

Associate Degree Nursing



Student Regulations

Handbook

2014-2015

Table of Contents

Mission, Philosophy, Accreditation and Affiliations.....	3
Student Learning Outcomes.....	3
Programs of Study.....	4
Admission Requirements.....	4-5
Transfer Students.....	5
Readmission Students.....	5
Denial of Admission.....	5
Student Obligation to Report Charges.....	5
Audit Students.....	6
Grading Policy.....	6
Testing Policy.....	6-7
Standardized Computer Testing.....	7
Scoring of Quizzes.....	8
Quiz Return Process.....	8
Academic Honor Code/Nursing Organizations.....	8-9
Administrative Dismissal.....	9
Attendance/Tardy.....	9-10
HIPPA/Liability Insurance.....	10
Clinical Sites/Clinical Expectations.....	10-11
Clinical Performance.....	11-12
Lab.....	12
Alcohol, Drug and Tobacco Use.....	12
Student Grievance and Appeal.....	13
Intimidation/Harassment.....	13
Classroom Expectations.....	13
Acceptable Use of Social Media.....	13
Change of Name/Address.....	13
Review of Student Progress.....	13-14
Inclement Weather.....	14
Physical & Emotional Health.....	15
Dress Code.....	15-16
General Expecations of Gaston Nursing Students.....	16
OSHA Guidelines.....	17
Family Rights and Privacy Act.....	17
Class Officers.....	17-18
Revision of Handbook.....	18

APPENDIX GUIDE

- APPENDIX A Evaluation of Physical &Emotional Health
- APPENDIX B Immunizations
- APPENDIX C Accommodations for Religious Observances
- APPENDIX D Policy for Misdemeanors or Felonies
- APPENDIX E Cell Phone & Social Networking Policy
- APPENDIX F Hepatitis B Vaccine Declination
- APPENDIX G Influenza Vaccine Declination
- APPENDIX H Gaston College’s Learning Environnent Statement
- APPENDIX I Student Persistence and Success Plan Statement



Gaston College
Gaston College
Department of Nursing

In support of the college mission statement, the nursing program of study prepares graduates to practice entry level nursing according to the core components of nursing practice as outlined by the North Carolina Board of Nursing and National League for Nursing.

Mission

The mission of the nursing program is to provide accessible, high quality nursing education to meet the diverse and changing healthcare needs of the service area.

Philosophy

The philosophy of the nursing program is to facilitate health, quality of life and achievement of potential for individuals.

The Nursing Program is approved by the *Accreditation Commission for Education in Nursing (ACEN)* www.acen.org
3343 Peachtree Rd. NE, Suite 850 Atlanta, GA 30326
404-975-5000

Competent Graduate

The following outcomes will be met by each graduating student from associate degree nursing:

Student Learning Outcomes

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
9. Prioritize assessments and client-centered nursing interventions relevant to clinical decision making.

Programs of Study

LPN –to-RN – This curriculum is an accelerated hybrid option for the Licensed Practical Nurse to prepare them to sit for the NCLEX-RN exam.

Traditional ADN (RN) – The traditional Associate Degree Nursing Program curriculum provides students with a framework to become an integral part of the healthcare team and prepares students to sit for the NCLEX-RN exam.

RIBN (Regionally Increasing Baccalaureate Nurses) – This is a four year nursing option where students are dually enrolled to both UNC Charlotte and Gaston College.

Admission Procedures

For information regarding General Admission Requirements for the Associate Degree Nursing, LPN-RN and RIBN Option Programs, refer to the **Gaston College Academic Catalog** also available online at www.gaston.edu. Please refer to program information sheets available from the Counseling Center, Health Programs Advisor, or nursing department.

Admission Policies Related to All Nursing Programs

1. All admissions to the nursing program are conditional pending receipt of the "Student Medical Form for Programs that Require Health Forms in North Carolina Community College System Institutions." The form must be completed in its entirety and must demonstrate evidence of a physical exam within 6 months prior to the date of the submission of the form. The student should refer to **APPENDIX A & B** for statements regarding satisfactory physical and emotional health and guidelines regarding immunization and other requirements for admission.
2. Prospective students with known or suspected communicable or other serious illnesses are ethically and legally obligated to evaluate their health status in view of client safety. In addition, a physician's statement must be provided documenting that the disease state has been resolved or adequately controlled.

ADA (American Disability Act)

The nursing program operates in accordance with ADA guidelines and follows Gaston College ADA Policy.

The Counselor for Special Needs may be reached at (704) 922-6220 or in Myers Center Room 231. See the Gaston College Student Handbook for more details.

Additional Admission Information/Requirements

1. Students will be given instructions and due dates upon admission to the program for the following:
 - A. Drug screening
 - B. Fingerprinting
 - C. Background checksThese are required by the clinical agencies and The North Carolina Board of Nursing. Clinical agencies have the right to refuse any student's access to their facility. If the clinical facility refuses to allow the student to do clinical at the facility based on said findings, the student would not be allowed to continue in the program.

NOTE: All information should be accurate to the best of the applicant's knowledge. Giving false information or withholding necessary information to the college/program may result in dismissal from the college/program.

4. Applications for Summer Semester and Fall Semester admissions will be accepted during the preceding Fall Semester. See website for specific dates www.gaston.edu.
5. Applicants will be notified by the chairperson of the Traditional ADN nursing department, chairperson of the LPN, coordinator of the LPN to RN option, or RIBN Student Success Advocate by mail of their admission status. Those students meeting admissions requirements and not admitted

will either be placed on a waiting list or be denied admission for that academic year. It is highly recommended that students meet with college counselor to increase chances of being admitted the following year.

Transfer Students

Transfer students will be required to meet the same admission criteria as other students. Placement of the student into the sequence of the nursing program will be determined on a case by case basis by the admission, progression and graduation (APG) committee and after the examination of the student's previous course syllabi. The student may be asked to complete but not limited to a skill competency test or achieve a benchmark on standardized computer assessment(s) as set forth by the nursing faculty.

