

BLUE RIDGE
COMMUNITY AND TECHNICAL
COLLEGE

ASN PROGRAM STUDENT HANDBOOK

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WELCOME

Dear Nursing Student,

On behalf of the nursing faculty, I am very pleased to welcome you to a new academic year in the nursing program. By enrolling in the Associate of Science in Nursing Program, you have committed yourself to a challenging educational process, and this handbook is a valuable resource for you to use throughout your time in the program. You will be responsible for adhering to the requirements and policies described here in. Keep it in a place where you can refer to it often.

The nursing faculty is committed to helping you succeed. We are partners with you in your learning process, and we will assist you in any way we can. Best wishes for a successful and fulfilling year.

Michelle Towne, MSN, RN

ASN Program Director

PROGRAM INFORMATION

MISSION

The mission of the Blue Ridge Community and Technical College Associate of Science in Nursing Program is to enhance the health status of the region by educating professional nurses for entry into practice as caring and competent nurse generalists.

PHILOSOPHY OF NURSING

The philosophy serves as a base for the curriculum and policies of the nursing program. The philosophy contains the faculty beliefs about the metaparadigms of nursing and the extension of these concepts into nursing education.

- **Patient:** The patient is the individual who seeks nursing care at any point on the health continuum. Patients have a hierarchy of needs and at the same time each person is a unique individual reflecting their culture and family, developmental stage and functional ability. Personal attributes of motivation and adherence will contribute to the seeking of nursing care and the ability to change as a result.
- **Nursing:** Nursing is both an art and a science within a professional model and includes concepts related to the attributes of professional nurses and their caring competencies. Nursing is built on a body of knowledge that integrates concepts from the biological, physical, behavioral, and nursing sciences and fulfills essential social needs of caring for the sick and injured. The goals of nursing are to: promote wellness, prevent illness, intervene in acute illness and injury, assist the client with managing chronic illnesses, instill hope, alleviate suffering, restore function, and support the right to a dignified death. Nursing meets these goals by developing and implementing an individualized plan of care that includes: comprehensive assessment of the client, nursing diagnoses, measurable outcomes, evidence-based nursing-specific interventions, and evaluation of outcomes within a caring framework.
- **Health:** Health is a state of well-being reflecting the interrelated and dynamic, physical, mental, social and spiritual needs of the client. The health of the patient occurs across the lifespan and on a continuum from optimal functioning to death.
- **Environment:** Environment refers to the societal factors that influence health and the infrastructure of the health care system that affect the delivery of nursing care. The

environment for nursing care occurs within the boundaries of the organization, law, policy, and economics.

NURSING EDUCATION

- **Student:** Nursing students are unique individuals with a hierarchy of needs reflecting their culture and family, developmental stage, and functional ability. Personal attributes of motivation and adherence affects the student's ability to enter into an adult learning partnership with their student peers.
- **Faculty:** The faculty's role in the partnership is to facilitate and enhance learning. Faculty model and promote the core program competencies. Faculty work with students to identify strengths and weaknesses and develop a plan for improvement. Emphasis is placed on building a personal and professional foundation for the pursuit of lifelong learning. Student-faculty relationships encourage the intellectual, ethical, and personal development of each student.
- **Learning Environment:** A student-centered environment is maintained in both didactic and clinical courses using a variety of teaching strategies based on adult learning principles. The learning environment includes such behaviors as open communication, trust, and respect between all individuals in the environment. The curriculum used in this learning environment is organized by core concepts of nursing care.

CORE COMPETENCIES

There are four core competencies built upon the philosophy to provide structure to the nursing curriculum: *Caring, Communication, Clinical Judgement, and Professionalism*. The core competencies were developed from the ANA Standards of Practice and the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs.

- **Caring** is the essence of nursing. It is demonstrated by creating an atmosphere of respect, trust, hope, and compassion.
- **Communication** is an ongoing process taking place among all human beings where intended and unintended messages, including facts, feelings, ideas, and actions, can be conveyed by verbal, non-verbal, and or written interchange.
- **Clinical Judgment** is the interpretation or conclusion about a patient's needs, concerns, or health problems and the plan for intervention based on assessment or the evaluation of previous interventions. The nursing process is the basis for clinical judgment.

- **Professionalism** is a collection of attitudes and actions that demonstrates commitment to integrity, competence, morality, altruism and promotion of the public good within the scope of professional nursing practice.

STUDENT LEARNING OUTCOMES

Upon completing the Associate of Science in Nursing Program, the graduate will be able to:

Caring

1. Provide compassionate nursing care to clients regardless of different values, beliefs, culture, and lifestyles.

Communication

2. Demonstrate appropriate verbal, non-verbal, therapeutic, and professional communication skills.

Clinical Judgment

3. Utilize the nursing process to apply knowledge of nursing science and disease processes; critical thinking skills; and evidence-based findings to demonstrate proficiency in planning safe and effective patient care.

Professionalism

4. Provide nursing care according to legal, ethical, and professional standards.

PROFESSIONAL NURSING

The State of West Virginia Board of Examiners for Registered Professional Nurses defines the practice of “registered professional nursing” as:

...the performance for compensation of any service requiring substantial specialized judgment and skill based on knowledge and application of principles of nursing derived from the biological, physical, and social sciences, such as responsible supervision of a patient requiring skill in observation of symptoms and reactions and the accurate recording of the facts, or the supervision and teaching of other persons with respect to such principles of nursing, or in the administration of medications or treatments as prescribed by a licensed physician or a licensed dentist, or the application of such nursing procedures as involve understanding of cause and effect in order to safeguard life and health of a patient and others.

The ASN program prepares the student for entry into professional nursing practice.

POLICIES SPECIFIC TO THE NURSING PROGRAM

- Policies are developed, reviewed, and modified by the nursing faculty on a regular basis.
- Policy changes will be reviewed with students each semester.
- If policies are changed during semesters, students will be notified by email.
- Policies are listed by number; if a policy is retired, the number is not reused.

POLICY 102: CRIMINAL BACKGROUND CHECKS

EFFECTIVE DATE: August 18, 2003

POLICY/ RATIONALE:

In order to comply with the West Virginia Nursing Code and Legislative Rules 30-7- 11 and 30-7-13 and to complete requirements for clinical agency placement; nursing students are required to have a criminal background check upon enrollment in the ASN program. Results of the background checks are confidential. The findings are reported only to the Program Director. This policy aligns with the Student Learning Outcome of professionalism.

