VH | Nursing
Virginia Highlands Community College

Student Handbook

2021-2023

Revised 4/2021

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VIRGINIA HIGHLANDS COMMUNITY COLLEGE NURSING PROGRAM

The Virginia Highlands Community College (VHCC) Nursing Program was originally associated with the Virginia Appalachian Tricollege Nursing Program (VATNP). The growth of the program and the increased need for registered nursing in our community led to a reorganization of the program. Beginning in fall 2020, the consortium program was reorganized resulting in three separate nursing program. The program will maintain the same rigor that was the history of the VATNP and will continue to provide educational opportunities for students living in the VHCC service area.

The reorganization of the nursing program requires formal approval by the Virginia Board of Nursing (VABON) and confirmation of continued accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 and phone, 404-975-5000, www.acenursing.org. ACEN is officially recognized as the national accrediting agency for nursing education by the Council on Post-secondary Accreditation (COPA) and by the U.S. Department of Education. The VHCC Nursing Program has submitted documentation associated with these processes and does not anticipate any problem with continued approval or accreditation.

The office for the VHCC Nursing Program is located in the Nursing Education Building (NEB) on the campus of VHCC.
     Mailing address: VHCC Nursing Program, PO Box 828, Abingdon, VA 24212
     Phone: 276-739-2439
     Fax: 276-739-2594
     Website: www.vhcc.edu/nursing

Non-discrimination Statement

It is the policy of the VHCC Nursing Program and the Virginia Community College System (VCCS) to maintain and promote equal employment and educational opportunities without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, disability, national origin, marital status, veteran status, political affiliation, sexual orientation, or other non-merit factors. Inquiries concerning affirmative action and equal opportunity policies should be addressed to the Equal Employment Opportunity (EEO) officer at VHCC.

Nursing Program Options and Length: (Length includes pre-requisites, general education courses, and nursing courses)
Track 1: Traditional Day Program 5 semesters
Track 2: LPN to RN Transition Day Program 5 semesters
Track 3: Part-time Evening/Weekend: 10 semesters
Track 4: LPN to RN Transition Part-time Evening/Weekend: 8 semesters

Nursing Program Outcomes

Expected Level of Achievement	Year	NCLEX-RN First-time Pass Rate VATNP	NCLEX-RN First-time Pass Rate VATNP at VHCC
Eighty percent of VHCC graduates will pass the NCLEX-RN on the first attempt.	2017	90%	95%
⊠ Same as above	2018	91%	97%
⊠ Same as above	2019	89%	90%
⊠ Same as above	2020	72.54%	77%
Expected Level of Achievement	Year	VATNP Completion Rate	VATNP at VHCC Completion Rate
70% of students will complete the program in 150% of the program length.	2014-17	72%	81%
⊠ Same as above	2015-18	77%	75%
⊠ Same as above	2016-19	78%	78%
⊠ Same as above	2017-2020	81%	87%
Expected Level of Achievement	Year	VATNP Employment Rate	VATNP at VHCC Employment Rate
Eighty-five percent of program graduates will be employed within one year after graduation.	2017	100%	100%
⊠ Same as above	2018	100%	100%
⊠ Same as above	2019	100%	100%
⊠ Same as above	2020	96%	100%

Occupational Objectives

Employment opportunities for the Registered Nurse include, but are not limited to, staff positions in hospitals, nursing homes, health departments, physician's offices, clinics, home health agencies, public schools, day care centers, and civil service.

NURSING PROGRAM MISSION

The mission of the VHCC Nursing Program is to provide affordable, community access to quality nursing education. This mission is consistent with the mission of all Associate Degree Programs in the VCCS. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in twenty-first century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia.

Upon successful completion of the program, qualified graduates have the opportunity to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a registered nurse and employment as entry level practitioners of nursing in a variety of health services settings.

VHCC NURSING PROGRAM PHILOSOPHY

The VHCC Nursing Program faculty ascribe to the core competencies for nursing and nursing education.

- While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care.

- Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient centered care.

- The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings.

- Nursing care is provided in collaboration with the patient, the family and members of the health care team.

- The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes.

- Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care.

- Information management essential to nursing care is communicated via a variety of technological and human means.

The program philosophy and curricular framework of the VHCC Nursing Program reflects the mission of the VCCS Common Curriculum for Associate of Applied Science in Nursing and VHCC. VHCC is dedicated to the belief that each individual should be given a continuing opportunity to develop skills, extend knowledge, and increase awareness of their roles and responsibilities to society. The philosophy and curricular framework are consistent with the legal framework of the VABON).

Student Learning Outcomes and Competencies

Students who complete the Associate of Applied Science degree with a major in Nursing will be expected to demonstrate the outcomes identified in the following table evidenced by achievement of identified competencies:

Student Learning Outcomes	Competencies
Patient-Centered Care: Provide patient-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.	a. Manage patient-centered care with sensitivity and respect. b. Formulate a patient-centered plan of care based on the nursing process. c. Deliver care in an organized and efficient manner. d. Assess learning needs, develop teaching plans, implement necessary teaching, and evaluate effectiveness of teaching to achieve desired outcomes. e. Incorporate evidence-based practices and information technology to deliver safe, quality care. f. Promote patient self-determination in making health care decisions. g. Utilize therapeutic communication skills when interacting with patients and the patient's support network. h. Safely, and competently perform all nursing interventions and skills within the healthcare/community setting. i. Advocate for diverse individuals, families and communities across the lifespan in ways that promote their self-determination, integrity and ongoing growth as human beings.

Safety: Practice safe nursing care that minimizes risk of harm across systems and client populations.	a. Evaluate human factors and safety design principles. b. Describe processes used to analyze causes of errors and allocation of responsibility and accountability. c. Report errors to members of the health care team and value a culture of safety through reporting of near misses and hazards in patient care. d. Utilize safety-enhancing technologies to identify and prevent potential errors in patient care. e. Incorporate National Patient Safety goals into the provision of safe patient care.
Clinical Judgment: Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.	a. Develop an individualized plan of care based on patient values, clinical expertise and reliable evidence. b. Recognize changes in patient status and intervene appropriately. c. Apply the nursing process to guide care. d. Prioritize patient care accurately using relevant data and best evidence. e. Incorporate and value evidence-based practice, evaluate existing practices and seek creative approaches to problem solving.
Professional Behaviors: Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.	a. Display ethical behaviors and confidentiality when caring for patients. b. Assume responsibility and accountability for delivering safe patient care. c. Deliver nursing care within the legal scope of nursing practice. d. Demonstrate a professional demeanor in interactions with patients, families, and healthcare providers. e. Engage in reflective thinking for the purpose of improving nursing practice. f. Value lifelong learning by initiating a plan for ongoing professional development.
Quality Improvement: Manage client care through quality improvement processes, informational technology, and fiscal responsibility to meet client needs and support organizational outcomes.	a. Describe common quality measures encountered in clinical practice. b. Apply technology and information management tools to support safe, patient care. c. Value fiscal responsibility in the delivery of patient care.

Collaboration: Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.	a. Recognize the effect nursing and other interdisciplinary team members have upon care processes and outcomes for patients and families within any healthcare setting. b. Collaborate with members of the healthcare team to provide safe care. c. Appreciate different communication styles and cultural differences in team members. d. Apply management skills and principles of delegation when working with other members of the healthcare team. e. Identify own strengths and weaknesses to improve individual as well as team performance.

Revised and Approved: 03-02-12
Revised and Approved: 11-08-13
Revised and Approved: 03-2-2017
Revised and Approved: 02-23-2018
Revised and Approved: 04-15-2019
Reviewed/Approved: 04-09-2021

FINANCIAL REQUIREMENTS

In addition to the usual college tuition and fees, the nursing program requires preadmission testing and other expenses as identified below. Students are responsible for these costs as well as the cost of transportation to and from the college and health agencies used for clinical experiences. These include a digital device such as a laptop or tablet to use in classroom and lab, uniforms/shoes, watch, stethoscope, standardized program progressive products, textbooks, electronic technology, CastleBranch Criminal Background, drug screening, and document manager, CPR certification, Physical exam and Immunizations, and Tuberculosis testing, and Health Insurance. Refund of cost of tuition is dependent on the academic calendar last day to drop and receive a refund. Refund of other costs such as health physical examination, immunizations, CPR, and CastleBranch are not refundable. Cost associated with textbooks, ATI, uniforms (and accessories) are contingent upon the individual vendor.

Pre-admissions Testing (Test of Essential Academic Skills or TEAS)	$70.00
Uniforms/Shoes/Watch/Stethoscope	$250.00
Standardized Progressive Testing Program	$1185.00
Textbooks/Learning Resources-Price varies depending on student preference of hardback textbooks with e-book or e-book only option. Price also varies depending on where the student purchases the textbook.	Range from $454-871
Individual Health Insurance	Variable
CastleBranch Criminal Background Check, Drug Screen, Document Manager	*$125.75
Physical Exam, Immunizations, TB Test	$250.00
CPR	$150.00
Estimated in-state Tuition and Fees, 67 Credit Hours @ $160 per credit hour	$10,720.00
NCLEX-RN Application Fees	$425.00
VHCC Nursing Program Pin (optional)	$50.00
Transportation (to and from college and clinical agencies)	Variable
These costs are estimates and are subject to change without notification to faculty or students. *Subject to change	

VHCC NURSING PROGRAM FACULTY

Title	Name	Office Phone
Nursing Program Interim Dean of Nursing	Beth Wright, DNP, MSN, RN	276-739-2440
Administrative Assistant	Veronica Fuller	276-739-2439
Full-time Nursing Program Faculty	Amy Hampton, MSN, RN	276-739-2483
	Kathryn Justice, MSN, RN	276-739-2481
	JoAnn Price, MSN, RN	276-739-2494
	Katherine Stephens, MSN, RN	276-739-2484
	Sherrie Phillips, MSN, RN	276-739-2549
	Robyn Kealey, MSN, RN	276-739-2527
Simulation Laboratory Faculty	Bethaney Hilt, RN, MSN	276-739-2541
	Makayla Blevins, MSN, RN	276-739-2541

Faculty Office Hours

Each faculty member posts office hours on his/her office door. Please be aware of posted office hours. Appointments outside the regularly scheduled hours can be arranged with the instructor.

Academic Advising

Each student will be assigned an advisor to assist with academic progress and student concerns. Course faculty members will be the advisors of the students enrolled in their courses. The advisor will authorize all course work the student plans to take and will provide guidance for future course requirements and career development.

