BLUE RIDGE

COMMUNITY AND TECHNICAL COLLEGE

ASN PROGRAM STUDENT HANDBOOK

Academic Year
2021-2022

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WELCOME

Dear Nursing Student,

On behalf of the faculty, I am pleased to welcome you to a new academic year in the Nursing Program. For some of you, this year marks the beginning of your nursing education. For others, this is the year in which you expect to complete your nursing program and qualify for licensure as a Registered Professional Nurse.

By enrolling in the Associate of Science in Nursing Program, you have committed yourself to a challenging educational process. The nursing faculty has prepared this Nursing Student Handbook as a source of valuable information that you will need to be successful as a nursing student. Once we have reviewed its contents during the Annual Nursing Assembly, you are responsible for adhering to the requirements and policies described in the Handbook. Keep it in a place where you can refer to it often during the academic year.

The nursing faculty is committed to helping you to succeed in the nursing program. We are partners with you in the learning-teaching process, and we are available to assist you in any way that we can. Best wishes for a successful and fulfilling year.

Blythe Burner, MSN, RN

Assistant Dean of Nursing

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. Personals 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. Use the nursing process 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.

CORE PERFORMANCE STANDARDS *(formerly Policy 111)*

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 Nursing Program has identified Core Performance Standards that outline specific technical standards related to cognitive, sensory, affective and psychomotor performance requirements of program participation. Under ADA regulation, Blue Ridge CTC cannot base admission, acceptance, or continued enrollment on the core performance standards. Instead, "these standards are used to assist applicants and students in the determination of need for ADA related accommodations and medications. The core performance standards are intended to constitute an objective measure of:

- A qualified applicant's ability with or without accommodations to meet the program performance requirements.
- Accommodations required by a matriculated student who seeks accommodations under the ADA" (Southern Regional Education Board).

It is the student's responsibility to seek accommodations through the Office of Accessibility Services (OAS).

PROCEDURES:
1. Students must sign an attestation statement regarding the Core Performance Standards upon admission and annually thereafter.
2. Students who identify as persons in need of accommodations or have further questions regarding accommodations should contact the OAS Student Development Coordinator.
3. Further documentation to support the accommodation may be requested by the OAS.
4. The OAS may confer with the Nursing Program to determine whether an accommodation is reasonable, particularly in the context of the Core Performance Standards and clinical environment.

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: 08/2005
Revised: 4/16/2006, 2/6/2013, 8/4/2021

STANDARDS OF PROFESSIONAL CONDUCT AND SAFE CLINICAL PRACTICE
(formerly Policy 108)

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. Abstain from using tobacco while on Blue Ridge CTC campus according to its tobacco-free campus designation.
4. Comply with all other policies of assigned clinical sites.
5. Demonstrate respect toward clients and their families, peers, faculty, staff members, and others in the clinical, classroom, and social media settings.
6. Demonstrate integrity.
7. Use standard and transmission-based precautions in all patient care activities.
8. Promptly report any error to the faculty member and to other appropriate clinical personnel.
9. Comply with Nursing Program and clinical agency dress policies.
10. Arrive at the designated time for clinical learning activities.
11. Maintain appropriate professional role boundaries.
12. Demonstrate the application of previously learned clinical competencies.
13. Any other standards that faculty deem 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 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 observe a violation of professional conduct, he/she will complete the violation form, discuss the incident with the student and forward the form to the Assistant Dean of Nursing to be placed in the student's file.

b. The Assistant Dean of Nursing may choose to take additional action if there are three violations on file or if the Assistant Dean of Nursing or faculty deem a violation is of a serious nature. Faculty will consider these situations individually. The Assistant Dean of Nursing 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.

NATIONAL STUDENT NURSES ASSOCIATION CODE OF ETHICS *(formerly Policy 123)*

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.nsna.org/nsna-code-of-ethics.html

Approved by ASN Faculty: 05/2018
Revised: 01/17/2020
Reviewed: 05/22/2020, 01/04/2021

PROFESSIONAL BOUNDARIES *(formerly Policy 128)*

The nursing student is responsible for delineating and maintaining professional boundaries. The following procedures outline best practices to this end.

PROCEDURES:
1. Students are to make appointments with course/clinical faculty via e-mail.
2. Students should expect a response within 24-48 hours during normal business days. Students should expect a response within 48-72 hours during the weekend.
3. 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.
4. At the completion of the clinical experience, nursing students are not allowed further contact with clients and their families.
5. 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, 8/4/2021

GRADING *(formerly Policy 104)*

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 progressing to the next nursing course. See College Catalog for a more detailed definition.

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 78.0% or higher on test averages but does not earn an accumulative 78.0% 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.

