



# **Southwest**

**Virginia Community College**

## **Nursing Program**

**Student  
Handbook  
2025-2026**

## **SOUTHWEST VIRGINIA COMMUNITY COLLEGE NURSING PROGRAM**

The Southwest Virginia Community College Nursing Program (SWCC Nursing Program) is located in Cedar Bluff, Virginia. The associate degree nursing program at Southwest Virginia Community College located in Cedar Bluff, Virginia is approved by the Virginia State Board of Nursing and accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326; (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program at SWCC is: Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs>

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

Physical address at Main: 724 Community College Rd, Cedar Bluff, VA, 24609

Physical address at Southern Gap: 1102 Ovenbird Rd, Grundy, VA, 24614

Physical address at Bluefield Center: 745 South College Ave, Bluefield, VA 24605

Phone: 276-964-7659

Fax: 276-964-7608

Website: <https://sw.edu/nursing-associate-of-applied-science/>

### **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 College's Affirmative Action Coordinator.

### **SWCC Nursing Program Outcomes**

<b>Year of Graduation</b>	<b>NCLEX-RN Pass Rate*</b>	<b>Program Completion</b>	<b>Job Placement Rate**</b>
2020 (N =191)	72.5%	81%	100%
2021 (N= 53)	75.47%	72.30%	100%
2022 (N= 50)	82%	64%	100%
2023 (N = 47)	95.74%	63.49%	100%
2024 (N=38)	94.74%	65.2%	TBA

\* NCLEX National Statistics from [www.ncsbn.org](http://www.ncsbn.org)1790

**\*\*Job placement rate is self-reported by students who have passed boards and returned the survey**

**(2020 results exhibit Virginia Appalachian Tricollege Nursing Program percentages and a 150% completion rate; 2021-2023 results exhibit Southwest Virginia Community College Nursing Program percentages and a 100% completion rate)**

## **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:

<b>SWCC Nursing Program Core Competencies</b>	<b>Graduate Student Learning Outcomes</b>	<b>Graduate Competencies</b>
Client-Centered Care	Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.	Coordinate client centered care delivery with sensitivity and respect.
		Evaluate the effectiveness of teaching plans and outcomes and revise for achievement of desired outcomes.
		Promote client self-determination in making healthcare decisions as a level 4 student.
		Integrate therapeutic communication skills when interacting with clients and the client's support network.
		Advocate independently for diverse individuals, families, and communities across the lifespan.
Safety	Practice safe nursing care that minimizes risk of harm across systems and client populations.	Evaluate human factors and safety principles.
		Participate in the analysis of errors and designing system improvements.
		Incorporate client safety initiatives into the plan of care.
		Practice safe client care as a level 4 student.
Clinical Judgment	Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.	Evaluate an individualized plan of care based on client values, clinical expertise, and reliable evidence.
		Independently prioritize changes in client status and intervene appropriately.
		Integrate clinical judgment in the management of care for multiple, complex clients across the lifespan.
		Evaluate existing practices and seek creative approaches to problem solving.

Professional Behaviors	Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.	Incorporate ethical behaviors and confidentiality when caring for clients.
		Assume responsibility and accountability for delivering safe client care.
		Deliver nursing care within the scope of nursing practice.
		Evaluate professional behaviors in interactions with clients, families and healthcare providers.
		Engage in reflective thinking for the purpose of improving nursing practice.
		Develop a plan for lifelong learning in the nursing profession.
Quality Improvement	Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.	Assess the common quality measures encountered in clinical practice.
		Evaluate technology and information management tools used to identify and prevent potential errors in client care.
		Justify fiscal responsibility in the delivery of client care.
Collaboration	Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.	Compare and contrast the effectiveness of the members of the interdisciplinary team to promote optimal client outcomes.
		Participate in the interdisciplinary plan of care to promote optimal client outcomes.
		Evaluate communication strategies that are inclusive of various communication and cultural differences.
		Evaluate management skills and principles of delegation when working with other members of the health care team.
		Reflects at a professional level on individual and team performance.
Pharmacology	Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.	Manage the principles of pharmacology to the identified concepts for clients with complex conditions.
		Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.
		Apply the principles of leadership and management regarding the legal and ethical responsibilities related to safe medication administration.