PROCEDURES:

1. Entering students will complete a criminal background check using the background provider designated by the College.
2. Fees for the background check are paid as part of the tuition and fees package through the College.
3. Results are reported to the Program Director and are included in the student file.
4. Positive findings that were not disclosed during the application process are cause for dismissal due to falsifying an application.
5. Students must report arrests that occur after application and acceptance to the nursing program within 10 days of occurrence to the Program Director.
6. Students must report any action against a regulated health care license or certificate within 10 days of occurrence to the Program Director.

Approved by ASN Faculty: 08/2005

Revised: 08/16/2007, 11/2008, 09/07/2010, 02/06/2013

Reviewed: 05/05/2017, 04/10/2018; 01/17/2020

POLICY 104: GRADING

EFFECTIVE DATE: August 18, 2003

POLICY/ RATIONALE:

Due to the demanding nature of the nursing discipline, students need to demonstrate a high level of competency in order to achieve licensure and practice effectively. This policy aligns with the Student Learning Outcomes of critical thinking.

The grading scale used by the Nursing Program for all examination and theory course grades is as follows:

93 -100	= A
86 - 92.9	= B
78 - 85.9	= C
70 - 77.9	= D
69.9 or below	= F

I = Incomplete. Indicates not all course assignments were submitted and that additional work must be performed for satisfactory completion of the course: may be given for unavoidable absences or other conditions beyond the control of the student where work already completed is at grade “C” or above. The “incomplete” must be resolved before progress to the next nursing course.

The minimum passing grade for any nursing course is a C. “Successful completion” of a nursing course is defined as earning a minimum final course grade of C. If the student earns a 78% or higher on test averages but does not earn an accumulative 78% in the course due to their assignment grades the student will not pass the course.

Students must have a minimum test grade average of 78.0% in order to pass each nursing course. All other learning assignments associated with the class will be included into the calculation of the final grade only if the student achieves a test average of 78.0% or higher. The final grade in the class with all assignments totaled, must also average 78.0% or higher to be considered a successful completion.

APA Style for all Written Assignments

All written assignments must comply with the edition of the *Publication Manual of the American Psychological Association* that is currently recommended by the faculty.

Policy 104A: AMNESTY TEST DAY

Students will have the opportunity to retake their lowest test grade at a designated date prior to withdraw deadline for that academic semester. The date(s) for this day will be listed in each course syllabi. The grade to be recorded will be what the student earns on Amnesty Test Day. Participation in Amnesty Day Testing is an option, not a requirement. The student will be given the opportunity to inform the faculty if he or she will or will not retest for his or her lowest test grade.

Approved by ASN Faculty: 08/2005

Revised: 05/2004, 02/06/2013, 05/05/2017; 01/17/2020

Reviewed: 08/16/2007, 12/12/2008, 04/10/2018

POLICY 106: PROGRESSION AND RETENTION

EFFECTIVE DATE: August 18, 2003

POLICY/ RATIONALE:

This policy is aligned with program goals related to student progression and retention. It reflects the unique cognitive challenges that are present at different stages of the nursing program.

Once accepted into the nursing program, the ASN degree is to be completed within four years from initial admittance into the program. Program progression depends on successful completion of course pre- requisites. In order to successfully progress and remain in the nursing program, students must:

- Maintain a cumulative GPA of 2.5 AND
- Earn a minimum grade of C in all required courses for the ASN degree.

For students who do not meet both of the above criteria:

- A student who fails, drops, withdraws from, or receives an incomplete grade in a nursing course may not take any subsequent nursing courses until successful completion of said course (see Policy No. 104).
- Students may only repeat one nursing course with a grade of D, F, or W during the entirety of the nursing program, with one exception. Students may repeat NURS 240 twice.

PROCEDURES:

1. Students experiencing difficulty in successfully completing nursing courses are strongly advised to meet with the course instructor and faculty advisor immediately after not passing any assignment or test. If the student's grades are such as to prevent passing, the course faculty will advise the student on strategies to result in the least disruption to progression in the program.
2. Students who drop, withdraw, or do not pass a nursing course, are eligible to repeat said course, and are continuing progression, will complete a remediation plan with instructor prior to repeating the course. Students may need to attend additional classes and/or purchase different text books, supplies, or equipment.
3. A student who has not taken nursing courses for more than two consecutive semesters, not including summer sessions, will be placed on inactive status. Inactive students who wish to return to the nursing program must apply for re-

admission under the admission requirements in effect at the time of readmission.

The application for admission must meet the deadlines posted on the website.

4. Students must follow college policies for maintaining an active student status.

Approved by ASN Faculty: 8/2005

Revised: 8/16/2007, 12/12/2008, 2/6/2013, 4/29/2014, 12/10/2015, 5/5/2017; 01/17/2020

Reviewed: 12/14/2009, 9/17/2013, 4/10/2018

POLICY 108: STANDARDS OF PROFESSIONAL CONDUCT AND SAFE CLINICAL PRACTICE

EFFECTIVE DATE: August 18, 2003

POLICY/RATIONALE:

In order to prepare the students for the role of a professional nurse, the ASN program has developed the Standards of Professional Conduct and Safe Clinical Practice. During enrollment in the ASN program, all students are expected to demonstrate conduct consistent with the Standards of Professional Conduct and Safe Clinical Practice.

Standards of Professional Conduct and Safe Clinical Practice

Nursing students are expected to adhere to the following standards of professional conduct and safe clinical practice:

1. Comply with all institutional, ethical, and legal parameters regarding confidentiality of patient information.
2. Adhere to Blue Ridge CTC and clinical agency policies regarding drug and alcohol use.
3. Comply with all other policies of assigned clinical sites.
4. Demonstrate respect toward clients and their families, peers, faculty, staff members, and others in the clinical, classroom, and social media settings.
5. Demonstrate integrity.
6. Use standard and transmission-based precautions in all patient care activities.
7. Promptly report any error to the faculty member and to other appropriate clinical personnel.
8. Comply with Nursing Program and clinical agency dress policies.
9. Arrive at the designated time for clinical learning activities.
10. Maintain appropriate professional role boundaries.
11. Demonstrate the application of previously learned clinical competencies.
12. Any other standards that faculty deems appropriate.

Failure to abide by these standards will result in disciplinary action, which may include dismissal from the nursing program.