Readmission Students

A student seeking to return to a nursing program of study following a withdrawal and or an unsuccessful course completion will be limited to one time. When a student has withdrawn from or failed a nursing course, readmission will be considered on an individual and space available basis by the APG Committee with decisions based on the following:

- A. Interview with the APG Committee if requested.
- B. Academic and clinical experience at the college
- C. Actions taken to remedy problem that interfered with prior success, if relevant.
- D. Anticipated probability of success upon reentry
- E. Have a GPA of 2.0 or above ATI grades/levels
- F. Absences/Tardies
- G. Current on CNA registry, CPR and PPD
- H. Additional documentation from the student and or other faculty members to facilitate the review process as needed.

Readmission Process

A student who fails or withdraws from more than one nursing course is *ineligible* to reapply for readmission to the program.

NOTE: Students on academic, clinical and or laboratory probation/suspension will be denied readmission to the nursing programs at Gaston College.

When applying for readmission the following steps must be followed:

1. A dated, written request for readmission shall be submitted to the chairperson/ program coordinator within 1 month of leaving the program.
2. Readmission letters should be submitted with the following information: Student name, mailing address, email, phone number, course in which student withdrew or failed and a statement requesting readmission status along with steps for future success in the nursing program.
3. A statement of physical and mental health must be submitted if deemed appropriate by the Admissions Committee.

A maximum of **12 months** may lapse between leaving the program for any reason and the semester for which readmission is requested/desired. After this time period, a student is only eligible to apply for admission to the total program as long as this does not exceed the specified policy of one readmission.

Denial of Admission

If a student has been denied readmission by the APG Committee the student is ineligible to reapply for the same option of the nursing program in which they were denied readmission. In addition the student is limited to one time.

Student Obligation to Report A Misdemeanor or Felony

Students are required to report any charges of misdemeanors or felonies to the Health Education Compliance Specialist (See Appendix D)

Audit Students

Students readmitted to a nursing course will be required to audit the course prior to the one in which they are seeking readmission. (For example, if a student was unsuccessful in NUR 112, the student will then have to audit and pay for NUR 111, the course prior to NUR 112). In addition the student must take all quizzes in the audit course as well as the final exam and complete the audit course with a minimum of an 80 average. The overall final grade will be determined by a total of 75% of total grade from quizzes and 25% for final exam. The student shall hold the ultimate responsibility for determining necessary updates prior to the repeated nursing courses. Readmitted students shall be held to the same standards of evaluation and performance as continuing/current students. Nursing faculty shall set specific requirements for re-admitted students and it is the student's responsibility to meet all requirements set forth by the faculty.

The **FINAL DECISION** concerning readmission of students rests solely within the nursing department chairperson/coordinator with input from the APG Committee and the nursing faculty.

The readmissions policies and procedures shall be evaluated on an annual basis by the entire nursing faculty with recommendations by the APG Committee.

Grading Policy

Nursing students are evaluated on their performance in theory, campus laboratory and clinical experiences.

1. Grades represent the following values in the Nursing Programs:

A = 92%-100% (Superior)
B = 85%- 91% (Above Average)
C = 80%- 84% (Average)
D = 74%- 79% (Failure)
F = 74% & below(Failure)
Clinical/Lab = Satisfactory/Unsatisfactory

2. Nursing courses must be taken in sequence with a minimum grade of "C" in all nursing courses in order to progress each semester.
3. Non-nursing courses in the curriculum must be taken before or concurrently with nursing courses according to the published curriculum course sequence.
4. The "S" (Satisfactory) and "U" (Unsatisfactory) may be used as a clinical/lab grade. An "S" in the clinical/lab component of the course results in a passing grade for the course. A "U" results in a grade of "F" for the course.
5. An "I" (Incomplete) is a temporary grade and must be removed within the time period identified, by the 12th week of the following semester. Failure to do so results in a grade of "F".
6. Final course grades will be available online for all students at the end of each term. Grades will not be provided over the telephone.
7. Students who believe that there is a discrepancy in their grade should follow their chain of command (course instructor, course coordinator, chairperson).

Quiz Policy

Faculty may assign seats for testing.

- A. Students will wear "classroom student ID badge" to testing room. This is the standard Gaston College student ID badge.
- B. Students are encouraged to leave the following items locked safely in their vehicles. These items will have to be placed away from the student's testing site in a designated place if brought into the testing room.
 1. All textbooks
 2. Folders
 3. Articles of clothing
 - a. Head gear such as caps, hoodies, visors, etc.
 - b. Overcoats

- c. Zip jackets
 - d. Bulky clothing
 - 4. Book bags
 - 5. Purses
 - 6. Plastic/rubber bracelets
 - 7. Lozenges, candy and/or wrappers
 - 8. Tissue packs
 - 9. Lip balm or lotion
- C. Students are not permitted to have any personal electronic devices in the testing room. This includes but is not limited to laptops or cell phones. Simple calculators are permitted. Cell phones are not permitted as calculators.
- D. Drinks / food of any type are not allowed in the testing area.
- E. Students will have an empty seat on either side of them if room space allows. Blank paper will be provided for students to cover their answer sheets. Cover sheets are taken up with test booklets.
- F. Students will write their name and section number on answer sheets and test booklets. Students will be monitored consistently throughout testing.
- G. Students will sign statement at the top of each test *“I understand that the material on this test is confidential. I agree that I will not divulge any items, including the stem or distracters with other students. I understand that if I should violate this agreement there will be consequences”*.
- H. Students are not allowed to ask for clarification of test questions during the testing period.
- I. Students will sit quietly in their seats until the testing period is complete or as directed by course instructor(s). All students will be dismissed as a group at the end of the testing period unless otherwise stated by the instructor.
- J. Students who are unable to attend a unit examination or final examination must contact the instructor(s) for the course prior to the stated time for the examination. Failure to do so may result in the student receiving a 0 for the examination.

The student must make arrangements on the day of examination for the make-up examination (if one is allowed by the instructor). The type of make-up exam will be at the discretion of the instructor(s). Repeated absence for scheduled exams may result in denial of any make-up exams resulting in a 0 grade for the exam. The instructional team may not allow the students to attend a class, clinical or lab until the makeup test is completed.

