SOUTHERN REGIONAL TECHNICAL COLLEGE

ASSOCIATE OF SCIENCE IN NURSING PROGRAM

STUDENT HANDBOOK

June 2020

15689 U.S. Highway 19 North *Thomasville, GA 31792* *(229) 225-5280*	*800 Veterans Parkway North* *Moultrie, GA 31788* *(229) 891-7000*	*52 Tech Drive* *Tifton, GA 31794* *(229) 391-2600*

www.southernregional.edu

----Page Intentionally Left Blank----

Table of Contents

Welcome 7

ASN Faculty Contact Information 8

Program Overview 9

Career Opportunities 9

Equal Opportunity Statement of Compliance 10

Academic Regulations and Information 11

SRTC Mission Statement 11

ASN Program Mission Statement 12

ASN Program Purpose Statement 12

Values of the ASN Program 12

Philosophy of the ASN Program 12

Program Outcomes 14

End-of-Program Student Learning Outcomes 14

- End-of-Program Student Learning Outcomes 15
- Components of Professional Standards, Guidelines and Competencies Supporting the EOPSLOs 16

ASN Conceptual Framework 17

- Guide for Organization and Development of the Curriculum 19
- Blooms Taxonomy 20
- Dreyfus Model of Skill Acquisition 21

Nursing Theory 22

- Benner's from Novice to Expert – 5 Levels of Nursing Experience 22
- Benner's from Novice to Expert Application to Learning 23

Technical Standards for Health Science 25

Documentation of Standards 25

Health Science Academic Requirements 26

Health Sciences Competitive Admissions Process 27

Admissions for the ASN Program 27

Curriculum Outline for Generic Option 29

Curriculum Outline for LPN-RN Bridge Option 30

Additional Documentation for the ASN Program Generic and Bridge Options 31

Clinical at Tallahassee Memorial Hospital (TMH) 32

Clinical at Colquitt Regional Medical Center (CRMC) 32

Criminal Background Check Procedure 32
StudentCheck (PreCheck) 33
Progression through the ASN Program 35
Competencies and Functional Abilities 37
Academic Misconduct 39
Computers in the Classroom/Computer Tests 39
Grading Procedure for the ASN Program 39
Theory/Classroom Grading Scale 40
Student Evaluation 40
Incomplete (I) Grades 41
Examinations and Quizzes 41
HESI Nursing Examination Procedure 42
Testing Guidelines for ALL Examinations 43
Post Test Analysis 43
Guidelines for Test Reviews 43
ASN Grade Appeals 44
ASN Attendance Procedure 44
Cell Phone Procedure 45
Skills Laboratory 45
Skills Laboratory Requirements 45
Skills Laboratory Evaluation 46
Clinical Experience 47
Clinical/Simulation Lab Requirements 47
Community Service Hours 49
Preceptorship for RNSG 2941 50
Overall Clinical Evaluation 50
Evaluation in Clinical Setting 51
Unsafe Clinical Practice 52
Uniform and Dress Requirements 52
Guidelines 53
Personal Hygiene/Grooming 53
Uniform Requirements (General) 53
For Psychiatric Nursing Clinical Assignments 54

Acceptable Dress 54
Unacceptable Dress 54
Dress Code for Obtaining Clinical Assignments 54
Purchasing Uniforms 55
Failure from the ASN Program 55
Readmission Procedures to the ASN Program 56
Library Resources 57
Graduation Requirements 58
Work Ethics 58
GBON Rule Chapter 410-10 STANDARDS OF PRACTICE AND UNPROFESSIONAL CONDUCT 59
Licensure Eligibility 61
Points for Online Applicants for Licensure by Examination 61
Licensure by Examination – Graduates of Traditional Nursing Education Programs 62
Licensure by Examination – Graduates of Non-Traditional Nursing Education Programs 63
GAPS Registration Process 64
Print Locations and Hours 65
GBON Fingerprinting 65
SRTC Student Social Media Guidelines 66
Professional Confidentiality & HIPAA Procedure 67
Student Employment Procedure 67
Guidelines for Prevention of Transmission of Disease 67
Standard Precautions 67
Guidelines for Standard Precautions 68
Prevention of Transmission of Hepatitis B (HBV) 68
Prevention of Transmission of Human Immunodeficiency Virus (HIV) 68
Post-Exposure Protocol for Prophylaxis of HBV/HIV 69
Initial Response to Exposure 69
Tuberculosis/PPD 69
Standard Forms 71
Statement of Understanding: Criminal Background 73
Personal Data Sheet 74
Disciplinary Action Statement on All Forms of Academic Dishonesty 75
Confidentiality Statement 76

OSHA Training Documentation Form 77
Student Authorization for Clinical Paperwork 78
Verification of Receipt of Forms 79
Re-Admission Checklist 81
Readmission Request Form 83
Confidentiality Agreement and Consent to Video/Recording 84
Instructions for Obtaining Your Background Check 85
Graduation Skills Checklist 87
RNSG 1920, 1940, 1960, 2930, 2941 87
RNSG 2910, 2920 88
Verification of Receipt of ASN Program Student Handbook 89
Verification of Receipt of Required Book Editions 90
ASN Program Procedures 91
Laboratory Management Plan 93
ASN Procedures: Skills Lab Rules 94
HESI Testing and Remediation Procedure 97
Custom & Exit Exams Remediation 98
Remediation Plan and Contract 101
Book List 102

Associate of Science in Nursing

Dear ASN Student:

Welcome to the Southern Regional Technical College (SRTC) Associate of Science in Nursing Program. We are delighted that you have chosen nursing as your career and that you have selected our ASN Program. The time that you spend with us will be very enriching, exciting, beneficial, and challenging. It is our desire that you grow into a caring, competent practitioner. Our primary goal is to prepare you for entry level practice in the field of registered nursing.

This *ASN Program Student Handbook* has been created to inform you about the ASN Program. You are expected to be knowledgeable of and abide by the policies and procedures of both Southern Regional Technical College and the ASN Program. This handbook is intended to be utilized in addition to, not in lieu of, the *Southern Regional Technical College Catalog and Student Handbook*. Please read this booklet carefully and feel free to ask questions. It is the students' responsibility to know what is contained in this handbook. To enhance your understanding of the policies and procedures of the college and the ASN Program, you are required to attend the ASN Program orientation.

The handbook is kept as accurate as possible, but the information may not remain current for all of the academic year. Changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, and other college matters may be changed in accordance with established college procedures and without prior notice. Such changes authorized by Southern Regional Technical College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Again, we are delighted to have you! Please remember that the ASN faculty members are here to help you meet your goal. We are interested in your educational and professional development. We believe that students and faculty can make a positive impact on the nursing profession – together.

Sincerely,

ASN Faculty

Disclaimer: From the time of publication of the ASN Student Handbook and completion of the ASN Program, procedures may change. Procedure changes will be communicated each term through the course syllabus if the need should arise. Therefore, it is the student's responsibility to reference their syllabi for any changes in the program procedures between publications of the ASN Student Handbook.

ASN Faculty Contact Information

THOMASVILLE LOCATION

Athalena Benton, MSN, RNC-MNN
Program Effectiveness & Evaluation Coordinator/Nursing Instructor
Office #: 229-225-5090
E-Mail: abenton@southernregional.edu
Location: Health Science Building, B-112

Tamara Bryant, MSN, RN
Program Chair
Office #: 229-227-2980
E-mail: tbryant@southernregional.edu
Location: Health Science Building, B-113

Terry Harper, MSN, RN
Clinical Affiliation Coordinator/Nursing Instructor
Office #: 229-225-3967
E-mail: tharper@southernregional.edu
Location: Health Science Building, B-114

Pam Schminky, MSN, RN
Nursing Instructor
Office #: 229-225-4014
E-mail: pschminky@southernregional.edu
Location: Health Science Building, B-120

Jared Swift, MSN, RN
Nursing Instructor
Office #: 229-227-3127
E-mail: jswift@southernregional.edu
Location: Health Science Building, B-118

TBD, MSN, RN
Nursing Instructor
Office #: 229-227-2459
E-mail:
Location: Health Science Building, B-110

Jill Heard, MSN, RN
Clinical Coordinator/Nursing Instructor
Office #: 229-227-3119
E-mail: cheard@southernregional.edu
Location: Health Science Building, B-115

TIFTON LOCATION

Bobbie Hester, MSN, RN
Nursing Instructor
Office #: 229-391-2652
E-mail: bhester@southernregional.edu
Location: Tifton Building, B-116

Tarnishia Sirmans, MSN, RN
Nursing Instructor
Office #: 229-391-2494
E-mail: tsirmans@southernregional.edu
Location: Tifton Building, B-114

MOULTRIE LOCATION

TBD, MSN, RN
Nursing Instructor
Office #: 229-217-4252
E-mail:
Location: Moultrie Building, D-246

Melissia Bennett, MSN, RN
Nursing Instructor
Office#: 229-217-4251
E-mail: mbennett@southernregional.edu
Location: Moultrie Building, D-247

Southern Regional Technical College
Associate of Science in Nursing

Program Overview

The Associate of Science in Nursing (ASN) is a 75 semester hour, six-semester program of study with an LPN-RN Bridge Option. The curriculum is designed to produce highly educated, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings.

Program graduates who meet exit requirements are eligible to apply to the Georgia Board of Nursing to write the national licensure examination (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses.

Career Opportunities

Graduates may find employment as providers and managers of nursing care in a wide variety of settings including, but not limited to, acute and long-term health care facilities (hospitals and nursing homes), home health care, health clinics, physicians' offices, government or private industry, and public health agencies.

Approval

The nursing program has been granted approval by:
Georgia Board of Nursing
237 Coliseum Drive
Macon, GA 31217-2858
(478) 207-1640
http://sos.ga.gov/index.php/licensing/plb/45

Accreditation

The Associate of Science in Nursing Program is accredited by:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd NE Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.

The three-fold purpose for publishing the Commission's address and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

Equal Opportunity Statement of Compliance

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination procedure encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American With Disabilities Act (ADA).

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individual has been designated as the employee responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972:

Lisa Newton
Special Populations Coordinator
Title IX Coordinator
Colquitt, Tift, Turner, Worth
Moultrie - Veterans Parkway Campus | Building A - Office 141
800 Veterans Parkway North |Moultrie, GA 31788
(229) 217-4132 | lnewton@southernregional.edu

The following individual has been designated as the employee responsible for coordinating the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA):

Dr. Jeanine Long
Director of Career Services and Counseling
Section 504 Coordinator
Grady, Mitchell, Thomas
Thomasville Campus | Building A - 257
15689 Highway 19 N, Thomasville, GA 31792
(229) 227-2668 | jlong@southernregional.edu

Academic Regulations and Information

Students are admitted without regard to race, nationality, sex, or religion. Every effort is made to ensure that applicants are admitted to programs of instruction in which they have a reasonable chance to succeed.

The ASN Program is part of the School of Health Sciences Division of the College; therefore, the ASN student is a member of the College study body and is subject to applicable Southern Regional Technical College (SRTC) regulations. Students are referred to the SRTC Catalog and Student Handbook for information regarding College procedures, academic regulations, and current fees. Orientation presentations are available online by accessing the College website.

Due to the cooperative educational relationship between many private and public healthcare agencies and SRTC students, faculty, and staff are required to comply with individual policies outlined in the legal agreements for each institution. These include conduct and dress codes as well as compliance with health, insurance, confidentiality, and academic requirements.

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. SRTC strives to provide reasonable, quality services/accommodations based upon the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the College and from other agencies. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program. Services available may include registration assistance, campus orientation, career exploration, test modification, recording/enlarging reading materials, accessible parking, counseling, special equipment, and others. For assistance, students may request services through the Counseling Office in Student Affairs. Students should request accommodations prior to beginning college courses.

SRTC Mission Statement

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties.

ASN Program Mission Statement

The mission statement of the Associate of Science in Nursing Program is consistent with Southern Regional Technical College's commitment to serve the citizens of Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties; the state of Georgia, and the region. The nursing program accepts the challenge to respond to healthcare needs by offering an excellent Associate of Science in Nursing Program. Furthermore, this program develops critical thinking; integrates accumulated knowledge from nursing, the sciences, and humanities; incorporates knowledge acquired from general education courses; and emphasizes the values of caring, accountability, responsibility, and professional ethics. The faculty of the nursing program supports innovative teaching and learning approaches for traditional and non-traditional students.

ASN Program Purpose Statement

The purpose of the Associate of Science in Nursing Program is to prepare students as entry-level practitioners who can provide safe and effective nursing care, as well as promote healthy transitions for culturally diverse clients in a variety of settings. Furthermore, this program develops critical thinking; integrates accumulated knowledge from nursing, the sciences, and humanities; incorporates knowledge acquired from general education courses; and emphasizes the values of caring, accountability, responsibility, and professional ethics.

Values of the ASN Program

Our faculty values are reflected in behaviors among students, staff, and others that we touch while representing Southern Regional Technical College. These behaviors demonstrate:

Caring
Commitment
Collaboration
Creativity
Critical Thinking
Cultural Competence and Sensitivity
High Quality Care
Lifelong Teaching/Learning
Professionalism
Respect
Teamwork

Philosophy of the ASN Program

The faculty believes that nursing is a profession that utilizes a holistic, safe, effective, caring, and culturally competent approach to promote optimal health in individuals, families, and small groups. As well, by utilizing the roles of health care provider, manager of care, and member of the profession – the nurse applies evidence-based knowledge to the care of clients.

The following nursing concepts supporting End-of-Program Student Learning Outcomes (EOPSLOs) include:

1. Professional Behavior
2. Communication
3. Collaboration
4. Assessment
5. Clinical Decision Making
6. Nursing Interventions
7. Managing Care
8. Providing Care
9. Teaching/Learning

We believe:

- One is a unique, rational being with intrinsic worth and human dignity. One is progressively growing and changing in predictable and sequential patterns. Additionally, one influences and is influenced by transitions that occur throughout the lifespan.

- ASN education is a collaborative, interdisciplinary, and interactive process that fosters mental, physical, and spiritual growth within the students. In fact, it is a specialized part of higher education leading to licensure as a registered nurse.

- Education includes prior learning and experiences that will influence responses to new knowledge. ASN education and practice includes not only formal instruction, but also self-teaching, incidental learning, and continuing education. The healthcare field and its rapidly changing environment makes continuing education a vital part of competent and relevant nursing practice.

- Each student brings a variety of life experiences to the classroom. Therefore, diversity in age, race, ethnicity, gender, lifestyle, and socioeconomic status enriches the student body. Interactions with peers enhance cultural growth and add richness to the student role.

- Faculty facilitates the learning process by creating a learning environment that fosters reflection, creative/critical thinking, open communication, caring, and an interactive interchange of ideas and technological competence. Furthermore, faculty assists students in attaining goals by utilizing a variety of teaching strategies that meet the learning needs of all students.

- The development of a caring and collaborative faculty-student relationship enhances student success. In fact, a major aspect of the learning environment is the use of effective communication strategies that will enhance student interaction with client, faculty, and peers.

Program Outcomes

1. The Program demonstrates an 80% or higher on all first-time takers on the licensure exam.

   Licensure Examination Passage Rate: Expected Level of Achievement 80% for all first-time test-takers during the same 12 month period – established by ACEN and the Georgia Board of Nursing (GBON)

2. The Program demonstrates evidence of students completing the nursing program to be 60% or higher.

   Program Completion Rate: Expected Level of Achievement not less than 60% established by SRTC ASN faculty. The ELA was based on research from the program completion rates for the program over three years (2012-2014) which averaged 63.3%. After reviewing this data, the ASN Program adopted not less than a 60% completion rate for each cohort. Also, assisting in the decision to adopt the 60% was the program three year retention rate based on the Performance Accountability System (PAS) trend data acquired from TCSG, which was not less than 63.1% as the College Benchmark. The ASN Program retention rate average over the three years (2013-2015) was 90%.

3. The Program demonstrates evidence of a 90% or higher of graduates achieving job placement.

   Job Placement Rate: Expected Level of Achievement not less than 90% within 12 months of graduation. This ELA was established by the ASN faculty after reviewing the AY2015 TCSG report on Unduplicated Graduates and Placement, which showed an average on total placement of 98.2%, and the Perkins Benchmark of 90% as recorded in the SRTC Perkins FY2017 Local Improvement Plan. The ASN Program three year (2012-2014) average was 100%.

End-of-Program Student Learning Outcomes **(EOPSLOs):**

ASN EOPSLOs are decided on by the ASN faculty and are learner-oriented expectations. The outcomes express the knowledge, skills, or behaviors that SRTC ASN students should be able to demonstrate upon completion of the program. SRTC has developed EOPSLOs based on established professional TCSG standards for the Generic and LPN-RN Bridge options, guidelines, and competencies. The outcomes provide a framework for all curricular matters and represent the change from student to entry-level practitioner at the ASN level.

End-of-Program Student Learning Outcomes

1. Students will satisfactorily integrate knowledge, skills, and attitudes of quality and safety competencies to include: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

   Means of Assessment: Student performance of 850 or higher on the Quality and Safety Education for Nurses (QSEN) categories for the program exit exam and overall performance of exit exam. QSEN's overall goal in nursing education is to prepare nurses who exhibit the knowledge, skills, and attitudes to improve quality and safety of patients in healthcare settings. The areas measured by the exit exam include the key components identified by QSEN that include: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

   Expected Level of Achievement (ELA): 60% of students will complete the program by individually scoring 850 or higher in overall performance of the course final exit exam within three attempts. To determine any areas of deficiency, performance in individual QSEN categories will be recognized in the analysis of results.

2. Students will satisfactorily perform clinical skills that are evidence-based and reflect contemporary practice that promotes nationally established patient health and safety goals.

   Means of Assessment: Student completion of all graduation skills on the graduation skills checklist by graduation.

   Expected Level of Achievement (ELA): 100% of students will complete the skills checklist by end of program. To determine any areas of deficiency, performance of percentage of skills per course will be recognized in the analysis of results.

3. Students will demonstrate understanding of professional values and characteristics congruent with the professional role when providing ethical, competent, caring, and culturally sensitive individualized care across the healthcare continuum and lifespan.

   Means of Assessment: Student performance of their overall clinical evaluation and in each individual nursing concept in RNSG 2941.

   Expected Level of Achievement (ELA): 100% of students will score 70% or above on the final clinical evaluation tool for RNSG 2941. A score greater than 70% will result in a satisfactory for the clinical component of the course. Anything below 70% results in a course failure. Any deficiency, resulting in less than the maximum point for each individual nursing concept will be identified in the analysis results.

Components of Professional Standards, Guidelines and Competencies Supporting the EOPSLOs

Nursing concepts: NLN ADN Graduate Core Competencies	**Nursing roles:** NLN ADN Role of the graduate	**Nursing process** American Nurses Association (ANA) Standards of Professional Nursing Practice	**Client needs:** 2019 NCLEX-RN Test Plan	**Quality & Safety Education in Nursing** (QSEN)
Professional Behaviors – Professionalism	Provider of Care	Assessment	Safe/ Effective Environment	Patient -Centered Care
Communication		Analysis	Management of Care (RN)	Dimensions of Patient Care
Assessment		Planning	Safety & Infection Control	Pain & Suffering
Clinical Judgement – Clinical Decision Making – Critical Thinking		Implementation	Health Promotion & Maintenance	Safety & Quality
Nursing Interventions		Evaluation	Psychosocial Integrity	Ethical - Legal
Teaching & Learning – Patient Education			Physiological Integrity	Effective Communication
Collaboration/Managing Care	Manager of Care & Member of the Discipline		Basic Care & Comfort	Teamwork & Collaboration
Leadership	Member of the Discipline		Pharm & Parenteral	Member of a Tam
			Reduce Risk Potential	Scope of Practice
			Physio Adaptation	Communication
				Systems/Team Functions
				Evidence-Based Practice (EBP)
				Research & EBP
				Quality Improvement (QI)
				Safety
				Basic Safety Design Principles
				Culture of Safety & Safety Monitoring
				National Patient Safety Resources
				Informatics

ASN Conceptual Framework

The SRTC ASN Program's Conceptual Framework is based upon educational pedagogy and nursing theory as follows:

Educational Pedagogy:

- Kolb's Cycle of Learning & Learning Styles
    - Incorporates Concrete Experience, Reflective Observation, Abstract Conceptualization & Active Experimentation
- Bloom's Taxonomy Knowledge Rubric
    - Guide for developing critical thinking and judgement skills
- Dreyfus Model of Skill Acquisition
    - Basis for Benner's Nursing Theories of Learning & Skills Acquisition

Kolb's Cycle of Learning & Learning Styles provides a framework for the development and implantation of theory and learning activities to support a student's ability to learn and integrate information as demonstrated in the following table.

