

**PIEDMONT VIRGINIA COMMUNITY COLLEGE
NURSING PROGRAM**

**NURSING STUDENT
HANDBOOK**



Accredited by:

**National League for Nursing Accrediting Commission
61 Broadway Ave.
New York, NY 10006
212-363-5555**

**Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
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Approved by:

**Virginia State Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Richmond Virginia 23233-1463
804-367-4515**

Dear Nursing Student:

Welcome to the Associate Degree Nursing Program at Piedmont Virginia Community College. We are happy to have you with us and sincerely hope that we will be able to help you fulfill your desire of becoming a registered nurse. The nursing and other college faculty and counselors are here to assist you in meeting this goal.

You were selected for the nursing program because we felt that you possessed the necessary qualities for successful completion of the program. To be successful in nursing, you must be willing to assume the responsibility for your learning. In addition to reading prior to attending class and asking questions about content you don't understand, you should also take advantage of the multiple resources at the college such as the learning center, visiting faculty during posted office hours, routinely visiting your academic advisor and seeking out a counselor for personal issues.

In order for you to become familiar with our policies and procedures, we have prepared a Nursing Student Handbook for you. The college catalog and student handbook are also available to you while you are enrolled in the nursing program. Please read and become familiar with these resources so that you may remain in good standing with the program and college at all times.

It should be noted that this Nursing Program Handbook is a general guide. The Dean of Math, Science, and Human Services, Nursing Program Head and nursing faculty reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this Handbook, or in cases where extenuating circumstances may have an influence on situations which are addressed in this guide.

If at any time you need clarification concerning items discussed on the following pages, please feel free to seek assistance from us.

Sincerely,

The Nursing Program Faculty

NURSING FACULTY AND STAFF

Dean, Division Math, Science & Human Services

Ann Smith, RN, MSN, FNP, CNOR

Nursing Program Head

Amy Gillespie, RN, MSN, CCRN

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Sandra Taylor, RN, PhD

NURSING PROGRAM PHILOSOPHY AND CONCEPTUAL FRAMEWORK

The nursing program is organized around the belief that nursing is the promotion of optimal health and self-care for persons who are well or those with acute or chronic illnesses throughout the life span. Nursing education is the integration of the humanities, sciences and legal and ethical principles. The nurse provides individualized care for the person as a member of a family, community and culture.

The curriculum is designed to support the personal and career development of students. The nursing program values the diversity of students' age, life experience and culture as this diversity reflects the society they will serve. It is the belief of the nursing faculty that students learn and develop their highest potential in a supportive and challenging environment.

The person with health care needs and the student with learning needs comprise the central focus for curriculum development. The nursing process is used as a framework for critical thinking and nursing practice. Concepts that provide further structure for the development of nursing knowledge and competencies are wellness-illness; basic needs; teaching-learning; communication; and caring. This program of learning prepares the graduate of the associate degree program for the roles of provider of care, manager of care, and member of the profession of nursing within a variety of structured health care settings.

With the rapidly changing health care system, students must develop skills and appreciation for life-long learning. For the associate degree graduate this will include further acquisition of skills and knowledge within the work setting and/or pursuit of additional formal nursing education.

NURSING PROGRAM OBJECTIVES

The PVCC nursing program prepares graduates to perform the role of the AD nurse in structured settings, providing direct care to clients with common health problems which have predictable outcomes. The graduate functions in the following ways:

As Care Provider by:

1. Promoting optimal health for clients at various points on the wellness-illness continuum by:
 - a. applying principles from the physical, biological, and social sciences when planning and delivering nursing care;
 - b. promoting client dignity;
 - c. conceptualizing illness as an opportunity for client growth;
 - d. facilitating the client's assumption of primary responsibility for wellness;
 - e. demonstrating caring behavior towards the client, family, peers and other members of the healthcare team;
 - f. providing competent and safe entry-level nursing care in diverse settings.

2. Using the nursing process to formulate and maintain individual nursing care plans according to standards of nursing practice by:
 - a. collecting, assessing and analyzing clients' health status data to include: emotional, cultural, religious, spiritual, physical and psychological aspects;
 - b. formulating and prioritizing "actual" and "at risk for" client problems, using nursing diagnoses;
 - c. planning nursing actions and adapting care based on clients' values, customs, culture;
 - d. preparing client and family for interventions, treatment modalities and self-care;
 - e. implementing nursing actions in a safe manner;
 - f. evaluating the effects of actions in collaboration with client, family and other healthcare team members;
 - g. revising nursing care accordingly;
 - h. reporting and documenting assessments, interventions and progress toward client outcomes;
 - i. utilizing information technology to support and communicate the planning and provision of client care;
 - j. assisting the client and family to cope with and adapt to stressful events and changes in health status;
 - k. support client and family when making healthcare and end-of-life decisions;
 - l. collaborate with client, family and other healthcare team members to manage clients' care to achieve positive client outcomes based on differing needs, values and motivations.

