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Roanoke-Chowan Community College Associate Degree Nursing Program

Introduction

Roanoke-Chowan Community College Nursing Faculty have prepared this policy manual to inform the Associate Degree Nursing students about policies and guidelines specific to the Associate Degree Nursing program. This manual serves as a supplement to the College Catalog. Each student is responsible for reviewing and following the policies detailed in this manual.

Mission Statement of Roanoke-Chowan Community College

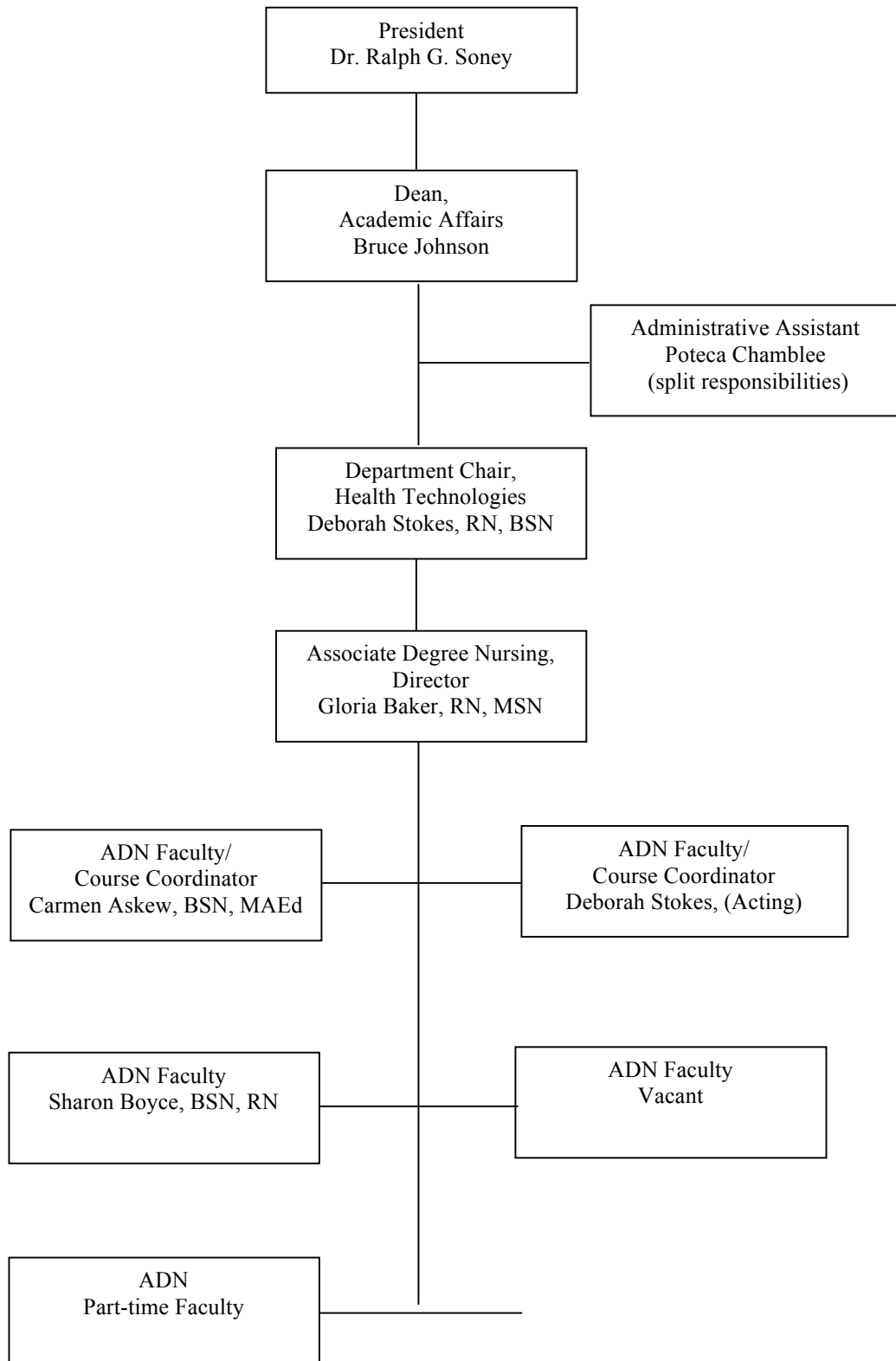
Roanoke-Chowan Community College is a community-focused, learning-centered institution dedicated to improving the quality of life for its citizens.

Purpose of the Associate Degree Nursing Program

The Associate Degree Nursing Program accepts the purposes of the community college and sees its primary goal as creating an opportunity to prepare selected students to qualify as contributing members of the health team:

- a. Graduates of the associate degree in nursing (RN level) [or recipients of the diploma in nursing at the LPN exit point] will be well prepared for first or entry-level positions in a variety of health care settings.
- b. The majority of Associate Degree Nursing program graduates will find employment in the Roanoke-Chowan service area.

Roanoke-Chowan Community College
Associate Degree Nursing Program
Organizational Chart



Roanoke-Chowan Community College Associate Degree Nursing Program Philosophy

Roanoke-Chowan Community College focuses its efforts on providing accessible education to all individuals and on meeting the educational needs of the community for which the institution was created. The nursing faculty of RCCC are committed to this mission and to the education of practitioners of nursing in accordance with the law and standards.

While the Associate Degree Nursing Program endorses the concept of open-door admission, the faculty acknowledge the need for setting additional admission standards and limiting student enrollment due to the nature of nursing practice and its inherent responsibilities. Because of the unique qualities of nursing education, additional admission, progression, and graduation requirements have been established.

The philosophy of the Associate Degree Nursing program is derived from the faculty's beliefs about the **Individual, Environment, Health, Nursing, and Education**. This philosophy provides the foundation and direction for the curriculum and its implementation.

The faculty view **individuals** as holistic beings representing an integration of physiological, psychological, socio-cultural and spiritual components. All individuals have in common certain needs that influence health, quality of life, and achievement of human potential. The individual is dynamic; changing as he/she attempts to adapt across the lifespan with the environment. The individual is a unique, caring human being, possessing worth and dignity, a member of a family, diverse community and society. The individual strives to make choices, satisfy needs, and fulfill desires which give meaning to life.

The **environment** is everything that is internal and external to the individual. The individual is in constant interaction with a changing environment. The individual, family, community, and society adapt to a changing environment through innate and learned responses. A concern for the environment is essential for the survival of human beings.

Health is a dynamic state of being represented by an integration of physiological, psychological, socio-cultural and spiritual dimensions. Health exists on a continuum, ranging from optimal health to death, and is influenced by the ability to adapt to the internal and external environment. Health is defined by the individual, family, community, and society, with each having ultimate responsibility for seeking or refusing health care.

Nursing is both an art and a science that focuses on human beings. Nursing is the diagnosis and treatment of human responses to actual or potential health problems (ANA Social Policy Statement 1980). The nurse utilizes knowledge and skills derived from and grounded in theories and concepts in nursing, caring, biological, sociological and behavioral sciences to think critically and make nursing decisions. The client or recipient of nursing care is the individual, family, or community and society. Nursing achieves this goal through utilization of the nursing process, communication skills, caring, critical thinking, clinical competence, and accountability, in fulfilling the roles of provider of care, manager of care and member of the discipline. The nurse assists the client to achieve optimal health by assisting the client to adapt to the internal and external environment and/or by altering that environment. Nursing collaborates with other disciplines and members of the health care team in meeting client needs for health promotion, health maintenance, health restoration, and care of the dying. Human needs provide a framework for holistic nursing.

Nursing **education** takes place in institutions of higher learning where learners are provided access to a general education and related biological, psychological, and social science courses. Learners are also provided access to a variety of learning resources, as well as the opportunity to interact with a diverse group of learners in a caring environment. Teaching and

learning are viewed as the interactions that occur between the student and teacher and among students with the intent that learning take place. Learning is considered to be a lifelong process that occurs from simple to complex and involves integration of knowledge, skills, and values. As partners in the learning process, the faculty seek to design learning experiences which will complement each learner's uniqueness. Learning is viewed as the responsibility of the student. The faculty seek to provide a supportive learning environment, one which fosters a sense of caring and critical thinking. A caring environment provides respect, nurturance for all aspects of the human person, and celebrates the growth of the individual human being.

The faculty acknowledge the existence of different levels of nursing education and practice. Associate Degree Nursing education is directed toward preparation of graduates who competently fulfill the roles of provider of care, manager of care, and member of the discipline. The Associate Degree graduate meets the educational requirement to provide care in structured settings for clients with common complex health needs/alterations with predictable outcomes. Graduates of the Associate Degree program meet the educational requirements to apply to take the NCLEX-RN examination required for licensure as a registered nurse (RN). The baccalaureate graduate is further prepared to participate in research and to manage care for communities and health care delivery systems. Baccalaureate graduates are prepared to deliver nursing care in unstructured settings to clients with complex health needs/alterations, which may or may not have predictable outcomes. Practical nurse education prepares graduates to fulfill the role of provider of care and member of the discipline. The practical nurse graduate meets the educational requirement to provide nursing care for clients in structured health care settings who are experiencing common well-defined health needs/alterations, under the direction of a registered nurse or other person(s) authorized by law to provide such supervision.

The RCCC Associate Degree Nursing program prepares the graduate to provide direct client care at the level of the registered nurse. However, the RCCC ADN program also incorporates the knowledge and scope of practice for the practical nurse. After successful completion of the fourth semester, the student meets the educational requirements to apply to take the NCLEX-PN examination for licensure as a licensed practical nurse (LPN).