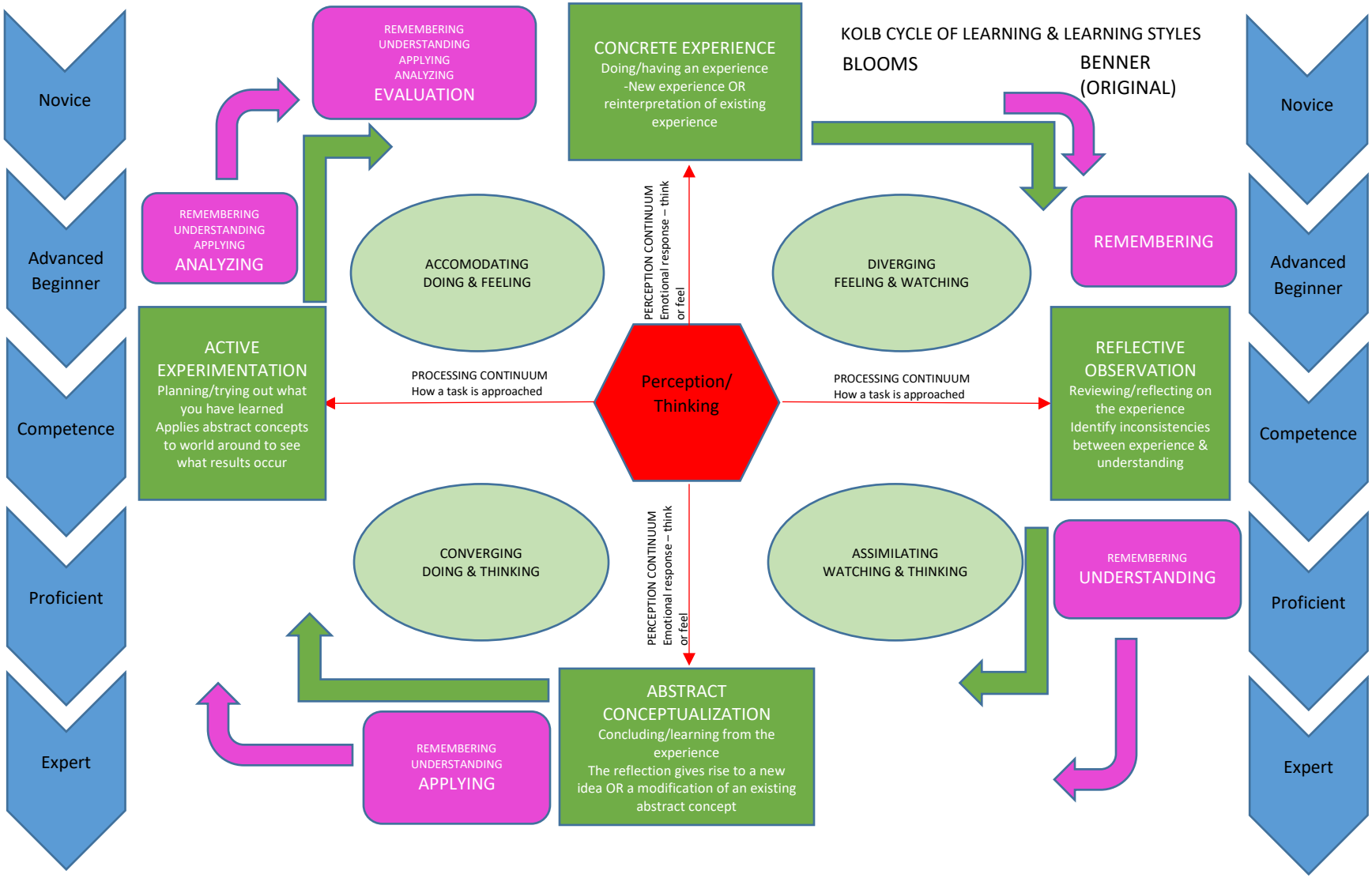
----Page Intentionally Left Blank----

Southern Regional Technical College

Conceptual Framework

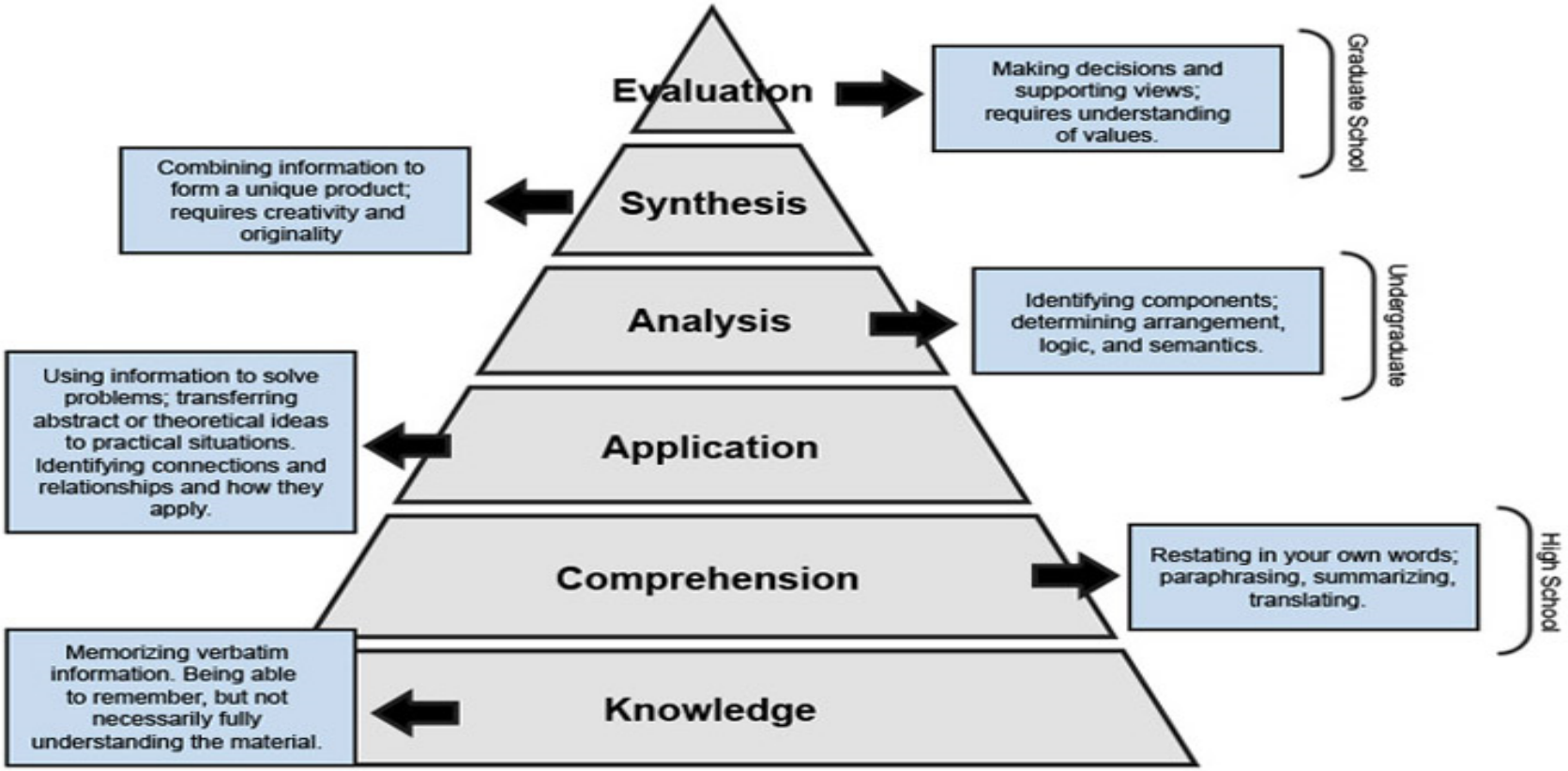
Guide for Organization and Development of the Curriculum

GRAPHIC



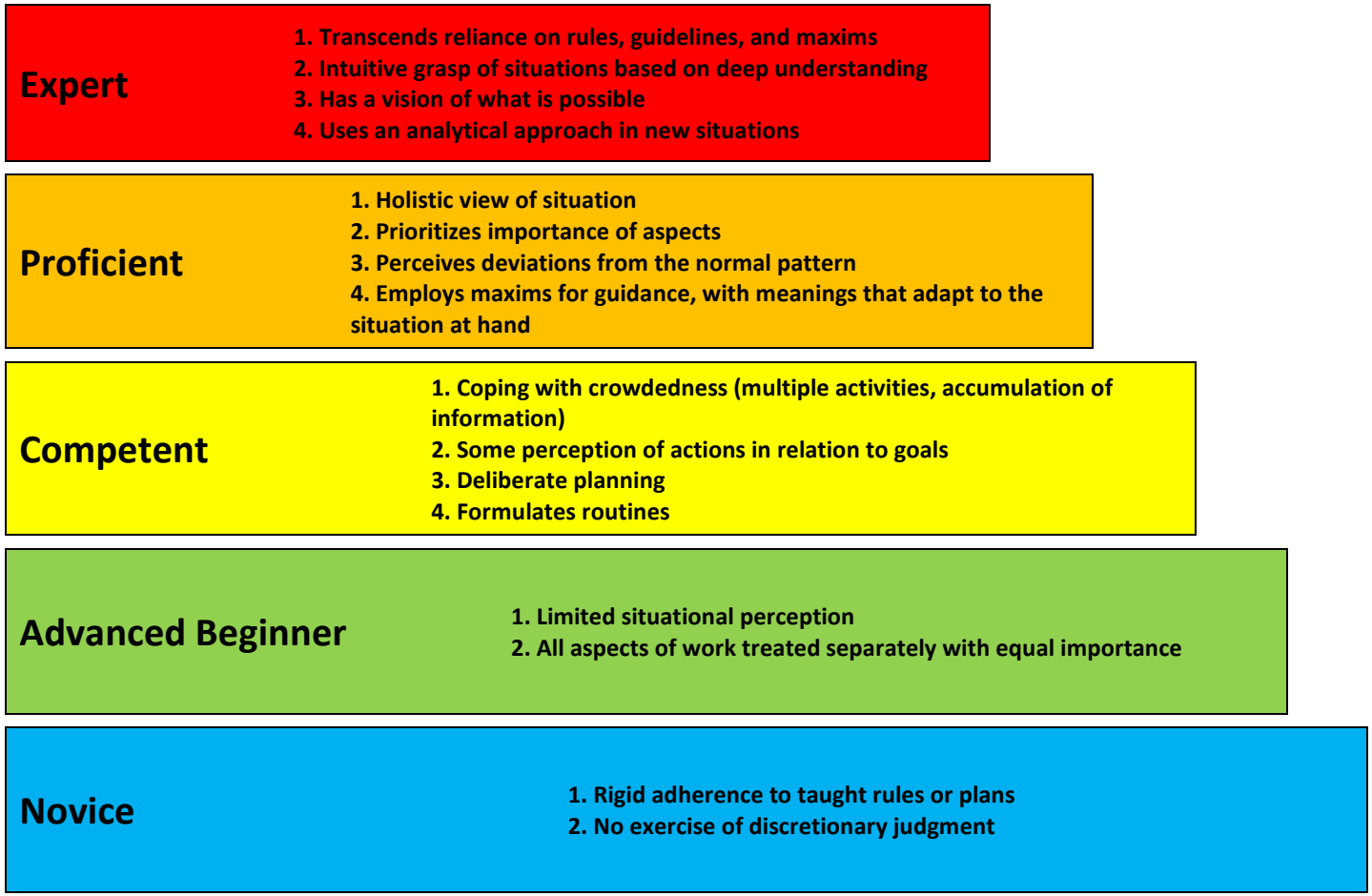
Blooms Taxonomy

Bloom's taxonomy for the cognitive domain is used as a basis for writing and coding items for the examination (Bloom, et al., 1956; Anderson & Krathwohl, 2001). Since the practice of nursing requires application of knowledge, skills, and abilities, the majority of items are written at the application of higher levels of cognitive ability, which requires more complex thought processing explained in the following table.



Dreyfus Model of Skill Acquisition

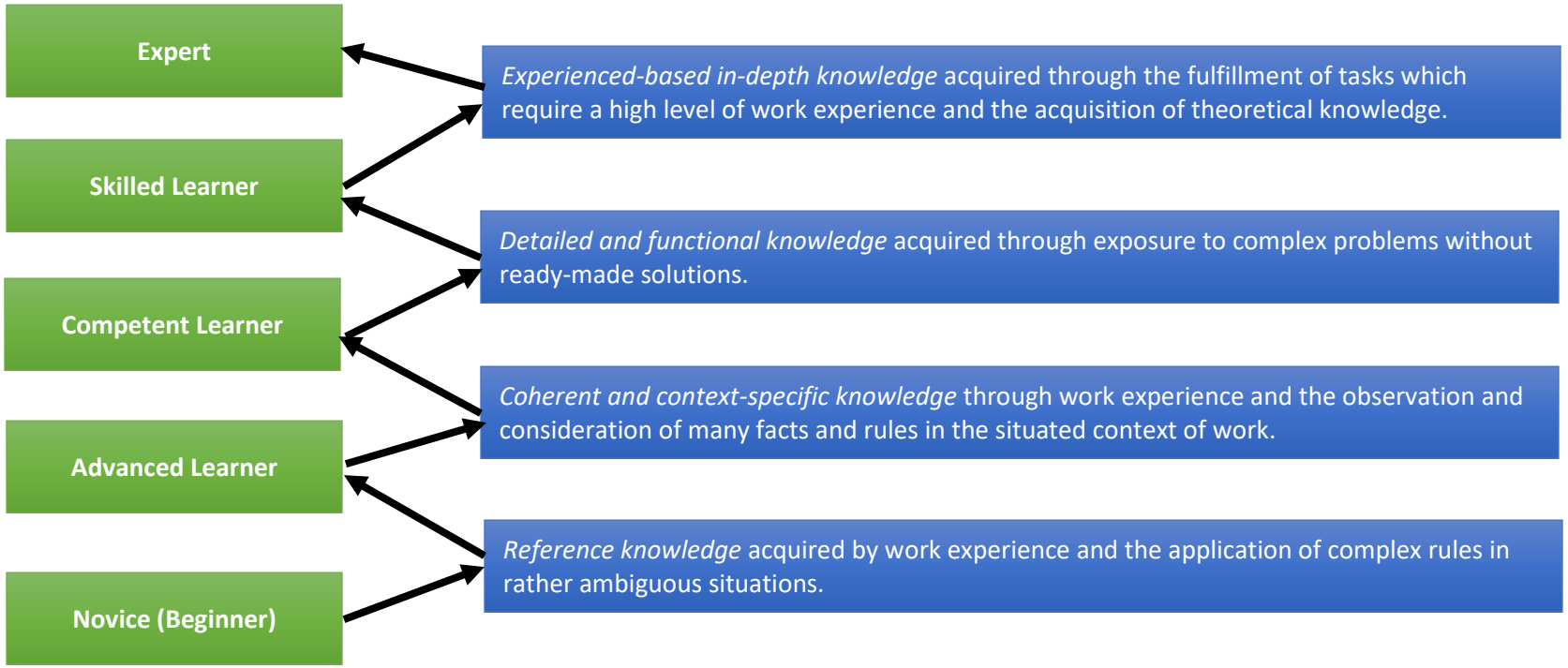
The Dreyfus Model of Skill Acquisition provides the foundation for Benner's Skills Acquisition of Nursing Skills.



Nursing Theory

Benner's from Novice to Expert – 5 Levels of Nursing Experience

Benner's from Novice to Expert Application to Learning provides a framework to evaluate course delivery and learning activities selection for nursing courses. This applies to the development and selection of the progressive learning opportunities the SRTC ASN Program provides students across the curriculum in the areas of theory, skills, and practice environments. During the program, the student progresses from a novice nursing student to an Advanced Beginner new graduate. Students recognize that this is a continuous learning cycle – that upon entry into practice, the student once again becomes a novice.



Benner's from Novice to Expert Application to Learning *(Based on Dreyfus Skills Acquisition Model)*

Benner adapted the Dreyfus Model of Skill Acquisition specifically to learning in Nursing as shown below:

Stage	Descriptive Characteristics	Strategies for Preceptors
Stage 1: Novice (Student)	• Limited exposure to conditions • Rule governed behaviors • Limited understanding of concepts/experimental cases	• Offer opportunities with stable patients • Forecast expectations • Provide clear directions for standard measurements (vitals, fluids, etc.) • Review findings • Teach procedural knowledge
Stage 2: Advanced Beginner (New Graduate)	• Licensed/sense of professional responsibility • Excited, enthusiastic, fatigues easily, general anxiety common • Still has not seen a lot of clinical situations. Team experiences • Absorbs info from colleagues, patients, and families as "fact"	• Keep anxiety at bay • Stay calm • Enhance performance capabilities • Provide new scenarios and help with new procedures • Forecast expectations (drainage/q&q meds, etc.) • Review subtle changes/trends • Debriefing and answer questions
Stage 3: Competent RN (2-3 years into nursing)	• Developing skill and competency based on past experiences • Time of heightened planning • Try to avoid unexpected outcomes • Situational anxiety (more appropriate)	• Coaching • Encouraging follow through on "hunches" • Encourage independent thinking • Understand emotional roller coaster +/- outcomes…identify this phase • Help with reflections and debriefings
Stage 4: Proficient RN	• Situations guide a nurse's response • Ability to synthesize pts. Not just data • Higher level of confidence • Practical grasp/perceptions attuned	• There are "teachable moments" • Keep this individual engaged and challenged • "Stay open to corrections" try not to confound situations with argument • Encourage for growth
Stage 5: Expert Nurse	• Solid technical foundation • Practical wisdom (phronesis) • Demonstrates critical thinking skills • Seek out problem solving/utilizes resources	• Are resources themselves • Articulations of knowledge • Self-improvement through sharing • Continually learning

----Page Intentionally Left Blank----

Technical Standards for Health Science

The School of Health Sciences has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the programs of the School of Health Science and professional practice.

1. Working in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.

2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of frequent equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule or vial and removing the contents without contaminating the needle or solution.

3. Assisting the transporting, moving, lifting, and transferring of patients weighing up to 600 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.

4. Lifting devices (weighing up to 50 pounds).

5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.

6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.

7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.

8. Criminal background checks and drug toxicology are required of all medical programs. Due to results of these checks, some students may be ineligible to participate in the clinical component of the program. Cost associated with these screenings will be paid for by the student.

Documentation of Standards

*Items 1-5 are documented by physical exam.

*Item 6 is documented by satisfactory completion of SPCH 1101 (Public Speaking), ENGL 1101 (Literature and Composition) for degree level students, and by satisfactory completion of ENGL 1010 (Fundamentals of English I) for diploma level students. Satisfactory completion of these courses is documented by the attainment of a grade of C or better in the course.

*Item 7 is documented by satisfactory Admissions Placement Exams.

*Item 8 is documented by satisfactory criminal background checks and drug toxicology, as appropriate for the selected program.

Health Science Academic Requirements

Any students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must:

- Successfully complete with a minimum grade of "C" all core required in the major within two attempts. Grades of "D, F, and W" are considered unsuccessful attempts. All academic history within the last two (2) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts.

- Any students failing to attain a minimum grade of "C" in all core in the major within two attempts, will be withdrawn from the program and not be allowed to re-apply to that program in the School of Health Sciences for a period of two (2) years. Students will also be advised of program options that do not require the failed core course(s).

- All ALHS, science, and math courses required in the major must have been taken within five (5) years.

Any student accepted into a competitive portion of a program in the School of Health Sciences who:

- Fails to attain a minimum grade of "C" in an occupationally or technically specific course required in the major within two attempts, will be withdrawn from the program and not be allowed to re-apply to that program in the School of Health Sciences for a period of five (5) years.

- Fails to attain a minimum grade of "C" in an occupationally or technically specific course required in the major in two separate courses, will be withdrawn from the program and will not be allowed to re-apply to that program in the School of Health Sciences for a period of five (5) years. **(Due to the format of Practical Nursing Courses, two block failures instead of two separate course failures will result in a withdrawal from the program. One Block Failure equals failure in both a PNSG course and its matching PNSG clinical course.)**

- This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other College. However, the student may apply to another program in the School of Health Sciences that does not require the failed courses.

- A student returning for a second attempt in a program in the School of Health Sciences will be admitted based on seat availability and meeting competitive admissions requirements.

Please be aware that programs in the School of Health Sciences may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

Health Sciences Competitive Admissions Process

Southern Regional Technical College's competitive admission programs are the following:

- Associate of Science in Nursing Bridge Option
- Associate of Science in Nursing Generic Option
- Radiology Technology, Degree
- Respiratory Care, Degree
- Surgical Technology, Diploma
- Surgical Technology, Degree
- Veterinary Technology, Degree

All students are subject to the competitive admissions selection process for these programs. The number of students selected for any given semester is based on the number of available clinical slots in the program as a whole and may vary by campus and semester. However, slots are filled from the highest grade point averages downward until the maximum enrollments are reached. There is no guarantee that a higher GPA will progress within a particular semester as all slots are competitive.

Admissions for the ASN Program

The Associate of Science in Nursing has limited enrollment and requires specific criteria for admission; however, compliance with admission criteria DOES NOT guarantee admission. The admission requirements and criteria used by the ASN faculty to select students for admission are discussed (see Selection Process for the ASN Program). The applicants will be ranked according to the admission criteria in order to determine which applicants demonstrate the greatest potential for success in the program.

