needs of individuals, families, and communities.

The nursing faculty views each human being as a unique, holistic individual who possesses dignity and work and is constantly striving to meet physiological and psychosocial needs. Each individual has the right to make decisions regarding healthcare and is accountable for the consequence of these choices. The individual is a member of society as a whole and certain cultural groups and communities within society. Communities are formed based on such factors as geography, race, religion, sex, age, language, ethnicity, economics, and common life experience. As a member of society, each individual learns specific values, attitudes, morals, and practices which influence behaviors and interactions with others. The nursing program acknowledges that health is a dynamic state in which each individual is continually adapting to their environment in order to meet physiological and psychosocial needs.

The nursing department strives to teach students how to work collaboratively and effectively within a team setting. The faculty is dedicated to preparing nurses who are caring, competent professional who possess effective communication skills, which is a foundational, interactive process. The faculty recognizes the significance of examining the evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment.

The nursing faculty recognizes that there are constantly evolving needs to improve the quality and the safety of health care and that it is important to teach nursing students the significance of developing a spirit of inquiry to promote the development and implementation of quality improvement strategies to advance health care services. The faculty believes that learning is a lifelong endeavor for professional development that facilitates personal and professional growth.

The faculty believes that the Nursing Program contributes to communities by preparing nurses who are qualified to practice nursing in a safe, professional, and legal manner. Faculty believes the entry-level nurse from CGTC will implement nursing care that reflects integrity, responsibility, and ethical practices. The faculty encourages students to continue their education into baccalaureate and/or graduate level programs not only to meet the needs of the local community, state, and nation, but also to advance nursing practice, research, leadership, and education.

Furthermore, the nursing program at CGTC strives to teach principles, which will prepare the entry-level nurse to integrate information technology resources into the provision of patient care while advocating for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Leadership skills are stressed in preparation for the management of safe, quality patient care for the entry-level nurse.

The faculty believes that learning is a partnership between the faculty, the student, and the patient. The instructor's role is to be a catalyst for student learning and to assist the student in clarifying concepts, problem solving, and developing individual strengths necessary for competent practice. This process creates a social, cultural, and scientific awareness that manifests itself in responsible, professional practice within our communities.

Conceptual Framework

The organizing framework of the Central Georgia Technical College Associate of Science in Nursing Program curriculum is designed to develop knowledge, skills, and attitudes necessary for the practice of registered nursing. It is derived from the mission and philosophy of the program, the college, and The Technical College System of Georgia. Competencies, values, and elements from the National League of Nursing (NLN) Education Competencies Model (2010), Quality and Safety Education in Nursing (QSEN), and the National Council of State Boards of Nursing (NCSBN) are embedded in the framework.

Concepts

Evidence Based Care: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Human Flourishing: Can be loosely expressed as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing.

Informatics: The use of information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Nursing Judgment: Encompasses three processes; namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation.

Patient Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Professional Identity and Behavior: Involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evident in the lived experience of the nurse, in his or her ways of "being", "knowing," and "doing."

Quality Improvement: Uses data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Spirit of Inquiry: Is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. The spirit of inquiry suggests, to some degree, a childlike sense of

wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Student Learning Outcomes

Upon completion of the Central Georgia Technical College Associate of Science in Nursing Program, the graduate will:

1. Advocate for patients, families, and communities in ways that promote autonomy, integrity, and health promotion in a caring manner.
2. Integrate principle of evidence-based practice with clinical expertise and client/family preferences/values for patient education and the delivery of optimal health care.
3. Provide safe, quality care that promotes the health of clients within a family and community context.
4. Practice professional nursing behaviors incorporating integrity, responsibility and accountability for diverse clients across the lifespan.
5. Utilize data and current technology to communicate, manage knowledge, and increase efficiency of client care.
6. Effectively collaborate within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care

Program Goals

1. Program Completion: greater than 60% of students admitted to the ASN program will graduate within four semesters of acceptance into the program
2. Performance on Licensure Exam: graduates' NCLEX-RN 1st time pass rate will be at or above 80%
3. Job Placement: more than 75% of the graduates will be placed into an RN position within 6-12 months of graduation
4. Georgia Board of Nursing Approval Status: the ASN program will maintain full approval status
5. College System and Southern Association of Colleges and Schools Commission on Colleges: the ASN program will comply with the regulatory standards of these agencies.
6. Accreditation Commission for Education in Nursing: the ASN program will maintain accreditation and will be reaccredited in 2024.

Statement of Equal Opportunity

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog.

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

Service to Student with Disabilities

If you have a disability and require reasonable classroom accommodation, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the Special Populations webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

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Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

Core Performance Standards

As a health care technology student, there is a variety of technical standards and essential functions that you should be able to fulfill to meet competency requirements for your program. Some of the following may be required.

1. Assist with lifting/moving patients from wheelchairs, stretchers, beds and an x-ray table and vice versa.
2. Lift, carry, and push/pull bulky, heavy equipment.
3. Reach overhead to move a ceiling mounted equipment.
4. Demonstrate the physical ability to stand and walk for long periods.
5. Demonstrate fine motor skills such as hand wrist movement, hand-eye coordination, and grasping objects for manipulation.
6. Possess visual skills necessary to carry out essential job functions.
7. Possess the ability to hear and correctly interpret what you heard.
8. Possess the ability to be oriented to time, place and person.

Ability	Ability Description
Visual Color Discrimination	The ability to match or detect differences between colors, including shades of color and brightness.
Auditory Attention	The ability to focus on a single source of sound in the presence of other distracting sounds.
Visualization	The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
Multi-limb Coordination	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
Static Strength	The ability to exert maximum muscle force to lift, push, pull, or carry objects.
Extent Flexibility	The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
Hearing Sensitivity	The ability to detect or tell the differences between sounds that vary in pitch and loudness.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Response Orientation	The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.

Ability	Ability Description
Gross Body Coordination	The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
Reaction Time	The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
Speed of Limb Movement	The ability to quickly move the arms and legs.
Dynamic Strength	The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
Depth Perception	The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
Wrist-Finger Speed	The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
Gross Body Equilibrium	The ability to keep or regain your body balance or stay upright when in an unstable position.
Rate Control	The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
Explosive Strength	The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
Dynamic Flexibility	The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.
Spatial Orientation	The ability to know your location in relation to the environment or to know where other objects are in relation to you.
Sound Localization	The ability to tell the direction from which a sound originated.
Night Vision	The ability to see under low light conditions.
Peripheral Vision	The ability to see objects or movement of objects to one's side when the eyes are looking ahead.
Glare Sensitivity	The ability to see objects in the presence of glare or bright lighting.

Program Admission

Refer to Selection Booklet

Curriculum Outline

Traditional Program

The Traditional Nursing Program is a five-semester program including general education courses planned to prepare the graduate nurse to function as a professional nurse in hospitals and other health care facilities. After successful completion of the Associate of Science in Nursing Program, the student will be eligible to apply to test for the state licensing National Council Licensure Examination (NCLEX-RN) in order to practice as a registered professional nurse (RN).

GENERAL EDUCATION COURSES		
COURSE NUMBER	**COURSE NAME**	**HOURS**
ENGL 1101	Composition and Rhetoric	3
MATH 1101 or 1111	Math Modeling or College Algebra	3
PSYC 1101	Introduction to Psychology	3
FINE ARTS/HUMN	*Humanities Elective	3
XXXXxxxx	General Core Elective (PSYC 2103 - Human Development; SOCI 1101 – Intro to Sociology; MATH 1127 – Introduction to Statistics)	3
BIOL 2113/L	Anatomy and Physiology I/Lab	4
BIOL 2114/L	Anatomy and Physiology II/Lab	4
BIOL 2117/L	Microbiology/Lab	4
TOTAL		**27**

NURSING COURSES		
COURSE NUMBER	**COURSE NAME**	**HOURS**
RNSG 1032	Foundations of Nursing	8
RNSG 1034	Nursing Pharmacology	3
RNSG 1036	Health and Illness Nursing I	6
RNSG 2032	Family Nursing	6
RNSG 2034	Health and Illness Nursing II	6
RNSG 2036	Health and Illness Nursing III	6
RNSG 2038	Nursing Leadership	3
TOTAL		**38**

65 Semester Hour credits are required for graduation. A minimum grade of “C” is required on all courses for the ASN program.

