

BEAUFORT COUNTY COMMUNITY COLLEGE
Nursing Programs Handbook

Student Enrollment Cohorts:

Practical Nursing

2009-2010

Associate Degree Nursing Program

2009-2011

BEAUFORT COUNTY COMMUNITY COLLEGE

NURSING PROGRAMS

The Associate Degree Nursing and Practical Nursing Programs are approved by the North Carolina Community College Systems and the North Carolina Board of Nursing.

In addition to the policies outlined in the school catalog of BCCC, nursing students are expected to follow the policies and guidelines of the nursing programs.

Approval:

President

Date

Dean of Instruction

Date

Chairperson, Allied Health Division

Date

Director, Associate Degree Nursing Program

Date

Lead Instructor, Practical Nursing Program

Date

Dean of Student Services

Date

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ORGANIZATIONAL STRUCTURE

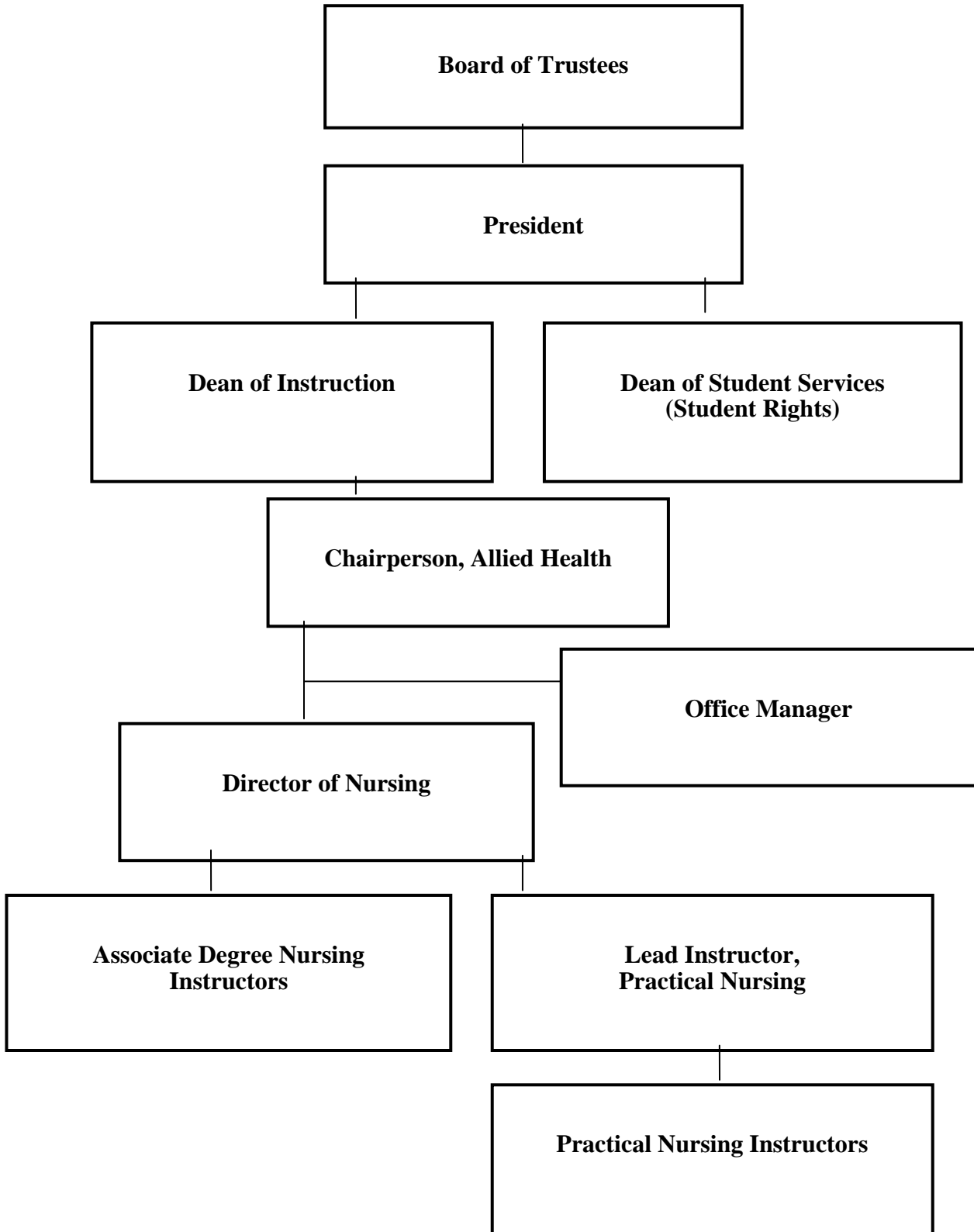
SECTION A: ORGANIZATIONAL STRUCTURE

The organization chart on A.2 is provided to assist the student in understanding the chain of command in this organization. Students are encouraged to voice questions and concerns about grades, directly with the instructor who provided the grade. The students should start at the bottom of the chart and work upward when concerns or grievances need addressing.

Students may also seek out student services for support, counseling, and complaints. All appeal processes are administered by Student Services.

Lead instructors will be identified on each course syllabus. Part-time faculty will vary per semester. Full-time faculty members are identified on page A.3.

**Organizational Chart
Beaufort County Community College
Nursing Programs**



NURSING FACULTY

ASSOCIATE DEGREE NURSING PROGRAM

Director of Nursing Programs	Laura Bliley	3-110
Instructors	Jarahnee Burger	3-109
	Kent Dickerson	3-102
	Sherry Glover	3-119
	Dell Hagwood	3-107
	Millie House	3-119
	Jeanne Martin	3-105
	Lynne Modlin	3-106
	Cindy Winstead	3-101
Part-time Instructors	TBA per semester	

PRACTICAL NURSING PROGRAM

Lead Instructor of PN Program	Carolyn Lee	3-108
Instructor	Aino Jackson	3-104
Instructor	Bonnie Jordan	3-103
Part-time PN Instructors	TBA per semester	
Office Manager	Margie Cobb	3-108A

Curriculum Design

SECTION B: CURRICULUM DESIGN

Curriculum Foundation

The curriculum description found in the catalog is provided by the North Carolina Community College System and serves as a foundation for our curriculum design.

The selected model for the ADN program at BCCC is consistent with the concept based curriculum proposal and approval by the North Carolina Community College System in 2008. This model allows for expanding knowledge and practice based on concepts throughout the curriculum. These are reflected in the conceptual framework.

The selected model for the PN program at BCCC is consistent with the integrated curriculum proposal and approved by the North Carolina Community College System.

The framework, along with the faculty's beliefs/philosophy about the placement of nursing in our society, serves also as the foundation for the curriculum.

The overall purpose of the curriculum design is to prepare the student to master the program learning outcomes. These outcomes serve as the basis for the nursing program evaluation and are reflected in course and program methods of evaluation.

The placement of courses, nursing and non-nursing, are presented in the curriculum plan. The sequence of related courses and specific nursing content reflect the building of knowledge from simple to complex. Clinical sites and experiential activities are selected to support content presented throughout the program.

CURRICULUM DESCRIPTION
ASSOCIATE DEGREE NURSING (A45110)
(Registered Nursing)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Coursework includes and builds upon the domain of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) . Employment opportunities are vast within the global health care system and may include acute, chronic, extended, industrial, and community health care facilities.

This description is provided by the North Carolina Community College System.

CURRICULUM DESCRIPTION
PRACTICAL NURSING (A45660)

The practical nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

This description is provided by the North Carolina Community College System.

PROGRAM PURPOSE

ASSOCIATE DEGREE NURSING PROGRAM

The purpose of the Associate Degree Nursing Program is to offer a program of study that will prepare qualified individuals for entry-level of practice for registered nursing.

PRACTICAL NURSING PROGRAM

The purpose of the Practical Nursing program is to offer a program of study that will prepare qualified individuals to provide basic nursing care for patients with a variety of common medical-surgical problems in relatively stable nursing situations. Graduates of this program function as recognized members of the health care team, under the supervision of the registered nurse or licensed physician or other as designated by law.

NURSING DEPARTMENT GOALS

The major goals of the nursing department are to:

1. Prepare students with the competencies necessary to function at the entry level of practice for registered or practical nursing according to regulatory agency requirements.
2. Provide guidance and advisement to nursing students regarding their professional development referring to college wide resources as necessary.
3. Provide continuous evaluation of program effectiveness focusing on students, faculty, resources, administration, and community to enhance nursing programs.

ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY

Mission

The Associate Degree Nursing program supports both the mission of the North Carolina Community College System and the mission of Beaufort County Community College. The ADN faculty is committed to providing accessible high quality nursing education to meet the diverse and changing health-care needs of the service area and to prepare qualified students for the professional role of registered nurse at the entry level. Graduates of this program meet the education requirements to take the National Council Licensure Examination (NCLEX-RN). Within this mission, the goal of nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community.

The Associate Degree Nurse

The graduate of the Associate Degree Nursing program at Beaufort County Community College is prepared to meet the educational competencies defined by the National League for Nursing and the Nursing Practice Act of North Carolina. The practice of nursing is directed toward meeting the health care needs of individuals throughout their lifespan. The ADN prepared nurse's role is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The ADN graduate demonstrates the competencies identified by the National League of Nursing (2000) and the Institute of Medicine (2004) to provide nursing care.

Associate Degree Nursing Education

Nursing education at the associate degree level, in the North Carolina Community College System, is a process that facilitates changes in behavior and, the acquisition of knowledge, skills, and attitudes necessary to function in the role of the entry-level nurse. The curriculum is conceptually based and founded on principles of adult and collaborative learning.

Basic assumptions include self-direction, utilizing adult experience, problem- and activity-centered learning. (Rachel, 2002) Nursing education includes evidence based nursing theory and practice, general education, and the sciences in an environment conducive to learning. The conceptual design supports the underlying values of nursing, including; quality of life, achievement of potential, and health. The organizing framework contains content related to the individual, the health care system, and nursing.

The Associate Degree nursing program at Beaufort County Community College provides an education that is flexible, progressive, and sensitive to the changing needs of the individual and community. Through these educational experiences, students will have the opportunity to develop critical thinking and problem solving skills.

