Southwest
Virginia Community College
Nursing Program

Student
Handbook 2021

Table of Contents

SOUTHWEST VIRGINIA COMMUNITY COLLEGE NURSING PROGRAM

The Southwest Virginia Community College Nursing Program (SWCC Nursing Program) is located in Cedar Bluff, Virginia. The program is approved by the Virginia Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, phone: (404) 975-5000, www.acenursing.org. ACEN is officially recognized as the national accrediting agency for nursing education by the Council on Post-secondary Accreditation (COPA) and by the U.S. Department of Education.

The contact information for the SWCC Nursing Program is as follows:
Mailing address: SWCC Nursing Program @ SWCC, PO Box 1101, Richlands, VA, 24641
Phone: 276-964-7659
Fax: 276-964-7608
Website: https://sw.edu/catalogs/programs-of-study/associate-of-applied-science/nursing/

Non-discrimination Statement

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

SWCC Nursing Program Outcomes (results exhibit Virginia Appalachian Tricollege Nursing Program percentages)

Year of Graduation	NCLEX-RN Pass Rate*	Program Completion	Graduate Job Placement**
2016 (N=132)	90.2%	71%	100%
2017 (N=130)	89.7%	72%	100%
2018 (N=191)	90.53%	77%	100%
2019 (N =180)	87.7%	73%	100%
2020 (N =191)	72.5%	81%	100%
* NCLEX National Statistics from www. NCSBN.org			

**As reported by students returning graduate surveys

Occupational Objectives

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

SWCC NURSING PROGRAM MISSION

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

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

SWCC NURSING PROGRAM PHILOSOPHY

The Southwest Virginia Community College Nursing Program faculty ascribe to the following core competencies for nursing and nursing education.

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

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

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

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

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

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

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

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

Student Learning Outcomes and Competencies

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

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

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

	c. Appreciate different communication styles and cultural differences in team members.
	d. Apply management skills and principles of delegation when working with other members of the healthcare team.
	e. Identify own strengths and weaknesses to improve individual as well as team performance.

VCCS GENERAL EDUCATION CORE COMPETENCIES

| **VCCS General Education Core Competencies** | Upon completion of the associates degree, graduates of Virginia's Community Colleges (VCCS) will demonstrate competency in student learning outcomes (SLOs) determined and assessed by each college in:

1. Civic Engagement 4. Quantitative Literacy
2. Critical Thinking 5. Scientific Literacy
3. Professional Readiness 6. Written Communication |

FINANCIAL REQUIREMENTS

In addition to the usual college tuition and fees, the nursing program requires pre-admission testing and other expenses as identified below. Students are responsible for these costs as well as the cost of transportation to and from the college and health agencies used for clinical experiences.

Pre-admissions Testing (Test of Essential Academic Skills or TEAS)	$70.00
Uniforms/Shoes/Watch/Stethoscope	$300.00
Standardized Progressive Testing Program	$1235.00
Textbooks/Electronic Resources	$1600.00
CastleBranch Criminal Background Check, Drug Screen, Document Manager	$115.00
Physical Exam, Immunizations, TB Test	$250.00
CPR	$150.00
Estimated in-state Tuition, 67 Credit Hours @ $157.00 per credit hour	$10,519.00
NCLEX-RN Application Fees	$425.00
SWCC Nursing Program Pin (optional)	$50.00
Transportation (to and from college and clinical agencies)	Variable
These costs are estimates and are subject to change without notification to faculty or students.	

SWCC Nursing Program Interim Program Head – Neyia Beavers, MSN, RN

Interim Dean of Math, Science, & Health Technologies- Dr. Brian Wright

Math, Science, Health Technology Administrative Assistant – Tammy Austin

Nursing Program Administrative Assistant- Connie Whited

SWCC Nursing Program Full-time Teaching Faculty

Neyia Beavers, MSN, RN
Diana Cantrell, MSN, RN
Sherrie Carpenter, MSN, RN
Bethany Rose, MSN, RN
Angel Shelton, MSN, RN
Kim Smith, MSN, RN, FNP

Faculty Office Hours

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

Academic Advising

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

ENROLLMENT AND ATTENDANCE POLICIES

Enrollment

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

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

- Hepatitis B (Hep B) 3-dose vaccination series - if nursing students need to start or complete the Hep B series, it is imperative to attend to this requirement **immediately**

in order to meet clinical participation deadlines. The Hep B vaccination schedule is: dose #1 now, dose #2 in 1 month, dose #3 approximately 5 months after dose #2.

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

- Deadlines for flu vaccinations will be announced by faculty.

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

Class Attendance

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

Faculty Initiated Withdrawal

- <u>Fifteen percent of the semester</u>

  The instructor must withdraw students who have not attended class during the first 15 percent of the semester; this date is indicated on the academic calendar as last day to drop, pay, and receive tuition refund. The student will be removed from the class roster and no grade is awarded. Only the instructor may approve an appeal for reinstatement into the class.

  A student, who is withdrawn for failure to attend the first 15 percent of the class, may petition the instructor for reinstatement within five (5) working days of the official processing date on the withdrawal form. Please see this policy in the SWCC college catalog.

- <u>Sixty percent of the semester</u>

  The instructor may withdraw students who have stopped attending and/or have not completed sixty (60) percent of the course work on or before the official 60% withdrawal date indicated on the college academic calendar as the last day to

withdraw from class without academic penalty. In this situation, a grade of "W" is assigned for the course. Only the instructor may approve an appeal for reinstatement into the class.

Students requests for reinstatement must be made to the instructor within five (5) working days of the official processing date on the withdrawal. Please see this policy in the SWCC college catalog.

- Dynamically dated classes

A dynamically dated class is any class that meets within a term but typically for a shorter time than an entire semester. All financial aid students should check with the Financial Aid Office to determine the effect on their award.