Curriculum Plan

Course Code	Course Name	Credit Hours	Completed
Learning Support and COLL 1500	**Learning Support and College Success and Survival Skills (if indicated by placement)**	**XX 2**	
ASN Core Courses (Gen Ed and Occupational)			
ENGL 1101 *	Composition and Rhetoric	3	
MATH 1101 or MATH 1111 *	Math Modeling or College Algebra	3	
PSYC 1101 *	Introductory Psychology	3	
FINE ARTS/HUMN	Introduction to Humanities or Fine Arts Elective	3	
XXXXxxxx	General Education Elective (Human Growth and Development, Introduction to Sociology, or Statistics)	3	
BIOL 2113/L *	Anatomy and Physiology I	4	
BIOL 2114/L **	Anatomy and Physiology II	4	
BIOL 2117/L	Microbiology	4	
	Total	**27**	
First Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
ENGL 1101	Composition and Rhetoric	3	
MATH 1101 or MATH 1111	Math Modeling or College Algebra	3	
PSYC 1101	Introductory Psychology	3	
BIOL 2113/L	Anatomy and Physiology I	4	
	Total	**13**	
Second Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
RNSG 1032	Foundations of Nursing Care	8	
RNSG 1034	Pharmacology for Nursing	3	
BIOL 2114/L	Anatomy & Physiology II	4	
	Total	**15**	
Third Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
RNSG 1036	Health Illness Nursing I	6	
BIOL 2117/L	Introductory Microbiology	4	
Gen Ed Elective	Human Growth and Development, Sociology or Statistics	3	
	Total	**13**	
Fourth Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
RNSG 2032	Health Illness Nursing II	6	
RNSG 2034	Family Nursing	6	
	Total	**12**	
Fifth Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
RNSG 2036	Health and Illness Nursing III	6	
RNSG 2038	Leadership	3	
FINE ARTS/ HUMN	Introduction to Humanities or Fine Arts Elective	3	
	Total	**12**	

Bridge Program

The Bridge Program Nursing Program is a -semester program including general education courses planned to prepare the graduate nurse to function as a professional nurse in hospitals and other health care facilities. After successful completion of the Associate of Science in Nursing Program, the student will be eligible to apply to test for the state licensing National Council Licensure Examination (NCLEX-RN) in order to practice as a registered professional nurse (RN).

GENERAL EDUCATION COURSES		
COURSE NUMBER	**COURSE NAME**	**HOURS**
ENGL 1101	Composition and Rhetoric	3
MATH 1101 or 1111	Math Modeling or College Algebra	3
PSYC 1101	Introduction to Psychology	3
FINE ARTS/HUMN	*Humanities Elective	3
XXXXxxxx	General Core Elective (PSYC 2103 - Human Development; SOCI 1101 – Intro to Sociology; MATH 1127 – Introduction to Statistics)	3
BIOL 2113/L	Anatomy and Physiology I/Lab	4
BIOL 2114/L	Anatomy and Physiology II/Lab	4
BIOL 2117/L	Microbiology/Lab	4
TOTAL		**27**

NURSING COURSES		
COURSE NUMBER	**COURSE NAME**	**HOURS**
RNSG 1038	Transition to Associate Degree Nursing	7
RNSG 1034	Nursing Pharmacology	3
RNSG 2032	Family Nursing	6
RNSG 2034	Health and Illness Nursing II	6
RNSG 2036	Health and Illness Nursing III	6
RNSG 2040	Capstone Seminar	2
TOTAL		**30**

65 Semester Hour credits are required for graduation. A minimum grade of “C” is required on all courses for the ASN program.

Curriculum Plan

Course Code	Course Name	Credit Hours	Completed
Learning Support and COLL 1500	Learning Support and College Success and Survival Skills (if indicated by placement)	XX 2	
ASN Core Courses (Gen Ed and Occupational)			
ENGL 1101 *	Composition and Rhetoric	3	
MATH 1101 or MATH 1111 *	Math Modeling or College Algebra	3	
PSYC 1101 *	Introductory Psychology	3	
FINE ARTS/HUMN	Introduction to Humanities or Fine Arts Elective	3	
XXXXxxxx	General Education Elective (Human Growth and Development, Introduction to Sociology, or Statistics)	3	
BIOL 2113/L *	Anatomy and Physiology I	4	
BIOL 2114/L **	Anatomy and Physiology II	4	
BIOL 2117/L	Microbiology	4	
	Total	**27**	
First Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
RNSG 1038	Transition to Associate Degree Nursing	7	
RNSG 1034	Pharmacology for Nursing	3	
	Total	**10**	
Second Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
RNSG 2032	Health Illness Nursing II	6	
RNSG 2034	Family Nursing	6	
	Total	**12**	
Third Semester			
Course Code	**Course Name**	**Credit Hours**	**Completed**
RNSG 2036	Health Illness Nursing I	6	
RNSG 2040	Capstone Seminar	2	
	Total	**8**	

Student Drug/Background Procedures

Healthcare Professionals and students are held in high regard because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

For this reason, Central Georgia Technical College Health Science Department is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in accordance with the policies and procedures of The Technical College System of Georgia.

For health and safety concerns and policies of our clinical partner affiliates, criminal background checks and drug screening are a mandatory requirement for every student who enters Health Science Programs at Central Georgia Technical College.

CGTC Clinical partner affiliates have the right to refuse to let a student participate in clinical based on the results of the background check and/or the urine drug screen

The following is a list of offenses for which an arrest, charge, or conviction could prevent a student from placement in a healthcare facility: (List is not all inclusive)

- Murder or Felony Murder
- Attempted Murder
- Rape
- Armed Robbery or Robbery
- Aggravated Assault
- Aggravated Battery
- Crimes against children
- DUI
- Theft by taking (O.C.G.A. § 16-8-2), by deception (O.C.G.A. §16-8-3) or by conversion (O.C.G.A. § 16-8-4);
- Forgery (in the first or second degree);
- Violations of Chapter 13 of Title 16 of the Official Code of Georgia
- Annotated relating to controlled substances; and
- Any other offense committed outside of the State of Georgia that would have been considered one of the above crimes if committed in Georgia.

For the foregoing reasons, health professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. If a student receives a violation of criminal activity during the course of the program, the faculty may request an updated background check.

Students will be cleared according to the following:

1. Through a third, party vendor that provides investigation services concentrated on healthcare background screening.
2. Most clinical affiliates utilize credentialing vendors such as Pre-Check, Verified or ACEMAPP but other vendors may be utilized depending upon the program and/or the clinical affiliate.
    a. Background checks through Pre-Check, Verified and ACEMAPP include:

b. Positive identification
c. Maiden/AKA name search
d. Criminal history searches
e. National Sex Offender Registry Search
f. Motor vehicle driving record
g. OIG Sanction Check (Office of Inspector General)
h. 10 Panel Drug Testing
i. Varication of Social Security number

3. Central Georgia Technical College's Health Science Clinical Coordinator receives criminal background checks and drug screens to review and then releases to the clinical affiliate. This information is kept confidential and will not be shared with other students, staff members or faculty members.
4. If a student is denied participation by the initial host affiliate, the college will attempt to place the student in an alternative educational/applied learning experience if another appropriate placement site is available.
5. If clinical placement is not possible, then the student will be advised on their inability to meet the objectives of the course. If course objectives cannot be met, the student will be withdrawn from the program.
6. When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This is to prevent the student from being added back into the course/program without prior advisement/approval.

Reasonable Suspicion Testing at the Clinical Site

Clinical sites may request a student do a random urine drug test for reasonable suspicion in the event of an exposure, accident or incident involving patient care. Facts that could give rise to reasonable suspicion include, without limitation: They

- Observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs;
- Impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance;
- Clinical exposure to blood or other potentially infectious materials because of contact with sharps;
- Accidental falls, emergencies or incidents that would cause an injury to the student or patient at the clinical site.

Students having a confirmed positive drug test could be subject to dismissal from the clinical site, up to and including dismissal from the program, in accordance with established program and departmental disciplinary policies and procedures.

Health Examinations and Immunizations

Prior to placement at a hosting clinical affiliate, students must:

1. Submit a health history form as specified by the college and clinical affiliate
2. Pass and submit a current physical exam as specified by the college and clinical affiliate.