Learning is an ongoing process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between teacher and learner. The responsibility of the faculty of Beaufort County Community College Associate Degree Nursing Program is to facilitate the student's ability to meet the identified outcomes of the nursing program. The nursing student is responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality individual centered nursing care.

Conceptual Framework

The major concepts of individual, nursing, environment, and health care form a foundation for the curriculum. Students are required to apply these concepts in multiple environments while developing an understanding of how the concepts are interrelated.

Definitions:**Individual**

The faculty of Beaufort County Community College believe that each individual is a complex, multidimensional, unique, and significant being possessing inherent value and worth, and a member of a family, community, and culturally diverse society. All individuals have dynamic bio-physical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right; to access to healthcare and information that will assist him or her to participate actively in his or her health care, in order to achieve the highest level of wellness possible. In order to provide and manage care, nurses must view the individual at the center of any nursing activity.

Healthcare System

Health care is the larger system in which nursing professionals address the needs of individuals and groups. The health care system impacts health alterations, safety, health promotion, and prevention of disease. The policies, trends, and issues in health care are determined by allocation of resources, as well as ethical and legal principles. (Catalano, 2009) The faculty believes that it is essential that nurses develop the skills necessary to work effectively with other disciplines within the healthcare system

Nursing

Nursing is not only a science but also the art of integrating and assimilating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally competent, holistic care. The nursing process integrates the art of nursing within its scientific foundation, through caring, empathy, ethics, and the development of a therapeutic relationship with the individual and significant support person(s). Incorporating documented evidence based practice, the nurse functions autonomously and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential. Nursing care is focused on assurance of quality client outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death.

Environment

Environment provides structure for understanding those elements external and internal to the person which affect health seeking behaviors. The person's environment consists of individual and family relationships, the values and beliefs of one's culture, and the resources available within the home and community.

Health

Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness and ultimately to death. The needs for healthcare are determined by the individual's position on the continuum.

Health is based on the individual's cultural perceptions and beliefs regarding health and illness and his or her ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

Quality of Life

Quality of life involves five domains including physical, functional, psychological, social, and spiritual well being. The individual's perception of and satisfaction with his or her health within the five domains contribute to a sense of personal worth, meaning, or satisfaction. This sense empowers the individual to cope successfully with the full range of challenges encountered within the environment.

Achievement of Potential

Achievement of potential is the individual's growth toward attaining one's utmost ability and quality of life. It is based on the individual's choices, perceptions, personal goals, life experiences, and holistic health.

NLNAC Core Competencies

The eight core competencies outlined by the NLN are: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. (NLN, 2000)

Institute of Medicine Competencies

The five core competencies identified by the IOM for healthcare providers are: patient centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics. (IOM, 2005)

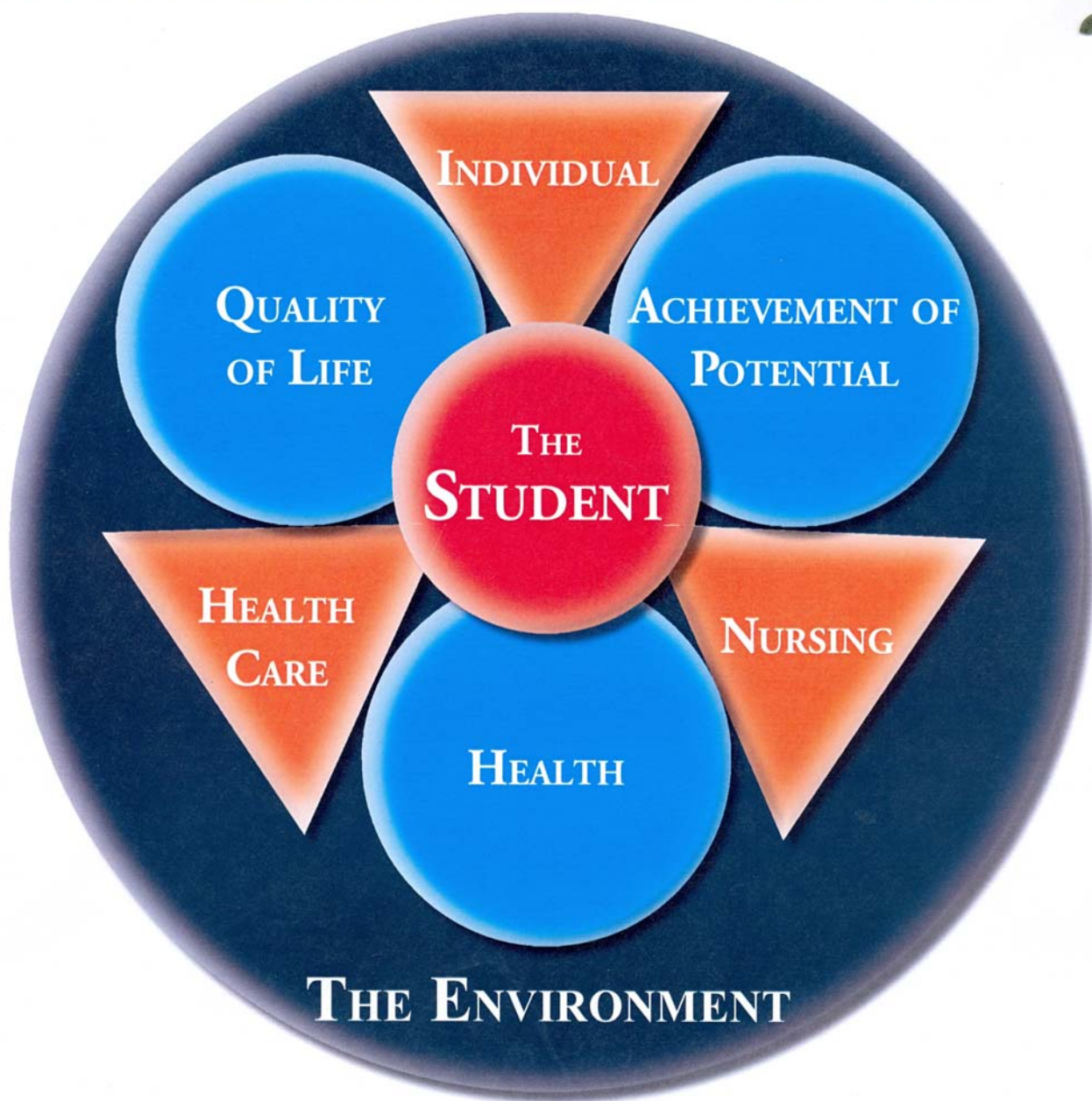
IOM, (2005)

Catalano, (2009)

NLN, .(2000)

Rachel, (2002)

CONCEPTUAL MODEL: NCCCS ADN PROGRAMS



**EDUCATIONAL OUTCOMES
ASSOCIATE DEGREE NURSING**

Upon completion of the Associate Degree Nursing Program, the graduate will upon Licensure:

1. Practice professional nursing behaviors that demonstrate personal responsibility and accountability through continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual by providing culturally competent assessment and care; while respecting differences, values, preferences, and expressed needs.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Apply the nursing process to develop a plan of care and to evaluate outcomes for individual(s) experiencing common health stressors.
6. Utilize evidence based practices to provide care to individuals in diverse settings.
7. Develop an educational plan for individuals, and significant support persons, utilizing teaching and learning principles.
8. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
9. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

Learning Outcomes		
Beginning	Intermediate	Final
<ol style="list-style-type: none"> 1. Identify concepts defining the domain of the healthy individual. 2. Distinguish between the healthy individual within a changing internal and external environment and individuals with simple alterations in health. 3. Identify values, attitudes, behaviors, and beliefs essential to professional nursing. 4. Apply learned concepts within the domain of nursing to safely provide therapeutic care to individuals. 5. Competently perform holistic assessments, caring nursing interventions, and clinical decision making. 6. Communicate professionally and effectively while providing care to individuals. 7. Effectively collaborate with the individual and members of the inter-disciplinary healthcare team to safely provide therapeutic care. 8. Facilitate the acquisition of knowledge and the process of learning to enhance self-care for each individual. 9. Demonstrate safe and ethical practice within the healthcare system according to the Nurse Practice Act, healthcare policy, and National Patient Safety Goals. 10. Utilize information technology as a resource to support clinical decision- making. 11. Identify principles of evidence-based practice while safely providing therapeutic nursing care to individuals in the health care system 	<ol style="list-style-type: none"> 1. Examine the pathophysiology, prevalence and clinical course of individuals with specific alterations in health. 2. Differentiate between the healthy individual and those individuals experiencing alterations in health. 3. Detect changes within the internal and external environment of the individual with these alterations. 4. Correlate diagnostic tests and procedures with the identified alterations. 5. Respond to situations with an awareness of the values, attitudes, behaviors, and beliefs important to professional nursing. 6. Utilize concepts within the domain of nursing to safely and therapeutically manage care to individuals with alterations in health. 7. Communicate professionally while providing competent therapeutic care to individuals with alterations in health. 8. Collaborate with the individual/individuals and members of the interdisciplinary healthcare team to provide therapeutic care. 9. Develop an educational plan for individuals incorporating teaching and learning principles. 10. Practice safely and ethically within the healthcare system according to the Nurse Practice Act, healthcare policy, and National Patient Safety Goals. 11. Employ information technology to support clinical decision-making. 12. Utilize principles of evidence-based practice while providing nursing care to individuals in the healthcare system. 13. Advocate, protect, and support the individual's rights and interests reflected through patient centered care. 14. Accept accountability for behavior, actions and judgments. 	<ol style="list-style-type: none"> 1. Correlate the inter-relationships of complex pathophysiologies, and the clinical course of individuals with alterations in health. 2. Utilize holistic concepts of the individual in the promotion of health and wellness, and adaptation to illness. 3. Analyze internal and external environmental factors that impact the health and well-being of individuals. 4. Exemplify professional nursing behaviors incorporating personal responsibility and accountability for continued competence. 5. Assimilate concepts within the domain of nursing to provide safe, therapeutic nursing care to individuals. 6. Manage healthcare for individuals using quality improvement processes, cost effective nursing strategies, and current technologies. 7. Communicate professionally with the interdisciplinary healthcare team while advocating for the therapeutic care of all individuals. 8. Implement an educational plan for individuals, and /or the nursing team, incorporating teaching and learning principles. 9. Practice safely and ethically within the healthcare system according to the nursing practice act, healthcare policy, and National Patient Safety Goals. 10. Apply principles of emergency preparedness to safely navigate the care of individuals in the healthcare system. 11. Incorporate informatics to formulate evidence-based clinical judgments and management decisions. 12. Evaluate mechanisms of quality improvement, cost effective nursing strategies, and current technologies within the healthcare system. 13. Collaborate with the interdisciplinary healthcare team, to advocate for positive individual and organizational outcomes.