PROCEDURES:

1. All students will receive a copy of the Standards of Professional Conduct and Safe Clinical Practice upon matriculation into the ASN Program. Students will be required to sign a statement indicating that they have read and understand the Standards. This statement will be kept in the student's academic file during the student's enrollment in the Nursing Program.
2. The Standards of Professional Conduct will be reviewed with all students at the beginning of each semester of enrollment in the nursing program.
3. Violation of these Standards will result in the following disciplinary action:
 - a. When faculty or clinical teaching assistants observes a violation of professional conduct she/he will complete the violation form, discuss the incident with the student and forward the form to the Director to be placed in the student's file.
 - b. The Program Director may choose to take additional action if there are three violations on file or if the Program Director or faculty deems a violation is of a

serious nature. Faculty will consider these situations individually. The Director may require the student to come before faculty or he/she may include Administrative personnel in the discussion.

- c. Actions that may be taken after faculty review include but are not limited to:
 - i. Refer the student for counseling
 - ii. Issue a warning that any additional violations will result in dismissal from the program
 - iii. Lower student's letter grade for affected course or clinical
 - iv. Removal from course or clinical
 - v. Immediate dismissal from program
 - vi. Refer for legal action as appropriate
- d. Examples of situations that could result in immediate dismissal from the nursing program include:
 - i. breach of confidentiality of patient information (HIPAA violation)
 - ii. clinical practice that is repeatedly unsafe
 - iii. falsifying documentation of patient care
 - iv. acting in a manner that is a threat or danger to the safety of the student or to others
 - v. failure to comply with the policies of the agency in which the student is placed for clinical learning activities
 - vi. other situations that the faculty may deem as a breach of professional integrity.
- e. Students may appeal faculty decisions according to the procedure outlined in the Blue Ridge CTC Student Handbook.

Approved by ASN Faculty: 08/2005

Revised: 8/16/2007, 2/6/2013; 01/17/2020

Reviewed: 12/12/2008, 5/5/2017, 4/10/2018

POLICY 109: STANDARDIZED TESTING

EFFECTIVE DATE: August 20, 2007

POLICY/RATIONAL:

ATI is used as an assessment tool and for students to prepare for standardized tests, such as the NCLEX-RN.

Each nursing student is required to take Assessment Technologies Institute (ATI) achievement tests while progressing through the nursing program. The ATI fee is included each semester in the CTC student fees. This fee includes national comprehensive testing of particular subjects and review modules.

The ATI standardized assessment will count as an assignment grade in the corresponding nursing course in which it is assigned, and will account for 10% of the final grade of said course. The grading and procedures are slightly different for the concept-based assessments and the predictor assessment and are explained below:

CONCEPT-BASED ASSESSMENTS

ATI <i>Online Practice Assessment Form B</i> must be completed at a 90% or greater prior to taking the ATI <i>Proctored Assessment</i> . Failure to do so will result in a grade of 0% on the ATI Proctored Assessment.	
Completion of ATI Proctored Assessment	
Score equating to a Proficiency Level 3	100%
Score equating to a Proficiency Level 2	90%
If score is Level 1 or below, complete remediation based on ATI Proctored Assessment analysis. Complete second ATI Proctored Assessment with a level 2 or greater prior to the end of the semester. Failure to do so will result in a grade of 0% on the ATI Proctored Assessment.	
Note: Remediation only for students scoring below a Proficiency Level 2.	

PREDICTOR ASSESSMENT (NURS 240 Students Only)

ATI <i>Online Practice Assessment Form B</i> must be completed at a 90% or greater prior to taking the ATI <i>Proctored Assessment</i> . Failure to do so will result in a grade of 0% on the ATI Proctored Assessment.	
Completion of ATI Proctored Assessment	
90% probability of passing NCLEX-RN	80%
92% probability of passing NCLEX-RN	90%
95% probability of passing NCLEX-RN	100%
Score <90% probability level 0%	0%
If score is below 90% probability level, complete remediation based on ATI Proctored Assessment analysis. Complete second ATI Proctored Assessment with a 90% probability of passing NCLEX-RN or greater prior to the final exam. Failure to do so will result in a grade of 0% on the ATI Proctored Assessment.	70%
Note: Remediation only for students scoring below a <90% probability level.	

REAL LIFE RN VIRTUAL SCENARIOS

ATI Real Life RN scenarios may be completed with each nursing course.	
Strong designation	100%
Satisfactory designation	86%
Needs Improvement designation	78%

Approved by ASN Faculty: 8/2005

Revised: 7/11/2007, 12/12/2008, 4/2012, 2/6/2013, 5/5/2017, 4/10/2018; 01/17/2020

POLICY 111: CORE PERFORMANCE STANDARDS

EFFECTIVE DATE: August 18, 2003

POLICY/ RATIONALE:

Because the Nursing Program seeks to provide as much as possible a safe environment for nursing students and their clients, students may be required to demonstrate physical and emotional fitness to meet the essential requirements of the nursing program. Such essential requirements may include freedom from communicable disease, the ability to perform certain physical tasks, and suitable emotional fitness. This policy is aligned with student learning outcomes related to critical thinking.

Any appraisal measures used to determine such physical and emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of handicap.

The essential requirements of the nursing program with examples of activities required of students during their nursing education are listed in the Essential Requirements of the Nursing Programs document. This document is based on The Americans with Disabilities Act: Implications for Nursing Education. Southern Regional Education Board (March 1993)

PROCEDURES:

1. A student with a documented disability who requires special learning accommodation(s) should contact the current Blue Ridge CTC student counselor.
2. Students are responsible for notifying and providing official documentation of their needs to their advisor, program director, course coordinator, and course instructor.
3. Students will complete a self-disclosure of ability to meet Core Competency Standards on admission to the Nursing Program and annually after that time.

CORE PERFORMANCE STANDARDS OF THE NURSING PROGRAM

General Abilities

To provide quality nursing care the student is expected to possess functional use of the senses of vision, touch, hearing, taste, and smell. All data received by the senses must be integrated, analyzed, and synthesized in a consistent and accurate manner. The student must be able to observe a patient accurately at a distance and close at hand. In addition, the individual is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement.

Observational Ability

The student is expected to be able to observe the patient/client holistically to accurately assess any health/illness alterations. Inherent in this observation process is the functional use of the senses and sufficient motor capability to carry out the necessary assessment activities.

Communication

The student is expected to be able to effectively communicate and receive communication, both verbally and non-verbally. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language. A candidate must be able to elicit information, describe changes in mood, activity and posture, and perceive non-verbal communications. A candidate must be able to communicate effectively and sensitively with patients.

Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

Motor Ability

The student is expected to be able to perform gross and fine motor movements required to provide holistic nursing care. Examples of care the student must be able to perform include turning, transferring, transporting, and exercising the patients/clients. The student is expected to have the psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions. Examples of emergency interventions reasonably required of nurses are cardiopulmonary resuscitation, the administration of parenteral medication, the application of pressure to stop bleeding, and the suctioning of obstructed airways. A candidate must also be able to protect the patients in emergency situations such as in the event of a fire. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, hearing, and vision. The student is expected to be able to maintain consciousness and equilibrium, and have the physical strength and stamina to perform satisfactorily in clinical nursing experiences.