Students preparing to enter an Associate of Science Degree in the School of Health Sciences program must complete prerequisite courses within two attempts. Anyone failing to meet the criteria will be counseled regarding a School of Health Science diploma program that will best fit their needs or for a degree program that does not require the failed prerequisite course(s).

Students applying for the ASN Program must wait and apply to the nursing program five years from the last nursing course failure if they have failed the ASN/ADN/BSN Program at another institution. However, the student who completes a PN Program does not have to wait five (5) years before applying for the LPN-RN Bridge Option.

The ASN Program will accept HESI entrance scores from other Colleges/Universities with a two-year time limit.

All nursing pre/co-requisite courses must be completed prior to graduation. All Nursing Students working on pre/co-requisite courses while in the nursing program must maintain grades of "C" (70% or better in all pre-co-requisites). Failure to achieve a C or better for any of these courses, when taken as a pre-co-requisite with nursing courses, will prevent progression to the next nursing course. No pre/co-requisite course may be taken more than twice to continue in the nursing program. (See SRTC Catalog & Student Handbook).

All Nursing courses must be taken in the designated sequence and time frame allowed.

All students must maintain a "C" (70%) or better in all courses. Nursing courses may be repeated one time only with the exception of RNSG 1960 which may only be taken one time in a five-year period.

Generic option nursing students who fail one course with a D or F have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 3-year time frame for completing their program of study. Generic nursing students who fail any two courses with a D or F will not qualify for readmission for five years after the last failure.

Students who are unsuccessful in RNSG 1920 may apply for readmission for RNSG 1920 (limited to one readmission). Students who are unsuccessful in RNSG 1960 must apply for the Generic Option and are not eligible for the LPN-RN Bridge Option.

Generic option students who do not wish to wait the five-year period have the option of completing an LPN program and once licensed may apply for the LPN-RN Bridge Option. (Student must meet all LPN-RN Bridge Program admissions standards to qualify).

LPN-RN Bridge Option students who fail one course (excluding RNSG 1960) with a D or F have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 2-year time frame for completing their program of study. Bridge students who fail RNSG 1960 have the option to apply for the Generic program. LPN-RN Bridge Option nursing students who fail any two courses with a D or F will not qualify for readmission for five years after the last failure. (Student must meet all Generic Program admission standards to qualify).

Upon successful completion of RNSG 1960, 11 additional semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

W-This grade signifies that a student withdrew from a course prior to the last two weeks of term. No credit is given and no grade points are calculated. A grade of "W" is not included in the calculating the grade point average but is counted as coursework attempted in the nursing program.

All ASN applicants (Generic and LPN-RN Bridge) are required to take and attain the required score on the ASN Pre-Admission Assessment (HESI) exam, prior to being accepted into the ASN Program. The ASN Pre-Admission Assessment (HESI) exam is composed of the following sections for the generic student: Math, Science (Anatomy & Physiology), English (Vocabulary, Grammar, and Reading Comprehension) and two Style/Profile sections. Applicants are strongly encouraged not to take the HESI exam until completing A&P I and II OR at least complete A&P I and some of A&P II before sitting for the exam. Applicants must also have a completed file prior to taking the HESI exam (excluding current college coursework). Applicants will be allowed two attempts to pass the English, Math and Science (Anatomy & Physiology) sections with a composite score of "75" on each section. Any applicant that is unsuccessful on the first HESI exam (in any section) will be required to remediate prior to re-taking that section(s) of the HESI exam. Several copies of the Evolve Reach ADMISSION ASSESSMENT Exam Review, 5th Edition [ISBN# 978-0-323-582261], are on reserve in the SRTC Library for student use. However, the HESI review book is also available for purchase online at www.elsevier.com.

Any applicant that does not attain a composite score of "75" on one or more sections of the HESI assessment exam after two attempts, will not be considered for admission into the ASN Program. However, applicants can re-apply to the ASN Program after waiting one year before re-applying to the ASN Program. At such time, the applicant will retake the ASN Pre-Admissions assessment exam and meet the required scores for entry into the ASN Program. The applicant will again be allowed two attempts to meet the qualifying ASN Pre-Admission HESI Assessment exam scores.

Curriculum Outline for Generic Option

75 Semester hour credits required for graduation

A "C" or higher is required in all courses for the ASN Program.

The first 6 of the general education courses must be completed before entering into the nursing program and must average a 2.8 GPA for Generic admission into the program. Courses with an (*) asterisk must be within five years prior to acceptance into the ASN Program. Courses with two (**) asterisks must be within seven years prior to acceptance into the ASN Program. Student Success must be completed prior to entering into the first nursing course.

General Education Courses		Nursing Courses	
BIOL 2113*	Anatomy and Physiology I	RNSG 1911	Health Assessment Throughout the Lifespan
BIOL 2113L*	Anatomy and Physiology I Lab	RNSG 1920	Theoretical and Technical Foundations for Nursing Practice
MATH 1111*	College Algebra	RNSG 1931	Introduction to the Nursing Principles of Pharmacy
BIOL 2114*	Anatomy and Physiology II	RNSG 1940	Life Transitions I: Intro to Promotion of Health
BIOL 2114L*	Anatomy and Physiology II Lab	RNSG 1950	Life Transitions II: Promotion of Mental Health
ENGL 1101	Composition and Rhetoric	RNSG 2910	Life Transitions III: Obstetrics
PSYC 1101	Introductory Psychology	RNSG 2920	Life Transitions IV: Pediatrics
BIOL 2117*	Introductory Microbiology	RNSG 2930	Life Transitions V: Medical Surgical 2
BIOL 2117L*	Introductory Microbiology Lab	RNSG 2941	Life Transitions VI: Clinical Decision Making
COMP 1000**	Introduction to Computers		
Elective	General Education Core		
Elective	Degree Level Humanities		
COLL 1500	Student Success		

Generic option students attending SRTC who are unsuccessful in the generic option and qualify for LPN-RN Bridge Option (and have an active unencumbered LPN licenses) will receive exemption credit for RNSG 1960 as long as they have completed RNSG 1920, RNSG 1940, and RNSG 1950 with a "C" or above.

Curriculum Outline for LPN-RN Bridge Option

The LPN-RN Bridge Option of study has 75 Semester hour credits required for graduation.

A "C" or higher is required in all courses for the ASN Program.

All of the general education courses must be completed before entering into the LPN-RN option along with the Student Success course (COLL 1500). Courses with an (*) asterisk must be within five years prior to acceptance into the ASN Program. Courses with two (**) asterisks must be within seven years prior to acceptance into the ASN Program.

General Education Courses		Nursing Courses	
MATH 1111*	College Algebra	RNSG 1911	Health Assessment Throughout the Lifespan
PSYC 1101	Introductory Psychology	RNSG 1931	Introduction to the Nursing Principles of Pharmacy
ENGL 1101	Composition and Rhetoric	RNSG 1960	Transition to Associate Degree Nursing (Bridge Option Student Only)
BIOL 2113*	Anatomy and Physiology I	RNSG 2910	Life Transitions III: Obstetrics
BIOL 2113L*	Anatomy and Physiology I Lab	RNSG 2920	Life Transitions IV: Pediatrics
BIOL 2114*	Anatomy and Physiology II	RNSG 2930	Life Transitions V: Medical Surgical 2
BIOL 2114L*	Anatomy and Physiology II Lab	RNSG 2941	Life Transitions VI: Clinical Decision Making
BIOL 2117*	Introductory Microbiology		
BIOL 2117L*	Introductory Microbiology Lab		
Elective	General Education Core		
Elective	Degree Level Humanities		
COMP 1000**	Introduction to Computers		
COLL 1500	Student Success		

Note: *** Upon successful completion of RNSG 1960, 11 additional semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

Additional Documentation for the ASN Program Generic and Bridge Options

Upon admission to the ASN Program, the student must have the following current official documents on file with the ASN Administrative Assistant. The physical forms and information about required screenings are sent to the students with their acceptance letter to the program. **The deadline for all of the following official documents will be the day of the ASN Program orientation. *Please note:*** All fees and expenses associated with the medical examinations, toxicology screening, immunizations, criminal background check, and certifications that are required for admission are the responsibility of the applicant or student.

1. Current Basic Life Support Certification (BLS) **Health Care Provider** from the **American Heart Association**. Copy the front and back of the card. **A current card must be maintained throughout the nursing program. *No other CPR cards will be accepted.***
    a. **Due to the COVID-19 epidemic, the AHA issued extensions for expirations according to the following chart:**

Recommended Renewal Date on Card (end of month)	New Renewal Due Date with 120-day Extension (end of month)
March 2020	July 2020
April 2020	August 2020
May 2020	September 2020
June 2020	October 2020

2. Health forms and immunization records to include:
    a. Physical Exam – must be within three months of program start
    b. Measles, mumps, and rubella (MMR) – 2 doses required (proof of 2 doses or titer indicating immunization)
    c. Tetanus – must be within ten years
    d. (2) Varicella injection Required or Titer
    e. Hepatitis B vaccine or declination form ***(Declination not accepted at Tift Regional Medical Center)***
    f. PPD, QuantiFERON, if positive Chest x-ray needed – must be within three months of program start, and must be renewed annually
    g. Drug (Toxicology) screening – (Pre-check)
    h. Flu shots for fall admissions required

    Please bring all forms with you on the first day of ASN Program orientation. *Students should keep a digital copy of vaccines, CPR, and PPD on a flash drive for their records and subsequently update them as they expire! Once the forms are turned in and placed into the student's permanent file, we will not be able to make copies of the materials. In the event a form is not completed by the time required, the faculty as a whole will make a determination as to the students' continued acceptance in the ASN Program. Their decision will be final.*
3. Criminal Background Check (please refer to *Mandatory Criminal Background Check Procedure* in this handbook) – (Pre-check)
4. Hepatitis screen results and documentation or indication that the series is in progress.
5. Signed "State of Understanding Regarding Commission of a Felony"
6. Personal Data Sheet
7. Signed "Disciplinary Action Statement on All Forms of Academic Dishonesty"
8. "Confidentiality Statement
9. Signed "OSHA Training Document"
10. Signed "Verification of Receipt of ASN Program Student Handbook"
11. Signed "Student Authorization for Clinical Paperwork"
12. Additional forms to be completed as applicable
    a. Signed "Readmission Request Form"

Please note: SRTC cannot assume legal or financial responsibility for the actions of nursing students. SRTC has arranged for a group liability procedure for health care providers; this Procedure covers nursing students while they are engaged in clinical activities related to the student nurse role. A copy of proof of Student Liability Insurance is kept on file at the college.

Clinical at Tallahassee Memorial Hospital (TMH)

As a requisite for completing RNSG 2920 Life Transitions IV (Pediatrics), you may be required to attend clinical at Tallahassee Memorial Hospital (TMH) in Tallahassee, FL. In order to attend clinical at TMH, you must have two (2) varicella vaccines or proof of disease by titer. Additionally, TMH utilizes a system called My Clinical Exchange to house all health records and orientation paperwork. MyClinicalExchange LLC is a Colorado-based information technology professional services organization specializing in e-business solutions for their clients. It has been adopted by several hospitals, institutions of higher education, and consortiums nationwide. You will be guided through the MyClinicalExchange paperwork documentation system by your clinical coordinator. There is a non-refundable/non-transferable fee of $36.50 per student to utilize MyClinicalExchange and it will be added to your fees for the semester in which you are registered for RNSG 2920. In order to make this process as seamless as possible, please be sure that you keep a **printed** copy of **all** immunizations as well as a **printed** copy of your background check and drug screen from Precheck. If you should have any questions about this process, feel free to contact Ms. Cynthia Heard, RN, MSN (your clinical coordinator) at cheard@southernregional.edu or (229) 227-3119.

Clinical at Colquitt Regional Medical Center (CRMC)

As a requisite for completing RNSG 1960 Moultrie Campus (Transitions), you may be required to attend clinical at Colquitt Regional Medical Center (CRMC). CRMC utilizes the clinical education platform, ACEMAPP. ACEMAPP is a secure, online, onboarding, clinical rotation matching, and compliance management solution. While there is a fee ($50 per year) involved for schools and students, CRMC believes the functionalities gained will be of benefit to all stakeholders. Students and faculty will need to complete all clinical site requirements in ACEMAPP prior to participating in a clinical rotation with CRMC. Once students become compliant, students and faculty will be notified of changes in real time and receive alerts when their requirements, such as documents and immunizations, are close to expiring.

Criminal Background Check Procedure

In the interest of patient safety, to comply with the concerns of clinical facilities, and to fulfill requirements of the Georgia Board of Nursing, all students in the Southern Regional Technical College Associate of Science in Nursing Program are required to complete a criminal background check. (Please refer to the SRTC Catalog and Student Handbook).

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not have access to clinical sites. If clinical placement is not available, the student may be withdrawn from the ASN Program. Successful completion of all program requirements does not guarantee the student will be eligible to take the NCLEX-RN licensing examination and/or receive a registered nursing license.

- Completion of the nursing program is contingent upon satisfactory completion of clinical experience components; therefore, student attendance at all clinical facilities is mandatory throughout the program.

- Each clinical facility has the right of refusal for any student to participate in the facility in the event that a student's criminal background check is not clear.

- These procedure requirements continue throughout the program; therefore, if a student is suspected or convicted of criminal activity at any time during the nursing program, and a clinical site refuses student attendance, the student may be unable to complete the required course satisfactorily.

StudentCheck (PreCheck)

Instructions for obtaining your background check *and* drug screening for a clinical education program

Background checks and drug screening are required on incoming students to ensure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and a turnaround time of the drug screening results is determined by a variety of factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screening services is conducted by E-Screen/Pembroke. All your orders must be placed online through StudentCheck.

Getting Started:

Follow this link: **www.mystudentcheck.com**

- Confirm the school name matches: **Southern Regional Tech College – ASN**
- Select your program from the drop down menu, and then select required services.
- Log in with your username and password. If you do not have an existing profile, please create a new account.
- Enter the required information, provide authorization, and continue to enter payment information.
- If you need further assistant, please contact PreCheck and StudentCheck@PreCheck.com.
- You will be provided with a receipt and confirmation page when your order is placed.

Drug Screening:

You must pre-register for drug screen collections before heading to a collection lab.

- If you pay by credit card, the link to the instructions for pre-registration will be provided at the confirmation page after you complete your order.
- If you are paying by money order, you will be emailed instructions to obtain your drug screen once payment has been received.

Note on Drug Screen Collection Pre-Registration and Appointments: This process only pre-registers you for a drug screen and does not set up an appointment time with the collection site. Collection sites have different policies on setting up appointments for drug screening. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to pre-register and complete the drug screen at the time frame required by the school. For most students, the Electronic Chain of Custody (ECOC) process will register them to a collection site instantly; however the location of some students may require us to mail a paper Chain of Custody Form to get you to a collection site close to your location. We encourage you to pre-register with enough time to allow mailing time, if needed.

Pricing

Background Check..... $49.50 Drug Screening..... $53.00

Applicable taxes will be collected for residents of Texas and New Mexico.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit card will not be investigated, and your name will not be given out to any businesses.

Frequently Asked Questions:

- *Does PreCheck need every street address where I have lived over the past 7 years?* No. Just the city and state.
- *I selected the wrong school, program, or need to correct some other information entered, what do I do?* Please email StudentCheck@PreCheck.com, with the details.
- *How long does the background check take to complete?* Screening can be impacted by a variety of factors.
- *Do I get a copy of the background report?* Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged $14.95 for a copy of your report, and will not to contact PreCheck directly to request this.
- *Do I get a copy of the drug screening?* Your school or clinical site may have a designated administrator who receives results via fax or through e-results, however if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.
- *I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call?* Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

Please note that if a drug screen is diluted, it will need to be repeated at the students' expense. To avoid dilution, drink a normal amount of fluids and do not over hydrate when providing a sample is anticipated. If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.

Progression through the ASN Program

1. All nursing pre/co-requisite courses must be completed prior to graduation. All Nursing Students working on pre/co-requisite courses while in the nursing program must maintain grades of "C" (70%) or better in all pre/co-requisites. Failure to achieve a C or better for any of these courses, when taken as a pre/co-requisite with nursing courses, will prevent progression to the next nursing course. No pre/co-requisite course may be taken more than twice to continue in the nursing program (See SRTC Catalog & Student Handbook).

2. All Nursing courses must be taken in the designated sequence and time frame allowed.

3. All students must maintain a **"C"** (70%) or better in all courses. Nursing courses may be repeated one time only with the exception of RNSG 1960 which may only be taken one time in a five-year period.

   Generic option nursing students who fail one course with a "D" or "F" have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 3-year time frame for completing their program of study. Generic option nursing students who fail any two courses with a "D" or "F" will not qualify for readmission for five years after the last failure.

   Generic option students who do not wish to wait the five-year period have the option of completing an LPN program and once licensed, may apply for the LPN-RN Bridge Option. (Student must meet all LPN-RN Bridge Option admission standards to qualify).

   LPN-RN Bridge option students who fail one course (**excluding RNSG 1960**) with a "D" or "F" have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 2-year time frame for completing their program of study. Bridge option students who fail RNSG 1960 have the option to apply for the Generic option. LPN-RN Bridge option nursing students who fail any two courses with a "D" or "F" will not qualify for readmission for five years after the last failure. (Student must meet all Generic option admission standards to qualify).

4. Any student who withdraws or has one failure "D" or "F" must complete the entire course including theory and clinical to receive credit. Any student who wants to apply for readmission into the program for any reason must submit a "Readmission Request Form". This form is located on page 83 at the end of the ASN Student Handbook and should be submitted in person to the Program Chair no less than one semester prior to re-admission.

5. All standardized achievement tests (HESI) and drug calculation competency exams must be taken at the designated times during the program. Initial examination fees for the HESI are included in college student testing fees. A student must achieve a minimum passing score of 850 on all progression HESI exams, and 100% on the drug calculation competency exams to progress in the ASN Program.

6. The ASN Program will accept HESI entrance scores from other Colleges/University within a two-year time period and two-time limit.

7. The student must have completed the course RNSG 2941 - HESI Final Exam with an 850 or above resulting in a course average of 70 or above to be eligible to take the program HESI Exit Exam. The student will then have two opportunities to successfully pass the HESI Exit Examination with a score of 850 with a semester of remediation before a third attempt. In the event that the student does not obtain the score of 850 after the second attempt, the student will be issued an extended in progress grade (IP) for RNSG 2941 and will be required to enroll in a self-directed online review course for the following semester. The student will meet with the instructor three times during the semester to review the student's progress. The third opportunity to pass the HESI Exit is the final opportunity to earn the required 850. If unsuccessful on the third attempt, a zero will be averaged in as 30% of the course grade which then will result in failure of the RNSG 2941 course. No further remediation will be offered.

8. **W**-This grade signifies that a student withdrew from a course prior to the last two weeks of term. No credit is given and no grade points are calculated. A grade of "W" is not included in calculating the grade point average but is counted as course work attempted.

Competencies and Functional Abilities

Southern Regional Technical College Associate of Science in Nursing recognizes that nursing is an intellectually, mentally, and physically demanding profession. Students seeking admission should be aware that all graduates are expected to assimilate basic competencies and abilities throughout their education with or without reasonable accommodation. Competencies and functional abilities required of all nurses are summarized in the table below. These competencies and functional abilities presented here are not intended to be a complete list of professional nursing practice behaviors but rather as a sampling of the types of abilities needed by the nursing student to meet program goals. The Program reserves the right to amend this listing based on the identification of additional standards or criteria for nursing students.

Core Competencies	Standard	Examples not meant to be inclusive
Critical Thinking and Analytic Thinking	Critical thinking ability that includes the ability to recognize cause/effect and analyze potential solutions sufficient for clinical judgement.	Identify cause-effect relationships in clinical situations. Develop nursing care plans. Synthesize knowledge, recognize problems, problem solve, prioritize, invoke long and short term memory.
Interpersonal Skills	Demonstrate therapeutic communication and relationship skills. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues. Engage in conflict resolution, establish rapport, and non-judgmental attitude. Work as a member of the healthcare team in a collaborative manner.
Communication	Communication abilities sufficient for interaction with others in verbal and written form using English as the primary language.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Participates in patient conferences, interpret nonverbal cues.
Mobility	Demonstrates physical abilities consistent with role sufficient to move from room to room and maneuver in small spaces.	Moves around in patient's rooms, workspaces, and treatment areas, administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care. Exhibit ability to move, sit, stand, and walk safely. Demonstrate ability to write, grasp, pick up, or manipulate small objects.	Bend, stoop, or reach for objects, maintain balance, write legibly, manipulate syringes, calibrate and use equipment, position patients/clients.
Mental Health Status	Maintain focus, emotional stability in stressful situations and respond to needs of others.	Manage own emotions, respond appropriately in crisis situations, adapts to change readily, and maintain therapeutic boundaries.