PRACTICAL NURSING PROGRAM PHILOSOPHY

The beliefs of the nursing faculty are consistent with the philosophy and goals of Beaufort County Community College and with the objectives of the North Carolina Community College System.

The faculty's beliefs with regard to PATIENT CENTERED CARE, SOCIETY, HEALTH, NURSING AND LEARNING form the basis for the Practical Nursing Program.

PATIENT CENTERED CARE

The faculty believes that the individual is a bio-psycho-social and cultural being who is in constant interaction with their internal and external environment. The individual in one's endeavor to meet basic health care needs, has the potential for self-actualization and the ability to adapt to reach his/her fullest potential. The individual strives for fulfillment while passing through predictable stages of life.

The individual has the right to determine what kind of health care should be available to meet his/her needs and has the ultimate responsibility to personal health care decisions. These decisions are influenced by client uniqueness, values, preferences, culture, and expressed needs. The PN ensures documentation and communication that ensures patient involvement in the health care decision.

SOCIETY

Society, as a composite of individuals, families, and groups, possesses varied values, morals, cultural, and religious orientations. Individuals within society have basic health care needs as well as expectations of their health care providers. We believe that continued awareness of societal changes is necessary for nursing to meet the demands of individuals entering the health care system.

HEALTH

Health is a dynamic state of man, whose self-regulatory mechanisms attempts to maintain the body system in a steady state of wellness. Health is believed to be a continuum that is integrally related to the developmental level of man and to stressors acting upon the individual, at any given point in time. Stressors that affect health are varied in nature, such as environmental, socioeconomic conditions, behavioral, and genetic. The individual shares with health care providers the responsibilities for their position on the wellness-illness continuum.

NURSING

Nursing is a discipline that assists individuals to achieve their maximum health potential. Nursing is a process based upon a unique body of knowledge derived from the physical and behavioral sciences, and supported by evidence-based research. It is essential that the nurse demonstrates critical thinking, reflection, and problem-solving skills.

The practice of a practical nurse requires knowledge of:

- ❖ the nursing process
- ❖ safe effective care
- ❖ holistic patient centered care
- ❖ health maintenance and health promotion.
- ❖ culturally competent care
- ❖ the use of informatics
- ❖ evidence-based practice
- ❖ quality improvement
- ❖ maintaining competencies throughout one's practice life

The entry level **practical nurse** is expected to recognize obvious changes in patient health status when caring for individuals with common health problems. The LPN can help individuals and a group of individuals to maintain and promote healthy behaviors. As a member within the discipline of nursing, the LPN identifies legal and ethical considerations related to patient-centered care and how personal values affect care and communicates to the RN who communicates to the interdisciplinary team. The practical nurse also fulfills his/her role by participating in the teaching and counseling of patients as assigned by a registered nurse, physician, or other qualified professional licensed to practice in North Carolina.

LEARNING

Learning is a continuous and life-long process. Learners enter the process with varied educational backgrounds and life experiences. The instructor and student evaluate learning needs and evaluate outcomes. The learner has the ultimate responsibility for learning. The motivation for learning is dependent on active involvement of the learner and the reinforcement of previous knowledge and problem solving. Learning is enhanced when the nurse embraces the inevitable nature of change in health care. Learning results in a change of behavior that is appropriate and ethical. The students are involved in planning, implementing, and continuous quality improvement of the program.

PN CONCEPTUAL FRAMEWORK

MAJOR CONCEPTS	INDIVIDUAL	SOCIETY	HEALTH	NURSING	LEARNING
Subconcept	Bio-psycho-social Basic Human Needs and Rights Growth & Development Uniqueness Values Preferences Culture Expressed Needs	Individual Groups of individuals	Wellness-Illness Continuum Adaptation	Patient-centered Data Collection Process Roles Functions Competencies Dependent role Data collection Evidence based Quality improvement Culturally competent	Life-long Problem-Solving Process Cognitive Psychomotor Affective Ethical

**PROGRAM OUTCOMES
PRACTICAL NURSING**

Upon successful completion of the Beaufort County Community College Practical Nursing Program, the graduate will be able to:

1. Participate in the planning of nursing care activities by providing resource data and/or identifying evidence based, culturally competent nursing interventions and goals for review by the registered nurse.
2. Perform nursing skills safely and competently in order to achieve the goals identified in the patient's plan of care.
3. Participate in evaluating effectiveness of nursing interventions as established in the health care plan.
4. Demonstrate effective communication while working cooperatively with patients, as well as the RN, and other health care providers.
5. Participate in the teaching and counseling of patients as assigned by a registered nurse, physician, or other qualified professional licensed to practice in North Carolina.
6. Implement care within the legal-ethical parameters of practical nursing.
7. Document patient care accurately.
8. Provide data essential to the process of continuous quality improvement.

Curriculum Plan
Associate Degree Nursing Program

<u>Course Completed</u>	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Contact</u>	<u>Credit</u>	
<u>Fall, First Year:</u>						
NUR 111	Intro to Health Care Concepts	4	6	6	16	8
MAT	Elective	2 (3)	2 (0)	0	4 (3)	3
BIO 168	Anatomy and Physiology I	3	3	0	6	4
PSY 150	General Psychology	3	0	0	3	3
NUR 117-A	Pharmacology	1	0	0	1	1
<u>Total</u>					30 (29)	19
<u>Spring, First Year:</u>						
NUR 112	Health Illness Concepts	3	0	6	9	5
NUR 114	Holistic Health Concepts	3	0	6	9	5
NUR 117-B	Pharmacology	0	3	0	3	1
BIO 169	Anatomy & Physiology II	3	3	0	6	4
ENG 111	Expository Writing	3	0	0	3	3
<u>Total</u>					30	18
<u>Summer:</u>						
NUR 211	Health Care Concepts	3	0	6	9	5
PSY 241	Developmental Psychology	3	0	0	3	3
<u>Total:</u>					12	8
<u>Fall, Second Year:</u>						
NUR 212	Health Systems Concepts	3	0	6	9	5
NUR 113	Family Care Concepts	3	0	6	9	5
ENG 112	Argument Based Research	3	0	0	3	3
CIS 113	Computer Basics	0	2	0	2	1
<u>Total:</u>					23	14
<u>Spring, Second Year:</u>						
NUR 213	Complex Health Care Concepts	4	3	15	22	10
Humanities Elective/Fine Arts		3	0	0	3	3
<u>Total:</u>					25	13
<u>Curriculum Total:</u>					72	

ENG 113 or 114 may be substituted for ENG 112

Math Elective: Select one: MAT 110, 115, 121, 141, 155, 161, and 171 (note, if there is a corresponding lab, the student must register for it, i.e. MAT 161A, and MAT 171A)

CIS 111 and CIS 110 may be substituted for CIS 113

Humanities Elective: Select one: ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 150, HUM 160, MUS 110, PHI 215, REL 110, REL 211, REL 212, SPA 141 (Spanish 141 is not college transfer)

**Curriculum Plan
Practical Nursing Program**

<u>Course Completed</u>		<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Contact</u>	<u>Credit</u>
NUR 101	Practical Nursing I	7	6	6	19	11
ACA 111	College Student Success	1	0	0	1	1
BIO 163	Basic Anatomy and Physiology	4	2	0	6	5
MAT 110	Mathematical Measurement	<u>2</u>	<u>2</u>	<u>0</u>	<u>4</u>	<u>3</u>
	Total	14	10	6	30	20
NUR 102	Practical Nursing II	8	0	12	20	12
NUR 103A	Practical Nursing III	1	0	3	4	2
PSY 110	Life Span Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>3</u>
	Total	12	0	15	27	17
NUR 103B	Practical Nursing III	5	0	9	14	8
ENG 111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>3</u>
	Total	8	0	9	17	11

Total Semester Hours Credit 48

Students can take PSY 241 in place of PSY 110 (PSY 241 has a pre-requisite of PSY 150).

Students can also take BIO 168 and 169 for BIO 163.

Clinical Facilities

The Nursing Programs at BCCC has clinical educational agreements with the following facilities:

Major Clinical Facilities and Experiential Activities

Associate Degree Nursing

BCCC Simulation Lab

Beaufort County Medical Center
Washington, NC

Britthaven of Washington
Washington, NC

Howell's Child Care Center
Greenville, NC

Martin General Hospital
Williamston, NC

Pungo District Hospital
Belhaven, NC

Ray G. Silverthorne Crisis Center
Washington, NC

University Health Systems (PCMH)
Greenville, NC

Washington County Hospital
Plymouth, NC

Practical Nursing

BCCC Simulation Lab

Beaufort County Medical Center
Washington, NC

Howell's Child Care Center
Greenville, NC

Martin General Hospital
Williamston, NC

Pungo District Hospital
Belhaven, NC

Ridgewood Manor
Washington, NC

University Health Systems (PCMH)
Greenville, NC

Students and faculty will be oriented to the facility and will follow the policies and procedures set forth by each institution during the time the students are obtaining clinical experience with each agency.

Policies for the Nursing Programs

SECTION C: POLICIES FOR THE NURSING PROGRAMS

Formation and Approval of Policies

The nursing students are governed by the policies of Beaufort County Community College. Additions to the institute's policies are added for the nursing programs. Each student should familiarize himself/herself with all policies in the catalog and those that follow.

The purpose of the policies is to provide consistency and fairness in implementing the nursing programs.

These policies have been established by the nursing faculty, approved by the Admissions Committee and the Administrative Council of Beaufort County Community College.