Program Outcomes:

The ADN graduate will

- 1) Utilize critical thinking skills by independently applying the nursing process based on legal/ethical standards of practice to promote the optimal health of clients across the lifespan as they experience common complex health needs/ alterations with predictable outcomes, incorporating consideration of family members, significant others, and cultural diversity.
- 2) Coordinate delivery of comprehensive nursing care for a group of culturally diverse clients in a structured health care setting through collaboration with interdisciplinary teams and through the use of informatics to participate in the quality improvement of client outcomes.
- 3) Modify personal nursing practice based on evaluation of ethical, legal, and professional standards of care for decision making supported by evidence based practice and professional development activities.

The program outcomes are integrated into all nursing courses in the program: NUR 110, NUR 120, NUR 130, NUR 210, NUR 220.

Revised November, 2008

Roanoke-Chowan Community College Associate Degree Nursing Program Organizing Framework

Needs

A need is something that is essential for health and survival. Certain basic human needs are common to all people. Needs are affected by variables that may include culture, socioeconomic factors, personal values, health status, and environment. The nursing process provides the framework to assess client needs and assist in meeting those needs. Unmet needs may result in health alterations.

Nursing Process

Nursing Process is defined as a systematic method of processing information which consists of gathering assessment data in order to formulate nursing diagnoses, establish desired outcomes of nursing care (client-centered objectives), develop and implement interventions aimed at altering the internal and external environment and evaluate and revise the plan of care as indicated. Nursing process is taught at the associate degree level with distinction made for legal scope of practice for the licensed practical nurse.

Lifespan

Lifespan is defined as the developmental continuum believed to begin with the prenatal period, and continuing through all phases of the life cycle, and ending with death.

Provider of Care - Role

The provider of care role is characterized by critical thinking, clinical competence, accountability, informatics skills, interdisciplinary collaboration, commitment to the value of caring, and commitment to quality improvement. This practice applies to culturally diverse clients across the lifespan as they experience health needs/alterations that require assistance to maintain or restore their optimal health or to support death with dignity. The nurse is concerned with individual clients and their relationships within their families, groups, and communities.

Manager of Care - Role

The manager of care role is characterized by collaboration, organization, delegation, accountability, advocacy, respect, informatics skills, and commitment to quality improvement..

The associate degree nurse provides and coordinates care for a group of culturally diverse clients who have health needs/alterations in a structured setting.

Member of Discipline - Role

The member of discipline role is characterized by a commitment to professional growth, continuous learning, self development, and interdisciplinary collaboration. The associate degree nurse or practical nurse practices within the ethical and legal framework of nursing and is responsible for ensuring high standards of nursing practice.

Course Outcomes: Provider of Care

Fall Semester Level 1	Identifies the use of the nursing process within the scope of practice (RN vs. LPN) in delivery of basic nursing care for culturally diverse clients across the lifespan as they experience common health needs/alterations with predictable outcomes employing informatics in learning and practice
Spring Semester Level 1	Participates in the use of the nursing process within the scope of practice for RN/LPN to promote the health of culturally diverse clients across the lifespan as they experience common health needs/alterations with predictable outcomes.
Summer Semester Level 1	Applies the nursing process as defined by the licensure level (RN or LPN) and legal/ethical standards to promote the health of culturally diverse clients across the lifespan as the clients are experiencing common health needs/alterations with predictable outcomes, using informatics and quality improvement strategies while incorporating consideration of family members and significant others.
Fall Semester Level 2	Demonstrates skill in applying the nursing process within the scope of practice (RN vs. LPN) and legal/ethical standards to promote the health of culturally diverse clients across the lifespan as they experience common health needs/alterations with predictable outcomes, incorporating consideration of family members and significant others while employing informatics and quality improvement strategies.
Spring Semester Level 2	Utilizes critical thinking skills in independently applying the nursing process and legal/ethical standards to promote the optimal health of culturally diverse clients across the lifespan as they experience common complex health needs/alterations with predictable outcomes, incorporating consideration of family members and significant others while employing informatics and quality improvement strategies.

6/20/96
 REV. 9/96, 5/97, 7/98, 6/02, 10/02, 11/08
 RCCC

Course Outcomes: Manager of Care

Fall Semester Level 1	Demonstrates awareness of nursing as a caring profession based on legal/ethical standards of practice as defined by the licensure level (RN/LPN) of the caregiver while employing informatics in learning and practice and developing knowledge of quality improvement principles
Spring Semester Level 1	Understands that nursing is a caring profession where the nurse is responsible and accountable for nursing care delivered based on legal/ethical standards of practice, the scope of practice for licensure level (RN/LPN), individual learning needs, and the role of informatics and quality improvement activities in practice.
Summer Semester Level 1	Incorporates legal/ethical standards of practice and scope of practice for level of licensure (RN/LPN) to accept responsibility for nursing care delivered using informatics and collaboration and to identify ones own learning needs for professional development and quality improvement
Fall Semester Level 2	Incorporates legal/ethical standards of practice and scope of practice for level of licensure (RN/LPN) to accept responsibility for nursing care delivered and to identify ones own learning needs for professional development and quality improvement.
Spring Semester Level 2	Modifies ones own nursing practice based on evaluation of the legal/ethical and professional standards of care for decision-making, for professional development activities, and for quality improvement using interdisciplinary collaboration and informatics.

6/20/96
 REV. 9/96, 5/97, 7/98, 10/02. 11/08
 RCCC
 ADN

Course Outcomes: Member of Discipline

Fall Semester Level 1	Demonstrates awareness of nursing as a caring profession based on legal/ethical standards of practice as defined by the licensure level (RN/LPN) of the caregiver while employing informatics in learning and practice and developing knowledge of quality improvement principles
Spring Semester Level 1	Understands that nursing is a caring profession where the nurse is responsible and accountable for nursing care delivered based on legal/ethical standards of practice, the scope of practice for licensure level (RN/LPN), individual learning needs, and the role of informatics and quality improvement activities in practice.
Summer Semester Level 1	Incorporates legal/ethical standards of practice and scope of practice for level of licensure (RN/LPN) to accept responsibility for nursing care delivered using informatics and collaboration and to identify ones own learning needs for professional development and quality improvement
Fall Semester Level 2	Incorporates legal/ethical standards of practice and scope of practice for level of licensure (RN/LPN) to accept responsibility for nursing care delivered and to identify ones own learning needs for professional development and quality improvement.
Spring Semester Level 2	Modifies ones own nursing practice based on evaluation of the legal/ethical and professional standards of care for decision-making, for professional development activities, and for quality improvement using interdisciplinary collaboration and informatics.

6/20/96

REV. 9/96, 5/97, 7/98, 10/02, 6/04, 11/08

RCCC

ADN

Associate Degree Nursing Semester Course Sequence

Year One

Fall Semester

		CLASS	LAB	CLIN	CREDIT
NUR 110	Nursing I	5	3	6	8
BIO 165	Anatomy & Physiology I	3	3	0	4
PSY 150	Introductory Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	8	6	15

Spring Semester

		CLASS	LAB	CLIN	CREDIT
*NUR 120	Nursing II	5	3	6	8
BIO 166	Anatomy & Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
ENG 111A	Expository Writing Lab	0	2	0	1
PSY 241	Developmental Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	8	6	19

Summer Term

		CLASS	LAB	CLIN	CREDIT
NUR 130	Nursing III	4	3	6	7
		<u>4</u>	<u>3</u>	<u>6</u>	<u>7</u>

Second Year

Fall Semester

		CLASS	LAB	CLIN	CREDIT
** NUR 210	Nursing IV	5	3	12	10
SOC 210	Introduction to Sociology	3	0	0	3
ENG 112	Argument-Based Research	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	3	12	16

Spring Semester

		CLASS	LAB	CLIN	CREDIT
NUR 220	Nursing V	4	3	15	10
HUM 115	Critical Thinking	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
or					
CIS 111	Basic PC Literacy	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		7 or 8	17	10	15or16

*Satisfactory completion of NUR 120 fulfills state requirement for Nursing Assistant II.

**Satisfactory completion of NUR 210 fulfills state requirement to sit for NCLEX-PN

and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.

*Effective Term – Summer 1997 [1997*02]*

*End Term – Summer 2010 [2010*02] – SBCC 06/20/08*

NUR 220	Nursing V	4	3	15	10
Prerequisites:	NUR 210				
Corequisites:	None				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.

NUR 110 Nursing I

Course Description

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for culturally diverse individuals across the lifespan as they experience common alterations in health with the care based upon legal/ethical standards of practice, level of licensure (RN/LPN), best evidence, informatics, and quality improvement.

Class Hours: 5 Lab Hours: 3 Clinical Hours: 6 Credit Hours: 8

Contact Hours: 14

Placement: Fall Semester, First Year

Prerequisites: Admission to the Associate Degree Nursing Program

Corequisites: BIO 165, PSY 150

NUR 120 Nursing II

Course Description

This course provides expanded knowledge of evidence-based care for individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing using interdisciplinary collaboration and informatics. Upon completion, students should be able to participate in the delivery of evidence-based nursing care for culturally diverse individuals across the lifespan as they experience common alterations in health with the care based upon legal/ethical standards of practice and level of licensure (RN/LPN).