## VCCS General Education Core Competencies

<b>VCCS General Education Core Competencies</b>	Upon completion of the associate 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
<i>(Virginia Community College System Policy Manual, Section 5.0.2.1, General Education)</i>	

## 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. These costs are estimates and are subject to change without notification to faculty or students.

Pre-admissions Testing (Test of Essential Academic Skills or TEAS)	\$75.00
Uniforms/Shoes/Watch/Stethoscope	\$300.00
Standardized Progressive Testing Program	\$1790.00
Textbooks/Electronic Resources	\$1000.00
CastleBranch Criminal Background Check, Drug Screen, Document Manager	\$126.74
Physical Exam, Immunizations, TB Test	\$250.00
CPR	\$150.00
Estimated in-state Tuition, 67 Credit Hours @ \$169.15 per credit hour	\$11,333.05
NCLEX-RN Application Fees	\$425.00
SWCC Nursing Program Pin (optional)	\$50.00
Transportation (to and from college and clinical agencies)	Variable
Estimated Total	\$15,499.79

## **SWCC Nursing Program Faculty & Staff**

**SWCC Interim Nursing Program Coordinator** – Kim Smith, MSN, RN, FNP BC

**Interim Dean of Health Technologies-** Neyia Beavers MSN, RN

**Health Technology Administrative Assistant** – Tammy Austin

**Nursing Program Administrative Assistant-** Diana Murphy

## **SWCC Nursing Program Full-time Teaching Faculty**

Bonnie Allen, RN, BSN, MS

Carol Cantrell, BSN, RN

Sherrie Carpenter, MSN, RN

Samantha Fraley, MSN, RN

Angel Shelton, MSN, RN

Kim Smith, MSN, RN, FNP

Savannah Stiltner, MSN, RN

## **Student Engagement Hours**

Each faculty member posts student engagement hours on their office door or may be reached by email. Appointments outside the regularly scheduled hours can be arranged with the faculty member.

## **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 begin this requirement **immediately**.

The Hep B vaccination schedule is: dose #1 now, dose #2 in 1 month, dose #3 approximately 5 months after dose #2. Students may begin clinical 2 weeks after dose #1 has been administered.

- 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. This is typically scheduled between October and November each year.
- Failure to maintain clinical requirements can result in dismissal from the nursing program. Please see details under the heading, **Clinical Prerequisites 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. Habits of consistent and on-time attendance are habits that will serve a nurse well in their future work lives. Students are subject to failing a course or being dismissed from the program if they miss greater than 20% of any clinical, laboratory, simulation and/or classroom sessions.

### **Course Withdrawal Procedures**

Prior to withdrawing from a course, students should consult with [FinancialAid@sw.edu](mailto:FinancialAid@sw.edu) to determine any potential financial impact of this action. In addition, they should consult with their Student Success Advisor to confirm the impact of this action with regard to academic standing or future progress in the program. Students can contact their Student Success Advisor via Navigate.

### **Withdrawals and Incompletes**

#### **W - Withdrawal**

No credit. A grade of W is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. To ensure that students remain in good standing, they must initiate and process the withdrawal form on or before the withdrawal deadline. After that time, the student will receive a grade of F except under mitigating circumstances which must be documented and approved by the instructor and the Dean.



## **I - Incomplete**

A grade of I is awarded to students who have completed the majority of the course and are unable to complete the remainder due to mitigating circumstances. In this case, with documentation, the student may be awarded the "I" grade and a mutually agreed upon date of completion will be established (before the end of the subsequent semester). Upon timely completion, the student will receive the earned grade.

## **VCCS Nursing Grading Scale**

The grading scale for the VCCS Concept Based Curriculum and 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 may 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 the 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 the use of a concept in a new situation and applies what was learned in the classroom into novel situations in the workplace. 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/or 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. No 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 will 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.
3. The use of any type of Artificial Intelligence (AI) or technological means are prohibited during testing.

**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, <https://owl.purdue.edu/>

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 the course assignment allows collaboration. Students should maintain copies of both the original ungraded assignment and the graded assignment.