Students will receive an orientation to the policies in the first nursing course. Students will sign a statement attesting to their understanding and willingness to abide by the policies while in the nursing program.

Students are governed by BCCC policies while on campus and in clinical.

Entering the Nursing Programs

- I. Admission Policy- see BCCC catalog for general admission and admission into the health programs.

According to the North Carolina Board of Nursing Standards:

- A. "Students in nursing programs shall meet requirements established by the controlling institution. Additional requirements may be stipulated for nursing students because of the nature and legal responsibilities of nursing education and nursing practice.
- B. Admission requirements and practices shall be stated clearly and published by the controlling institution and must include assessment of:
1. record of high school graduation, high school equivalent or earned credits from an approved post secondary institution; and
 2. achievement potential through the use of previous academic records and pre-entrance examination cut-off scores that are consistent with curriculum demands and scholastic expectations; and
 3. physical and emotional health that would indicate applicant's ability to provide safe nursing care to the public. Initial admission may be based on Subparagraphs (b) (1) and (2) of this Rule and any other institutional requirements; however, final admission shall be contingent upon Subparagraph (b) (3) of this Rule.”*
- C. In compliance with the above admission criteria, the additional requirements set forth below must be met by all persons applying for admission to the nursing programs with acceptance also being based on a weighted ranking of applicants. The applicant will:
1. submit a physical examination report that documents satisfactory physical and emotional health using the BCCC Physical Examination Form.
 2. submit required documentation of screening and vaccines related to communicable diseases on the immunization record.
 3. submit proof of current CPR (Cardiopulmonary Resuscitation) infant, child and adult resuscitation, as well as the use of automated external defibrillators (AED's).
 4. have completed a high school Chemistry course with a grade of “C” or better within the past eight years (ADN requirement only).
 5. have a GPA of 2.0 on those credits towards nursing major.

*Approval of Nursing Programs: Process and Standard, North Carolina Board of Nursing, 1984, 1988, 1992, 1996, 1999, 2001, 2006 (21 NCAC 36.0120 and .0138—pending).

6. complete placement testing with scores meeting the minimum for the College or qualify for a testing waiver as outlined in the college catalog under *Placement Testing*. Applicants may test twice within the twelve-month period which runs between January 1 and December 31. (Successful completion of the recommended developmental courses will satisfy this requirement.)
7. obtain a Permit to Test from Mandy Jones and make an appointment to take the *Health Occupations Basic Entrance Test (HOBET)*. (Appointments for permits will be available beginning August 1.) Must meet minimum score requirements.
8. ranked by the Allied Health Admissions Coordinator.
9. attend a mandatory information session with the nursing faculty and the Allied Health Admissions Coordinator. Notification of available sessions will be based on weighted ranking of candidates that have completed all the above requirements. If the student fails to show up for the information session, he/she must contact the Allied Health Admissions Coordinator within 24 hours in order to keep their admissions status. Letters of Acceptance will state: "Admissions will be contingent upon meeting physical examination, immunization requirements, and CPR requirements."

D. Admissions deadline -

Applicants will be reviewed routinely. (See application deadline schedule per Allied Health Admissions Coordinator.)

E. Special considerations-

1. A student must have available transportation to travel to all required clinical experiences. Clinical hours may vary from 6 – 12 hours and may be scheduled at any time of day or night. Clinical hours may involve weekends.
2. Beaufort County Community College has a Special Populations Coordinator (SPC) available on a part-time basis to provide consulting and planning strategies for students with special needs. (See student catalog.) The faculty will cooperate with the SPC to assure that reasonable accommodations for class, lab, and clinical are met. No accommodations will take place until a written plan has been received by nursing faculty. It is the responsibility of the student to contact the SPC and provide documentation as to their needs. The Special Population Coordinator will consult with the Lead Instructor (PN) or Director of Nursing Program (ADN) before reasonable accommodations are instituted for lab and clinical performance.

F. Final admission is contingent upon assessment of physical and emotional health evidence that is indicative of the applicant's ability to provide safe nursing care to the public.

II. Transfer Policy- see BCCC catalog for advance standing.

Transfer credit for nursing courses

- A. Transfer applicants must meet the same admission criteria required of all nursing students.
- B. Transfer credits and credits previously completed at BCCC may be awarded for a nursing course after evaluation by the program director (ADN) or lead instructor (PN). Award for credit will be based upon the following criteria:
 - 1. Course(s) completed at a college or technical institute within the last two years.
 - 2. Course(s) description and outlines reflect a comparable and current Beaufort County Community College course.
 - 3. A grade of "C" or better is obtained on course being evaluated.
 - 4. Credit may be given contingent upon student's completion of prescriptive course of study.
- C. Transferability into the nursing program is contingent upon space available. A weighted ranking system is used for selection of transfer and readmitting students when the number of readmitting and transfer students exceeds the number of spaces available.

III. Credit for related courses

Transfer credits may be awarded for non-nursing courses after evaluation by appropriate division. Credit must be completed in sequence including pre-requisites. (See Section B) Transfer credits and previously earned credits at BCCC have the following restrictions:

- A. Only those courses with a grade of C or higher will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. (ADN and PN)
- B. The chemistry prerequisite must have been completed within the last 8 years. (ADN)
(Applicants with a Bachelors degree or an AAS degree in an approved healthcare field and a college chemistry will be allowed to waive the time limit for chemistry.)
- C. The biology course(s) must have been completed within the last 5 years. (ADN & PN)
- D. MAT 110 must have been completed within the last five years and must have a grade of "C" or above in order to progress to the second semester. (PN)

IV. Credit by examination--see BCCC catalog.

Transfer credit will be awarded when possible. In situations whereby transfer credit is not awarded due to inability to determine course content, variation of content focus, or variation in credit hours, a challenge exam may be used. The following criteria must be met:

- A. It must be determined that the student has had in a previous course or courses, content that is comparable to the content of the course that is to be challenged. Student must have comparable course or courses with at least a "C" average.
- B. Student must follow BCCC policy -see catalog.
- C. In accordance to BCCC policy, students must complete a minimum of 25% of course hours as required for a degree or diploma in residence at BCCC.

V. Licensed Practical Nurse Entering The Associate Degree Nursing Program

For the academic year, 2009-2010, the faculty will review policies for the transition program. Admission will resume 2010-2011.

Progression in the Nursing Programs

Progression Policies

- I. The student must complete the curriculum coursework in sequence including pre-requisites. (See course descriptions.)
- II. Grading system- see BCCC catalog.
 - A. A grade point average of 2.0 for courses in the nursing major is required for a student to enter, progress, re-enter, or graduate. Students must make no grade less than a “C” in all nursing (NUR) and non-nursing courses.
 - B. Each nursing course syllabus specifies the grading criteria that will be used to evaluate the student’s performance.
 - C. Students must pass the clinical component of each nursing course in order to progress (pass/fail).
 - D. A passing grade is 78. A grade of 77.50 will round to 78. A grade of 77.49 and below will **not** round.
 - E. Students receiving an incomplete in a nursing course required for progression must remove the incomplete before progressing to the next semester. Students will be allowed two weeks into the subsequent semester to remove the incomplete. If this is not accomplished, a “F” grade will be assigned to the course in which the "I" was given and the student will be dropped from the nursing course in which he/she is currently enrolled.
 - F. The student shall not progress in the program if any clinical facility refuses to allow the student to participate in that clinical agency. This includes but is not limited to criminal record checks and positive substance screening.
 - G. Associate Degree Nursing students will have the opportunity to participate in curriculum testing by Assessment technologies, Inc. (ATI). Students will be assigned remediation based on performance on proctored exams. Failure to complete remediation will result in failure to progress to the next semester.

Criteria for remediation:

Proctored testing level 1 or below level 1

Comprehensive proctored testing < 90% probability to pass NCLEX-RN on the 1st attempt

- H. See Academic Withdrawal for behaviors that result in immediate dismissal.

III. Attendance policy

A. Class and Lab

1. Any student who has missed 10% (or more) of the class/lab portion of a course will not receive credit for the course. When a student is absent, assigned test must be made up within one week after a student returns to class. Tests may be made up only if the student has notified the instructor prior to scheduled testing time. Students are responsible for all content missed.
2. If a student is dropped from a course, he/she must file a completed drop/add form in the Registrar's office **on or before the last day to drop without penalty in order to avoid receiving a failing grade for the course.**

B. Clinical attendance policy

1. Late – Repeated tardiness will result in written counseling, probation and ultimately withdrawal. The nursing student is responsible for reporting to the clinical area at the assigned time. If the student is to be late to the clinical area, he/she must notify the agency before the assigned time to report. **The student will obtain the name of the staff person to whom the tardiness was reported.** Following the first tardy for clinical, the student will receive a written warning. After a second tardy, the student will be placed on clinical attendance probation until completion of the program. With the third tardy, the student will be dismissed from the program.
2. Absent – Repeated absences will result in dismissal from the program. If a student must be absent from the clinical area, he/she must notify the agency before the assigned time to report. **The student will obtain the name of the staff person to whom the absence was reported.** The first absence without notification will result in probation for the remainder of the program. The second absence without notification will result in dismissal.

Absences per Semester –All absences per semester will not exceed 10% of the clinical time for that course. This clinical time includes orientation day, observational/hands-

on

experiences. For example, once a student exceeds 9.6 hours of 96 total hours, the next clinical absence will result in an automatic drop. For example, if a student misses two six-hour clinical days in the 96 hours, he/she will have missed twelve hours. This is beyond the 10%. The next absence will result in dismissal from the program.

Absences per Total Program – Clinical absences exceeding 10% of the total program will result in dismissal from the program.

3. Makeup - The nursing student who has an absence from the clinical area will be responsible for making up the required time per the discretion of the Lead Instructor and Director of Nursing. All absences will be made up. Making up clinical absences does not remove an absence, but assures student completion of course requirements.

IV. Clinical Probation--Clinical probation is a formal written plan identifying student's deficiencies and a plan for correction.