3. Negative TB skin test or negative T-spot blood test as specified by the college and clinical affiliate. If positive a chest x-ray must be done.
4. Submit documentation of the required immunizations as specified by the college and clinical affiliate. (See required Vaccines/Immunizations chart below)

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of the exam and immunizations that indicate the student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of all health required health documents, but will provide copies that will be kept in the educational program secured area. CGTC will provide the clinical affiliate with copies of their immunizations and health screening results as required. NOTE: Students can only seek exemption form an immunization as allowed by the clinical affiliate.

List of required immunizations/vaccinations

Required Immunizations/Vaccines	**Documented Evidence of Immunity Required**
Measles, Mumps & Rubella (MMR)	Documentation of 2 doses of MMR Or Laboratory evidence of immunity (positive blood titers)
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of 1 dose of Tdap every 10 years.
Varicella (Chicken Pox)	Documentation of 2 doses of vaccine Or Laboratory evidence of immunity (positive blood titers) History of disease DOES NOT always satisfy this requirement
Hepatitis B	3 doses of the vaccine and/or Laboratory evidence of immunity (positive blood titer) or Hepatitis Declination if allowed by the clinical affiliate.
Influenza	Documentation of Annual Influenza Vaccine – this vaccine is typically available beginning in September

For those clinical affiliates who utilize credentialing vendors such as Verified or ACEMAPP; many if not all the same **Health Examinations and Immunizations** documents are required to be uploaded to those vendor sites by the student.

Completion of Basic Life Support/CPR Course

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification.

Proof of current Health Care Provider CPR certification including adult, child and infant with AED is required for the entire duration of the program. Only American Heart Association BLS provider card will be accepted.

Academic Dishonesty

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. Any infraction of this policy is detrimental to the students' education and the integrity of the college. Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic dev
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Unless otherwise stated in the course syllabus and/or program handbook, students caught in actions of academic misconduct will, on the first offense, be given a grade of zero (0) on the exam or assignment. On the second offense students will be dismissed from class and assigned a grade of F for the course. Repeated offenses should be referred to the appropriate administrator for further disciplinary action, which may include suspension from the college. Suspension is hereby defined to mean the denial to a student of the right to attend Central Georgia Technical College for a minimum of one semester

Advising

Central Georgia Technical College acknowledges the significance of a program of academic advising. The student is ultimately responsible for obtaining the classes required in his/her program of study although the college offers a structure of academic advising to support the student. Academic advisors are available to help students with his/her academic planning throughout his/her program of study at Central Georgia Technical College. When a student is enrolled in the Associate of Science in Nursing Program, the academic advisor will be one of the nursing faculty members. Nursing students are advised at the end of each semester. A student is ineligible to continue in the nursing program if he/she is unsuccessful in scoring a “C” grade (70) in a nursing class. A student whose grades are below the required 70 in nursing courses at midterm may be advised to withdraw without grade penalty. Please refer to Central Georgia Technical College catalog for further information.

College Attendance

Class, laboratory and clinical attendance are essential in order for students to achieve success in the nursing program. Students are expected to attend class, lab, and clinical rotations and arrive on time. The educational programs at CGTC reflect the requirements and standards necessary for future successful employment in business and industry. Employers expect their employees to be present and on time for work each day. To best prepare students for the workforce, CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes they can reasonably expect to attend regularly.

The College and program work with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes which require the student's attendance. Students absent from class for any reason are still responsible for all work missed.

Students are responsible for information missed during an absence. Clinical absences will be made up at the instructor's discretion. For any absence, excused or unexcused, the student may be assigned additional clinical or classroom assignments.

Tardiness

Class and exams start on time. The student may be given additional assignments for tardiness. Attendance and being on time is essential in the health-care field. Please be respectful and courteous of your instructors' and other students' time.

Cell Phone Policy

Students are allowed to have cell phones in the classroom environment as long as cell phones are not causing a disruption in the learning process. Students may keep phones on silent or off mode during class. If you need your cell phone on vibrate for any reason, the instructor needs to be notified prior to class. No texting or social media is allowed during class at any time. If any student abuses the cell phone privilege, the student will be asked to leave the classroom and receive a zero for the day's attendance.

Classroom Preparation

Students are expected to be prepared for class. Power-points and handouts will be available on the online course website. It is the student's responsibility to print power-points and handouts prior to class and bring to class. Students are not allowed to bring children into the classroom, computer labs, or skills labs. Students are expected to be dressed in scrubs (top and pants) for both class and lab unless otherwise stated by the instructors.

Communication

A student may communicate with his/her instructor through CGTC email, and Blackboard Learn. Students may not request personal cell phone numbers from the instructor.

Computer Use Policy

Students are expected to maintain professionalism during use of the internet access. Federal law prohibits misuse of computer resources. The student handbook describes the crimes which are prohibited by state law in Georgia and the penalties associated with computer crimes. Students are provided a Computer Use Policy agreement that must be signed prior to using computers at Central Georgia Technical College. TCSG's complete Computer Use Policy may be found in the State Board Policy and Procedures Manual.

Examination Policies

- All examinations will be timed. The instructor will notify the students of the time limit allowed.
- All exams will be taken on the computer with the exception of internet downtime, dosage calculations, and/or specialty exams as needed.
- Any student sitting for an exam will earn a grade and that is the grade of record.
- Grades will be posted within 48 hours following the exam on the LMS (Learning Management System)
- Punctuality and attendance are competencies of the Associate of Science in Nursing program. It is suggested students plan to arrive at school early on testing days thereby allotting enough time to navigate unexpected obstacles such as malfunctioning vehicles and traffic accidents. In the event of severe weather, the instructor may elect to allow sufficient time to ensure safe driving. Students who are absent/tardy will receive a zero (0) for the exam but will be given an opportunity to make-up the exam at the end of the semester. All exams will be administered on the college campus. If the student misses a second exam or the make-up exam, the student will receive a zero on the exam.
- There is no makeup final exam unless the student has a documented absence for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes which require the student's attendance.
- All book bags, purses, cell phones, etc. are placed in a central location during exams. Students will turn off their cell phones during exams. A ringing cell phone or vibrating cell phone is a distraction to students taking exams. If a student's cell phone rings or vibrates during the exam, the student will be asked to relocate to another area and receive a zero on the exam.
- All Unit Exams, Final Exams, and ATI Testing that are proctored must be taken by the student in the designated testing location. Any attempt to complete a proctored exam outside of the assigned area will result in a grade of zero for that exam. Additionally, such incidents will be reported to ATI as a test security violation.
- No student discussion during exams.
- Exam proctors will be utilized during exams.
- Students may have assigned seating during exams.
- When a student has completed the exam, he/she must exit the hall. Students testing can hear eager students outside the classroom discussing answers and this serves as a distraction to the testing student.
- Only one student at a time can go to the restroom during testing. Please make an effort to go to the restroom prior to the exam.
- The instructor may elect to separate students or place students in groups or classrooms.
- All assignments must be completed prior to final exam. If completion has not occurred, the

student will not be allowed to take final exams and will receive an incomplete in the course.

Exam Remediation

The nursing faculty are dedicated to helping nursing students achieve academic and psychomotor excellence. Students who do not maintain 80% or above on exams are encouraged to seek assistance from a faculty member. Student who do not maintain 70% or above on exam are required to meet with a faculty member. See remediation in progress policy for more information.

Faculty will be available to see students in their office during posted remediation hours. The purpose of these sessions is for the clarification of class content and not to prepare students for upcoming exams. Students should come prepared to ask questions regarding content or materials that they do not understand. Exam remediation appointments allow the student to view areas of deficiency (Topics To Review) and offer the student an opportunity to seek clarification in an area where study is needed. Exam reviews are not an opportunity for students to engage in arguments or disagreements over the answer to a test question.

Any student who engages in inappropriate conversations or displays anger verbally or through physical actions will be dismissed from the classroom/office area. The instructor may discontinue the exam review at any time in the event that a student is inappropriate.

Students are also encouraged to attend open labs to practice and gain competency with nursing skills and remediate or prepare for didactic content. The clinical faculty members staffing the labs are excellent sources of remediation for skills and theory questions. Students are encouraged utilize the open labs for study. The computer classrooms are part of the open labs. Students are encouraged to access the many internet-based learning resources available to them during open lab times.

Exam Review/Development

Exams may consist of a variety of items including multiple-choice items, fill-in-the-blank items, and items asking the student to identify an area on a picture or graphic or multiple-choice items that require the student to select more than one response. Any of these item formats may include charts, tables or graphic images. Drug calculation problems will be included on all nursing exams.