- K. Students who are late for a unit or final examination will have the remaining time which is allotted for the examination.

Standardized Computer Testing

The Nursing Program uses a wide variety of NCLEX® preparation assessments during nursing school. These assessments not only prepare students for the NCLEX, but they also help them gain critical thinking skills and a comprehensive nursing knowledge base needed to be a competent nurse. These computerized tests have certain levels/benchmarks that must be obtained each semester. A student must achieve a passing grade in the course prior to any additional points being added to their overall grade from computerized testing each semester. Although students will not receive a failing grade for standardized tests results the student may receive an incomplete if levels/benchmarks are not met prior to next course or graduation.

Scoring Quizzes

In the nursing program the scoring of quizzes is achieved through a standardized method. Quizzes are written by faculty and objectives are matched to each question to ensure content is covered and goals are met. Students will use a bubble sheet to fill in their answers for each quiz and that bubble sheet will be scanned electronically and analyzed by the course instructor(s). Therefore it is imperative that students fill in the bubble sheet prior to the end of quiz time, if a student fails to complete the bubble sheet in its entirety those questions will be counted wrong. Each question is reviewed for validity based on the statistical data.

Quiz Return Process

Guidelines for returning answer sheets and quiz booklets:

1. Appropriate method of quiz return will be determined by the course instructional team.
2. Faculty will schedule a specific time to return quizzes with entire class present. Students are not allowed to take quiz booklets out of the classroom.
3. Students should sit quietly in their seats as grade sheets and booklets are returned and reviewed, unless otherwise instructed by nursing faculty member.
4. Quiz return will not be done during class time, so student attendance is optional.
5. Students are not allowed to write down quiz questions when quiz booklets are being reviewed. Students should not approach faculty with questions while faculty are returning tests. Students may make an appointment with faculty to clarify answers at a time convenient to both parties.
6. All personal items and books are to be placed in designated areas during return.
7. Students must turn in quiz booklets to faculty prior to being dismissed from the test return session.
8. Faculty and staff are not permitted to release quiz results or grades over the phone or via e-mail. Quiz grades will be posted on Blackboard at the discretion of the instructional team.
9. Students can make an appointment to review a unit quiz or final exam within 2 weeks after the quiz or exam is given.

Academic Honors Program

The Nursing Program at Gaston College creates opportunities for academically successful students to be recognized. Students meeting certain criteria will be invited to join the honor society during their 4th semester of nursing coursework in the traditional ADN program or the last semester of the LPN-RN program.

Nursing Student Organizations

Nursing students are encouraged to participate in the Student Nurses Association (SNA) at Gaston College. Through participation students grow professionally as they collaborate with other local chapters and the state and national associations. Student officers will be elected annually for this organization.

The faculty advisor guides the SNA activities and meetings. Membership fees are required to participate

Gaston College local chapter dues \$10.00

National SNA dues \$40.00 (www.nсна.org).

Honor Code

Academic Dishonesty – including but not limited to:

Cheating offering, providing or accepting unauthorized support or assistance in completion of any task, project, academic assignment or test.

Plagiarism – representing the ideas, language or created work of another person or person's as one's own. This includes violation of Copyright laws.

Falsification/Fabrication – Falsifying information for any reason or fabricating information, grade, data, citation, or reference. Falsification of patient care provided.

It is expected that all students promote the highest standard of ethical conduct. Students are expected to demonstrate honesty and integrity in both the classroom and clinical setting. Violation of the honor code will subject a student to disciplinary action including possible dismissal from the nursing program.

Administrative Dismissal

A student may be administratively dismissed from the nursing program after review by the APG committee if it is determined that the student:

1. Presents physical or emotional problems which conflict with safe practices and do not respond to appropriate treatment or counseling within a reasonable period of time.
2. Has a disability for which reasonable accommodations will not prevent unsafe clinical practices.
3. Poses a significant danger or threat of harm to person or to property.
4. Interferes with the rights of others.
5. Loses access to clinical facility placement.
6. Tests positive for alcohol/drugs according to the procedures in the Alcohol, Drug, Tobacco Policy.
7. Violates HIPPA policies, code of conduct or honor code.

Attendance

The curriculum in the nursing program is designed for class attendance/participation and it is assumed that students will be present. Students who miss class, regardless of reason will be responsible for the work missed. Specific course attendance requirements are communicated at the beginning of each semester and are outlined in each course overview. A student may be withdrawn from a course by faculty when the allowed hours of absenteeism have been exceeded (see "Student Responsibility" Class Attendance Gaston College Catalog.) In online and hybrid classes, the student is expected to log-on regularly, course overview provide specific expectations.

*Accommodations for excused absences for religious observances will be made. See policy **APPENDIX C**.*

- A. When a morning and afternoon class session is required on the same day, each session's attendance is marked separately.
- B. Leaving any class or clinical lab session early results in an "ED" - early departure. Two "ED's" equal one absence.
- C. Students absent from clinical, due to illness, for two or more consecutive days may be requested to submit, upon return, a licensed health care provider's statement of reason for absence and ability to return to clinical to perform safely all aspects of client care without limitations.
- D. "LPN to RN Alternate Schedule Option" students will meet for nursing courses as arranged by Coordinator of the LPN to RN Option. Failure to do so may result in the student being placed on probation.
- G. Attendance at campus laboratory experiences is expected at the times designated. A satisfactory evaluation is required for each return demonstration. The student has one opportunity to repeat an unsatisfactory lab performance. The second return is to be rescheduled by the student at the instructor's convenience before the next required lab return if still unsatisfactory may result in dismissal from program. In the case of unavoidable absence, the student must notify the campus lab instructor prior to

the student's scheduled return. Failure to do so will result in an unsatisfactory.

- H. Attendance at campus laboratory practice sessions are scheduled for the enrichment of the student's learning experiences. Students are strongly encouraged to attend these sessions.
- I. Attendance in the clinical area is mandatory. Failure to attend a clinical experience may result in an unsatisfactory grade for that clinical day. In addition, students may be required to complete an alternative assignment in order to meet clinical objectives.
- J. Two clinical unsatisfactory grades will result in a clinical probation.
- K. Three (3) clinical unsatisfactory or failure to meet all clinical objectives will result in a failure (F) for the course.