A. Reasons for Clinical Probation--A student will be placed on clinical probation at any point during a semester for reasons which include but are not limited to the following:

1. Demonstrating inability to meet the clinical objectives as outlined in the individual course syllabus.
2. Failure to submit written assignments (i.e. on time and with required components). Following the first infraction, the student will receive a written warning. After a second infraction, the student will be placed on probation until completion of the program. With the third infraction, the student will be dismissed from the program.
3. Absences and/or lateness as outlined in the attendance section of the nursing program policies.
4. Threatening the well being and/or safety of patients by demonstrating:

a. behaviors which conflict with safety essential to nursing practice

Behavior or conduct as set forth under sub-paragraphs (1) through (7) inclusive, of North Carolina, General Status, Section 90-171.37 of the Nurse Practice Act of the State of North Carolina, effective July 2007. The behavior includes but is not limited to the following:

3. *has a mental or physical disability or uses any drug to a degree that interferes with his or her fitness to practice nursing.*
4. *engages in conduct that endangers the public health.*
5. *is unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established.*
6. *engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services."*

b. inadequate preparation for the care of assigned patients or other clinical experiences

5. Medication errors

- a. for the purposes of student nurse education, a medication error is the intent to proceed with medication delivery that is an infraction of one or more of the six rights. Medication error(s) include but are not limited to, the following six (6) rights of medication administration:
right patient, right time, right medication, right route, right dose and safe dose and right documentation. Medication errors accumulate beginning in the second semester of the programs.

The consequences of medication errors are considered in grading student's performance. (See clinical evaluation tool.) The first medication error will result in a grade of "unsatisfactory" for that clinical week.

The second medication error will result in a grade of “unsatisfactory”, written warning, and an additional assignment that is designed to prevent additional medication errors. This assignment must be completed promptly according to medication error guidelines. It is the **student's** responsibility to seek out the instructor and complete the assignment.

The third medication error will result in a grade of “unsatisfactory” and probation.

The fourth cumulative medication error results in dismissal. (See medication error guidelines.)

Medication errors which create a life-threatening event may result in immediate dismissal.

B. Procedure for Probation

1. Initiation—After consulting with the program director or lead instructor, faculty will draw up a written contract which will state the behavior which led to clinical probation. The contract shall set forth guidelines as to what the student must do within a set time frame to correct the behavior. This contract is to be signed by the instructor and the student placed on probation. A copy will be given to the student.
2. Completion--Meeting the terms of the contract results in a passing grade. Failure to comply with the terms of the clinical probation contract will result in a non-passing grade for the clinical competency when it is determined that the student has not met the terms of the contract. The determination as to whether a student has complied or not complied with the clinical probation contract will be made by the instructor and faculty.

C. Time Frame for Clinical Probation

1. The usual clinical probation period extends to the end of the semester
2. Students placed on probation for a clinical absence without notification or a second probation tardiness will remain on clinical attendance probation until completion of the program. Failure to comply with specified behaviors will result in dismissal.
3. A student placed on probation following a third cumulative medication error will remain on clinical probation until completion of the program.
4. In all matters related to clinical probation and grading, the student shall be afforded full rights and due process as set forth in the Beaufort County Community College Catalog section on Student Rights and Due Process (see catalog).

Exiting the Nursing Programs

I. Withdrawals

- A. Personal withdrawal - to receive a “personal” withdrawal the student must have a passing grade in the nursing course at the time of withdrawal.
- B. Academic withdrawal-nursing students will be dropped from the nursing program for any of the following reasons:
 1. demonstration of behavior which conflicts with safety essential to nursing practice.
 2. demonstration of conduct not in accordance with the ethical standards of licensed registered nurses or licensed practical nurses. Misconduct related to professional nursing includes, but not limited to, substance abuse, misuse and/or abuse, abandonment, breeching confidentiality, and falsifying records.
 3. under no conditions will a student possess or use any illegal substances (drugs) or alcohol while at the college or any clinical facility. Any student who is found to possess or who appears in the classroom or clinical facility under the influence of such drugs/alcoholic beverages will be evaluated for dismissal from the nursing programs. While in clinical practice, a student may at any time be required to provide a urine or blood sample for testing to validate or disprove use of controlled substances/alcoholic beverages. Such testing will be at the student’s expense. Failure to submit to such testing or provide body fluid samples will be interpreted as supportive of impairment. Test values indicating use of controlled substances/alcoholic beverages will be grounds for dismissal from the nursing programs.
 4. physical or emotional problems which impair the student's ability to provide safe nursing care and which do not respond to treatment and/or counseling within a reasonable period of time. Treatment requires verification from medical doctor or psychiatrist.
 5. noncompliance with attendance policy.
 6. failure to meet terms of probation contract.
 7. failure to complete remediation plan related to ATI testing.
 8. students in nursing programs must achieve a “C” or above in all curriculum courses. This includes all nursing and non-nursing courses.
 9. failure to obtain a 2.0 GPA .
 10. non-compliance with “Permission to Tape” (see appendix).
 11. non compliance with policies related to “Cheating and Plagiarism” (see appendix).

Failure to achieve the required grade at the point of withdrawal will be considered as an academic withdrawal. Failure to achieve a grade of satisfactory in clinical or dismissal for policy infraction will be considered as an academic withdrawal. The student will receive a “D” for the course unless the theory average is lower.

- C. Drop/Add procedure --A student withdrawing from the program must follow the drop/add policy in the BCCC catalog. A student may not drop a class after the published last day to drop without penalty for reasons other than those of documented medical or other emergency, and must also obtain the permission of both the academic advisor and appropriate course instructor(s).
- D. Exit Interview- Student must meet with the Director of Nursing (ADN) or Lead Instructor (PN) for exit interview.

II. Graduation-see BCCC catalog for fees and requirements and Appendix of handbook.

Readmission into the Nursing Programs

I. Requirements

- A. Students are requested to contact the Allied Health Admissions Coordinator as indicated by the dates below. Students who have withdrawn, must reapply through the Admissions Coordinator. Students will be considered for readmission contingent upon:
1. attendance of group information session or meeting with Nursing Department representative
 2. updating medical and educational records.
 3. the faculty may suggest to students a prescriptive plan of study. Students will re-enter at the point of exit.
 4. having at least a 2.0 cumulative GPA for courses within the nursing curriculum.
 5. space being available in program. Readmissions will be based on a weighted ranking of applicants when the number of students seeking readmission exceeds the number of spaces.

Semester of Re-admission	Request and Update	Post Evaluation Requirements i.e. CPR, and Physical
Fall (4 th semester only)	June 1	August 1
Spring	October 1	December 1
Summer	March 1	May 1

II. Re-entry point

- A. If a student is seeking readmission into the first nursing course, this student must reapply to the nursing program, meet deadlines in the application process, be evaluated, and ranked along with the entering students the following year.
- B. A student who has earned a "D" or "F" in a nursing course will re-enroll in that course upon readmission into the program. If a second "D" or "F" is earned, the student is ineligible to return to the program.
- C. A nursing course will no longer be accepted after the following academic year.

Other Related Policies

I. Nursing

- A. Dress Policy – Students are expected to follow the dress code while in clinicals and during orientation to facilities. (See clinical guidelines for dress code.)
- B. Professional Liability Insurance – Each student is required to purchase liability insurance upon admission to the ADN and PN programs. Students in the ADN Program must renew yearly.
- C. Reference for Course Work – Books, articles and journals need to be current. Literary resources older than five (5) years may not be used by students without prior permission from instructor.
- D. Health Screening – Students are expected to comply with all requests related to health screening that may arise throughout the program (see clinical guidelines for communicable diseases/exposures).
- E. Taping of Lectures -- Students desiring to tape nursing lectures must obtain permission and sign a consent form. (See Appendix: Permission to Tape.)
- F. Cell Phones—Students should not have cell phones on in the classroom. If the student anticipates an urgent call, the office manager’s number is 940-6315. If a student responds to a call or text message during class/clinical, they will receive first-written warning, second-probation and finally-exit the program.
- G. Personal Digital Assistants—Personal digital assistants and cell phones may not be used as calculators for nursing testing.
- H. Post-test reviews—If a student can not attend a review he/she must make an appointment with the lead instructor within five school days. No other opportunities will be given to review tests.
- I. Faculty-Student Communication
 - a. Faculty maintain maximum availability, however it is advised that the student make appointments.
 - b. Students are expected to schedule registration appointments with their advisor in advance.
 - c. Students are expected to check Blackboard e-mail on a daily basis.

II. General

In addition to nursing policies, students must abide by BCCC campus policies. See BCCC catalog for such topics as:

1. Health
2. Eating, smoking, drinking, campus regulations
3. Concealed weapons
4. Financial aid
5. Conduct
6. Withdrawal
7. Students rights and due process

Guidelines for Clinical Experiences

SECTION D: GUIDELINES FOR CLINICAL EXPERIENCES

Students are representatives of Beaufort County Community College nursing programs and the nursing profession. Students are expected to conduct themselves in a professional manner. These guidelines as well as clinical learning outcomes will help students understand and comply with expected behaviors in clinical.