Each examination may contain test questions on content in all assigned readings, computer and video assignments, even when not specifically covered in class. The faculty in the course will determine the number of test items and the percentage of weight given for each unit and final examination.

Faculty using a statistical, item analysis within 48 hours of exam date/time, reviews exams. After reviewing the item analysis for each examination, the total number of questions used will be divided into 100 to obtain the number of points that each question will count. A passing grade on a nursing examination or in a nursing course is 70% or higher.

Grade Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the policy outlined below. The procedures below relate to Academic appeals only. Procedures for submitting appeals for financial aid reinstatement can be found in the financial aid section of the CGTC catalog. Issues related to unfair or poor treatment of students should be addressed to the Executive Director of Conduct, Appeals, and Compliance following the Student Grievance Procedures outlined in this catalog.

*The college reserves the right to refuse consideration of appeals initiated more than one calendar year following the time that the dispute arose or the disputed grade was issued.

Appeals concerning the construction or administration of laws, policies, standards or procedures related to the operation of this institution shall follow the procedures outlined below. Any Central Georgia Technical College employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this policy.

Procedure for Grade and Other Academic Appeals

If the student is appealing a final course grade, it is recommended that a student initially discuss their final course grade with the instructor who assigned the grade. If no solution to the concern is reached, a student has the right to file a written request for review in accordance with the policy outlined below.

1. Appeals should be addressed in writing, using the *Request for Appeal Form*, available online or through any campus Academic Affairs Office. The appeal will be forwarded to the appropriate Academic Affairs Dean or other administrator who has the authority to resolve the matter. The appropriate administrator will resolve the complaint within twenty (20) business days, notify the student of the decision in writing, and provide a copy of the record to the appropriate Academic Affairs Office.
2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the Assistant Vice President for Academic Affairs. The appeal must be in writing and be filed within ten (10) business days from the time the student has been notified of the earlier appeal decision. The written statement should clearly outline the student's concerns with the appeal decision and make a supported case for the requested resolution. The Assistant Vice President for Academic Affairs will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter.
3. The final level of appeal is through the Vice President for Academic Affairs following the same procedure outlined in #2 above. The decision of the Vice President for Academic Affairs shall be final.

NOTE: Communication of the results of the appeal will be provided to the student through their CGTC assigned and provided email address. Date requirements as outlined in this policy will be based on the date the written appeal is submitted by the student and the emailed decision is sent to the student by the appeal reviewing administrator.

Students in programs or courses directed by prerequisite courses may continue the next course in the sequence at their own risk. If a failing grade is not changed, the student must retake the class, if needed for completion of their program of study and must withdraw from the course requiring the pre-requisite. Tuition and/or fee refunds will be given only within the guidelines governing refunds.

Grading Policy

Grading policies for the Associate of Science in Nursing Program are:

Successful completion of nursing courses will depend on a “C” (70 percent) or greater AND a satisfactory (S) grade (70 percent) in the clinical component. Students receiving an unsatisfactory grade in clinical will receive an “F” in the course.

Students will receive a clinical performance evaluation tool with the syllabus prior to the beginning of each course when a clinical component is required.

Students must earn a “C” or better in each nursing course in order to progress in the Associate of Science in Nursing Program.

Grading Scale:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

<59 = F

Students earning less than 70 percent (C) in any course will not be allowed to progress in the Associate of Science in Nursing Program. Students scoring less than 70 percent on any course exam will be required to meet with the instructor and may be assigned to go to the Tutoring Center prior to the next exam. Students will sign a “Remediation in Progress Form” indicating they understand the exam failure and will attempt methods for improvement or remediation.

HIPAA and Protected Health Information

Central Georgia Technical College's Health Science Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition:

Protected Health Information (PHI) is any information that identifies an individual such as:

- The individual's past, present or future physical or mental health; OR
- The provision of health care to the individual; OR
- The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

- All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
- Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
- Students must not identify patients, patient care team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
- Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

All students will have written and verbal instruction on the student's legal obligation to safeguard protected health information during clinical experiences. This legal obligation is in accordance with federal privacy standards delineated in the Health Insurance Portability and Accountability Act (HIPAA).

All students will be instructed to review clinical site information forms and files and abide by applicable rules and regulations of the affiliating clinical facility with regard to professional conduct.

In addition, students will have to satisfactorily complete a training course and quiz at different clinical locations. A record of satisfactory completion of any training course will be kept on the student's file.

Illness and Infectious Diseases at Clinical Sites

In the event that a student becomes ill during class or clinical rotation, the student will be asked to go home. Students cannot provide adequate care to patients if they are ill themselves. The hours missed will be documented on the students' evaluation or attendance form. The faculty will make every attempt to reschedule the student for the hours missed to complete the clinical hours. The student will receive assignments for absenteeism.

The clinical affiliate must ensure that students do not pose a direct threat to the health and safety of its patients. To that end, a clinical affiliate may require students who are recovering from an infectious disease, to undergo a health examination. This is done to determine that s/he is free from an infectious disease, before returning to the clinical site.

Inclement Weather/Emergency School Closing

If CGTC Campuses has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered later.

If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

Insurance

All students are required to pay for accident insurance. Health science students are required to purchase liability insurance in addition to the accident insurance. Students will be charged for liability insurance when the student begins clinical courses.

All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

Recording of Lectures

Due to the sensitive nature of nursing and patient confidentiality issues, recordings during lectures, laboratory experiences, and post-conferences are not permissible, with the exception of accommodations.

Social Media

All health science professions students are expected to comply with the Health Professions Policy on HIPAA. Each student will also be trained specifically to each clinical site's HIPAA information. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook and Twitter regarding patient procedures, hospital staff, and patient diagnoses are prohibited. Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in clinical

or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

Tobacco Free Campus

Most clinical affiliates are also tobacco free campuses. Please make adjustments prior to the first day of clinical to reduce the need for tobacco use/smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property then the policy extends to your vehicle as well. Tobacco use/smoking in school uniform is prohibited as well.

On Central Georgia Technical College, there are designated areas for smoking, vaping and smokeless tobacco. Tobacco use/smoking/vaping is prohibited in the classroom/building.

Student Code of Conduct

Central Georgia Technical College Associate of Science in Nursing Programs goal is to educate the student and prepare the student to enter the workforce. The College has established rules and regulations to govern the conduct of students. Students are subject to all established behavior standards. Students are expected to exercise mature and responsible self-discipline and to behave with integrity and to maintain appropriate standards. Any student who acts individually or with others in violation of the student conduct code shall be subject to disciplinary action, which may include suspension or dismissal from the Associate of Science in Nursing Program. Please reference CGTC Handbook.

Progression in the Traditional ASN Program

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

- Students must achieve a minimum theory grade of 70 and a satisfactory grade in the skills lab and clinical setting in each nursing course in order to continue in the ASN Program. Students must successfully complete the skills lab/clinical component of the course in order to pass the nursing course. Students who are unsuccessful in a course must complete the Request for Readmission application and follow required procedures.
- A 2.0 overall Grade Point Average (GPA) must be maintained in all courses required in the nursing curriculum.
- All core classes taken in sequence with the nursing curriculum require a grade of "C" or better as a prerequisite or co-requisite class.
- Nursing courses must be taken in the designated course sequence.
- Nursing courses may only be repeated one time. If a student has two course failures in any two courses, he/she are ineligible to continue in the nursing curriculum and will not be eligible for re-admission for two years. The student will be dismissed from the program with a program failure.
- Course withdrawals require completion of the entire course and clinical component upon re-entry.
- All nursing courses must be completed within three years of the date of entry into the program.
- All required drug calculation exams and skills competencies must be successfully passed in each course to continue in the program. (Please reference Drug Calculation Exam and Skills Competency Policy.)
- Students enrolled in the Nursing Program will be entering into a profession with a stated code of ethics and rules of conduct. As a CGTC nursing student, you will demonstrate respect for your instructors, peers, and patients. Equally, you will be expected to demonstrate responsibility for your actions. Academic misconduct, as defined in this Nursing Handbook, the course syllabus, policies and procedures of the clinical facility, and CGTC Student Code of Conduct Policy will be addressed under the disciplinary guidelines of this handbook and CGTC Student Code of Conduct Policy.