Notification of United States Department of Education Regulation

Pursuant to United States Department of Education (US DOE) regulation 34 CFR 668.43 (a) (5) (v), the Virginia Highlands Community College (VHCC) Associate Degree in Nursing (ADN) program provides the following information for all prospective and current students:

The VHCC ADN program meets all Virginia Board of Nursing requirements for pre-licensure nursing education programs in the Commonwealth of Virginia. In addition, the VHCC ADN program meets all

requirements for nationally recognized accreditation by the Accrediting Commission for Education in Nursing.

The Commonwealth of Virginia participates with 32 other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states. The Uniform Licensing Requirements (ULRs) are found at https://www.ncsbn.org/NLC_ULRs.pdf

States currently in the NLC are found at: https://www.ncsbn.org/nlcmemberstates.pdf. Prospective and current students are strongly encouraged to evaluate all state requirements in jurisdictions where they intend to practice nursing. A list of all state requirements is found at: https://www.ncsbn.org/14730.htm

VHCC has not determined if the ADN program meets the requirements of any other states.

This statement serves to meet the US DOE regulation until further notice.

ENROLLMENT AND ATTENDANCE POLICIES

Enrollment Requirements

Admission and enrollment in the VHCC Nursing Program requires that the student register during the designated registration period and pay tuition prior to the published deadline. A student who fails to pay tuition before the deadline will be dropped from the class and must follow procedures for reenrollment.

Course Delivery

Nursing courses are delivered face to face, online synchronous, hybrid or a combination of delivery methods, Extenuating circumstances may alter the method of course delivery.

Class Attendance

Regular class attendance is essential to student success and is required for all nursing courses. Frequent absences may result in administrative withdrawal from a class and possible dismissal from the nursing program with the additional consequences of termination or reduction of programs of financial assistance including veterans' benefits. When an absence is necessary, students are responsible for the content missed, regardless of the reason for the absence. Any coursework missed and not subsequently completed will affect the grade for the course. The VHCC Policy for class attendance may be found in the VHCC Catalog and Student Handbook.

The VHCC Catalog and Student Handbook addresses Faculty Initiated Withdrawal process. This link provides access to the VHCC Catalog and Student Handbook. This content is located at the Withdrawal from a Course section.

https://www.vhcc.edu/home/showdocument?id=7393)

GRADING

General Grading Scale

The grading scale for the VHCC Nursing Program is as follows:

A = 100 – 92%

B = 91 – 84%

C = 83 – 80%

D = 79 – 70%

F = 69% and below

U = Unsatisfactory

S = Satisfactory

A point system equivalent to the above percentage score and letter grade is used in all nursing courses. Please see the course syllabus for the point spreadsheet for that course.

1. A grade of "C" is required for passing in all nursing and required general education courses.
2. A clinical rating of "satisfactory" is required for passing and will result in a final grade that corresponds to the theory average.
3. A clinical rating of "unsatisfactory" will result in a final grade of "F" regardless of the theory average.

Assessment of Student Learning

Written tests. Tests/Quizzes will consist of multiple choice, short-answers, fill in the blank, or alternate item format with emphasis on critical thinking and application of knowledge. Alternate format questions can include multiple responses (multiple response items may require selection of a single correct response, have more than one correct response, or require all responses to be correct regardless of the number of possible responses), Fill-in-the-blank items that require typing in number(s) in a calculation item,

Hot spot items that ask for identification of one or more area(s) on a picture or graphic, Chart/exhibit format where a problem is presented and will information in the chart/exhibit will be read to answer the problem, Ordered Response items that require order ranking or moving options to provide the correct answer, Audio item format presents an audio clip and requires headphones to listen and select the option that applies or, Graphic Options that present graphics instead of text for the answer options and they will be required to select the appropriate graphic answer. All final examinations will be comprehensive covering materials of the current semester and concepts from previous semester(s). The difficulty level of each test demonstrates the program's progression from simple to complex and the student's progression from the novice learner to the proficient learner.

Percent of questions on Tests by Level: Guideline.

Fall, Semester 1	Spring, Semester II	Fall, Semester III	Spring, Semester IV
Novice Learner	Advanced Beginner	Competent Learner	Proficient Learner
K=20%; C=30%; A=50%	K=10%; C=30%; A=60%	K=5%; C=15%; A=80%	A=100%

KEY:
K – Knowledge – This category may be called "Remembering" and is defined as recalling or retrieving previous learned information
C – Comprehension – This category may be referred to as Understanding and refers to comprehending the meaning, translation, interpolation, and interpretation of instructions and problems.
A – Application and Analysis. Applying refers to use of a concept in a new situation and applies what was learned in the classroom into novel situations in the work place. Analyzing refers to separating material or concepts into component parts so that its organization structure may be understood.

Tests will be administered online and rarely traditional paper-and-pencil. The only answers accepted on paper and pencil tests will be those on the Scantron (test answer sheets). Online tests are set to show one question at a time, with no back tracking. All tests are timed. Online tests are administered via Respondus lockdown browser and monitor if applicable.

Missed tests. If students miss a test, they must complete a makeup test. The format and date for makeup tests is at the discretion of the instructor. Dates for quiz/test makeup will be scheduled by faculty and provided to students on each campus. Two dates will be scheduled, the first will be scheduled for quizzes/tests missed before midterm and the second date will be for quizzes/tests missed after the midterm. Failure to take a makeup quiz/test as scheduled will result in a zero (0) grade for that quiz/test.

Test grades: Test results will be given to students by course faculty and are posted on the learning management system. Prior to posting test grades, the course faculty will review all scores for accuracy and make necessary revisions. Once a student receives a test grade, the student has two calendar weeks (10 working days) to review tests or to request that the faculty review the test items for scoring or accuracy. After two weeks, the test grade is final. Faculty may not be able to review tests and exams with individual students after two weeks from notification of the test (or course) grade. No test scores or grades will be given over the telephone or email.

Testing Center Online Test

1. Students are expected to be familiar with online testing. Please review VHCC Testing Center policies and hours. Testing Center Policies

2. Sharing of test content outside the test site and the printing of any test material constitutes a violation of the honor code and will result in disciplinary action. This can result in dismissal from the nursing program. Please refer to the Academic Integrity section in this handbook.

Grades for course assignments. Most courses include specific assignments that are graded as part of the total course grade. These activities are critical components of the final student evaluation/course grade and must be completed with a satisfactory grade. All written assignments must follow the American Psychological Association (APA) format unless otherwise specified by the instructor. A good source for APA style is the Purdue Online Writing Lab, http://owl.english.purdue.edu/owl/resource/560/01/.

Written assignments are due to the instructor at the beginning of the class period on the due date or at another time specified by the instructor. If the student anticipates that a written assignment will be late, the student must discuss this with the instructor prior to the due date.

With a valid reason and at the discretion of the instructor, an alternate date may be agreed upon. All written work must be completed by the individual without collaboration with another student unless course assignment includes collaboration. Students should maintain copies of both the original ungraded assignment and the graded assignment.

Grades for written assignments. Written work as assigned per instructor is graded according to the Grading Rubric (guidelines) provided with the Learning Activity Instructions.

Late assignments. Assignments are due at the beginning of class. An assignment turned in late will result in a deduction of one (1) point per day including weekends, up to five days. After five days, no assignments will be accepted and the grade will result in a zero.

Standardized progressive testing/achievement tests. Standardized progressive testing utilizing Assessment Technologies Institute (ATI) resources is required throughout the program. These tests assist students in determining areas of individual strengths and weaknesses. A minimum score is set for each test and a remediation plan will be developed for any student who does not achieve the minimum score. Costs of the progressive testing are the responsibility of the student.

LABORATORY AND CLINICAL POLICIES

Students receive experience in a variety of settings outside the traditional classroom. These may include computer labs, nursing skills/simulation labs, and the clinical agencies.

Nursing Skills Lab, Simulation Lab & Virtual Simulations:

The nursing skills lab, simulation lab and virtual simulation activities are a critical component of each student's educational experience. In order to participate in the lab environment, the following guidelines must be followed:

Nursing Lab Safety Guidelines

1. The skills lab is a simulated healthcare environment and should be treated as an ACTUAL clinical experience. Approach all lab situations and simulated scenarios as if they are ACTUAL client interactions.

2. The lab is a safe learning environment and all HIPAA/confidentiality rules apply. Student performance during lab situations or simulated scenarios is not to be discussed outside of the lab setting.

3. Food and beverages are only allowed in non-client care areas (tables in center of room).

4. Students shall wash their hands or use hand sanitizer prior to using manikins or equipment in the lab.

5. Manikins shall only be touched with clean hands or gloves. Do not use povidone iodine, surgical lubricant, ink, or markers on manikins. Only paper tape should be used.

6. Student IDs & Uniforms or appropriate attire should be worn in the lab as directed by the course instructor. Professional appearance guidelines should be followed as in the clinical setting.

7. Needles and syringes used for practice in the lab should be discarded in designated red sharps containers (not regular trash containers). In the lab setting while practicing, use a one-hand scoop technique to recap a non-contaminated (sterile) needle. NOTE: A contaminated needle is never recapped. It is disposed of immediately in the sharp's container.

8. Report any incidents, including glass or sharps injuries (whether clean or dirty needle or other sharp) to your course instructor and document on an Injury/Incident Report Form.

9. Non-reusable supplies (open alcohol swabs, ear specula, tape, used gloves, etc.) and other waste material shall be disposed of in regular trash containers.

10. Equipment in the lab is purchased for simulation of client care and cannot be guaranteed as sterile or safe for human use. It should not be used in or on an actual person.

11. Practice medications and IV fluids are for demonstration/simulation use only. They should not be ingested, injected or applied in any manner. Medications and their labels are for simulation only and should not be considered accurate for any substance actually in the container (vial, capsule, inhaler, tablet, etc.).

12. Some items in the lab, including manikins, may contain latex. It is the responsibility of the student to report to course instructor if a latex sensitivity/allergy exists or is suspected and to take appropriate precautions. Latex free gloves will be made available in the lab for those students with documented latex sensitivity/allergy.

13. All beds should be returned to the flat, lowest position with linens straightened, manikins in bed, side rails up, and overbed tables placed over beds.

14. Furnishings including chairs, tables, curtains, linens, supplies and equipment are to be returned to their proper location when lab is complete.

15. Any damage to or malfunction of equipment shall be reported to the course instructor immediately.

16. Masks must be worn when on campus for any activity during COVID-19 pandemic unless otherwise directed by faculty.

Lab and Clinical Attendance/Tardiness

This policy is based on the VABON regulations.