Core Competencies	Standard	Examples not meant to be inclusive
Hearing	Auditory ability sufficient to monitor and assess health needs. Hear with or without aids, voices, sounds, and monitoring alarms necessary for safe practice.	Monitor blood pressures, hear patients speaking, respond to equipment alarms, emergency signals, auscultate lung sounds, and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care. Distinguish color and visual images within normal range.	Determines color changes during physical assessment, observe patients in hallways, read computer/monitoring screens and observes patient/client responses.
Tactile Sensation	Interpret sensations, temperature, and environmental temperature. Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination, and/or those related to therapeutic intervention, e.g. insertions of a catheter. Respond to environmental temperature changes.
Olfactory Sensation	Detect odors, unusual smells, or smoke.	Assess odors during physical assessment, and detect odor of smoke.
Psychomotor Skills	Perform tasks congruent with nursing roles.	Perform patient assessment, change dressings, and give injections.
Reading	Read and comprehend written materials.	Read and interpret policies and procedures, and read progress notes.
Mathematical Ability	Demonstrate facility with arithmetic functions, measurements, recording devices and reading/recording of numerical information.	Calculate drug dosages; convert to metric system, read monitoring equipment, record numerical assessment/monitoring data.
Physical Stamina	Exhibit physical strength and endurance appropriate to professional nursing roles throughout assigned shifts.	Lift or move patients, support patients walking, work complete shifts, and conduct CPR.
Physical Health Status	Maintain physical health consistent with employment responsibilities and commitments.	Monitor own health needs.

Source: Southern Council on Collegiate Education for Nursing (SCCEN). (2008). The Americans with Disabilities Act: Implications for Nursing Education. Atlanta

Academic Misconduct

Please refer to the SRTC Catalog and Student Handbook

Computers in the Classroom/Computer Tests

Computers in the Classroom:

Are not for personal email, surfing the web, Social Media, completing work for other courses, completing work to turn in today which should have been completed prior to class, etc. Students should always ask permission to use the printer provided in the classroom. The printer is disengaged during class periods.

The only items which should be seen on computer screens are Blackboard Learn when indicated, PowerPoint which you take notes on – if these are provided to you. If you have no need for those; turn the power off altogether on your computer. The IP address on each computer is monitored for activity.

Computer Tests:

Prior to any test, the students will leave all personal items at the front of the room (or area designated by faculty) which includes, but is not limited to: books, book bags, cell phones, notebooks, paper, notes, key rings, pens, pencils, calculators, caps/hats/visors, coats/jackets/sweaters, etc.

During testing: nothing will be on the desk other than a plain piece of paper, a pencil (which will be provided by the instructor), and a calculator. The paper will have your name on it and be turned in when testing is complete, with the pencil. Once you have completed your test, close out the program, and leave the room quietly. Do not return to the room until testing is completed for all students.

Technical Issues:

Occasionally, technical problems may occur while attempting to take an exam. If this issue happens, the instructor will ask the student to leave the room and go to another RN instructor's office so they can assist the student with logging into their Blackboard shell. The student will be given the same amount of time to take his or her exam as their classmates had to complete the exam. If more than 15 minutes is needed to get the student logged into their Blackboard, he or she will be placed in another room to complete their exam.

Instructors have no control over internet connectivity during an exam. Often delays or disconnections may occur during an exam. The instructor will make every attempt to allow the student to complete a submission of an exam.

Testing Environment:

Instructors have no control over noises made by candidates typing during another examination. Typing noise is considered a normal part of the computerized testing environment, just as the noise of turning pages is a normal part of the paper-and-pencil testing environment. It is recommended you bring your own earplugs if noise is a distraction.

Grading Procedure for the ASN Program

The final course grade will be determined from the theory component of the course. In addition, the student must earn a satisfactory "S" in the skills lab and in the clinical setting to successfully pass the course. Course syllabi and the clinical evaluation tool(s) list the identified behaviors being evaluated. The clinical evaluation tool is given to the student in each class which has a clinical component. When the

clinical grade is passing “S”, and the skills lab component is passing “S”, a letter grade for each course will be established from the theory component according to the following scale.

Theory/Classroom Grading Scale

Credit Courses:	Grade	Numeric Score	Quality Points
	A	90 – 100	4
	B	80 – 89	3
	C	70 – 79	2
	D	60 – 69	1
	F	0 – 59	0
	W	Withdrawn	Not Computed
	I	Incomplete	
	IP	In Progress	
	AC (A, B, C)	Articulated Credit	Not Computed
	AU	Audit	Not Computed
	TR (A, B, C, M)	Transfer Credit	Not Computed
	EXE, EXP	Exemption Credit	Not Computed
Learning Support:	**Grade**	**Numeric Score**	**Quality Points**
	A*	90 – 100	
	B*	80 – 89	
	C*	70 – 79	
	D*	60 – 69	
	F*	0 – 59	
	W*	Withdrawn	
Non-Credit:	**Grade**	**Numeric Score**	**Quality Points**
	S	Satisfactory (70+)	Not Computed
	U	Unsatisfactory (69 or less)	Not Computed

Grading in the classroom is designed to objectively measure a student’s mastery of knowledge and its application related to the practice of nursing. A theory grade is determined from content exams and the comprehensive final exam in the course. All classroom assignments must be completed satisfactorily and on time.

Student Evaluation

A failing grade, any grade less than 70%, will prevent a student from progressing in the Associate of Science in Nursing Program. The student must attain an overall average of 70% to pass nursing with a “C” or higher and be eligible to continue in the nursing course sequence. Any student scoring less than 70% on any unit exam will be referred to a designated faculty member for remediation. The student is required to make an appointment with the instructor within one week of receiving their exam results. A student will not graduate or be recommended to the Board of Nursing to sit for the NCLEX-RN until the student has successfully completed all program requirements including the HESI Final Exit Examination. The student has three separate attempts to successfully pass the HESI Final Exit Exam for the program with a semester of remediation between the second and third attempts. This exam is administered in the last semester of the program. Please refer to the Examination Procedure for the ASN Program for complete information.

Incomplete (I) Grades

This grade signifies that a student has satisfactorily completed 80% of the class days of the required coursework, but for non-academic reasons beyond the student's control, has not been able to complete the course. The Incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the Vice President for Academic Affairs or designated representative. Grades of **"I"** not cleared within the first two weeks of the next term will be converted to an **"F"**. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Vice President for Academic Affairs or a designated representative; however, under no circumstances extended beyond the term. (See the SRTC Catalog and Student Handbook).

Examinations and Quizzes

Attendance at Examinations/Quizzes:

Students are expected to take all scheduled examinations and quizzes. If proof of extenuating circumstances is provided to the course coordinator within **one day** after a missed exam, the lowest exam or quiz score will be substituted for the missed exam/quiz. Extenuating circumstances include, but are not limited to, illness or death in the immediate family (parent, grandparent, sibling, spouse, child, significant other).

If a student is noted present on campus at any time the day of an exam/quiz and arrives late for the exam/quiz, proof of extenuating circumstances is NOT ALLOWED. The student will receive a zero for the exam or quiz.

Extenuating circumstances will only be allowed once per course. If proof of extenuating circumstances is not provided or if the student does not contact the course coordinator within one day after the missed exam, the student will receive a zero for that exam or quiz. If a second exam or quiz is missed, the student must provide a written explanation and must appear before the faculty panel with evidence of extenuating circumstances.

The evidence will be brought before the faculty panel (made up of ASN Program Chair, Course Coordinator, and one other faculty member). It is the student's responsibility to contact the course coordinator to make an appointment to appear before the faculty panel within 5 school days or it will result in a zero for the second exam/quiz missed and failure for the course. **NOTE: The Final Exam cannot be missed!**

HESI Nursing Examination Procedure

1. There is a HESI Final Exam given at the end of RNSG 1920, 1940, 1960, 2930, and 2941. **If a student has less than 70% after the final course exam and prior to the comprehensive final exam, the student will not be allowed to sit for the comprehensive final HESI exam. The student will be withdrawn from the course resulting in a course failure.** The students will be given two attempts at passing the HESI final exam with a score of 850. If the student is unsuccessful after the second attempt he/she will fail the nursing course. After the second unsuccessful attempt on the HESI final, a zero will be recorded as the comprehensive final exam grade and count for 30% of the grade.

2. The student must have completed the course RNSG 2941 HESI Final Exam with an 850 or above resulting in a course average of 70 or above to be eligible to take the program HESI Exit Exam.

   The student will then have two opportunities to successfully pass the HESI Exit Examination with a score of 850. In the event that the student does not obtain the score of 850 after the second attempt, the student will be issued an extended in progress grade (IP) for RNSG 2941 and will be required to enroll in a self-directed online review course for the following semester. The student will meet with the instructor three times during the semester to review the student's progress. The third opportunity to pass the HESI Exit is the final opportunity to earn the required 850. If unsuccessful on the third attempt, a zero will be averaged in as 30% of the course grade which will then result in a failure of the RSNG 2941 course. No further remediation will be offered. ***Note: The HESI Exit Exams are included in testing fees.**

3. **Drug Dosage Calculation Competency Exam Procedure**
   A drug dosage calculation competency exam will be administered at the completion of Introduction to Nursing Principles of Pharmacology (RNSG 1931). The student must score at least 100% on the exam to pass. Should the student be unable to score the required 100% on the first attempt, two additional drug calculation exams may be attempted with the minimum passing score of 100%. The student who is unable to score the required minimum score of 100% by the third attempt will not be allowed to progress in the nursing program and will earn an "F" in the associated course. In the future nursing courses (after successful completion of RNSG 1931) Drug Calculation Problems will be a part of course exams in order to maintain student proficiency.

Testing Guidelines for ALL Examinations

- All personal belongings including cell phones will be relocated to another part of the testing room.
- Students should have **nothing** on the desk.
- There should be no smart watches worn during any examination. Smart watches must be removed prior to beginning the exam.
- All cell phones will remain OFF during the testing period. Any student whose cell phone is on during the testing period will be requested to leave the testing area immediately. If your phone rings, it will be taken and ten points will be deducted from your test.
- There will be **no** conversation during the testing period.
- Only one student at a time may leave the room if a restroom break is needed and approved by faculty.
- Students who are tardy will not be allowed to take the test.
- *Please note:* If a student is noted present on campus at any time the day of an exam and arrives late for the exam, proof of extenuating circumstances is NOT ALLOWED. The student will receive a zero for this exam.
- Students are not allowed to congregate in the hallway outside of the testing area. If faculty has to address a noise problem, students involved in the activity will have earned a zero for the exam.
- Occasionally, technical problems may occur while attempting to take an exam. If this issue happens, the instructor will ask the student to leave the room and go to another RN instructor's office so they can assist the student with logging into their Blackboard shell. The student will be given the same amount of time to take his or her exam as their classmates had to complete the exam. If more than 15 minutes is needed to get the student logged into their Blackboard, he or she will be placed in another room to complete their exam.
- Once a student leaves the room after an exam, he or she will not be allowed back into the room until **all** students finish testing.
- Students with disabilities should contact Jeanine Long (jlong@southernregional.edu) for accommodations.

Post Test Analysis

- The course faculty will review the statistical analysis of individual test items as well as other significant issues prior to posting test grades.
- Decisions to exclude or keep a test item are at the discretion of the course faculty.

Guidelines for Test Reviews

Purposes

- Allows the student the opportunity to identify areas where further study is required.
- Provides clarification and rationales for correct answers.
- Provides the opportunity for the student to identify issues with test taking skills.

Rules for Test Reviews

- Students are provided immediate rationale via the computer after each test including the final exam.
- Opportunities to review a test after test review has been conducted are not guaranteed. Students may make an appointment with the course coordinator, course faculty during available office hours.
- Final Exams are not reviewed.
- In class review of the final exam will not occur. The student is given an analysis of their final exam provided by HESI. Any student not scoring 850 or above on their final exam will be required to complete remediation, provided by HESI.

ASN Grade Appeals

The following process will be used for grade appeals:

A student may appeal a final grade or other academic decision. The student may appeal to the faculty member who awarded the grade or made the academic decision. Absent extraordinary circumstances, a written appeal to the faculty member must be filed within two weeks from the date the student learned or reasonably should have learned of the grade. The faculty member will provide the student with a written decision.

If the consultation with the faculty member does not resolve the appeal, a student may submit a written request for review of the appeal to the Dean for Health Sciences. Absent extraordinary circumstances, the request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the faculty member. The Dean for Health Sciences will provide the student with a written decision.

If the student is not satisfied with the decision of the Dean, the student may submit a written request for review to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the Dean for Health Sciences. The Vice President for Academic Affairs will provide the student with a written decision. The decision of the Vice President for Academic Affairs shall be final.

Please refer to the SRTC Catalog & Student Handbook for the following policies:

- **Grade and Other Academic Appeals for College**
- **ASN Attendance Procedure**
  - **Excused Absence**
  - **Unexcused Absence**
  - **Tardiness Criteria**
- **Classroom Breaks**

ASN Attendance Procedure

SRTC emphasizes the importance of class attendance. If you are to be out, you need to notify the instructor. In the traditional classroom environment, the attendance procedure is outlined in the student handbook below:

Tardies represent 1 hour missed.
Students who miss 5% will be given a warning.
Students who miss 10% will be withdrawn from class.
Students who miss 20% will be withdrawn without recourse.

Cell Phone Procedure

Students are to have cell phones on silent or off during class. If you need to have your phone on vibrate for any reason, the instructor must be notified prior to the beginning of class. If someone complains or the instructor notices a cell phone being used during class for texting or other reasons, the student will be asked to leave the class for the rest of the day. This will require make-up work to be completed. If your phone is vibrating or bothering classmates, the same rule applies. You will be asked to leave class for the remainder of the day and will have make-up work for the missed class time with the exception of an exam, **THERE WILL BE NO MAKE-UPS.**

Skills Laboratory

The nursing skills laboratory augments classroom theory by teaching skills which are necessary in the application of theory. The following instructional methods are utilized in the lab: demonstration, supervised practice, individual practice, skills check-offs, computerized instruction, simulation, and independent viewing learning resources and media. Students will be required to complete skills competency check-offs each semester throughout the program.

Skills Laboratory Requirements

Students will be assigned to skills lab practice sessions and return demonstration sessions according to students' class schedules and learning needs. Students are required to attend all nursing laboratory experiences. Lab sessions may be held during morning or afternoon hours as determined by the faculty.

Students are expected to follow the guidelines listed below in relation to skills lab requirements:

1. Complete assigned readings before the nursing skills lab demonstration class. Reading assignments are important and should be read thoroughly. Students should also read the skills lab guide and skills checklist. These should be used as a guide for practicing skills and for performing check-offs.
2. If a clinical skills video is shown during the nursing skills lab and the student is absent, he or she will be responsible for viewing the clinical skills video prior to his/her make-up session(s). Students must show evidence of having reviewed the assigned video as requested by faculty. If evidence is not submitted, the student will not be permitted to attend the skills lab session. This will constitute a skills lab absence and must be made up after viewing the assigned clinical skills video.
3. Students are expected to attend each scheduled skills lab. If unable to attend, the student must notify the course coordinator or other faculty member prior to the scheduled session. It is the student's responsibility to make up any missed skills lab. The attendance procedure of the ASN Program applies to all scheduled skills lab sessions.
4. The Nursing Skills Lab will be open for scheduled practice and skills check off times. Students electing additional practice times will be allowed into the lab at times pre-arranged with the nursing faculty.
5. Cell phones and food will ***not*** be allowed in the lab.

Skills Laboratory Evaluation

ASN student performance and competency of nursing skills will be evaluated every semester using a skills laboratory evaluation check-off tool. Students are expected to come to the check-off session prepared to perform any previously learned nursing skill. The skill requested to be performed by the student is at the discretion of the ASN faculty. The ASN faculty will utilize a satisfactory or unsatisfactory rating scale to evaluate the behaviors listed in the skills lab manual that accompanies the current Fundamentals course text. The evaluation of satisfactory (S) or unsatisfactory (U) will be based upon the following ratings:

Satisfactory (S): Behavior is demonstrated safely and independently or with minimum assistance. The student is able to verbalize and apply scientific or theoretical principles related to behavior.

Unsatisfactory (U): Behavior is demonstrated ineffectively, incorrectly, or incompletely. Close supervision and/or consistent prompting and direction are required to perform expected behavior. Student is unable to verbalize and/or apply scientific or theoretical principles related to behavior.

Following each lab check-off session, the student will receive a rating for each skill that was completed. If a (U) was earned, the specific behavior of the student will be described in writing on the evaluation tool and will be shared with the student. The student will be expected to review and return for a second attempt with the Course Coordinator. If an unsatisfactory grade is assigned for the 2nd attempt, the student will be required to make an appointment with the Course Coordinator for remediation, **and** make a video demonstrating competency of the skill. Satisfactory demonstration of the skill on video must be obtained prior to the final exam. If satisfactory demonstration of the skill is not accomplished, the student will earn a (U) and may be at risk for overall course failure.

If the student misses skills lab and does not notify the instructor of their absence ahead of time, the student will receive a grade of (U). The student will have earned a (U) for the skills lab grade if he receives 3 unsatisfactory ratings in any one behavior. A (U) skills lab grade will result in the student receiving an "F" for the course grade. The ASN attendance procedure applies to all scheduled skills laboratory sessions and check-offs. Students with skills lab absences run the risk of not meeting course objectives, resulting in failure of the course. Students are required to complete all lab check offs within 10 minutes. A timer will be set to accurately track time. If time limit is exceeded, it will be considered a (U) for that check-off and required to recheck. (Please see Skills Lab evaluations).

Clinical Experience

Student clinical experiences will be in a variety of settings and locations including the Simulation Lab. Students are required to attend all assigned clinical experiences. Students are notified at the beginning of each semester about the schedule and location of the clinical practicum. Students cannot request certain clinical locations and must attend the clinical sites as assigned; although consideration for a facility near the student's home will be given due to the high cost of transportation. Student clinical assignments are made at the discretion of the Clinical Coordinator.

Clinical/Simulation Lab Requirements

Students are expected to adhere to the following in relation to clinical experiences:

1. Participation in all schedule clinical experiences is required.

2. Tardiness is an unacceptable behavior. Students who arrive more than 10 minutes late for the clinical experience will be sent home. Additional assignments will be required and must be completed by the date and time designated by the faculty. Anytime a student is tardy, a notation will be placed on the evaluation tool.

3. Students are **NOT** to leave the assigned clinical area without permission from the clinical instructor. Student must ensure that their assigned client has nursing attendance at all times. Students must notify the instructor, the nurse(s) assigned to the client(s) care and ask a peer to cover their client prior to leaving the unit for any reason.

4. A student who is breast-feeding and involved in a clinical rotation may utilize her break and/or mealtime for collection of breast milk for future feedings. This procedure is to be completed in a private, hospital-staff approved area conductive to this procedure. It is expected that the student will notify her course coordinator and clinical instructor at the onset of the clinical rotation experience that she is desirous of engaging in this behavior. The student will continue to notify the clinical instructor and her client's primary nurse when she plans to physically remove herself from her assigned client's environment.

5. Students must abide by all rules and regulations of the affiliated clinical agencies.

6. Transportation to and from the clinical agencies is the responsibility of the student.

7. No student will be allowed to give care to any client before or after clinical lab unless an instructor is present.

8. It is the student's responsibility to plan and implement nursing care according to the objectives on the clinical lab evaluation tool.

9. Students must be able to perform all nursing skills safely. If unsure as to how to perform or proceed with a certain procedure or skill, it is the student's responsibility to contact the instructor for assistance.

10. Students are expected to communicate with hospital staff, especially to nursing personnel to whom their clients are assigned. The student will report all pertinent client information to the nurse responsible for the client.

11. All students must strictly adhere to the SRTC dress code (See General Code of Discipline, SRTC Catalog and Student Handbook). If a student violates the dress code, he/she will be sent home and considered absent from the clinical setting or simulation lab.

12. Students will be assigned to clinical rotations by schedule; including alternate clinical units/sites, by the Clinical Coordinator and according to the learning level needs of the student. Clinical faculty may further alter clinical alternate schedules for a student as necessary, according to the learning progress of the student in the clinical setting.

13. Students are to report to clinical with needed equipment and supplies. Students should not borrow from the instructors or other peers.

14. Students must come prepared to the clinical labs by having written assignments completed as specified on the laboratory guide(s)/syllabi for the nursing course.