3. Effectively communicating with clients, colleagues, and others by:
 - a. utilizing appropriate communication modes and channels within clinical and community health care settings;
 - b. advocating for clients' rights.
 - c. utilizing therapeutic communication techniques in developing and maintaining nurse-client relationships;
 - d. delineating and maintaining appropriate professional boundaries in the nurse-client relationship;
 - e. utilizing communication theory and techniques to assess the verbal and nonverbal communication of clients;
 - f. utilizing communication theory and techniques to gather client data and to plan, implement, and evaluate client care;
 - g. evaluating the effectiveness of one's communications with client's colleagues, and others; and,
 - h. recognizing that people communicate their needs in different ways.

4. Teaching clients and families who need information or support to maintain health by:
 - a. identifying learning needs in collaboration with the client, family and other healthcare team members;
 - b. developing an individualized teaching plan based on assessed needs
 - c. implementing the teaching plan;
 - d. evaluating the effectiveness of achieving the desired outcomes of the teaching plan in collaboration with the client and family and other healthcare team members;
 - e. modifying the teaching plan based on evaluation of progress toward meeting identified learning outcomes.

As Manager of Client Care by:

5. Managing nursing care for clients with common, well-defined health problems in structured settings by:
 - a. assessing and setting nursing care priorities;
 - b. making clinical judgments and management decisions to ensure competent and safe care;
 - c. identifying the role of the nurse and other health care team members in the clinical setting;
 - d. providing assistive personnel with relevant instruction to support achievement of client outcomes;
 - e. delegating aspects of client care to qualified assistive personnel;
 - f. supervising and evaluating the activities of assistive personnel;
 - g. coordinating the implementation of an individualized plan of care for clients and families;

 - h. planning, coordinating, and evaluating nursing care for a group of clients in

- collaboration with the client, family, health care team members and in accordance with agency policies;
- i. facilitating the continuity of care within and across healthcare settings;
 - j. assisting clients and families in accessing available resources and services;
 - k. adapting the provision of client care to changing healthcare setting and management systems;
 - l. communicating relevant, accurate and complete information in a concise and clear manner;
 - m. participating in problem identification and data collection for research, quality control or improvement processes to meet client outcomes;
 - n. implementing nursing strategies to provide cost efficient care.

As a Member of the Profession by:

- 6. Functioning as a member within the profession of nursing by:
 - a. being accountable for the nursing care provided by self and/or delegated to others.
 - b. practicing within the ethical, legal and regulatory framework of practice roles;
 - c. serving as a positive role model within healthcare settings and the community at large;
 - d. practicing within the parameters of individual knowledge and experience;
 - e. assuming responsibility for self development and continuing education;
 - f. maintaining organizational and client confidentiality;
 - g. observing standards of practice established by the nursing profession; and,
 - h. recognizing the impact of economic, political, social and demographic forces as well as professional organizations, community groups, and legislation on the delivery of health care;
 - i. working cooperatively with others to achieve client and organizational outcomes.
 - j. successfully completing NCLEX-RN exam.

Revised 2/2008

**PIEDMONT VIRGINIA COMMUNITY COLLEGE
NURSING PROGRAM**

Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the student to the nursing program must, either independently **or with reasonable accommodation**, be able to perform all of the following essential standards and functions of a registered nurse.

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural, and intellectual backgrounds.
2. **Hearing:** Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, and hear faint body sounds.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data, and provide for the safety of clients' condition by clearly viewing monitors and other equipment in order to correctly interpret data.
4. **Mobility:** Stand and/or walk eight hours daily in the clinical setting. Bend, squat, or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems, hand surgeon instruments without contaminating the instrument or the sterile field.)
6. **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Tactile ability sufficient for physical assessment.
7. **Mentation:** Maintain reality orientation for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions, and readings.
8. **Smell:** Olfactory ability sufficient to monitor and assess health needs.
9. **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
10. **Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

**PIEDMONT VIRGINIA COMMUNITY COLLEGE
NURSING PROGRAM**

**CLINICAL GUIDELINES FOR CARING FOR PATIENTS
WITH COMMUNICABLE ILLNESSES**

During the course of clinical experiences in the nursing program, students will be assigned to care for patients with communicable diseases, including AIDS, hepatitis, and tuberculosis. Students may be exposed to blood or other potentially infectious materials. It is an expectation of the program that students adhere to the **American Nurses Association Code of Ethics**, which states in part:

The nurse provides service with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Students will be taught current information about communicable diseases, their transmission, and standard protective precautions to be used while caring for patients or handling potentially infectious materials prior to their first clinical experience. Students are expected to assume responsibility for using the precautions while caring for patients to minimize the risk of disease transmission.

Because students may be at risk for acquiring hepatitis B viral infection, it is strongly recommended that students be vaccinated with hepatitis B vaccine prior to caring for patients. Students who do not wish to receive the hepatitis B vaccine upon entry into the program must sign a declination form to this effect.

COURSES

Students must demonstrate competency and achieve a grade of "C" or better in each nursing course and the required biology and natural science courses in order to successfully complete program requirements.

For a description of nursing program courses, see the college catalog.

For a description of content and expectations relating to specific nursing courses, see course syllabi.