Tardiness

1. Any student not present at the end of roll call is marked absent.
2. Any student arriving after roll call is responsible for seeing the instructor immediately after class to have the attendance record corrected.
3. Two tardies will equal one absence.

Unattended Children

Students and employees are strongly discouraged from bringing minor children with them to campus. See the Gaston College Handbook for more detail.

HIPPA

Students must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) that sets forth regulations safeguarding client confidentiality. The information that students gather in regard to client care assignments in the clinical setting may not be stored on any personal electronic device including but not limited to laptops, smartphones and recording services. Failure to comply with the HIPPA privacy standards will result in disciplinary action.

Liability and Health Insurance

1. Professional liability insurance is required for all students. This insurance is arranged through the College Business Office. Each nursing student will be responsible for paying the premium along with other course fees.
2. Gaston College nor the affiliating institutions are responsible for any medical expenses incurred as a part of the educational process. Students are responsible for obtaining their own health insurance policy and/or paying for any medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences (i.e. strained back, needle stick, testing for HIV, falls).

Student Clinical Sites

The Nursing Program at Gaston College uses a wide variety of clinical sites in order to meet the program objectives and provide students with a well-rounded clinical experience.

Hospitals:

CaroMont Regional Medical Center – Gastonia, NC
Catawba Valley Medical Center – Hickory, NC
Charlotte Institute of Rehabilitation – Charlotte, NC
Cleveland Regional Medical Center – Shelby, NC
Frye Regional Medical Center – Hickory, NC
Kings Mountain Hospital – Kings Mountain, NC
Carolinas Healthcare System

Long Term Care:

Several Long Term Care Agencies Utilized

Specialty Focus:

Holy Angels, Belmont, NC
Mount Holy Rehab – Mount Holly, NC

Clinical Expectations

Satisfactory performance in the clinical component of each nursing course is the student's responsibility and is required in order to obtain a passing course grade. General Clinical requirements for all nursing courses are as follows:

- A. Must maintain current CPR certification by the American Heart Association, Red Cross, or other agencies approved by the department chair.
 - 1. Punctuality is considered essential to a satisfactory performance.
 - 2. Attendance is required at all scheduled clinical sessions and is a requirement for a satisfactory grade in the course. In the case of unavoidable absence, the student must notify the clinical instructor in advance of the clinical experience. Failure to do so may result in a clinical probation. Clinical experiences will need to be made up if missed.
- B. Body cleanliness is mandatory with adequate bathing, use of deodorant, and oral hygiene.
- C. The student must check with the instructor or preceptor before documenting client data.
- D. Students will not be allowed to leave or come to a unit for personal reasons except at the discretion of the instructor. Students leaving the unit for any reason must notify the instructor.
- E. Each student is to prepare for the clinical experience according to specific nursing course requirements under the direction of the clinical instructor.
- F. Students are responsible for their own transportation to and from all clinical, laboratory, and class activities.
- G. Clinical experiences may be scheduled mornings, afternoons, evenings and on weekends at various clinical sites.
- H. Second level Associate Degree Nursing students working with nurse preceptors during the final semester are expected to abide by all Gaston College policies as well preceptor policies outlined in the course overview.
- I. Students must submit evidence of annual PPD-TB skin test, chest x-ray results (if appropriate), or evidence of a recognized TB screening if the student is a recent converter. Students will not be permitted to attend clinical until evidence is submitted. If the student's most recent PPD has been more than 12 months to the day, a 2-step PPD skin test will be required.
- J. Students are required to have on file each year by October 1st an influenza immunization or assigned declination of vaccine. By declining the student is stating that they will follow whatever protocol set forth by clinical agencies, such as wearing a mask during the clinical setting time should that be the policy of the agency.

Clinical Performance

A satisfactory performance in the clinical and campus laboratory experience is required in order to pass a nursing course. Performance, preparation, and punctuality are considered in the clinical and campus laboratory evaluation.

- a. Students not consistently meeting clinical and/or campus lab requirements during a course will be placed on probation on the recommendation of the clinical/lab instructor and instructional team with the support of the chairperson.
- b. During a probation period, improvement must be made to avoid earning a clinical

unsatisfactory which will result in a failing grade for the course. ADN student who do not show improvement following the probation period may be dismissed from the program.

- c. The student and clinical instructor will discuss specific objectives/outcomes for the student to meet for improvement/remediation based on clinical course requirements
- d. Students must maintain ethical behavior in relation to confidences and privileged information. Examples for which a student may be dismissed from the Nursing Program are as follows: (list includes, but is not limited to):
- e. Disclosure of confidential and privileged information the student gained during the clinical experience concerning the client and/or the client's family.
- f. Unauthorized online postings of instructors, campus labs, clinical labs/facilities or class are prohibited. Unauthorized use of material/videos/pictures bearing the name of Gaston College is strictly prohibited.

APPENDIX E

- g. Behavior inconsistent with safe nursing practice by following the Nursing Practice Act, North Carolina Board of Nursing Rule & Regulations for nursing students.
- h. Negligent Acts even if they do not result in harm to a client.
- i. Infraction of health agency policies while affiliated with that agency.
- j. Behavior that presents physical and or emotional problems which conflict with safety essential to nursing practice and do not respond to treatment/counseling within a reasonable period of time.

Laboratory

Computer and Lab facilities are for the use of the Health Education Division.

- A. Immediately report all defective equipment and supplies to the nursing department secretary.
- B. All computer and lab facility equipment must be left clean and must be stored in the appropriate area after using.
- C. Chewing gum, food and beverages are strictly prohibited in the labs, including the computer labs.
- D. All OSHA rules and regulations are to be followed.