Section 18VAC90-20-120 Curriculum of the VABON

A nursing education program preparing for licensure as a registered nurse shall provide a minimum of 500 hours of direct client care supervised by qualified faculty. Clinical hours to meet this VABON requirement are built into the VHCC Nursing Program. Inability to meet this clinical hour requirement will result in non-completion of the nursing program.

Students are expected to attend all scheduled clinical and lab experiences. Attendance consists of arriving on time, being dressed according to the VHCC Nursing Program dress code (including name badge) and being prepared to work. Students are expected to wear a mask and goggles to clinical settings during the COVID-19 pandemic. Student are also expected to bring their stethoscope, pin light, ink pen, note paper, and other equipment needed for clinicals. Any absence must be reported to the appropriate lab or clinical instructor within one hour prior to the time the student is expected to arrive. Specifics of this notification process will be supplied by the clinical or lab instructor. If clinical is canceled because of a college closure, clinical site closure or cancellation, or faculty absence, a make-up session will be scheduled for all students

in the affected clinical group(s). The nursing program is required to offer the number of clinical hours listed for each clinical course. However, there may not be opportunity to schedule clinical or lab activities for individual student absences from assigned clinicals. In addition, clinicals are scheduled based on availability of clinical instructors and clinical resources. This may result in Track 1 and Track 2 students doing clinicals during the weekend and/or Track 3 and Track 4 students having to do clinicals during the week. Communication regarding different clinical days and times will be attempted as soon as possible.

Lab and clinical absences will be documented and the student will be held accountable to meet all lab and clinical attendance policy requirements. Adjunct clinical instructors will notify the course instructor within 24 hours of a student absence to determine the action to be taken.

Arrangements for making up missed laboratory or clinical time will be determined by the course instructor and are based on availability of the laboratory or clinical site as well as the availability of faculty and specific learner needs. Clinical access is limited to a specific number of days and most clinical instructors are not contracted to teach more than the allocated time for clinicals. In addition, the number of students in each clinical group is limited by the VABON and/or the clinical agency. Making up missed clinical time may be difficult or impossible.

Students may be required to attend clinical activities at an alternative site or after all regularly scheduled clinical days are completed. Many clinical activities are only available one time each year; in this situation, the student may have to wait a year in order to complete the clinical requirement and progress to the next course or graduation.

Action for missed lab or clinical activity.

1. When a clinical or lab absence is necessary, students must complete an activity or assignment related to the clinical or lab concept for the day missed and makeup the missed hours as directed by the course faculty. The specific nature of the make-up activity/assignment is at the discretion of the faculty member.

2. If students must miss more than one clinical day, the faculty will develop a remediation plan to address the clinical or lab absence issue. Depending on the number of hours missed and the total clinical hours for the course, students may be asked to withdraw from the course with the second absence.

3. If students miss more than 2 clinical days for any reason, students may be asked to withdraw from the course. If the final withdrawal date has passed, the student will receive a failing grade in the course.

4. Failure to notify the clinical instructor of absence may result in an unsatisfactory clinical grade.

Lab or Clinical Tardiness.

In the event the student anticipates clinical tardiness, the faculty must be notified prior to the beginning of the lab or clinical day.

1. If students are more than 1 hour late to clinical or lab, the incident will be counted as an absence, students may be sent home, and students must complete the requirements outlined above under "Action for missed clinical or lab activity".

2. If a student is late for clinicals, simulation or lab without notifying the instructor, the student risks being dismissed for the activity and receiving an unsatisfactory grade. The clinical or lab instructor will determine whether the student should be sent home or allowed to complete the remaining clinical or lab time.

3. Refer to the course syllabus for information regarding two or more incidents of tardy arrivals without instructor notification.

    If students demonstrate patterns of behavior that includes tardiness and absences, they are required to establish a remediation plan with the course faculty and may be required to meet with the Program Dean.

    Clinical activities may be scheduled at times not specific to the curriculum track. For example, some specialty clinical activities are only available during the week or during evening or weekend schedules.

Performance Standards for Clinical/Laboratory Assignments

Students must be able to perform all essential job functions or performance standards in clinical settings with reasonable accommodation. Clinical facilities have the right to deny student access until no accommodation is needed. The following performance standards are consistent with those identified by the Southern Regional Education Boards and include, but are not limited to:

1. Critical thinking: Critical thinking ability sufficient for clinical judgment and delivery of safe patient care.

2. Interpersonal abilities: Interpersonal abilities sufficient to interact with clients, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

3. Communication: Communication abilities sufficient for interaction with others in verbal and written form.

4. Mobility: Physical abilities sufficient to move from room to room and maneuver in small spaces.

5. Motor skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care.

6. Physical demands: Physical demands in this program include duties that frequently require squatting, bending, kneeling, reaching, and stair climbing; lifting and carrying up to 50 pounds; frequent pushing and pulling up to 200 pounds with assistance; occasional lifting up to 200 pounds with assistance and occasional carrying up to 51-74 pounds.

7. Hearing: Auditory ability sufficient to monitor and assess health needs.

8. Visual: Visual ability sufficient for nursing observation and assessment.

9. Tactile: Tactile ability sufficient for physical assessment

These guidelines serve as essential elements basic to eligibility requirements for clinical participation in the VHCC Nursing Program.

Clinical Pre-Requisites and Documentation

The VHCC Nursing Program has contracts with clinical agencies for both student and patient safety. Contracts for each agency are available in the nursing office at VHCC and may be reviewed by students upon request. If students cannot comply with these contractual requirements, attempts can sometimes be made to accommodate the students in another clinical agency. If no accommodation can be found, students will be asked to withdraw from the program.

General guidelines follow:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice except in an emergency.

2. Published policies of the clinical agency must be followed. Each student must successfully complete an orientation program prior to participating in activities at any clinical agency.

3. Clinical agencies require that all students have documentation of ability to perform the physical demands required in direct patient care activities.

4. Proper uniform with appropriate name tag must be worn when participating in clinical activities.

5. In order to participate in learning activities at the various clinical agencies, all students must provide documentation that they have completed the clinical agencies' requirements. Failure to maintain clinical requirements during the program will result in administrative withdrawal from the current clinical course. Documentation of the clinical agency requirements must be submitted by the stated deadlines. Document submission requirements, forms and instructions can be found at **www.vhcc.edu/nursing.**

Clinical Requirements

Required clinical documentation for first year students.

Specific documentation must be submitted by June 1 for Track 2 and Track 4 LPN-RN Transition students. Track 3 will be required to obtain the drug screen and background check by June 1 and the remaining clinical requirements will be due by August 1. Track

1 first year students will be required to have requirement completed by August 1.

Documents must be submitted through the student's CastleBranch account.

The following list of requirements has been established by clinical agencies:

- Verification of health insurance coverage (insurance identification card or letter from insurance company verifying health insurance coverage)
- Student Information and Physical Assessment form
- Current record of immunizations including Hepatitis B, Measles-Mumps-Rubella, and Varicella; documentation of immunization via blood titers may be accepted. An annual flu vaccine is required to be obtained in the time range designated by the clinical facilities. Students should NOT obtain a flu vaccine until informed to do so by instructor.
- Tuberculosis (TB): Upon admission to the nursing program, a 2-step tuberculosis testing (Tuberculin Skin Test [TST] purified protein derivative [PPD]) must be completed. The 2 step tests involve the following:
- Step 1: a first visit to a health care provider in which PPD is injected into the forearm. Reading of results must occur between 48-72 hours after the injection.
  - Results:
    - Positive — consider TB infected, no second TST needed; evaluate for TB disease. *
    - Negative — a second TST is needed.
- Step 2: Retest in 1 to 3 weeks after first TST result is read.
  - Results:
    - Positive — consider TB infected, no second TST needed; evaluate for TB disease. *
    - Negative — obtain documentation of results and download to CastleBranch.

    *If student has a positive TB test result, there must be a chest x-ray result along with a health provider clearance documented on the provider's letterhead.

- HIPAA certificate of completion, students will be instructed on how to do this in the first weeks of class.
- Copy of course completion card for Cardiopulmonary Resuscitation (CPR)- American Heart Association, Basic Life Support (BLS) for Healthcare Providers completed and maintained throughout the program.
- Criminal Background Checks (CBC) – The purchase of CastleBranch automatically initiates the CBC. Appeals of results of criminal background checks must be completed by the student through CastleBranch. Students with convictions of barrier crimes see Joint Statement 90-55: [Joint Statement of the Department of Health and Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, revised December 2020](#)
- Drug Screen – All students must submit a drug screen with no positive findings. Only drug screens compliant with CastleBranch requirements will be accepted. Appeals of results of drug screen must be completed by the student through CastleBranch. Students with positive drug screens will be prohibited from clinical activities and therefore, will not be able to complete the program requirements.
- Other documents: Student Statement of Criminal Background Check, Student Permission form, Standard of Safe Clinical Performance, Student Statement of Health, Fitness for Duty if applicable, Student Handbook Disclaimer. It is the expectation that students review, sign, and abide by requirements.
- Covid test may be required for specific clinical agencies.

Note: Clinical requirements are mandated by our clinical agencies and may change at any time. Students will be notified of new requirements as soon as possible.

In addition to the preceding documentation requirements, each student must maintain a student clinical competency checklist. This checklist will be updated and maintained by the student throughout the program, beginning with skills learned in the first skills or assessment classes. Each semester, student will upload the updated skills checklist to the applicable courses (NSG 106, 100, 170, 152, 115, 210, and 211) with the final completed checklist in NSG 270.

Before enrolling in nursing clinical courses students must be compliant with all clinical requirements with a few exceptions:

- o Hepatitis B (Hep B) 3-dose vaccination series or 2-dose series

    If the student does not have documentation of Hep B immunization or a lab report of positive hepatitis B surface antibody titer, the immunization process should start immediately. It is imperative to attend to this requirement **immediately** in order to meet clinical participation deadlines. Clinical activities are required for successful completion of clinical courses and progression in the curriculum. The Hep B 3-dose series requires 6 months to complete. The first dose must be administered one month before the second dose. The third and final dose must be administered five months after the second dose. The 2-dose series is given 1 month apart.

- o Health Insurance Portability and Accountability Act (HIPAA) training will be announced by faculty and must be completed and uploaded to CastleBranch by the stipulated deadline.

- o Deadlines for flu vaccinations will be announced by faculty.

- o Failure to maintain clinical requirements will result in administrative withdrawal from the nursing program. Please see details under the heading, **Clinical Pre-Requisites and Documentation.**

Required clinical documentation for second- and third-year students.