Professional Attire

- I. *Dress Code* - Students are expected to follow the dress code while participating in clinical experiences.
 - A. Females' Appearance:
 1. Females will wear selected uniforms which can be pants or skirts with a scrub top.
 2. Skirts need to be at least knee length.
 3. White hose are worn with skirts and white hose or white socks with pants.
 4. Makeup: No heavy makeup.
 - B. Males' Appearance
 1. Males to wear selected uniforms.
 2. White socks are worn with uniforms.
 3. Beards: facial hair needs to be trimmed neatly with no handle-bar mustaches or long side burns, (below bottom of ears).
 - C. All Students Appearance:
 1. Nails -Clean, medium length, no polish. (Sculptured nails are not allowed.)
 2. Earrings - Pierced only, small studs only, one pair only to be worn in the lower earlobe.
 3. No other pierced jewelry allowed.
 4. Jewelry - Plain wedding band and watch only.
 5. Hair: Neat, clean, out of eyes, no extreme styles, no extreme accessories, style that does not interfere with the student responsibility, hair beyond collar length needs to be pulled back and up off the nape of the neck.
 6. No perfume/cologne or offensive odors (including tobacco).
 7. No attire which causes a distraction or impedes the ability to give health care assistance.
 8. Plain white color t-shirt (long or short sleeve) can be worn under scrub top.
 - D. All students will need to purchase:
 1. Two uniforms
 2. Watch with second hand
 3. Two name tags
 4. Safety scissors
 5. Safety glasses

6. Shoes need to be white regulation nursing shoes with closed toes, rubber soles, and impervious to liquid. (We do allow students to use a tennis style shoe or clog as long as it is solid white and of soft leather that can be polished.)
7. Penlight
8. White lab coat with full-length sleeves
9. Stethoscope
10. Headphones for computer use

II. *General policies concerning uniforms*

- A. Dress code applies whenever the student is in uniform.
- B. No chewing gum while in uniform.
- C. The BCCC monogrammed top and lab coat cannot be worn by students while they are employed.
- D. Uniforms should at all times be neat, clean, and ironed.
- E. Lost name tags need to be replaced by student.
- F. If the above policies regarding the dress code are not complied with, the student be counseled and further infractions will lead to probation/dismissal. For extreme infractions, the student may be asked to leave the clinical area.
- G. When uniforms are not required during clinical experiences, students must wear white lab coat, name tag, and appropriate conservative street clothes. Students are not to wear:
 1. sleeveless, tight or low cut tops
 2. low rise: pants (abdomen should not show with arms raised)
 3. skirts should not be tight and the hem of or top of slits should be below the tip of middle fingers when placed on leg.
 4. shirts with slogans
 5. no attire which causes distraction or impedes the ability to give health care assistance
- H. Denim is not allowed for any clinical experience even when students are to change into scrubs. Lab coats and name tags are to be worn when students wear street clothes unless instructed otherwise by faculty.
- I. Dress Code
 1. The dress code at an affiliating agency may be more restrictive than the above policies. Faculty will advise students in this situation to follow agency's policy.
 2. Facility names tags will be returned to the instructor on the last clinical day.

Ethical/Legal Responsibilities

I. Standards for Nursing Practice

- A. Confidentiality - Students are expected to keep all patient information confidential. Discussion of clinical experiences takes place only in clinical conferences or private conversations with the instructors. Students are to use **initials** of patient on paper work. Medical record numbers and patient numbers, as well as names, must be blackened. Patient assignment sheets will be submitted with student paperwork. The Instructor will use these as a reference during grading, and then, have them shredded. Discussion of *patient experiences while in the classroom should be consistent with the content being taught and* should not include any identifying information. Students will be required by clinical agencies to complete requirements addressing the health care and the Health Insurance Portability Act (HIPAA).
- B. Accountability - Students are accountable for the standard of practice as the RN or LPN licensure which they are seeking. The staff nurse, student and instructor are all responsible for the patient's welfare. It is imperative that students communicate with the staff nurse and instructor in providing care. Students must recognize their limitations and ask for assistance as needed.

Students are not allowed to perform any procedures in observational experiences or any clinical experience without instructor supervision or approval.

Senior ADN students may be given the opportunity to participate in a “preceptorship” experience. In that case, an oriented preceptor will be assigned to each student. The student may participate in procedures appropriate to the scope of an RN and according to agency policies. The preceptor may be asked to provide information to contribute to the evaluation of student performance.

- C. Incident Report - Students are to report situations accurately and timely regardless of the reflection upon self. The instructor and the student will complete an agency incident report according to agency policy. Incident reports are not intended to punish the student but to ensure proper documentation of events that could affect patient outcomes.
- D. Integrity – Students are expected to be truthful at all times when communicating with faculty/staff. (See form on Cheating/Plagiarism.) Documentation of nursing care must be timely, accurate, and follow BCCC’s and the clinical agency’s policies. Falsification on patient records, course work/assignments or student’s academic record will result in dismissal.
- E. Clinical Orientation - Students will complete the required orientation guidelines for clinical agencies. The students must abide by these guidelines which address topics, such as body mechanics, fire and safety, disaster plan, confidentiality, and infection control.

II. Unsafe Nursing Practice

- A. Unsafe Clinical Performance – Includes but is not limited to:
1. behavior which conflicts with safety essential to nursing practice.
 2. unsafe practice in the class, laboratory and/or clinical area.
 3. student behavior in the clinical setting which
 - a. conflicts with safety essential to nursing practice
 - b. indicates difficulty in making clinical judgment.
 4. a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to patient health and safety.

Any student who requires an inordinate amount of the instructor’s time in the clinical setting because of poor judgment, or poor decision making skills, or safety violation, will be subject to dismissal from the nursing program.

- B. Unprepared Student – If it is determined by the instructor that the student is not prepared for the assigned patient, the student will leave the clinical area.
- C. Impaired Thinking - Impaired thinking is evident by the inability to make appropriate judgments and to carry out functions appropriately. Impaired thinking may result from the following factors: fatigue, anxiety, sleep deprivation, medication use, substance abuse/use. The instructor will seek the opinion of at least one other faculty or staff member in validating his/her observation. Students will be asked to read, abide by, and sign the substance abuse policy agreement for affiliating agencies.

If the instructor determines that the student is exhibiting evidence of unsafe clinical performance, being unprepared, or evidence of impaired thinking, the student will be asked to leave the clinical area and the instructor will contact the Lead Instructor, Director of Nursing and/or Department Chairperson. The policies on Withdrawals will apply to this situation.

III. Facility Mandatory Requirements

- A. Clinical facilities may require criminal background checks and/or drug screening.
- B. The student shall not progress in the program if any clinical facility refuses to allow the student to participate in that clinical agency. This includes but is not limited to criminal record checks and positive substance screening.
- C. The student is responsible for the information included in clinical orientation.

Communicable Disease Protection

I. Infectious Disease Guidelines

The health care professionals have an increased risk for exposure to infectious diseases. Students participating in clinical educational experiences must comply with the implementation of standard precautions (gloves, safety glasses, gowns, handwashing, and masks where appropriate) to protect the patient and themselves from transmission of infectious diseases.

A. Protecting the Patient and Self:

1. Students are responsible for being aware of school and clinical agency policies. Students are responsible for informing their clinical instructor of any health problem that poses a threat to self or patients. Common examples include skin lesions on exposed skin areas, sore throats, colds, conjunctivitis, and latex allergy.
2. Control measures for blood borne pathogens for health care workers with exudative lesions or weeping dermatitis as stated in 15A NCAC 19A.0206(c) is as follows:

“Health care workers who have exudative lesions or weeping dermatitis shall refrain from handling patient care equipment and devices used in performing invasive procedures and from all direct patient care that involves the potential for contact of the patient, equipment, or devices with the lesion or dermatitis until the condition resolves.”
3. The faculty member and Director of Nursing will determine the student's eligibility to participate in clinical experiences. Students will not participate in clinical experiences if a significant risk of disease transmission exists.
4. Students must read and sign the form, "Certification by Student of Physical Status" as a requirement of Pitt County Memorial Hospital.
5. All students are required to attend an annual bloodborne pathogen in-service in order to participate in clinical experiences.
6. According to the immunization requirements of the clinical facility, students should have adequate immunity to: (see immunization record)

Tetanus
 Measles Rubeola
 Measles Rubella
 Mumps
 Varicella
 Hepatitis B

B. Patient Assignment:

1. TB--Students are not to be assigned to any patient with suspected or active TB. HEPA filter masks must be especially fitted to agency nurses. Agencies have policies regarding tuberculosis patients and nursing students not being allowed to care for those patients due to the expense of HEPA masks. (See Infectious Disease Guidelines.)
2. Faculty/students are to consult with the agency employee health nurse regarding other situations.

C. Exposure to Infectious Disease:

1. Blood and body fluids

Students are responsible for obtaining medical care following exposures and following recommendations from employee health, health department, and/or physician. Expenses occurred are the responsibility of the student.

Exposure includes percutaneous injury with a contaminated needle, lancet, or other sharp objects, exposure to mucous membranes or open skin lesions, to blood or body fluids of patient. The student must notify the instructor immediately for any exposure. The instructor will consult the employee health nurse to identify the recommended protocol and complete required report.

Efforts should be made by employee health to identify the status of the blood source. Prophylactic treatment is an option for HIV positive blood exposure and immediate intervention is needed by infectious disease specialists.

Exposure to other disease will also require referral for treatment and blood testing.

2. In the event a client is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical instructor, who will, in turn, report the incident to the agency's Nurse epidemiologist or designee. This procedure of reporting applies to all students regardless of their HIV/HBV status. A student is ethically and legally obligated to undergo testing for a blood pathogen when a client has been clearly exposed to the student's blood or body fluids.
3. All nursing students are required to adhere to Standard Precautions, including the appropriate use of handwashing, protective barriers, and care in the use and disposal of needles and other sharp instruments. Students who are pregnant will not be intentionally assigned to clients with known cytomegalovirus infections. Since these infections and status of pregnancy are not always known, standard precautions shall be followed at all times.

D. Students with Bloodborne Pathogens

1. Students should report a positive HIV or HBsAG status to the Director of Nursing as soon as this result is known and shall report status to the State Health Director as indicated by North Carolina law. (10A NCAC 41A.0207) Students who are infected with HIV or HBV (and are HBsAG positive) shall not perform exposure prone invasive procedures until evaluated. Exposure prone procedures are invasive procedures which have been identified by the CDC as procedures which have been implicated in the transmission of HBV from health care workers to client(s). Exposure-prone procedures are determined by the individual clinical agencies.
 - a. "All health care workers who perform surgical or obstetrical procedures or dental procedures and who know themselves to be infected with HIV or hepatitis B shall notify the State Health Director. Health care workers who assist in these procedures in a manner that may result in exposure of patients to their blood and who know themselves to be infected with HIV or hepatitis B shall also notify the State Health Director. The notification shall be made in writing to the Chief, Communicable Disease Control Branch, 1902 Mail Service Center, Raleigh, NC 27699-1902."