**Grades for written assignments.** Written work as assigned by instructor is graded according to the Grading Rubric (guidelines) provided. 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. Students are not permitted to collaborate or assist one another with these assignments. Doing so will result in dismissal from the program. 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.

Students in the RN program will be required to successfully complete a competency simulation with a score of 80% or greater and an ATI comprehensive predictor with a score of 90% or greater 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.

### **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 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. Collaborating or assisting other students without faculty consent is a violation of academic integrity and will result in failure of the simulation, course, and/or dismissal from the program.
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 sharp's container.
8. Report any incidents, including glass or sharps injuries (whether clean or dirty needle or other sharp) to your course instructor and document on an Occurrence 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 the lab is complete.
15. Any damage to or malfunction of equipment shall be reported to the course instructor immediately.

### **Clinical, Lab and or Simulation Lab 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, lab, and simulation lab hours to meet this VBON requirement are built into the SWCC Nursing Program. Inability to meet this requirement will result in non-completion of the nursing program.

Students are expected to attend all scheduled clinical, lab, or simulation lab experiences. Any missed clinical, lab or simulation lab time must be made up. 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 clinical, lab or simulation lab 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 course. If clinical, lab or simulation lab 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 group(s). Clinical, lab or simulation lab absences will be documented, and the student will be held accountable to meet all clinical, lab, and simulation lab attendance policy requirements. Adjunct instructors will notify the course instructor within 24 hours of a student's absence to determine the action to be taken.

Arrangements for making up missed clinical, lab or simulation lab 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. Lab and clinical access are limited to a specific number of days and most instructors are not contracted to teach more than the allocated time for lab/clinical. In addition, the number of students in each clinical group is limited by the VA Board of Nursing protocols and/or the clinical agency. Making up missed time may be difficult or impossible.

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

**Notifying instructor when absence is necessary:**

As a student, it is your responsibility to notify the assigned clinical, lab, or simulation lab instructor if an absence is necessary. Leaving messages does not suffice. The procedure for notifying the instructor in cases of tardiness or absence is as follows: Notify the instructor via phone call or as otherwise directed by the instructor. This should be done at least one hour before the clinical, lab, or simulation lab day starts. Failure to notify the faculty and/or faculty of absence or tardiness is considered unprofessional conduct and is included in the clinical, lab or simulation lab evaluation rating. Students may be dismissed from the program for no call/no show in cl, lab or simulation lab.

**Action for missed clinical, lab, or simulation lab activity.**

1. When a clinical, lab, or simulation lab absence is necessary, you must make up the missed hours as directed by the course faculty. The specific nature of the make-up activity is at the discretion of the faculty member.
2. If you must miss more than one clinical, lab, or simulation lab day, the faculty will develop a remediation plan to address the absence issue. Depending on the number of hours missed and the total hours for the course, you may be asked to withdraw from the course with the second absence.
3. If you miss more than 2 clinical, lab, or simulation lab days for any reason, you may be asked to withdraw from the course. If the final withdrawal date has passed, the student will receive a failing grade in the course.

**Student Lab/Clinical Absence, Without Notification (No Call/No Show):**

Any student who does not call in or show up for a clinical, lab, or simulation lab assignment must meet with the Program Coordinator and/or Division Dean. A no call/no show may result in dismissal from the program.

**Clinical, Lab or Simulation Lab Tardiness.**

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

1. If you are more than 1 hour late to clinical, lab, or simulation lab, the incident will be counted as an absence, you may be sent home, and you must complete the requirements outlined above under a "Action for missed activity clinical, lab, or simulation lab".
2. Two or more incidences of tardiness will result in a remediation plan, and you must complete the requirements outlined under "Action for missed clinical, lab, or simulation lab activity" for second absence with prior notification.

If you demonstrate patterns of behavior that include tardiness and absences, you will be required to meet

with the Program Coordinator and/or Division Dean. Habitual tardiness may result in dismissal from the program. Students are subject to failing a course or being dismissed from the program if they miss greater than 20% of any clinical, simulation, laboratory, and/or classroom sessions.