GRADING

General Grading Scale

The grading scale for the Southwest Virginia Community College Nursing Program is as follows:

A = 100 – 92%

B = 91 – 84%

C = 83 – 80%

D = 79 – 70%

F = 69% and below

U = Unsatisfactory

S = Satisfactory

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

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

Assessment of Student Learning

 Written tests. Tests will consist of multiple choice, short-answers, fill in the blank, or alternate item format with emphasis on critical thinking and application of knowledge. All final examinations will be comprehensive, covering materials of the current semester and concepts from previous semester(s). The difficulty level of each test demonstrates the program's progression from simple to complex and the student's progression from the novice learner to the proficient learner.

Percent of questions on Tests by Level: Guideline.

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

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

 Tests will be administered using traditional paper-and-pencil and computer methods. The only answers accepted on paper and pencil tests will be those on the Scantron (test answer sheets).

 Missed tests. If students miss a test, they must complete a makeup test. The format and date for makeup tests is at the discretion of the instructor. Failure to take a makeup test as scheduled will result in a zero (0) grade for that test.

Test grades: Test results will be given to students by course faculty and are posted on the learning management system. Prior to posting test grades, the course faculty will review all scores for accuracy and make necessary revisions. Once a student receives a test grade, the student has two calendar weeks (10 working days) to review tests or to request that the faculty review the test items for scoring or accuracy. After two weeks, the test grade is final. Faculty may not be able to review tests and exams with individual students after two weeks from

notification of the test (or course) grade. <u>No</u> test scores or grades will be given over the telephone or email.

Online computer test taking.

1. Students are expected to be familiar with online testing. Please see the college's website for testing center hours and policies. Should a student test online outside of the college campus, a lockdown browser, computer camera and microphone may be required.

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

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

Written assignments are due to the instructor at the beginning of the class period on the due date or as specified by the instructor. If the student anticipates that a written assignment will be late, the student must discuss this with the instructor prior to the due date. With a valid reason and at the discretion of the instructor, an alternate date may be agreed upon. All written work must be completed by the individual without collaboration with another student unless course assignment includes collaboration. Students should maintain copies of both the original ungraded assignment and the graded assignment.

Grades for written assignments. Written work as assigned per instructor is graded according to the Grading Rubric (guidelines) provided with the Learning Activity Instructions. Written work must be submitted by the date and time specified by the faculty.

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

Standardized progressive testing/achievement tests. Standardized progressive testing utilizing Assessment Technologies Institute (ATI) resources is required throughout the

program. These tests assist students in determining areas of individual strengths and weaknesses. A minimum score is set for each test and a remediation plan will be developed for any student who does not achieve the minimum score. Costs of the progressive testing are the responsibility of the student.

LABORATORY AND CLINICAL POLICIES

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

Nursing Skills Lab and Simulation Lab

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

Nursing Lab Safety Guidelines

1. The skills lab is a simulated healthcare environment and should be treated as an ACTUAL clinical experience. Approach all lab situations and simulated scenarios as if they are ACTUAL client interactions.
2. The lab is a safe learning environment and all HIPAA/confidentiality rules apply. Student performance during lab situations or simulated scenarios is not to be discussed outside of the lab setting.
3. Food and beverages are only allowed in non-client care areas.
4. Students shall wash their hands or use hand sanitizer prior to using manikins or equipment in the lab.
5. Manikins shall only be touched with clean hands or gloves. Do not use water, povidone-iodine, surgical lubricant, ink, or markers on manikins. Only paper tape should be used.
6. Student IDs & Uniforms or appropriate attire should be worn in the lab as directed by the course instructor. Professional appearance guidelines should be followed as in the clinical setting.
7. Needles and syringes used for practice in the lab should be discarded in designated red sharps containers (not regular trash containers). In the lab setting while practicing, use a one-hand scoop technique to recap a non-contaminated (sterile) needle. NOTE: A contaminated needle is never recapped. It is disposed of immediately in the sharps container.

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

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

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

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

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

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

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

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

16. Any equipment or materials in the lab for which a Safety Data Sheet (SDS) exists will have the SDS available in a reference notebook in the lab.

Lab and Clinical Attendance/Tardiness

This policy is based on the Virginia Board of Nursing's regulations.

Section 18VAC90-20-120. Curriculum of the Virginia Board of Nursing (VBON)

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

Students are expected to attend all scheduled clinical and lab experiences. Attendance consists of arriving on time, being dressed according to the SWCC Nursing Program dress code

for that activity and being prepared to work. Any absence must be reported to the appropriate lab or clinical instructor within one hour prior to the time the student is expected to arrive. Specifics of this notification process will be supplied by the clinical or lab instructor.

The SWCC Nursing Program is required to offer the number of clinical hours listed in the curriculum for each clinical course. If clinical is canceled because of inclement weather, clinical site closure or cancellation, or faculty absence, a make-up session will be scheduled for all students in the affected clinical group(s).

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

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

Students may be required to attend clinical activities outside their college service area or make-up may be after all regularly scheduled clinical days are completed. Many clinical activities are only available one time each year; in this situation, the student may have to wait a year in order to complete the clinical requirement and progress to the next course or graduation.

Action for missed lab or clinical activity.

1. If a student must miss a clinical or lab day, the faculty will develop a remediation plan.
2. The remediation plan will include an activity or assignment related to the clinical or lab concept for the day missed and scheduled makeup for the missed hours. The specific nature of the make-up activity/assignment is at the discretion of the faculty member.
3. Refer to the course syllabus for information regarding absences of two or more clinical or lab days.