Progression in the ASN Bridge Program

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

- Students must achieve a minimum theory grade of 70 and a satisfactory grade in the skills lab and clinical setting in each nursing course in order to continue in the ASN Program. Students must successfully complete the skills lab/clinical component of the course in order to pass the nursing course. Students who are unsuccessful in a course must complete the Request for Readmission application and follow required procedures.
- A 2.0 overall Grade Point Average (GPA) must be maintained in all courses required in the nursing curriculum.
- All core classes taken in sequence with the nursing curriculum require a grade of "C" or better as a prerequisite or co-requisite class.
- Nursing courses must be taken in the designated course sequence.
- Nursing courses may only be repeated one time. If a student has two course failures in any two courses, he/she are ineligible to continue in the nursing curriculum and will not be eligible for re-admission for two years. The student will be dismissed from the program with a program failure.
- If a Bridge student is unsuccessful in one of the ASN Bridge courses, they have two options for continuing in the program:
    - **Wait to Retake the Course** – The student may choose to wait until the course is offered again in the ASN Bridge Program, which typically occurs once per year.
    - **Transition to the Traditional ASN Cohort** – Alternatively, the student may choose to join the Traditional ASN cohort. If this option is selected, the student must adhere to the Traditional cohort's schedule, which includes more frequent class meetings and does not follow the once-a-week format used in the Bridge Program. Once transitioned, the student must complete the remainder of the ASN Program alongside the Traditional cohort.
- Course withdrawals require completion of the entire course and clinical component upon re-entry.
- All nursing courses must be completed within three years of the date of entry into the program.
- All required drug calculation exams and skills competencies must be successfully passed in each course to continue in the program. (Please reference Drug Calculation Exam and Skills Competency Policy.)
- Students enrolled in the Nursing Program will be entering into a profession with a stated code of ethics and rules of conduct. As a CGTC nursing student, you will demonstrate respect for your instructors, peers, and patients. Equally, you will be expected to demonstrate responsibility for

your actions. Academic misconduct, as defined in this Nursing Handbook, the course syllabus, policies and procedures of the clinical facility, and CGTC Student Code of Conduct Policy will be addressed under the disciplinary guidelines of this handbook and CGTC Student Code of Conduct Policy.

Readmission Policy to the Associate of Science in Nursing Program

The student must meet all eligibility requirements in order to be considered for readmission to the ASN program.

- Students who are academically dismissed from the program for one nursing course failure must comply with a predetermined plan in order to be considered for readmission the following year based on seat availability. The student must complete the Request for Readmission form and submit to Program Director by designated due date.
- Students who are dismissed for violation of the HIPAA policy or for one incident of gross misconduct will not be allowed readmission into the ASN program.
- The student must comply by all policies in the student handbook. A student is allowed three years for successful completion of the ASN Program or he/she is ineligible to progress in the program.
- Each case will be evaluated and the Program Director and Dean of Health Sciences will make a final determination.
- Upon readmission into the ASN Program, the student will submit updated clinical requirements and background/urine drug screen.
- Any student accepted for re-admission into the program will be held to the current Nursing Handbook in effect when he/she is formally readmitted to the program.

Graduation Requirements

The student must meet all graduation requirements established by Central Georgia Technical College.

The student must meet all Associate of Science in Nursing Program requirements.

- The student must successfully complete each nursing course within the allotted time frame with a minimum grade of “C” or better.
- The student will submit the Graduation Request on-line and pay the required fee to the Business Office by the college deadline.
- The student will take the Work Ready Exam.
- The student must apply for graduation to be awarded his/her credential.
- Central Georgia Technical College grants the Associate of Science in Nursing Program degree to graduates of the nursing program. Although some students may complete his/her degree requirements in advance, actual commencement exercises are held annually in the spring. The pinning ceremony is held at the completion of the nursing program.
- Students who have completed required coursework and received his/her degree may be eligible

to sit for the NCLEX-RN exam.

Remediation in Progress Policy

Purpose: The nursing faculty are dedicated to helping nursing students achieve academic excellence and to prepare students for upcoming exams by offering strategic skills to adapt to critical thinking and test taking. The goal of remediation is to identify, based on course instructional objectives and poor performance on examination(s), areas of weaknesses and to assist the student in overcoming those weaknesses by developing study tips to help to maintain mastery level of knowledge of the material and effective test taking skills. Students who do not maintain 70% or above on exams are required to seek assistance from their course faculty by the following exam. Students who do not maintain 80% or above on exams are recommended to seek assistance but are not required. All students who have a score of less than 70% academically or 1 clinical failure (unsatisfactory) at Midterm must see instructor prior to drop/add time. Any student can schedule a remediation appointment anytime according to faculty office hours.

Student Name_____Date: _____Session Time Length: _____

Course Name: _____ Instructor: _____

Exam: _____ Score:_____

Students comment:

How did you study_____

Hours of study_____

How many hours did you work this week _____

Plan of Action:

MIDTERM

AVG_____

Did faculty review consequences if failure occurs? Y or N

What student agreed to do_____

Drug Calculation Exam and Skills Competency Policy

Students are required to complete the Drug Calculation exam every semester following the Pharmacology for Nursing course. The student will have three attempts to achieve the passing score. Students are given 30 minutes to complete the exam. The exams will be presented at the beginning of each semester. If a student is unsuccessful after three attempts, the student may not be allowed to attend clinical.

Drug Calculation Exam Passing Score by Semester

For Traditional ASN students Dosage Calculation Examinations will start after completion of your RNSG 1034 Pharmacology for Nursing course. The following scores must be obtained, for the successful completion of the Drug Calculation Examination:

2nd Semester: **80%**
3rd Semester: **90%**
4th Semester: **100%**

For ASN Bridge Students the following scores must be obtained, for the successful completion of the Drug Calculation Examination:

1st Semester: **80%**
2nd Semester: **90%**
3rd Semester: **100%**

The exams will be composed of 20 questions with a mixture of items:

- Conversions between measurement systems
- Conversions in a system (mg to g)
- Administration in units (ml/hr and gtts/min)
- Reconstitution of solutions
- Medication Rights
- Pediatric Dosages

Rules for Drug Calculation Exams

ROUNDING UP: If the number to the right is equal to or greater than 5, round up by adding 1 to the number on the left.

ROUNDING DOWN: If the number to the right is less than 5, round down by dropping the number, leaving the number to the left as is.

For dosages less than 1.0: Round to the nearest hundredth.

- For example (rounding up): 0.746 mL = 0.75 mL. The calculated dose is 0.746 mL. Look at the number in the thousandths place (6). Six is greater than 5. To round to hundredths, add 1 to the 4 in the hundredths place and drop the 6. The rounded dose is 0.75 mL.
- Alternatively (rounding down): 0.743 mL = 0.74 mL. The calculated dose is 0.743 mL. Look at the number in the thousandths place (3). Three is less than 5. To round to the hundredth, drop the 3 and leave the 4 as is. The rounded dose is 0.74 mL.

For dosages greater than 1.0: Round to the nearest tenth.

- For example (rounding up): 1.38 = 1.4. The calculated dose is 1.38 mg. Look at the number in the

hundredths place (8). Eight is greater than 5. To round to the tenth, add 1 to the 3 in the tenth place and drop the 8. The rounded dose is 1.4 mg.

- Alternatively (rounding down): 1.34 mL = 1.3 mL. The calculated dose is 1.34 mL. Look at the number in the hundredths place (4). Four is less than 5. To round to the tenth, drop the 4 and leave the 3 as is. The rounded dose is 1.3 mL

Skills Competency Policy

Students are required to complete a Skills Competency with 100 percent accuracy every semester following Foundations of Nursing and Pharmacology for nursing courses. The student will have three attempts to score 100. The competencies will be presented at the beginning of each semester. If a student is unsuccessful after three attempts, the student may be asked to withdraw from the program.

The competency will consist of the following:

- Vital Signs
- IV start
- Administration of PO/SQ/IM medication
- Foley Catheter
- Wet to dry Dressing Change

Licensure Eligibility

After completion of the ASN Program, the student will be eligible to apply for recommendation to the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a Professional Registered Nurse in the state of Georgia. Students are required to complete a background check prior to the NCLEX-RN. The student will register with COGENT at www.ga.cogentid.com. The State Board of Nursing has the right to refuse to grant a registered nurse license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

Georgia Board of Nursing: Rules and Regulations Concerning Registered Nurse License by Examination

The Georgia Board of Nursing is the agency to which all graduate nursing students must apply to be granted permission to take the NCLEX-RN. You must complete the NCLEX-RN successfully in order to become a Registered Nurse. Please read the following information carefully paying careful attention to those items which are marked (*) as these may affect your application for licensure.