ACADEMIC ADVISING

Each student will be assigned to a nursing faculty member for academic planning. Student and advisor will develop an individualized plan of study. **IT IS THE RESPONSIBILITY OF THE STUDENT TO MEET WITH THE FACULTY ADVISOR FOR CURRICULUM PLANNING AND ADVISING THROUGHOUT THE PROGRAM.**

CLASSES

Each nursing course has a weekly lecture/discussion class during which theory content is reviewed, discussed and clarified. In order to derive optimum benefit from classes, students are expected to complete required readings prior to attending class.

Class attendance policies are specified in each course syllabi.

CLASSROOM LABORATORY

The classroom laboratories for nursing students are located in Room 827 and 828. Primarily these labs are designed to enable the student to develop and practice the necessary skills to meet the objectives of the nursing courses.

Times have been designated for students to use these classroom labs (see course syllabi). If they are locked during these hours, please contact the nursing faculty or division administrative assistant for admittance.

The nature and value of the equipment in these rooms is such that care must be taken to see that it is properly handled, maintained and stored.

CLINICAL LABORATORY

Clinical laboratory experiences are determined by faculty who select the facility best able to meet learning needs. The large number of students using facilities may make it necessary for students to obtain experience in the evenings and/or on weekends. Arrangements for transportation and parking to the clinical facility must be planned by each student.

Assignments for clinical laboratory experiences will be posted on the hospital or facility unit to which the student is assigned. The student will then be held responsible for having planned patient care prior to pre-conference on the clinical day.

The procedure for students to follow in the event of lateness or absence from any clinical experience is:

1. Call the instructor as directed in the course syllabus and give reason for necessary lateness or absence.
2. Call the assigned clinical area and leave a message.
3. Place these calls as early as possible so that appropriate changes can be made in assignments.

100% attendance is expected in all clinical areas. All absences must be made up by the student; failure to do so will result in an unsatisfactory clinical grade. Students are expected to arrive on time at all clinicals. **During the entire nursing program, students arriving on the clinical unit after pre-conference and/or report have begun will be considered late. Students who are late to clinical three times will receive an unsatisfactory day (U) day on the third late day. A fourth late day will result in a second unsatisfactory (U) day and so on. In some nursing courses you will fail clinical upon receiving two U days, in other courses it is three U days. Consult your course syllabus.**

Students are strongly advised not to work the shift immediately preceding the clinical experience. If the clinical instructor believes that patient safety is endangered, the student will receive a grade of "unsatisfactory" for the clinical day and will not be permitted in the clinical area. The student must make up this clinical time.

No food, drinks, smoking, or chewing of gum will be permitted in client care areas.

For college laboratory experiences, students will not be required to wear uniforms unless otherwise directed by the instructor(s) involved. For all other clinical laboratory experiences students will appear in uniform unless specifically directed otherwise by the course instructor(s).

CLINICAL ABSENCE AND MAKE-UP DAYS

1. At the beginning of each semester, the course coordinator will designate make-up days to be held during the final week(s) of the semester.
2. Clinical absences may be made up by:
 - A. Assigning students to another clinical group, providing
 1. it is appropriate to learning needs
 2. instructor consents
 3. 1:10 faculty-student ratio not violated
 - B. Assigning student to scheduled make-up day(s)
 - C. Assigning student to planned alternative experiences with clearly stated objectives and guidelines for participation and evaluation. This option should only be offered to the self-directed student who has mastered course and prerequisite clinical competencies and is capable of assuming responsibility for a relatively independent learning experience. Ideally, clinical make-up means of an observational or other alternative experience should be limited to only one experience per student per semester.
3. If make-up requirements cannot be accommodated by (a), (b), and/or (c), **student will fail the course.**
4. Exceptions to the above shall be considered only in the event that a student has suffered a catastrophic illness/accident (i.e. hospitalization, broken leg, etc.) that prevents the student from attending multiple clinical days in a row. The absence must be verified by a physician's letter to the division dean.

In such cases where the illness/accident occurs prior to the last day to withdraw without grade penalty, the student may withdraw him/herself on Power Web. The faculty may: a) administratively withdraw the student (if the illness/accident occurs prior to the last day to withdraw without grade penalty; b) withdraw the student under mitigating circumstances (if the last date to withdraw has passed); or c) award an incomplete grade. Because clinical nursing courses are offered only once each year, this may require (if the number of missed days is excessive) the student "stop out" until the course is offered again.

5. If the college is closed due to inclement weather, clinical days will not need to be made up unless the number of days missed for this reason is excessive.
6. If clinical days are missed due to a faculty member's absence, the procedure outlined in #2 above is followed. If the faculty absence creates a situation that would have a student miss greater than 3 clinical days, the following procedure will be followed:
 - A. The first faculty absence day (i.e. 4th student missed clinical day) will not be required to be made up.
 - B. Additional missed days due to faculty absence will be required to be made up. The faculty member will coordinate additional make-up days with the students involved.

PERSONAL APPEARANCE AND BEHAVIOR

The appearance of all nursing students obviously must conform to the highest standards of cleanliness, neatness, good taste, and safety. Adherence to these standards is essential. In cases where personal hygiene, grooming and dress do not meet these standards, the instructor will counsel the individual and, when necessary, will refer them to the Nursing Program Head. If this remains a problem, the student may be asked to withdraw from the program.