Class Hours: 5 Lab Hours: 3 Clinical Hours: 6 Credit Hours: 8
 Contact Hours: 14
 Placement: Spring Semester, First Year
 Prerequisites: NUR 110, BIO 165, PSY 150
 Corequisites: BIO 166, ENG 111, ENG 111A, PSY 241

NUR 130 Nursing III

Course Description

This course provides expanded knowledge of evidence-based care for individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing using interdisciplinary collaboration and informatics. Upon completion, students should be able to deliver nursing care to culturally diverse individuals across the lifespan with common alterations in health with the care based upon legal/ethical standards of practice and level of licensure (RN/LPN).

Class Hours: 4 Lab Hours: 3 Clinical Hours: 6 Credit Hours: 7
 Contact Hours: 13
 Placement: Summer Term, First Year
 Prerequisites: NUR 120, BIO 166, ENG 111, ENG 111A, PSY 150
 Corequisites: None

NUR 210 Nursing IV

Course Description

This course provides expanded knowledge of evidence-based care for individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing using interdisciplinary collaboration and informatics. Upon completion, students should be able to modify nursing care for culturally diverse individuals across the lifespan with common alterations in health with the care based upon legal/ethical standards of practice, and level of licensure (RN/LPN).

Class Hours: 5 Lab Hours: 3 Clinical Hours: 12 Credit Hours: 10
 Contact Hours: 20
 Placement: Fall Semester, Second Year
 Prerequisites: NUR 130
 Corequisites: SOC 210, ENG 112

NUR 220 Nursing V

Course Description

This course provides expanded knowledge of evidence-based care for individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing using interdisciplinary collaboration and

informatics. Upon completion, students should be able to modify nursing care for culturally diverse individuals across the lifespan with common alterations in health with the care based upon legal/ethical standards of practice, and level of licensure (RN/LPN).

Class Hours: 4 Lab Hours: 3 Clinical Hours: 15 Credit Hours: 10

Contact Hours: 22

Placement: Spring Semester, Second Year

Prerequisites: NUR 210, SOC 210, ENG 112

Corequisites: HUM 115, CIS 110 or CIS 111

**Roanoke-Chowan Community College
Associate Degree Nursing (Integrated)
Admission Policies
Fall Semester 2009**

The Associate Degree Nursing curriculum prepares individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of discipline of nursing, and as a member of the interdisciplinary team.

Graduates of the Associate Degree Nursing program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physician's offices, industry, and community agencies.

Students successfully completing the 4th semester of this program meet the educational requirement to apply to take the NCLEX-PN, which is required for practice as a Licensed Practical Nurse.

Program Entrance Requirements

Approved by the NC Board of Nursing, the ADN program admits students in the fall semester only. A maximum of 60 students will be enrolled in the program. To be considered for admission to the program, applicants must meet the admission requirements established by the College, and they also must meet those established by the ADN program. The ADN admission/selection process is outlined below.

The admission/selection process for the ADN program is composed of three steps. Each step must be completed before proceeding to the next step. Only those students who have completed step I will be considered at that time.

Applications will continue to be processed as Step I is completed until the program has reached the maximum enrollment and an appropriate alternate list is established.

STEP I: Completion of Minimum Requirements

1. Applicant must complete the RCCC application.
2. Applicant must complete the Health Technologies Admissions Profile Form Fall and submit to the Director of the ADN Program.
3. Applicant must be a high school graduate or have received a GED. An official high school transcript or an official copy of the GED scores must be sent to the Director of the ADN Program and to :

Director of Counseling Services
Roanoke-Chowan Community College
109 Community College Road
Ahoskie, NC 27910

4. Applicant must contact all previously attended colleges to request official transcripts. Grades less than C (in accordance with institution policy) will not be transferred. Transcripts must be submitted to the Director of the ADN Program and to Student Services.

5. Applicant must achieve minimum scores on placement tests.
- a. New applicants must complete the ASSET or COMPASS Placement Test with scores that meet the requirements designated by the college. These scores are as follows:

<u>Placement Test</u>	<u>ASSET</u>	<u>COMPASS</u>
Reading Skills	41	79
Writing Skills	41	54
Numerical Skills (Pre-Algebra)	40	43
Elementary Algebra (Algebra)	40	34

Call the Testing Center at 862-1310 or 862-1238 to schedule an appointment.

- b. For applicants with previously earned college credit, the applicant may be exempt from testing as follows:
- (1) Applicants who receive transfer credit for PSY 150 or SOC 210 or some other college course in social science or science are not required to take the Reading Skills component of the ASSET or COMPASS Placement Test.
 - (2) Applicants who receive transfer credit for ENG 111 and 111A are not required to take the Writing Skills component of the ASSET or COMPASS Placement Test.
 - (3) Applicants who have completed a college Algebra course with a “C” or better are not required to take the Elementary Algebra component of the ASSET Placement Test or the Algebra component of the COMPASS Placement Test.
 - (4) All applicants are required to take the ASSET Numerical Skills component or the COMPASS Pre-Algebra component.
 - (5) If an applicant is eligible for any exemption from testing, the applicant must secure a waiver form from the Director of Counseling Services before testing.
- c. Applicants not scoring at or above the cut-off scores on the placement testing will be placed in the appropriate developmental education courses. Students must then progress through developmental studies until the following proficiency levels are completed:

Reading - RED 090
 English - ENG 090
 - ENG 090A
 Math - MAT 060
 Algebra - MAT 070

Students must complete developmental courses with a grade of “C” or above.

-or

Retesting on the ASSET or COMPASS will be permitted once, providing applicant has not enrolled in any developmental courses. The testing waiver form will indicate the area(s) of the test to be retaken. If after retesting, the applicant has not met the cut off scores on the placement test, the applicant must then enroll in and progress through the appropriate developmental courses.

- d. Test scores will be valid for a period of five years. Applicants who have taken the ASSET or COMPASS placement test at other institutions must have these scores reported to Assessment and Testing Center.
 - e. SAT (Scholastic Aptitude Test) scores will be considered in accordance with RCCC admissions policy. All applicants will be required to take the ASSET numerical skills component or the COMPASS Pre-Algebra component.
6. Applicant must complete or have completed one biology course in high school or one course in general biology at RCCC or another college with a minimum grade of "C." Students planning to complete science courses at RCCC must comply with appropriate prerequisite requirements, which include completion of high school biology within the last 5 years.
 7. Applicant must complete or have completed one chemistry course in high school or one course in general chemistry at RCCC or another college with a minimum grade of "C." Students planning to complete science courses at RCCC must comply with appropriate prerequisite requirements, which include completion of high school chemistry within the last 5 years.
 8. Nurse Entrance Test (NET tests taken in 2008 will be accepted for Fall 2009 admission)
 - a. Applicant must schedule an appointment to take the Nurse Entrance Test. Test scores will be valid for a period of five years. The scores achieved on this test will be used in the admission/selection process for the Associate Degree Nursing Program. Contact the Testing Center at 862-1238 or 862-1310 to schedule an appointment for testing.
 - b. On the day of testing applicant must present written verification from the Director of Counseling Services and a picture ID in order test or retest.
 - c. The applicant must achieve the following minimum score on the Nurse Entrance Test: The NET Essential Math Skills score cannot be below 60% and the NET Reading score cannot be below 60% on one testing episode.

No other components of the NET will be used for admission.
 - d. A study guide for the NET will be available in the LRC on reserve, and for purchase through the RCCC Student Bookstore.
 - e. Applicants who fail to meet the minimum passing score on the NET will be allowed to retest up to a maximum of four (4) testing episodes over two academic years. Students will be required to pay a \$20.00 fee for each test.

* NET scores from 2008 will be accepted for admission in August 2009
 9. Test of Essential Academic Skills (TEAS) (Applies to all applicants starting in Spring 2009)
 - a. Applicant must schedule an appointment to take the TEAS which will be offered. Test scores will be valid for a period of two years. The scores achieved on this test will be used in the admission selection process for the Associate Degree Nursing Program. Contact the testing center at 862-1238 or 862-1310 to schedule an appointment for testing.
 - b. The applicant must achieve the following minimum score on the TEAS:
 - Overall percentage score 70%
 - Reading Subscale score 82%
 - c. Applicants who fail to meet the minimum passing score on the TEAS will be allowed to retest one time that academic year.

THE APPLICANT SEEKING ADMISSION FOR THE FALL SEMESTER MUST COMPLETE **ALL** OF THE ABOVE MINIMUM ADMISSION REQUIREMENTS. COMPLETION OF THE MINIMUM ADMISSION REQUIREMENTS DOES NOT QUARANTEE ACCEPTANCE INTO THE PROGRAM.

10. Applicant must have a minimum cumulative (overall) grade point average of 2.5 or more on the most recent course work
11. Applicants must be listed as a Certified Nurse Aid with the NC Division of Health Service Regulation Registry.
12. Applicants must submit evidence of cardiopulmonary certification (CPR) at the Health Care Provider Level C
13. Applicants will be notified when they have completed all minimum requirements of Step I. Applicants seeking admission must complete **ALL** of the above minimum admission requirements by a date specified by the College. This date will be posted on bulletin boards throughout campus. Completion of the minimum admission requirements does not guarantee acceptance into the program.

Step II: Competitive Criteria for ADN Admission/Selection

1. After the applicant has completed the admission requirements outlined in Step I, each applicant will be evaluated utilizing the following criteria.

CRITERION 1:	Grade-Point Average	45 pts.
CRITERION 2:	Nurse Entrance Test Scores- or TEAS Score	50 pts.
CRITERION 3:	Resident of Roanoke-Chowan Area (Hertford, Bertie, Northampton, and Gates)	5 pts.