It is the student's responsibility to maintain clinical requirements throughout the program. All documentation must be submitted through CastleBranch by August 1 for all 2nd and 3rd year students. Failure to comply will result in administrative withdrawal from the program.

- Student Statement of Health
- Student Statement of Criminal Background
- CPR, (American Heart Association, Basic Life Support for Health Care Providers current for the duration of the program).
- Annual Tuberculosis renewals consist of an annual screening and review of Tuberculosis Overview for health care providers. Complete the VHCC Nursing Student Tuberculosis screening form. "Yes" responses require further action by the students. Upload the completed TB Screening form to CastleBranch.

- Proof of flu vaccination each year submitting the record of immunization based on clinical agencies requirements. Students **should not** obtain a flu vaccination until dates are announced by faculty.

Required clinical documentation for readmitted students.

Students who have NOT maintained continuous enrollment in a clinical course will be required to re-submit clinical documentation. Students readmitted into the fall semester must submit clinical documentation by August 1. Students readmitted into the spring semester must submit paperwork by January 2. Students who have not been continually enrolled in the nursing program must complete the same documentation as a new first-year student. A recheck of criminal background/drug screen can be purchased at a lower rate.

Assumption of Risk

Students will be asked to sign an *Assumption of Risk* form before they participate in clinicals. By signing this form, students acknowledge: 1) responsibility for their actions and 2) assumption of risks involved with the nursing program in the clinical setting.

Clinical Evaluation

Student performance in the clinical area will be formally evaluated at the end of each clinical rotation. Students may be denied continued enrollment in a clinical nursing course if, after reasonable accommodation, the clinical faculty concludes students are unable to perform safe clinical practice. A final grade of "satisfactory" in the clinical area is required to pass the nursing course.

Fitness for Duty

Clinical agencies require that all students provide evidence that they meet fitness for duty or physical requirements of their agency. If a student experiences an illness, injury, hospitalization after experiencing an illness, injury, hospitalization, or other circumstance that results in either a physical or psychological limitation(s) or an absence from the program, the student is required to submit to the course instructor and CastleBranch a *completed Fitness for Duty - Return to Classroom and Clinical Courses* form (available from the course instructor) from the appropriate health care provider prior to returning to the classroom or clinical setting. In the event that a health care provider places limitation on the student's ability to perform direct patient-care activities, the student will be restricted accordingly. In addition, the rules and regulations of

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participating clinical agencies will prevail in determining whether a student who has limitations imposed by their health care provider can participate in the clinical experience.

Clinical Agency Assignments and Clinical Orientation

Requests for assignments to specific agencies cannot be honored. Students may be assigned to clinical agencies by faculty at the beginning of the semester regardless of sections signed up for. Students who fail to complete the clinical requirements will NOT be allowed to attend clinicals until the clinical documentation has been completed and successfully submitted through CastleBranch (https://www.castlebranch.com). Inability to complete clinical activities by required date will result in failure of the course, regardless of other course grades.

 Clinical agencies require students to complete an orientation to the clinical agency. There is no exception to this requirement; students must complete the agency required orientation. Each instructor will distribute information regarding directions to the health care agency designated parking areas. Clinical assignments will be made by the clinical instructor; changes to assigned clinical times can only be made by the clinical instructor.

VHCC Nursing Program Dress Code

The VHCC Nursing Program expects students to present a professional and positive image in the clinical settings. High standards of conduct and appearance reflect the nursing program, the profession, and the agency in which practice occurs. The VHCC Nursing approved uniform will be the official dress for the VHCC Nursing Pinning Ceremony.

The VHCC Nursing approved uniform or agency professional attire and photo ID must be worn in all clinical settings including clinical simulation and clinical orientation activities. When a student is required to return to the campus during or after clinical, the VHCC Nursing scrub jacket may be worn over approved uniform or professional attire.

The clinical or simulation lab instructor has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Unprofessional attire may result in dismissal from the clinical or simulation activity resulting a grade of "U" for that clinical day and the student will be considered to have

an unexcused absence. Any missed clinical and/or simulation time must be made up in order to progress in the program. See Lab and Clinical Attendance/Tardiness.

Photo ID. A photo ID is considered part of the uniform or agency dress code attire and is to be fastened above the waist in clear view in all clinical settings. The photo ID should not be worn in settings other than the clinical or laboratory setting. Some clinical agencies will make students a photo ID for that agency, students are to turn in these IDs to their clinical instructor at the end of student's time with the program.

VHCC Nursing Program Uniform. The VHCC Nursing uniforms consist of black pants or skirt, a hunter green top, and a black scrub jacket with VHCC Nursing logo. Only the designated VHCC Nursing Program uniforms can be worn while participating in clinicals either on or off campus. Uniforms may be purchased from a local uniform shop identified by the nursing program.

Uniforms are always to be clean and pressed. Uniforms must fit properly. Skin toned full-length non-sheer stockings/hosiery must be worn when a skirt is preferred. No sweaters or hoodies may be worn with the uniform. Undergarments and/or cleavage must not show when leaning or bending over. Appropriate undergarments are white, black, or neutral colored and fit appropriately. Black scrub jackets are required and are the only acceptable garment to be worn with the uniform while not engaged in direct patient care. Shoes are to be black leather or rubber, closed toe, clean and in good repair. Shoes must be made of material that will not absorb biohazardous materials and can be cleaned, shoe laces must be clean. Black knee highs/socks (that come above the ankle) are required. High top sneakers, canvas shoes or shoes with sport logos are not permitted.

A watch with a second hand, wedding rings, small white or yellow metal earrings (one small stud per earlobe) may be worn. Necklaces are not permitted unless Medic Alert. No body piercing jewelry (no exceptions) other than earlobes.

Hair is to be clean, neat and well groomed. Hair must clear the uniform collar and be controlled in such a way that it will not cause contamination or become contaminated. Shoulder length hair or longer must be pulled back behind the ears off the neck when in the clinical lab setting. Males are expected to be clean shaven or

facial hair/moustache and beards no longer than ½" and neatly trimmed. Hair must not be of an extreme color or style (no pink, blue, etc.).

Fingernails are to be clean, groomed, and manicured to the tips of the finger. No dark nail polish, artificial nails, tips or fingernail jewelry are allowed in the clinical setting. Makeup must be minimal. No perfume, cologne, aftershave or scented lotions are to be worn. Noxious or unpleasant body odors and poor dental hygiene are unacceptable. Showering/bathing and the use of deodorant/antiperspirant are expected.

Uniform accessories. Each student is expected to have the following accessories when participating in clinical activities:

- Bandage scissors
- Black pen
- Penlight
- Stethoscope
- Watch with a second hand
- Calculator (optional)

Personal appearance and behavior.

- Eating, drinking, and gum chewing are not allowed in clinical setting.
- Tattoos must be covered and not visible. If a long sleeve undergarment is needed to cover the tattoos, black, white or skin tone should be worn.
- Personal phone calls and visitors in the clinical or lab setting are not permitted except in an emergency. Cell phones must be on silent and calls should not be accepted, or personal contacts made, including text messages, during clinical or lab times.
- Cell phones may be used as personal handheld devices for access to nursing references only if approved by the clinical faculty and the clinical agency. This approval must be received in advance of use for each clinical assignment. Students who use their cell phone for personal purposes or without prior permission may be dismissed from clinical and will be required to make-up missed time.
- Students are asked to follow the clinical site policy regarding smoking. Most clinical agencies do not allow smoking on the premises.

Agency Professional Attire. Some agencies prefer students to wear professional attire instead of VHCC Nursing student uniforms. The instructor will inform students when this is the case and what attire the agency will approve. Appearance must be clean and neat. Generally, jeans, sweatshirts, sport clothing,

underwear-type shirts, see-through clothing, shorts, sleeveless shirts or any clothing which exposes a bare midriff, back, chest or underwear are prohibited. Skirts must be knee length or longer, pants must be ankle length and must fit properly, be clean and pressed, and representative of conservative attire. A student entering a clinical agency in street clothing for any activity as nursing students (e.g. orientation) must dress professionally and wear the program's scrub jacket and photo ID required by agency.

National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct

The National Student Nurses Association provides a code of academic and clinical conduct for nursing students. All VHCC Nursing Program nursing students must follow these ethical principles at all times. Any breach of code will be documented in the student's permanent record and appropriate action will be taken.

NSNA Code of Academic and Clinical Conduct

Preamble
Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Academic and Clinical Conduct for Nursing Students As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;
1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.

6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.

7. Promote excellence in nursing by encouraging lifelong learning and professional development.

8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.

9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care

10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.

11. Encourage faculty, clinical staff, and peers to mentor nursing students.

12. Refrain from performing any technique or procedure for which the student has not been adequately trained.

13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.

14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.

15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.

18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

(National Student Nurses' Association, (2009). A Code for Academic and Clinical Conduct for
Nursing Students. Retrieved from National Student Nurses Association

PROGRAM PROGRESSION, REAPPLICATION/READMISSION

Program Progression

All courses in the curriculum, both general education and nursing, must be completed based on pre-requisites. Students must earn a minimum grade of "C" (80 %) in all nursing courses and a minimum grade of "C" in all non-nursing courses and maintain a minimum cumulative GPA of 2.0 to remain eligible for continued enrollment in the nursing program. In addition, during the NSG 106 or NSG 115 and NSG 170, a Comprehensive Drug Calculation Exam (CDCE) will be administered to verify skills.

Students must achieve at least 90 percent of maximum score on the CDCE with no more than three attempts in order to achieve a passing grade in the course. Any student who earns a final grade lower than a "C" in a required course (either general education or nursing courses) must repeat the course and earn a final grade of "C" or better before taking the next course in the sequence.

Clinical performance in a course is graded as Satisfactory/Unsatisfactory. A student who does not meet the clinical learning outcomes will fail the course.

The following are program progression policies according to the VCCS Common Curriculum:

- A student who has two academic failures in nursing courses will be ineligible for readmission to the program.

- Any student who drops or withdraws from NSG 106 or NSG 200 must also drop or withdraw from NSG 100 due to the inability to complete clinical requirements.

- A student may continue in NSG 200 regardless of dropping or withdrawing from NSG 100 and/or NSG 106.

- Any student who drops or withdraws from NSG 252 or NSG 270 must withdraw from the other course.

- Students who are not successful in any first semester nursing (NSG) course must reapply to the nursing program. Re-admission must occur no later than three years from successful completion of NSG 100 or 115, otherwise the student will have to repeat all nursing courses.