When disruptive or otherwise unacceptable behavior occurs in a classroom, clinical, or lab, the instructor may immediately require that the student who is causing the disruption leave the instructional setting. It is the student's responsibility to contact the instructor as soon as possible, and at the latest before the next meeting of the class or lab and to attempt to reconcile the problem. If not solved and in the most serious cases, such as when a student has previously been removed from the class or when the behavior is a serious violation of the rights of others, for example, incidents involving the use or threat of violence or other acts of hostility (such as cursing, raising a hand as if to strike out, etc), the faculty member may prefer to deny the student's return to the course. In these cases, the faculty member must make a written charge to the Dean of Student Services that proposes the removal of the student from the course.

Additionally, if deemed appropriate, the faculty may propose an institutional sanction, the most severe being permanent dismissal from the college. Once a charge is filed, the case will be settled by following the College's Procedures for Making and Hearing Charges against Students.

DRESS CODE STANDARDS FOR CLINICAL EXPERIENCE

1. Female Nursing Students

- a. PVCC nursing uniform policy must be followed. Students are provided with the written policy upon admission into the program.
- b. Hair must be kept out of the face; tied up if long.
- c. Clean white leather or vinyl shoes with white shoelaces (if applicable).
NO CLOTH OR NYLON WEBBING SHOES, HIGH TOPS OR SANDALS. All shoes must have a fully enclosed toe box and at least a heel strap (shoes with fully enclosed heels are preferred).
- d. Full length white hose should be worn under skirt uniforms. TED stockings, if worn for MEDICAL REASONS, should be worn under regular hose. White socks are allowed only with pant uniforms.
- e. A photo ID badge will be provided by the college and/or clinical sites.

2. Male Nursing Students

- a. PVCC nursing uniform policy must be followed. Students are provided with the written policy upon admission into the program.
- b. Hair must be kept out of the face; tied up if long.
- c. Clean shaven; mustaches and beards neatly groomed.
- d. Clean white leather or vinyl shoes and white socks.
NO CLOTH OR NYLON WEBBING SHOES, HIGH TOPS OR SANDALS. All shoes must have a full enclosed toe box and at least a heel strap (shoes with fully enclosed heels are preferred).
- e. A photo ID badge will be provided by the college and/or clinical sites.

3. General Information

- a. No costume rings or bracelets.
- b. Only ONE set of post earrings allowed for pierced ears. Earrings cannot dangle below earlobe.
- c. NO visible body piercings allowed in clinical setting. This includes tongue piercing.
- c. No heavy cosmetics, perfume or gum chewing.
- d. Street clothes worn in clinical area must be appropriate and in good taste. **No mini-skirts, jeans, shorts, shirts with low necklines or shirts that bare the midriff area.** Extremes must be avoided in order to maintain a professional appearance.
- e. Lab coats are required to be worn over street clothes when in hospital or clinical areas, with photo name badge visible.

4. Unsupervised Minors on College Property

Piedmont Virginia Community College cannot be responsible for the safety and welfare of unsupervised minors. Minors must, therefore, not be left unattended while parents are working or attending classes at the college. Minors are prohibited from any college classroom in which instructional activities are taking place. Parents of unsupervised minors shall be held responsible for any destruction of property or any disruption of the orderly function of the college that their children may cause.

COMMUNICATIONS

Lines of Communication: Throughout the College, the avenues of communication for students to express their concerns, problems or questions begin with the faculty members who teach a course and the course coordinator. If satisfaction is not obtained, refer to the Nursing Program Head (Amy Gillespie), Dean of Math, Science and Human Services (Ann Smith), V.P. for Instruction and Student Services (Dr. Kathy Hudson) or College President (Dr. Frank Friedman) **in that order.**

Any individual student or group of students in the nursing program who wish to express their concerns or questions are encouraged to do so at any time. Valid suggestions for change are always welcome, and will be shared with the entire nursing faculty. These suggestions should be provided through the students' class representatives to the nursing curriculum committee.

Evaluation Forms: At intervals, the nursing program utilizes course/program evaluation questionnaires to elicit information from students which will help to make improvements in the program. Please use these questionnaires to improve your program through constructive evaluations of the program and its faculty.

Student Representation: Two (2) representatives to the Curriculum Committee will be selected from each class, both days and evenings, to serve a minimum appointment of 2 semesters. Attendance is expected at one meeting per month as scheduled by the Curriculum Committee Chairperson. These representatives shall attend scheduled meetings, provide input into

discussion and decisions relating to matters of Nursing Program curriculum and instruction, and report regularly to the members of their class.

Bulletin Board

The bulletin boards outside room 270 are used by the nursing faculty to post announcements regarding course activities and requirements. All students are held responsible for noting these announcements. Notices posted by students should have the approval of a nursing faculty member. In addition, announcements are posted on “Blackboard”, an electronic course management system. **Students will be held responsible for all posted materials. Therefore checking these sources routinely is strongly encouraged.**

Division Administration

The division administrative assistants help the Division Dean and faculty with communication concerns of the division. In addition, they relay phone messages to faculty and assist faculty with written communications.