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

1. Any incidence of tardiness will result in a remediation plan. (See "**Action for missed lab or clinical activity**" in the section above.)
2. If a student is late for clinicals, simulation or lab without notifying the instructor, the

student risks being dismissed from the activity and receiving an unsatisfactory grade. The clinical or lab instructor will determine whether the student should be sent home or allowed to complete the remaining clinical or lab time.

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

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

Performance Standards for Clinical/Laboratory Assignments

Students must be able to perform all essential job functions or performance standards in clinical settings with reasonable accommodation. The following performance standards are consistent with those identified by the Southern Regional Education Boards and include, but are not limited to:

1. Critical thinking: Critical thinking ability sufficient for clinical judgment and delivery of safe patient care.
2. Interpersonal abilities: Interpersonal abilities sufficient to interact with clients, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication: Communication abilities sufficient for interaction with others in verbal and written form.
4. Mobility: Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Motor skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Physical demands: Physical demands in this program include duties that frequently require squatting, bending, kneeling, reaching, and stair climbing; lifting and carrying up to 50 pounds; frequent pushing and pulling up to 200 pounds with assistance; occasional lifting up to 200 pounds with assistance and occasional carrying up to 51-74 pounds.
7. Hearing: Auditory ability sufficient to monitor and assess health needs.
8. Visual: Visual ability sufficient for nursing observation and assessment.
9. Tactile: Tactile ability sufficient for physical assessment.

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

Clinical Pre-Requisites and Documentation

The SWCC Nursing Program has contracts with clinical agencies for both student and patient safety. Contracts for each agency are available in the nursing office at SWCC and may be reviewed by students upon request. If students cannot comply with these contractual

requirements, they will not be able to participate in clinical activities and will be asked to withdraw from the program. General guidelines follow:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause, this will be done with advance notice except in an emergency.
2. Published policies of the clinical agency must be followed. Each student must successfully complete an orientation program prior to participating in activities at any clinical agency.
3. Clinical agencies require that all students have documentation of ability to perform the physical demands required in direct patient care activities.
4. Proper uniform with appropriate name tag must be worn when participating in clinical activities.
5. In order to participate in learning activities at the various clinical agencies, all students must provide documentation that they have completed the clinical agencies' requirements. Failure to maintain clinical requirements during the program can result in dismissal from the current clinical course. Documentation of the clinical agency requirements must be submitted by the stated deadlines.

REQUIRED CLINICAL DOCUMENTATION

Required clinical documentation for first year students. All documentation must be submitted by May 15 for LPN-RN Transition students and by July 15th for first-year students. Documents must be submitted through the student's CastleBranch account. The following list of requirements has been established by clinical agencies:

o Physical and Student Statement of Health
o Current record of immunizations including Hepatitis B, Measles-Mumps-Rubella, and Varicella; documentation of immunization via blood titers may be accepted. An annual flu vaccine is required to be obtained in the time range designated by the clinical facilities. Students should NOT obtain a flu vaccine until informed to do so by instructor.
o Current record of testing for tuberculosis, either a two-step Mantoux Tuberculin Skin Test (TB Tine Test is not accepted) or chest X-ray.
o HIPAA certificate of completion, students will be instructed on how to do this in the first weeks of class.
o Copy of course completion card for Cardiopulmonary Resuscitation (CPR)- American

Heart Association, Basic Life Support (BLS) for Healthcare Providers completed during the summer (May 15 – July 15) prior to admission to NSG courses and maintained throughout the program.

o Standard of Safe Clinical Performance

o Student Statement of Criminal Background

o Criminal Background Checks - Appeals of results of criminal background checks must be completed by the student through CastleBranch. Students with convictions of barrier crimes see Joint Statement 90-55: Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, revised November 2015

o Drug Screen – All students must submit a drug screen with no positive findings before enrolling in nursing courses. Only drug screens compliant with CastleBranch requirements will be accepted. Appeals of results of drug screen must be completed by the student through CastleBranch. Students with positive drug screens will be prohibited from clinical activities and therefore, will not be able to complete the program requirements.

o Health Insurance- All students must upload proof of health insurance coverage to CastleBranch in order to participate in clinical.

Required clinical documentation for second-year students. All documentation must be submitted through CastleBranch by July 15 for all 2nd year students. Failure to comply can result in dismissal from the program.

o Student Statement of Health

o Student Statement of Criminal Background

o CPR (American Heart Association, Basic Life Support for Health Care Providers current for the duration of the program).

o Proof of two-step negative PPD, PPD screening form/yearly education, or a negative chest X-ray must be submitted at the beginning of each year of enrollment in the program.

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

Required clinical documentation for readmitted students. Students who have NOT maintained continuous enrollment in a clinical course will be required to re-submit clinical

documentation. Students readmitted into the fall semester must submit clinical documentation by July 15. Students readmitted into the spring semester must submit paperwork by January 2. Students who have not been continually enrolled in the nursing program must complete the same documentation as a new first-year student. A recheck of criminal background/drug screen can be purchased at a lower rate.

Assumption of Risk

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

Clinical Evaluation

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

Fitness for Duty

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

Clinical Agency Assignments and Clinical Orientation

Requests for assignments to specific agencies cannot be honored. Students are assigned to clinical agencies by faculty at the beginning of the semester. Students will NOT be assigned to a clinical agency until the clinical documentation has been completed and successfully submitted

through CastleBranch (https://www.castlebranch.com). Inability to complete clinical activities by required date will result in failure of the course, regardless of other course grades.

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

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

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

NSNA Code of Academic and Clinical Conduct
Preamble

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

A Code for Academic and Clinical Conduct for Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:
1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.

10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per the school's grievance policy.