15. Students must call the clinical instructor (office and cell phone) prior to the beginning of any clinical and on each day to be missed. Students with an extended illness should contact the Program Chair (Tammy Bryant – tbryant@southernregional.edu) for procedure. Failure to contact all of the above will result in an unexcused absence – **DO NOT CALL A FRIEND TO TELL YOUR INSTRUCTOR OF YOUR ABSENCE.**

16. Students who are absent from any clinical hours will be required to make up the entire clinical day in order to progress in the course/program:
    a. The maximum number of clinical hours a student can make up **per semester** are ten (10). The hours must be made up in the category in which they were missed (example: medical-surgical, maternity, psych, etc.); however, they will not consist of an alternate experience.
    b. Scheduling of make-up hours are contingent upon an excused absence. An excused absence required documentation such as a physician's excuse, jury duty notice, obituary, etc. All others are subject to review and approval by the Program Chair.
    c. It is the student's responsibility to notify the Clinical Coordinator within 24 hours of the absence in order to have the time rescheduled. Make-up hours may be scheduled on weekends, nights, or evenings and the attendance is not optional (if missed, the student will be withdrawn from the course). Participation in all scheduled clinical experiences is required. Excused absences will be granted only in extenuating circumstances. Proof of extenuating circumstances such as illness or death in the immediate family must be provided. Clinical experience missed due to extenuating circumstances will be made up at the discretion of the instructor. All clinical experience make-up work must be completed prior to final exams for that semester. An unexcused absence of more than one clinical day in any course may result in a W.
    d. Any missed clinical (virtual or facility) time results in making up the entire 10 hour day (exception is 10 minutes late).

17. All clinical experience make-up work, including all paperwork, must be completed prior to the end of the semester.

18. If absent, regardless of the reason, the student is responsible for any material or announcements made on the day the student was absent.

19. Students will not be allowed to bring purses, suitcases or other large carrying cases to the clinical setting.

20. Students are encouraged to bring a non-perishable snack to the clinical assignment in the event that a lunch period is missed or late. The snack must be consumed in the designated area and with the permission of the instructor.

21. No cell phones are allowed in the clinical setting which includes the virtual hospital. If a cell phone is discovered, the student will be sent home and receive a notation on their Clinical Evaluation Tool.

22. PDA's and other electronic devices may be used only per Facility's procedure regarding electronic devices.

23. Students unprepared to give medications will not be permitted to administer medications that day and will receive notations on the Clinical Evaluation Tool for the day and will be sent home. This will require a clinical make-up day. However, paperwork must be completed and turned in on the assigned day.

24. No electronic watches. Analog **only** in the clinical setting which includes the virtual hospital.

Community Service Hours

In accordance with the mission, vision, values, and philosophy of Southern Regional Technical College (SRTC), students enrolled in the Associate Degree Nursing Program are required to complete community service. Because learning takes place not only in the classroom but also in the community, service learning is an important part of the nursing curriculum. It is a great opportunity to assist the community while experiencing personal fulfillment. The Community Service 10-hour requirement is the application of one's skills and time to meet identified community needs. Service learning promotes hands-on learning by:

- Fulfilling community needs
- Promoting civic and social responsibility
- Actively reflecting and reinforcing classroom learning
- Developing strengths that last a lifetime
- Stimulating the development of leadership skills

Community service is defined as volunteer work that is intended to help others in a particular way. In order to fulfill the service requirement for the Division of Nursing at SRTC, the activity must be related to health promotion within the Technical College's institution or within the counties it serves.

Community service activities include, but are not limited to:

- Participating in health screenings and physicals (e.g. for area business/industry and/or High Schools)
- Planning and/or participating in health fairs
- Serving as volunteers for College sponsored events that serve the public in some health related way (e.g. Career Day at area High Schools)

- Mentoring or tutoring other students (e.g. assisting in the lab with Fundamentals RNSG 1920)
- Volunteer work with various human service agencies (e.g. Lives Without Limits, Hands on Thomas County, Food Banks, Humane Society)
- Participation in any College or community activity if it can be demonstrated that the student contributed in some special way related to nursing (e.g. Donating blood – one hour per pint, the Alzheimer's Memory Walk, Relay for Life)
- Approved CEU for COVID-19 by the National Council of State Board of Nursing
- Donation of uniforms to the HATZ Off Program on Tifton Campus

Students are responsible for submitting validating documentation of their activities to the RNSG 2941 course coordinator to be placed in their permanent file. **It is also recommended that the student keep a copy of the validation sheet for their own records.** If students have questions about the acceptability of a specific activity they should present, the information about the activity to one of their current Nursing Instructors as well as the Program Chair of the Nursing Division for a judgment. Upon the approval of the activity by the Instructor **and** the Program Chair, the student may complete the activity. **The 10-hour Community Service requirement shall not begin prior to entering RNSG 1940 (Generic option) or RNSG 1960 (Bridge option) and must be completed by midterm of RNSG 2941.** Should the student fail to complete the required 10 hours prior to midterm of RNSG 2941, the student must provide written explanation and must appear before the faculty panel to present a verbal explanation. The evidence will be brought before the faculty panel (made up of the ASN Program Chair, Course Coordinator, and one other faculty member). The faculty panel will discuss the evidence and collectively agree on appropriate disciplinary action. It is the **student's** responsibility to contact the RNSG 2941 course coordinator to make an appointment to appear before the faculty panel within five school days of midterm.

Preceptorship for RNSG 2941 ***(*In the event Preceptorship is offered)***

Preceptorship is to be done on student's own time and not paid working time. The State Board of Nursing is specific that student's clinical time should be non-paid time. If this violation occurs, the student will be dismissed from the program and will earn a failing grade for the course. In addition, Preceptorship must be completed within designated time frame given by the clinical coordinator. Preceptorship clinical will be completed on whatever shift your preceptor is assigned (AM, PM, weekday, or weekend). Clinical/class cannot be missed to complete preceptor hours.

Overall Clinical Evaluation

Established criteria will be utilized to evaluate the student's progress toward meeting the program outcomes. Each time students are assigned to care for real or simulated clients, faculty will be present and will evaluate student performance. This evaluation will include but not be limited to: care given, the development of nursing concept maps, teaching plans, or clinical pathways; process recordings, participation in clinical conferences, or any other clinical specific projects. Expected clinical behaviors are grouped according to the course outcomes. Faculty will evaluate students throughout the clinical learning experience using the Clinical Evaluation Tool associated with the specific course.

Evaluation in Clinical Setting

The evaluation of Satisfactory (S) or unsatisfactory (U) will be made based upon the following ratings:

Satisfactory (S): Behavior is demonstrated safely and independently or with minimum assistance. The student is able to verbalize and apply scientific or theoretical principles related to behavior.

Unsatisfactory (U): Behavior is demonstrated ineffectively, incorrectly, or incompletely. Close supervision and/or consistent prompting and direction are required to perform expected behavior. Student is unable to verbalize and/or apply scientific or theoretical principles related to behavior.

After each clinical session, the student and clinical instructor will evaluate each behavior that was performed. If a notation is earned, the specific behavior of the student will be described in writing on the evaluation tool and will be shared with the student. The student will be counseled before the next clinical session regarding approaches and expectations for improvement of his/her behavior.

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

- Achievement of the stated criteria in the Clinical Evaluation Tool for each nursing course.

An Unsatisfactory (U) grade in the clinical setting which will result in an F in the course if any of the following occur at any point during the semester:

- One (1) incident of gross unprofessional conduct or behavior (See ASN Student Handbook)
- Earning below a 70 on Clinical Evaluation Tool at any point during the semester
- Any clinical time not made up before the final exam

Unsafe Clinical Practice

Repeated evidence of unsafe clinical practice by a student will result in a clinical failure from the SRTC ASN Program. The clinical instructor will document unsafe clinical practice on the Clinical Evaluation Tool and the student counseling form. Students demonstrating unsafe practice twice will earn an unsatisfactory (U) grade and fail the program.

- Nursing care that is deemed to be unsafe clinical practice includes, but is not limited to:
- Failure to provide for the safety of the patient. Each student is required to practice without violating a) physiological safety, b) psychological safety, and c) infection control guidelines.
- Failure to observe the "six rights" of medication administration according to agency procedure and accepted standards of care: a) right patient, b) right drug, c) right dose, d) right route, e) right time, and f) right documentation.
- Failure to acquire clinical instructor's supervision.
- Administering nursing care when the nursing instructor is not on the premises.
- Failure to confirm patient allergy status and/or code status.
- Violation of ethical standards such as: a) willful dishonesty regarding information given to faculty, college students, or hospital staff, b)stealing medications, equipment, supplies, books, etc., c) failure to ensure patient confidentiality, d) abuse or neglect patients or e) impairment or possible impairment through use of alcohol and/or un-prescribed chemicals.
- Failure to prepare, comprehend, and/or discuss with the clinical instructor the assigned patient's pathophysiology and/or medications.
- Failure to notify clinical instructor prior to leaving the clinical floor at any time.
- Absence from clinical assignment without proper notification (see Clinical Experience Requirements).

Uniform and Dress Requirements ***Except Psychiatric Nursing Clinical(s) – see Procedure**

Students must wear the designated student uniform when in the clinical area on clinical assignment or other course assigned activities. All nursing instructors have the right to dismiss a student from the clinical setting if they fail to meet these standards.

Guidelines

Personal Hygiene/Grooming

a. Students are to be clean, neat, and well-groomed at all times.
b. Odors can be offensive to sick clients. No perfumed substances of any kind may be worn during clinical experiences.
c. Special attention should be given to achieving non-offensive breath and body odors. **There is to be no smoking while in uniform. See "Tobacco Free Campus Procedure" in SRTC Catalog and Student Handbook.**
d. Hair must be presented in a conservative style. Conservative style is defined as hair off collar, neatly arranged and no hair ornaments, no hair designs, no pigtails, beehives, puffs, or loose strings in the face. Barrettes or clips which are used to keep hair off collar must be color of hair. Your hair color must be one with which you can be born with. Hair must be away from face and out of the eyes for all procedures.
e. All male students must be clean shaven. If you have a mustache or beard, it must be well groomed (short and neatly trimmed).
f. Nails must be clean, neat, and not extend beyond the fingertips. Only clear nail polish may be used. **No artificial nails are allowed.**
g. Cosmetics/make-up: Moderate use of makeup (worn very sparingly).
h. Gum chewing and use of tobacco (smoking, dipping, or any electronic tobacco device) are not allowed during clinical experience.
i. Jewelry will be allowed as follows: a plain wedding band, watch with second hand (non-digital; gold, white, or black only), small (white gold, gold, silver or pearls) post earrings (one per ear in the earlobe; no hoops, drop or colored earrings).
j. White or Skin Tone long sleeve shirts may be worn in fall/winter or to cover skin decorations.
k. SRTC lab coats can be worn in the clinical setting **except** in the patient's room.

Uniform Requirements (General)

a. Two (2) to four (4) official SRTC ASN uniforms and (1) lab coat: clean and ironed; a clean uniform should be worn each day; patches should be arranged with the college logo on the left and the green patch on the right. Uniform (dresses) should be between mid-knee and mid-calf in length. White run-free hose are to be worn. (Support hose are recommended).
b. Pants are also available to be worn with the uniform top. Pants must be worn at the natural waist line, no undergarments or skin should be seen when bending or stooping. White hose, white mid-calf socks, or white knee-highs (no footies) are permitted with the pants.
c. Male students' navy uniform pants, white crew neck T-shirt and white uniform top SRTC logo on the left sleeve composes the acceptable uniform for the male students. Crew socks are to be worn with this uniform. SRTC band on left and color band on right.
d. The uniform is to be clean and neat and worn in such a manner as to give a fresh, professional appearance.
e. Shoes must be cleaned, all-white, closed toe, and low-heeled professional shoes with rubber soles. Shoes and shoestrings must be cleaned before each clinical assignment. **No canvas or cloth shoes or open backs are allowed.** Exception: clogs with strap across back are allowed; **"Crocs" are allowed with back strap and NO holes.**
f. The name SRTC badge is worn on the right side of the uniform and/or lab coat at all times.

g. Underwear should be neutral or skin-colored; solid no prints; slips must be worn under dresses. Neutral or skin-colored bras must be worn during all clinical experiences. Males should wear an undershirt or T-shirt under lab top.
h. No sweaters will be allowed.
i. Skin decorations or any other drawing or diagram on the skin are not to be visible when representing SRTC in the practice settings. Any student having a tattoo or other permanent skin decoration visible on the arm/neck must cover them at all times. Any tattoos on the lower leg, ankle, or foot are to be covered by socks and/or pants when representing SRTC in practice settings.
j. All body piercings that are visible must be removed (nose piercing cannot be covered up with Band-Aid and must be removed.
k. SRTC badge holders can be purchased from any SRTC bookstore. **No other badge holders allowed.**
l. **No smart phones or digital watches.**

For Psychiatric Nursing Clinical Assignments

Acceptable Dress

- ✓ ***Tifton students are required to wear scrubs to psychiatric clinicals.***
- ✓ Casual street clothes (slacks, shirts, dresses, skirts, blouses).
- ✓ Flat heeled shoes; closed toe; or nursing shoes.
- ✓ Nails must be short and neatly trimmed; should not extend past fingertips; clear nail polish only; must not be chipped. No artificial nails allowed.
- ✓ Only the following jewelry may be worn: Female: small post-type non-dangling earrings – only one pair. Male/females: plain wedding band.

Unacceptable Dress

- Jeans, coveralls, culottes.
- Bermuda shorts, pedal pushers, crop pants, above the ankle pants
- "Dressy" dresses or clothing
- Beachwear (thongs, flip flops).
- Tennis-shoes or sneakers.
- High-heeled shoes or boots.
- Chains, ties.
- Clothing which is excessively bright in color or gaudy in appearance.
- Provocative clothing (clinging, thin, very close-fitting or tight, transparent material). No see-through arms or upper chest or back.
- Midriff tops.
- Any clothing with low necklines or low back line (sun dresses, low cut blouses, or tops).
- See tattoos above.
- Cropped pants/short pants (must reach ankle).

Dress Code for Obtaining Clinical Assignments

The dress code for obtaining clinical assignments prior to clinical sessions for psychiatric nursing clinical assignments (see Acceptable Dress for Psychiatric Nursing Clinical Assignments) includes wearing a white lab coat/jacket over his/her street clothes with SRTC nametag and badge reel. **All other students are required to be in uniform to get assignments prior to clinical sessions.**

Purchasing Uniforms

Uniforms must be ordered from Meridy's. A specific style has been selected and no other styles will be permitted.

1. **Students are to purchase the following items:**
   a. Four complete uniforms, women-specified tops with skirt or pants or one of each; men-four specified uniform pants and tops with SRTC patch on the left shoulder and color band on right shoulder.
   b. At least two nametags. Nametags must be obtained from the SRTC Librarian with evidence of acceptance into the ASN Program.
   c. One lab coat
   d. One pair of clean white shoes, closed toe and back, and low heeled professional shoes with rubber soles. (May purchase from any retailer). Clogs with back strap are acceptable. "Crocs" are allowed with back strap and NO holes.
2. **Equipment for the Clinical Area you must purchase:**
   a. Watch with second hand (non-digital; gold, white, or black only)
   b. Black ink pens, black permanent marker
   c. Bandage scissors
   d. Hemostat, Pen Light
   e. Dual headed stethoscope (Black, Grey, or Brown)
   f. Notepad for pocket
   g. Blood pressure cuff

Failure from the ASN Program*: (These apply to theory or clinical)*

Unprofessional conduct may result in failure from the ASN Program. Behaviors for which the student may fail include, but are not limited to, the following:

- Performing acts beyond the scope of practice
- Assuming duties and responsibilities without adequate preparation or when competency has not been achieved
- Diverting supplies, equipment or drugs for personal or other unauthorized use
- Falsifying or otherwise altering patient or agency records
- Violating client confidentiality (for example, photocopying client records or removing computer generated printouts from agency premises)
- Abusing, neglecting, or abandoning clients
- Willful commission of any act, which is a felony under the laws of the State or of the United States, or any act which is a misdemeanor under such laws and involves moral turpitude
- Providing nursing care in a manner contrary to standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of clients or other person
- Inability to provide nursing care with reasonable skill and safety to clients for any reason including, but not limited to illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition
- Disruptive behavior in the classroom
- Interruption of teaching and learning process in classroom or clinical

Readmission Procedures to the ASN Program

1. Readmissions to the ASN Program will be based on the individual student's circumstances, and available space. The student must be in good academic standing before his/her request for readmissions will be approved.

2. The student desiring readmission must contact that Admissions Specialist for ASN in Student Affairs/Admissions and submit application to the Admissions office at least one semester prior to the semester in which they seek readmission.

3. Student must submit a "Readmission Request Form" to the ASN Clinical Coordinator at least one semester prior to the semester in which they seek readmission.

4. The ASN Program must be completed within three years of successful completion of RNSG 1920 or two years from successful completion of RNSG 1960. All students desiring readmission must be able to complete the ASN Program within the allotted time frame. Students unable to complete the program in the allotted time frame will not be eligible for readmission.

5. Psychomotor/nursing validation – Nursing skill validation will be evaluated using procedure check off sheets. Skills will be selected from the skills learned in course(s) previously taken. Following each lab check-off session, the student will receive a rating for each skill that was completed. If a (U) was earned, the specific behavior of the student will be described in writing on the evaluation tool and will be shared with the student. The student will be expected to review and return for a second attempt with the Course Coordinator. If an unsatisfactory grade is assigned for the 2nd attempt, the student will be required to make an appointment with the Course Coordinator for remediation, and make a video demonstrating competency of the skill, which will be reviewed by a faculty panel. Satisfactory demonstration of the skill must be obtained prior to the final exam. If satisfactory demonstration of the skill is not accomplished, the student will earn a "U" and will receive an "F" for the course. The student must provide his/her own supplies for check off. If a partner is needed in the skill check off, the student must bring a partner to check off. If the student will need a section of the skills lab for practice, the student must check with faculty to make sure the lab is available for practice.

6. To ensure proper response, all inquiries regarding reentry to the ASN Program are to be directed to the Admissions Office, ASN Clinical Coordinator, ASN Program Chair, and, if necessary, the Dean for the School of Health Sciences.

7. Any student that is out a semester and re-admitted to the ASN Program will be under a new ASN Student Handbook. It is the student's responsibility to obtain a new copy of the Handbook on the SRTC Website. It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.

8. Any student that is out a semester and/or re-admitted to the ASN Program is to meet with the Program Chair between semesters for remediation assignments.

9. **Students applying for readmission must have the following by the end of the semester preceding readmission:**

   - A current PPD within 3 months
   - Drug Toxicology (PreCheck)
   - A criminal background check completed within 30 days of acceptance back into the program. (Pre-Check)
   - Students must present a current Basic Life Support Certification (BLS) Health Care provider from the American Heart Association.

10. **Students applying for readmission will need to review and provide the below requirements:**

    - *Students who will not have a break in semester attendance will be required to submit:*
      - A current PPD within 3 months and a copy of a current Basic Life Support Certification (BLS) Health Care provider from the American Heart Association.
    - *Students who have had a break in semester attendance will be required to submit the following:*
      - A current PPD within 3 months
      - Drug Toxicology (PreCheck) and criminal background check completed within 30 days of acceptance back into the program (PreCheck).
      - Students must present a current Basic Life Support Certification (BLS) Health Care provider from the American Heart Association.

11. **During flu season (October-February), documentation of the flu vaccine is required by October 15 each year.**

Library Resources

The NCLEX books located in the library have NCLEX style test questions and are excellent resources for practice. Please note that any books that were published before the NCLEX test plan that was published in April 2019 will not follow the current test plan. HESI admission test review books are also available in the Library for students to study prior to taking the HESI Entrance Exam.

Graduation Requirements **(ASN Degree)**

Students must meet all College and ASN Program requirements for graduation.

1. All courses in the Associate of Science in Nursing Program curriculum must be successfully completed in sequence in order for a student to graduate.

2. The student must successfully achieve a minimum score of 850 on the HESI Final Exit Exam (see **HESI Nursing Examination Procedure** for details).

3. In the event that the student does not obtain the score of 850 after the second attempt, the student will be issued an extended in progress grade (IP) for RNSG 2941 and will be required to enroll in a self-directed online review course for the following semester. The student will meet with the instructor three times during the semester to review the student's progress.

4. The student must have completed the ASN Program in the timeframe allotted. (Refer to "Progression Through the ASN Program").

5. Upon meeting all requirements for graduation, the student will complete the graduation form. This form is located on the SRTC website | Current Students | Graduation | Graduation Form. It is completed upon registration to RNSG 2941.

6. The student will be provided instructions on how to register for Boards at the completion of RNSG 2941.

Work Ethics

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete the Work Ethics course assignments in Blackboard prior to graduation. Students enrolled in an entry level occupational course (RNSG 1911) and capstone occupational courses (RNSG 2941), must complete the ten work ethic assignments in Blackboard.

When you first log in to an entry level or capstone course in Blackboard and click on the Work Ethics tab located on the left-hand side of the screen, you will see that you have access to assignments for only one work ethics trait. After the assessment for that trait is completed at 80% accuracy or higher, the second trait becomes available. If an assessment is completed at less than 80% accuracy, it must be retaken. Once the assessment is completed at 80% or higher accuracy, the next work ethics trait becomes available. This continues until all ten traits are successfully completed. After successful completion of the assignments for the ten work ethics traits, course-related assignments become available.

The student will be allowed to open Module 1 in their Blackboard shell and must complete all work ethics with a grade of 80% or above to be able to open any other module in the course. If the student does not complete all work ethics and an exam is scheduled for Module 2, the student will not be able to take the exam and will receive a zero.