The points an applicant receives from each of these criteria will be added together. The applicants who receive the highest number of points will be admitted to the program until the class is filled. After the criteria have been applied, the date of original application to the college will be utilized to determine priority for admission in circumstances where applicants have achieved the same score.

Criterion 1: Grade-Point Average (Total Possible Points=45)

a. If the applicant has completed 12 or more hours of coursework at the associate degree level or higher, the GPA will be computed based on the most recent coursework. A 4.0 GPA will equate to 45 points, while a 2.5 GPA will equate to 20 points. Points for all other GPA's will be awarded according to where the GPA falls between the 4.0 and 2.5 range. (see below)

-or

- b. If the applicant does not meet Criterion 1(a), then the applicant's cumulative high school grade-point average will be used in lieu of the RCCC grade point average.
- c. If the applicant does not meet Criterion 1(a) or 1(b), then the applicant's score on the GED will be used in lieu of the RCCC grade-point average. (see below)

Grade-Point Average Points Scale	GED Points Scale
3.75 - 4.00 = 45	3750 + = 45
3.50 - 3.74 = 40	3500 - 3740 = 40
3.25 - 3.49 = 35	3250 - 3490 = 35
3.00 - 3.24 = 30	3000 - 3240 = 30
2.75 - 2.99 = 25	2750 - 2990 = 25
2.50 - 2.74 = 20	2500 - 2740 = 20

Criterion 2: Nurse Entrance Test or Test of Essential Academic Skills

The NET Scores of at least 60% on both the Math and Reading sections will be worth a maximum of 50 points.

The TEAS Scores of at least 70% overall and 82% on the Reading sub-score section will be worth a maximum of 50 points.

Criterion 3: Residence

Current residents of the Roanoke-Chowan area (i.e., Hertford, Bertie, Northampton, and Gates counties) will receive an additional 5 points when they apply for admission to the program.

Step III: Determination of Enrollment Status

Upon conditional acceptance, but prior to enrollment in the ADN program, applicant must:

1. Provide proof of listing as a Nursing Assistant I with no substantiated findings with the North Carolina Division of Facility Services or completion of a DFS approved Nursing Assistant Training and Competency Evaluation Program and awaiting listing. (Listing as a Nursing Assistant I out of state will be evaluated based on current listing, course syllabus and/or a competency evaluation.)
2. Provide proof of current CPR Certification. (Health Care Provider Level)
3. Submit a completed NCCCS health examination form (available from Student Services) verifying physical and emotional health that would provide evidence that is indicative of the applicant's ability to provide safe nursing care to the public (21 NCAC 36.0320). This examination includes a current TB skin test (chest x-ray if positive TB skin test), STS, Chicken Pox titer (or vaccine), Hepatitis B series (or declination*), and complete immunization records. The health exam may be completed by a physician, nurse practitioner, or physician extender. The health exam must be current within 6 months of enrollment in a "NUR" course. **Applicant may sign a declaration form for waiver of Hepatitis B immunization after consultation with the program director.*

These documents must be included in the student record on file in Student Services by a date specified by the Director of Counseling Services. Failure to submit these documents may forfeit the applicant's admission standing. Upon evaluation of these documents, a final recommendation will be made by the ADN Faculty/Program Director regarding admission status.

The applicant will be assigned one of the following enrollment categories:

1. Accepted for enrollment
2. Alternate (Qualify but placed on waiting list)
3. Not accepted (Those who do not qualify at this time)

A letter will be sent to each applicant informing the applicant of the final admission recommendation. Each student who receives a letter of unconditional admission will be required to attend an orientation session for the ADN program.

NOTES:

1. Any applicant not admitted into the program this year would need to reapply for entry into the ADN Program the next year if interested. Students must then adhere to the admission policies for that year.
2. It is mandatory for a student to inform Student Services of any changes occurring since the date of application in order for corrections to be made on the selection data sheet (phone number, address, etc.) The College will not be responsible for any letters not delivered.
3. If the applicant's overall college GPA falls below 2.5, the applicant will not be considered for the program.
4. The nursing faculty recommend that all students enrolled in nursing carry private health insurance coverage.
5. The admission procedure for the ADN Program is revised annually. Applicants are advised to contact the ADN Program office for the current policy.
6. Any applicant whose behavior is inconsistent with the North Carolina Nurse Practice Act during the admissions process may forfeit their right to be admitted into the ADN Program.
7. Applicants are strongly encouraged to complete related courses required in the nursing curriculum prior to entering the ADN Program. These courses are:

*BIO 165 Anatomy & Physiology I	*ENG 111A Expository Writing Lab
PSY 150 Introductory Psychology	PSY 241 Lifespan Development
SOC 210 Introduction to Sociology	*ENG 112 Argument-Based Research
*BIO 166 Anatomy & Physiology II	* HUM 115 Critical Thinking
*ENG 111 Expository Writing	

**Highly recommended for completion prior to entering the ADN Program.*
8. A clinical component is required by the ADN Program and a criminal background check may be required by the clinical agency. A student's criminal record may impact the student's opportunity to successfully complete the clinical portion of the course and therefore may limit the student's ability to progress in the program.

Developed: April 1994 Revised: June 2006 Revised November 2008

Admission Requirements Advanced Placement

Admission Requirements: Advanced Placement - LPN's

An advanced placement tract is available for the licensed practical nurse (LPN) on a “space available” basis. All current minimum admission requirements must be met prior to being considered for competitive selection for advanced placement into the ADN program. In addition the LPN applicant must provide evidence of current unrestricted licensure to practice nursing as a practical nurse.

Due to the rapidly changing technology in nursing studies, any student seeking advanced placement to the ADN program will be asked to demonstrate satisfactory performance of nursing competencies by means of theory/clinical performance evaluations. The method for evaluating satisfactory competence will be determined by a written and skills competency exam.

An applicant seeking advanced placement applying for admission into the ADN Program must complete **ALL** of the above admission requirements in the Fall Semester 2008-2009/readmission. Completion of the minimum admission requirements for advanced placement does not guarantee acceptance into the program. Following completion of minimum admission requirements for advanced placement, the competitive selection process will be implemented for admission to the ADN program.

Competitive Criteria for Selection - Advanced Placement into the ADN Program

After the applicant has completed all minimum admission requirements for advanced placement into the ADN program, the selection process will be implemented in order to select the best qualified applicants. The applicant will be considered for admission along with all other students applying for advanced placement/readmission, using the competitive selection criteria and an associated points system. (Refer to Competitive Criteria for ADN Admission)

Upon conditional acceptance, but prior to enrollment in the ADN program, advanced placement LPN applicants must:

1. Provide proof of current CPR Certification. (Health Care Provider Level)
2. Submit a completed NCCCS health examination form (available from Student Services) verifying the applicant does not have any mental and/or physical disabilities that would prevent safe, effective nursing practice. This examination includes a current TB skin test (chest x-ray if positive TB skin test), STS, Chicken Pox titer (or vaccine), Hepatitis B series (or declination*), and complete immunization records. The health exam may be completed by a physician, nurse practitioner, or physician extender. The health exam must be current within 6 months of enrollment in a “NUR” course. **Applicant may sign a declaration form for waiver of Hepatitis B immunization after consultation with the program director.*
3. Applicant must complete the following related courses with a grade of “C” or above, in each course:
 - BIO 165 Anatomy & Physiology I
 - PSY 150 Lifespan Development

These documents must be included in the student record on file in Student Services. Failure to submit these documents may forfeit the applicant’s admission standing. Upon evaluation of these documents, a final recommendation will be made by the ADN Admissions

Committee regarding advanced admission status.

The applicant will be assigned one of the following enrollment status:

1. Accepted for enrollment
2. Alternate (Qualify but placed on waiting list)
3. Not accepted (Those who do not qualify at this time)

A letter will be sent to each applicant informing them of the final admission recommendation. Each student who receives a letter of unconditional admission will be required to attend an orientation session for the ADN program.

NOTES:

1. Any applicant not admitted into the program the current year would need to reapply for entry into the ADN Program the next year. Students must adhere to any changes in the admission policies for that year.
2. It is mandatory for a student to inform Student Services of any changes occurring since the date of application in order for corrections to be made on the selection data sheet (phone number, address, etc.) The College will not be responsible for any letters not delivered.
3. If applicant's overall college GPA falls below 2.5, the applicant will not be considered for the program.
4. The nursing faculty recommend that all students enrolled in nursing carry private health insurance coverage.
5. The admission procedure for the ADN Program is revised annually. Applicants are advised to contact Student Services for the current admission policy.
6. Any applicant whose behavior is inconsistent with the North Carolina Nurse Practice Act during the admissions process may forfeit their right to be admitted into the ADN Program.
7. Applicants are strongly encouraged to complete related courses required in the nursing curriculum before entering the ADN Program. These courses are:

*BIO 165 Anatomy & Physiology I
 PSY 150 Introductory Psychology
 SOC 210 Introduction to Sociology
 *BIO 166 Anatomy & Physiology II
 *ENG 111 Expository Writing

*ENG 111A Expository Writing Lab
 PSY 241 Lifespan Development
 *ENG 112 Argument-Based Research
 * HUM 115 Critical Thinking

**Highly recommended for completion prior to entering the ADN Program.*

8. A clinical component is required by the ADN Program and a criminal background check may be required by the clinical agency. A student's criminal record may impact the student's opportunity to successfully complete the clinical portion of the course and therefore may limit the student's ability to progress in the program.