> (National Student Nurses' Association, (2009). A Code for Academic and Clinical Conduct for Nursing Students. Retrieved from
> https://www.dropbox.com/s/sdk51g6r3c2pzpc/Code%20of%20Academic%20and%20Clinical%20Conduct%20With%20Interpretive%20Statements.pdf?dl=0)

SWCC Nursing Program Dress Code

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

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

The clinical or simulation lab instructor has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Unprofessional attire may result in dismissal from the clinical or simulation activity resulting a grade of "U" for that clinical day and the student will be considered to have an unexcused absence. Any missed clinical and/or simulation time must be made up in order to progress in the program.

Photo ID. A photo ID is considered part of the uniform or agency dress code attire

and is to be fastened above the waist in clear view in all clinical settings. The photo ID should not be worn in settings other than the clinical or laboratory setting. Students should not post pictures on social media that contain their SWCC Nursing Program or agency photo ID. Some clinical agencies will make students a photo ID for that agency, students are to turn in these IDs to their clinical instructor at the end of each semester, if required. If students do NOT comply with this request, they will be considered unsatisfactory in clinical and will not pass that clinical course.

SWCC Nursing Program Uniform. The SWCC Nursing Program uniforms consist of black pants or skirt, a burgundy top, and a black scrub jacket. Only the designated Southwest Virginia Community College Nursing Program uniforms can be worn while participating in clinicals either on or off campus. "Southwest Virginia Community College Nursing Program" must be monogrammed by the uniform provider on the front pocket of the shirt and the lab coat consistent with guidelines provided by the SWCC Nursing Program. Uniforms may be purchased from a local uniform shop identified by the SWCC Nursing Program.

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

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

Hair is to be clean, neat and well groomed. Hair must clear the uniform collar and be controlled in such a way that it will not cause contamination or become contaminated. Shoulder length hair or longer must be pulled back behind the ears off the neck when in the clinical lab setting. Males are expected to be clean shaven or facial hair/moustache and beards no longer than ½" and neatly trimmed. Hair must not be of an extreme color or style (no pink, blue, etc.).

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

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

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

Personal appearance and behavior.

- o Eating, drinking, and gum chewing are not allowed in clinical setting.
- o Tattoos must be covered and not visible.
- o Personal phone calls and visitors in the clinical or lab setting are not permitted except in an emergency. Cell phones must be on silent and calls should not be accepted, or personal contacts made, including text messages, during clinical or lab times.
- o Cell phones may be used as personal handheld devices for access to nursing references only if approved by the clinical faculty and the clinical agency. This approval must be received in advance of use for each clinical assignment. Students who use their cell phone for personal purposes or without prior permission may be dismissed from clinical with an unsatisfactory grade for the day.
- o Students are asked to follow the clinical site policy regarding smoking. Most clinical agencies do not allow smoking on the premises.

Agency Professional Attire. Some agencies prefer students to wear professional attire instead of SWCC Nursing Program student uniforms. The instructor will inform students when this is the case and what attire the agency will approve. Appearance must be clean and neat. Generally, jeans, sweatshirts, sport clothing, underwear-type shirts, see-through clothing, shorts, sleeveless shirts or any clothing which exposes a bare midriff, back, chest or underwear

are prohibited. Tattoos must be covered. Skirts must be knee length or longer, pants must be ankle length and must fit properly, be clean and pressed, and representative of conservative attire. A student entering a clinical agency in street clothing for any activity as nursing students (e.g. orientation) must dress professionally and wear the program's scrub jacket and photo ID required by agency.

PROGRAM PROGRESSION, REAPPLICATION/READMISSION

Program Progression

All courses in the curriculum, both general education and nursing, must be completed in sequence prior to progressing to the next semester. Students must earn a minimum grade of "C" (80) in all nursing courses, a minimum grade of "C" in all non-nursing courses and maintain a minimum cumulative GPA of 2.0 to remain eligible for continued enrollment in the nursing program. In addition, during the NSG 106 or NSG 115 course, a Comprehensive Drug Calculation Exam (CDCE) will be administered to verify skills. Students must achieve at least 90 percent of the maximum score on the CDCE with no more than three attempts in order to achieve a passing grade in the course.

Beginning Fall 2021, students who enter the RN program will be required to successfully complete a competency simulation and ATI comprehensive predictor with a score of 90% or greater on each assessment to pass NSG 270. This is to ensure students are prepared for the workforce and the NCLEX-RN. Students will have two attempts to meet these requirements. Those who do not meet the requirements will not pass NSG 270.

Any student who earns a final grade lower than a "C" in a required course (either general education or nursing courses) must repeat the course and earn a final grade of "C" or better before taking the next course in the sequence. A student who has 2 academic failures (grades below a "C") in nursing courses will be ineligible for the re-enrollment in the program. Clinical performance in a course is graded as Satisfactory/Unsatisfactory. A student who does not meet the clinical learning outcomes will fail the course.

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

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

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

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

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

•According to the VCCS Policy 5.7.4, "A student will normally be limited to two enrollments in the same credit course." Any exception to this policy must be approved by the department Dean, the Vice President of Academic and Student Services or designee.

•A student must obtain permission from the Program Head of Nursing Program to continue in the Nursing Program under the following conditions: Repeating a course with a grade below "C"; Withdrawal from a nursing course; Cumulative GPA below 2.0.

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

Guidelines for Requesting Readmission

Students requesting readmission must follow these guidelines:

1. Indicate in writing to the SWCC Nursing Program Head the desire to be readmitted. For reenrollment in fall semester, letters must be received by no later than May 1; for reenrollment into the spring semester, letters must be received by no later than December 7. Requests after these deadlines will not be considered until the following year. Requests may be sent via email or by US Mail to the Program Head of the Nursing Program at Southwest Virginia Community College, PO Box 1101, Richlands, VA 24641.

2. Provide full name, EmplID, and the specific course for consideration.

3. State in the letter what steps have been taken to assure success if reenrollment is approved. This letter is the student's argument for readmission and will be presented to the faculty for the final decision.