Approved by ASN Faculty: 08/2005
Revised: 05/2004, 02/06/2013, 05/05/2017; 01/17/2020, 05/22/2020, 09/02/2020, 01/04/2021

PROGRESSION AND RETENTION *(formerly Policy 106)*

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 six semesters, not to include summer terms, from initial admittance into the program. Students must maintain continuous enrollment in nursing courses, not to include summer terms, unless a Leave of Absence is granted (see Leave of Absence or Withdrawal Policy). Program progression depends on successful completion of course prerequisites and ability to complete program within time allotted. Additionally, in order to successfully progress and remain in the nursing program, students must:
- Maintain a cumulative GPA of 2.0 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 unresolved incomplete grade in a nursing course may not take any subsequent nursing courses until successful completion of said course.
- A student who drops or withdraws from a theory course also must drop or withdraw from any co-requisite clinical course in that semester (as applicable).
- 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 attempt NURS 240 twice, even if the student repeated a previous course.

PROCEDURES:
1. Students scoring below a 78% on any nursing exam are strongly encouraged to meet with their course instructor. A remediation plan will be prescribed at this time.
2. 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.
3. Students who receive a grade of D, F, or W in a nursing course and are to repeat the course are required to complete a remediation plan with the instructor prior to repeating the course. Students may need to attend additional classes and/or purchase different textbooks, resources, supplies, or equipment to meet the requirements for the course.
4. If a student receives a grade of D, F, or W more than once for any nursing course, he/she will be dismissed from the program and will not be eligible for readmission.
5. Any student who is admitted into the nursing program but drops or is dropped from all nursing courses prior to the conclusion of the add/drop period for the first semester (for any reason) must apply for admission again in a subsequent semester under the admission requirements in effect at the time of reapplication.
6. Students may appeal faculty decisions according to the procedure outlined in the Blue Ridge CTC Student Handbook.

LEAVE OF ABSENCE OR WITHDRAWAL

Students must sometimes interrupt their studies for a variety of reasons. A student may leave the Blue Ridge CTC Nursing Program by either taking a leave of absence (leaving the program temporarily with a firm and stated intention of returning) or by withdrawing from the program (leaving the program with no intention of returning). Procedures for requesting either are outlined below. These procedures are in place to provide a means for student tracking, advisement, and support during circumstances that may affect academic success.

Certain stipulations regarding a leave of absence will be adhered to as follows:

- Students admitted conditionally, who have not met the requirements for full admission, may not apply for a leave of absence.
- No more than two total semesters of leave can be granted throughout the program.
- If the requested leave follows a semester wherein the student received a grade of D, F, or W in a nursing course, no more than one semester of leave can be granted.
- If the requested leave is initiated during a term, College policies for attendance and withdrawal must be followed as applicable and must adhere to the Progression and Retention Policy.
- The granting of a student leave must not result in the student exceeding the number of semesters required for program completion from initial acceptance.

PROCEDURES:

1. If a nursing student does not intend to take nursing courses in a given semester, not including summer sessions, but wishes to remain enrolled in the nursing program, he/she must submit a Leave of Absence/Program Withdrawal Request Form (Addendum A) to the Assistant Dean of Nursing indicating the reason for the leave and intended semester of return and schedule an interview with his/her advisor and/or the Assistant Dean of Nursing to discuss the impact on progression and academic success.

2. If a nursing student intends to voluntarily withdraw from the nursing program, he/she must also submit a Leave of Absence/Program Withdrawal Request Form (Addendum A) to the Assistant Dean of Nursing indicating the reason for the withdrawal.

3. These procedures do not replace Blue Ridge CTC procedures for leave or withdrawal, and students are responsible for understanding and adhering to College policy.

4. Students who are requesting a leave of absence due to medical reasons will be required to provide supporting documentation and may be asked to consult with Student Services as deemed necessary. Additional documentation regarding medical clearance upon return may be required.

5. If a leave of absence is requested, there must be evidence that once these circumstances are resolved, the student would be able and committed to continuing the program of study. This determination is made by the Assistant Dean of Nursing after an interview with the student and review of the clinician's recommendation when indicated.

6. Approval must be granted by the Assistant Dean of Nursing in writing to the student (with a copy to the academic advisor and Enrollment Management) after consultation with the student.

7. If a student does not intend to return from leave at the conclusion of the leave period, he/she must notify the Assistant Dean of Nursing at least 30 days prior to the first day of classes and submit a new Leave of Absence or Withdrawal Form. Failure to do so will result in dismissal from the program. Submission of this form does not guarantee that an extension will be granted.

8. Students returning from a leave of absence may be required to attend orientation or remedial activities and submit to repeat background/health requirements. This will be determined on a case-by-case basis.

9. While on leave from the nursing program, students must also follow College policies for maintaining an active student status. If the student becomes inactive, he/she may be required to apply for readmission to the Nursing Program (see Readmission Policy).

10. If these leave of absence procedures are not followed and a nursing student does not register for nursing courses in a given semester prior to the end of the add/drop period, the student will forfeit his/her seat in the program and will be required to apply for readmission to the Nursing Program (see Readmission Policy).