Admission Requirements: Transfer Students

An advanced placement tract is available for the transfer student on a “space-available” basis. All current minimum admission requirements must be met prior to being considered for competitive selection as a transfer student. The transfer applicant will be considered for admission along with all other students applying for entrance into that year, (i.e., NUR 110-130 or NUR 210-220) depending upon transfer credit received for nursing courses. The transfer applicant will receive credit for nursing and related coursework following evaluation by the Dean of Student Services, the Registrar, and the Director of the Associate Degree Nursing program, in accordance with RCCC policies. Course syllabi may be requested, particularly for nursing coursework, in order to fully evaluate awarding of transfer credit.

Due to the rapidly changing technology in nursing studies, any student seeking admission to the ADN program will be asked to demonstrate satisfactory performance of nursing competencies by mean of theory and clinical performance evaluations. The method for evaluating satisfactory competence will be written and skills competency examinations.

An applicant seeking advanced placement as a transfer student, applying for admission must complete **ALL** of the above admission requirements by a date specified by the College. Completion of the minimum admission requirements for advanced placement does not guarantee acceptance into the program. Following completion of the minimum admission requirements for advanced placement as a transfer student, the competitive selection process will be implemented for admission to the ADN program.

Competitive Criteria for Selection - Advanced Placement into the ADN Program

After the applicant has completed all minimum admission requirements for advanced placement into the ADN program, the selection process will be implemented in order to select the best qualified applicants. Applicants will be considered for admission along with all other students applying for entrance into that year, using the competitive selection criteria and an associated points system. (Refer to Competitive Criteria for ADN Admission)

Upon conditional acceptance, but prior to enrollment in the ADN program, transfer applicant must:

1. Provide proof of listing as a Nursing Assistant I with no substantiated findings with the North Carolina Division of Facility Services or completion of a DFS approved Nursing Assistant Training and Competency Evaluation Program and awaiting listing. (Listing as a Nursing Assistant I out of state will be evaluated based on current listing, course syllabus and/or a competency evaluation.)
2. Provide proof of current CPR Certification.(Health Care Provider Level)
3. Submit a completed NCCCS health examination form (available from Student Services) verifying the applicant does not have any mental and/or physical disabilities that would prevent safe, effective nursing practice. This examination includes a current TB skin test (chest x-ray if positive TB skin test), STS, Chicken Pox titer (or vaccine), Hepatitis B series (or declination*), and complete immunization records. The health exam may be completed by a physician, nurse practitioner, or physician extender. The health exam must be current within 6 months of enrollment in a “NUR” course. **Applicant may sign a declaration form for waiver of Hepatitis B immunization after consultation with the program director.*
4. Applicant must complete or receive transfer credit coursework required in curriculum sequence prior to point of entrance into ‘NUR’ course with a grade of “C” or above in related

coursework and an '80' in 'NUR' courses.

These documents must be included in the student record on file in Student Services by a date specified by the Director of Counseling Services. Failure to submit these documents may forfeit the applicant's admission standing. Upon evaluation of these documents, a final recommendation will be made by the ADN Admissions Committee regarding advanced admission status.

The applicant will be assigned one of the following enrollment status:

1. Accepted for enrollment
2. Alternate (Qualify but placed on waiting list)
3. Not accepted (Those who do not qualify at this time)

A letter will be sent to each applicant informing them of the final admission recommendation. Each student who receives a letter of unconditional admission will be required to attend an orientation session for the ADN program.

NOTES:

1. Any applicant not admitted into the program the current year would need to reapply for entry into the ADN Program the next year. Students must then adhere to changes in the admission policies for that year.
2. It is mandatory for a student to inform Student Services of any changes occurring since the date of application in order for corrections to be made on the selection data sheet (phone number, address, etc.) The College will not be responsible for any letters not delivered.
3. If the applicant's overall college GPA falls below 2.5, the applicant will not be considered for the program.
4. The nursing faculty recommend that all students enrolled in nursing carry private health insurance coverage.
5. The admission procedure for the ADN Program is revised annually. Applicants are advised to contact Student Services for the current admission policy.
6. Any applicant whose behavior is inconsistent with the North Carolina Nursing Practice Act during the admissions process may forfeit the right to be admitted into the ADN Program.
7. Applicants are strongly encouraged to complete related courses required in the nursing curriculum before entering the ADN Program. These courses are:

**Highly recommended for completion prior to entering the ADN Program.*

8. A clinical component is required by the ADN Program and a criminal background check may be required by the clinical agency. A student's criminal record may impact the student's opportunity to successfully complete the clinical portion of the course and therefore may limit the student's ability to progress in the program.

Admission Requirements: Readmission to Associate Degree Nursing Program

Students who have interrupted their studies in the ADN program and who wish to continue their academic pursuits are eligible for readmission on a “space available” basis. ALL current minimum admission requirements must be met. The readmission applicant will be considered for admission along with all other students applying for entrance into that year, (i.e., NUR 110-130 or NUR 210-220) depending upon previous exit point from ‘NUR’ coursework.

Due to the rapidly changing technology in nursing studies, any student seeking readmission to the ADN program will be asked to demonstrate satisfactory performance of nursing competencies by means of theory and clinical performance evaluations. The method for evaluating satisfactory competence will be determined by written and skills competency exams.

Students who were dismissed because of unsatisfactory and/or unsafe clinical behaviors will be counseled prior to readmission. The ADN Director and faculty will decide on an appropriate course of action.

The applicant who has exited the program 2 times for unsatisfactory academic, laboratory, or clinical performance evaluations will be ineligible for readmission.

Each applicant seeking readmission to the ADN program must complete **ALL** of the above admission requirements by a date specified by the Director of Counseling Services. Completion of the minimum admission requirements for readmission is not a guarantee of acceptance. Following completion of the minimum admission requirements for readmission, the competitive selection process will be implemented for admission to the ADN program.

Competitive Criteria for Selection - Advanced Placement into the ADN Program

After the applicant has completed all minimum admission requirements for readmission into the ADN program, the selection process will be implemented in order to select the best qualified applicants. The applicant will be considered for admission along with all other students applying for entrance into that year, using the competitive selection criteria and an associated points system. (Refer to Competitive Criteria for ADN Admission)

Upon conditional acceptance, but prior to enrollment in the ADN program, readmission applicant must:

1. Provide proof of listing as a Nursing Assistant I with no substantiated findings with the North Carolina Division of Facility Services or completion of a DFS approved Nursing Assistant Training and Competency Evaluation Program and awaiting listing. (Listing as a Nursing I out of state will be evaluated based on current listing, course syllabus, and/or a competency evaluation.)
2. Provide proof of current CPR Certification. (Health Care Provider Level)
3. Submit a completed NCCCS health examination form (available from Student Services) verifying the applicant does not have any mental and/or physical disabilities that would prevent safe, effective nursing practice. This examination includes a current TB skin test (chest x-ray if positive TB skin test), STS, Chicken Pox titer (or vaccine), Hepatitis B series (or declination*), and complete immunization records. The health exam may be completed by a physician, nurse practitioner, or physician extender. The health exam must be current within 6 months of enrollment in an “NUR” course. **Applicant may sign a declaration form for waiver of Hepatitis B immunization after consultation with the program director.*

4. Each applicant seeking readmission must complete related coursework required in curriculum sequence prior to point of re-entrance into “NUR” course with a “C” or better.

These documents must be included in the student record on file in Student Services by a date specified by the Director of Counseling Services. Failure to submit these documents on time may forfeit the applicant’s admission standing. Upon evaluation of these documents, a final recommendation will be made by the ADN Admissions Committee regarding advanced admission status.

The applicant will be assigned one of the following enrollment status:

1. Accepted for enrollment
2. Alternate (Qualify but placed on waiting list)
3. Not accepted (Those who do not qualify at this time)

A letter will be sent to each applicant informing them of the final admission recommendation. Each student who receives a letter of unconditional admission will be required to attend an orientation session for the ADN program.

Please contact Sandra Copeland, Director of Counseling Services, in the RCCC Student Services Department at 862-1225 for additional information.

NOTES:

1. Any applicant not admitted into the program this year would need to reapply for entry into the ADN Program the next year if interested. Students must then adhere to the admission policies for that year.
2. It is mandatory for a student to inform Student Services of any changes occurring since the date of application in order for corrections to be made on the selection data sheet (phone number, address, etc.) The College will not be responsible for any letters not delivered.
3. If the overall college GPA falls below 2.5, the applicant will not be considered for the program.
4. The nursing faculty recommend that all students enrolled in nursing carry private health insurance coverage.
5. The admission procedure for the ADN Program is revised annually. Applicants are advised to contact Student Services for the current policy.
6. Any applicant whose behavior is inconsistent with the North Carolina Nurse Practice Act during the admissions process may forfeit their right to be admitted into the ADN Program.
7. Applicants are strongly encouraged to complete related courses required in the nursing curriculum before entering the ADN Program. These courses are:

*BIO 165 Anatomy & Physiology I
 PSY 150 Introductory Psychology
 SOC 210 Introduction to Sociology
 *BIO 166 Anatomy & Physiology II
 *ENG 111 Expository Writing

*ENG 111A Expository Writing Lab
 PSY 241 Lifespan Development
 *ENG 112 Argument-Based Research
 * HUM 115 Critical Thinking

**Highly recommended for completion prior to entering the ADN Program.*

8. A clinical component is required by the ADN Program and a criminal background check may be required by the clinical agency. A student’s criminal record may impact the student’s opportunity to successfully complete the clinical portion of the course and therefore may limit the student’s ability to progress in the program.