Under no circumstances should any student in this program impose upon them (1) to provide extra copies of any materials which have been distributed in class; or (2) to duplicate materials related to class or clinical assignments; or (3) to use the phone unless it is for an EMERGENCY call. A photocopy machine is available in the Library for student use.

Faculty Mailboxes

Written communication to a faculty member should be given to the division administrative assistants, who will then place it in the appropriate faculty mailbox.

WRITTEN ASSIGNMENTS

Written assignments are to be submitted by the designated time or they will automatically be considered late. The penalty for late assignments will be specified in each course syllabus. If the student has a valid reason for a paper being late and approaches the instructor prior to the date the paper is due, consideration will be given to granting an extension. At that time, a due date for the assignment will be established.

The actual points assigned to written assignments will vary in relation to the specific course being taught and the nature of the assignment itself. Format for course papers are outlined in the syllabus of each course.

TESTING

Students are expected to report promptly to all testing sessions. Absence from a test without prior notification of the course coordinator will result in a 10-point deduction from the grade of the make-up test. All make-up tests have fewer items, thus each item carries a higher point value. Make-up tests must be scheduled through the course coordinator and completed by the agreed upon date.

Many nursing courses utilize Scantron bubble forms for testing. In all courses, the answer marked on the Scantron sheet is the final answer, so always take the time to double-check your work.

INTELLECTUAL HONESTY

It is the policy of the nursing program and the College that intellectual dishonesty in any form (giving or receiving aid on tests or other written assignments, plagiarism on written assignments, professional dishonesty in the clinical setting) will not be tolerated. If the instructor determines that a student's work has been intellectually dishonest, the instructor will award the student an "F" for the specific task/assignment determined to have been dishonestly accomplished. This may result in a failing grade for the course. **NURSING STUDENTS DETERMINED TO HAVE BEEN INTELLECTUALLY DISHONEST WILL BE DISMISSED FROM THE NURSING PROGRAM.** For a full description of Intellectual Honesty policies and procedures, refer to the College Catalog.

GRADING

Most nursing program tests are graded using the standard method of calculating the point value of each question by dividing the total number of questions into 100. On tests not using this method, the point value is clearly displayed with each question. Nursing program tests are not graded on a curve. However, the nursing faculty reserve the right to discard problematic test items. When this occurs those students who answered the problematic question incorrectly will have their test grades recomputed with the new total number of items (i.e. on a 50 item test, if 2 questions are eliminated, the scores will be recomputed as a 48 item test - therefore instead of each item having a 2 point value, each item will have a 2.1 point value). However, those students who answered the problematic question(s) correctly will have no change in their test grade.

To demonstrate competency in the clinical component, the student must successfully perform all required skills and earn a clinical grade of "satisfactory" which is a "Minimum of Safety" level of performance. Those students not maintaining "satisfactory" in the clinical area will not be retained as nursing students. Criteria for obtaining a satisfactory clinical grade are contained in each course syllabus and/or clinical evaluation form.

Grades

A = 92 - 100
B = 84 - 91
C = 75 - 83
D = 66 - 74
F = 65 and below
I = incomplete

Each course syllabus will contain more detailed information concerning the system of grading.

NOTE: Each student must achieve a satisfactory grade in clinical and a minimum score of 75 on the theoretical component of each course and a course grade of "C" in order to pass that course and proceed to the next course in the nursing program sequence.

Students who fail a nursing course are automatically withdrawn from the nursing program and must apply for readmission according to the procedure outlined in the PVCC nursing information booklet and college catalog.

WITHDRAWAL FROM PROGRAM OR COURSE

Nursing students are expected to notify the course instructor and Nursing Program Head in writing of their intention to withdraw from any nursing course or from the nursing program. The Nursing Program Head will schedule an exit interview to discuss student concerns and clarify reasons for withdrawal. Students who withdraw must apply for re-admission according to the procedure outlined in the PVCC nursing information booklet and college catalog.

CRITERIA FOR DISMISSAL FROM THE NURSING PROGRAM

The nursing faculty members believe that the habits and work patterns which are established when an individual is a student will be carried over into the work setting when the transition is made to a graduate nurse. Every effort should be exerted to establish positive patterns of professional behavior, which include arriving on time for each clinical assignment, notifying the instructor if you will be late or absent, and when indicated, contacting the appropriate instructor concerning make-up of work missed during an absence.

The following criteria may be used for the dismissal of any nursing student from the nursing program:

1. Unprofessional conduct which shall include but not be limited to:
 - a) Performing acts beyond the limits of legal practice
 - b) Assuming duties and responsibilities without adequate training or when competency has not been maintained
 - c) Diverting supplies, equipment or drugs for personal or other unauthorized use
 - d) Falsifying or otherwise altering patient or agency records
 - e) Failure to maintain patient confidentiality
 - f) Abusing, neglecting, or abandoning patients/clients
 - g) Conduct unbecoming a nursing student or detrimental to the best interests of the public
 - h) Actual or threatened hostile acts, including verbal abuse, against patients, clinical agency staff members, or PVCC faculty
 - i) Intellectual dishonesty

2. Willful commission of any act which is a felony under the laws of the State or of the United States or any act which is a misdemeanor under such laws and involves moral turpitude.