Intellectual-Conceptual Ability

The student is expected to have the ability to develop problem solving skills and demonstrate the ability to establish care plans and set priorities. This includes the ability to measure, calculate, analyze, and synthesize objective as well as subjective data and make decisions that reflect consistent and thoughtful deliberation of the appropriate data. The student is expected to be able to listen, speak, read, write, reason, and perform mathematical functions at a level which allows

the student to process and understand the materials presented (in both a written and a verbal format) throughout his or her course of study.

Behavioral/Social Abilities

The student is expected to have the emotional stability to fully utilize his or her intellectual abilities, exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients/clients, families, and others responsible for health care. The student is expected to have the flexibility to function effectively under stress; that is, the individual is expected to be able to learn to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Concern for others, integrity, accountability, interest and motivation are necessary personal qualities.

Approved by ASN Faculty:8/2005

Revised: 4/16/2006, 2/6/2013

Reviewed: 8/16/2007, 12/12/2008, 5/5/2017, 01/17/2020

POLICY 112: DRUG CALCULATIONS

EFFECTIVE DATE: August 18, 2003

POLICY/ RATIONALE:

This policy is aligned to student outcomes related to critical thinking. To ensure patient safety in medication administration, students will take a drug calculation test at the beginning of the first, second, third and fourth semesters. The student must earn 80% on the test in order to participate in clinical learning activities for the semester.

A student who does not achieve a score of 80% will be permitted to take a second test on the same content after successful completion of remediation plan. The second test must be taken before the end of add/drop period. Because students are not permitted to participate in clinical activities if they cannot demonstrate drug calculation competency, students who fail the second test must withdraw from all nursing courses that semester.

Approved by ASN Faculty: 8/2005

Revised: 4/2006, 12/12/2008, 2/6/2013, 5/5/2017

Reviewed: 8/16/2007; 01/17/2020

POLICY 113: ATTENDANCE AT CLINICAL LEARNING ACTIVITIES

EFFECTIVE DATE: April, 2006

POLICY/ RATIONALE

This policy is aligned with student learning outcomes related to professionalism. Clinical learning activities encompass clinical, observations, workshops, and simulation activities or any related activities that account for clinical hours. Because of the unique nature of clinical learning activities and the potential disruption to patient care activities, students are expected to notify faculty if they will be late or absent. Similarly, faculty must ensure that each student meets the clinical objectives and outcomes for the course, but clinical hours and instructor availability are limited resources. Therefore, students will be held accountable for any missed clinical hours.

PROCEDURES:

1. Absences from clinical learning activities will only be excused under extenuating circumstances. Examples of extenuating circumstances include student illness or death in the student's immediate family. Routine doctor or dental appointments and prior work commitments are not considered extenuating circumstances.
2. The aforementioned examples are not meant to be exhaustive, and further extenuating circumstances will be reviewed by the nursing faculty on a case by case basis. The instructor, at his/her discretion, may require the student to provide evidence of the extenuating circumstance (such as a healthcare provider excuse or death certificate).
3. In the event of extenuating circumstances (as described above), students must notify the administrative assistant in the nursing office **by phone** no later than one hour prior to their scheduled activity.
4. If the student is unable to reach the administrative assistant, he/she must leave a message providing the instructor with a callback number.
5. Regardless of whether an absence is excused, all clinical learning activity hours must be made up in order for the student to pass the course. The student must make arrangements with the clinical coordinator and/or instructor for the approved make-up assignment on the next class day. This may involve hands-on activities in the clinical setting, skills lab, or simulation lab but depends entirely on location and instructor availability. Supplemental assignments may also be required at the discretion of the clinical coordinator/instructor for the student to meet the clinical outcomes for the course. The nursing program is not required to provide clinical time for make-up activities.
6. Students are expected to adhere to the policies and standards outlined herein and those prescribed by the clinical instructor/coordinator. As such, habitual absenteeism, tardiness, and/or unpreparedness will not be tolerated. Students who report for any clinical learning activity over 10 minutes late or unprepared will be dismissed from the clinical area and incur an unexcused absence for the day.
7. All unexcused absences and tardies will be accounted for in the student's course Clinical Evaluation and may affect his/her ability to receive a passing grade. If a student has more than one unexcused absence in a course, he/she will not receive a passing grade for clinical and must repeat the course.
8. Students who report to clinical in ill health will also be dismissed. An HCP excuse may be required to make up clinical hours due to illness.

9. **THREE STRIKES RULE:** If a student accrues three (3) unexcused absences throughout the course of the nursing program, he or she will be dismissed from the nursing program.

POLICY 113A: CLASSROOM (LECTURE) POLICY

Students are considered adult learners. The classroom is considered a forum for learning which requires professionalism and respect. Therefore,

1. Students are to be on time for lecture. A five-minute grace period will be allowed. After five minutes from the start of class, students will not be allowed to enter the classroom as the door will be locked for safety purposes. Students will be allowed to enter during the break and this late arrival will be counted as a tardy. A 5% final grade deduction will be applied for every three tardies received during the semester.
2. Rules of Respect for the Classroom are as follows:
 - a. Students/faculty are not to use cell phones during class time;
 - b. Faculty will provide break time;
 - c. No interruptions will be allowed while faculty or fellow classmates are speaking regarding lecture content;
 - d. Assignments that are due are not to be worked on during lecture (this applies to theory, clinical, and SIM/workshop). If any student submits an electronic assignment during lecture time, clinical time, or SIM/workshop time, the student will receive a zero for the assignment.

Approved by ASN Faculty: 08/2006

Revised: 12/12/2008, 02/06/2013, 05/16/2018, 08/29/2018, 01/17/2020

Reviewed: 08/16/2007, 05/05/2017

POLICY 114: METHODS OF EVALUATION-TESTING POLICY

EFFECTIVE DATE: April, 2006

RATIONALE:

Testing format is designed to provide consistency in evaluating student learning using program standards.

POLICY: Faculty may assess the nursing students' attainment/achievement of course objectives and competences through examinations.