GBON Rule Chapter 410-10 STANDARDS OF PRACTICE AND UNPROFESSIONAL CONDUCT

Rule 410-10-01 Standards of Practice for Registered Professional Nurses

(1) The Georgia Board of Nursing defines the minimal standards of acceptable and prevailing nursing practice as including, but not limited to the following enumerated standards of competent practice.

(2) The Board recognizes that assessment, nursing diagnosis, planning, intervention, evaluation, teaching, and supervision are the major responsibilities of the registered nurse in the practice of nursing. The Standards of Practice for Registered Professional Nurses delineate the quality of nursing care which a patient/client should receive regardless of whether it is provided solely by a registered nurse or by a registered nurse in collaboration with other licensed or unlicensed personnel. The Standards are based on the premise that the registered nurse is responsible for and accountable to the patient/client for the quality of nursing care rendered. The Standards of Practice for Registered Professional Nurses shall establish a baseline for quality nursing care; be derived from the Georgia Nurse Practice Act; apply to the registered nurse practice in any setting; and, govern the practice of the licensee at all levels of competency.

(a) Standards related to the registered nurse's responsibility to apply the nursing process (adapted from American Nurses' Association *Code for Nurses and Standards of Practice*). The registered nurse shall:

1. Assess the patient/client in a systematic, organized manner;
2. Formulate a nursing diagnosis based on accessible, communicable and recorded data (which is collected in a systematic and continuous manner);
3. Plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnoses;
4. Implement strategies to provide for patient/client participation in health promotion, maintenance and restoration;
5. Initiate nursing actions to assist the patient/client to maximize her/his health capabilities;
6. Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering of priorities, new goal-setting and revision of the plan of nursing care;
7. Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills appropriate to his/her area of practice.

(b) Standards related to the registered nurse's responsibilities as a member of the nursing profession. The registered nurse shall:

1. Function within the legal boundaries of nursing practice based upon knowledge of statuses and regulations governing nursing;
2. Accept responsibility for individual nursing actions and continued competence;
3. Communicate, collaborate and function with other members of the health team to provide optimum care;

4. Seek education and supervision as necessary when implementing nursing practice techniques;
5. Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes or nature of health problems;
6. Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information;
7. Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed or color;
8. Assign and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform;
9. Retain professional accountability for nursing care when delegating nursing intervention;
10. Respect and safeguard the property of clients, family, significant others and the employer;
11. Notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety;
12. Participate in the periodic review and evaluation of the quality and appropriateness of nursing care.

(c) Standards related to the registered nurse's responsibilities in assignment of patient activities to unlicensed assistive personnel (UAP). The registered nurse shall:

1. Determine that the care and/or activity to be performed would be based upon orders of direction of a licensed physician, licensed dentist, licensed podiatrist, or person licensed to practice nursing as a registered professional nurse.
2. Assign only care and activities that do not require the skills and knowledge of a person practicing nursing as a registered professional nurse or licensure of another health care professional. The care activities to be assigned must meet all of the following criteria:
    a. The care and/or activities do not require complex observations or critical decisions.
    b. The care and/or activities can be safely performed according to exact, unchanging directions.
    c. The outcomes and/or results of the activities are reasonably predictable.
3. Verify the UAP has the necessary knowledge and skills to accept the assignment.
4. Periodically evaluate and review the quality and appropriateness of the care provided by the UAP.
5. Not assign activities which require licensure to an unlicensed assistive personnel.

Cite as Ga. Comp. R. & Regs. r. 410-10-.01
Authority: O.C.G.A. §§43-1-25, 43-26-2, 43-26-3, 43-26-5, 43-26-10, and 43-26-12.

Licensure Eligibility

After graduating from the ASN Program, the student will be eligible to apply for recommendation to the Georgia Board of nursing to write the licensure examination (NCLEX-RN) to become a Registered Nurse in the State of Georgia.

Completion of a nursing education program does not guarantee eligibility for licensure as a registered nurse. The Georgia Board of Nursing has the authority to render a potential candidate ineligible for licensure as a registered nurse. The Georgia Board decision may be based on certain events in the candidate's life (i.e., such as a felony conviction). It is the student's responsibility to investigate her/his eligibility for licensure in the State of Georgia in the event that there is a question. Southern Regional Technical College cannot be held responsible for a student's ineligibility for licensure as determined by the Georgia Board of Nursing. As a potential candidate to write the NCLEX-RN, it is important for you to know of certain constraints, which may affect potential NCLEX applicants.

Points for Online Applicants for Licensure by Examination

Graduates of Georgia Board of Nursing approved schools, who are applying for licensure by examination, may now apply online. Please use the following instructions to ensure that your application for licensure by examination is processed as efficiently as possible:

1) Students should register and have your fingerprints scanned with COGENT Systems (Criminal Background Check) **at least forty-eight hours prior to applying for licensure**. This ensures that criminal history results are available when the application is processed.

2) Student should register with **Pearson Vue at least forty-eight hours prior to applying for Licensure.** This ensures that NCLEX registration information is available when the application is processed. Students should register using the **legal name** on the form of identification that will be presented for entrance to the testing center.

3) Please advise your students to carefully read the questions regarding previous arrests. The question specifically asks if you have **ever** been arrested. It is important for your students to answer "yes" to this question if they have previously been arrested. Applicants should answer "yes" even if the charges were dismissed, expunged, reduced, etc. Falsifying this question (whether intentionally or not) will result in increased processing time and may result in a Board order and fine.

4) Please remind your students to include an **accurate email address** in their application. This is the primary means of communication for the Board. Additionally, it is important for applicants/licensees to update their email address with the Board just as they would update physical and mailing addresses.

5) Students should apply for licensure with Pearson Vue using the **same name** included on the proof of graduation submitted by the education program. Processing delays occur when graduation information is not automatically updated.

6) Students should include their date of birth when completing the online application. This information is used in conjunction their last names to match proof of graduation with the appropriate application.

7) Georgia law requires all applicants to submit secure and verifiable documentation regarding United States citizenship (US Passport, driver's license or qualified alien documentation) as well as an affidavit of citizenship. This information may be faxed to 877-371-5712 or emailed to nursing@sos.ga.gov. This information is also included as part of the online application instructions. Applicants will receive an automatic email reminder to submit the required documentation, therefore it will not be included in any other deficiency letter sent to an applicant.

Once you have completed the above steps you may submit your online application for licensure by examination.

Licensure by Examination – Graduates of Traditional Nursing Education Programs

Graduates of Georgia Board of Nursing Approved Schools in the State of Georgia may apply for licensure online or by submitting a paper application.

- Applicants must submit the following information:
  - Completed application
  - Non-refundable application fee of $40.00
  - Completed criminal background check
  - Any other additional information requested by the Board
  - **Please note:** Applicants who graduate from Georgia Board of Nursing Approved Schools in the State of Georgia are not required to submit transcripts as part of the application process. Your nursing education program will submit the information to the Board electronically.

- Applicants should register with Pearson Vue prior to submitting their application for licensure (www.pearsonvue.com/nclex). Applicants should apply for licensure and register with Pearson Vue using the same name.

- Applicants should register with COGENT Systems prior to submitting their application for licensure (https://gacogentid.3m.com/index.htm).

- Graduates of out of state nursing schools must apply for licensure by submitting a paper application.

- Applicants must submit the following information:
  - Completed application
  - Non-refundable application fee of $40.00
  - Official college transcripts (Nursing education programs must meet the requirements of O.C.G.A. **§** 43-26-2(1.2)
  - Completed criminal background check
  - Any other additional information requested by the Board

- Applicants should register with Pearson Vue prior to submitting their application for licensure (www.pearsonvue.com/nclex). Applicants should apply for licensure and register with Pearson Vue using the same name.

- Applicants should register with COGENT Systems prior to submitting their application for licensure (https://gacogentid.3m.com/index.htm).

Licensure by Examination – Graduates of Non-Traditional Nursing Education Programs

Graduates of non-traditional nursing education programs as defined in O.C.G.A. **§** 43-26-7(e) must apply for licensure by submitting a paper application.

- Applicants must submit the following information:
  - Completed application
  - Non-refundable application fee of $40.00
  - Official college transcripts (Nursing education programs must meet the requirements of O.C.G.A. **§** 43-26-2(1.2)
  - Official transcripts showing proof of graduation from a licensed practical nursing (with clinical training in pediatrics, obstetrics/gynecology, medical/surgical, and mental illness), paramedic or military medical corpsmen program
  - Completed criminal background check
  - Any other additional information requested by the Board

- Applicants should register with Pearson Vue prior to submitting their application for licensure (www.pearsonvue.com/nclex). Applicants should apply for licensure and register with Pearson Vue using the same name.

- Applicants should register with COGENT Systems prior to submitting their application for licensure (https://gacogentid.3m.com/index.htm).

As required by Georgia law, a Georgia Board approved preceptorship must be completed if educational and practice requirements are not met as required. For additional information regarding who must complete a Board approved preceptorship, please visit http://sos.ga.gov and refer to licensure as a registered nurse/licensure by examination.

GAPS Registration Process

GEORGIA BOARD OF NURSING

GEORGIA BOARD OF NURSING

Instructions for Applicants in the State of Georgia to Obtain Fingerprint for a Background Check

The Georgia Board of Nursing requires a fingerprint background check on all applicants. The Georgia Bureau of Investigation (GBI) awarded Cogent Systems the contract to provide a service for electronic submission of fingerprints for Georgia applicants. The service, Georgia Applicant Processing Service (GAPS), decreases the need for submitting hard copy fingerprint cards to obtain an applicant's criminal history background check. GAPS Print Sites are strategically located throughout the State of Georgia.

The Federal/State criminal history results will be available to the Georgia Board of Nursing within 48 hours after the applicant has been fingerprinted and the prints are received by GBI, Georgia Crime Information Center (GCIC).

The GAPS fingerprint background check process is simple and easy to use. Follow the instructions below. If assistance is required you may contact the Cogent Systems/GAPS at 1-888-439-2512.

GAPS REGISTRATION PROCESS

1. Visit the GAPS website at www.cogentid.com
   a. Select "Georgia/GAPS"
   b. Select "Applicant Registration"
   c. Select "Secretary of State"
   d. Select "Board of Nursing"

2. Read and accept the Terms of Use

3. Complete the Applicant Registration Form. (All of the fields highlighted in yellow must be completed, **Reason: RN**)

4. Click **Next** at the bottom of the page and you will be taken to another screen. If all of the information displayed is correct, click Next and you will be given a Registration ID number. The Registration ID number will be needed by the applicant when they go to the GAPS Print Location to get their fingerprints taken

Identification Needed for Fingerprinting

Click on the Frequently Asked Question link located on the GAPS main web page. In addition to the Registration ID number the applicant will also be asked to present identification documents prior to be fingerprinted. This link provides a list of acceptable identification document.

Print Locations and Hours

Once you have completed the registration process, click on Find a Fingerprint Location on the GAPS main web page to find the nearest GAPS Print Location to go to for fingerprinting. Click the region that is most convenient for you. The numbers in the red circles indicate sites that have GAPS Print Locations available. Under Company, select the site that is most convenient for the applicant to go to for fingerprinting. If you click on the link for a site, information concerning the site such as Location, Hours of Operation, Directions, etc. will be displayed. Prior to traveling to the Print Location, the applicant should verify that the site is still a GAPS Print Location and that the hours of operation are accurate. Finger Printing Locations are listed below.

To get full information on the location, click on the link below and then click on the specific location you wish to use for fingerprinting.

https://www.gacogentid.com/index.htm

GBON Fingerprinting

Company	City	State	County
Tax Solution Consultants	Albany	GA	Dougherty
Easter Seals Southern Georgia	Albany	GA	Dougherty
City of Tifton	Tifton	GA	Tift
Trinity Management Services	Valdosta	GA	Lowndes
Bemiss Academy	Valdosta	GA	Lowndes
Proactive Medical Training Center	Mobile Fingerprinting	GA	Mobile
Going Postal	Bainbridge	GA	Decatur
New Hire Solutions LLC	Thomasville	GA	Thomas

NOTE: If a site is no longer providing fingerprint services, please send an email to GAApplicant@gbi.ga.gov and provide the Print Location's name, address and phone number if available and the date the applicant was told the location is no longer providing the service.

***Students choosing to take NCLEX-RN in another state must contact the Board of Nursing in that state.**
Please refer to the SRTC Catalog & Student Handbook for the following general policies and procedures:

- Student Grievances
  - Informal Complaint Procedure
  - Formal Complaint Procedure
  - Appeal of Staff Response
  - Decision of Grievance Appeal
- Alcohol and Drug Procedure
- Students' Rights, Responsibilities and Conduct Code
- Emergency Procedures
- Fire
- Severe Weather
- Campus Security and Safety

SRTC Student Social Media Guidelines

As a Student:

DO – Remember that laws and SRTC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by SRTC students, faculty, and staff through social media.

DO – Carefully consider the accuracy, clarity, length, and tone of your comments before posting them. Be mindful of spelling and grammar when posting anything online! Remember, your posts may last forever.

DO – Respect the views of others, even if you disagree. Be truthful, accurate, and complete in describing SRTC programs and services.

DO – Obey the Terms of Service of any social media site or platform in which you participate.

DO NOT – Use social media to harass, threaten, insult, defame, or bully another person or entity; to violate any College Procedure; or to engage in any unlawful act, including but not limited to gambling, identity theft, or other types of fraud.

DO NOT – Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.

DO NOT – Disclose confidential student information or patient information (when at clinical sites).

DO NOT – Make false claims, spread gossip, rumors, or other unverified information about SRTC Programs or services, and do not speculate or guess if you do not know the information.

DO NOT – Be rude or argumentative, or use inappropriate language. [Correct factual inaccuracies but avoid negative exchanges whenever possible.]

See the SRTC Procedure: Social Media for more information:
http://southernregional.edu/srtcprocedure/socialmedia

Professional Confidentiality & HIPAA Procedure

HIPAA is the Health Insurance Portability and Accountability Act of 1996 (PL 104-191). This law mandates patient confidentiality and enforces penalties if the law is not strictly adhered to.

1. All personal client information entrusted to the student will be held in confidence.

2. All written or oral information given to the student will be held in confidence unless required by law to divulge it.

3. Students will limit discussion of client to structured learning situations (conferences and/or clinical).

4. Students will respect the rights of instructors, colleagues, and classmates to keep personal information, classroom discussions, and papers confidential.

5. No taping will be allowed in the classroom, clinical or skills lab due to confidentiality.

6. Failure to comply with the above **Professional Confidentiality Procedure** represents unethical conduct for a nursing student. It will result in an unsatisfactory grade in the nursing course.

7. **Confidentiality of Client/Agency Records**: There will be no photocopying of client records. If client records are computer generated, any print out must be destroyed (shredded) prior to leaving the clinical site. Failure to comply with this Procedure is grounds for dismissal from the ASN Program.

Student Employment Procedure

Students may not represent themselves as student nurses except as a part of scheduled learning activities related to the Southern Regional Technical College ASN Program. Students must understand their limitations when working as unlicensed healthcare personnel and should practice according to their job description. Students are accountable and responsible for their own actions in the employment setting. It is expected that students will not work the evening or night before a clinical day.

Guidelines for Prevention of Transmission of Disease

Standard Precautions

As a nursing student you work in an environment that may contain pathogens (organisms that cause disease). You will be shown a video on the topics of Blood borne safety and Tuberculosis that includes Standard Precautions. Time will be set aside for students to ask any questions they may have concerning the videos.

Blood borne safety is maintained by the use of Standard Precautions. Standard Precautions are the infection control actions used for all patients regardless of their condition or diagnosis. Standard precautions must be used to protect the student from: Blood, body fluids (except sweat), secretions, excretions, mucous membranes, and non-intact skin.

Guidelines for Standard Precautions

1. Proper hand washing
2. Wear gloves for contact with blood, body fluids (except sweat), secretions, excretions, mucous membranes, and non-intact skin. Gloves should also be worn if you have a cut, scratch, or rash on the skin, during cleaning procedures, and when cleaning up body fluid spills.
3. Change gloves and wash your hands after caring for each patient to prevent transferring pathogens from one patient to another.
4. Waterproof gowns or aprons are to be worn if there is a potential for a splash.
5. Eyewear (mask, goggles, or face shield) must be worn if there is a potential for a splash.
6. Mouth-to-mouth devices should be used for resuscitation.
7. Sharp objects must be handled in a careful manner so an accidental penetration of the skin does not occur. The sharp must be placed in a puncture-resistant container.
8. Blood spills should be cleaned up using the mandated spill kit and housekeeping notified to apply a disinfectant or 10% bleach solution.
9. Dispose of body fluids according to the clinical facility procedure.
10. Avoid eating, drinking, smoking, applying cosmetics or lip balm, and manipulating contact lenses in the work area. No food or drink may be stored in areas where there is exposure to blood or blood products.
11. Laboratory specimens and specimen containers are considered to be potentially infectious and require special handling.

Prevention of Transmission of Hepatitis B (HBV)

Hepatitis B is an inflammation of the liver and is contracted through blood, sexual secretions, feces, and saliva. Because the student will be engaged in client care there is a potential for exposure and every precaution must be taken to prevent this. Along with standard precautions the vaccination series is strongly recommended. The vaccines are free of human blood products. The vaccine series is given in three doses. The three doses are given as follows: a. first dose; b. second dose, one month later; c. third dose, six months later. A titer should be drawn after the series is complete to verify adequate protection. Your physician or local health department should have the Hepatitis B Series available.

Anyone who does not elect to take the Hepatitis B Series must sign a statement of Declination of Hepatitis B Vaccine and is kept on file with Jill Burnette, Infection Control Coordinator.

Prevention of Transmission of Human Immunodeficiency Virus (HIV)

The HIV virus is transmitted through direct contact with bodily secretions of an infected person. Not everyone who comes in contact with HIV becomes infected with the disease but they will remain a carrier (someone who can spread the disease but does not have the symptoms of the disease) for life. For those who are infected, there is always a period of time between contact and the start of signs and symptoms of the disease because the body does not make antibodies during this time. In three to six months after the infection occurs, the body will begin to produce antibodies and is referred to as Acquired Immunodeficiency Syndrome (AIDS). To date there are no vaccines available to protect the student from acquiring HIV if an accidental exposure should occur.

Post-Exposure Protocol for Prophylaxis of HBV/HIV **(and other potentially infection materials)**

The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials.

Initial Response to Exposure

1. Immediately apply first aid as appropriate
   a. Allow to bleed freely: clean with 70% alcohol (for needle stick/puncture injury)
   b. Wash thoroughly with soap and water
   c. Mucous membrane: flush copiously with water
   d. Eyes: irrigate and/or flush copiously with water

2. Document the incident, including:
   a. Route of exposure
   b. How and when exposure occurred
   c. Identify source individual, if known
   d. Report exposure immediately to your instructor and appropriate supervisor at the clinical agency
   e. Instructor will follow SRTC's Exposure Control Plan. Student will receive a copy of the exposure control plan during their first nursing course.

Tuberculosis/PPD

All nursing students must have a PPD skin test within three months of entering the nursing program or a chest X-ray within three months. The PPD skin test must be updated yearly as recommended by the CDC until graduation. A chest x-ray must be provided if at any time the student becomes symptomatic. Proof of having met these criteria must be presented and filed in the student files located in the ASN department before students will be allowed to participate in the clinical laboratory experience.

----Page Intentionally Left Blank----

SOUTHERN REGIONAL TECHNICAL COLLEGE

Associate of Science in Nursing

Standard Forms

----Page Intentionally Left Blank----

Associate of Science in Nursing Program

Statement of Understanding: Criminal Background

In response to comments made by members of the State Board of Nursing regarding individuals convicted of felony or misdemeanor offenses requesting state licensure, the following statement will be presented to all students that are currently enrolled and applying for admission to the Associate of Science in Nursing Program.

Although the State Board of Nursing reviews each application for licensure as a Registered Nurse (RN) individually, the consequences of being convicted of a felony or misdemeanor could be:

1. Delay or denial in taking the licensure examination (NCLEX-RN)
2. Denial of license to practice nursing in the State of Georgia.
3. Levy of a fine and criminal charges by State Board of Nursing in cases where fraudulent information is submitted regarding felony convictions.
4. Denial of privileges to perform clinical rotations in any or all of Southern Regional Technical College clinical affiliates.

I have been informed of the possible consequences of a felony or misdemeanor conviction and/or the submission of fraudulent information regarding conviction might have on my ability to practice nursing in the State of Georgia.

Student Signature: _____ Date: _____

If you have any concerns regarding the information presented above, contact the ASN Program Chair at (229) 227-2980.

**Sign and return this sheet to the ASN Program Chair.

This form becomes a permanent part of the student's file maintained by the ASN Program student files.

Revised: 5/17

Associate of Science in Nursing Program

Personal Data Sheet

Name _____ Today's Date _____ Date to Enter Program _____

Student ID # _____ Phone ( ) _____ Date of Birth _____

Street Address _____ City _____ State _____

Zip _____Race _____ Sex _____ Place of Birth _____

U.S. Citizen yes _____ no _____

Grade completed (circle one) 9th 10th 11th 12th Year of Graduation _____ Year of GED _____

Educational Background

List all colleges/schools (including Southern Regional Technical College) attended since high school.