The Georgia Board of Nursing is authorized to: Examine, license, and renew the licenses of duly qualified applicants for licensure to practice nursing as a registered professional nurse. Action may be taken by the board upon finding that the licensee or applicant has:

- Failed to demonstrate the qualifications or standards for a license contained in this article or the rules and regulations of the board; it shall be incumbent upon the applicant to demonstrate to the board that he meets all requirements for the issuance of a license;
- Knowingly made misleading, deceptive, untrue, or fraudulent representations in the practice of nursing or in any document connected therewith; or practiced fraud or deceit of intentionally made any false statement in obtaining a license to practice nursing; or made a false or deceptive registration with the board;
- Been convicted in any court of this state or of the United states of a felony or any other crime involving moral turpitude;
- Had his/her license to practice nursing revoked, suspended, or annulled by any lawful licensing authority; or had other disciplinary action taken against him by any lawful licensing authority; or was denied a license by any lawful licensing authority;
- Engaged in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public, likely to deceive, defraud, or harm the public. Unprofessional conduct shall also include the failure to meet the minimal standards of acceptable and prevailing nursing practice.
- *Violated or attempted to violate a statue, law, or any lawfully promulgated rule or regulation of this state, any other state, the board or United States, or any lawful authority (without regard to whether the violation is criminally punishable), which statute, law, or rule or regulation related to or in part regulated the practice of nursing when the licensee or applicant knows or should know that such action is violate of such statute, law, or rule or regulation; or violated a lawful order of the board, previously entered by the board in a disciplinary hearing. *Been adjudged mentally incompetent by a court of competent jurisdiction within or outside of this state; any such adjudication shall automatically suspend the license of any such person, and shall prevent the reinsurance or renewal of any license so suspended for as long as the

adjudication of incompetence is in effect, unless the board, upon a finding that the licensee is mentally competent, orders otherwise.

- Become unable to practice nursing with reasonable skill and safety to or any other type of material, or as a result of any mental or physical condition.

(Obtained from the Georgia Board of Nursing website at http://sos.georgia.gov/plb/rn/)

American Nursing Association Code of Ethics

- The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community or population
- The nurse promotes, advocates for and protects the rights, health and safety of the patient.
- The nurse has the authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and imposes the ethical environment of the work setting and conditions of employment that are conducive to safe, quality, care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights promote health diplomacy and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). Code of Ethics for Nurses with Interpretive Statements. American Nurses Association. Reprinted with Permission. All rights reserved.

Professional Clinical Policies

Students will participate in various clinical environments and students are expected to maintain professional behaviors at all times. Students are held accountable for their actions and the consequences of their actions. Disruptive or rude behavior will not be tolerated and may result in the dismissal of the student from the clinical area. Students are expected to be on time for laboratory or clinical experiences. A student cannot request certain clinical areas and must attend the clinical rotation as assigned. Students cannot trade clinical rotations with another student.

Always maintain patient confidentiality. Students are not to discuss patient information with anyone other than his/her instructor, and hospital staff during care of a patient or during post-conferences. Students are not to reveal the identity of a patient in any way. The student nurse will act as a patient advocate and promote the well-being and rights of every patient.

Attendance/Tardiness

- The student will arrive on time for his/her clinical rotations.
- The consequences of a student's tardiness and/ or absence will be determined on a case-by-case basis while following course policies, the Student Handbook, and CGTC policies when applicable.
- If a student arrives more than 15 (fifteen) minutes late 3 (three) times, he/she is not allowed to remain at the clinical rotation and may receive an unsatisfactory in Professional Behavior on the Clinical Evaluation Tool.
- Two unexcused absences from clinical and/or lab equals clinical failure. Excused absences are:
    - Jury Duty or court proceedings with documentation.
    - Military Duty with documentation.
    - Religious holidays
- The student requests an excused absence in advance. The request for absence must be reasonable and necessary and approved by the course coordinator. Documentation is required.
- Family emergencies or extenuating circumstances. These emergencies are reviewed individually and can only be approved by the course coordinator.
- If a student fails to attend the clinical make-up day, it counts as an unexcused absence and equals clinical failure.
- If the student is absent from clinical, the student must email or call the clinical instructor and/or course instructor one hour in advance.
- Failure to arrive at the clinical site and/or simulation lab without texting and following up with a call to the clinical faculty by the one hour in advance will result in an unexcused absence for the day. Texting, e-mail, and/or sending word by a classmate/friend are not acceptable methods of communicating absence or tardiness.
- Dismissal from the clinical and/or simulation setting will result in an unexcused absence for the day.
- An excused absence will be granted by the clinical faculty only when written documentation is provided by the student within 3 days of the absence.

Preparedness

The student will arrive prepared for the clinical experience.

- Students will arrive in proper dress and with all supplies.

- Students cannot borrow supplies from peers or staff.
- Students will arrive with complete clinical assignments.
- Unprepared students will be sent home.

Guidelines

Students will notify the instructor when leaving the clinical floor at any time.

The student will not perform any skill or procedure without the assigned instructor present.

The student will not smoke or drink alcohol in uniform. Most clinical affiliates are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property then the policy extends to your vehicle as well. Smoking in school uniform is prohibited as well.

- This includes e-cigarettes/vaping and/or smokeless tobacco products.
- Students who smell of smoke or offensive odors including strong perfumes or aftershave will be sent home from clinical and receive an unsatisfactory clinical grade.
- Students are not allowed to take patients to any smoking area.
- Students are not allowed to accompany staff members to any smoking area.

Breaks

In most situations, students are allowed a 30-minute lunch unless otherwise approved by the clinical instructor. The on-site clinical instructor/preceptor will assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the assigned department (unless the department has a "break" room and the student is allowed in that area). The student can leave the clinical setting ONLY if that site does not have a cafeteria. If the site does not have a cafeteria, the student must do the following:

- Clock out (if applicable)
- Go get their food
- Return to assigned area
- Clock in and eat
- Time should not exceed thirty minutes
- The on-site clinical instructor must assign breaks and/or lunchtime.
- The student may take breaks in a location approved by the instructors/preceptor.

Clinical rotations are assigned based on the student's learning needs. If the instructor recognizes a student's need in a particular area, the student's clinical rotation may be changed to enhance his/her learning experiences.

Clinical rotations may be held during various shifts. Clinical rotations are usually on day shift; however, the student may be assigned evening, night, or weekend shifts.

All clinical paperwork must be turned in on the day of clinical unless otherwise determined by clinical instructor. If assignments are incomplete or late, it will be reflected on the student's clinical assessment

tool. All clinical paperwork must be received for a student to take the final examination. Failure to submit clinical paperwork will result in a failing clinical grade.

Students are expected to:

- Work cooperatively with all hospital staff and peers
- Treat hospital staff and visitors with respect; address hospital personnel with appropriate title- Mr., Mrs., Dr. Jones
- Provide timely, truthful and accurate treatment for all patients
- Report to his/her clinical instructor immediate changes in patient status
- Follow the chain of command as well as the facility policies and procedures
- Have reliable transportation to and from each clinical site
- Perform all skills safely. If a student is unsure of any procedure, it is his/her responsibility to ask his/her instructor for assistance

A student may not:

- Perform patient care prior to or after the designated clinical times
- May not discharge a patient from the facility or wheel a patient to the patient discharge and pick-up area without the supervision of a staff member
- Transfer a patient from a bed to a stretcher without assistance from a staff member
- Work or perform any duty in any capacity other than student nurse regardless of his/her employment status with that facility. During a clinical rotation, the student is a student nurse and cannot utilize any other position entitlements they may use during his/her employment
- Receive personal telephone calls during any clinical rotation
- Engage in or condone any unprofessional conversations or behaviors
- Bring handbags or purses to the clinical area
- Leave the facility at any time with the exception of clinical instructor approved lunch breaks
- Take physician orders
- Administer blood or sign blood out from the blood bank

Clinical Uniform and Hygiene

The Associate of Science in Nursing Program Uniform has a variety of functions. The uniform provides a source of identity and promotes confidence in the public receiving care by the nursing student. The uniform distinguishes the student nurse from the hospital staff. Uniforms are machine washable, an important point in infection control.