Latest Revision November 2008

Roanoke-Chowan Community College Associate Degree Nursing Program General Policies

Students enrolled in the Associate Degree Nursing Program are governed by the policies outlined in the ADN Policy Manual. In addition to the policies cited herein, students enrolled in the RCCC-ADN program are governed by the policies set forth in the current RCCC Catalog and Student Handbook. Students are encouraged to review these documents in their entirety - with particular attention to the following policies not addressed herein:

- | | |
|--------------------------------|---------------------------|
| 1. Telephone Calls/Cell Phone | 6. Communicable Diseases |
| 2. Visitors/Children on Campus | 7. Sexual Harassment |
| 3. Smoking | 8. Conduct and Discipline |
| 4. College Closing | 9. Grievances and Appeals |
| 5. Traffic and Parking | |

Policies of affiliating clinical agencies must be followed by students when attending clinical experiences.

Outside Employment

If the student is employed at any health care facility, he/she should be aware that the nature of his/her duties should in no way be related to his/her duties as a student nurse where responsibility in client care is concerned. Neither the nursing education faculty nor the College will be responsible for any student's activities while at work. The RCCC student uniform may not be worn while at work.

Transportation

Students will be responsible for their own transportation to and from the college and clinical facilities. Students will be expected to attend on time and present for the entire planned experience. Transportation to and from clinical facilities out of the four-county area may be arranged and provided by the college, when possible.

Students found in noncompliance with the following policies on personal appearance, behavior, drug/alcohol use, and confidentiality are subject to disciplinary action, which may include probation or dismissal from the nursing program. In addition, students are subject to disciplinary actions as described in RCCC's policy on student conduct and discipline. (See RCCC Catalog)

Personal Appearance and Behavior

Each student is a representative of the school and of nursing while enrolled and after graduation. Student's conduct may reflect positively or negatively on the school and the nursing profession. This places the responsibility upon the student for conducting herself/himself with dignity.

Personal cleanliness and appearance are essential to the image and role of a nurse. The student must report to clinical in proper attire which includes the clean and unwrinkled uniform of suitable length designated by the school, a standard name pin worn on the left side of the uniform, clean white leather shoes and laces, and white stockings/socks without runs. Street clothes (with name pins) may be indicated in some clinical areas. Students must adhere to the dress code and hygiene policy of any affiliating agency. Mustaches and beards must be short and

neat. Hair should be arranged neatly away from the face and secured so as not to compromise safety principles. Make-up should be used with discretion. Nails should be kept short and well-groomed without nail polish. Jewelry should be subdued. Necklaces, bracelets and other nonfunctional ornaments may not be worn with the student uniform. Wedding rings, identification badges, wrist watches, and *one pair* of earrings may be worn. Earrings must be round studs (gold, silver or pearl) and conservative in style. No dangling earrings or other facial jewelry is allowed. Fragrances shall not be worn.

White lab coats and name pins should be worn in the clinical setting when obtaining assignments. It is important that extremes in clothing, hair styles, and accessories (jewelry) be avoided. A complete uniform must be worn, and only worn in school related situations. No changes or substitutions of clinical standard uniforms will be allowed. Students who do not comply with the dress code will be dismissed from the clinical experience and receive an unsatisfactory clinical grade for the day.

Students shall address one another, their instructors, and co-workers, in a professional manner while attending class and clinical learning experiences. Each student should conduct herself/himself in a professional manner at all times. At no time will the use of profane or obscene language be permitted.

Drugs and Alcohol

In addition to RCCC's policy on "Drugs and Alcohol," a student for cause may be required to provide a urine or blood sample for testing to validate or disprove use of illegal controlled substances or alcoholic beverages at the student's expense. Failure to provide body fluid samples will be interpreted as supportive of impairment. Test values indicating use of controlled substance or alcoholic beverages will be grounds for dismissal from the program. (See RCCC catalog)

Confidentiality

Students enrolled in the ADN program are legally and ethically obligated to maintain client rights to confidentiality and privacy. All information regarding a client belongs to that client. A nurse or student who gives out client information without proper authorization can be held liable for harm that results. In addition, violation of client confidentiality is grounds for immediate dismissal from the nursing program.

Insurance

Nursing students are required to carry student malpractice liability insurance and will be provided with the necessary information for obtaining this insurance. Students will not be allowed in clinical learning experiences until malpractice is paid. The malpractice insurance policy must be renewed annually. Students are strongly encouraged to carry hospitalization and medical insurance as well.

Evaluation and Guidance

Evaluation and guidance are ongoing processes that begin with initial contact. A pre-admission assessment based on tests, personal references, and physical/mental health status is made in order to assist the student in meeting academic, social, and personal needs. Counseling through Student Services is available to every student. Each student is assigned a faculty advisor. Office hours of the nursing faculty will be posted each semester on their office doors. Appointments may be scheduled within these office hours.

Students are encouraged to meet with their advisor soon after admission and then on a regular basis for academic and/or personal advising.

Attendance/Absence

Students are expected to attend all classes, labs, and clinical assignments on time. Students who are absent more than 15% of instructional course hours in a semester will be dismissed from the program. Exceeding 2 clinical absences per semester is grounds for dismissal (this includes direct care or observational experiences).

Tardiness

Students are expected to be on time for all classes, labs, and clinical. This is part of professional behavior and demonstrates the student's commitment to the program. Three tardies in one course will be counted as one hour of absence. This applies to beginning time, returns from breaks and meals, and other activities.

Notification of Absence/Tardiness to Clinical

In the event a student will be absent or late for clinical, the student must notify the unit at the clinical agency at least fifteen (15) minutes prior to the scheduled time to begin. Failure to comply with this policy on more than one (1) occasion may result in probation or dismissal from the program.

Absence on Test Days

Students are expected to take all tests on the day they are scheduled. If absent, students must call the ADN faculty prior to the test and plan to take a make-up test on the next day returning to school. Failure to take the test on the first day back will result in a test grade of "0".

Policy for Testing

1. A proctor will be present during testing.
2. Tests are counted before and after administering. This also includes before and after review sessions.
3. Students will review tests ONLY in supervised study session as arranged by faculty.
4. Test schedules are to be arranged by faculty.
5. Tests will be taken in #2 pencil.
6. Answer sheets should be correctly labeled with name, date, unit number, test number and student's identification number (if they desire to have their grade posted). Failure to record identification number will be interpreted as a desire not to have grade posted.
7. Students may leave the testing area only with the instructor's permission, once the test has begun.
8. Following a test, students will be expected to leave the testing area, including immediate hallway, in a quiet manner. Be respectful of the surrounding classrooms and students.
9. Time frame for each test will be determined by the instructor and announced prior to beginning the test.
10. Students must contact the instructor regarding their absence prior to the scheduled test time.
11. Cheating and dishonest behavior are grounds for immediate dismissal from the ADN program.

12. Students who are not maintaining the expected "80" average in theory will be counseled accordingly, and strategies for improvement identified.

Collaborative Testing

Collaborative testing will be utilized to increase critical thinking skills by discussion (peer instruction) of rationales and knowledge content. Following completion of their individual tests, students are not to discuss the test among themselves. Immediately following the testing period, the students will retake the test as a group, assigned by a faculty member. Selection of each group is based on current class averages and is representative of students with scores of high to low grade ranges. Each group will submit one scored answer sheet after peer discussion. After calculation of the answer sheet, students in a group that obtains a grade of "A" will receive one (1) additional point added to the individual test grade; students in a group that obtains a grade of "B" will gain ½ point on their individual test grade; students who make a "C" or less will receive "0" additional points on the individual test grade.

Exposure to Blood, Body Fluid and/or Secretions

Exposure to blood, body fluid, or secretions of a client includes percutaneous injury with a contaminated sharp object (needle, lancet, broken slide, etc.) and exposure of mucous membranes or open skin lesions to blood or body fluid of client.

1. It is strongly recommended that all students carry health insurance which will cover health care expenses incurred in treatment following exposure to infectious diseases.
2. It will be the student's responsibility to advise his/her instructor immediately when an incident has occurred. The instructor will notify the ADN Director and follow the policies of the clinical agency and the school.
3. The procedures for suspected exposure to HIV or Hepatitis B are as follows:

There are no protective measures available once an exposure has occurred. Therefore, if a student who has incurred a blood exposure is concerned about having been exposed to HIV or Hepatitis B, he/she will be offered counseling about the risks. If the level of concern or risk is very high, the school may, with the approval of the Health Care Agency, request that the client submit a blood sample to be tested for the HIV status. However, it must be recognized that the school does not have authority to require that such a sample be submitted.

Clinical Agency policies will be employed for follow-up of a known exposure. The student will be responsible for medical expenses incurred beyond what the RCCC accident policy covers. The ADN Director will be the campus liaison between student and the health care agency.

Latest revision November 2008

Roanoke-Chowan Community College
Associate Degree Nursing
Performance Evaluation Policy

The student must earn a grade of "80" or better in the theory component of each nursing course in order to progress to the next "NUR" course(s). A grade below "80" in the theory component at the end of the course will result in an unsatisfactory grade and the student will not be allowed to progress to the next "NUR" course.

The student must earn a **SATISFACTORY** clinical evaluation in the clinical component of each nursing course in order to progress to the next "NUR" course(s). A satisfactory evaluation indicates that the student meets all clinical objectives as outlined in each course syllabus and clinical performance evaluation tool. A grade of **UNSATISFACTORY** in clinical evaluation at the end of the semester will result in an 'F' for the course and the student will be required to exit the program at that point.

The student must earn a **SATISFACTORY** evaluation on laboratory skills identified in each course syllabus in order to progress to the next "NUR" course. An **UNSATISFACTORY** evaluation on laboratory skills will result in an "F" for the course. The student will be required to exit the program at that point.