3. Student nursing practice in a manner contrary to standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public.
4. Inability to practice student nursing with reasonable skill and safety to patients by reason of illness, excessive use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition.

The rationale for these criteria is based on Regulations Governing the Practice of Nursing: Virginia Board of Nursing, 18 VAC 90-20-10 et seq.

The student will be counseled and advised of his or her unacceptable behavior. Evidence of the conference will be documented and signed by the instructor and the student.

All incidents will be brought to the attention of the Division Dean.

Procedures for dismissal and appeal may be found in the Special Academic Policies section of the college catalog and the college student handbook.

READMISSION TO THE NURSING PROGRAM

Students who fail to complete the program for **academic** or **personal** reasons may apply in writing to the Program Head for Nursing no later than **March 15** for the fall semester and **October 15** for the spring semester in which student is seeking readmission. In the letter, students are encouraged to state why they believe that they will be successful upon readmission and describe any actions they have taken to remedy weaknesses. **Students who do not provide this information will receive last consideration for readmission.** Students seeking readmission to NUR 108 must follow the same admission procedure as new applicants. Applicants will be screened by the nursing program admissions committee. Readmissions will be made on the basis of past performance in the theoretical and clinical components of nursing courses, curricular GPA, science GPA, and fulfillment of any contingencies outlined at the time of withdrawal. Students accepted for readmission will be ranked according to these criteria. All students seeking readmission to courses other than NUR 108 will be interviewed by a readmission subcommittee. Readmission is based on space available and is limited to **one opportunity**.

UNIFORMS AND EQUIPMENT

Each student is responsible for purchasing the following items: textbooks, student uniform, white shoes, white hose/socks, watch with seconds indicator, stethoscope, personal digital assistant (PDA) with pre-loaded medical dictionary, nursing drug information, laboratory values information, and penlight. All items except required apparel and watch are available in the college bookstore.

TRANSPORTATION

Each student is responsible for transportation and parking (including related costs) to and from all classroom and clinical experiences.

STANDARDIZED TESTS

Standardized tests are required to be taken at selected times through the program. Students are required to pay for each test administered. The cost of each test will be stated in the course syllabus.

MISCELLANEOUS

Miscellaneous unforeseen program related expenses may occur. Every attempt will be made to notify the student in advance so that necessary plans may be made.

GRADE APPEAL AND GRIEVANCE PROCESSES

When a grievance has occurred, the proper procedure for a student to follow is outlined in the PVCC college catalog and the student handbook.

ESTIMATED STUDENT EXPENSES (in addition to college tuition and fees)

1. Upon admission
 - a. Physical exam, TB test and immunizations- consult your physician for costs
2. First semester
 - a. Books/supplies/PDA \$450 required
 - b. Uniforms \$100 approximate
 - c. Stethoscope \$20
 - d. Penlight \$5
 - e. Liability insurance \$20/year optional
 - f. On-line learning system \$75
3. Second semester
 - a. Books/supplies \$200 required
 - b. Tests \$15 required
 - c. On-line learning system \$75
4. Third semester
 - a. Books/supplies \$100 required
 - b. Tests \$30 required
 - c. On-line learning system \$75
5. Fourth semester
 - a. Books/supplies \$155 required
 - b. Tests \$35 required
 - c. NCLEX \$200
 - d. VA license application \$130
 - e. On-line learning system \$75

You will have the option of purchasing a PVCC nursing pin for the pinning ceremony. The cost ranges from about \$35-200 depending on the pin you choose.

There may be additional fees for parking at clinical sites throughout the program.

These figures are estimates and are for nursing courses only. Actual expenses may vary.

Student Liability Insurance

As a nursing student, you have a definite personal responsibility for your own activities in your contact with patients, even though you are not yet licensed. As an individual, you are legally and financially responsible if another person is injured or suffers loss as a result of your negligence.

Piedmont Virginia Community College can assume no legal or financial responsibility for your actions as a nursing student when your activities i.e. in the various hospitals and other locations where your clinical laboratory experience takes place. Therefore, it is strongly recommended that students purchase individual liability insurance.

Hospitalization Insurance

Nursing students are also responsible for hospitalization costs or other medical expenses should an accident/illness occur while enrolled in the Nursing Program. **THE COLLEGE AND/OR CLINICAL AGENCIES ARE NOT RESPONSIBLE FOR INJURIES OR ILLNESS INCURRED IN THE CLINICAL SETTING.**

FINANCIAL ASSISTANCE

It is the desire of Piedmont Virginia Community College that no qualified student be denied the opportunity of college attendance because of a financial need. The College has many sources of financial aid, including programs funded by the Federal Government and the Commonwealth of Virginia.

Students wishing to apply for financial assistance should secure a brochure giving detailed information about the various programs and an application for financial aid from the Financial Aid Officer at the College.