Appropriate formatting, correct grammar and spelling are important factors to consider in preparing the letter. It is the student's responsibility to confirm that readmission requests have been received by the SWCC Nursing Program office.

PLEASE NOTE: Since readmission decisions are dependent on availability of clinical and classroom space, decisions are not typically made until the final semester grades have been submitted. Students will be notified of the decision concerning the re-admission request by phone call, letter, or email prior to the first day of the requested class.

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

1. SWCC Nursing Program returning students who have dropped out of the nursing curriculum with a passing grade prior to taking the courses for which they have applied and are still eligible to continue in the program.
2. SWCC Nursing Program returning students who have been unsuccessful in the course for which they are applying and are still eligible to continue in the program.
3. Transfer students.

PROFESSIONAL AND ACADEMIC INTEGRITY

Professional Integrity

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

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

Nursing students must demonstrate accountability for nursing practice by functioning

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

Laws Governing the Practice of Nursing and Health Professions in General (Excerpts)
Chapter 30 or Title 54.1 of the Code of Virginia

§ 54.1-3007. Refusal, revocation or suspension, censure or probation.
The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:
1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
7. The denial, revocation, suspension or restriction of a license, certificate, registration, or multistate licensure privilege to practice in another state, the District of Columbia or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.
(Code 1950, § 54-353; 1970, c. 116; 1979, c. 5, § 54-367.32; 1982, c. 598; 1988, c. 765; 1989, c. 278; 2003, c. 249; 2005, cc. 610, 924.)

§ 54.1-3008. Particular violations; prosecution.
A. It shall be a Class 1 misdemeanor for any person to:

1. Practice nursing under the authority of a license or record illegally or fraudulently obtained or signed or issued unlawfully or under fraudulent representation;
2. Practice nursing unless licensed to do so under the provisions of this chapter;

3. Knowingly employ an unlicensed person as a professional or practical nurse or knowingly permit an unlicensed person to represent himself as a professional or practical nurse;
4. Use in connection with his name any designation tending to imply that he is a professional nurse or a practical nurse unless duly licensed to practice under the provisions of this chapter;
5. Practice professional nursing or practical nursing during the time his license is suspended or revoked;
6. Conduct a nursing education program for the preparation of professional or practical nurses unless the program has been approved by the Board;
7. Engage in the practice of massage therapy or hold himself out as practicing massage therapy unless he holds a license as a massage therapist issued by the Board.
B. The provisions of this section shall apply, mutatis mutandis, to persons holding a multistate licensure privilege to practice nursing.

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

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

Regulations Governing the Practice of Nursing, Virginia Board of Nursing

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

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

1. Fraud or deceit in procuring or maintaining a license means, but shall not be limited to:
   a. Filing false credentials;
   b. Falsely representing facts on an application for initial license, reinstatement or renewal of a license; or
   c. Giving or receiving assistance in the taking of the licensing examination.

2. Unprofessional conduct means, but shall not be limited to:
   a. Performing acts beyond the limits of the practice of professional or practical nursing as defined in Chapter 30 (§54.1-3000 et seq.) of Title 54.1 of the Code of Virginia, or as provided by §54.1-2901 and 54.1-2957 of the Code of Virginia;
   b. Assuming duties and responsibilities within the practice of nursing without adequate training or when competency has not been maintained;
   c. Obtaining supplies, equipment or drugs for personal or other unauthorized use;

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

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

f. Abusing, neglecting or abandoning patients or clients;

g. Practice of a clinical nurse specialist beyond that defined in 18VAC90-19-220 and; § 54.1-3000 of the Code of Virginia;

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

i. Delegating nursing tasks to an unlicensed person in violation of the provisions of Part VIII (18VAC90-19-420 et seq.) of this chapter;

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

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

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

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

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

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

p. Violating any provision of this chapter.

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

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

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

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

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

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

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

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

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

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

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

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

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

Academic Integrity

Students must do their own work; there are no exceptions. The SWCC Nursing Program faculty identify academic dishonesty (plagiarizing or cheating in any way) as misconduct subject to disciplinary action. Students who plagiarize or cheat will be dismissed from class and receive an "F" for the course and risk dismissal from the program and the college. This policy is consistent with conduct requirements for SWCC.

Cheating on any exam, quiz, lab practical, lab test, homework or any other type of examination, as well as plagiarism of thoughts, words, or ideas is prohibited. Students are expected to maintain a high level of integrity in their academic pursuits. Academic honesty is essential for maintaining the relationship of trust that is fundamental to the educational process and to the healthcare delivery system. Academic dishonesty is a violation of one of the most basic ethical principles of an academic community.

Examples of academic dishonesty include, but are not limited to, the following:

1. **Cheating:** Using unauthorized material or unauthorized help from another person in any work submitted for academic credit.

2. **Fabrication:** Inventing information or citations in an academic or clinical exercise.
3. **Facilitating academic dishonesty:** Providing unauthorized material or information to another person.
4. **Plagiarism:** Submitting the work of another person or persons as one's own without acknowledging the correct source.

Unauthorized testing/examination behavior. Examples of unauthorized testing examination behavior include but are not limited to conversing with another person, passing or receiving information/material to or from another person, or temporarily leaving an examination site to visit an unauthorized site; having a cell phone, tablet, smartwatch or earbuds; having food or drinks in the testing area; wearing hats, caps, hoodies or other head coverings/garments that cover the head or face.