At Central Georgia Technical College, it is **expected** that all uniforms will contribute to a professional image and that generally accepted standards will be followed by every student. In the event of a continued unprofessional appearance, a student may be withdrawn from the clinical rotation. It is your responsibility to become familiar with every guideline. They will enhance your self-image and the image of you as a nurse.

- Uniforms are worn only in the clinical environment.
- Your uniform should be washed, clean, and ironed.
- The student “SN” patch is worn on the left sleeve of the uniform.

- The only acceptable uniform is the one designated by the ASN Program at Central Georgia Technical College. If a student presents to the clinical site without the designated student uniform, the student will be sent home.
- The hemline of a uniform skirt should be at mid-knee or longer. Pant uniforms shall be worn so that the pants brush the top of the shoes when standing. Pant waistline must fall at the natural waist. Hip-huggers or baggy pants are not allowed.
- Your uniform includes non-porous, closed-toe, non-slip shoes. The student cannot wear sling back shoes, open-toe shoes, loafers, or clog-like shoes. Your entire foot must be covered. Socks and hosiery must be white.
- Your uniform includes your name badge on the left side of your uniform. Name badge holders must be approved by the faculty.
- Your uniform includes a small watch with a second hand (waterproof recommended).
- Your uniform includes your stethoscope, blood pressure cuff, penlight, sharpie, hemostats, and scissors.
- Sweaters, coats, and jackets are not permitted over the uniform.
- Undergarments shall be non-visible under white nursing uniform. No colored or printed undergarments (including bras and t-shirts) should be visible through the uniform.
- The application of cosmetics should present a professional image and adhere to guidelines of the clinical facility.
- Jewelry is limited to a single wedding band, one small pair of stud earrings (if any) and no necklaces or bracelets.
- Nails should be kept neat and cut. Nail polish is to be natural colored/clear. No artificial nails, gel, or acrylic nails are allowed at any of the clinical sites.
- Students shall maintain professional appearance and personal hygiene when in uniform.
- Body Piercing/Tattoos/Facial Hair & Hair Color
    - Unless otherwise prohibited by state or federal law, students are required to follow the administrative policies, standards and practices of the affiliate when participating in educational/applied learning experiences. (TCSG Procedure: 5.1.2p.)
- Students are not allowed to have “scope” covers.
- Odors can be offensive to patients as well as other staff members. Avoid perfume, perfume lotions, and aftershave during your clinical rotation. Please use deodorant/antiperspirant.
- Jeans of any type are not acceptable in any clinical location.

A student failing to adhere to the uniform policy will not be allowed to participate in the clinical experience and will receive a zero for their clinical rotation.

Uniform List

- **Traditional Program:** 3 Caribbean Blue (Scrubs) from Uniform Advantage with CGTC Registered Nursing Student engraved on Scrub top.
- **Bridge Program:** 2 Caribbean Blue (Scrubs) from Uniform Advantage with CGTC Registered Nursing Student engraved on Scrub top.
- 1 white lab coat
- 1 blood pressure cuff
- 1 stethoscope
- Non-porous, closed-toe shoes; low-heeled with rubber soles, non-slip
- White socks/White hosiery

- Small watch with second hand (preferably waterproof)
- Pen Light
- Pen and Black Sharpie
- Scissors
- Pocket calculator

Incident/Exposure Reporting

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials are defined as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, or any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If any student is stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. If the student is with a clinical instructor report this immediately to the instructor. If the student is with a preceptor report this immediately to the preceptor, and the CGTC instructor should also be notified. Seek immediate medical attention.

The CGTC instructor, or their assigned person, will follow guidelines outlined in the CGTC Exposure Control Plan for ensuring post – exposure follow-up and care. The instructor will make sure the appropriate follow-up paper work is completed and submitted to the CGTC Exposure Control Coordinator and the CGTC Human resources director. The student may also have forms to complete that are facility specific. The student may also have facility specific policies to adhere too.

Students are not required to use any specific treatment facility or hospital. Student can seek services at any provider of their selection. Once the student injury report is filed, CGTC Human Resources will send the student accident insurance information to the students email account.

The guidelines listed above also apply to exposure to Airborne pathogens such as Tuberculosis and COVID-19.

Please direct questions related to the Exposure Control Plan to the Exposure Control Coordinator at 478-757-3567 or wbeacham@centralgatech.edu.

Clinical Procedures

All procedures must be performed in the presence of an instructor. The student should never perform a clinical procedure or skill if unsure of the procedure. If the student is in the supervision and guidance of a hospital registered nurse, per hospital policy, the student is allowed to perform specific skills. If the student is in doubt, it is permissible and encouraged to page his/her clinical instructor and defer any procedures. The student is responsible for familiarizing themselves with the hospital and colleges policies and procedures. It is imperative that the student understand the importance in knowing his/her limitations and abiding by the facility and the nursing program policies.

Unsafe Practices

Unsafe clinical practices which will result in disciplinary action. These include but are not limited to:

- Failure to provide safety for the patient
    - Physical or psychological safety
        - Failure to maintain patient physical safety
        - Failure to maintain patient confidentiality
- Failure to recognize or report a patient change in status
- Failure to recognize code or allergy status
- Failure to observe the five medication rights
- Performing an IV push without the assigned clinical instructor present
- Failure to obtain supervision from the clinical instructor
    - Performing a skill or procedure without supervision
    - Performing a skill or procedure outside the scope of practice as a student nurse
    - Unprepared to perform clinical skills
    - Administering care without an instructor on-site
- Violation of HIPAA standards
    - Copying patient records
    - Taking patient record out of the clinical facility
- Diverting/stealing medical supplies for personal use
- Diverting/stealing medications, supplies, or equipment
- Dishonesty regarding information given to patient, staff members, or instructor
- Dishonesty by altering patient records, vital signs, etc.
- Dishonesty by altering patient charting
- Abuse or neglect of patients/abandonment of patients
- Unprofessional behavior/disruptive behaviors
    - If at any point, the student's clinical behaviors threaten the patient, staff, or faculty's safety and well-being or violate professional standards, the student will be immediately dismissed from the clinical site and receive an "F" which prevents the student from continuing in the clinical course.
- Leaving the unit without permission of the clinical instructor.
- Inappropriate communication with hospital staff, visitors, or patients.
- Absence from clinical assignments without proper notice.
- Alcohol or drug abuse/impairment.

    - If in the event, the instructor or staff at any clinical site indicates possible evidence exists related to the intake of alcohol or substances, the instructor may remove the student from the clinical area and the student may be required to submit to drug testing at the student's expense.
- Any postings or pictures regarding any clinical rotation on any social network
    - Infractions are a serious violation of patient and student privacy
- Willful commission of any act resulting in a felony or any action resulting in a misdemeanor.
- Violation of the standards of care or the nursing code of conduct.
- Use of any substance, which alters cognition or an inability to provide reasonable skill and nursing care.

Any of the above violations in patient safety may result in dismissal from the Associate of Science in Nursing Program.

Skills Laboratory Policy

Students are expected to attend all laboratory assignments. Laboratory experiences are a required portion of a course as well as the clinical portion. All attendance, tardiness, and ASN policies apply to laboratory assignments.

Students will complete skills competencies every semester. Competency skills include but are not limited to obtaining vital signs, performing a sterile dressing change, Foley catheter insertion, IV insertion, and medication administration.

Competency skills will be assigned by the faculty. Students cannot request check-off times. Student check-off times will be posted on the course website. Students will come to check-off in his/her uniform with all requirements to satisfy the dress code. This means the student will come with name badge, stethoscope, watch, BP cuff, pen light, hemostats, scissors, and with his/her clinical skills check-off sheet. If a student does not have his/her check-off sheet present, he/she will not receive credit for the skill.

Students are expected to be prepared to perform the assigned skill. Skill videos will be available, and faculty will demonstrate the skill in the skills lab in advance. The student can sign up for time to practice skills in the skills lab. It is recommended students practice skills in the skills lab prior to check-offs. Alternate instruction methods available include computerized instruction, independent viewing of DVDs/videos, and supervised practice and instruction.

Students are responsible for his/her own professional behavior during lab, and leaving the skills lab in a neat, clean and orderly condition for the next group of students.

No food or beverages are allowed in the skills labs.