PROCEDURES:

1. Examinations will be scheduled.
2. Students will have 1.5 minutes per question, unless otherwise specified, to complete each exam.
3. The final exam of each course will be comprehensive of all material covered during the semester.
4. Drug calculations will be on each examination.
5. To maintain the integrity of the nursing tests, the following protocol will be implemented:
 - a. All books, notes, book-bags, jackets, purses, etc. will be placed in front of the room.
 - b. All extraneous electronics, will be turned off or silenced and placed in the front of the room.
 - For those students using Apple computers, students will place all notifications on Do Not Disturb before logging into ATI; this will be verified by proctor.
 - c. If the student is expecting an emergency call during the test, the instructor will keep the cell phone and alert the student if there is a call.
 - d. Only a pencil, eraser, and school-supplied calculator will be allowed at the desk/table for the test.
 - e. No food or drinks will be allowed in the testing area.
 - f. No bathroom breaks will be allowed during the test.
 - g. All students will remain in the classroom until the test time is completed, unless otherwise directed by the faculty.
 - h. Students may sit in assigned seats, per the discretion of the faculty members.
 - i. Faculty will circulate throughout the room to monitor students.
 - j. Exams may be proctored by any faculty or Blue Ridge Representative.
 - k. Questions during an exam regarding any exam content will not be answered by proctor. If student is experiencing any technical difficulties he or she may raise their hand to alert proctor.
6. Faculty will perform an item analysis on all examinations. Note: Item analysis will not be completed until all students have taken exam.
7. Faculty has the right to place further restrictions on test review as deemed necessary.
8. No make-up examination will be provided unless there is an excused absence. Appropriate documentation (physician's note, etc. see attendance policy) is required. If the make-up exam is not completed within one week after the scheduled exam, the student will receive a "0" for that exam.

9. Quizzes may be given throughout the course as decided by faculty. Unless otherwise specified, quizzes may not be made up.

Approved by ASN Faculty:

Revised: 05/2010, 02/06/2012, 05/05/2017, 08/03/2018, 01/17/2020

Reviewed: 12/12/2008

POLICY 114-B: TEST SECURITY POLICY

EFFECTIVE DATE: August 2018

RATIONALE:

Testing security is designed to provide consistency in evaluating student learning using program standards. To ensure the security of all examinations, Blue Ridge CTC's ASN program has adopted the following policy and procedures.

POLICY: Students will be allowed to view incorrect exam or quiz questions after the item analysis has been completed using the following procedure:

PROCEDURES:

1. Exam review will take place individually in course faculty's office by appointment only.
2. All student belongings will be placed outside faculty's office, i.e. cellphones and smart watches, note-taking will be prohibited.
3. Course faculty may send recommended concepts to review to the class or discuss in class concepts needing review.
4. Formative learning contracts and/or summative learning contracts will be reviewed and signed by both faculty and student.

Approved by ASN Faculty: 07/26/2018

Revised: 01/17/2020

POLICY 116: DRUG TESTING

EFFECTIVE DATE: May 1, 2008

POLICY/RATIONALE:

The Blue Ridge CTC Nursing Program uses clinical agencies that require drug testing of all patient care providers. Nursing students must abide with this policy to be placed in these agencies. Drug screens are conducted on admission to the nursing program and can be obtained for causes of reasonable suspicion.

1. All drug screening is obtained through a college designated laboratory and must be completed prior to nursing program entrance.
2. Students pay for drug testing as a part of the tuition and fees.
3. A 10 panel drug screening will be completed.
4. Students will sign the consent form for testing. Refusal to sign the consent form will be treated as a positive admission of drug use.
5. Results for the testing will be sent to the Program Director and maintained in student files.
6. Results of drug testing are not shared with law enforcement; however behaviors that are potentially unlawful may be reported.
7. Students who have inconclusive results or diluted specimens may be required to have further testing performed. This testing is at the student's expense and is not a part of tuition and fees. Only one retest is allowed. Subsequent diluted specimens are cause for dismissal.
8. Students with positive results are not eligible for placement in clinical agencies and thus will not be able to complete course requirements and will be dismissed from the nursing program.
 - a. Students wishing to appeal a positive drug screen result based on the belief the test was incorrect may do so using the process defined by the testing laboratory. This repeated testing will be at student expense.
 - b. Students wishing to appeal a positive drug screen based on mistaken identification of the sample, will submit to hair analysis using the laboratory identified by the College. This testing will be at student expense.

Approved by ASN Faculty: 05/01/2008

Revised: 12/12/2008, 09/07/2010, 02/06/2013, 01/17/2020

Reviewed: 05/05/2017

POLICY 117: INCLEMENT WEATHER

EFFECTIVE DATE: October 10, 2008

POLICY/RATIONALE:

When nursing students are scheduled for clinical experiences off site of the College, individual clinical instructors may cancel the experience due to inclement weather. This policy is a supplement to college policies since clinical activities may occur outside of regular operating hours for the college.

PROCEDURE:

1. If the clinical instructor determines the weather conditions are not safe enough for student travel, he/she may decide to cancel the clinical experience. Students will be notified by clinical instructor.
2. If a student is scheduled for an observation experience where no clinical instructor is available, college announcements about cancellation will be followed. The student should notify the agency that school is closed and they will not be attending the observation. The student must also notify the instructor about the absence.
3. Make-up clinical experiences are available at the discretion of the clinical instructor. The instructor will make all arrangements for make-up sessions.
4. If the clinical instructor cancels a clinical, he/she will call the Nursing Office and leave a message. He/she will also notify the clinical agency where students were scheduled that the students will not be present.

Approved by ASN Faculty: 10/10/2008

Revised: 02/06/2013, 01/17/2020

Reviewed: 05/05/2017, 04/10/2018

POLICY 119: CLINICAL READINESS

EFFECTIVE DATE: August 19, 2010

POLICY/ RATIONALE:

In order to comply with the West Virginia Nursing Code and Legislative Rules 30-7-11 and 30-7-13 and to complete requirements for clinical agency placement; nursing students are required to have a criminal background check and meet health and immunization requirements upon enrollment in the ASN program. Tuberculosis screening and CPR certification have renewal requirements.