Each student will be required to demonstrate Math Proficiency by scoring a minimum of "90" on the ProCal CAI program. Inability to master this content with a "90" will result in an **UNSATISFACTORY** grade for NUR 110 - Nursing I and will result in an "F" for the course. The student will be required to exit the program at that point.

Each student will be required to demonstrate Math Proficiency by scoring a minimum of "90" on the ProCal IV CAI program. Inability to master this content with a "90" will result in an **UNSATISFACTORY** grade for NUR 120 - Nursing II and will result in an "F" for the course. The student will be required to exit the program at that point.

Each student will be required to demonstrate continued Math Proficiency by scoring a minimum of "90" on a comprehensive ProCal CAI program. Inability to master this content with a "90" will result in an **UNSATISFACTORY** grade for NUR 210 - Nursing IV and will result in an "F" for the course. The student will be required to exit the program at that point.

The student must pass theory, clinical, and laboratory components of the course to receive credit and progress to the next "NUR" course. Inability to achieve the score/performance evaluation criteria required for progression on any component will mean course failure and dismissal from the Associate Degree Nursing program. The student who wishes to re-enter the nursing program is referred to the policy on readmission.

The final grade for the course will be that earned in the theory component of the nursing course, provided the student has earned a satisfactory evaluation in lab, clinical and math proficiency.

Grading System

The College employs a letter grading system (See RCCC catalog) to evaluate the student's performance in meeting the stated objectives of the classroom, laboratory, and clinical setting. The following letter grades, numerical equivalents, and grade points are used in the nursing program for ALL NUR courses.

	Numerical		Grade Points
<u>Grade</u>	<u>Equivalency</u>	<u>Significance</u>	<u>Per Semester Hour</u>
A	90-100	Excellent	4
B	80 -89	Good	3
C	70 - 79	Average (unsatisfactory for progression)	2
D	60 - 69	Poor	1
F	59 - below	Failure in performance or failure to remove an I grade	0
I		Incomplete	0
AU		Audit	0
NE		Never Entered	0
W		Withdrawal	0
CE		Credit by Proficiency Exam	0

Clinical and laboratory grades will be recorded as:

S = Satisfactory **U = Unsatisfactory**

Theory Performance Evaluation

Each unit of theory in every nursing course will have performance evaluation requirements as indicated on the course outline. Methods utilized for theory evaluation may include unit tests, written assignments, and/or projects. A comprehensive final exam will also be required in each nursing course. The final theory/course grade will be a weighted average of unit tests, final exam, and written assignments as specified in each course syllabus.

Written assignments and projects that are part of the theory component of the course will receive a numerical grade consistent with the ADN Performance Evaluation Policy.

Laboratory Performance Evaluation

The student must earn a **SATISFACTORY** evaluation on all laboratory skills as identified in each course syllabus. A variety of learning opportunities/experiences will be provided the student in order to satisfactorily perform the laboratory skills. There will be time designated as practice laboratory time for the student to perform these skills; however, the student may need to initiate additional practice time in an effort to perform the skill satisfactorily on the first attempt.

The student will be provided one scheduled (from laboratory time) opportunity to be checked off on each skill. If the student is **UNSATISFACTORY** in an attempt to perform a laboratory skill, it is up to the student to practice, seek instructor assistance as needed, and then inform the instructor when he/she considers himself/herself ready to be checked off on the skill again. This must occur before the end of the next unit. This allows a maximum of two opportunities to satisfactorily perform a laboratory skill. Unsatisfactory performance of the skills in the allowed two opportunities will result in a grade of "F" for the course. The student will be required to exit the program at that point (Refer to readmission policy).

Clinical Performance Evaluation

Clinical performance evaluation competencies will be discussed with students at the beginning of each course. Clinical evaluation is based on instructor observations of student performance in the clinical setting, student participation in pre and post-conferences, written

assignments submitted by students, and student interactions with instructor(s), clients, and health team members. The student will be expected to contribute to the evaluation by performing a self-evaluation.

Students are expected to come to the clinical area prepared to give nursing care to the assigned client(s). Students who are not adequately prepared will be sent home from clinical and receive an unsatisfactory grade for that day. This will also be a clinical absence. Clinical worksheets will be utilized in preparation for individual client care. Other written assignments may be required including bib cards, etc.

A clinical evaluation of **SATISFACTORY** or **UNSATISFACTORY** may be earned.

SATISFACTORY:

The student demonstrates application of knowledge and skills reflected in course content in a timely, safe manner within standards of nursing practice. Student performance is expected to reflect integration of knowledge and skills from previous courses.

UNSATISFACTORY:

The student performance does not indicate that knowledge and skills of current course content and previous courses is being applied in the clinical area.

An **UNSATISFACTORY** clinical evaluation during the course progression will have a written comment with guidelines for improvement/correction of inappropriate clinical performance.

An **UNSATISFACTORY** clinical performance evaluation at the end of the course will result in an 'F' for the course and the student will be required to exit the program at that point (Refer to readmission policy).

A clinical evaluation of **UNSATISFACTORY** may be earned **at any point** during the course for (but not limited to) any of the reasons outlined below:

1. Inadequate preparation in caring for clients.
2. Unprofessional conduct.
3. Unsatisfactory clinical performance
4. Repeated failure to submit satisfactory written assignments by designated date.
5. Uncorrected clinical probation.
6. Repeated absences/tardies as outlined in the section on clinical attendance.
7. Repeated violations of RCCC, ADN, or clinical agency policies during the course.

Clinical evaluations will be conducted with the student on an ongoing basis and clinical performance will be discussed with the student at intervals throughout the course. The student is strongly encouraged to initiate conferences with his/her clinical instructor whenever a need for such a conference is felt. All students will receive an individual mid-term conference.

At the end of the course, following the completion of the clinical learning experiences, each student will receive a final clinical performance evaluation that reflects a summation of the student's performance (Refer to Clinical Performance Evaluation Tool in each course syllabus). End of the course clinical evaluations will be a collaborative faculty effort, in areas where more than one instructor is involved with each student during the course. Student and instructor signatures on the Clinical Performance Evaluation Tool will document that the student's performance evaluation has been reviewed. It does not necessarily indicate agreement on the part of the student.

Final course evaluations are to be filed in the departmental record of each student.

Clinical Probation

A student may be placed on clinical probation for (but not limited to) any of the reasons outlined below:

1. Less than adequate preparation for clinical assignment(s).
2. Violation of RCCC, ADN, or clinical agency policy.
3. Medication errors.
4. Performance of any procedure or giving any medication without securing appropriate supervision designated by the instructor.
5. Tardies as outlined in the section on attendance.
6. Unprofessional conduct.

The faculty member, along with the Course Coordinator, will recommend a student for clinical probation. A written performance improvement plan, outlining the unsatisfactory/inappropriate behaviors, strategies/methods for correction, and a recommended time frame for the probationary period will be devised. This plan will then be submitted to the ADN Director for review, consultation, and recommendation. A conference will then be held with the student, faculty, course coordinator, and director to address the terms of the clinical probation and plan. All parties will be asked to sign the plan indicating it has been reviewed. The student's signature indicates an understanding that violation of the agreement will result in further action, up to and/or including dismissal from the program.

Uncorrected clinical probation will result in an Unsatisfactory clinical evaluation for the course and the student will earn a grade of 'F' and immediate dismissal from the program (Refer to Readmission Policy).

Written Assignments

Theory: Written assignments and projects that are a component of the theory course requirements will be assigned numerical (letter) grades consistent with the ADN Performance Evaluation Policy. All written assignments and projects are due and must be complete on the specified date by the end of office hours.

Clinical: Written assignments and projects that are a component of the clinical course requirements will be assigned a grade of **SATISFACTORY** or **UNSATISFACTORY** consistent with the ADN Performance Evaluation Policy. Written assignments and projects for the clinical component of the course may include (but are not limited to) the following:

Clinical Worksheets/Research/ Preparation for care of clients	Process Recordings Physical Assessment/History
Nursing Care Plans	Narratives for Clinical Experiences
Teaching Care Plans	(e.g., Hospice, Dialysis)
Bibliography Cards	

Written assignments and projects are due and must be complete by the date specified and at the end of office hours.

Assignments which do not achieve a grade of **SATISFACTORY** will be returned for correction. The student will have one opportunity to raise the grade from **UNSATISFACTORY** to **SATISFACTORY**. Failure to achieve a **SATISFACTORY** grade on written assignments for clinical may result in an **UNSATISFACTORY** clinical grade and subsequently an 'F' in the course (See ADN Performance Evaluation Policy)

Safety in Clinical Practice

Students who demonstrate behavior which conflicts with safety essential to nursing practice will be dismissed from the nursing program. Incidents involving unsafe behavior by the student will be evaluated by the clinical instructor(s) and the ADN Director. Factors such as the nature of the clinical situation, level of student involved, and actual or potential consequences of the student's behavior will be considered in arriving at an appropriate course of disciplinary action.

Safe practice is defined as:

1. Practicing within the scope of the N.C. Nursing Practice Act (GS Chapter 90, Section 1. Article 9A).
2. Practicing within the guidelines and objectives of the Department of Nursing.
3. Practicing within the rules and regulations of affiliating health care agencies.
4. Practicing within the American Nurses Association Code of Ethics.
5. Being accountable for continuity in preparation, care of clients and written and verbal communication.