Clinical and Skills Laboratory Grading

Skills and /or clinical laboratory activities are required for successful completion of each nursing course. Students who do not successfully complete the skills and/or clinical laboratory requirements for any nursing course will receive a grade of "**F"** in the course(s) **regardless of their earned theory grade.** Students not completing skills and/or clinical requirements due to extenuating circumstances may receive an incomplete (I) in the course(s) if the earned theory grade is 70% or better.

Students will receive a Satisfactory (S) or Unsatisfactory (U) grade for performance in the nursing skills and clinical laboratories. No numerical points toward the course grade can be achieved for nursing skills laboratory and clinical laboratory performance.

Nursing Skills Laboratory

Satisfactory (S) grade in the skills laboratory is achieved by satisfactory demonstration of nursing skills as designated in each nursing course.

If the student misses skills lab and does not notify the instructors of their absence ahead of time, the student will receive a grade of "U". Three documented "U" grades may result in the student's dismissal from the program. The skills lab instructors will work closely with course coordinators to keep them abreast of the student's attendance and progress in the skills lab.

If the above is not achieved, an Unsatisfactory (U) grade will be given and the student will receive a final course grade of F.

Skills Check Offs

Check-offs are a psychomotor skills component of the nursing program that the student must complete. Competency of these skills must be validated and is kept in the student's file. It is the policy of the School of Nursing and Health Sciences to validate these skills via one-on-one check- off testing with an instructor. Any student who signs up for a testing (check-off) time with an instructor and fails to arrive and does not notify that instructor prior to his / her assigned time will receive a **U (unsatisfactory)**. **Three (3) U's (unsatisfactory)** earned, for any reason, in the skills lab portion of any nursing course may result in an F (failure) for the course, regardless of the earned theory grade. Satisfactory check-offs of each skill must be completed with the student's lab instructor within two weeks following the lab in which the skill was covered unless the student has approval from the lab instructor.

Time limits for skills check off are:

Ten Minutes:

- Dressing Change
- Vital Signs

Fifteen Minutes

- Foley
- IV insertion
- Medication Administration

Skills Remediation for Unsatisfactory Check-offs

If unsuccessful 1st attempt:

- Student must complete a step by step written list of the procedure for the unsuccessful skill.
- Student must complete a written one paragraph reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (medication error, break in sterile technique, etc.). The reference can be from a professional journal, nursing reference book, or textbook. This must be submitted when returning to repeat the skills validation.

If unsuccessful 2nd attempt:

- Student must complete mandatory remediation in skills lab for 1 hour. Student must sign in with skills lab instructor and sign out after completion of the 1-hour remediation.
- Student must complete a written one-page reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes and the nursing profession. The student must include a reference related to the unsuccessful portion of the skill (medication error, break in sterile technique, etc.). The reference can be from a professional journal, nursing reference book, or textbook. This must be submitted when returning to repeat the skills validation.

Clinical Laboratory

A Satisfactory (S) grade in the clinical laboratory is achieved by:

- Attendance in all lab sessions.
- Achievement of the stated criteria on the Clinical Evaluation Tool for each nursing course.
- Adherence to the Policy and Procedure Manual for Nursing Students.
- Adherence to clinical agency policies.

An unsatisfactory clinical performance is one in which the student fails to meet an essential outcome identified in the individual clinical evaluation for each nursing course.

If the student receives two Unsatisfactory (U) grades in any outcome, area on the clinical evaluation tool the student will receive a final course grade of F.

When performance in the nursing skills and clinical laboratories is satisfactory, the course grade is derived from the theory grade. If the student receives an over-all grade of

Unsatisfactory (U) in the nursing skills or clinical laboratory, he/she will receive a final course grade of F.

OSHA Policy

The faculty of Central Georgia Technical College Nursing Program believes the profession of nursing is ethically and morally obligated to provide equitable care for every individual regardless of his/her diagnosis. In order to provide care for every individual and ensure our students' safety, before students enter the clinical setting, CGTC will teach Standard Precautions and workplace health and safety standards established by the US Occupational Safety and Health (OSHA) for safe clinical practice The importance of adhering to these principles and standards will be reinforced throughout the curriculum.

Students will be required to adhere to Standard and OSHA standards with every patient they care for in the clinical setting. Compliance with this requirement is necessary for the student to receive a passing grade in the clinical laboratory portion of each nursing course. A breach of these basic standard at any time or level in the program may result in a failing grade for that skill and/or course.

Preceptor Policy

During the program, the student may be assigned preceptorship. Preceptorship is **non-paid** time. The student shall be enrolled in the course in which the learning activities with preceptors occur and shall not be compensated by the facility during this time.

If this policy is violated, the student will receive an "F" in the course which will result in a failing grade. Preceptorship will be assigned by faculty as designated from the participating facility. The student may not request preceptors and the faculty will select the best location for preceptorship based on the students learning needs.

Program Dismissal

A student may be dismissed from Central Georgia Technical College Associate of Science in Nursing Program for any of the following reasons, including, but not limited to:

- Violation of the College Disciplinary Rules (see Student Handbook)
- Conviction of a felony while enrolled in the program
- Unprofessional behaviors
    - Falsifying, omitting, or altering patient records
    - Abuse of any kind to any patient
    - Failure to provide nursing care because of a diagnosis, age, sex, race, creed or color of a patient
    - Failure to report abuse or unprofessional conduct of others
    - Diverting medications, equipment, or supplies for own or others personal use
    - Impersonating licensed personnel
    - Any deliberate act that jeopardizes the health, safety, or well-being of a patient
    - Accepting money or gifts from patients
    - Harassment or coercion to a patient for money, gift or other items
    - Selling or attempting to sell medications or drugs
    - HIPAA violation
    - Abandonment of any patient
    - Any unprofessional conduct which violates the standards of nursing profession
    - Disrespect to patient, hospital staff or instructor
    - Failure to utilize safe nursing practices based on the level of care the student has been trained
    - Performing skills or technical competences or procedures without proper education and preparation
    - Performing skills or technical competences or procedures without proper supervision
    - Failure to report unsafe or illegal practices of any person who is providing nursing care
    - Negligence
    - Use or abuse of medications/drugs
    - Failure to provide for safety or well-being of the patient
    - Failure to utilize chain of command
    - Failure to follow Professional Clinical Guidelines
    - Disruptive behavior in class, lab, or clinical environments
    - Performing acts outside the scope of practice
    - Delegating nursing care, functions, tasks or responsibility to others when the student knows that such delegation is detrimental to patient safety

A student may be dismissed from the nursing program for one incident of gross misconduct or unprofessional behavior as listed above. Students enrolled in the Nursing Program will be entering into a profession with a stated code of ethics and rules of conduct. As a CGTC nursing student, you will demonstrate respect for your instructors, peers, and patients. Equally, you will be expected to demonstrate responsibility for your actions. Academic misconduct, as defined in this Nursing Handbook, the course syllabus, policies and procedures of the clinical facility, and CGTC Student Code of Conduct.

STUDENT COMPLIANCE ATTESTATION FORM

Health Science Program Policy, Procedure and Essential Qualifications Sign Off Sheet

I, (Name) _____(Student ID#) _____, understand the following:

HANDBOOK: As a student in the Health Science Program, I have received a copy of the program policies. These policies have been reviewed with me and I have had an opportunity to ask questions about any policy that I do not understand.

- o As a health science student, I agree to follow the policies as written.
- o I understand the associated consequences of not following program policies.
- o I agree to strictly follow the code of ethics and the confidentiality clause guidelines.

Student Printed Name: _____

Student Signature: _____Date: _____

HEALTH SCIENCE ESSENTIAL QUALIFICATIONS: The Program Essential Qualifications have been reviewed. I have been informed of the risks associated with essential tasks for my profession and exposure to blood and OPIM.

I authorize the Central Georgia Technical College's Clinical Coordinator to release Criminal Background Check and Drug Screen results to clinical facilities. I understand that an adverse background and drug screen reports may prohibit participation at a hosting clinical affiliation site.

Student Printed Name: _____

Student Signature: _____Date: _____

References

American Nurses Association. (2015). Code of Ethics for Nurses with Interpretive Statements. American Nurses Association. Reprinted with Permission. All rights reserved.

Summary. (2015, December 17). Retrieved January 12, 2016, from http://www.bls.gov/ooh/Healthcare/Registered-nurses.htm