11. Students may appeal faculty decisions according to the procedure outlined in the Blue Ridge CTC Student Handbook.

Approved by ASN Faculty: 8/4/2021

READMISSION

A student who either voluntarily withdraws from or is dismissed from the nursing program and seeks reentry must follow certain procedures and meet certain standards for readmission. This policy outlines such standards and procedures.

A student is eligible for readmission to the nursing program only one time. Readmission will not be granted to those who have:
- Previously received a grade of D, F, or W in two or more nursing courses.
- Previously incurred a violation(s) of the Standards of Professional Conduct and Safe Clinical Practice or other reprimand.

PROCEDURES:

1. Students seeking readmission to the program must submit a new application and supplementary materials by the application deadline for the semester.
2. Consideration for readmission will include the admission requirements in effect at the time of reapplication.
3. Readmitted students must start over in the course progression,
4. Students readmitted to the program may be required to attend orientation or remedial activities and submit to repeat background/health requirements. This will be determined on a case-by-case basis.
5. A student who withdraws from the college or otherwise is no longer enrolled in the college must apply for readmission to the college prior to resuming the nursing program. Readmission to the nursing program does not replace college readmission requirements, and if college readmission is denied, the student is not eligible to continue in the nursing program.

Approved by ASN Faculty: 8/4/2021

TRADITIONAL CLASSROOM (LECTURE) POLICY *(formerly Policy 113-A)*

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

1. Students are expected to attend lecture and to be on time. **Each instructor may implement syllabus policies for enforcement purposes.**

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).

ONLINE CLASSROOM (LECTURE/SIMULATION) POLICY *(formerly Policy 113-B)*

Online (or virtual) lecture may be utilized in times of college closure, inclement weather, exposure prevention, or sudden/planned faculty unavailability for traditional classroom learning. Because the ASN Program at BRCTC is a traditional program, online lecture should be limited, unless extenuating circumstances exist. Similar to the traditional classroom, the online classroom is considered a forum for learning which requires professionalism and respect. Therefore,

1. Students are to be on time for virtual lecture. **Each instructor may implement syllabus policies for enforcement purposes.**

2. Rules of Respect for the Online Classroom are as follows: (Students who do not follow these rules may be removed from class at faculty discretion.)
   a. Verbal communication is expected as part of a professional learning environment;
   b. ***All online activities are recorded, unless noted;***
   c. Students will be expected to minimize distractions during class time (ie driving, children, pets, music, etc.). Microphones should be muted unless speaking to the class;
   d. Faculty will provide break time;
   e. No interruptions will be allowed while faculty or fellow classmates are speaking regarding lecture content;
   f. Assignments that are due are not to be worked on during lecture (this applies to theory, clinical, and SIM/workshop).

GENERAL REQUIREMENTS

PRESENCE OF CHILDREN

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 the classroom setting. It is strongly recommended that reliable childcare be arranged well in advance of all scheduled learning activities (classroom or clinical).

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. Individual faculty may have more strict classroom policies regarding cell phones.

Cell phone use is prohibited during clinical experiences. Students should only check cell phones during break time in prescribed locations provided by the clinical facility.

SUPPLIES

Students will need to purchase a stethoscope, blood pressure cuff, 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.

CLASSROOM TECHNOLOGY REQUIREMENTS

Students enrolled in the nursing program are required to have access to:
1. Reliable high-speed internet.
2. A **laptop** computer that can fully charge and hold a charge for the length of a test (NO iPads, tablets, phones, or other mobile devices are to be used, especially for online testing). A desktop may be used at home, but a laptop must be used for in-seat testing.
3. Webcam with microphone (internal or USB) - 320x240 VGA resolution (minimum).
4. A quiet, private location for online proctoring when applicable.
5. The Microsoft Office applications (available for free via campus Office 365 account).
6. The free Firefox web browser (most compatible with Blackboard/other BRCTC applications).
7. The free Google Chrome web browser (most compatible with ATI & Proctorio).
   *Must have Proctorio browser extension installed for ATI testing (see Test Security policy).
8. The free Adobe Reader software.
9. The Respondus LockDown Browser installed (link provided separately).
10. Removable storage (i.e., USB flash drive) or cloud-based storage account (e.g., Dropbox, OneDrive, Google Drive) for file management.
11. Scanner and printer (or ability to scan and print)

Specific technological requirements for regularly-used programs are listed below:
- ATI: https://atitesting.com/technical-requirements
- Proctorio: https://proctorio.com/support/requirements
- Respondus LockDown Browser & Monitor:
  https://support.respondus.com/support/index.php?/Knowledgebase/Article/View/89

Technical Support

For help with…	Contact
Blackboard	E-Learning Help Desk / elearn@blueridgectc.edu / (304) 260-4380 x 2349
Respondus	E-Learning Help Desk / elearn@blueridgectc.edu / (304) 260-4380 x 2349
E-mail	IT Help Desk / support@blueridgectc.edu / (304) 260-4380 x 2236, x 2238
Microsoft Office	IT Help Desk / support@blueridgectc.edu / (304) 260-4380 x 2236, x 2238
ATI	ATI Support / https://atitesting.com/contact / (800) 667-7531 or Live Chat via link
Proctorio	Proctorio Support / (855) 530-0985