### **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. The 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. A proper uniform with an 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. This includes current immunizations, criminal background check and drug screen clearance, HIPAA, CPR, etc. 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.
6. Any student who is suspected of being impaired, as determined by observations or reports from faculty, staff, preceptors, or other students, will be required to undergo a drug test. This policy applies in all educational settings, including but not limited to, clinical rotations, classroom settings, labs, or simulation environments.
7. Students release any clinical agency, its agents and employees from any liability for any injury or death to himself or damage to his property arising out of agreement or use of the clinical agencies.

### **Required Clinical Documentation for New Students**

All documentation must be submitted by May 15 for LPN-RN Transition students and by July 15th for first-year students. Students not meeting these deadlines forfeit their spot into the program.

Documents must be submitted through the student's CastleBranch account. The following list of requirements has been established by clinical agencies:

- Physical and Student Statement of Health
- Current record of immunizations including Hepatitis B, Measles-Mumps-Rubella, COVID-19, 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. Students may request medical and religious exemptions to be approved by the clinical facilities.
- Current record of testing for tuberculosis, either a two-step Mantoux Tuberculin Skin Test (TB Tine Test is not accepted) or chest X-ray.
- HIPAA certificate of completion, students will be instructed on how to do this in the first weeks of class.
- Copy of course completion card for Cardiopulmonary Resuscitation (CPR)- American Heart Association, Basic Life Support (BLS) for Healthcare Providers completed during

the summer (May 15 – July 15) prior to admission to NSG courses and maintained throughout the program.

- Standard of Safe Clinical Performance
- Student Statement of Criminal Background
- 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:  
[https://townhall.virginia.gov/L/GetFile.cfm?File=C:%5CTownHall%5Cdocroot%5CGuidanceDocs\\_Proposed%5C223%5CGDoc\\_DHP\\_4674\\_20201202.pdf](https://townhall.virginia.gov/L/GetFile.cfm?File=C:%5CTownHall%5Cdocroot%5CGuidanceDocs_Proposed%5C223%5CGDoc_DHP_4674_20201202.pdf)
- 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.
- 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.

- Student Statement of Health
- Student Statement of Criminal Background
- CPR (American Heart Association, Basic Life Support for Health Care Providers current for the duration of the program).
- 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.
- 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.

### **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 program coordinator) 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 the 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 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, (2020). A Code for Academic and Clinical Conduct for Nursing Students. Retrieved from <https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

## **SWCC Nursing Program Dress Code**

The SWCC Nursing Program expects students to present a professional and positive image in the clinical and simulation lab 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 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 in 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 are to 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; shoelaces 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 (not pink, blue, etc.).

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

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

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

**Personal appearance and behavior.**

- Eating, drinking, and gum chewing are not allowed in clinical settings.
- Tattoos must be covered and not visible.
- Personal phone calls and visitors in the clinical or lab setting are not permitted except in an emergency. Cell phones must be on silent and calls should not be accepted, or personal contacts made, including text messages, during clinical or lab times.
- Cell phones may be used as personal handheld devices for access to nursing references only if approved by the clinical faculty and the clinical agency. This approval must be received in advance of use for each clinical assignment. Students who use their cell phone for personal purposes or without prior permission may be dismissed from clinical with an unsatisfactory grade for the day.
- 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.
- 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.
- Students in the RN program will be required to successfully complete a competency simulation with a score of 80% or greater and an ATI comprehensive predictor with a score of 90% or greater 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. Students who have two academic failures in separate semesters during the program's nursing courses will be ineligible for readmission or reenrollment to 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 during posted application periods to be considered for admission a second



time. A student may only be re-accepted to the program once, and will not be allowed to request re-entry in subsequent courses following a reacceptance.