Alcohol, Drug and Tobacco Use

- A. Use of alcohol or chemical substances which interfere with thought processes and judgment while engaged in activities related to practice as a nursing student is prohibited and may result in expulsion from the nursing program.
- B. In addition to the initial baseline drug screen required of all new students, any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of chemical substances may be required to submit to drug screening by a nursing faculty member in consultation with the Chairperson of the Nursing Department, Dean of the Health Education Institute, or the Vice-President for Student Services. Facilities which provide clinical experience reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply will result in dismissal from the program.
- C. Students are expected not to smoke while in uniform. Students should be aware that all clinical facilities are smoke-free campuses. There will be NO SMOKING or use of tobacco on clinical grounds.

Student Grievance and Appeal

Students are encouraged to voice their concerns about all issues regarding the program, classes, environment, and services at Gaston College. A student will not be subject to discrimination or differential treatment for voicing their concerns. Students with complaints or concerns should first consult with the course instructor or course coordinator.

If the issue is not resolved, students should follow the chain of command by making an appointment to see the department chair and then the division dean if no resolution is reached. Although most complaints are resolved at the departmental level, students have the right to follow the Student Grievance Procedure found in the Gaston College Student Handbook found on the Gaston College website. Hard copies of the handbook are available from student services.

Note: Any student who is recommended for dismissal from a nursing program will have a conference with the instructor and Nursing Department Chairperson/Coordinator to discuss the reason(s) for dismissal.

Intimidation and Harassment

For policies on sexual harassment students should refer to the Gaston College Student Handbook available on the Gaston College website.

Classroom Expectations

Nursing students are expected to maintain a professional classroom decorum which is respectful of faculty and fellow students.

*Disruptive behavior during class will not be tolerated (inappropriate behavior, sleeping in class).

Social Media

Cell phone use in class, clinical, or lab is prohibited. Violations of this policy will result in probation. Students are encouraged to remember that standards of professionalism are the same online as in any other circumstance. See (NCBON website regarding social networking and nurses) also (www.ana.org)

See cell phone and social networking addendum. **APPENDIX E**

- A. Standards of professionalism are the same online as in any other circumstance.
- B. Do not share or post information or photos gained through patient-clinical relationships.
- C. Maintain professional boundaries in the use of electronic media. (Online contact with instructors and or patients is prohibited).
- D. Do not make online comments about students, instructors, college or patients online.
- E. Do not take photos or videos of patients on personal devices, including cell phones.
- F. Promptly report a breach of confidentiality or privacy to nursing program chairperson.
- G. Social Media Reminders:
 - Do not friend patients online.
 - Do not accept friend requests from patient or their family members.
 - Never share any patient information via Facebook or other social media sites.
 - Never post pictures of patients or pose with patients for pictures.
 - Never give health advice via social media.
 - Do not friend faculty while in the program (this is consider to be unprofessional and unethical).
 - Students are not to have a group page for their own personal use entitled "Gaston College Nursing Students" even if made private.

Change of Address/Name

It is the student's responsibility to immediately provide change of address, name and/or change of telephone number to the nursing secretary, the clinical instructor, and course coordinator.

Review of Student Progress

The philosophy, organizing framework and educational outcomes of the Nursing Program are given to each student at the beginning of the Program and are reviewed with the students to assure their understanding of the Program's goals.

- A. Each student receives a course overview and an explanation of the evaluation methods and procedures

during orientation for each nursing course. Students will adhere to the policies as stated in each course overview.

- B. Each nursing student is assigned an advisor upon admission to the Nursing Program. This student/advisor relationship is maintained throughout the enrollment period.
- C. Student-initiated conferences between the instructor and the student concerning assignments, quizzes, and/or clinical performance are encouraged. Office hours are posted for each instructor on their office door to facilitate appointments for students. It is recommended to call or email for an appointment with the instructor.
- D. Students receive a copy of the clinical evaluation tool prior to the beginning of clinical.
- E. The Student Persistence and Success Plan may be submitted to the student success coordinator and the student may be followed up with the course coordinator. See APPENDIX I for Student Persistence and Success Plan
- F. Evaluation conferences are held with each student at mid-semester and at the end of the semester, as well as at any time deemed necessary by the nursing instructor or nursing faculty. These conferences inform the students of both their academic and clinical progress.
- G. Written clinical evaluation by nursing instructor and self evaluation summaries of student work/performance are completed at the end of the semester for each nursing course. These written evaluations are then read and signed by both the instructor and the student and filed in the nursing office.
- H. In the clinical setting, formal pre- and post-conferences are held to determine the day's objectives and to help in self-evaluation and quality improvement.

Inclement Weather

Gaston College Inclement Weather Policy (GC Student Handbook)

Department of Nursing Inclement Weather Guidelines pertain to Class/Lab Demo/Mandatory Practice/Return/Clinical

Nursing Classes:

Rescheduling of nursing classes or lab demonstrations due to inclement weather will be posted on BlackBoard.

The College aims to post any delays or cancellations by 0600 for morning schedules. Cancellations for afternoon or evening can be decided at any time during the day and it is the student's responsibility to monitor the news stations and college website for updates.

LPN to RN students with weekend clinical assignments will receive notification from the clinical instructor regarding cancellation of the clinical day due to inclement weather.

Clinical

In the event of impending inclement weather on a clinical day, students should wait until 0600 to see what, if any, college decision has been made. If no cancellation or delay has been called, students should carefully proceed to their assigned clinical site.

The clinical make-up time, activities, and assignments are decided by each nursing course's instructional team. The North Carolina Community College System requires that all instructional time missed be made-up.

Local TV and radio stations are contacted to announce an inclement weather message. Closings will also be posted on the Gaston College website, www.gaston.edu. You may also access messages regarding closings/delays by calling the college switchboard at (704) 922-6200.

Physical and Emotional Health

A student in the Nursing Program who develops physical or emotional problems must report said problem to the Department Chairperson immediately. The student shall be required to obtain a physician/psychiatrist/licensed mental health professional, physician assistant, or nurse practitioner statement attesting to his/her ability to return and function safely in the Nursing Program including class, campus lab, and clinical.