Piedmont Virginia Community College Nursing Program Fund

The Piedmont Virginia Community College Nursing Program Fund is a special fund for use by students in the nursing program. Graduating students often make contributions to this fund. Monies in the nursing program fund can be used when situations of unusual and/or unexpected need arise. If you experience an unanticipated financial need, you may request a loan from the nursing program. **All loans are expected to be repaid by the end of the semester in which the loan is made.**

COUNSELING AND GUIDANCE SERVICES

The nursing faculty will be available to help students plan their nursing program course work. In addition, the instructors in each of the nursing courses will periodically review student progress

by means of individual conferences. If a student has a problem related to class work or clinical laboratory performance, the course instructors will welcome the opportunity to discuss this during scheduled office hours. Problems of a personal nature such as difficulties in courses other than nursing, family, home, social life, or finances, may be discussed with either a nursing faculty member or a professional counselor in the Counseling Office. Confidentiality procedures apply to any matter you choose to discuss with a college counselor or nursing faculty member.

STUDENT ACTIVITIES

At Piedmont Virginia Community College, student groups or clubs are organized through the coordinator of co-curricular activities, under the jurisdiction of the Dean of Student Services. A more detailed discussion of the regulations governing such student activities can be found in the current college catalog. We strongly suggest that all students familiarize themselves with this information.

PINNING CEREMONY

Upon completion of the nursing program, a Piedmont Virginia Community College nursing pin may be purchased by each student. The nursing pin is presented in a ceremony which is usually held during graduation week.

The pinning ceremony is conducted by the nursing faculty. Families and friends of the graduates are invited as well as the entire college faculty and staff.

In spring semester, a committee of at least 3 students will be organized to meet with faculty advisors to plan the ceremony.

PREPARATION FOR GRADUATION

1. Be sure all courses required for nursing program and adequate credits required for graduation are credited to transcript.
2. Complete Application for Graduation at the beginning of the semester in which you intend to graduate and submit to the Admissions and Records office. Watch carefully for signs posted with the graduation application deadline date.

GRADUATION EXERCISES

Upon successful completion of all nursing program curriculum requirements, the student will become a candidate for the Associate Degree in Applied Science. This degree will be awarded at the formal graduation ceremony held by the college.

APPLICATION FOR STATE BOARD OF NURSING LICENSING EXAMINATION

1. Candidates send by certified mail the examination applications and fees (money order or certified check) before the stated deadline (more information about the licensing exam is provided during the last semester of the program).
2. Following graduation, request an official transcript from the Admissions & Records office. This can be done via PowerWeb or in person. Check to see that completed transcripts have been sent to State Board one week following graduation.

NURSING PROGRAM POLICY ON THE RELEASE AND CONFIDENTIALITY OF STUDENT RECORDS

Introduction

The nursing program policy on release and confidentiality of student records is consistent with that of the College.

Every endeavor is made to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty administration and clerical staff must respect confidential information about students which they acquire in the course of their work. At the same time, the program should be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits. This policy is intended to fully comply with The Family Educational Rights and Privacy Act of 1974, Pub. L.90-247, as amended.

POLICY STATEMENT

A. Disclosure to the Student

1. With regard to a student's access to his or her own records, it is assumed that a major purpose of student's record is to aid in the personal and academic growth of that student.

The following generally lists the types of records maintained in the Nursing Program files:

- a. Nursing Program Application
- b. Medical Health Record
- c. Documentation of Successful Completion of Hospital Competencies
- d. Clinical Evaluation Form(s)
- e. Progress Reports
- f. Anecdotal Notes
- g. Correspondence
- h. Documentation of Declination of Hepatitis B Vaccination (if appropriate)

Students wishing to review the contents of their nursing program file will be required to make an appointment with the division dean and indicate at that time the purpose of their appointment. The review must take place within thirty (30) days from the date of request.

- B. Request to Amend Educational Records (see college catalog for procedure.)
- C. Right to a Hearing (see college catalog for procedure.)
- D. Disclosure to School Officials
 - 1. Faculty and administrative officers of the institution who have a legitimate educational interest* in the material and demonstrate a need to know, will be permitted to look over the academic records of any student. Whenever possible, the information needed by such persons should be provided by the officials responsible for the records, without providing direct access to the records themselves.

*Legitimate educational interest is defined as any function outlined in the job description of the faculty or administrative officer of the institution.
 - 2. The contents of the Nursing Program file of a student should not be sent outside the Nursing Program Office except in circumstances specifically authorized by the Division Dean or his/her designee. Normally a record should never leave the Division Office.
- E. Disclosure to Parents, Educational Institutions and Agencies
 - 1. Grade reports and other information maintained by the Nursing Program may not be released to parents or guardians, without prior approval from the student.
 - 2. Requests from a philanthropic organization supporting a student will be honored. Students receiving such support will be required to sign a release form at the time the financial support is accepted.
 - 3. Information may be released to State and local officials or authorities to whom information is required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
 - 4. Information may be released to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, so long as such studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purposes for which the study was conducted. Such requests must be approved by the Dean of Student Services.