Accessibility and Privacy Information

Product	Accessibility Policy	Privacy Policy
Blackboard	https://www.blackboard.com/accessibility.html	https://www.blackboard.com/legal/privacy-policy.html
Microsoft Office	https://www.microsoft.com/en-us/accessibility/office	https://privacy.microsoft.com/en-us/privacystatement
Firefox	https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we	https://support.mozilla.org/en-US/products/firefox/protect-your-privacy
Adobe Reader	https://www.adobe.com/accessibility/products/reader.html	https://www.adobe.com/privacy/policy.html
Proctorio	https://proctorio.com/about/accessibility	https://proctorio.com/privacy-policy
Respondus	https://web.respondus.com/accessibility-lockdown/	https://web.respondus.com/privacy/
ATI	https://atitesting.com/technical-requirements	https://atitesting.com/technical-requirements

For more information regarding test security software, see separate Test Security policy.

Approved by ASN Faculty: 05/2018
Revised: 01/17/2020, 05/22/2020, 01/04/2021, 8/4/2021

TESTING FORMAT (formerly Policy 114)

Testing format is designed to provide consistency in evaluating student learning using program standards. Faculty may assess the nursing students' attainment/achievement of course objectives and competences through examinations.

PROCEDURES:
1. Examinations will be scheduled.
2. If a test is administered in-person, unless otherwise specified, students are responsible for bringing a laptop computer that meets the technological requirements specified by the testing platform and test security service to the classroom. (Other test security procedures are outlined in the following Test Security Policy.). The laptop must be functional, fully charged, and capable of holding a charge for the entire exam. *No iPads, tablets, or other mobile devices are permitted.*
3. If a test is administered remotely, unless otherwise specified, students are responsible for having a laptop/desktop computer that meet the technological requirements specified by the testing platform and test security service. (Other test security procedures are outlined in the following Test Security Policy.). *No iPads, tablets, or other mobile devices are permitted.*
4. Students are responsible for all course objectives, whether the material is covered in a lecture setting or not.
5. Students will have 1.5 minutes per question, unless otherwise specified, to complete each exam. In a proctored environment, students shall not "pause" their exam. If a student pauses their exam, he or she will receive one warning. If exam is paused again, the instructor will stop the offending student's exam, and he/she will earn a zero (0%) grade.
6. Office of Accessibility Services (OAS) policies for accommodations testing will be followed.
7. The amount of time available to the student to complete his/her exam begins at the scheduled time specified by the instructor. No additional time will be given to the student who is late entry.
8. The final exam of each course will be comprehensive of all material covered during the semester.
9. Drug calculations will be on each examination.
10. Faculty shall grant no extra credit on any exam.
11. Faculty will perform an item analysis on all faculty created examinations to exclude the Drug Calculation exam given at the beginning of each semester. Note: Item analysis may not be completed until all students have taken exam.
12. No make-up examination will be provided unless there is an excused absence. Absences will only be excused under extenuating circumstances. Examples of extenuating circumstances include student illness or medical condition, jury duty, military leave, or death in the student's immediate family. *Routine doctor or dental appointments, prior work commitments, lack of childcare, previously scheduled vacations or activities, and traffic delays are not considered extenuating circumstances.* The aforementioned examples are not meant to be exhaustive, and other extenuating circumstances will be reviewed on a case-by-case basis. If a student seeks for an absence to be excused, he/she must submit proper documentation to the Office of Accessibility Services (OAS) for further determination.

TEST SECURITY

To ensure that academic integrity is upheld in the testing environment, specific test security procedures must be followed.

PROCEDURES:
1. To maintain the integrity of nursing tests in the live classroom environment, 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 front of the room.
    a. 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 scratch-paper 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/she may raise a hand to alert proctor.

2. When taking any online exam, follow these guidelines:
    a. Select a location where you won't be interrupted.
    b. Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
    c. Turn off all mobile devices, etc. and don't have them within reach
    d. Clear your area of all external materials — books, papers, other computers, or devices.
    e. Remain at your desk or workstation for the duration of the test.
    f. No food or drinks will be allowed in the testing area.
    g. No bathroom breaks will be allowed during the test.
    h. To produce a good webcam video, do the following:
        i. Avoid wearing baseball caps or hats with brims
        ii. Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
        iii. If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
        iv. Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

3. Test security services for online testing will be required. Such services may include lock-down browsers, remote proctoring, or other programs/software. Specific guidelines for each service currently utilized are outlined here, but this will remain flexible to any adoptions made throughout the academic year.