- Reacceptance or reentry are never a guarantee. The nursing program has the right to deny admission based on past student performance in NSG 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 Coordinator requesting reenrollment the semester prior to the requested reenrollment. Each student's application for reenrollment 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.
- Students who are readmitted/reenrolled will be required to demonstrate competency in critical nursing skills and dosage calculations before progressing into the course/clinical. Readmission/reenrollment must occur no later than 12 months after the last nursing course taken, otherwise the student will have to repeat all nursing courses.
- A student who has 2 academic failures (grade in a NSG course below a "C") in two different semesters will be ineligible for reenrollment in that program track. Students failing out of the traditional program track can obtain their LPN license and reapply to the LPN-RN transition program.
- 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 Instruction and Student Services or designee.
- 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, and statement of health prior to reenrolling in nursing courses.
- A student who is not enrolled in a clinical course for a minimum of at least one semester will be required to demonstrate competency in critical nursing skills including head-to-toe assessments and dosage calculations, 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.
- Students with 24 or less credit hours remaining for program completion and/or graduation must complete all courses with Southwest Virginia Community College to test under the SWCC's NCLEX-RN program code. Students that are unsuccessful in 4<sup>th</sup> semester courses must repeat NCLEX and job placement preparatory activities prior to graduation, regardless of

which courses are being repeated. This includes, but is not limited to, ATI capstone course participation, comprehensive predictor testing & live review sessions, competency simulations, and math competencies. Students who do not meet the designated program outcomes will not be eligible for graduation. The nursing program will provide resources and support to assist students in completing these requirements.

### **Guidelines for Requesting Readmission**

Students requesting readmission must follow these guidelines:

1. Indicate in writing to the SWCC Nursing Program Coordinator 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 1. 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 Coordinator 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.
4. 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. Reacceptance or reentry are never a guarantee. The nursing program has the right to deny admission based on past student performance in NSG courses.

**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.

Transfer students must be in good academic standing. The student must:

- Provide a letter from the prior college stating that they are eligible to return to their previous program.
- Be in good standing at their previous college with a “C” average or better in all nursing courses. If a student has failed more than two semesters at the previous institution, the student must wait 3 years to apply and restart the program from the beginning.
- Have no infractions of the academic integrity policy at their previous institution.

## **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 academic and health care settings. It is imperative that students are able to learn in a safe and respectful environment. This professionalism includes exhibiting sensitivity and concern, maintaining therapeutic relationships and patient confidentiality. Abusive behavior, bullying, or foul language directed towards a faculty member, student, patient, or any other person in the classroom, lab, or clinical setting will not be tolerated, and may result in immediate dismissal from the learning environment. Students engaged in this behavior will require follow-up with the faculty, program coordinator and dean, and may be dismissed from the program, even if this is a student’s first offense. These behaviors will be managed according to college policy, as well as the policies of the healthcare agency when applicable. This includes e-mail and letters written by students. Students should take a moment to reflect on what they are about to say, particularly in difficult situations.

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/Boards/Nursing/PractitionerResources/LawsRegulations/>

## **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.**

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. Delegating nursing tasks to an unlicensed person in violation of the provisions of this part;
  - h. 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;
  - i. Obtaining money or property of a patient or client by fraud, misrepresentation, or duress;
  - j. 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 actions that result in personal gain at the expense of the patient or client, or a nontherapeutic personal involvement or sexual conduct with a patient or client;
  - k. Violating state laws relating to the privacy of patient information, including § 32.1-127.1:03 the Code of Virginia;

- l. Providing false information to staff or board members in the course of an investigation or proceeding;
- m. 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;
- n. Engaging in conversion therapy with a person younger than 18 years of age; or
- o. Violating any provision of this chapter.

Virginia Board of Nursing (2022). Regulations governing the practice of nursing, §§ 54.1-2400 and chapter 30 of Title 54.1 of the *Code of Virginia*. Retrieved from <http://www.dhp.virginia.gov/media/dhpweb/docs/nursing/leg/Nursing.pdf>

### **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 <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

## 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 can be dismissed from the program and the college. This policy is consistent with conduct requirements for SWCC.

Cheating on any test, exam, quiz, lab checkoff, lab test, simulation or clinical competency, 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. **Artificial Intelligence (AI):** The use of any type of AI or technological means are prohibited when completing assignments or during testing.
3. **Fabrication:** Inventing information or citations in an academic or lab/clinical exercise.
4. **Facilitating academic dishonesty:** Providing unauthorized material or information to another person.
5. **Plagiarism:** Submitting someone else’s work or ideas and passing them off as your own.