- A student who wishes to reenter the nursing curriculum at any other level (e.g., NSG 152, 170, 210, 211, 230, 252, 270) must write a letter to the program Dean requesting readmission in the semester prior to the semester of enrollment. Each student's application for readmission will be considered by the nursing faculty and the decision to readmit will be based on additional requested data, prior performance in the nursing program, and space availability. Based on the course(s) that must be repeated, the student who is readmitted may be required

to complete a skills competency course or demonstrate competency in critical nursing skills before beginning the repeated course.

- According to the VCCS Policy 5.7.4, "A student will normally be limited to two enrollments in the same credit course." Any exception to this policy must be approved by the program Dean and the vice president of instruction and student services.

A student must obtain permission from the Dean of VHCC Nursing Program to continue in the Nursing Program under the following conditions:

- Repeating a course with a grade below "C";

- Withdrawal from a nursing course;

- Cumulative GPA below 2.0.

Any student who is not enrolled in a clinical course for one semester or longer must meet clinical agency requirements including a new criminal background check and drug screen; documentation of current CPR and health insurance, statement of health, and physical prior to returning to reenrolling in nursing courses. A student who is not enrolled in a clinical course for one semester or longer, will be required to demonstrate competency in critical nursing skills including head-to-toe assessments, before reenrolling in the program. Failure to demonstrate skills/assessment competencies before the course begins will result in the student not being allowed to reenroll in the program. If competency is not demonstrated the student may be required to repeat NSG 106 and/or NSG 200.

Guidelines for Requesting Readmission

Students requesting readmission must follow these guidelines:

1. Indicate in writing to the VHCC Nursing Program Dean the desire to be readmitted including the Track and specific course needed. The letter must address what steps have been taken to correct previous deficiencies. State in the letter what steps have been taken to assure success if reenrollment is approved. This letter is the student's request for readmission and will be presented to the faculty for the final decision. Appropriate formatting, correct grammar and

spelling are important factors to consider in preparing the letter. Students may be asked to attend a meeting with faculty to discuss readmission.

2. For reenrollment in fall and spring, letters must be received at the end of the applicable semester. Requests after these deadlines will not be considered until the following year. Requests may be sent via email or by US Mail to the Dean of the Nursing Program at Virginia Highlands Community College, PO Box 828, Abingdon, VA 24212.

3. It is the student's responsibility to confirm that readmission requests have been received by the VHCC Nursing Program office.

Readmissions are reviewed and approved by faculty. The student's letter requesting return, GPA, and availability of clinical and classroom space are considered. Students will be notified of the decision concerning the re-admission request by phone call, letter, or email prior to the first day of the requested class.

Students returning are required to agree to readmission conditions. Failure to follow the agreed upon conditions **may** result in administrative withdrawal.

Priority of readmission. Students are allowed readmission in the program based on space availability and ranked by cumulative GPA in the following order of priority:

1. VHCC Nursing Program returning students who have dropped out of the nursing curriculum with a passing grade prior to taking the courses for which they have applied and are still eligible to continue in the program.

2. VHCC Nursing Program returning students who have been unsuccessful in the course for which they are applying and are still eligible to continue in the program.

3. Transfer students.

Inter-Track Transfer

In extenuating circumstances, a student may submit a written request to the Dean for transfer to a different track in the nursing program. The request must include an explanation of the extenuating circumstances and the steps the student will take to insure success if the request is granted. The request will be considered by the faculty.

Since readmission decisions are dependent on availability of clinical and classroom space, decisions are not typically made until the final semester grades have been submitted. The student will be notified of the decision concerning the request in writing prior to the first day of the requested class.

PROFESSIONAL AND ACADEMIC INTEGRITY

Professional Integrity

Stress is a reality for nursing students and professional nurses. How individuals respond during highly stressful situations is paramount to effectiveness as professionals and nurses. During difficult situations in the classroom or in a clinical situation, students must be mindful of communication with peers, the staff, faculty, patients and other healthcare providers.

Nursing students must function as professionals in the academic and health care settings. This professionalism includes exhibiting sensitivity and concern, maintaining therapeutic relationships and patient confidentiality. Unprofessional behavior may result in academic or legal consequences. Students should take a moment to reflect on what they are about to say, particularly in difficult situations. Profanity and threats will not be tolerated and will be managed according to college policy, as well as the policies of the healthcare agency when applicable. This includes e-mail or letters written by students as well as social media.

Nursing students must demonstrate accountability for nursing practice by functioning within legally and ethically prescribed limits determined by the Commonwealth of Virginia Board of Nursing Statutes and Regulations; the American Nurses Association Code for Ethics and NSNA Code of Academic and Clinical Conduct (see earlier section). Failure to comply with these standards will result in immediate dismissal from the nursing program.

> **Laws Governing the Practice of Nursing and Health Professions in General**
> **(Excerpts) Chapter 30 or Title 54.1 of the Code of Virginia**
>
> **§ 54.1-3007. Refusal, revocation or suspension, censure or probation.**

The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;

2. Unprofessional conduct;

3. Willful or repeated violation of any of the provisions of this chapter;

4. Conviction of any felony or any misdemeanor involving moral turpitude;

5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;

6. Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;

7. The denial, revocation, suspension or restriction of a license, certificate, registration, or multistate licensure privilege to practice in another state, the District of Columbia or a United States possession or territory; or

8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

(Code 1950, § 54-353; 1970, c. 116; 1979, c. 5, § 54-367.32; 1982, c. 598; 1988, c. 765; 1989, c. 278; 2003, c. 249; 2005, cc. 610, 924.)

§ 54.1-3008. Particular violations; prosecution.

A. It shall be a Class 1 misdemeanor for any person to:

1. Practice nursing under the authority of a license or record illegally or fraudulently obtained or signed or issued unlawfully or under fraudulent representation;

2. Practice nursing unless licensed to do so under the provisions of this chapter;

3. Knowingly employ an unlicensed person as a professional or practical nurse or knowingly permit an unlicensed person to represent himself as a professional or practical nurse;

4. Use in connection with his name any designation tending to imply that he is a professional nurse or a practical nurse unless duly licensed to practice under the provisions of this chapter;

5. Practice professional nursing or practical nursing during the time his license is suspended or revoked;

6. Conduct a nursing education program for the preparation of professional or practical nurses unless the program has been approved by the Board;

7. Engage in the practice of massage therapy or hold himself out as practicing massage therapy unless he holds a license as a massage therapist issued by the Board.

B. The provisions of this section shall apply, mutatis mutandis, to persons holding a multistate licensure privilege to practice nursing.

Code 1950, § 54-359; 1970, c. 116; 1982, c. 598, § 54-367.35; 1988, c. 765; 1996, c. 166; 2004, c. 49; 2016, c. 324

VABON (2018). Laws governing the practice of nursing, §§ 54.1-3000 and chapter 30 of Title 54.1of the *Code of Virginia.* Retrieved from http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm.

Regulations Governing the Practice of Nursing, Virginia Board of Nursing

§§ 54.1-2400 and Chapter 30 of Title 54.1 of the Code of Virginia
18VAC-90-19-230. Disciplinary provisions.

A. The board has the authority to deny, revoke or suspend a license or multistate licensure privilege issued, or to otherwise discipline a licensee or holder of a multistate licensure privilege upon proof that the licensee or holder of a multistate licensure privilege has violated any of the provisions of §54.1-3007 of the Code of Virginia. For the purpose of establishing allegations to be included in the notice of hearing, the board has adopted the following definitions:

1. Fraud or deceit in procuring or maintaining a license means, but shall not be limited to:
    a. Filing false credentials;
    b. Falsely representing facts on an application for initial license, reinstatement or renewal of a license; or
    c. Giving or receiving assistance in the taking of the licensing examination.
2. Unprofessional conduct means, but shall not be limited to:
    a. Performing acts beyond the limits of the practice of professional or practical nursing as defined in Chapter 30 (§54.1-3000 et seq.) of Title 54.1 of the Code of
        Virginia, or as provided by §54.1-2901 and 54.1-2957 of the Code of Virginia;
    b. Assuming duties and responsibilities within the practice of nursing without adequate training or when competency has not been maintained;
    c. Obtaining supplies, equipment or drugs for personal or other unauthorized use;

d. Employing or assigning unqualified persons to perform functions that require a licensed practitioner of nursing;

e. Falsifying or otherwise altering patient, employer, student, or educational program records, including falsely representing facts on a job application or other employment-related documents;

f. Abusing, neglecting or abandoning patients or clients;

g. Practice of a clinical nurse specialist beyond that defined in 18VAC90-19-220 and;

§ 54.1-3000 of the Code of Virginia;

h. Representing oneself as or performing acts constituting the practice of a clinical nurse specialist unless so registered by the board;

i. Delegating nursing tasks to an unlicensed person in violation of the provisions of

Part VIII (18VAC90-19-420 et seq.) of this chapter;

j. Giving to or accepting from a patient or client property or money for any reason other than fee for service or a nominal token of appreciation;

k. Obtaining money or property of a patient or client by fraud, misrepresentation or duress;

l. Entering into a relationship with a patient or client that constitutes a professional boundary violation in which the nurse uses his professional position to take advantage of the vulnerability of a patient, a client or his family, to include but not limited to actions that result in personal gain at the expense of the patient or client, a nontherapeutic personal involvement or sexual conduct with a patient or client;

m. Violating state laws relating to the privacy of patient information, including but not limited to §32.1-127.1:03 of the Code of Virginia;

n. Providing false information to staff or board members in the course of an investigation or proceeding;

o. Failing to report evidence of child abuse or neglect as required in § 63.2-1509 of the Code of Virginia or elder abuse or neglect as required in § 63.2-1606 of the

Code of Virginia; or

p. Violating any provision of this chapter.

B. Any sanction imposed on the registered nurse license of a clinical nurse specialist shall have the same effect on the clinical nurse specialist registration.

VABON (2017). Regulations governing the practice of nursing, §§ 54.1-2400 and chapter 30 of Title 54.1of the *Code of Virginia.* Retrieved from http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm.

American Nurses Association, Code of Ethics for Nurses (Approved January 2015)

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to promote human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

(American Nursing Association (2015). American Nurses Association, Code of ethics for nurses. Retrieved from http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-forNurses.html

Academic Integrity

All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the College, and the forgery, alteration, or use of College documents or instruments of identification with the intent to defraud.

1. Plagiarism is the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of those passages as one's own in written work offered for credit. VHCC assumes that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory inserts.

2. Collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for credit is prohibited unless such collaboration has been specifically approved in advance by the instructor. Examples of collaboration include

extensive use of another's ideas for preparing a creative assignment and receiving undue assistance in the preparation or editing of written materials.