This policy aligns with student learning outcomes related to professionalism

PROCEDURE:

1. Nursing students must submit proof and maintain the following requirements in order to participate in clinical or lab classes:
 - a. Physical Examination by health care provider (HCP) upon acceptance into the program
 - i. Students will be given approved forms for immunization records and physical examination upon acceptance into the program
 - b. Current immunization status must be up to date for:
 - i. Measles, Mumps and Rubella
 - ii. Tetanus, Pertussis, and Diphtheria
 - iii. Polio series
 - iv. Varicella
 - v. If student cannot provide proof of immunization but has history of disease, blood titers must confirm immunity
 - vi. Annual influenza vaccination
 - vii. Hepatitis B
 1. First vaccination must be administered prior to orientation. Subsequent vaccinations in the series must be completed per CDC recommendations.
 - c. TB non-active verification
 - i. If student has had a previous positive PPD result or received BCG vaccination they must follow CDC recommendations for evaluation.
 - d. Current BLS certification as Health Care Provider through American Heart Association. Other BLS agencies will not be accepted
 - e. Completed criminal background check- Policy 102
 - f. Completed urine drug screening-Policy 116
2. For all nursing students: semester mandatories, health and immunization records, background check, and urine drug screening forms will be submitted through Black Board at the time of acceptance and annually, as required. For students progressing in the program, any recurring requirements will be completed and documentation presented by the first day of the semester when it would expire.
3. Students will submit required clinical readiness documentation through Black Board by the first day of class. If clinical requirements are not submitted by close of business on add/drop day, the student will be suspended from the program until the following

semester. Failure to complete the clinical requirements a second time, will result in dismissal from the program.

4. If a student requires medical care or has missed clinical experience because of health related issues, permission to return to clinical without restrictions must be given in writing by the HCP:
5. Students are not to come to clinical experiences if they have a potential communicable disease (fever, vomiting, diarrhea, infected skin lesions, etc.). Students must notify their clinical instructor before the beginning of clinical experience.

Approved by ASN Faculty: 08/19/2010

Revised: 02/06/2013, 05/2017, 01/17/2020

POLICY 120: STUDENT INJURY OR EXPOSURE

EFFECTIVE DATE: September 28, 2011

POLICY/RATIONALE: Due to the risk of exposure to infectious agents and the possibility of student injury during clinical experiences a process for managing occurrences is provided.

PROCEDURE:

1. Nursing students who are injured in the clinical setting must notify the clinical instructor or preceptor immediately.
 - a. In case of a clinical-site related injury, the student should follow the procedure (if one exists) prescribed by the institution or agency for students who are injured.
 - b. If the agency requires it, the student should complete an agency incident report.
 - c. If the student is treated in a hospital emergency room, neither BRCTC nor the agency will accept financial responsibility. The student must pay for care according to the policy of that agency.
 - d. The student may be sent home at the discretion of the instructor/preceptor and will be counted absent for that portion of the day. Clinical time missed may be made up at the discretion of course faculty.
2. Nursing students sustaining an accidental percutaneous puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines:
 - a. Stop the current activity
 - b. Thoroughly clean the wound with soap and water
 - c. Flush mucous membranes with large amounts of water
 - d. Report the occurrence immediately to clinical instructor/preceptor
3. The clinical instructor/preceptor should notify the administrator in charge of the agency/institution. This may be the nurse manager, infection control nurse, or other designee.
4. The student should follow the clinical agency policy (if one exists) for students regarding treatment.
 - a. An incident report should be completed according to agency policy.
 - b. If baseline and/or follow-up testing are required, students should contact their personal health care provider within 72 hours.
 - c. The emergency department should be used when the source is known to be HIV positive or active Hepatitis B, as prophylaxis should begin within hours of treatment.
 - d. The student is responsible for the cost of all follow-up testing and/or treatment.
5. The clinical instructor/preceptor should document the incident and actions taken and inform the Program Director as soon as possible.

Approved by ASN Faculty: 09/28/2011

Revised: 01/17/2020

Reviewed: 05/05/2017, 04/10/2018

POLICY 121: CLINICAL SKILLS

EFFECTIVE DATE: May 5, 2017

POLICY/ RATIONALE:

This policy is aligned to student outcomes related to critical thinking. To ensure patient safety using clinical skills, students will take a clinical skills test at the beginning of the first, second, third, and fourth semesters. The student must successfully complete all clinical skills assigned per semester in order to participate in clinical learning activities for the semester.

A student who does not achieve a passing score (based on pass/fail criteria) will be permitted to retest on the same content after successful completion of a remediation plan. Because students are not permitted to participate in clinical activities if they cannot demonstrate clinical skills competency, students will not be permitted to attend clinical until successful completion of all skills have been demonstrated and signed off by nursing faculty. The delay in this process through multiple remediation attempts may result in a deduction in the overall clinical grade (see policy 119 Clinical Readiness).

Approved by ASN Faculty: 05/2017

Reviewed: 04/10/2018, 01/17/2020

POLICY 122: SMOKING/VAPING

EFFECTIVE DATE: August 20, 2018

POLICY/ RATIONALE:

BRCTC is a tobacco free campus and nursing students are expected to adhere to this policy as professional nurses are expected to be role models of good health practices. Those nursing students who choose not to adhere to this policy are subject to disciplinary action, which may include a professional violation being added to their student record, up to dismissal from the nursing program.

Smoking and/or vaping prior to or during classroom and/or clinical learning activities is also prohibited. Students who are found to be in violation of this are subject to the same disciplinary action as smoking on campus.

Approved by ASN Faculty: 05/2018

Revised: 01/17/2020

POLICY 123: NATIONAL STUDENT NURSES ASSOCIATION CODE OF ETHICS
EFFECTIVE DATE: August 20, 2018

POLICY/ RATIONALE:

All nursing students will adhere to all policies and standards set forth in the [National Student Nurses Association's Code of Ethics](#). These policies and standards can be viewed at the following web address:

<https://www.nсна.org/nsna-code-of-ethics.html>

Approved by ASN Faculty: 05/2018

Revised: 01/17/2020

POLICY 124: PROFESSIONAL APPEARANCE
EFFECTIVE DATE: 12/12/18
APPROVED BY ASN FACULTY ON: 12/17/18

General Guidelines for Professional Appearance

1. Each nursing student is a representative of Blue Ridge CTC's Nursing Program and directly affects the public's and other professionals' views of our nursing program. Nursing students in uniform are expected to be professional looking at all times. If a student's clinical instructor believes that his or her appearance does not meet these expectations, the student will be asked to leave the clinical environment with an unexcused absence.
2. Students will wear uniforms of a unified color and style with specific embroidery identifying the program. The specific guidelines for each required item of the nursing uniform are given in detail below, followed by general guidelines for appearance while in uniform. Students not deemed appropriate for the clinical site will be sent home as unexcused.
3. Student scrub uniforms will be according to program requirements. Scrubs are to be worn for all clinical experiences unless otherwise specified. Polo shirts with nursing school identification and black scrub pants will be worn in selected clinical sites.
4. Tops, pants, and lab coats will be clean, pressed, and professional looking (this includes a proper fit).
5. The uniform is intended for clinical use only and should not be worn off campus except in an automobile to and from the clinical agency.
6. If wearing the clinical scrub uniform, students may wear a plain black long sleeve shirt under the uniform top. BRCTC nursing white coats are the only items that may be worn over either uniform while in the clinical setting. It is not acceptable to wear hoodies or any type of sweat clothing, scrub jackets, or anything with print/media showing.
7. Good personal hygiene including oral care is mandatory. Unclean, unkempt appearance, unpleasant body odor or breath odors, including smoke/vape odors, are not acceptable. Daily showering/bathing and use of deodorant are expected.
8. Strong scents are to be avoided. No perfume, cologne, or scented lotions are to be worn.
9. Name Tags will be worn on both the scrub top and white coat above the left breast pocket.
10. Shoes: For clinical scrub uniforms, any style of shoe is acceptable if it is clean, bland (no bright or excessive colors), professional looking, and poses no safety risk to the student or others. Clogs are not acceptable in some institutions and are therefore not allowed.
11. Hair must be arranged so that it is off the collar, neat, clean, and contained. No ornamental hair accessories are allowed. No headbands are permitted. Hair must be of a natural color. Facial hair should be neat and clean.
12. Only stud earrings are permitted, one per ear. No ear gauges or bars are allowed unless they are flesh-colored. The only other jewelry that may be worn includes a watch and wedding band.
13. All visible piercings must be removed during clinical, this included tongue piercings.

14. Fingernails must be clean and cut or filed so that the nail does not extend beyond the fingertip. Only un-chipped neutral-colored nail polish is allowed. No artificial nails or extenders are permitted.
15. Makeup should be neutral and used in moderation (“less is more”).
16. Underwear should not be visible through the nursing uniform.
17. Gum may not be chewed in the patient care areas.
18. Eating and drinking are permitted only in designated areas in compliance with Universal standards.
19. All tattoos must be covered during clinical with makeup or clothing.
20. Cell phones and smart watches are not permitted in patient care areas.
21. Laptops may only be used in designated areas away from patient care areas, as directed by clinical instructor.
22. Language: Polite and professional in nature. No profanity or vulgar slang is to be used.

Approved by ASN Faculty: 05/2018

Revised: 01/17/2020

POLICY 125: COMPLAINTS/CONFLICT RESOLUTION/CHAIN OF COMMAND
EFFECTIVE DATE: 12/12/18
APPROVED BY ASN FACULTY ON: 12/17/18

Formal complaints such as grade appeals, sexual harassment, or plagiarism are handled in accordance with Blue Ridge CTC policy.

Any student who has concern or conflict regarding a course, clinical, or other issue related to the nursing program is encouraged to use the following process: First, discuss the issue with the appropriate faculty member or staff involved. In the case of clinical, you may contact the Course Coordinator to see if the issue can be resolved at this level. The student may also want to confer with their advisor for guidance, as needed. If the concern is not resolved at the faculty level, the student may then contact the ASN Program Director to discuss the concern. The student should present a written description of the issue to the Director. If the issue remains unresolved, the student may then contact the Vice President of Enrollment Management and Allied Health. Students who do not follow this progression will be referred back to the appropriate level to address their concern.

Approved by ASN Faculty: 05/2018
Revised: 01/17/2020

POLICY 126: CLASSROOM REQUIREMENTS
EFFECTIVE DATE: 12/12/18
APPROVED BY ASN FACULTY ON: 12/17/18

CALCULATORS

During course examinations, students may use only calculators provided by the Nursing Program.

CHILDREN IN THE CLASSROOM

In recognition of the fact that content discussed in nursing classes often is not appropriate for children and that the presence of children can be distracting to others, students are not permitted to bring children to class.

CELL PHONES

Nursing students may carry cell phones in the vibrate mode to class. Cell phones are not to disrupt the classroom (i.e. texting and internet surfing/scrolling). Students should respond to calls at break time, except in emergencies. If possible, please discuss the potential for an emergency call ahead of time with the class instructor.

RECORDING DEVICES

Recording devices may only be used with the permission of the faculty member.

CLASSROOM TECHNOLOGY REQUIREMENTS

Students enrolled in the nursing program are required to own at least one laptop to enable the use of Blackboard and any other additional electronic references.

SUPPLIES

- Students will need to purchase a stethoscope, penlight, and trauma shears prior to the start of the program and must maintain throughout. Stethoscope covers are not permitted.
- Students must also wear a wristwatch with a second hand or digital timer in seconds while in clinical.

Approved by ASN Faculty: 05/2018

Revised: 01/17/2020

POLICY 127: CLINICAL REQUIREMENTS

EFFECTIVE DATE: 12/12/18

APPROVED BY ASN FACULTY ON: 12/17/18

CLINICAL AGENCY POLICIES AND PROCEDURES

It is the student’s responsibility to understand and adhere to specific clinical agency policies and procedures. The clinical faculty member will provide agency orientation prior to the start of the clinical experience. Orientation will include student parking and provisions for student personal belongings.

CLINICAL STUDENT IDENTIFICATION BADGES

Students will be issued a clinical student identification badge per clinical site at the start of each semester. Student badges must be worn with BRCTC identification badge on left breast during all clinical experiences. At the end of the semester each student must return their issued clinical student identification badges to the designated faculty member before their final grades will be released. There will be a \$5.00 charge for loss of badge per clinical site policy per semester.

PERMITTED CLINICAL SKILLS

Skill	West Virginia	Maryland	Virginia
Select IV push medications	YES	NO	YES
Select IV medication additives	YES	YES	YES
IV starts	NO	NO	NO
Blood product administration except Albumin and RhoGAM	NO	NO	NO
TPN or Lipids	NO	NO	NO
Central line dressings and meds (non-push)	YES	YES	YES
General patient care	YES	YES	YES
Documentation in clinical record	YES	YES	YES
One-on-one care or relief of staff for suicidal patient*	NO	NO	NO
*All skills listed above, unless specifically prohibited by state regulations; are under the discretion of the instructor and in accordance with agency policy.			
*Under NO circumstances are students to: <ul style="list-style-type: none">• Be the only provider in attendance with a suicidal patient• Take telephone or verbal orders from a physician• Delegate nursing care unless in specifically structured learning situation with instructor present			

TRANSPORTATION TO CLINICAL LEARNING ACTIVITIES

It is the responsibility of students to provide their own transportation to and from clinical sites.