	College/School	Date Attended	Degree Earned	From	To
A)					
B)					
C)					
D)					

Health Care Experience

Health Occupations Courses in High School? _____
Where? _____
Entered or Completed Other Health Programs? _____
Where? _____

Work Experience? _____
Where? _____
Duties? _____

Why did you select Nursing? _____
_____
_____

IN CASE OF EMERGENCY

Person to Notify _____ Relationship _____
Home Phone# _____ Work # _____
Hospital Preference* _____ Physician _____

***Any expense incurred for medical care received in relation to schoolwork is the sole responsibility of the student.**

Revised: 5/17

Associate of Science in Nursing Program

Disciplinary Action Statement on All Forms of Academic Dishonesty

As defined in the SRTC Catalog/Student Handbook: Students' Rights, Responsibilities and Conduct Code; Academic Misconduct Section 1-4 (cheating, plagiarism, collusion, and falsification of information); and further defined in the SRTC ASN Student Handbook, Academic Dishonesty includes, but is not limited to:

- Cheating by giving or receiving aid on examinations or other written assignments.
- Stealing course or examination materials.
- Plagiarism* or submission of another's ideas or papers (whether purchased, borrowed, or otherwise obtained) as the student's own work. *Plagiarism is defined as using someone's ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Falsifying records of any kind.
- Fabricating information such as data for a lab report.
- Using unauthorized notes, materials, or equipment (including programmable calculators during an examination).
- Knowingly and intentionally assisting another student in commission of any of the above.

If a student is engaged or noted to have engaged in any act of academic dishonesty, the first act will result in the student receiving a zero or a "U" on that academic material. In addition, the student will receive counseling on the act of academic dishonesty, but if the student is engaged or noted to have been engaged in a second act of academic dishonesty, the student will fail the course and will be immediately withdrawn from the course and/or program.

I, _____Student Name (Print)_____, have read and understand Academic Dishonesty as defined in the SRTC-Catalog/Student Handbook: Students' Rights, Responsibilities and Conduct Code; Academic Misconduct Section 1-4; and the SRTC ASN Student Handbook and agree to the Disciplinary Action Statement if engaged or noted to have been engaged in any act of Academic Dishonesty.

Course: _____

Academic Semester: _____

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

This form becomes a permanent part of the student's file maintained by the ASN Program student files.

Revised: 10/18

Associate of Science in Nursing Program

Confidentiality Statement

In accordance with the official Code of Georgia, every patient's right to confidential treatment must be protected.

As a student and/or provider of care, I understand that the patient's right to privacy must be protected and treatment must remain confidential. While providing care, I may become knowledgeable of certain patient related information. This information may include patient identity; information related to a patient's treatment, diagnosis, or other services received.

I understand that I am restricted from discussing any information pertaining to my patient with anyone, other than Southern Regional Technical College faculty, clinical instructors, or hospital personnel directly responsible for the patient's care, for any reason. I understand that this includes other students outside of post conference. Personally identifying information is ANY information which is readily used to identify a particular patient including, but not limited to: name, address, Social Security number, physical description, names of family members and photographs. I further understand that if I do discuss patient information **I subject myself to civil and/or criminal liability and may be subject to dismissal from the Southern Regional Technical College Nursing Program.**

I have viewed the HIPAA video and understand the ramifications of abiding by the said Procedure.

Student _____ Date _____

Instructor/Nursing Advisor _____ Date _____

This document becomes a permanent part of the student's file maintained in the ASN Program student files.

Revised: 5/17

Associate of Science in Nursing Program

OSHA Training Documentation Form

I, _____, verify that I have received training on the OSHA Blood borne Pathogen Standard on _____(insert date).

I was provided the opportunity to ask questions. I acknowledge the understanding of the information provided.

Student's Signature _____ Student ID # _____

Trainer's Signature & Title _____

This form becomes a permanent part of the student's file maintained by the ASN Program student files.

Revised: 5/17

Associate of Science in Nursing Program

Student Authorization for Clinical Paperwork

Student Name _____

I hereby authorize the Associate of Science in Nursing Program at Southern Regional Technical College to **maintain a copy** of any and all of my health records, drug toxicology, criminal background check, and any other personal records needed for clinical rotations during this nursing program duration.

Furthermore, I authorize the Associate of Science in Nursing Program at Southern Regional Technical College to **photocopy** said records, as necessary, for any clinical institution requiring them for clinical rotations throughout this nursing program.

Student's Signature _____ Date _____

Witness _____ Date _____

Revised: 5/17

Associate of Science in Nursing Program

Verification of Receipt of Forms

Course _____

My signature below indicates that I have received a copy of the course syllabi, Academic Dishonesty Form, Confidentiality Form, Clinical Evaluation Tool (RNSG 1920, 1940, 1950, 1960, 2910, 2920, 2930, & 2941), Clinical Guide (RNSG 1920, 1940, 1950, 1960, 2910, 2920, 2930, & 2941), Remediation Policy, and Skills Lab Guide (RNSG 1911, 1931, 1920, & 1940). Also, I have been instructed that it is my responsibility to read the updated ASN Handbook that is located on the college's website (go to college's website, current programs, Search all Programs, Associate of Science in Nursing, ASN Student handbook). I understand that I am responsible for reading the information contained within these documents. If I have questions regarding any of the information in these documents, it is my responsibility to seek clarification with an ASN instructor. I also understand that I must abide by the regulations contained in these specified documents.

Student's Name _____

Student's Signature _____

Date _____

Revised: 06/19

----Page Intentionally Left Blank----

Associate of Science in Nursing

Re-Admission Checklist

NAME: _____
STUDENT ID #: _____
COURSE NOT PASSED: _____
DESIRED RE-ENTRY SEMESTER/YEAR: _____
COURSE(S) TO TAKE INCOMING SEMESTER:
_____

This checklist is included to assist you in organizing the items needed for your re-admission to the ASN Program. Please read carefully as many items have required range and/or completion dates.

The following forms will be required to begin and to remain enrolled in the ASN Program.

I. COMPLETION OF ASN READMISSION REQUEST FORM

II. SUBMISSION OF COLLEGE READMISSION APPLICATION

III. ONCE ADMISSIONS HAS APPROVED COLLEGE/PROGRAM READMISSION:

A. _____ Mail in your acceptance response sheet to Admissions included in your acceptance paperwork.

B. ADDITIONAL DOCUMENTATION TO BE SUBMITTED TO NURSING DEPARTMENT UPON RECEIPT OF ACCEPTANCE BY ADMISSIONS: these documents are **due within 15 days**:

C. **If Break In Semester: (***this means the student was not enrolled in a nursing course the semester prior to re-entry)*

1. Labs:

_____Drug Screen - (PreCheck) completed

2. ***Immunizations:*** _____

_____ PPD, if positive Chest x-ray needed must be within 3 months. Must be valid through the entire upcoming semester. Must be updated annually.

3. CPR

_____ **COPY** of Current ***American Heart Healthcare Provider BLS CPR card (No other cards will be accepted).***

Note: *All students will be required to maintain this certification throughout the program. Cannot expire during a semester. Copy of updated card must be provided by the end of the semester preceding expiration.*

4. Criminal Background Check

_____ Criminal Background check – PreCheck

5. Completion of Clinical Clearance Form (2 pages)

_____ Complete form ONLY in area where there is an arrow.

Return ASAP: EMAIL: cheard@southernregional.edu OR fax to 229-227-5464

IV. IF READMISSION IS DURING OCTOBER – FEBRUARY, PROVIDE DOCUMENTATION OF FLU VACCINE.

If NO Break in Semester: (*this means the student was not enrolled in a nursing course the semester prior to re-entry)*

1. Immunizations:

_____ PPD, if positive Chest x-ray needed must be within 3 months. Must be valid through the entire upcoming semester. *Copy of updated card must be provided by the end of the semester preceding expiration.*

2. CPR

_____ **COPY** of Current ***American Heart Healthcare Provider BLS CPR card (No other cards will be accepted).*** *All students will be required to maintain this certification throughout the program.*

Note: *All students will be required to maintain this certification throughout the program. Cannot expire during a semester. Copy of updated card must be provided by the end of the semester preceding expiration.*

3. Completion of Clinical Clearance Form (2 pages)

_____ Complete form ONLY in area where there is an arrow.

Return ASAP: EMAIL: cheard@southernregional.edu OR fax to 229-227-5464

Please note that if a drug screen is diluted, it will need to be repeated at the students' expense. To avoid dilution, drink a normal amount of fluids and do not over hydrate when providing a sample is anticipated.

Revised: 5/20

Associate of Science in Nursing Program

Readmission Request Form

Name: _____

Student Id #: _____

Course(s) Not Completed or Not Passed: _____

Last Enrolled Semester/Year: _____

Desired Re-Entry Semester: _____

Course(s) To Take Returning Semester: _____

Reason for Leaving Program (Please Explain):

I believe that I should be readmitted for the following reason(s):

Student Contact Information:

Student Address: _____

Home Phone: _____ **Cell Phone:** _____

E-mail Address: _____

I am requesting readmission to the Associate of Science in Nursing Program per above submitted information. By signing and submitting this document, I am verifying that the above information is true.

Signed: _____ Date: _____

This document becomes a permanent part of the student's file maintained in the ASN Program Chair's office.

cc. Admissions Office for permanent file

Revised: April 23, 2018

Associate of Science in Nursing Program

Confidentiality Agreement and Consent to Video/Recording

For safety and security reasons, the simulation/virtual hospital is equipped with cameras, audio and video recording devices. These devices may be in effect at any and all times. Use of recordings may be utilized, but is not limited to, the following uses: maintain safe environment; prevent and thwart theft; recording of student presence, participation, demonstration of skills & clinical performance, behavior during lab experiences; faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

Clinical skills validations and client simulations are conducted in an environment that is similar to a classroom examination. During your participation in the Skills/Simulation/Virtual Hospital Experience at this facility, you will be both an observer and active participant in skills labs and simulation/virtual hospital. Discussion of skills, labs, scenarios, instructor's feedback and simulation experiences outside of the actual experience and post simulation conference/debriefing sessions is strictly prohibited. The student will not ask another student to share his/her experience. Students are to promote an environment that is equally conducive to learning for all nursing students. This includes maintaining the level of professionalism expected in the clinical setting.

Due to security, safety and copyrights as well as maintaining optimal experiences for other learners/ participants, you are to maintain strict confidentiality regarding all experiences. By signing this agreement, you agree to maintain strict confidentiality regarding both yours and other performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of any or all of persons participating.

Breach of confidentiality, any concern resulting from the use of any or all of recording/monitoring devices related to any laboratory experience, and/or failure to maintain all rules as outlined in the Southern Regional Technical College (SRTC) Catalog & Student Handbook, the Program Specific Student Handbook and each course syllabus may result in disciplinary action including, but not limited to, loss of privileges up to program and/or school dismissal. Situations related to academic misconduct will be addressed per the Academic Misconduct Procedure as stated in the SRTC Catalog. The failure to maintain confidentiality regarding nursing skills validations, simulation, and laboratory experiences will be addressed per the Evaluation in the Clinical Setting and/or Dismissal from the ASN Program guidelines as stated in the Program Specific Student Handbook.

By signing this document I agree to the below:

--- agree to maintain strict confidentiality regarding all information/participation of lab and/or simulation/virtual hospital scenarios, participants and performance of any/all participants.

---authorize recording of presence and performance at any and all times when in simulation/virtual hospital or simulations/skills conducted in other locations.

--- authorize staff to use the video for purposes including, but not limited to: maintain safe environment; prevent and thwart theft; recording of student presence, participation, demonstration of skills & clinical performance, behavior during lab experiences; faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

Signature _____ Date _____

Revised: 5/17

Instructions for Obtaining Your Background Check

FOR CLINICAL EDUCATION PROGRAM

The hospitals associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through Studentcheck.

Go to www.PreCheck.com and click on the Login near the top right hand area of the page, and select Student Check. When redirected, please select the Student option.

Complete all required fields and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck Office. **Texas** residents will pay **$53.58** and **New Mexico** residents will pay **$53.09**. Residents in **all other states** will pay **$49.50**. For your records, you will be provided a receipt and confirmation page of your background check order placed through Precheck, Inc.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact PreCheck at StudentCheck@PreCheck.com.

Frequently Asked Questions:

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? No. Only the hospitals or school in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.
- Does Precheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I have been advised that I am being denied entry into a clinical site because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at (800) 203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
- I have a criminal record. What should I do? Disclose the crime on your application.

----Page Intentionally Left Blank----

Associate of Science in Nursing Program

Graduation Skills Checklist

RNSG 1920, 1940, 1960, 2930, 2941

Student Name: _____

Skill	Virtual Hospital Date	Instructor Initial	Clinical Date	Instructor/Preceptor Initial	Course
Enema/Suppository/Rectal Tube					1920 1940 1960 2930 2941 P
NG Tube Insertion					1920 1940 1960 2930 2941 P
Urinary Catheterization					1920 1940 1960 2930 2941 P
Colostomy Care					1920 1940 1960 2930 2941 P
Start IV					1920 1940 1960 2930 2941 P
Management of IV					1920 1940 1960 2930 2941 P
Injection					1920 1940 1960 2930 2941 P
Oral Medications					1920 1940 1960 2930 2941 P
Dressing Change					1920 1940 1960 2930 2941 P
Finger Stick Blood Sugar					1920 1940 1960 2930 2941 P
PEG Tube Management					1920 1940 1960 2930 2941 P
Head to Toe Assessment					1920 1940 1960 2930 2941 P
Manual BP					1920 1940 1960 2930 2941 P

P = Done in Preceptorship, signed off by Preceptor

The above skills must be verified by an instructor in virtual hospital or clinical setting before graduation. Student must bring this form to the virtual hospital for lab check-off and <u>EVERY</u> clinical rotation.

Instructor/Preceptor Signature: _____ Instructor/Preceptor Signature: _____

Instructor/Preceptor Signature: _____ Instructor/Preceptor Signature: _____

Instructor/Preceptor Signature: _____ Instructor/Preceptor Signature: _____

Associate of Science in Nursing Program

Graduation Skills Checklist

RNSG 2910, 2920

Student Name: _____

Skill	Virtual Hospital Date	Instructor Initial	Clinical Date	Instructor/Preceptor Initial	Course		
Injections					2910	2920	P
Eye Drops/ Ointment					2910	2920	P
Bath					2910	2920	P
Vital Signs					2910	2920	P
Measurements					2910	2920	P
Circumcision Care					2910	2920	P
Diaper Change/Dressing					2910	2920	P
Swaddling/Restraints					2910	2920	P
Use of Bulb Syringe					2910	2920	P
Fundal Massage					2910	2920	P
Breast Assessment					2910	2920	P
Lochia Assessment					2910	2920	P
Sitz Bath					2910	2920	P
PO Medication							
Ear Drops							
Nose Drops							
Ballard Scale Measurement							
Pediatric Developmental Assessment Tool							

P = Done in Preceptorship, signed off by Preceptor

The above skills must be verified by an instructor in virtual hospital or clinical setting before graduation. Student must bring this form to the virtual hospital for lab check-off and <u>EVERY</u> clinical rotation.

Instructor/Preceptor Signature: _____ Instructor/Preceptor Signature: _____

Instructor/Preceptor Signature: _____ Instructor/Preceptor Signature: _____

Associate of Science in Nursing Program

Verification of Receipt of ASN Program Student Handbook

My signature below indicates that I have received a copy of the ASN Program Student Handbook. I understand that I am responsible for reading the information contained within this document, as well as, the SRTC Catalog/Handbook. If I have questions regarding any of the information listed in these documents, it is my responsibility to seek clarification with an ASN instructor/advisor. I also understand that I must abide by the regulations contained in these specified documents.

Student's Name _____

School ID # _____

Student's Signature _____

Date _____

This document becomes a permanent part of the ASN Program student's file.

Revised: 5/17

Associate of Science in Nursing Program

Verification of Receipt of Required Book Editions

I am aware of the current textbooks required for the ASN Program and that I am not using the current textbook edition(s) for the following course(s):

- ❑ RNSG 1911
- ❑ RNSG 1920
- ❑ RNSG 1931
- ❑ RNSG 1940
- ❑ RNSG 1950
- ❑ RNSG 1960
- ❑ RNSG 2910
- ❑ RNSG 2920
- ❑ RNSG 2930
- ❑ RNSG 2941

I acknowledge that it is my responsibility to account for differences in the textbook. The differences may be page numbers, chapters, charts, diagrams and information, etc.

_____ _____

Student Signature Date

Revised: 10/18

SOUTHERN REGIONAL TECHNICAL COLLEGE

Associate of Science in Nursing

ASN Program Procedures

----Page Intentionally Left Blank----

Virtual Hospital/Simulation Lab

Laboratory Management Plan

The Laboratory Management Plan is an outline of the functions of the Virtual Hospital/Simulation Lab for the Associate of Science in Nursing department from the day of orientation to the program and until program termination. The plan includes department rules, safety, orientation, daily and weekly activities, and other important administrative information. The following is an outline of the Laboratory Management Plan.

I. Instructional Policies

A. A general new student orientation is provided to students by the faculty.

B. An SRTC Catalog and Student Handbook is provided to all students.

II. New Student Orientation

A. Class schedules are distributed.

B. A tour is conducted of the Southern Regional Technical College facilities to include the different departments, related classrooms, administrative offices, book room, restrooms, library, and student lounge.

C. Specific procedures and policies of the program are explained to include lab rules, student evaluations, break times, and locations, and other essential items.

D. Specific location of supplies, procedures, to check in/out equipment, care and management of equipment, lab safety, and other materials associated with the Virtual Hospital/Simulation Lab are discussed/provided.

E. Classroom/Lab and clinical assignments, suggested reading, objectives, progress evaluations, and extra credit assignments (if provided) as outlined in the course Syllabus and/or the program Student Handbook are discussed.

F. Student education related to HIPAA and Confidentiality is reviewed.

G. Laboratory cleanup plan discussed.

III. School and Program Safety Procedures

A. Lab safety procedures, accident reporting, location of fire alarms, fire extinguisher, and other safety procedures reviewed.

B. Emergency evacuation directions included in orientation to classroom and lab.

ASN Procedures: Skills Lab Rules – **STUDENTS**

The Lab is considered a clinical area.

Dress & Appearance

1. Wear your name tag to lab.
2. Uniform: school scrubs, closed toed shoes.
3. Grooming & Appearance: Clinical Day grooming & appearance rules apply. Refer to Student Handbook for Clinical expectations in this area.

Supplies and Supports

1. Students should bring standard equipment with them just as they would for any scheduled clinical or virtual hospital experience.
2. Pencils ONLY Can be used to take notes or for documentation in the center.

Personal Items

1. Personal items should be limited and remain in assigned classroom. Personal items such as book bags, purses, etc. Are not to be brought to the lab.
2. Any Personal items that are left in the lab will be taken to the Main Reception Area of the building.

General

1. Students are not allowed in the Lab without a faculty member present.
2. No CELL PHONES, LAPTOPS, TABLETS, IPODS OR other electronic and/or recording devices are allowed in the Lab or Classroom.
3. Consent forms to be photographed and videotaped will be obtained prior to admittance into the center.
4. Students will receive an orientation to simulators/equipment from clinical instructor.
5. Arrive and leave lab according to scheduled times and at faculty instruction.
6. All students participating in an Open Lab are required to complete log-in book.
7. No food or drink in the lab.
8. Dispose of trash into receptacles.
9. Do not move chairs and other items to alternate places. All users are to leave the lab organized and clean.
10. The lab is considered a clinical setting. Students are expected to exhibit professional behavior at all times such as (but not limited to: no loud talking, chewing gum, inappropriate language).
11. No students in the Nursing Station or Supply Room unless specifically instructed by faculty.
12. Use only area/room(s), supplies & equipment specified by faculty may be utilized.
13. Do not touch any computer, simulator control box or other electronic equipment unless instructed to do so. Students are not allowed to turn simulators on, off or to utilize software/instructor workstations.
14. No equipment or supplies should leave the lab unless it is properly checked out. All needles, medication kits, intravenous supplies, etc. may not leave the lab areas as a safety measure for students.
15. Please report any damage to equipment or operating problems to the faculty present.
16. Failure to adhere to rules will result in student being asked to leave. Student must attend a Student Conference with faculty and will not be allowed to participate in lab experience until given permission.

Quality and Safety

1. JCAHO National Patient Safety Goals are adhered to at all times including:
   a. Two Patient Identifiers will always be used
   b. Hands must be washed upon entering and exiting lab and prior to touching simulators. All ink, oil, and stains must be removed from hands prior to exiting lab.
   c. Gloves should be worn at all appropriate times.
   d. Ask for assistance if unsure of operations, procedures, etc.
   e. Work in a professional and collaborative manner with instructor & peers.
   f. Communicate clearly at all times.
   g. Safety procedures and precautions are utilized at all times.
2. Standard Precautions are utilized at all times unless otherwise indicated by patient situation.
3. Safety of all participants must be ensured as the simulator can cardioverted and defibrillated. ACLS guidelines for the use and safety of these interventions must be followed.
4. During certain scenarios, learners may be using medical air, suction, etc. Items should not be used until student receives instruction. Standard safety precautions are to be followed.
5. Students are not allowed to practice invasive procedures on each other.
6. Students are only allowed to practice non-invasive procedures on each other with the express permission of the instructor present.