**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 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 conversations during the review. Examples of unauthorized test review behavior include but are not limited to leaving the site of the review with the test or notes regarding the test unless approved by the instructor, leaving the site of the review prior to turning in test, having a cell phone, tablet, smartwatch or earbuds in the review area; 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 Impairment and Mandatory Drug Testing for Nursing Students**

The purpose of this policy is to ensure the safety, well-being, and professionalism of nursing students, as well as to maintain the integrity of the nursing program. This policy outlines the requirements for nursing students suspected of being impaired due to the use of drugs or alcohol during clinical, simulation, lab, classroom, or other program-related activities. The policy also outlines the procedure for mandatory drug testing and the responsibilities of the student in relation to these requirements.

This policy applies to all nursing students enrolled in the Southwest Virginia Community College Nursing Program who are participating in clinical rotations, simulation, lab, classroom activities, and other academic or program-related events.

Impairment refers to a student's inability to safely and effectively perform nursing tasks and responsibilities due to the influence of drugs, alcohol, or other substances whether prescription or non-prescription. Signs of impairment may include, but are not limited to:

- Unsteady gait or coordination problems
- Slurred speech
- Drowsiness, lethargy, or altered consciousness
- Inability to concentrate or follow directions
- Abnormal behavior or mood swings
- Unusual odors, such as alcohol on breath

Any student who is suspected of being impaired, as determined by observations or reports from faculty,



staff, preceptors, or other students, will be required to undergo a drug test. This policy applies in all educational settings, including but not limited to, clinical rotations, classroom settings, labs, or simulation environments.

If a student is suspected of impairment, the faculty member, clinical instructor, or program administrator will document the observed behaviors or concerns. The student will be informed of the suspicion and the requirement for drug testing. The student will be directed to a designated, approved testing facility. The student is responsible for the cost of the drug test. The test must be completed within a specified time frame (e.g., 2 hours from the time of notification). The student will not be permitted to continue in any clinical or academic activities until the test results are received.

If the student refuses to undergo drug testing, they will be immediately removed from the clinical or academic environment and may face disciplinary action, which could include suspension or dismissal from the nursing program.

The results of the drug test will be sent directly to the program coordinator or designated program official. The nursing program will review the results, and if a positive result is confirmed, further action will be taken, including potential disciplinary action and an evaluation of the student's ability to continue in the program, which could include suspension or dismissal from the nursing program.

All drug test results and related documentation will be handled confidentially in accordance with applicable laws, regulations, and institutional policies. Only individuals with a legitimate need to know will have access to the results.

Students are responsible for:

- ensuring they are fit for duty and able to perform all nursing tasks and responsibilities safely.
- reporting any medications or substances they are taking that may affect their performance or result in a false positive drug test.
- the cost of drug testing, which must be completed in a timely manner as directed by the program.

In certain circumstances, such as the use of prescribed medications that may affect performance, students should disclose such information to the program coordinator prior to clinical placement. In such cases, appropriate documentation and accommodation will be reviewed on a case-by-case basis.

Violations of this policy, including but not limited to failure to comply with testing requirements, falsification of information, or confirmed impairment while performing nursing duties, may result in disciplinary action up to and including dismissal from the nursing program.

This policy is designed to ensure that students in the nursing program maintain the highest standards of professional conduct and patient safety. All students are expected to comply fully with this policy throughout their enrollment in the program.

## Technology Requirements

### Traditional Face to Face Courses and Online/Blended Courses

The Learning Management System (LMS) is utilized for each course. Username 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

- All students must purchase a laptop with a camera and microphone to use in the classroom and lab. This device will be for utilizing required digital textbook resources. 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.
- **Communications:** Internet access is required.
- **Web Browser:** Google Chrome is recommended (latest version). Up-to-date software will also be needed to access multimedia content.
- **Word Processing Experience:** Minimally proficient word processing skills, including basic keyboarding skills.
- **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.
- Check the LMS course sites and email daily.
- 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
- **Virus Scanning Software:** Obtain up-to-date virus scanning software must be maintained on students' computers. 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 the work submitted.