Respondus can be utilized for any examinations administered through Blackboard
   a. The use of the LockDown Browser will be required for all exams administered through Blackboard (whether proctored in the classroom or remotely). LockDown Browser is a custom browser that locks down the testing environment within a learning management system.
   b. Respondus Monitor (the webcam feature) will be required for any exam requiring remote proctoring. With Respondus Monitor, students use a webcam to record themselves during an online exam. Afterward, flagged events and proctoring results are available to the instructor for further review.
   c. Getting Started *(it is the student's responsibility to follow these steps PRIOR to test day)*:
      i. Watch this short video to get a basic understanding of LockDown Browser and Respondus Monitor: https://web.respondus.com/lockdownbrowser-student-video/
      ii. Then download and install LockDown Browser from a link provided by the college.
      iii. To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam without doing so.)
      iv. For additional details on using LockDown Browser, review this Student Quick Start Guide: https://web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-Bb-Student.pdf
      v. **Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.**
   d. For remotely proctored tests administered with a webcam (Respondus Monitor) - ensure LockDown Browser and the webcam are set up properly by:
      i. Start LockDown Browser, log into Blackboard, and select this course.
      ii. Locate/select the Help Center button on the LockDown Browser toolbar.
      iii. Run the Webcam Check and, if necessary, resolve any issues.
      iv. Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
      v. Exit the Help Center and locate the practice quiz.
      vi. Upon completing and submitting the practice quiz, exit LockDown Browser.
   e. If technical difficulties are encountered with Respondus LockDown Browser or Monitor, the student should contact the E-Learning Help Desk @ (304) 260-4380 x 2349.

Proctorio is integrated into ATI and can be enabled for any assessment administered within ATI. Once enabled, video of student activity is recorded and analyzed by Proctorio. The system then generates an interactive report for the faculty, flagging moments of potential interest for review.
   a. Getting Started *(it is the student's responsibility to follow these steps PRIOR to test day):*

i. Launch Google Chrome (no other browser may be utilized with Proctorio): When you're ready to take a proctored exam, you will need to use Google Chrome with the Proctorio extension. If not already installed, download the browser from https://www.google.com/chrome/.

ii. Install the Proctorio browser extension from this link: https://getproctorio.com/. This process only needs to be done once. The extension will update automatically.

iii. Check to see if your camera works in Chrome using https://webcamtests.com/.

iv. Check your microphone works in Chrome using https://www.onlinemictest.com.

v. Ensure your internet speed is between 0.5 - 1 Mbps. You can test your internet speed using www.speedtest.net.

vi. Have a school or government-issued ID card available.

vii. Find a well-lit space, and be ready for a room scan prior to the assessment.

viii. One piece of blank paper to be used during assessment. Please destroy the paper upon completion of the exam.

ix. For more detailed instructions on how to access and take a remotely proctored test in ATI, please refer to the Student Quick Start Guide: ATI Remote Proctoring with Proctorio (available here: https://atitesting.com/docs/default-source/proctoring/student_remoteproctoringproctorio_qsg_10-20-20.pdf?sfvrsn=2).

b. To ensure you are comfortable with Remote Proctoring with Proctorio, you should complete a dry-run assessment prior to exam day. You can find this dry-run assessment via the student portal > Test tab > Remote Proctoring Dry-Run. IMPORTANT: Take this dry-run exam at least one or two days prior to the ATI assessment in order to allow time to troubleshoot any issues. Ensure that you are taking the dry run on the same device in which you will be taking the ATI proctored assessment.

c. If technical difficulties are encountered with Proctorio, the student should contact Proctorio via 24/7 technical support at (855) 530-0985. If the student continues to have technical issues after contacting Proctorio, they may contact the BRCTC IT Help Desk.

d. If the student experiences issues when installing the Proctorio Chrome extension, he/she should refer to the Support icon within the student portal of ATI.

TEST REVIEW *(formerly Policy 114-B)*

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.

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 concepts needing review in the classroom setting.
4. Formative learning contracts and/or summative learning contracts will be reviewed and signed by both faculty and student.
5. Faculty has the right to place further restrictions on test review as deemed necessary.

Approved by ASN Faculty: 07/26/2018
Revised: 01/17/2020, 05/22/2020, 09/10/2020, 8/4/2021

STANDARDIZED TESTING *(formerly Policy 109 and Policy 109-B)*

ATI is used as an assessment tool and for students to prepare for standardized tests, such as 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 student fees. This fee includes national comprehensive testing of particular subjects and review modules.

ATI CONCEPT-BASED & PHARMACOLOGY ASSESSMENTS

One *proctored* Concept-Based Assessment (Levels 1, 2, 3, or 4) will be administered during the course of each semester of the ASN Program, along with Pharmacology and Predicator Assessments. Couse placement for each proctored assessment will be based on how thoroughly assessment concepts have been covered to each given point in the curriculum.

For students in **Cohort 0522 and beyond**:
- Students in NURS 115 will take the Level 1 Concept-Based Assessment.
- Students in NURS 135 will take the Level 3 Concept-Based Assessment.
- Students in NURS 215 will take the Level 2 Concept-Based Assessment and the Pharmacology Assessment.
- Students in NURS 240 will take the Level 4 Concept-Based Assessment and the Comprehensive Predictor Assessment.