2. Any applicant or currently enrolled student in a nursing program who has HIV or Hepatitis B infection or other bloodborne disease will be individually evaluated and all enrollment decisions concerning the individual shall be based upon a consideration of the following factors:
 - a. it is the policy of the nursing programs that nursing students with blood borne pathogens are entitled to the same reasonable accommodations guaranteed by law for other disabled persons.
 - b. the physical and mental ability of the individual to perform the objectives of the nursing program
 - c. further, the nursing programs will comply with reasonable accommodations to ensure nursing students infected with blood borne pathogens are given reasonable opportunities to continue their nursing career or complete all required components of their nursing education and clinical experiences.
 - d. student's compliance with policies concerning Standard Precautions.
3. The evaluation of an applicant or currently enrolled student with a known blood borne disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely meet the objectives of the curriculum.
4. Nursing students with HIV or Hepatitis B infection, who have secondary infection(s) or open lesions which would place clients at risk, do not provide direct client care.
5. If it is determined that the individual student's health status (ie. multidrug resistant TB, open lesions, weeping dermatitis, immunosuppressed) does not allow the individual to safely and adequately meet the objectives of the curriculum, the student shall be terminated from the program.
6. In each instance, a determination must be made as to an appropriate and limited confidential release of the student's positive blood borne disease status to the student's clinical instructors. This is to ensure that their safety will be adequately reviewed and supervised on an ongoing basis.

Medication Administration Guidelines

- I. ***Medication Administration*** - Students are expected to check the original medication order and then confer with instructor prior to administering medications. Instructors will direct the students as to whether they must be present for actual administration. Instructor/licensed RN must be present for the following:
 - A. administration of all IV medications
 - B. administration of injections
 - C. other considerations:
 1. Students are never allowed to administer medications in an observation experience.
 2. Students may not administer experimental drugs or oncological chemotherapy drugs to any patient.
 3. Students may not give IV pushes to children.
 4. Students will only give medications prepared by themselves or pharmacy.
 - D. The instructor/licensed RN must be present when the student is to administer a controlled substance. The instructor will:
 1. Secure the keys from the staff (student may not be in possession of narcotic keys or code number to access the Pyxis system).
 2. Observe the student check the narcotic count and sign out the narcotic. If there is a discrepancy in the count, it must be corrected before the student obtains the narcotic.
 3. Co-sign the narcotic book and Medication Administration Record. (For computer documentation, indicate supervising licensed nurse.)
 4. If there is a need to waste a portion of a narcotic, it must be witnessed by a second licensed person. (Student and instructor constitute one licensed person).
 - E. When giving insulin and heparin, two licensed nurses will verify all doses. (The instructor and student constitute one license.)
 - F. When giving intravenous digoxin, two licensed nurses will verify all doses.
 - G. The medication order must be in date according to agency policy. If the order is out of date the student must obtain, through the primary nurse, an updated order prior to giving the medication.

PN students will only give meds in the presence of the instructor. Senior-level ADN students can give meds in the presence of the instructor or a licensed RN *in accordance to the Medication Administration Guidelines.

III. Medication Error Guidelines - Purpose: It is an expected behavior that students administer all medications safely according to the Six Rights of Patient Medication Administration:

- | | |
|---------------------------|------------------------|
| A. Right patient | D. Right Route |
| B. Right drug | E. Right time |
| C. Right Dose (Safe Dose) | F. Right Documentation |

Definition: A medication error for the student occurs at the point at which the student is committed to violating one of the six rights. The instructor will stop the student and inform them that they have accrued a medication error.

Medication Error #1: Following the first medication error, the student will be counseled informally by the Clinical Instructor as to the nature of the error made and ways to prevent future errors. The Clinical Instructor will document the medication error on the Evaluation Tool and report to the Lead Instructor for tracking purposes.

Medication Error #2: Upon being informed about the second medication error, the student will complete the following:

1. CAI: Eliminating Medication Errors—Available in the Fuld Lab
2. Readings: at the discretion of full-time nursing faculty
3. Complete a one-page paper entitled, "What I learned about medication errors and how I plan to prevent medication errors from occurring again." Student will submit paper to full-time nursing faculty. Due _____.
4. Simulate a medication preparation and administration experience before full-time nursing faculty in the lab. Simulation _____.

Student is to contact full-time nursing faculty first school day after clinical week that medication error occurred. Students may not administer medications in the clinical area until this requirement is met. It is the responsibility of the student to seek out instructor.

If the student does not successfully complete the assignment prior to the next clinical, an unsatisfactory grade will also occur for the week that the student is unable to pass meds.

The Clinical Instructor will conference student formally following the second medication error, initiate a Conference with Student Form and send Form, with student, to the instructor. After student completes the above requirements, the instructor will complete the Conference with Student Form and file it.

Medication Error #3: Following the third medication error, the student will be placed on clinical probation by the **Clinical Instructor** for the remainder of the school program. *A plan of action to enhance student success will be developed based on type, severity, and outcome of medication error. Documentation of plan of action and Student Conference with Student form will be placed in student's record.*

Medication Error #4: Following the fourth medication error, full-time faculty will review all medication error incidences and the student will be dismissed from the nursing program.

STUDENT SUPPORT

SECTION E: STUDENT SUPPORT

I. Campus Resources

A. Faculty Advisement

Associate in General Education students (AGE) will be advised by faculty on campus as assigned by the Dean of Instruction. The ADN/PN faculty advises all nursing students. Faculty will advise students according to the following alphabetical categories:

ADN Faculty Advisors

A-I Cindy Winstead
 J-Q Laura Bliley
 R-Z Jarahnee Burger

PN Faculty Advisors

A-I Aino Jackson
 J-Q Carolyn Lee
 R-Z Bonnie Jordan

Laura Bliley will advise transition students.

The faculty encourages students to seek assistance with academic needs. Faculty will help students register for appropriate courses. Faculty will also make appropriate referrals for financial or counseling needs.

It is the responsibility of the student to seek out the advisor, follow the curriculum plan and BCCC policies.

1. Semester Schedules

The semester schedule is designed to allow students to take all courses required that semester. Some of these courses are required before a student can progress to the next semester. Students can drop a course only with the advisor's approval and the course must be an optional course for that student. Dropping required courses could result in withdrawal or a delay in graduation (see Appendix for Tracking Sheet).

2. College Transfer Program

Students who plan to seek direct entry into a BSN program will be advised by the Arts and Science Division. ADN students who plan to obtain a BSN upon graduation will be advised by the ADN faculty.

Regardless of the student's situation, the student desiring a higher degree is strongly advised to seek counseling regarding transferability of courses by the educational institution or program that will be accepting the credits. This should occur early in the education process.

B. Library

Nursing students are encouraged to use the BCCC library. Throughout the nursing program, students will be required to seek references related to nursing.

Students should familiarize themselves with all college services available. (See BCCC catalog for services and hours.)

C. Financial Aid

All students are encouraged to visit the Director of Financial Aid and complete a financial aid application. This information is used to determine eligibility for grants and scholarship. A variety of financial resources are available to help students meet their educational goals.

Students need to be aware that future employing agencies are awarding scholarships to students. These are usually awarded after the student is in the program. Students fulfill their obligations to the supporting agency by working at the agency for a specified time.

D. Student Services

Counselors are available through student services. Students are encouraged to seek out these resources.

E. Computer Labs

Computer Assisted Instruction (CAI) activities are required throughout the program. Students can complete most of these programs in Building 3-115 (Fuld Lab). Most software programs are also available in the library. The library and Fuld Lab have computers that have access to the internet. Students are encouraged to use these resources.

II. Student Activities

A. Class Organization and Functions

Nursing students will participate in functions that require planning, decision making, financial support, and student involvement. To assist in this process, the class organizational structure will be as follows:

- President
- Vice President
- Secretary
- Treasurer

These officers will be elected in fall semester. Each class will have an appointed faculty advisor. In the ADN Program, elections will occur again in the third semester.

The officers will lead the students with numerous activities.

B. Student Representatives for Course Evaluations

Each class of students will select two representatives that will assist with the end of semester evaluation. The class will complete the course evaluation. The representatives will share the results with the faculty at the end of the semester meeting. In the ADN Program, elections will occur again in the third semester. Representatives may be changed as the class desires.

C. Student Government Association

The Student Government Association (SGA) provides an avenue for student involvement in social and service projects. Each curriculum elects two senators to serve SGA. An alternate is also selected.

D. Gamma Beta Phi

Emphasis of this organization is placed on honor, service, leadership, and character. The purposes are:

1. to encourage scholastic effort and reward academic merit
2. to stand for and promote worthy character and high ideas
3. to foster, improve, and disseminate education through appropriate service projects

Secondarily, the society also:

4. engages in other worthwhile service projects
5. develops its members' potential for leadership
6. promotes fellowship among the members

The National Organization has adopted the requirement for a member of the society to be in the top 15% (3.6 GPA) of his/her class. A student will be issued an invitation to join the society one time only.

E. Graduation Activities

During the last semester there are several activities that students need to complete.

1. Application for Licensure to NC Board of Nursing and National Council of State Boards of Nursing, Inc. to include fingerprinting and criminal background check.

2. Graduation

Students must obtain and complete an application for graduation (see registrar and check policy in catalog). The registrar will measure student for cap and gown. **A graduation application and fee is required even if the student does not attend the ceremony.** The graduation fee is to be paid to the bookkeeping office. Students must pay fee in order to receive their diploma or degree.

3. Pinning Ceremony

Students will follow guidelines for planning the pinning ceremony. Students who participate in pinning are expected to attend the BCCC graduation ceremony.

4. Delinquent Fees

Any delinquent fees should be paid to the bookkeeping office.

5. Books

All books should be returned to the BCCC library or appropriate facility.

6. References

Student should register for placement services and seek references from nursing faculty.

7. ID Badges

All ID badges should be returned to the instructor on the last clinical day.

F. BCANS

Students are encouraged to join the Beaufort County Community College Association of Nursing Students. This group is an extension of the American Nursing Association and offers the student the opportunity to be involved in a professional group. Membership to local chapter extends to both ADN and PN students.