- **Software programs:** Software programs used include but are not limited to the following:
  - Microsoft PowerPoint
  - Microsoft Word
  - Adobe Reader
  - Microsoft Excel

### **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 notetaking 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 inappropriately during a test/exam or during a test review will receive a grade of zero for that test or exam and an F for the course. Please refer to the **Academic Integrity** section in this handbook.

#### **Social Networking**

The SWCC Nursing Program encourages networking among students. However, the nature of our lab, 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.
  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, avoid text speak (abbreviations and acronyms)
  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.
  7. Remember to say “please” and “thank you.” And mean it.
  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).
  9. Edit and proofread before hitting “send.”
  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 (2020). 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 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 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 videos 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/public-files/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf)

## **Nursing Club**

Students enrolled in the nursing program are considered active members of the Nursing Club and participation by each student is expected. The purpose of the Nursing Club is to aid in student development, their professional role, and their responsibility for the health care of people in all walks of life. Members of this club, in satisfactory academic standing, who have been nominated by self or by another member of the Nursing Club are eligible to be a candidate to serve as a club officer. The functions of the Nursing Club are:

- a. to promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
- b. to represent nursing students to the consumer, to institutions and other organizations.
- c. to promote and encourage student's participation in interdisciplinary activities.
- d. to promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of the person's race, color, creed, sex, lifestyle, national origin, religion, age or socio- economic status.
- e. to provide students the opportunity to benefit from the experience of self-governance on a professional level so that they may be better able to participate on a professional level after graduation.
- f. to provide a reception for graduating students and an individual rose for each graduate during the pinning ceremony (fundraising or dues in the form of contributions from each member may be required).

## **SWCC Nursing Program Curriculum Tracks**

The SWCC Nursing Program offers two curriculum tracks that provide opportunities for students to participate in the program in a timeframe 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 to include 98 clinical hours maximum). 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
<b>Summer Session- Year 1</b>				
BIO 141	Human Anatomy and Physiology I	3	3	4
ENG 111	College Composition I	3	0	3
MTH 133	Mathematics for Health Professions	3	0	3
PSY 230	Developmental Psychology	3	0	3
SDV 101 <sup>1</sup>	Orientation to Nursing	1	0	1
<b>TOTAL</b>		<b>13</b>	<b>3</b>	<b>14</b>
<b>Fall Semester- Year 1</b>				
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
<b>TOTAL</b>		<b>10</b>	<b>12</b>	<b>14</b>
<b>Spring Semester- Year 1</b>				
BIO 150	Introductory Microbiology	3	3	4
NSG 152	Health Care Participant	2	3	3
NSG 170	Health/Illness Concepts	4	6	6
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>Fall Semester- Year 2</b>				
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
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>Spring Semester- Year 2</b>				
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 <sup>2</sup>	See list of approved electives in footnote	3	0	3
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>Total Minimum Credits for the AAS Degree</b>				<b>67</b>

**Footnote:**

<sup>1</sup> SDV 101- Please be advised that this course is not eligible for substitution after Fall 2024 if not completed within the last 3 years.

<sup>2</sup> Approved humanities electives: ART 101; ENG 246; MUS 121; PHI 220; REL 230; REL 240

## 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 unencumbered LPN license.
2. Applicants must have graduated from an LPN program within the last 3 years 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, MTH 133, PSY 230, and SDV 101.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Pre-Nursing Course</b>				
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
MTH 133	Math for Health Professions	3	0	3
PSY 230	Developmental Psychology	3	0	3
SDV 101 <sup>1</sup>	Orientation to Nursing	1	0	1
	<b>Total</b>	<b>19</b>	<b>9</b>	<b>22</b>
<b>Summer Session - Year 1</b>				
NSG 115 <sup>2</sup>	Health Care Concepts for Transition	3	6	5
NSG 200	Health Promotion and Assessment	2	3	3
	<b>Total</b>	<b>5</b>	<b>9</b>	<b>8</b>
<b>Fall Semester - Year 1</b>				
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
	<b>Total</b>	<b>9</b>	<b>12</b>	<b>13</b>
<b>Spring Semester - Year 1</b>				
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 <sup>3</sup>	See list of approved electives in footnote	3	0	3
	<b>Total</b>	<b>9</b>	<b>12</b>	<b>13</b>
<b>Total Minimum Credits for the AAS Degree</b>				<b>56</b>

### Footnote:

<sup>1</sup> SDV 101- Please be advised that this course is not eligible for substitution after Fall 2024 if not completed within the last 3 years.