If presenting problems are of the kind that require treatment and/or counseling and are not resolved within a reasonable period of time, then the student may be dismissed or withdrawn from the Nursing Program at the discretion of the nursing department chairperson. Refer to statement regarding "satisfactory health,"

APPENDIX A.

Dress Code

The student nurse's uniform is to be worn only when the student is engaged in activities as a nursing student. Each nursing student should make it his or her responsibility to represent the College and the Nursing Department to the best of his/her ability - both in behavior and in appearance.

Clinical Attire: Uniform

1. Full uniform consists of: identification badge, scrubs and/or official uniform as required/chosen by faculty, white or black nurses' shoes (no clogs) clean and in good condition, and plain white or black socks or hose.
2. Full uniform is worn while in the hospital building.
3. Uniforms and white or black turtlenecks shall be clean, neat and free from wrinkles or stains at all times.
4. All-leather athletic shoes are permitted only if they are completely white or black.
5. Name badge is to be worn on the left side.
6. If dress uniform is used, dress must be at least knee length.
7. Students are required to wear a watch with a second hand and to carry at least one black ballpoint pen while in the clinical area. Students are also required to carry a pair of bandage scissors and black stethoscope or other items as required by the course.

Lab Coats

1. Must be worn with name badge over street clothes to get clinical assignments.
2. Lab coats must be worn over the uniform upon leaving the unit for any reason.

Alternate Uniform as directed by Course Coordinator when obtaining clinical assignment or visiting community agencies

1. All attire should be neat, cleaned and wrinkle free.
2. Shoes that completely surround the foot should be worn.

Identification Badges

Students will have badges made prior to the start of the program. Each student will be issued an identification badge during the first fall semester of the freshmen year. This identification badge is to be worn in affiliating hospitals and/or health agencies during clinical assignment pickup or actual clinical labs. Badges should be free from any extraneous material. The name and photograph are to be visible. The badge should be displayed left upper chest. Students will not be permitted to take the final examination without turning in the identification badges.

The Gaston College identification badge is the property of the college and is not transferable. It must be available for presentation upon request by any college official. Unauthorized use by holder or others results in loss of card privileges and/or disciplinary action. This card is to be issued once during college career, to be retained for all academic terms, and to be validated for each semester. Report lost cards to Gaston College Campus Security. Replacement fee is \$10.

Identification badges issued by the various clinical facilities are the property of the facility, and students will follow the guidelines of the specific facility.

General Expectations for Gaston College Nursing Students

- A. Students should address clients, classmates, and other personnel professionally while in the clinical area.
- B. Students shall not accept gratuities.
- C. No chewing of gum is allowed while in the clinical area, nor during other clinical experiences.
- D. Students shall maintain good personal hygiene and grooming habits.
- E. Hair should be worn so that it is controlled and away from the face. Long hair must be neatly pinned back or up off the collar. Hairstyles should reflect a professional image and be natural in appearance.
- F. Beards, mustaches and sideburns shall be kept neat and also must be kept trimmed.
 - 1. Make-up will be used only in those amounts that look natural: no false eyelashes, mascara, eyeliner, and eye shadow should be muted in color and not be extreme
- G. Perfume, perfumed lotions and/or powders, cologne, or after shave lotion will not be used.
- H. The following items of jewelry are permissible:
 - 1. Black or white accessories, wrist watch, and badge holder.
 - 2. Pierced earrings either white gold, yellow gold or pearl and may be small studs only. One earring is allowed in each ear lobe.
 - 3. Wedding band. It is not permitted to wear mounted stones in the clinical area. The stones can be damaged during client care and may also scratch a client.
- I. No body jewelry is permissible.
- J. Visible tattoos and/or body art must be completely covered.
- K. Artificial fingernails or extenders may not be worn in clinical laboratory. Natural nail tips must be kept at or less than 1/4 inch long. Fingernails should be trimmed, clean and neat. No colored nail polish is allowed.
- L. Insignias, charms or other items that may indicate status other than nursing student are strictly prohibited in any setting and such action is also in violation of laws and standards of the current North Carolina Nursing Practice Act. (For example, a necklace charm showing "RN")

OSHA Guidelines

Implementation of OSHA Guidelines:

- A. All incoming nursing students shall attend a mandatory class which contains specific content regarding bloodborne pathogens and OSHA guidelines.
 1. Universal Precautions
 2. Standard Precautions
 3. Needle Sticks
- B. Students shall receive additional "unit-specific" guidelines for all clinical experiences in off-campus facilities.
- C. Sophomore (ADN) students shall attend a mandatory retraining class during the third semester of the nursing sequence.

Family Education Rights and Privacy Act (FERPA)

Faculty adheres to the Family Rights and Privacy Act (see Gaston College Catalog).

Class Officers

Traditional ADN students will elect class officers during the Spring Semester.

LPN-RN students will elect class officers in the Fall Semester.

LPN students will elect class officers in the Fall Semester. Class officers will be required to serve on selected nursing department committees providing student input. Class officers are responsible for organizing fund raising activities to support the pinning ceremony and for collaborating with the department chair and class advisors in planning the pinning ceremony.

The offices shall be:

President

Duties of the President shall be to:

- 1) Call class meetings and preside at said meetings.
- 2) Serve as liaison between the Chairperson of the Program and students in areas of interest and/or impact for all students.
- 3) Serve on the curriculum committee

Vice President

Duties of the Vice President shall be to:

- 1) Assist President as needed.
- 2) Preside at meetings in the absence of the President.
- 3) Serve on the testing committee

Secretary

Duties of the Secretary shall be to:

- 1) Record and report minutes of each meeting; provide Chairperson of the Program with a copy of the minutes of the student meetings.
- 2) Assist President and Vice President as needed.
- 3) Serve on the Teaching Strategies committee

Treasurer

Duties of the Treasurer shall be to:

- 1) Record and provide financial reports to the nursing class and the department chair as requested.
- 2) Maintain and account for money earned in fund raisers.
- 4) Assist fellow officers as needed.
- 5) Serve on the Simulation Committee

The faculty advisor(s) for the class will be rotated among faculty members.

*The LPN to RN Coordinator will be the class advisor for the LPN to RN students.