Use of Sharps

1. All sharps and needles are to be disposed of in appropriate "Sharps" containers provided in the lab.
2. Sharps and syringes are available ONLY for nursing faculty supervised lab practice.
3. Sharps/needles may not be removed from the lab for practice in any other area.
4. No invasive nursing practice skills are permitted on anyone in the lab. Students will not be performing IV insertion, phlebotomy, etc. on any other nursing students or individuals.
5. Injury due to Sharps: Anyone sustaining a needle stick or any other type of injury must complete an Incident Report and seek appropriate treatment if necessary.

Confidentiality

1. Confidentiality will be maintained at all times while in and after leaving the center.
2. Students will not share details of activities with anyone who was not a team participant or who has not participated in the learning experience. Discussions among team participants will not occur in the presence of other students.—Follow HIPAA guidelines
3. Conversation and discussions in the center should be limited to the scenario itself.
4. Confidentiality Statements
   a. In order to preserve the realism of the scenarios used in the lab and to provide an equitable learning experience for each student, all persons using the lab will be required to sign a confidentiality agreement. Due to security issues and because every simulation will be recorded, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to all time in the lab, including but not limited to, the simulation itself, as well as all patient information made available to the students. Violation of this confidentiality statement will be considered a violation of the Plagiarism/Cheating Procedure. All new nursing students will complete this form at Orientation to the program. Returning students will complete these statements with other required readmission paperwork.

Simulators & Simulator Rooms

1. Treat simulators as real patients at all times.
2. High fidelity simulators and rooms may only be utilized when faculty are present in room.
3. Do not use pens or markers around the manikins or task trainers.
4. Do not place PO medications into the simulators mouth.
5. Any items/products placed on a manikin (tape, topical meds, clothing, items used for procedures, etc.) must be removed and area cleaned at the end of the lab.
6. Medications, IV fluids, cleaning solutions, etc. used during the simulations should be sterile or distilled water only.
7. Betadine is never used on the simulators.
8. Do not use markers, or other liquids or inks applied to the manikin or task trainers. Either water or mild soap and water are used to clean the manikin. IF YOU ACCIDENTLY MARK ON A MANNEQUIN, LET instructor KNOW AS WE CAN GET IT OFF IF IT IS REMOVED IMMEDIATELY.
9. Only use silicone lubricant for placing tubes in manikin. This lubricant comes in the small white container. Do NOT use lubricant that comes in procedure kits. Ask if you need more lubricant).
10. Simulators/manikin should not be moved unless asked to do so (e.g., do not lay manikin on top of each other or on counters in order to make space for a sitting area on a bed).
11. Simulators, manikin and task trainers should not be manipulated with long fingernails that can damage the skin.
12. Do not drink or eat around the manikin and other lab equipment.
13. All used items that can be reused (repackage them correctly) or are unused should be returned to the faculty member present who will place items in designated area in supply room. Students are expected to participate in all clean-up of simulation area.
14. ALL trash should be disposed of properly.
15. Properly dispose of used supplies, materials, and liquids (e.g., put used needles and angiocaths in sharps box when appropriate, replace dirty blue pads with clean ones; wipe up fake blood or other liquids off the floor).
16. Beds should be in the low position at the end of class. Straighten the bed linens and if a simulator is in the bed side rails should be up.

Absences from Scheduled Lab Time

Procedures utilized for missed clinical and/or Lab/Class applies to missed lab time. Course Coordinator, in conjunction with the Clinical Coordinator will make determination as to allowable make-up. Failure to complete assigned times may result in clinical or class failure.

HESI Testing and Remediation Procedure

Three-Tiered Remediation Procedure

This document describes the Remediation Procedure for nursing students. Remediation is defined as *"the process of identifying the need to take action to remedy a situation, that if left unresolved, will result in unfavorable outcome, whereas implementing intervention strategies will successfully address the situation"* (Cullieton, 2009).

I. Module Exam Remediation

The following steps make up the Module Exam remediation procedure:

a. The student will complete the ***Learning Assistance Program Objective Exam Analysis Worksheet*** at the completion of each Module Exam. The instructor will copy this worksheet onto colored paper and this worksheet will be submitted to the instructor prior to exiting the room.

b. The instructor totals the number of items missed and the percentages for each specific problem and each main category. If a student's test score is less than 70, the student must schedule an appointment to meet with the instructor prior to the next module exam. If the course instructor is not available, the students should make arrangements to meet with any ASN instructor.

c. During the remediation meeting, the student and the instructor will identify and review the main category and contributing factors for why the student missed the exam questions.

d. The instructor will provide and review suggested interventions from the ***Suggestions to Improve Exam Performance Checklist***. Follow-up appointments (or referrals) for help with exam skills, tutoring, counseling, and evaluation of progress are made.

e. A copy of the exam analysis and suggestions for improvement is given to the student and another copy is retained in the student's record for the specific course.

f. In case of an all online, at home, testing environment, students scoring less than 70 will complete a Student Conference Form with the instructor of the course detailing the remediation to be completed.

II. End of Course Remediation

All students enrolled in the ASN Program will take the assigned nationally normed HESI Custom Exams in all courses and a comprehensive Exit RN Exam in a course in the final semester of the program. Students are required to achieve a score of 850 or higher on each exam. Please refer to the ASN Student Handbook sections: Progression through the ASN Program, Grading Procedure for the ASN Program, and HESI Nursing Examination Procedure. Students will also be provided the link to the following: HESI Student View of Next Generation Remediation Video (https://youtu.be/t2WgUkzq8tw).

The HESI Nursing Examination Procedure states:

There is a HESI Final Exam given at the end of the following courses: RNSG 1920, 1940, 1960, 2930, and 2941. If a student has less than 70% after the final course exam and prior to the comprehensive final exam the student will not be allowed to sit for the comprehensive final HESI exam. The student will be withdrawn from the course resulting in a course failure. The students will be given two attempts at passing the HESI final exam with a score of 850. At the end of each HESI final exam, students must view all rationales (in an online, at home, testing environment rationales will not be available). Students will create

a remediation plan for first attempt as well as second attempt of each course final exam. If the student is unsuccessful after the second attempt, he/she will fail the nursing course. After the second unsuccessful attempt on the HESI final a zero will be recorded as a percentage of the course final grade based on each course syllabus.

The program Exit exam is given after scoring 850 or higher on the RNSG 2941 final exam. The student will then have two opportunities to successfully pass the program HESI Exit Examination with a score of 850. In the event that the student does not obtain the score of 850 after the second attempt, the student will be issued an extended in progress grade (IP) for RNSG 2941 and will be required to enroll in a self-directed online review course for the following semester. The course outline is as follows:

Exam	Number of Questions
Management Practice Exam	29
Health Assessment Practice Exam	50
Fundamentals Practice Exam	91
Medical Surgical Practice Exam	100
Obstetrical/Maternity Practice Exam	107
Pediatrics Practice Exam	82
Pharmacology Practice Exam	62
Mental Health Practice Exam	61
Comprehensive Exam #1	124
Comprehensive Exam #2	124
Comprehensive Exam #3	123
#3 Program Exit	160

Log into your course, HESI RN Practice Test, then click on the appropriate exam.

The student will meet with the instructor three times during the semester to review the student's progress. The third opportunity to pass the HESI Exit is the final opportunity to earn the required 850. If unsuccessful on the third attempt, a zero will be averaged in as 30% of the grade which then will result in failure of the RNSG 2941 course.

Custom & Exit Exams Remediation

a. Following the administration of course HESI Exams (RNSG 1920, 1940, 1960, 2930, and 2941) and the capstone Exit Exam, students are encouraged to initiate a self-directed review of topics related to the individual student's HESI score and topics missed for each exam. HESI Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX. Students with lower HESI scores should initiate a more intense review.

b. Supporting student success on the course exams involves ensuring that course syllabi, learning outcomes, lab & clinical experiences as well as course assignments/activities prepare students prior to the exam administration date. Students should initiate his/her own self-directed review of content missed after completion of a custom exam. Student can access remediation materials related to custom exams within the students' personal Evolve account under HESI Assessment Next Generation. A student must complete all of the essential packets assigned and recommended packets are optional at the instructor's discretion, by the assigned date and time. Remediation includes pre- and post-knowledge checks, sample questions, videos and online content related to identified topic areas.

Students may reference the video link: the link to the following: HESI Student View of Next Generation Remediation Video (https://youtu.be/t2WgUkzq8tw).

c. All students in the ASN Program must complete the Remediation Plan and Contract for all HESI exams and courses each semester with the instructor associated with the course in which the exam was taken. The plan of remediation will be based off of the score received on the exam. Students who will return the following semester to repeat a course must present remediation contract in person to the instructor with whom the contract was made by the due date on the remediation contract.

III. Delay in Semester of Coursework Remediation

Students who experience a delay in progression through the ASN Program due to the need to repeat a course due to failure and the course not being offered the next semester will complete the following remediation.

a. Student will create and sign a Remediation plan contract with faculty for the course which the student was found successful as well as with the courses the student has successfully passed until this point in the ASN Program.

b. Student will complete the contract each semester in which the student is not enrolled in coursework in the ASN Program. The student will submit remediation work at the end of each semester as determined by the due date on the remediation contract to Tammy Bryant, MSN, RN in person or emailed to tbryant@southernregional.edu.

c. If not completed each semester, student will not be eligible for readmission.

IV. Online Access to Remediation and Scheduled HESI Exams

The ASN Program has no control over the issuance of online remediation provided through Elsevier HESI Assessment Next Generation. In the event where the online remediation is not available through HESI Assessment Next Generation, it is the student's responsibility to use the remediation packet provided upon the completion of a HESI exam to create their own remediation based off the exam question results, specialty area, and topic. The following resources may be used for successful remediation of missed exam content:

The resources include, but are not limited to:

- Online Saunders NCLEX Review
- Evolve Clinical Skills
- Evolve HESI Patient Reviews/Case Students/and Practice Tests
- Elsevier Adaptive Quizzing
- Course Learning Objectives
- Course Notes
- Textbook Resources, including practice questions for each chapter

Associate of Science in Nursing
Student Conference Form

Student: Click or tap here to enter text.

Course: Click or tap here to enter text. **Date:** Click or tap here to enter text.

Events Leading to Conference:

☐Excessive absences/tardies
☐Disruptive classroom behavior
☐Unprepared for lab/class
☐Not completing lab skills practice prior to demo
☐Poor performance on pre-demo quiz
☐Unsuccessful demo for lab skill
☐Test failure
☐Reviewed missed test questions
☐Inappropriate dress
☐Unprepared for procedures
☐Not reporting changes in client condition
☐Not completing assignment in time frame
☐Inappropriate communication
☐Incomplete documentation
☐Other: Click or tap here to enter text.

Instructor Recommendation:

☐Reviewed absenteeism policy as per syllabus with student. Student voiced understanding that additional absences may result in administrative withdrawal or failure.

☐Student encouraged to secure lab/class notes from peers or course coordinator and to attend help lab for skills practice as appropriate. Student also encouraged to secure MD note for absence if applicable.

Reviewed following recommendations with student:

☐Work with a study group
☐Complete assigned remediation
☐Read assignments prior to class
☐Study notes daily
☐Other
Click or tap here to enter text.

☐See Clinical Evaluation documentation dated Click or tap here to enter text.
☐Probation status (see documentation). *Probationary status indicates that unsatisfactory behaviors have occurred and must be remediated and/or corrected in order to receive a passing grade in the course.*

Student Comments:
Click or tap here to enter text.

Student Signature Date

Instructor Signature Date

Edited: 01/2019

Remediation Plan and Contract

Student Name: _____
Date: _____
Course Number: _____
Exam Type (Custom or Exit): _____

HESI Score: _____ Hours of HESI online post exam remediation to be completed:_____

Essential Packet Examination Topic(s):_____
_____
_____
_____

Case Study(ies) Topic(s) (must achieve 80%):_____
_____
_____

Other/Recommended Packet Topics:_____
_____
_____
_____

Plan approved by: _____
Date: _____

Below to be completed at the completion of the remediation plan:

I, _____(*name of student*), verify that I have completed the above remediation plan by _____(*date*).

Recommended Self-Directed Student Remediation Study based on HESI scores are as follows:

HESI Score 850 or above	1. Recommended – completion of all essential packets and a minimum of 250 questions related to content areas of weakness from either Adaptive Quizzing, Saunders NCLEX Review, Clinical Skills, or Practice Test.
HESI Score 800 - 849	1. Complete online remediation assigned essential packets provided in HESI Assessment Next Generation specific to the Exam. A minimum of 6 hours of study is required.** 2. Adaptive Quizzing- minimum of 300 questions related to content areas of weakness from either Adaptive Quizzing, Saunders NCLEX Review, Clinical Skills, or Practice Test.***
HESI Score 750– 799	1. Complete online remediation assigned essential packets provided in HESI Assessment Next Generation specific to the Exam. A minimum of 7 hours of study is required.** 2. Adaptive Quizzing- minimum of 350 questions related to content areas of weakness from either Adaptive Quizzing, Saunders NCLEX Review, Clinical Skills, or Practice Test.*** 3. Select one HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score.
HESI Score 700– 749	1. Complete online remediation assigned essential packets provided in HESI Assessment Next Generation specific to the Exam. A minimum of 8 hours of study is required.** 2. Adaptive Quizzing- minimum of 400 questions related to content areas of weakness from either Adaptive Quizzing, Saunders NCLEX Review, Clinical Skills, or Practice Test.*** 3. Select one HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score.
HESI Score 699 or below	1. Complete online remediation assigned essential packets provided in HESI Assessment Next Generation specific to the Exam. A minimum of 10 hours of study is required.** 2. Adaptive Quizzing- minimum of 500 questions related to content areas of weakness from either Adaptive Quizzing, Saunders NCLEX Review, Clinical Skills, or Practice Test.*** 3. Select two HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with 80% score.

**It is recommended that student be logged into their HESI Assessment Next Generation account and complete the assigned essential and recommended packets for test specific remediation content for the number of hours specified by the assigned date and time. Do not print and log out of HESI Assessment Next Generation to study. Time spent in remediation content may be reviewed & monitored. Students may choose to break up the remediation activities/hours into multiple sessions. Time spent in Clinical Skills, Adaptive Quizzing, and Case Studies/Patient Reviews/Practice Test does not count toward hours of study.

*** Adaptive quizzing assignments are developed based on a student's content areas of weakness and their current levels of master. Adaptive Quizzing assignments for remediation should be developed to help achieve performance. Students may seek assistance as needed from faculty to discuss assignments to create to assist with setting goals of study.

Learning Assistance Program Objective Exam Analysis Worksheet

	Lack of Knowledge					English Skills				Exam Anxiety				Exam Skills							Math Skills	Other (Specify)	
Test item missed (Questions)	Reading/textbook	Inadequate notes	Application of knowledge	Poor retention	Other	Reading Comprehension	Reading Speed	Vocabulary	Other	Decreased Concentration	Mental Block	Forgot to use exam techniques	Other	Did not focus on what question asked	Failed to consider options carefully as T, F, ?, T?, F?	Poor use of time	Changed answer	Carelessness/clerical errors	Did not write own answer first	Other	Drug Calculation Issue	Other	Analysis Results
Items																							
%																							
% Totals																							

Learning Assistance Program Objective Exam Analysis Worksheet

Priority# _____ Lack of Knowledge of Subject Matter

___ **1**. Use study guide/objectives/specific class guidelines to identify important content while reading textbook.
___ **2.** Write out key points from #1 and use for later review.
___ **3.** Take careful notes during class.
___ **4.** As soon as possible after class and at the end of the week review #2 and #3 from above.
___ **5.** Participate in study group each week.
___ **6.** Use NCLEX-RN review books to review important content and to practice application on review questions.
___ **7.** Predict exam questions. Use these for group review.
___ **8.** Schedule time to review each lecture carefully before each exam.
___ **9.** Note weak areas such as pathophysiology, medication side effects, lab values, etc.
___ **10.** Other: _____

Priority# _____ Exam-Taking Skills

___ **1.** Read each question carefully and underline or circle key words.
___ **2.** Give your own answer (write down a few words BEFORE looking at choices given on exam).
___ **3.** Mark each answer choice as T, F, ?, T?, or F?.
___ **4.** Choose the best answer based on what you learned in this class.
___ **5.** Don't change an answer unless you know why the first answer is wrong. (Never change an answer just because you feel uncertain).
___ **6.** Practice application of knowledge using case studies and NCLEX-RN review questions.
___ **7.** Other: _____

Priority# _____ English Language/Vocabulary

___ **1.** Look up vocabulary terms/new words identified in reading assignment, lecture, and study groups, etc.
___ **2.** Write out the meanings of these words, note punctuation and use them in a sentence, make flash cards or write them in a notebook.
___ **3.** Drill on these words several times each week.
___ **4.** If you don't understand an exam question or answer choice ask the instructor for clarification.
___ **5.** Other: _____

Priority# _____ Exam Anxiety

___ **1.** Over-prepare for exams so that you feel confident about your knowledge.
___ **2.** Use recommended exam skills on every question. This helps you think logically.
___ **3.** Use positive self-talk, i.e. "I know these concepts", "I am going to do well on this exam".
___ **4.** Don't spend too long on a difficult question. This lowers your confidence and increases anxiety. Read it carefully 2x, guess and move on to easier questions.
___ **5.** Pray that God will help you feel calm, remember what you have learned and apply knowledge and exam skills.
___ **6.** Practice relaxation techniques (deep breathing, etc.) so you can use them prn.
___ **7.** Other: _____

Priority# _____ Math Skills

___ **1.** Identify issue with dosage calculation (basic math, conversion, calculation formula, rounding).
___ **2.** Read the question completely.
___ **3.** Schedule time to meet with an instructor for calculation formula and rounding assistance.
___ **4.** Schedule time to meet with an SRTC math tutor for basic math and conversion assistance.
___ **5.** Practice 10 drug calculation problems weekly and arrive at a correct answer.
___ **6.** Other: _____

Student Signature: _____ Instructor Signature: _____

Linda Caputi, Ed.D Loma Linda University Copyrite 1986, 2006

SOUTHERN REGIONAL TECHNICAL COLLEGE

Book List

COURSE PREFIX	COURSE #	TEXT NAME	EDITION	PUBLISHER	ISBN
RNSG	1920	Fundamentals of Nursing	10th	Elsevier	9780323677721
RNSG	1920	Adaptive Quizzing for Potter – Fundamentals of Nursing	10th	Elsevier	9780323758178
RNSG	1920	Study Guide for Fundamentals of Nursing	10th	Elsevier	9780323711340
RNSG	1920/1960	2020-2021 Strategies for Test Success	6th	Elsevier	9780323581943
RNSG	1920/1960	All in One Nursing Care Planning Resources	5th	Elsevier	9780323532006
RNSG	1920/1960	HESI Comprehensive Review for the NCLEX-RN Examination	6th	HESI	9780323582452
RNSG	1920/1960	Mosby's Diagnostic and Laboratory Test Reference	14th	Pagana, Pagana & Pagana	9780323609692
RNSG	1920/1960	Saunders Comprehensive Review for the NCLEX-RN® Examination	8th	Silvestri	9780323358415
RNSG	1931	2019 Intravenous Medications: A Handbook for Nurses and Health Professionals (optional)	37th	Gahart/Nazareno	9780323757386
RNSG	1931	Davis Drug Guide	16th	Davis	9780803669451
RNSG	1931	Calculations of Drug Doses	11th	Elsevier	9780323551281

Continued on next page…

COURSE PREFIX	COURSE #	TEXT NAME	EDITION	PUBLISHER	ISBN
RNSG	1940	Adaptive Quizzing for Iggy – Medical Surgical Nursing	9th	Elsevier	9780323556033
RNSG	1940/1960	Medical-Surgical Nursing: Patient-Centered Collaborative Care, 2- Volume Set	9th	Ignatavicius & Workman	9780323461580
RNSG	1950	Varcarolis' Foundations of Psychiatric Mental Health Nursing: A Clinical Approach	8th	Halter	9780323389679
RNSG	2910	**Maternity Women's Health Care Lowdermilk Bundle (book with maternity clinical skills)	12th	Elsevier	9780323814577
RNSG	2910	Study Guide for Maternity & Women's Health Care	12th	Elsevier	9780323555265
RNSG	2920	Essentials of Pediatric Nursing	10th	Wong's	9780323353168
RNSG	2920	Essential of Pediatric Nursing Study Guide (optional)	10th	Wong's	9780323429849
RNSG	1960/2941	Contemporary Nursing: Issues, Trends, & Management	8th	Cherry & Jacob	9780323554206

***Students should note this bundle is only available in the SRTC bookstore for Fall semester 2020*