3. Giving or receiving, offering or soliciting information on any quiz, test, or examination is prohibited; this includes the following:
 a) Copying from another student's document/work and/or submitting a purchased document/work.
 b) Use of prepared materials during the examination
 c) Collaboration with another student during the examination
 d) Buying, selling, stealing, soliciting, or transmitting the contents of an examination
 e) Substituting for another person during an examination or allowing such a substitution for one's self.
 f) Bribery of any person to obtain examination information.

In addition, unauthorized testing/examination behaviors will be addressed. Examples of unauthorized testing examination behavior include but are not limited to conversing with another person, passing or receiving information/material to or from another person, or temporarily leaving an examination site to visit an unauthorized site; having a cell phone, tablet, smartwatch or earbuds; having food or drinks in the testing area; wearing hats, caps, hoodies or other head coverings/garments that cover the head or face. Online testing behavior is monitored and reviewed. Any questionable behavior will be investigated and the VHCC sanction policy will be followed.

When testing is administered in a proctored environment, either by the faculty, faculty designee, or by testing center staff, the student will not violate testing rules as established in the syllabus, handbooks or in testing center policies. If a test proctor finds reason to suspect testing center irregularities, including cheating, the assessment will be immediately stopped, and the test closed down. A formal report will be made to the course faculty. The incident will be discussed with the student by faculty.

Unauthorized test review behavior. Test reviews can be good opportunities for learning, but students must behave in a manner that protects test security. Unless the faculty conducting the review says it is ok, students should not be having side conversations during the review. Examples of unauthorized test review behavior include but are not limited to leaving the site of the review with the test or notes regarding the test unless approved by the instructor, leaving the site of the review prior to turning in test, having a cell phone, tablet, smartwatch or earbuds; having food or

drinks in the review area; wearing hats, caps, hoodies or other head coverings/garments that cover the head or face.

Failing to report acts of academic dishonesty. Students who witness or hear about any forms of academic dishonesty are expected to report this to faculty. If faculty discover a student has failed to report any form of academic dishonesty the student will be dismissed from the program.

VHCC and the VHCC Nursing Program identify academic dishonesty as misconduct subject to disciplinary action. The following sanctions may be imposed:

A. Admonition: An oral or written statement to a student that he/she is violating or have violated College rules and may be subject to more severe disciplinary action.

B. Disciplinary Probation: Exclusion from participation in extracurricular activities of the College, including the holding of any student office, for a period of time not exceeding one academic year.

C. Restitution: Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.

D. Suspension: Exclusion from attending the College as a student for a definite period of time not to exceed one academic year.

E. Dismissal: Termination of student status for an indefinite period. The conditions of readmission, if any, will be stated in the letter of dismissal.

F. Interim Suspension: If, in the opinion of the Vice President of Instruction and Student Services the continued presence of any student on the campus may reasonably pose a threat to, or interfere with, the College's mission and/or the rights of others, a student may be suspended from the College pending the right to a hearing. The Vice President shall first make a reasonable effort to advise the student orally of the reasons for the suspension, and give the student opportunity for explanation or rebuttal. The informal opportunity does not give the student the right to present witnesses, to cross examine adverse witnesses, or to require the presence of counsel. As soon as possible after the suspension, the student will have the right to call for a hearing. At such hearing, the affected student shall have all the rights described under section 6.7.3 of the VHCC Faculty/Staff Manual.

Cheating on any exam, quiz, lab practical, lab test, homework or any other type of examination, as well as plagiarism of thoughts, words, or ideas is prohibited. Students are expected to maintain a high level of integrity in their academic pursuits. Academic honesty is essential for maintaining the relationship of trust that is

fundamental to the educational process and to the healthcare delivery system. Academic dishonesty is a violation of one of the most basic ethical principles of an academic community. Students who cheat in any way will be dismissed from class and receive an "F" for the course and risk dismissal from the program and the college. This policy is consistent with conduct requirements for VHCC.

Illegal Substance Policy

Students are expected to follow the VHCC Student Handbook policy regarding illegal substances and VHCC Controlled Substance and Alcohol Policy. (VHCC Catalog Illegal Substance Policy, VHCC Controlled Substance and Alcohol Policy.

This policy applies to all clinical and classroom settings. Clinical agencies reserve the right to ask for a random drug screen at any time a student is in a clinical agency; the cost of random drug screening is the responsibility of the student. The student is to follow the directions of the agency and if the student chooses not to comply, dismissal from the program will occur.

TECHNOLOGY REQUIREMENTS

Traditional Face to Face Courses and Online/Blended Courses

The learning management system, CANVAS is utilized for each course. Each student must obtain a VHCC Login user name and password. Students should be prepared to access CANVAS and email daily. Once a user name and password are established, the student may log into CANVAS and locate tutorials for using the learning management system.

Technology Requirements and Recommendations

o   All students must purchase a laptop to use in classroom and lab. This device will be utilized for downloading eBooks, completing assignments and testing throughout the nursing program. Tablets and Chromebooks are not recommended due to inability of these working with some of the technology applications. Students will also need Microphone: Any microphone, either internal or external and a Webcam: 320x240 VGA

resolution (minimum) internal or external. Following are technology requirements:

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

o Screen size- Canvas is best viewed at a minimum resolution of 800x600 or higher. If you want to view Canvas and other services on a device with a smaller screen, use the appropriate mobile app.

o Operating Systems

- Windows 7 and newer
- Mac OSX 10.15 and newer
- Linux - ChromeOS
- Mobile Operating System Native App Support - There are free Apple and Android mobile apps for Canvas, Zoom, and Respondus (Respondus only supports Apple iPad)

o ATI- Chrome web browsers works with most of the program's products. Pop-ups occur with some applications and will require allowing pop-ups from ATI in the settings. If having difficulty with applications, try a different web browser such as Firefox.

o NOTE: As of January 5, 2019, Android apps require version 5.0 or later and iOS apps require version 12 or later. All Android and iOS both support the two most recent versions of their respective operating systems.

Web Browser: Google Chrome v. 30+ (Highly Recommended) Google Chrome is recommended
- Windows: IE 11+, Edge 12+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

o Up-to-date Java and Flash software will be needed to access multimedia content.

o Internet Speed - Broadband recommended for any class using Zoom.

- Minimum bandwidth requirement of 800kbps.

o **Word Processing Experience:** Minimally proficient word processing skills, including basic keyboarding skills.

o **Email Access and Experience:** Students must have sufficient email and Internet access to do all class activities on schedule. Students are responsible for finding alternative resources when necessary. Note: Student college emails must be used. Faculty have been instructed to only respond to students using college email addresses.

o Check CANVAS course sites and email daily.

o Students **must** be able to perform the following email functions:

- Check for and access new email

- Save copies of all incoming mail for your records

- Send email and save a copy of all outgoing mail

- Send, receive, read, and save attachments to email.

- Print email messages and file attachments.

- Scan documents and save to pdf files.

o **Virus Scanning Software:** Obtain up-to-date virus scanning software such as Norton Anti-Virus or McAfee on computer, and keep virus data files current. Antivirus software can be downloaded from the Help Desk support web page. If a document infected with a computer virus is sent to an instructor, the instructor will have to delete the document and will be unable to grade work submitted.

o **Software programs:** The following software can be downloaded from the Help Desk support web page. Software programs used include but are not limited to the following:

- Microsoft PowerPoint

- Microsoft Word

- Adobe Reader

- Microsoft Excel
- **Frequently Used Websites:**
  - https://www.pearsonmylabandmastering.com/northamerica/
  - www.atitesting.com
  - www.Youtube.com
  - Hoonuit
  - Kahoot
  - Brainfuse
  - CDC
  - NCSBN
  - VA Board of Nursing

Use of Technology in the Classroom and Lab/Clinical Areas

Cell phone and electronic device usage in the classroom and college laboratory setting. All cell phone and other electronic device usage will be prohibited during class, clinical and simulation laboratory activities, tests and test reviews unless authorized by instructor for classroom/lab activities. During testing and test review/remediation, all personal belongings including cell phones, electronic devices, book bags, and purses will be placed in a secure area of the classroom. These items may be retrieved after all testing or review is complete. Laptops are welcome for note-taking or research but should be in sleep mode when the class is involved in interactive activities. Students are expected to participate in interactive discussions and a laptop or texting on mobile devices can become an obstacle to participating in the classroom. Any student who violates this policy may be asked to leave the classroom. Any student using a cell phone or other electronic device during a test/exam or during a test review will receive a grade of zero for that test or exam and an F for the course. Please refer to the **Academic Integrity** section in this handbook.

<div align="center">

EMAIL AND SOCIAL MEDIA

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Students must use extreme caution and carefully review any information distributed by email or posted to websites accessible to the public. As a student of the VHCC Nursing Program, students represent themselves, their peers, their college, and others in the nursing profession.

VHCC Nursing Program Email Policy

Electronic mail or "email" is an official method of communication at the Virginia Community College System (VCCS). All official email communication is distributed to VCCS email accounts only. Students are expected to check their campus email accounts daily. Faculty members, administration and staff will only respond to messages sent from VCCS email addresses.

Students who choose to have their VCCS email forwarded to a private (unofficial) email address outside the official college network address, do so at their own risk. It is important to remember appropriate etiquette when emailing correspondence (including those sent via electronic devices) related to your academic/professional matters. Emails are more formal and should be written in a professional manner. Provide the reason for the email, the specific course identification, and your student ID number. Email etiquette should always be used (R. Nordquist (2017). 10 Tips on how to write a professional email. Retrieved from https://www.thoughtco.com/how-to-write-a-professional-email-1690524). Allow 24-48 business hours for faculty responses.

Social Networking

VHCC Nursing supports the use of social media to reach audiences such as students, prospective students, faculty and staff. This policy applies to School of Nursing students who engage in internet conversations for school related purposes or school related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA (Family Education Rights and Privacy Acts) whether discussed through traditional communication channels or through social media. **Violation of HIPAA will result in immediate dismissal from the nursing program.** A violation of HIPAA may result in legal actions by the patient, the healthcare facility, and the federal government. A student will be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law.

General information

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable

publishing techniques. Examples include but are not limited to Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook and related, YouTube, Snapchat, Topix, TIKTOK, and Instagram.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Students should always represent the VHCC Nursing Program and the community college in a fair, accurate and legal manner while protecting the reputation of the program and the college. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Information posted on social media sites may be public for anyone to see and can be traced back to the original origin or individual posting the information. Since social media typically enables two-way communications, there is less control about how posted materials will be used by others. Once information is posted on the internet, it becomes available to the whole world.