When testing is administered in a proctored environment, either by the faculty, faculty designee, or by testing center staff, the student will not violate testing rules as established in the syllabus, handbooks or in testing center policies. If a test proctor finds reason to suspect testing center irregularities, including cheating, the assessment will be immediately stopped and the test will be closed down. A formal report will be made to the course faculty. The incident will be discussed with the student by faculty. If the allegation of cheating is upheld, the student will receive, at a minimum, a grade of "ZERO" for the test and a "F" for the course. If the allegation is not supported, the student will be allowed to repeat and complete the assessment.

Unauthorized test review behavior. Test reviews can be good opportunities for learning, but students must behave in a manner that protects test security. Unless faculty approval has been given, students should not be having side conversation during the review. Examples of unauthorized test review behavior include but are not limited to leaving the site of the review with the test or notes regarding the test unless approved by the instructor, leaving the site of the review prior to turning in test, having a cell phone, tablet, smartwatch or earbuds; having food or drinks in the review area; wearing hats, caps, hoodies or other head coverings/garments that cover the head or face.

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

Illegal Substance Policy

Students attending a Virginia community college shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or alcohol while on campus, attending a college sponsored off-campus event or clinical activity, or while serving as a representative of the college at off-campus meetings. Students who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution (SWCC, Catalog and Student Handbook available online.)

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

TECHNOLOGY REQUIREMENTS

Traditional Face to Face Courses and Online/Blended Courses

The Learning Management System (LMS) is utilized for each course. User name and passwords are set up through SWCC. Once this is completed, log into the LMS and locate tutorials for using the LMS.

Technology Requirements and Recommendations

- o All students must purchase a laptop with a camera and microphone to use in classroom and lab. This device will be for utilizing required digital resources and downloading eBooks from Lippincott (eBook provider). It is recommended to NOT use a Chromebook, iPad or HP stream as these are not compatible with some of the resources used in the program. Additional recommendations for system requirements for the digital device will be given out during nursing orientation.
- o **Communications:** Internet access
- o **Web Browser:** Google Chrome is recommended (latest version). Up-to-date Java and Flash software will be needed to access multimedia content.
- o **Word Processing Experience:** Minimally proficient word processing skills,

including basic keyboarding skills.

- o **Email Access and Experience:** Students must have sufficient email and Internet access to do all class activities on schedule. Students are responsible for finding alternative resources when necessary. Note: Student college emails must be used. Faculty have been instructed to only respond to students using college email addresses.
- o Check the LMS course sites and email daily.
- o Students **must** be able to perform the following email functions:
  - Check for and access new email
  - Save copies of all incoming mail for your records
  - Send email and save a copy of all outgoing mail
  - Send, receive, read, and save attachments to email
  - Print email messages and file attachments
  - Scan documents and save to pdf files
- o **Virus Scanning Software:** Obtain up-to-date virus scanning software such as Norton Anti-Virus or McAfee on computer and keep virus data files current. Anti-virus software can be downloaded from the Help Desk support web page from the college. If a document infected with a computer virus is sent to an instructor, the instructor will have to delete the document and will be unable to grade work submitted.
- o **Software programs:** Software programs used include but are not limited to the following:
  - Microsoft PowerPoint
  - Microsoft Word
  - Adobe Reader
  - Microsoft Excel
- o **Frequently Used Websites:**
  - http://thepoint.lww.com
  - www.atitesting.com
  - www.Youtube.com
  - Hoonuit (accessed through the LMS)

Use of Technology in the Classroom and Lab/Clinical Areas

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

Social Networking

SWCC Nursing Program encourages networking among students. However, the nature of our clinical and classroom activities involves sensitive patient information. Therefore, HIPAA must be followed in every aspect of communication including verbal, texting, internet social networks, etc. Violation of HIPAA will result in immediate dismissal from the nursing program.

EMAIL AND SOCIAL MEDIA

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

SWCC Nursing Program Email Policy

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

Students who choose to have their VCCS email forwarded to a private (unofficial) email address outside the official college network address, do so at their own risk.

It is important to remember appropriate etiquette when emailing correspondence (including those sent via electronic devices) related to your academic/professional matters. Below is a resource which will help the student to become an effective writer and reader/manager of email.

1. Always fill in the subject line with a topic that means something to your reader. Not "Decals" or "Important! but "Deadline for New Parking Decals."
2. Put your main point in the opening sentence. Most readers won't stick around for a surprise ending.
3. Never begin a message with a vague "This"--as in "This needs to be done by 5:00." Always specify what you're writing about.
4. Don't use ALL CAPITALS (no shouting!), or all lower-case letters either.
5. As a general rule, PLZ avoid text speak (abbreviations and acronyms): *you* may be ROFLOL (rolling on the floor laughing out loud), but your reader may be left wondering WUWT (what's up with that).
6. Be brief *and* polite. If your message runs longer than two or three short paragraphs, consider (a) reducing the message, or (b) providing an attachment. But in any case, don't snap, growl, or bark.
7. Remember to say "please" and "thank you." And mean it. "Thank you for understanding why afternoon breaks have been eliminated" is prissy and petty. It's *not* polite.
8. Add a signature block with appropriate contact information (in most cases, your name, business address, and phone number, along with a legal disclaimer if required by your company). Do you *need* to clutter the signature block with a clever quotation and artwork? Probably not.
9. Edit and proofread before hitting "send." You may think you're too busy to sweat the small stuff, but unfortunately your reader may think you're a careless dolt.
10. Finally, reply promptly to serious messages. If you need more than 24 hours to collect information or make a decision, send a brief response explaining the delay.
    (R. Nordquist (2017). 10 Tips on how to write a professional email. Retrieved from https://www.thoughtco.com/how-to-write-a-professional-email-1690524).

Use of Social Media

The SWCC Nursing Program supports the use of social media to reach audiences such as students, prospective students, faculty and staff. This policy applies to School of Nursing students who engage in internet conversations for school-related purposes or school related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

General information. Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snapchat, Topix and Instagram.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Students should always represent the SWCC Nursing Program and the community college in a fair, accurate and legal manner while protecting the reputation of the program and the college.