<sup>2</sup> Upon completion of NSG 115 credit will be awarded for NSG 100, 106, 130, 152, 170 (16 credits to include 98 clinical hours maximum). These credits will appear on the students official transcript.

<sup>3</sup> Approved humanities electives: ART 101; ENG 246, MUS 121; PHI 220; REL 230; REL 240

## 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	Course Description
NSG 100	4	Introduction to Nursing Concepts	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	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	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	Course Description
NSG 152	3	Health Care Participant	<p>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.</p> <p>Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits</p>
NSG 170	6	Health/ Illness Concepts	<p>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.</p> <p>Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.</p> <p>Lecture 4 hours, Laboratory 6 hours. Total 10 hours per week. 6 credits</p>
NSG 200	3	Health Promotion and Assessment	<p>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.</p> <p>Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. 3 credits</p>
NSG 115	5	Healthcare Concepts for Transition	<p>Focuses on role transition from Licensed Practical Nurse to Registered professional nurse.</p> <p>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.</p> <p>Lecture 3 hours. Laboratory 3-6 hours. Total 6-9 hours per week. 4-5 credits</p>

Course	Crs	Title	Course Description
NSG 210	5	Health Care Concepts I	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	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	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	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	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 (VBON) 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/Boards/Nursing/PractitionerResources/Forms/>

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 VBON 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.

# SWCC Nursing Program Organizational Chart

**PRESIDENT**



**VICE PRESIDENT  
FOR ACADEMIC  
AND STUDENT  
SERVICES**



**DEAN OF  
HEALTH  
TECHNOLOGIES**



**ADMIN  
ASSISTANTS  
(FT/PT)**



**NURSING  
PROGRAM  
COORDINATOR  
RN/MSN (FT)**



**FACULTY  
RN/MSN  
(FT)**

**FACULTY  
RN/MSN  
(FT)**

**FACULTY  
RN/MSN  
(FT)**



**FACULTY  
RN/MSN  
(FT)**

**FACULTY  
RN/MSN  
(FT)**

**FACULTY  
RN/MSN  
(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.

According to the procedure, a grievance must be raised and settled promptly. A grievance must be raised within ten (10) business days of the precipitating event. If the student remains dissatisfied with the results of the discussion, the student may initiate a formal grievance by using the Student Grievance Form to document the issue. The student should submit the form to the Dean of Student Success again within the ten (10) day time frame. The Dean of Student Success may make a preliminary investigation to determine if the concerns can be resolved by mutual consent. If the issue cannot be resolved, the Dean of Student Success will contact the other party's immediate supervisor, who will conduct an investigation and render a written decision within ten (10) calendar days. If the decision of the immediate supervisor is not satisfactory, the student may file a written appeal within ten (10) calendar days with the vice president of academic and student services. The vice president will render a written decision within ten (10) calendar days. If the vice president's decision is not satisfactory, the student may file a written request for appeal to the judicial review committee within ten (10) business days after receiving the decision from the vice president. The student will be scheduled to meet with the judicial review committee within 30 calendar days following the request to the committee. (\*If more time is needed to convene the committee, the parties involved will be notified in writing.) Both parties shall have the right to have present, at their own expense, legal counsel or others who may advise but may not present to the committee. The Board shall make a written decision within ten (10) business days of the meeting. Either party may appeal in writing the decision of the judicial committee to the president within ten (10) business days of the decision. The president will review the judicial committee findings and make the final decision.



## **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 accommodation. 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 the 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. Students attending the pinning ceremony will recite the International Nurses Pledge as follows:

### **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 to ensure you understand the academic and conduct expectations the program and college has for you during your enrollment. The program/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.

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Printed Name

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Signature

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Date