

Vance-Granville Community College

Nursing Programs (ADN, PN, Transition and RIBN) Student Handbook

Vance-Granville Community College
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Vance-Granville Community College (VGCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Vance-Granville Community College. Vance-Granville Community College is an equal opportunity, affirmative action institution. The college serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions. Vance-Granville Community College is a Tobacco-Free College

Section I:
VGCC Nursing Programs

COLLEGE MISSION STATEMENT

Vance-Granville Community College educates, inspires, and supports a diverse community of learners to achieve professional and personal success.

COLLEGE VISION STATEMENT

Vance-Granville Community College will be a catalyst in developing strong communities where everyone experiences a fulfilling quality life.

HISTORY OF THE NURSING PROGRAMS

The Nursing Program at Vance-Granville Community College was originally established in 1971 as a practical nurse program. In 1983, the expansion of the program saw the beginning of the Associate Degree program. In 1998, a practical nursing program was re-established as a standalone program. In 2010, the LPN to ADN Transition Program accepted its first students who graduated in May of 2011. The RIBN (Regionally Increasing Baccalaureate Nurses) Program with NC A&T (Agricultural and Technical) State University began in Fall of 2016.

ASSOCIATE DEGREE NURSING PROGRAM (A45110)

Curriculum Description

The Associate Degree Nursing (ADN) curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Mission Statement

The Associate Degree Nursing (ADN) program supports the mission of the North Carolina Community College System and the mission of Vance-Granville Community College. The faculty is committed to providing accessible high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of Practical/Registered nurse at the entry level.

Philosophy

The philosophy of the associate degree nursing (ADN) Program is derived from statements about health, quality of life, achievement of potential, the individual, environment, healthcare, and nursing. The goal of nursing faculty is to promote the highest quality of nursing care to the individual through ADN education. The aim is to facilitate health, quality of life, and achievement of potential for the individual.

The graduate of the associate degree nursing program of Vance-Granville Community College is prepared to meet the educational competencies defined by the National League for Nursing and the Nursing Practice Act of North Carolina. The practice of nursing is directed toward meeting the health care needs of individuals throughout their life spans the associate degree prepares nurse's role is characterized by evidence-based clinical practice with the provision of care for individuals in structured settings. The ADN graduate demonstrates the competencies identified by the National League for Nursing (2022) and the Institute of Medicine (2003) to provide nursing care.

The National League for Nursing (National League for Nursing, Competencies for Graduates of Associate Degree and Diploma Programs. <https://www.nln.org/education/nursing-education-competencies/competencies-for-graduates-of-nursing-programs> Retrieved August 5th, 2022) identifies these competencies as:

1. Human Flourishing: Advocating for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Nursing Judgment: Making judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
3. Professional Identity: implementing one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Spirit of Inquiry: examining the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

According to the Institute of Medicine (2003) and QSEN related to competencies related to quality and safety competencies, nurse graduates should have the knowledge, skills, and attitudes related to the following:

Provide patient-centered care

1. Teamwork and Collaboration
2. Evidence-based practice
3. Quality Improvement
4. Safety
5. Informatics

Associate Degree Nurse Education

Nursing education at the associate degree level is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the role of the entry-level registered nurse. The curriculum, as adopted by the North Carolina Community College System, is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, and problem and activity-

centered learning. The curriculum incorporates evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to learning.

Learning is a continuous process that results in a change of behavior and occurs when the student is challenged and motivated to enhance personal knowledge. Teaching and learning are an interactive process between teacher and learner. Learning is about making connections and occurs from simple to complex. The responsibility of the faculty of Vance-Granville Community College Associate Degree Nursing Program is to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality individual centered nursing care. At the completion of the curriculum, the student will practice nursing within the healthcare system to help the individual achieve the outcomes of quality of life, achievement of potential, and health.

Conceptual Framework

The domains of the individual, healthcare, and nursing provide the conceptual framework that guides the Associate Degree Nursing curriculum. Concepts are organized within each of these domains. The student must attain mastery of each domain in order to successfully complete the curriculum.

A modified systems theory based on Betty Neuman's model is used as the organizing framework for the development and implementation of the nursing curriculum. The model provides an understanding of basic nursing concepts: the client-individual, the environment, health and nursing (Neuman & Fawcett, 2002).

Definitions

Individual

The individual is a complex, multidimensional, unique, and significant being who possesses inherent value and worth. The individual is a member of a family, a community, and a culturally diverse society. All individuals have interdependent, dynamic physiological (biophysical), psychological, socio-cultural (social functioning), spiritual, and developmental variables that contribute to health, quality of life, and achievement of potential. Changes in any of the five variables may affect the individual throughout his/her lifespan. In order to provide and manage care, nurses must view the individual as the center of any nursing activity.