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

Consequences of inappropriate use of social media. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

A student will be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

The SWCC Nursing Program adheres to the guidelines provided by the National Council of State Boards of Nursing regarding use of social media.

National Council of State Boards of Nursing: Guidelines for using social media (NCSBN, 2018)

It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, nurses can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images,

about a patient or information gained in the nurse-patient relationship with anyone

unless there is a patient care related need to disclose the information or other legal obligation to do so.

- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

National Council of State Boards of Nursing (2018). A nurse's guide to the use of social media. Retrieved from https://www.ncsbn.org/NCSBN_SocialMedia.pdf

SWCC NURSING PROGRAM CURRICULUM TRACKS

Curriculum Tracks

  The SWCC Nursing Program offers two curriculum tracks that provide opportunities for students to participate in the program in a time-frame that is best for their individual needs. Students have the option to complete all general education courses required by the nursing curriculum and receive a Health Sciences certificate before beginning nursing classes. This option takes three years or longer depending on the amount of time taken to complete the general education classes. Many students, who have families, work or other responsibilities often choose to complete all general education (non-nursing) courses before entering the program. Track 1 is available for students who plan to complete the program through the traditional format with students taking a full credit load and most nursing classes offered during a day schedule.

  The LPN to RN Transition track (Track 2) is an advanced placement program designed to recognize the common abilities of nurses and to bridge the difference between the LPN and RN knowledge base allowing these students to complete the program in a shortened time period. If there is sufficient enrollment of LPNs in the SWCC Nursing Program, those who meet the eligibility requirements for the advanced placement will take "Transition Courses" in the summer term. After completion of the summer transition courses, the LPN will be awarded credit for NSG 100, 106, 130, 152, 170 (16 credits). These credits will appear on the student's official transcript and the student will be eligible to enroll in sophomore level courses and graduate within one (1) academic year with an AAS Degree in Nursing by joining the Track 2 Curriculum cohort.

Nursing Track 1: 2 Year Curriculum

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Summer Session- Year 1				
BIO 141	Human Anatomy and Physiology I	3	3	4
ENG 111	College Composition I	3	0	3
ITE 119	Information Literacy	3	0	3
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to College Success	1	0	1
	TOTAL	**13**	**3**	**14**
Fall Semester- Year 1				
BIO 142	Human Anatomy & Physiology II	3	3	4
NSG 100	Introduction to Nursing Concepts	3	3	4
NSG 106	Competencies for Nursing Practice	1	3	2
NSG 130	Professional Nursing Concepts	1	0	1
NSG 200	Health Promotion & Assessment	2	3	3
	TOTAL	**10**	**12**	**14**
Spring Semester- Year 1				
BIO 150	Introductory Microbiology	3	3	4
NSG 152	Health Care Participant	2	3	3
NSG 170	Health/Illness Concepts	4	6	6
	TOTAL	**9**	**12**	**13**
Fall Semester- Year 2				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
	TOTAL	**9**	**12**	**13**
Spring Semester- Year 2				
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Care Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
HUM EEE[1]	See list of approved electives in footnote	3	0	3
	TOTAL	**9**	**12**	**13**
Total Minimum Credits for the AAS Degree				**67**

Footnote:
[1]Approved humanities electives: ART 101; ENG 241, 243, 251; MUS 121; REL 230

Nursing Track 2: LPN to RN Transition Curriculum

Special Note:

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

Admission Requirements: Admissions requirements for the LPN to RN nursing program are the same as the regular program with the following exceptions:

1. Current LPN license.
2. Applicants must have graduated from an LPN program after May 15, 2018 OR provide documentation of one (1) year (2000 hours) of full-time LPN work experience in direct patient care during the past three years with written verification from employer at the time of application.
3. Completion of 22 credits of support (general education) courses required for graduation from the Nursing program: BIO 141, BIO 142, BIO 150, ENG 111, ITE 119, PSY 230, and SDV 100.

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

Footnote:

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

[2]Approved Humanities Electives: ART 101; ENG 241, 243, 251; MUS 121; REL 230

COURSE DESCRIPTIONS

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

Nursing courses are sequential and build on content from previous courses. Therefore, they must be taken in the order listed in the curriculum.

Course	Crs	Title	Pre-Req.	Course Description
NSG 100	4	Introduction to Nursing Concepts	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. 4 credits
NSG 106	2	Competencies for Nursing Practice	Acceptance to the Nursing Program, MTE 1-5, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 0-1 hour. Laboratory 3-6 hours. Total 4-6 hours per week. 2 credits
NSG 130	1	Professional Nursing Concepts	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. Lecture 1 hour. Total 1 hour per week. 1 credit

Course	Crs	Title	Pre-Req.	Course Description
NSG 152	3	Health Care Participant	BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130, NSG 200. Corequisite BIO 150	Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits
NSG 170	6	Health/Illness Concepts	BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130, NSG 200. Corequisite BIO 150	Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 4 hours, Laboratory 6 hours. Total 10 hours per week. 6 credits
NSG 200	3	Health Promotion and Assessment	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, ITE 119, PSY 230, SDV	Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits
NSG 115	5	Healthcare Concepts for Transition	Prerequisites: Acceptance to the LPN-RN Transition Program; BIO 141, 142, & 150, ENG 111, PSY 230, SDV 100; ITE 119 Corequisite: NSG 200	Focuses on role transition from Licensed Practical Nurse to Registered professional nurse. Incorporates concepts of nursing practice and conceptual learning to promote health and wellness across the lifespan. Uses the nursing process to explore care delivery for selected diverse populations with common and predictable illness. Emphasizes the use of clinical judgement in skill acquisition. Lecture 3 hours. Laboratory 3-6 hours. Total 6-9 hours per week. 4-5 credits