Revision of Handbook

The faculty reserves the right to change, delete, or expand any content of this handbook with written, verbal or electronic notification to the student of the changes made.

GASTON COLLEGE
EVALUATION OF PHYSICAL AND EMOTIONAL HEALTH

PHYSICAL HEALTH

Physical health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Assessment of the student's physical health is made, with the use of information from the physical examination, performed by the applicant's physician/nurse practitioner physician assistant, and laboratory tests. Continued assessment of the student's physical health is made by timely documented updated tests and reports. The following pre-entrance tests/immunizations are required: TB skin test or chest x-ray for TB sensitive or positive individuals; Rubella/Rubeola or Rubella titer for those individuals with birth dates prior to 1957; and Tetanus vaccine or booster within the last ten years. Hepatitis vaccine is recommended. Validation of immunizations is required. Should a student choose to decline the Hepatitis B vaccine, he/she will be required to sign a declination form and present it to the Chairperson of the Program. See Appendix F. Varicella (chicken pox) vaccine or positive immunity is required.

If a physical condition threatens to prevent or prevents satisfactory classroom or clinical performance, the individual in question is counseled and referred to an appropriate professional. The recommendation of the professional is utilized in advising the student with regard to continued enrollment in the program. A person may be denied admission or continued enrollment in the program until the identified condition is satisfactorily corrected.

In the case of a qualified individual with a disability, attempts will be made to provide reasonable accommodations.

EMOTIONAL HEALTH

Emotional health is defined as reacting appropriately to stressful situations, withstanding everyday environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of emotional health of applicants is made through the use of physical examinations, references, letters from psychiatrists or therapists if intensive therapy is in progress or has occurred, and psychological evaluations, if necessary.

When emotional conditions prevent satisfactory classroom or clinical performance, recommendations are made on an individual basis, for consultation with the appropriate professional(s). The recommendations of the professional(s) are utilized in advising students with regard to continued enrollment in the nursing program. A person may be denied admission or continued enrollment in the program until the identified condition is satisfactorily corrected.

In the case of a qualified individual with a disability, attempts will be made to provide reasonable accommodations.

Gaston College does not discriminate against qualified individuals with disabilities and will attempt to provide reasonable accommodations as required by law. See Gaston College ADA Policy.

PHYSICAL AND EMOTIONAL STANDARDS*
FOR
ADMISSION AND PROGRESSION OF THE NURSING STUDENT

1. **Critical Thinking**: Nursing student should possess critical thinking ability sufficient for clinical judgment. For example: student must be able to identify cause-effect relationships in clinical situations; develop or participate in the development of nursing care plans.
2. **Interpersonal Skills**: Nursing student shall possess interpersonal abilities sufficient to interact with

individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. For example: student shall establish rapport with clients/patients and health care team members.

3. Communication Skills: Nursing student shall possess communication abilities sufficient for interaction with others in verbal and written form. For example: explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
4. Mobility: Nursing student shall possess physical abilities to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. For example: moves around in patient's rooms, work spaces and treatment areas, administer cardiopulmonary resuscitation procedures.
5. Motor Skills: Nursing student shall possess gross and fine motor abilities sufficient to provide safe and effective nursing care. For example: calibrate and use equipment, position patients/clients, initiate, monitor and maintain IV therapy.
6. Hearing: Nursing student shall possess auditory ability sufficient to monitor and assess health needs. For example: hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.
7. Visual: Nursing student shall possess visual ability sufficient for observation and assessment. For example: observe patient/client responses, assess changes in skin color (paleness, cyanosis, redness).
8. Tactile: Nursing student shall possess tactile ability sufficient for physical assessment. For example: perform palpation, functions or physical examination and/or those related to therapeutic intervention, insertions of catheters.
9. Weight-Bearing: Nursing student shall possess ability to lift and manipulate/move 45-50 pounds weekly and sometimes daily. For example: position patients/clients, move equipment.
10. Cognitive Abilities: Nursing students shall possess ability to be oriented to time, place and person and organize responsibilities, make decisions. For example: student shall assess client/patient complaints and implement appropriate plans.
11. Occupational Exposures: Nursing student may be exposed to communicable disease and/or body fluids, toxic substances, medicinal preparations and shall use appropriate precautions at all times. For example: student may be assigned an AIDS client/patient and shall provide total care using universal precautions.

EXAMPLES ARE NOT ALL INCLUSIVE

* Standards developed by the Board of Directors of the Southern Council of Education for Nursing to assist Nursing Education Programs in compliance with Americans with Disabilities Act.

IT'S THE LAW!

ALL STUDENTS ENTERING COLLEGE IN NORTH CAROLINA
ARE REQUIRED TO BE PROPERLY IMMUNIZED!

Your family physician or the Health Department must verify that you have the necessary immunizations by completing the forms.

OR

If you have attended high school or another college in NC since 1976, your immunization records may be on file with the school. You are responsible for seeing that the school mails a copy to the nursing department and that it arrives on time.

All immunization records submitted must be verified by the physician's signature, clinic stamp, or official verification from your previous school.

YOU WILL NOT BE GRANTED FULL ACCEPTANCE STATUS UNTIL ALL COMPLETED HEALTH FORMS ARE SUBMITTED.

IMMUNIZATION REQUIREMENTS

All students must have the results of a 2-step (two within the same year) tuberculin skin test (PPD) prior to enrollment in the Gaston College Nursing Programs.

1. STUDENTS 17 YEARS OF AGE AND YOUNGER.

REQUIRED:

- 3 DPT (Diphtheria, Tetanus, Pertussis) or Td (Tetanus Diphtheria).
- 3 POLIO (Oral) doses.
- 1 MEASELS (Rubeloa) dose, on or after 12 months of age or positive titer.
- 1 RUBELLA dose on or after 12 months of age or positive titer.
- 2 MUMPS dose on or after 12 months of age or positive titer.
- 1 Tdap dose within the last 10 years.
- 1 MEASLES, MUMPS, RUBELLA (MMR) booster dose in 1980 or later.