F. Disclosure to Government Agencies

1. Properly identified representatives from federal, state, or local government agencies may be given the following information if expressly requested:
 - a. Verification of a date and place of birth
 - b. School or division of enrollment and class
 - c. Dates of enrollment
 - d. Degree(s) earned, if any, date, major or field of concentration, and honors received
 - e. Home and local addresses and telephone numbers
 - f. Verification of signature
 - g. Name and address of parent or guardian
2. Concerning release of further information, it should be noted that government investigative agencies as such have no inherent legal right of access to student files and records. When additional information is requested, it normally should be released only on written authorization from the student. If such authorization is not given, the information should be released only on court-order or subpoena. If a subpoena is served, the student whose record is being subpoenaed should be notified and that subpoena should be referred to the institution's legal advisor.

G. Disclosure to Other Individuals and Organizations

No information will be furnished to other individuals and organizations unless the request is accompanied by an information or transcript release signed by the student.

H. Limitation on Redisclosure

The institution may disclose personally identifiable information from a student's education records only on the condition that the party to whom the information is disclosed will not disclose the information without prior written consent of the student or eligible parent except that such information may be used by the officers, employees and agents of the organization to which the information was disclosed for the purposes for which disclosure was made. Except for the disclosure of "Directory Information", the institution shall inform the party to whom a disclosure is made of this limitation on redisclosures.

I. Disciplinary Files

All correspondence and other written information relating to matters involving student discipline cases will be maintained by the Dean of Student Services, and shall not be made a part of the student's permanent records except as it affects the reason for students' termination from the College.

INVASIVE PROCEDURES BY PVCC NURSING STUDENTS

Students enrolled in PVCC's nursing program may NOT perform invasive procedures on themselves or each other in an attempt to improve their skills and comfort level with these procedures. This includes: venipuncture; injections (IM, SC, IV); and insertion of nasogastric tubes and/or other catheters.

Students may perform glucose sticks on THEMSELVES with direct supervision from a nursing faculty member in the laboratory setting.

If you have any questions about whether or not a particular skill is invasive, please consult a faculty member or the Nursing Program Head.

By signing the student verification form, you acknowledge your understanding of this policy and accept personal responsibility to observe it.

RECEIPT AND ACCEPTANCE OF RESPONSIBILITY

As stated in the introductory letter, we have prepared these policies and procedures to assist you in successful completion of the Nursing Program. We expect you to become thoroughly familiar with this Handbook and to keep it available for ready reference.

If you have difficulty understanding anything in this Handbook, the Piedmont Virginia Community College Catalog, the Piedmont Virginia Community College Student Handbook or nursing course syllabi, please consult a faculty member or the Nursing Program Head.

By signing the student verification form, you are accepting responsibility for the policies and procedures contained in this Handbook.

HEPATITIS B VACCINE DECLINATION

I understand that because I am a nursing student I may be exposed to blood or other potentially infectious materials and therefore may be at risk of acquiring hepatitis B (HBV) infection.

I understand that the PVCC nursing program strongly recommends that all nursing students receive the hepatitis vaccine prior to beginning the clinical component of the program. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

I understand that I may decide to receive the hepatitis B vaccination at a later date and that if I do so, I will promptly provide the Math, Science and Human Services division office with documentation of my vaccination.

DATE

PRINTED NAME

STUDENT SIGNATURE _____

**PVCC NURSING PROGRAM ADMISSION
STUDENT VERIFICATION FORM**

Name _____ Empl ID# _____

VCCS email address _____@email.vccs.edu

**REMINDER: ALL OFFICIAL SCHOOL EMAIL MESSAGES ARE SENT TO VCCS
EMAIL ACCOUNTS ONLY.**

I verify that I must have the following documentation on file in the Nursing office by August 25, 2008. If my file is not complete, I will not be able to begin clinicals and will receive an Unsatisfactory for one clinical day.

- Physical form completed and signed by physician with documentation of appropriate immunizations and/or titers
- Annual PPD current through April 30, 2009- with negative result or record of negative chest x-ray
- Hepatitis B vaccine or titer verification of immunity or signed declination form
- Completion of mandatory hospital web-based competency modules to be done by assigned date

Also, I verify that I have carefully read and am responsible for all of the following:

- I acknowledge that email and Blackboard are the official modes of communication for the program and I am responsible for correcting problems and reviewing email messages and Blackboard throughout the semester beginning one week before classes start. I acknowledge that I am responsible for using my VCCS email account for all school-related communication.
- I acknowledge that it is my responsibility to regularly meet with my faculty adviser for academic planning.
- I acknowledge I am responsible for knowing and following the requirements and policies of the Nursing Student Handbook, the Piedmont Virginia Community College Catalog, the Piedmont Virginia Community College Student Handbook and all nursing course syllabi.
- I acknowledge that clinical agencies with which I work as a student may have policies including but not limited to drug testing, immunizations, criminal background checks and manner of dress or appearance and that I am responsible for knowing and following these policies.
- I have never been charged or convicted of any crime in the past, excluding minor traffic violations which did not involve bodily injury to others. I understand that if I am arrested I must report that arrest to the Nursing Program Head or Dean of Math, Science and Human Services prior to returning to class.

My signature indicates that I am in compliance with all the conditions stated above.

Signature _____

Date _____