Course	Crs	Title	Pre-Req.	Course Description
NSG 210	5	Health Care Concepts I	BIO 150 (or BIO 205), NSG 152 & 170	Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II. Lecture 3 hours, Laboratory 6 hours. Total 9 hours per week. 5 credits.
NSG 211	5	Health Care Concepts II	BIO 150 (or BIO 205), NSG 152 & 170	Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week. 5 credits
NSG 230	2	Advanced Professional Nursing Concepts	NSG 210 & 211	Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. Lecture 2 hours. Total 2 hours per week. 2 credits
NSG 252	4	Complex Health Care Concepts	NSG 210 & 211	Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Lecture 4 hours. Total 4 hours per week. 4 credits
NSG 270	4	Nursing Capstone	NSG 210 & 211	Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient- centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments. Laboratory 12 hours. Total 12 hours per week. 4 credits

LICENSURE APPLICATION REQUIREMENTS

Application for NCLEX-RN Examination

The Virginia Board of Nursing (VABON) provides instruction for online applications for the NCLEX-RN Examination for SWCC Nursing Program graduates, whose legal residence is in Virginia, prior to graduation at https://www.dhp.virginia.gov/nursing/nursing_forms.htm.

1. Completing the NCLEX and state licensure application process is the responsibility of the student. This should not be completed more than 2 weeks before graduation.

2. Virginia graduating students **do not** request transcripts from their college. The SWCC Nursing Program sends completion information to the VABON confirming graduation from the program.

3. Students from states other than Virginia should contact their state's Board of Nursing for detailed instructions. This is the student's responsibility and must be initiated by the student.

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

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

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

　　1. Has completed an approved four-year high school course of study or the equivalent as determined by the appropriate educational agency;
　　2. Has received a diploma or degree from an approved professional nursing education program;
　　3. Has passed a written examination as required by the Board; and
　　4. Has committed no acts which are grounds for disciplinary action as set forth in this chapter.

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

forces of the United States as evidence of the satisfaction of the educational
requirements for licensure.

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

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

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

SWCC NURSING PROGRAM ORGANIZATIONAL CHART

PRESIDENT

↓↓

VICE PRESIDENT FOR ACADEMIC AND STUDENT SERVICES

↓↓

DEAN OF MATHEMATICS, SCIENCE AND HEALTH TECHNOLOGIES

↓↓

ADMINSTRATIVE ASSISTANTS (FT/PT) ← **NURSING PROGRAM HEAD RN/MSN (FT)**
←

↓↓

| **FACULTY RN/MSN (FT)** | **FACULTY RN/MSN (FT)** | **FACULTY RN/MSN (FT)** | ←→ ←→ | **FACULTY RN/MSN (FT)** | **FACULTY RN/MSN BOOTH CENTER (FT)** | **FACULTY RN/MSN SIMLAB (FT)** |

↓↓

ADJUNCT FACULTY (PT)

↓↓

CLINICAL INSTRUCTORS (PT)

STUDENT GRIEVANCE PROCEDURE

All grievances should be handled in accordance with the grievance policy as set forth in the SWCC college student handbook.

This procedure shall include, but not necessarily be limited to, concerns and disputes between a community college employee(s) and student(s) or between students involving:

1. Application of a policy or procedure of the program,
2. Grades/academic record,
3. Discrimination on the basis of race, sex, handicap, etc. /sexual harassment.

Definitions and Scope

1. **Grievance** - A difference or dispute between a student and an employee of the SWCC Nursing Program with respect to the application of the provisions of the program's policies, procedures and regulations as they affect the activities or status of the student.
2. **Appeal of grades** - A student having factual evidence that his/her grade in a nursing class, as reported, is in error and who wishes to appeal said grade, should use the provisions of the grievance procedure.
3. **Discrimination** - The grievance procedure shall be utilized by students for complaints of alleged unlawful discrimination on the basis of race, color, creed or religion, sex, national origin, physical or mental handicap, or factors that cannot lawfully be a basis for decisions.

MISCELLANEOUS COLLEGE POLICIES

Student Accommodations Statement

Students admitted to the SWCC Nursing Program can be expected to complete course requirements that prepare them to perform essential job functions as a registered professional nurse. Those functions or skills that are essential to the profession must be performed with or without accommodations. Students who believe they do not possess one or more of these functions should contact the American with Disabilities Act (ADA) Counselor on the SWCC campus. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Please refer to the SWCC student handbook.

Financial Aid

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

Graduation

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

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

SWCC NURSING PROGRAM PINNING CEREMONY

Each SWCC Nursing Program graduating class is honored with an annual pinning ceremony. The ceremony is an activity celebrating the accomplishments of the students. Students wear the official SWCC Nursing Program uniform and are pinned with the Southwest Virginia Community College Nursing Program Pin, symbolizing their role as a SWCC Nursing Program Alumni. The ceremony will be held near the end of spring semester. Family and friends are encouraged to attend.

INTERNATIONAL NURSES PLEDGE

In full knowledge of the obligations I am undertaking, I promise to care for the sick with all the skill and understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to conserve life, to alleviate suffering and to promote health.

I will respect at all times the dignity and religious beliefs of the patients under my care, holding in confidence all personal information entrusted to me and refraining from any action which might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and to give loyal support and cooperation to all members of the health team.

I will do my utmost to honor the international code of ethics applied to nursing and to uphold the integrity of the nurse.

SWCC NURSING PROGRAM HANDBOOK DISCLAIMER

& SIGNATURE PAGE

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

Your signature on this page is your acknowledgement that you have received and agreed to abide by the SWCC Nursing Program Student Handbook.

_____

Printed Name

_____

Signature

_____

Date