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Progression and Continuation

Academic

1. Students must earn at least an “80” in each nursing course, and a “C” in related courses, in order to progress to the next semester. (See ADN Performance Evaluation Policy) Should a student make a grade below “80” in nursing or “C” in nursing-related course(s), he/she will be dismissed from the nursing program.
2. Course prerequisites for NUR prefix courses as well as other course requirements are defined in the curricular section of the College catalog and the ADN Policy Manual. Students must successfully complete these prerequisites prior to enrolling in subsequent course offerings. Enrolled students must take NUR prefix courses in sequence.
3. Students must achieve satisfactory clinical/laboratory performance evaluation in each nursing course, in order to progress to the next NUR course.

Health Status

1. **Physical Health.** As the student progresses through the nursing program, physical health may impact the student’s ability to provide safe, effective nursing care and prevent satisfactory clinical, lab, or classroom performance. If a student demonstrates a physical condition that does not respond to appropriate treatment within a reasonable time period, the student will be counseled and given recommendation for professional help. The professional will be asked to advise the student on the possibility of continuing enrollment in the nursing program. This written assessment and recommendation from the professional will be considered in the evaluation of enrollment status. The final decision will be made by the ADN Director and nursing faculty.
2. **Mental Health.** Continued satisfactory mental health is essential to the safe practice of nursing. The student must be able to cope with day-to-day emotional stress and react appropriately to stressful situations by utilizing healthy coping mechanisms. The student must exhibit emotional health which indicates the student’s ability to provide safe nursing care to the public. Students, who demonstrate problems in emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, may be asked to withdraw from the program. Initial and ongoing assessments are made through mental exams, references, observations of appearance and behavior, and through communication with professionals. If the student, through assessment, is found to have a mental condition that will prevent satisfactory clinical or classroom performance, the student will be counseled and given recommendations for professional help. The professional will be asked to advise the student on the possibility of continuing enrollment in the nursing program. This written assessment and recommendation from the professional will be considered in the evaluation of enrollment status. The AND Director and nursing faculty will make the final decision.
3. **Infectious Disease.** If a student should contract or be a carrier of any communicable/infectious disease, it is the student’s responsibility to report this immediately to the ADN faculty. The clinical agency will be consulted to determine the student’s eligibility to participate in clinical experiences. The clinical agency policy will be followed in accordance to the contractual agreement between the College and the clinical agency. Students are also responsible for informing the clinical instructor if the student is immunosuppressed, in order to protect the student/public. Annual tuberculin skin test must be current and kept on file in Student Services. If the student has a positive skin test, evidence of a negative chest X-ray must be provided to the school.

Other Requirements

1. Current CPR Certification - Students must maintain evidence of current CPR certification (Health Care Provider) on file with Student Services while enrolled.
2. Malpractice Insurance – Students must maintain malpractice insurance with the RCCC Malpractice policy. This is paid annually in the RCCC Business Office. Copy of payment must be presented to ADN Program.
3. Criminal Background Check - Students accepted into the ADN Program will be required by certain clinical sites to attest to criminal record or have a criminal background check prior to clinical rotation. History of felony and/or misdemeanor (excluding traffic offense) may impact the student's opportunity to participate in the clinical components offered through clinical agencies. The College does not guarantee the admission of any student to a clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. The student is also under continuing obligation to inform the clinical agency of changes in the criminal record. *The student's opportunity to successfully complete the clinical portion of the course may limit the student's ability to progress in the program.*

Listing/Licensure Opportunities (Prior to completion of Associate Degree)

- NA II Listing: Students satisfactorily completing Nursing II - NUR 120 of the ADN program are eligible to apply for Nursing Assistant II Listing through the NC Board of Nursing. Current NA I listing is required to obtain NA II listing.
- LPN Licensure: Students satisfactorily completing Nursing IV - NUR 210 of the ADN program are eligible to apply to take the NCLEX-PN for licensure as a practical nurse.

Graduation Requirements

1. Students must complete all required courses within their curriculum as published in the catalog/ADN Policy Manual at the time of their initial enrollment.
2. Students must have an overall GPA of 2.00 and a 2.00 average in their major courses as defined by the Curriculum Standards.
3. Nursing students must have an overall GPA of 2.00 with no grade less than "80" in nursing and "C" in nursing-related courses.
4. All students exiting at the end of Nursing IV - NUR 210 will be awarded a diploma indicating completion of requirements for practical nursing licensure upon completion of college graduation requirements.
5. All students satisfactorily completing Nursing V - NUR 220 of the Associate Degree Nursing Program will be awarded the associate degree in nursing upon completion of college graduation requirements.
6. Additional college requirements are outlined in the RCCC Catalog and Student Handbook.

Professional Licensing Examinations

Upon satisfactory completion of educational requirements and verification by the ADN program director, the student is eligible to take licensing exam. The application process to be completed by the student includes:

- Notarized Application for Licensure by Examination
- Photograph, as specified in the application
- Required fees
- Criminal Background Check information
- Fingerprints
- NCLEX Examination Registration Form

Applications will be available from the ADN Director.

Licensure Eligibility Requirements

In accordance with the provisions of Chapter 150B of the General Statutes, the NC Board of Nursing (GS 90-171.37) may deny licensure, revoke or suspend a license or invoke disciplinary measures in which the Board determines that the nurse or applicant:

- has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;
- has been convicted or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public. Conviction shall not automatically bar licensure. The Board of Nursing shall consider factors regarding the conviction (90-171.48).
- has a mental or physical disability or uses any drugs to a degree that interferes with his or her fitness to practice nursing;
- engages in conduct that endangers the public health;
- is unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established;
- engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services;
- has violated any provision of the Nursing Practice Act, G.S. Chapter 90, Section 1, Article 9A;
- has willfully violated any rules enacted by the Board

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Appendix A

Certification by Student

I, _____, a student at Roanoke-Chowan Community College, do hereby certify that I do not, to the best of my knowledge, presently have a communicable disease or communicable health problem that might or could jeopardize patient or employee health at Hospital or that I do have such a communicable disease or communicable health problem as listed below. I hereby agree to notify the Hospital's Employee Health Department if I contract or become aware that I have a communicable disease or communicable health problem that might or could jeopardize patient or employee health at Hospital.

I further certify that I have never been convicted or plead nolo contendere to any felony. I further certify that I have never been convicted or plead nolo contendere to any offense involving violence, injury to person, destruction of property, sexual offenses, drugs, theft or moral turpitude. During my clinical assignment at Hospital, I agree that I am under a continuing obligation to advise Hospital of any changes in my criminal record.

I further consent that Hospital may use any information furnished by me or school for any internal use (involving Hospital, its affiliates, subsidiary or parent corporations), if required by law, as authorized or required by any public health or governmental agency, to comply with any applicable Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards and to comply with the policies and procedures of Hospital.

This the _____ day of _____, 20 ____.

(Print or type Name)

Witnessed by: _____
(Print or Type Name and Title of School Official)

Communicable disease or communicable health problem that I have (if any):

**Health Technologies Programs
Roanoke-Chowan Community College
Clinical Involvement Agreement**

As a student applying for or already enrolled in a Health Technologies program of Roanoke-Chowan Community College which includes clinical practice involvement, I, the undersigned, understand fully the sensitive nature of such programs and recognize that it is a privilege that students participating in clinical practice should be free from any controlled substances which might impair the abilities of the student to perform his or her duties in such involvement. This is true whether the substances are prescribed or not.

In view of the foregoing, I affirm that I do not currently use any illegal drugs, nor do I abuse alcohol, or prescribed, or non-prescribed medications.

During my clinical practice involvement as a student at Roanoke-Chowan Community College, I agree to voluntarily give body fluid samples should the instructor or manager of the unit where I am working so request on the basis of impaired job performance. I understand and agree that refusal to provide samples, when requested, will make me subject to disciplinary action as provided in the rules and regulations of the College which could be relieved from any liability for taking and testing of samples of my body fluids which shall be done by independent medical or laboratory personnel.

FURTHERMORE, I authorize the release of the results of these tests and examinations to the designated Roanoke-Chowan Community College representatives. By this authorization, I do hereby release the previously designated doctors, medical personnel, or employees of the College and Hospital from any and all liabilities arising from the physical examination and test results.

I have read and do freely understand the foregoing and have executed this agreement of my own free will and volition without any compulsion or coercion whatsoever.

Student Signature

Witness

Date

**Roanoke-Chowan Community College
Associate Degree Nursing Program**

In connection with my action as a nursing student at Roanoke-Chowan Community College, I agree to hold all information I may have access to about clients or former clients confidential and will not divulge any information to any unauthorized persons.

I understand that divulging confidential information to unauthorized persons will make me duly liable to civil action and is grounds for immediate dismissal from the nursing program.

Student Signature

Witness

Date

**Roanoke-Chowan Community College
Associate Degree Nursing Program**

I have reviewed, read and had an opportunity to have questions answered regarding the policies of the RCCC Associate Degree Nursing Program.

I understand the policies and accept my responsibilities as stated in these policies and agree to abide by them as set forth.

Student Signature _____

Date _____

Signature of Nursing Faculty _____

**Roanoke-Chowan Community College
Associate Degree Nursing Program
Performance Improvement Plan
For Students on Probation**

Student Name: _____

Course Title: _____

Date: _____

Reason(s) for Placing Student on Probation:

Strategies/Methods for Correction:

Recommended Time Frame for Probation:

Student Comments:

Faculty/Coordinator Comments:

ADN Director Recommendation:

Signatures:

ADN/Health Technologies Director

Date

Course Coordinator

Date

Faculty

Date

Student

Date