Approved by ASN Faculty: 05/2018

Revised: 01/17/2020

POLICY 128: PROFESSIONAL BOUNDARIES
EFFECTIVE DATE: 12/12/18
APPROVED BY ASN FACULTY ON: 12/17/18

1. The nursing student is responsible for delineating and maintaining professional boundaries.
2. Students are to make appointments with course/clinical faculty via e-mail.
3. Students should expect a response within 24 hours during normal business days. Students should expect a response within 48 hours during the weekend.
4. Nursing students in all learning environments are not to give personal information such as social media accounts, phone number, or address of residence/work to clients.
5. At the completion of the clinical experience, nursing students are not allowed further contact with clients and their families.
6. Failure to maintain professional boundaries will be considered a violation of Program Standards of Professional Conduct and Safe Clinical Practice. (See Program Policy No. 108).

Approved by ASN Faculty: 05/2018
Revised: 01/17/2020

STUDENT NURSES ASSOCIATION

The Student Nurses Association (SNA) is a recognized student organization at Blue Ridge CTC, and is affiliated with the National Student Nurses Association. Membership in the SNA is available to pre-nursing and nursing students. The mission of the Blue Ridge CTC Nurses' Association is to enhance educational opportunities of the organizational members and to recognize the community's health disparities and needs. This organization will function to identify the needs of the surrounding community and schedule activities to aide in the promotion of health and the prevention of illness. The organization will strive to influence the future of healthcare as the new generation of nurses with an emphasis on lifelong learning, professionalism, therapeutic relationships, leadership, ethical practices, and intellectual development. All students are encouraged to participate in BRCTC SNA. Registration forms can be found in the nursing office. Meeting information is posted on Blackboard under Nursing Resources.

WHITE COAT

A White Coat Ceremony is an important ritual that welcomes nursing students, families, and mentors to the practice of nursing. It elevates the value of humanism as the core of healthcare. A nursing student's white coat symbolizes the transition from traditional learning and knowledge to scientific learning and clinical knowledge.

A nursing student's white coat is a badge of honor, showing the result of hard work and dedication. For nursing professionals, the white lab coat represents a commitment to scientific rigor, compassionate patient care, and identifies the wearer as a member of a community of professionals.

Each new nursing cohort will have the opportunity to participate in the Blue Ridge White Coat Ceremony

PINNING CEREMONY

A pinning ceremony is held for each graduating nursing class. This is a recognition by the faculty of the graduates entering the profession of nursing. Participation in the ceremony is optional. Students who participate purchase a school pin and a Nightingale lamp. A faculty advisor works with the graduating class in planning the ceremony. Graduating students may invite family and friends to attend the ceremony. All nursing students are welcome to attend convocation.

All funding for the ceremony is paid by the participating students. Faculty members conduct the pinning ceremony, but students are encouraged to develop a meaningful program surrounding the pinning.

Once students are pinned, they are encouraged to wear the pin on their graduation gown if they decide to walk.

NURSING SKILLS/SIMULATION LAB ETIQUETTE

1. ***Do not bring food or drink*** in the skills or simulation labs. If you bring food or drink with you, you may place it on the counter inside the skills lab door before entering.
2. ***Wash your hands*** or use hand sanitizer upon entering the lab.
3. ***Do not enter the lab unattended*** by a lab assistant or nursing faculty member.
4. ***Follow standard precautions.*** Wash your hands regularly and place all sharps/syringes in the appropriate sharps containers. All unused sharps/syringes must be returned to the locked storage room after use.
5. ***Attend each activity*** as scheduled. Skills labs, simulations, and clinical workshops are considered clinical learning activities and, thus, fall under Policy 113 (Attendance at Clinical Learning Activities) of your student handbook. Please see this policy for guidelines regarding clinical/lab absenteeism, tardiness, and preparedness. You are responsible for rescheduling missed skills lab and simulation hours and/or obtaining an alternate assignment from your instructor at his/her discretion. Make-ups of all clinical/lab hours must take place before the end of the semester in order to pass the course (regardless of whether they are excused). Make-up times and assignments are entirely up to instructor, lab, and clinical site availability. Unexcused absences/tardiness will be subject to policy guidelines and will also be reflected on your Clinical Evaluation.
6. ***Follow the dress code.*** You must wear your community uniform—as outlined in the student handbook—to each scheduled skills lab activity and clinical workshop. You must also wear your clinical uniform—as outlined in the student handbook—to each scheduled simulation. Failure to do so may result in dismissal from the activity and an unexcused absence.
7. ***Bring all necessary supplies*** with you to each scheduled activity. Your nursing supplies and assessment equipment (stethoscope, penlight, etc.) are required for each skills lab, clinical workshop, and simulation.
8. ***Use professional behavior.*** This includes (but is not limited to): keeping the noise level to a minimum, addressing faculty/instructors and each other in a professional manner, abstaining from negative/inappropriate verbal and nonverbal communication, and avoiding cell phone use unless on break or utilizing a reference.
9. ***Leave the lab how you found it.*** If you take out any supplies or equipment, return them to their appropriate homes. Do not dispose of supplies that can be reused (i.e. catheters, trachs, oxygen/suction equipment, etc.). If supplies become worn and require replacement, notify the lab assistant(s) or clinical coordinator. Clean up after yourselves, and do not leave personal belongings behind.
10. ***Do not release any information*** regarding clinical learning activities to your peers. If you tip off your peers about activities and simulations, you hinder their ability to learn and gain the most from the experience. Similarly, do not discuss the performance of your peers with other students. Either action is unprofessional and will not be tolerated.

BLUE RIDGE CTC ASN PROGRAM STUDENT HANDBOOK AGREEMENT

I have read and reviewed the ASN Student Nursing Handbook and I agree to the terms for all content contained therein.

BLUE RIDGE CTC NURSING SYLLABI AGREEMENT

I acknowledge that I have received information regarding this course. I understand this information is available in the course syllabus in writing, and is subject to change. I have reviewed the information with my instructor, have asked questions, and thoroughly understand my responsibilities as I participate in this course. I understand that it is my responsibility to check the course syllabus daily for changes or adjustments to the schedule and to check BlackBoard/e-mail for updates.

CLINICAL ATTENDANCE POLICY ACKNOWLEDGEMENT

I have reviewed a copy of the Clinical Attendance Policy of the ASN Program Student Handbook and read it in its entirety. I agree to the terms of the aforementioned policy and understand that I am accountable for clinical attendance as described. I understand that unexcused absences will be dealt with cumulatively as described in the policy.

NURSING SKILLS / SIMULATION LAB ETIQUETTE AGREEMENT

I have read and understand the Nursing Skills/Simulation Lab Etiquette (page 42) and agree to follow the guidelines it sets forth.

Student Signature

Date

Printed Name