III. Award Selection by ADN Faculty

- a. Nominations for Who's Who Among Students in American Junior College - This award recognizes senior nursing students. Consideration for selections are academic standing, participation in extra curricula activities and community service. This award is announced at the BCCC graduation.
- b. Nominations for The National Collegiate Nursing Award - Selection for this award is yearly. Criteria for selection includes: a minimum GPA 3.0, dependability, cooperative spirit and leadership. The NCNA recipients are listed in the official collegiate yearbook published nationally.
- c. The ADN faculty presents the following awards at the annual Pinning Ceremony:
 1. Outstanding Senior Student - Selection criteria is based upon exemplary student qualities.
 2. Leadership Award - Selection criteria includes leadership qualities as demonstrated in clinical academics, and professionalism.
 3. Katie Paul Award - Selection criteria focus on student's clinical performance. This award represents excellence in nursing.
 4. Academic Excellence Award - Selection criteria is based on highest GPA

APPENDIX

*BEAUFORT COUNTY COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
Student Expense Estimation (Required)*

	First Level (3 Semesters)	Second Level (2 Semesters)
A. Tuition & Activity Fee (Nursing Courses Only)	1056.00	986.00
B. Accidental Insurance (included in tuition)		
C. Books (approximate)	700.00	
D. Skills Packs	125.00	
E. ATI testing	202.00	186.00
F. Other Expenses		
1. Professional Liability Insurance (paid in full each year)	13.00	13.00
2. Substance Screen	60.00	.00
3. Uniforms	160.00	.00
4. Shoes	45.00	.00
5. Lab Coat	30.00	.00
6. Stethoscope/BP Cuff	25.00-60.00	.00
7. Calipers		10.00
8. Watch	25.00	.00
Pocket Kit (scissors, pen, penlight)	12.00	.00
9. Headphones for computers	5.00	.00
10. Class Dues (TBA)	20.00-40.00	20.00-40.00
11. Name Pins and School Pin	12.00 (2)	1.00-130.00
12. Caps (female)	.00	11.00
Name pin (RN)	8.00	.00
13. Application for Licensure to NCBON (Criminal check, fingerprinting)	.00	108.00
National Council of State BON and Testing Center Fee	.00	200.00
14. Pictures with passport photo	.00	35.00
15. Cap, Gown, Diploma (Graduation Fee Required)	.00	25.00
16. NAI (Optional)	100.00	
17. NA II (must have NA I in order to receive NA II)	24.00	
G. Post Graduation Expenses		
1. NCLEX-RN Review Book		70.00
2. Costs Associated With Pinning		100.00

***All expenses are subject to change.**

Revised 3/09

*BEAUFORT COUNTY COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
Student Expense Estimation (Required)*

A. Tuition & Activity Fee	1742.50
B. Accidental Insurance (optional)	6.00
C. Books	700.00 (approximate)
D. Skills Packs	160.00
E. ATI Testing: Comprehensive PN Predictor	35.00
F. Other Expenses	
1. Professional Liability Insurance	13.00
2. Substance Screen	60.00
3. Uniforms	160.00
4. Name Pins	12.00
5. Shoes	45.00
6. Lab Coat	30.00
7. Stethoscope/BP Cuff	25.00-60.00
8. Watch	25.00
Pocket Kit (scissors, pen, penlight)	14.00
9. Headphones for computer	5.00
10. Class Dues (TBA)	10.00-20.00/semester
11. School Pin	45.00-150.00
12. Name Pin (LPN)	8.00
13. Caps (female)	12.00
14. Application for Licensure to NCBON (Criminal check, fingerprinting)	108.00
National Council of State BON and Testing Center Fee	200.00
15. Class Pictures and passport photo	35.00
16. Cap, Gown, Diploma- (Graduation Fee Required)	25.00
17. NAI (Optional)	100.00
18. NA II (must have NA I in order to receive NA II)	24.00
G. Post Graduation Expenses	
1. NCLEX-PN Review Book	70.00
2. Cost Associated With Pinning	100.00

***All expenses are subject to change.**

Reminder to Students, Faculty & Staff

BEAUFORT COUNTY COMMUNITY COLLEGE

Inclement Weather Policy

INCLEMENT WEATHER POLICY

During extremely bad weather it sometimes becomes necessary for a decision to be made concerning closing the College. When a decision is made in the early morning that the College will be closed for the day, it must be relayed quickly to all students, staff, and faculty. In order to accomplish this task efficiently and with maximum coverage, College officials asks everyone to cooperate by following the directions listed below:

1. Listen to one of the area radio stations:

WERO - 93.3 FM Washington
WRRF - 930 AM Washington
WWGN - 1320 AM Washington
WPNC - 1470 AM Plymouth
WKLX - 95.9 FM Plymouth
WKJA - 92 FM Belhaven

2. Watch one of the following television stations in the early morning or late evening for announcements concerning closing:

WITN - TV Washington, Channel 7
WNCT - TV Greenville, Channel 9
WCTI- TV New Bern, Channel 12

3. **DO NOT TELEPHONE** the National Weather Service, radio or television stations, newspaper offices, College officials, or College offices.
4. The decision to close the College or delay opening will be announced by 6:00 a.m. The decision to cancel evening classes will be made by 4:00 p.m.
5. Cancellation of the clinical is at the discretion of the instructor and Lead Instructor. Students will be notified regarding cancellations.
6. **The absence of any announcement means that the College will open as usual.**

When a decision is made to close the College, the primary concern is the safety and welfare of each student, faculty, and staff member.

(BCCC Faculty/Staff Manual)

Beaufort County Community College
Associate Degree Nursing Program
Student Final Record/Tracking Sheet

___ Miss
___ Mrs. Name _____
___ Mr.

Address _____
Street or Route City State Zip Code

Social Security # _____ (Optional) Student ID # _____ Phone Number _____

Date of Birth _____ Date of Entrance _____ Date of Completion _____

Education Prior to Entrance:

High School/GED _____ Address _____

College: _____ Address _____

Course Completed	Class	Lab	Clinical	Contact	Credit
NUR 111 Intro to Health Care Concepts	4	6	6	16	8
MAT Elective	2 (3)	2 (0)	0	4 (3)	3
BIO 168 Anatomy and Physiology I	3	3	0	6	4
PSY 150 General Psychology	3	0	0	3	3
NUR 117-A Pharmacology	1	0	0	1	1
NUR 112 Health Illness Concepts	3	0	6	9	5
NUR 114 Holistic Health Concepts	3	0	6	9	5
NUR 117-B Pharmacology	0	3	0	3	1
BIO 169 Anatomy & Physiology II	3	3	0	6	4
ENG 111 Expository Writing	3	0	0	3	3
NUR 211 Health Care Concepts	3	0	6	9	5
PSY 241 Developmental Psychology	3	0	0	3	3
NUR 212 Health Systems Concepts	3	0	6	9	5
NUR 113 Family Care Concepts	3	0	6	9	5
ENG 112 Argument Based Research	3	0	0	3	3
CIS 113 Computer Basics	0	2	0	2	1
NUR 213 Complex Health Care Concepts	4	3	15	22	10
Humanities Elective/Fine Arts	3	0	0	3	3

ENG 113 or 114 may be substituted for ENG 112

Math Elective: Select one: MAT 110, 115, 121, 141, 155, 161, and 171 (note, if there is a corresponding lab, the student must register for it, i.e. MAT 161A, and MAT 171A)

CIS 111 and CIS 110 may be substituted for CIS 113

Humanities Elective: Select one: ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 150, HUM 160, MUS 110, PHI 215, REL 110, REL 211, REL 212, SPA 141 (Spanish 141 is not college transfer)

Cheating and Plagiarism

“Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class.” (BCCC catalogue)

“Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student’s homework, classwork, or required project (in part or in whole) and handing it in as one’s own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.” (BCCC catalogue)

Activities that are considered to be cheating by the nursing faculty include but are not limited to:

- 1. Giving to other students a list of items reflecting what is on a test.**
- 2. Receiving a list of items reflecting what is on a test.**
- 3. Receiving class notes with test question content highlighted.**
- 4. Use of personal digital assistants (PDAs) or cell phones during testing.**

“**Plagiarism** is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.” (BCCC catalogue)

The following activities are considered to be plagiarism by the nursing faculty:

- 1. Copying a nursing care plan verbatim**
- 2. Copying a case study or any other assignment**
- 3. Clinical paperwork is to be completed independently including observations and preparatory assignments.**

If upon investigation the instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply: (BCCC catalogue)

The student will receive a penalty of no less than zero on the work.

The instructor will submit a written report of the incident to the Dean of Student Services.

The Dean of Student Services will determine whether further disciplinary action will be taken.

All decisions may be appealed for review by the Appeals Committee.

The penalty for cheating in the nursing program will be automatic dismissal from the program based on, “Demonstration of conduct not in accordance with the ethical standards of a licensed registered nurse or a licensed practical nurse.” (see p. C4)

I have read and understand the above policy.

Student’s Signature

Date

Student’s Name Printed

**Effective 3/95
Revised 5/04
Revised 7/06**

BEAUFORT COUNTY COMMUNITY COLLEGE

NURSING PROGRAMS

Clinical Absence Report

In accordance with the attendance policy for the Beaufort County Community College nursing programs, a nursing student must supply the school of nursing with a note from his/her physician which verifies his/her illness.

Please sign the following statement:

The student _____ was seen by me on _____.
(Student's name) (Date)

This student may return to clinical on _____.
(Date)

Comment: _____

(Physician's Signature)

Permission to Tape

I, _____, request permission to tape nursing classes while
(name)
enrolled in the nursing program.

I understand all lectures belong to the faculty and therefore will agree to the following conditions:

1. I will be the only student listening to these taped recordings.
2. I will not share these recordings with individuals other than my fellow classmates.
3. I will not duplicate these recordings.
4. I will not transcribe these recordings.

I further understand that any violation of this contract will result in automatic dismissal from the nursing program.

Student Name

Faculty Signature

Date

Date

I have read and understand the academic policies in the Nursing Programs Handbook. I am willing to abide by the academic policies.

Name (print): _____

Signature: _____

Date: _____

I have read and understand the clinical policies in the Nursing Programs Handbook. I am willing to abide by the clinical policies.

Name (print): _____

Signature: _____

Date: _____

PN Course Descriptions

NUR 101	Practical Nursing I	7	6	6	11
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This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course*

NUR 102	Practical Nursing II	8	0	12	12
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This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103	Practical Nursing III	6	0	12	10
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This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/ maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*