For students in **Cohort 1221**, course placement must also consider what assessments have been taken:
- Students in NURS 240 will take the Pharmacology Assessment (mid-semester) and the Comprehensive Predictor Assessment (1-3 weeks before final exam).

Grading of ATI Concept-Based & Pharmacology Assessments
The total of all points awarded for the Concept-Based Assessment and Pharmacology Assessments **will account for 10% of the final grade** in the course administered. The grading procedures are as follows:

PRACTICE ASSESSMENT			
Practice Assessment A + Remediation = *4 points*			
Complete *Practice Assessment A or B (as assigned)*, <u>then:</u> Complete *Remediation* **(**after initial attempt): Minimum 1-hour Focused Review and take Post Study Quiz.			
Student MUST take Practice Assessment A or B (as assigned) and complete the remediation prior to scheduled proctored assessment (see syllabus for due date). If incomplete, a 0% will be awarded for the entire ATI Assessment grade.			
STANDARDIZED PROCTORED ASSESSMENT (based on Proficiency Level)			
Level 3 = *4 points*	**Level 2 = *3 points***	**Level 1 = *1 points***	**Below Level 1 = *0 points***
Complete *Remediation* (after initial attempt) based upon level achieved.			
Remediation = *2 points*	**Remediation = *2 points***	**Remediation = *2 points***	**Remediation = *2 points***
> 1-hour Focused Review For each topic missed, complete active learning template for remediation.	> 2-hour Focused Review For each topic missed, complete active learning template for remediation.	> 3-hour Focused Review For each topic missed, complete active learning template for remediation.	> 4-hour Focused Review For each topic missed, complete active learning template for remediation.
Total = *10/10 points*	**Total = *9/10 points***	**Total = *7/10 points***	**Total = *6/10 points***

ATI PREDICTOR ASSESSMENTS

Grading of ATI Comprehensive Predictor Assessment

The ATI RN Comprehensive Predictor Assessment will be administered in the final nursing course (NURS 240) as an assignment grade and **will account for 10% of the final grade**. The grading procedures are as follows:

PRACTICE ASSESSMENT			
Practice Assessment + Remediation = _4 points_			
Complete *Practice Assessment A or B (as assigned)*, <u>then:</u> Complete *Remediation* (after initial attempt): Minimum 1-hour Focused Review and take Post Study Quiz.			
Student MUST take Practice Assessment A or B (as assigned) and complete entire remediation prior to scheduled proctored assessment (see syllabus for due date). If incomplete, a 0% will be awarded for the entire ATI Assessment grade.			
STANDARDIZED PROCTORED ASSESSMENT (based on Passing Predictability)			
95% or above = _4 points_	**92% or above = _3 points_**	**90% or above = _1 points_**	**Below 90% = _0 points_**
Complete *Remediation* (after initial attempt) based upon level achieved.			
Remediation = _2 points_	**Remediation = _2 points_**	**Remediation = _2 points_**	**Remediation = _2 points_**
> 1-hour Focused Review For each topic missed, complete active learning template for remediation.	> 2-hour Focused Review For each topic missed, complete active learning template for remediation.	> 3-hour Focused Review For each topic missed, complete active learning template for remediation.	> 4-hour Focused Review For each topic missed, complete active learning template for remediation.
Total = _10/10 points_	**Total = _9/10 points_**	**Total = _7/10 points_**	**Total = _6/10 points_**

ATI REAL LIFE RN VIRTUAL SCENARIOS

ATI Real-Life Scenarios may be administered during nursing courses to help meet clinical standards. Completion will count as an assignment grade as outlined by the syllabus with the following distinctions:

Designation	Score
Strong designation	100%
Satisfactory designation	86%
Needs Improvement designation	78%

CLINICAL REQUIREMENTS *(formerly Policy 127)*

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.

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 chest 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. 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	NO	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	NO	NO	NO
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: - 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 RELATED TO CLINICAL LEARNING ACTIVITIES

It is the responsibility of students to provide or arrange their own transportation to and from clinical sites. Students are not allowed to leave the clinical site at any time during clinical hours unless dismissed.

CLINICAL READINESS *(formerly Policy 119)*

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
            1. Titer confirming immunity is acceptable in lieu of vaccination record.
        ii. Tetanus, Pertussis, and Diphtheria (Tdap) vaccination
        iii. Varicella
            1. Titer confirming immunity is acceptable in lieu of vaccination record.
        iv. Annual influenza vaccination
        v. Hepatitis B
            1. First vaccination must be administered prior to due date for clinical readiness paperwork. Subsequent vaccinations in the series must be completed per CDC recommendations. Titer confirming immunity or signed declination/waiver is acceptable in lieu of vaccination record.
        vi. COVID-19 vaccination
    c. Tuberculosis (TB) non-active verification
        i. If student has had a previous positive TB test 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
    f. Completed urine drug screening
    g. Other documentation or paperwork as designated by clinical agencies or nursing program
2. All documentation and forms will be submitted at the time of acceptance and annually, as required. For students progressing in the program, any recurring requirements will be completed by the first day of the semester when it would expire.
3. Students will submit required clinical readiness documentation by the designated submission date. If clinical requirements are not submitted on time, 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. A designated health form may be required, as deemed necessary by the nursing program.