The VHCC Nursing Program adheres to the guidelines provided by the National Council of State Boards of Nursing regarding use of social media. Students are advised to review this information **National Council of State Boards of Nursing: Guidelines for using social media (NCSBN, 2018).**

VHCC NURSING PROGRAM CURRICULUM TRACKS

Curriculum Tracks

The VHCC Nursing Program offers four curriculum tracks that provide opportunities for students to participate in the program in a time-frame that is best for their individual needs. Tracks 1 and 2 are available for students who plan to complete the program through the traditional format with students taking a full credit load and most nursing classes offered during a day schedule. Tracks 3 & 4 are based on a part-time schedule with most nursing classes offered during an evening/weekend schedule.

Nursing Track 1:
2 Year Curriculum

The VHCC Nursing Program offers an opportunity for recent high school graduates and other eligible adults to complete the nursing degree program after two years of full time attendance (4 semesters and 1 summer session). This is a rigorous and academically challenging program.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Summer Session- Year 1				
BIO 141	Human Anatomy and Physiology I	3	3	4
ENG 111	College Composition I	3	0	3
ITE 115 or ITE 119	Introduction to Computer Applications and Concepts Information Literacy	3	0	3
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to College Success	1	0	1
	Total	**13**	**3**	**14**
Fall Semester- Year 1				
BIO 142	Human Anatomy & Physiology II	3	3	4
NSG 100	Intro to Nursing Concepts	3	3	4
NSG 106	Competencies for Nursing Practice	0	6	2
NSG 130	Professional Nursing Concepts	1	0	1
NSG 200	Health Promotion & Assessment	2	3	3
	Total	**9**	**15**	**14**
Spring Semester- Year 1				
BIO 150	Microbiology for Health Sciences	3	3	4
NSG 152	Health Care Participant	2	3	3
NSG 170	Health/Illness Concepts	4	6	6
	Total	**9**	**12**	**13**
Fall Semester- Year 2				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NUR 211	Health Care Concepts II	3	6	5
	Total	**9**	**12**	**13**

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Spring Semester- Year 2				
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Care Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
HUM	See list of approved electives.[1]	3	0	3
	Total	**9**	**12**	**13**
Total Minimum Credits for AAS Degree				**67**

Footnote:

1 Recommended Humanities elective may be selected from ART 201-202 (101-102) History of Art I-II; CST 130 Introduction to Theater, CST 151-152 Film Appreciation; I-II ENG 241-242 (246) Survey of American Literature, I-II ENG 243-244 (245) Survey of English Literature; I-II *MUS 221-222 Music History I-II or MUS 121; PHI 100 Introduction to Philosophy, PHI 260 Studies in Eastern Thinking; REL 200 Old Testament, REL 210 New Testament, REL 230 Religions of the World

Nursing Track 2:
LPN to RN Transition Curriculum

Students who are LPNs are required to complete at least 22 hours of the general education courses before beginning the LPN to RN nursing classes. The length of this track depends on the amount of time needed to complete the general education classes. The nursing classes can be completed in one year.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Pre-Nursing Courses				
BIO 141	Human Anatomy & Physiology I	3	3	4
BIO 142	Human Anatomy & Physiology II	3	3	4
BIO 150	Microbiology for Health Sciences	3	3	4
ENG 111	College Composition I	3	0	3
ITE 1I5 or ITE 119	Introduction to Computer Application and Concepts or Information Literacy	3	0	3
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to College Success	1	0	1
	Total	**19**	**9**	**22**
Summer Session - Year 1				
NSG 115[1]	Health Care Concepts for Transition	3	6	5
NSG 200	Health Promotion and Assessment	2	3	3
	Total	**5**	**9**	**8**
Fall Semester - Year 1				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
	Total	**9**	**12**	**13**
Spring Semester - Year 1				
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Care Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
HUM	See list of approved electives.[2]	3	0	3
	Total	**9**	**12**	**13**
Total Minimum Credits for AAS Degree				**56**

Footnotes:

[1]Upon completion of NSG 115, credit will be awarded for NSG 100, 106, 130, 152, 170 (16 credits). These credits will appear on the student's official transcript.

[2] Recommended Humanities elective may be selected from ART 201-202 (101-102) History of Art I-II; CST 130 Introduction to Theater, CST 151-152 Film Appreciation; I-II ENG 241-242 (246) Survey of American Literature, I-II ENG 243-244 (245) Survey of English Literature; I-II *MUS 221-222 Music History I-II or MUS 121; PHI 100 Introduction to Philosophy, PHI 260 Studies in Eastern Thinking; REL 200 Old Testament, REL 210 New Testament, REL 230 Religions of the World

Nursing Track 3:
Part-time Evening/Weekend Curriculum

The VHCC Nursing Program Part-Time Evening/Weekend Track is specifically designed for working adults or other adults who are interested in becoming a RN but have other responsibilities that interfere with their abilities to attend the rigorous scheduling of Track 1. Classes will be provided in a combination of evening, weekend, and online learning. Some specialty clinical activities can only be scheduled through the week. Every effort is made to limit the frequency of this occurring. The program is designed at a slower pace and may be completed in 4 years.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Pre-Nursing Courses – Year 1				
ENG 111	College Composition I	3	0	3
BIO 141	Human Anatomy & Physiology I	3	3	4
BIO 142	Anatomy & Physiology II	3	3	4
ITE 115	Introduction to Computer Applications and Concepts or			
or ITE 119	Information Literacy	3	0	3
SDV 101	Orientation to College Success	1	0	1
PSY 230	Developmental Psychology	3	0	3
	Total	**16**	**6**	**18**
Summer Semester – Year 2				
NSG 200	Health Promotion & Assessment	2	3	3
BIO 150	Microbiology for Health Sciences	3	3	4
	Total	**5**	**6**	**7**
Fall Semester – Year 2				
NSG 100	Introduction to Nursing Concepts	3	3	4
NSG 106	Competencies for Nursing Practice	0	6	2
NSG 130	Professional Nursing Concepts	1	0	1
	Total	**4**	**9**	**7**
Spring Semester – Year 2				
NSG 170	Health/Illness Concepts	4	6	6
NSG 152	Health Care Participant	2	3	3
	Total	**6**	**9**	**9**
Summer Session – No Scheduled Classes				
Fall Semester – Year 3				
NSG 211	Health Care Concepts II	3	6	5
	Total	**3**	**6**	**5**
Spring Semester – Year 3				
NSG 210	Health Care Concepts I	3	6	5
	Total	**3**	**6**	**5**
Summer Semester – Year 3				
HUM	See list of approved electives.[1]	3	0	3
ENG 112	College Composition II	3	0	3
	Total	**6**	**0**	**6**
Fall Semester – Year 4				
NSG 252	Complex Health Care Concepts	4	0	4
	Total	**4**	**0**	**4**
Spring Semester – Year 4				
NSG 230	Advanced Professional Nursing Concepts	2	0	2

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
NSG 270	Nursing Capstone	0	12	4
	Total	**2**	**12**	**6**
Total Minimum Credits for AAS Degree				**67**

Footnote:

[1]Recommended Humanities elective may be selected from ART 201-202 (101-102) History of Art I-II; CST 130 Introduction to Theater, CST 151-152 Film Appreciation; I-II ENG 241-242 (246) Survey of American Literature, I-II ENG 243-244 (245) Survey of English Literature; I-II *MUS 221-222 Music History I-II or MUS 121; PHI 100 Introduction to Philosophy, PHI 260 Studies in Eastern Thinking; REL 200 Old Testament, REL 210 New Testament, REL 230 Religions of the World

Nursing Track 4: Part-time Evening/Weekend LPN to RN Transition Curriculum

 A part-time evening/weekend LPN to RN Transition Track is available for LPNs who work and/or wish to attend part time. General education courses can be completed as night classes or by online learning options such as web based learning. Nursing classes and clinical are taught on evenings and weekends on an extended plan. Some specialty clinical activities can only be scheduled through the week. Every effort is made to limit the frequency of this occurring. General education courses listed in Year 1 must be completed before the student will be able to begin Year 2.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Pre-Nursing Course Year 1				
BIO 150	Microbiology for Health Sciences	3	3	4
ENG 111	College Composition I	3	0	3
ITE 119	Information Literacy	3	0	3
SDV 101	Orientation to College Success	1	0	1
BIO 141	Human Anatomy and Physiology I	3	3	4
PSY 230	Developmental Psychology	3	0	3
BIO 142	Human Anatomy and Physiology II	3	3	4
	Total	**19**	**9**	**22**
Summer Session - Year 2				
NSG 115	Health Care Concepts for Transition[1]	3	6	5
NSG 200	Health Promotion	2	3	3
	Total	**5**	**9**	**8**
Fall Semester - Year 2				
NSG 211	Health Care Concepts II	3	6	5
	Total	**3**	**6**	**5**

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Spring Semester - Year 2				
NSG 210	Health Care Concepts I	3	6	5
	Total	**3**	**6**	**5**
Summer Session - Year 3				
ENG 112	College Composition II	3	0	3
HUM EEE[2]	See list of approved electives in footnote.	3	0	3
	Total	**6**	**0**	**6**
Fall Semester - Year 3				
NSG 252	Complex Health Care Concepts	4	0	4
	Total	**4**	**0**	**4**
Spring Semester - Year 3				
NSG 230	Advance Professional Nursing Concepts	2	0	2
NSG 270	Nursing Capstone	0	12	4
	Total	**2**	**12**	**6**
Total Minimum Credits for AAS Degree				**56**

Footnotes:

[1]Upon completion of NSG 115, credit will be awarded for NSG 100, 106, 130, 152, 170 (16 credits). These credits will appear on the student's official transcript.

[2] Recommended Humanities elective may be selected from ART 201-202 (101-102) History of Art I-II; CST 130 Introduction to Theater, CST 151-152 Film Appreciation; I-II ENG 241-242 (246) Survey of American Literature, I-II ENG 243-244 (245) Survey of English Literature; I-II *MUS 221-222 Music History I-II or MUS 121; PHI 100 Introduction to Philosophy, PHI 260 Studies in Eastern Thinking; REL 200 Old Testament, REL 210 New Testament, REL 230 Religions of the World

COURSE DESCRIPTIONS

The VHCC Nursing Program curriculum consists of 28 credit hours of general education. Courses in the sciences and humanities provide the foundation for the nursing curriculum. The State Council of Higher Education for Virginia (SCHEV), VABON, and the Southern Association of Colleges and Schools (SACS) are all involved in determining course requirements for degree programs. Students are required to complete courses taught by general education faculty.