2. STUDENTS 18 YEARS OF AGE OR OLDER, BORN IN 1957 OR LATER.

REQUIRED:

- 3 DPT (Diphtheria, Tetanus, Pertussis) or Td (Tetanus Diphtheria).
- 1 MEASELS (Rubeloa) dose, on or after 12 months of age or positive titer.
- 1 RUBELLA dose on or after 12 months of age or positive titer.
- 1 MUMPS dose on or after 12 months of age or positive titer.
- 1 Tdap dose within the last 10 years.
- 1 MEASLES, MUMPS, RUBELLA (MMR) booster dose in 1980 or later.
- 2 VARICIELLA doses or positive titer.

3. STUDENTS BORN PRIOR TO 1957.

REQUIRED:

- 3 DPT (Diphtheria, Tetanus, Pertussis) or Td (Tetanus Diphtheria).
- 1 RUBELLA dose.
- 1 Tdap dose within the last 10 years.
- 2 RUBELOA vaccines or positive titer.
- 2 MUMPS vaccines or positive titer.

**ACCOMMODATIONS FOR EXCUSED ABSENCES
FOR RELIGIOUS OBSERVANCES**

Beginning Fall 2010, Gaston College provides students the right to be granted an excused absence(s) for up to two days of course work for religious observances per academic year. Excused absences do not relieve the student from responsibility for any course requirements but do permit students the right to make up exams or other assignments. The student is responsible for determining any exam(s) or assignment(s) that are due or given on the missed date(s) and for scheduling time to make up missed coursework at a time agreeable to the course instructor.

In order to make-up the exam(s) or assignments and be granted an excused absence, the student must:

1. Obtain an Accommodation Form from any academic dean's office at Gaston College;
2. Complete Accommodation Form including obtaining signatures from affected instructors; and
3. Return Accommodation Form to the divisional dean's office of the student's program of study by the end of the second week of classes in the semester the absences will occur.

For additional clarification, please refer questions to the divisional dean's offices. Completed forms will be kept on file in the dean's office for one year.

**GASTON COLLEGE
HEALTH EDUCATION DIVISION
STUDENT OBLIGATION TO REPORT A MISDEMEANOR OR FELONY
POLICY STATEMENT ON CHARGES FOR MISDEMEANORS OR FELONIES**

While enrolled in a health program or course, students are required to report any charges of misdemeanors or felonies to the Health Education Compliance Specialist at (704) 922-2275. All clinical assignments will be withheld until the Compliance Specialist reviews the situation to determine if the student is competent to deliver safe care and is not engaging in conduct that endangers the public health (Statutory Authority G.S. 90-171.37). Continued enrollment in a health program or course will be determined by the Compliance Specialist in consultation with the clinical agencies.

ACKNOWLEDGEMENT STATEMENT

I certify that I have received and read and understand the Policy Statement on Charges for Misdemeanors or Felonies. I understand that noncompliance with this policy will result in immediate review and possible discontinuance in the ADN program.

**GASTON COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
CELL PHONES AND SOCIAL NETWORKING**

- Student use of cell phones in class, clinical, or lab is prohibited. Violation of this policy will result in probation.
- Divulging any information about clients via social networking including comments and/or photos that do not identify particular clients will result in immediate dismissal from the nursing program.
- Unauthorized postings of instructors, campus labs, clinical labs/facilities or class are prohibited. Unauthorized use of material/videos/pictures bearing the name of Gaston College is strictly prohibited.

Social Media Reminders:

- Do not friend patients online.
- Do not accept friend requests from patient or their family members.
- Never share any patient information via Facebook or other social media sites.
- Never post pictures of patients or pose with patients for pictures.
- Never give health advice via social media.
- Do not friend faculty while in the program (this is consider to be unprofessional and unethical).
- Students are not to have a group page for their own personal use entitled “Gaston College Nursing Students” even if made private.

**Principles for Social Networking and the Nurse: Guidance for the Registered Nurse
Based on ethics and standards of practice (ANA, 2011)**

ANA Toolkit: fact sheet/tip card, <http://nursingworld.org/socialnetworkingtoolkit>

Policy adapted based on report from The National Council of State Boards of Nursing Summer 2010.

**Hepatitis B Vaccine Declination
(Mandatory)**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series. I have received training and information about hepatitis B.

**Influenza Vaccine Declination
(Mandatory)**

I understand that due to my occupational exposure to influenza (flu) or other potentially infectious materials I may be at risk of acquiring or transmitting the influenza virus to clients and others I come in contact with. I have been given the opportunity to be vaccinated for influenza. However, I decline the influenza vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring influenza, a serious disease. By declining I am stating that I will follow whatever protocol set forth by clinical agencies, such as wearing a mask during the clinical setting time should that be the policy of the agency. I understand that I must either have had the vaccination or have signed this form and have it on file in the nursing department no later than October 1st.

Gaston College's Learning Environment Statement

1. As a part of our ongoing efforts to provide a Safe Comfortable Learning Environment for our students and staff, the Campus Police want you to know the following:
 Gaston College is very concerned about protecting our students, employees, and visitors at all campuses. you can help the college to protect everyone by reporting any threats that you receive (or hear about) to your instructor, to security, or to another college official. the college always takes steps to protect anyone who has reason to believe that he/she is in danger. also, remember to keep your belongings in secure places and report any suspicious activities to college officials.
2. "together, we can help our campus to be a safer place."

Student Persistence and Success Plan

Faculty makes the initial attempt to discuss identified concern/problem with student.

Use Student Persistence and Success Plan to gather student information.

Check reason for referral.

Check action plan recommended and describe briefly.

Give student time to comply with request.

Follow up/Evaluation: Check student's compliance on form.

Check if action required by Divisional Retention Coordinator.

Submit to Divisional Coordinator.

Divisional Coordinator's Responsibilities:

1. Review Student Persistence and Success Plan submitted.
2. Consult with faculty member to offer suggestions-Consult with Retention Director if necessary.
3. Follow up phone call or letter to the student with unresolved issues.
4. Collect divisional data.

Submit divisional data to John Erickson, Retention Director