Approved by ASN Faculty: 08/19/2010
Revised: 02/06/2013, 05/2017, 01/17/2020, 8/4/2021

CRIMINAL BACKGROUND CHECKS *(formerly Policy 102)*

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 Assistant Dean of Nursing. 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 Assistant Dean of Nursing 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 Assistant Dean of Nursing.
6. Students must report any action against a regulated health care license or certificate within 10 days of occurrence to the Assistant Dean of Nursing.

Approved by ASN Faculty: 08/2005
Revised: 08/16/2007, 11/2008, 09/07/2010, 02/06/2013, 8/4/2021

DRUG TESTING *(formerly Policy 116)*

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 or at the request of clinical agencies.

PROCEDURES:
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. Missing a deadline provided by a college designated laboratory will be treated as a positive admission of drug use.
6. Results for the testing will be sent to the Assistant Dean of Nursing and those faculty/staff that validate clinical requirements and will be maintained in student files.
7. Results of drug testing are not shared with law enforcement; however, behaviors that are potentially unlawful may be reported.
8. 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.
9. Students with positive results are not eligible for placement in clinical agencies, 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 repeat testing will be at student expense.
   b. Students wishing to appeal a positive drug screen based on mistaken identification of the sample may do so by submitting to hair analysis using a college designated laboratory. 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, 8/4/2021

DRUG CALCULATION EXAM (formerly Policy 112)

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 90% on the test in order to participate in clinical learning activities for the semester.

A student who does not achieve a score of 90% will be permitted to take retest(s) on the same content ONLY after he/she have successfully completed remediation as determined by faculty. Remediation may involve online modules, group workshops, or individual tutoring. Only one (1) retest is permitted and must be completed before the end of the add/drop period at a time specified by faculty. Because students are not permitted to participate in clinical activities if they cannot demonstrate drug calculation competency, students who do not achieve a score of 90% on the drug calculation test before the end of the add/drop period must drop or withdraw from all nursing courses that semester.

A student who achieves a 90% but scores less than 100% will not be required to retest but must identify the problem type(s) missed and submit a remedial assignment as determined by the faculty. If the remedial assignment is not submitted by the due date specified by faculty, the student will receive a final grade deduction of 5% for the course.

CLINICAL SKILLS CHECK-OFF *(formerly Policy 121)*

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 impact attendance at clinical activities (see Attendance at Clinical Learning Activities policy) and performance on the Clinical Evaluation Tool.

Approved by ASN Faculty: 05/2017
Reviewed: 04/10/2018, 01/17/2020, 05/22/2020, 01/04/2021

ILLNESS, INJURY, & EXPOSURE POLICY *(formerly Policy 120)*

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 or become ill while 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. The Attendance at Clinical Learning Activities policy will apply to the absence.
   e. Transportation from the clinical setting is the responsibility of the student.
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. Immediately:
      i. Stop the current activity.
      ii. Thoroughly clean the wound with soap and water.
      iii. Flush mucous membranes with large amounts of water.
      iv. Report the occurrence immediately to clinical instructor/preceptor.
   b. 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.
   c. The student should follow the clinical agency policy (if one exists) for students regarding treatment.
   d. An incident report should be completed according to agency policy.
   e. If baseline and/or follow-up testing are required, students should contact their personal health care provider within 72 hours.
   f. 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.
   g. The student is responsible for the cost of all follow-up testing and/or treatment.
   h. The clinical instructor/preceptor should document the incident and actions taken and inform the Assistant Dean of Nursing as soon as possible.

Approved by ASN Faculty: 09/28/2011
Revised: 01/17/2020, 8/4/2021

ATTENDANCE AT CLINICAL LEARNING ACTIVITIES *(formerly Policy 113)*

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. 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.

PROCEDURES:
1. Absences from clinical learning activities will only be excused under extenuating circumstances. Examples of extenuating circumstances include student illness or medical condition, jury duty, military leave, or death in the student's immediate family. *Routine doctor or dental appointments, prior work commitments, lack of childcare, previously scheduled vacations or activities, and traffic delays are not considered extenuating circumstances.*
2. The aforementioned examples are not meant to be exhaustive, and other extenuating circumstances will be reviewed on a case-by-case basis. If a student seeks for an absence to be excused, he/she must submit proper documentation to the Office of Accessibility Services (OAS) for further determination and notify the instructor in writing that the submission has been made.
3. Prior to any absence from a clinical learning activity, students <u>MUST</u> **email** the clinical coordinator **and** clinical instructor no later than one hour prior to their scheduled activity. If a cell phone number of the clinical instructor is provided, students should also **call** the clinical instructor; if he/she does not answer, students should leave a voicemail. Failure to notify before this time frame (unless the student is incapacitated for an excused reason) will be deemed an unexcused absence.
4. 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.
5. Nursing students are not to come to or remain within clinical experiences if they have or develop a potentially communicable disease. Symptoms of a potentially communicable disease are outlined by the Centers for Disease Control & Prevention (CDC) and often by clinical agencies.
6. Students who *unforeseeably become ill or are injured while in the clinical setting* may be dismissed but will incur an excused absence for the day. See Illness, Injury, & Exposure Policy.
7. Students who *report to clinical already ill or who are deemed impaired at any point* will be immediately dismissed and will incur an unexcused absence for the day; the student may also be found in violation of the Standards of Professional Conduct and Safe Clinical Practice.
8. Regardless of whether an absence is excused, all missed clinical learning activity hours must be made up in order for the student to pass the course. The student must make specific 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 outcomes for the course. The nursing program is not required to provide clinical time for make-up activities.