Nursing courses are sequential and build on content from previous courses.

Therefore, they must be taken in the order listed in the curriculum.

Nursing (NSG) course details

Course	Crs	Title	Pre-Req.	Course Description

NSG 100	4	Introduction to Nursing Concepts	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. 4 credits
NSG 106	2	Competencies for Nursing Practice	Acceptance to the Nursing Program, MDE 10 or equivalent, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics, and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 0-1 hour. Laboratory 3-6 hours. Total 4-6 hours per week. 2 credits
NSG 130	1	Professional Nursing Concepts	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. Lecture 1 hour. Total 1 hour per week. 1 credit
NSG 152	3	Health Care Participant	BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130, NSG 200.	Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits

NSG 170	6	Health/Ill-ness Concepts	BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130, NSG 200.	Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 4 hours, Laboratory 6 hours. Total 10 hours per week. 6 credits
NSG 200	3	Health Promotion and Assessment	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits
NSG 115	5	Healthcare Concepts for Transition	Prerequisites: Acceptance to the LPN-RN Transition Program; BIO 141, 142, & 150, ENG 111, PSY 230, SDV 100; ITE 119 Corequisite: NSG 200	Focuses on role transition from Licensed Practical Nurse to Registered professional nurse. Incorporates concepts of nursing practice and conceptual learning to promote health and wellness across the lifespan. Uses the nursing process to explore care delivery for selected diverse populations with common and predictable illness. Emphasizes the use of clinical judgement in skill acquisition. Lecture 3 hours. Laboratory 3-6 hours. Total 6-9 hours per week. 4-5 credits

NSG 210	5	Health Care Concepts I	BIO 150 (or BIO 205), NSG 152 & 170	Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II. Lecture 3 hours, Laboratory 6 hours. Total 9 hours per week. 5 credits.
NSG 211	5	Health Care Concepts II	BIO 150 (or BIO 205), NSG 152 & 170	Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week. 5 credits
NSG 230	2	Advanced Professional Nursing Concepts	NSG 210 & 211	Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. Lecture 2 hours. Total 2 hours per week. 2 credits
NSG 252	4	Complex Health Care Concepts	NSG 210 & 211	Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Lecture 4 hours. Total 4 hours per week. 4 credits

NSG 270	4	Nursing Capstone	NSG 210 & 211	Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient- centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments. Laboratory 12 hours. Total 12 hours per week. 4 credits

LICENSURE APPLICATION REQUIREMENTS

Application for NCLEX-RN Examination

Successful completion of the nursing program provides students an opportunity to apply for the National Council of Licensure Examination (NCLEX) for Registered Nurses. The VABON provides instruction for online applications for the NCLEX-RN Examination for VHCC Nursing graduates, whose legal residence is in Virginia, prior to graduation, https://www.dhp.virginia.gov/nursing/nursing_forms.htm.

1. Completing the NCLEX and state licensure application process is the responsibility of the student.

2. Virginia students graduating in May **do not** request transcripts from the college. The VHCC Nursing program Dean sends completion information to the VABON confirming graduation from the program.

3. Students who reside in states other than Virginia should contact their state's Board of Nursing for detailed instructions.

REGULATIONS GOVERNING THE PRACTICE OF NURSING

VIRGINIA BOARD OF NURSING
§§ 54.1-3017 and Chapter 30 of Title 54.1 of the Code of Virginia

Qualifications of applicant for registered nurse's license; examination; graduates of foreign nursing education programs.

A.   An applicant for a license to practice professional nursing shall submit evidence satisfactory to the Board that such applicant:

1.   Has completed an approved four-year high school course of study or the equivalent as determined by the appropriate educational agency;

2.   Has received a diploma or degree from an approved professional nursing education program;

3.   Has passed a written examination as required by the Board; and

4.   Has committed no acts which are grounds for disciplinary action as set forth in this chapter.

B.   The Board shall consider and may accept relevant practical experience and didactic and clinical components of education and training completed by an applicant for licensure as a registered nurse during his service as a member of any branch of the armed forces of the United States as evidence of the satisfaction of the educational requirements for licensure.

C.   An applicant who graduated from a nursing education program in a foreign country may be required to pass the Commission on Graduates of Foreign Nursing Schools Qualifying Examination prior to admission to the examination for licensure in the Commonwealth.

(Code 1950, § 54-346; 1970, c. 116; 1979, c. 5, § 54-367.13; 1982, c. 598; 1988, c. 765; 2011, c. 390.)

VABON (2018). Regulations governing the practice of nursing, §§ 54.1-3017 and chapter 30 of title 54.1 of the Code of Virginia, February 24, 2017. Retrieved from http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm#law.

VIRGINIA HIGHLANDS COMMUNITY COLLEGE NURSING PROGRAM
Organizational Chart

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                    │       VHCC President         │
                    └─────────────────────────────┘
                                  │
                                  ▼
              ┌─────────────────────────────┐        ┌──────────────────┐
              │   VHCC Vice President of     │        │    Community     │
              │ Instruction and Student      │        │    Advisory      │
              │         Services             │        │    Committee     │
              └─────────────────────────────┘        └──────────────────┘
                                  │
                                  ▼                   ┌──────────────────┐
              ┌─────────────────────────────┐        │   Health Care    │
              │  Dean of the VHCC Nursing    │        │    Facilities    │
              │          Program             │        └──────────────────┘
              └─────────────────────────────┘
                    │                  │
                    ▼                  ▼
        ┌──────────────────┐   ┌──────────────────┐
        │ Office/Administrative│ │     Faculty      │
        │     Assistant     │  └──────────────────┘
        └──────────────────┘           │
                                        ▼
                               ┌──────────────────┐
                               │     Student      │
                               └──────────────────┘
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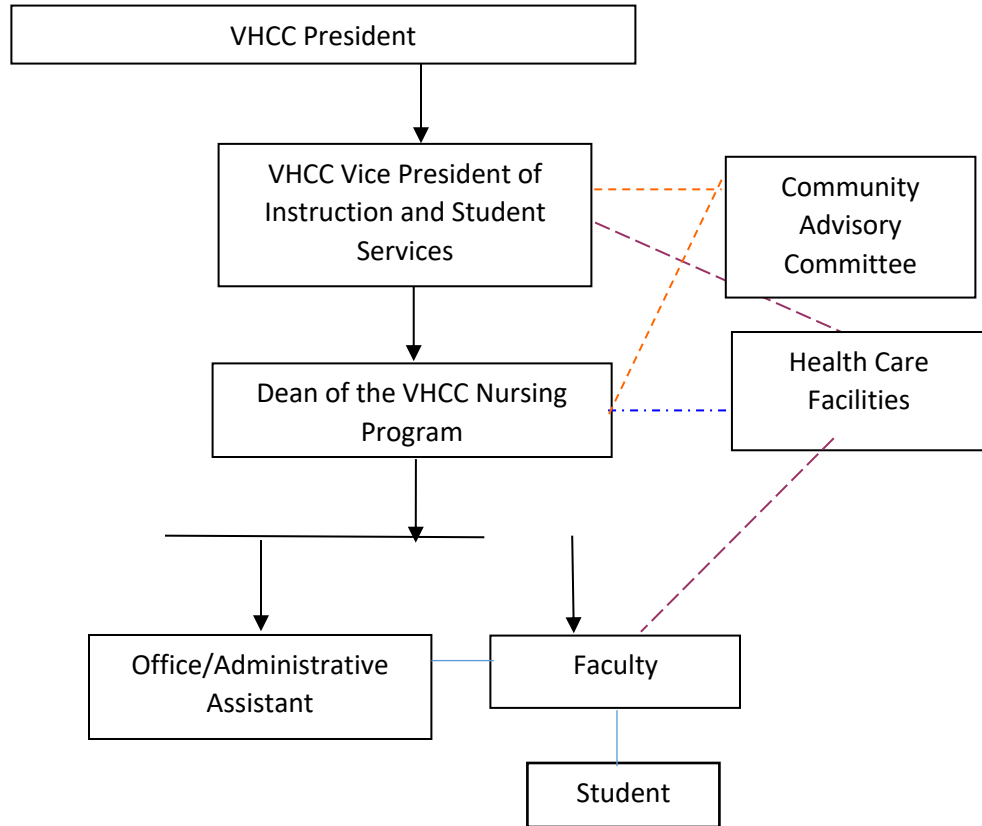
Legend:

⟶ Direct Authority

-------- Advisory

– – – – Cooperative

·–·–·–· Coordinating

——— Contractual Agreements

STUDENT GRIEVANCE PROCEDURE

All grievances should be handled in accordance with the grievance policy as set forth in the VHCC College Student Handbook Grievance Procedure. The purpose of the VHCC student grievance procedure is to provide an equitable and orderly process to resolve grievances at Virginia Highlands Community College. Students may also request a final grade appeal. The procedure for this is located in the VHCC College Student Handbook Grade Appeal Procedure.

MISCELLANEOUS COLLEGE POLICIES

Student Accommodations-https://www.vhcc.edu/current-students/student-services/disability-services

Financial Aid

Please see the Financial Aid Officer for financial assistance and scholarships.

Graduation

An application for graduation must be submitted to the enrollment services office according to deadline dates as announced. It is the student's responsibility to file the application before the deadline date and to make sure that all current program requirements are met. In addition to requirements of the VHCC Nursing program, VHCC may require competency testing during the final semester and prior to graduation.

The nursing faculty believes that college graduation ceremonies mark the recognition of the achievement of academic success. All nursing graduates are encouraged to participate in the commencement exercises to signify accomplishment of a goal and the beginning of a promising career.

VHCC NURSING PROGRAM PINNING CEREMONY

Each VHCC Nursing Program graduating class is honored with an annual pinning ceremony. Students wear the official VHCC Nursing Program uniform and are pinned with the nursing program pin, symbolizing their role as a VHCC Nursing program Alumni. The ceremony will be held near the end of spring semester. Family and friends are encouraged to attend.

VIRGINIA HIGHLANDS COMMUNITY COLLEGE NURSING PROGRAM

HANDBOOK DISCLAIMER & SIGNATURE PAGE

This Virginia Highlands Community College Nursing Student Handbook is provided to you as a guide and to ensure you understand the academic and conduct expectations Virginia Highlands Community College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for associated conduct expectations contained in such changes until notified of them. You are responsible for regularly reviewing the terms of this policy.

Your signature on this page is your acknowledgement that you have received and agreed to abide by the Virginia Highlands Community College Nursing Student Handbook.

_____

Printed Name

_____

Signature

_____

Date