9. All unexcused absences and tardies will be accounted for in the student's course Clinical Evaluation Tool and may affect his/her ability to receive a passing grade.

10. **If a student has more than one unexcused absence in a course**, he/she will not receive a passing grade for clinical and must withdraw from the course for the semester. This will be subject to the Progression and Retention Policy.

Approved by ASN Faculty: 8/2018
Revised: 8/4/2021

INCLEMENT WEATHER *(formerly Policy 117)*

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 the clinical instructor at least one (1) hour in advance, unless extenuating circumstances exist.
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 Assistant Dean of Nursing and/or the clinical coordinator and leave a message. He/she will also notify the clinical agency where students were scheduled that the students will not be present.
5. If Blue Ridge CTC closes due to inclement weather, all clinical experiences will be cancelled for the day.

Approved by ASN Faculty: 10/10/2008
Revised: 02/06/2013, 01/17/2020, 8/4/2021

PROFESSIONAL APPEARANCE

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 wine scrub pants will be worn in selected clinical sites.
4. Tops, pants, and lab coats will be clean, pressed, and professional looking (including 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 white or navy 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, including 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 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 standard 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.

COMPLAINTS/CONFLLICT RESOLUTION/CHAIN OF COMMAND *(formerly Policy 125)*

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 associated theory course faculty 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 Assistant Dean of Nursing to discuss the concern. The student should present a written description of the issue. 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, 8/4/2021

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 CEREMONY

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 CTC 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. You must also wear your clinical uniform—as outlined in the student handbook—to each scheduled clinical experience, with the exception of mental health clinical. (A clinical experience is any experience for which you earn clinical hours. These include clinical, observations, workshops, and simulations.) 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. ***<u>Leave the lab how you found it</u>***. 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.

ADDENDUM A: LEAVE OF ABSENCE/PROGRAM WITHDRAWAL REQUEST FORM
BRCTC ASN Program

Please review the ASN Program Student Handbook policy for Leave of Absence or Withdrawal prior to submission of this request.

Full Name:_____ Date:_____

C#:_____ Email:_____@blueridgectc.edu

Personal Email:_____ Phone:_____

Date of Last Attendance:_____

Please check the appropriate box:

☐   I am planning to withdraw from the ASN Program but intend to take courses outside of nursing with Blue Ridge CTC.
_____ (Initial) I have submitted a change of major form with Registrar.

☐   I am planning to withdraw from the ASN Program and do not intend to take any further courses with Blue Ridge CTC.

☐   I am requesting a Leave of Absence and plan to return on (date) _____.
_____ (Initial) I have completed an interview with my advisor and/or the Assistant Dean of Nursing to discuss the impact this may have on program progression and academic success. Date of Interview:_____ Advisor/ADON Initials:_____
_____ (Initial) I understand that, should my program curriculum or plan of study change or cease during my Leave of Absence, I will be required to follow the curriculum/plan of study offered at the time of my return or reapply for admission to the program. I also understand that completion of this petition does not constitute approval for a Leave of Absence. Approval makes me eligible for a leave, which is granted in writing by the Assistant Dean of Nursing. It is my responsibility to communicate directly with my College regarding the disposition of my petition. I agree to return on the date indicated. If I cannot, I am required to contact my college 30 days prior to my return date to discuss the options open to me.

Reasons for Request (please check the appropriate box):
☐   Academic
☐   Finances
☐   Medical
☐   Military Service
☐   Personal
☐   Other (Briefly Describe) _____
_____

Student Signature:_____ Date:_____

Advisor Signature:_____ Date:_____

Assistant Dean of Nursing Signature:_____ Date:_____

RETURN TO: Nursing Program @ nursing@blueridgectc.edu and the Assistant Dean of Nursing (via email)

OFFICE USE ONLY: ☐ Signed form emailed to Enrollment Management and Registrar

ADDENDUM B: BRCTC 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. I have reviewed the information, have asked questions, and thoroughly understand my responsibilities as I participate in the nursing program.

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 may require me to repeat a course, as defined by the policy.

NURSING SKILLS / SIMULATION LAB ETIQUETTE AGREEMENT

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

_____   _____

Student Signature   Date

_____

Printed Name