Environment

The individual constantly interacts with and is affected by the environment. Environment is defined as "all internal and external factors or influences surrounding the client [individual]" (Neuman & Fawcett, 2002, p. 18). Changes in the environment may affect the individual throughout his/her lifespan. The nurse may assist the individual to alter aspects of the environment or to utilize coping mechanisms to adapt to these changes.

Health

Health is a dynamic state of well-being where there is stability and optimal function within and among the five variables and the environment throughout all stages of life from birth to death. Optimal function refers to the best possible health state at a given point in time. The individual is healthy when he/she is able to maintain stability and optimal function even when there are changes in the five variables and/or the environment. Illness is defined as instability in the system or less than optimal function. Each individual's health is based on his/her cultural perceptions and beliefs of health and illness. The nurse may assist the individual in preventing illness, promoting and restoring health, and achieving a dignified death.

Nursing

Nursing is a dynamic practice profession, ever-evolving and reshaping itself in response to influences of continuous quality improvement, public regulation and technological, societal and economic changes (Watts School of Nursing, 2006). Nursing is a science and an art involving the unique application of evidence-based knowledge and skills within the context of a professional, caring relationship to improve individual outcomes. The role of the nurse is to utilize the nursing process in collaboration with the individual and the interdisciplinary health care team to provide care to the individual. The nursing process includes assessment, diagnosis, planning, implementation, and evaluation. Nursing care is focused on individual-centered interventions to achieve health through primary, secondary and tertiary prevention strategies (Neuman & Fawcett, 2002).

Quality of Life

Quality of life is defined as an individual's satisfaction with his or her life and general sense of well-being. It is affected by the five variables including physiological, psychological, socio-cultural, spiritual, and developmental. The nurse may assist the individual in promoting quality of life.

Achievement of Potential

Achievement of potential is the individual's growth toward attaining one's optimal function and quality of life. It is affected by the individual's choices, perceptions, personal goals, life experiences, and holistic health. The nurse may assist the individual in achieving his/her potential.

Program Objectives

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.

6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

References

Alligood, M. (2022). *Nursing Theorists and their work*. (10th ed.). St. Louis, Missouri: Elsevier.

Benner, P. (2001). *From novice to expert: Excellence and power in clinical nursing practice*. New Jersey: Prentice-Hall.

Curriculum Revision Project (2014). *Practical Nursing*, North Carolina Community College System.

Institute of Medicine (IOM). (2003). *Health professions education: A bridge to quality*. Washington, DC: The National Academics Press

National League for Nursing, Competencies for Graduates of Associate Degree and Practical Nursing Programs. <https://www.nln.org/education/nursing-education-competencies/competencies-for-graduates-of-nursing-programs>. Retrieved on 5/13/2023.

Neuman, B & Fawcett, J. (2002). *The Neuman systems model* (4thed.). New Jersey: Prentice-Hall.

Quality and Safety Education for Nurses website. <https://www.qsen.org/competencies/graduate-ksas> Retrieved on June 14, 2023.

Revised: June 2023

Course Sequence (Associate Degree Nursing Program)

Program pre-requisites: BIO 168 and BIO 169

Course No.	Course Title	Lecture	Lab	Clinical	Credit
<i>FIRST SEMESTER – FALL</i>					
NUR 111	Intro to Health Concepts	4	6	6	8
ENG 111*	Writing & Inquiry	3	0	0	3
<i>SECOND SEMESTER – SPRING</i>					
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
<i>THIRD SEMESTER – SUMMER</i>					
NUR 212	Health Systems Concepts	3	0	6	5
BIO 271	Pathophysiology	3	0	0	3
ENG 112*	Writing/Research in the Disc	3	0	0	3
PSY 150*	General Psychology	3	0	0	3
<i>FOURTH SEMESTER – FALL</i>					
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
<i>FIFTH SEMESTER – SPRING</i>					
NUR 213	Complex Health Concepts	4	3	15	10
HUM/FA** (HUM 115, ART111*, ART 114*, ART 115*, MUS 110*, MUS 112*, PHI 215*, PHI 240*)		3	0	0	3

TOTAL CREDIT HOURS: 69

*Course is a UGETC (Universal General Education Transfer Component) Course per the Comprehensive Articulation Agreement effective fall 2014.

** HUM/FA courses not listed may be approved via course substitution, however, students are advised that the course substituted may not be accepted for the RN to BSN Uniform Articulation Agreement effective Fall 2015.

Note: Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.

Course descriptions and the VGCC Academic calendar can be found on the VGCC website.

Reviewed: June 2023

PRACTICAL NURSING PROGRAM (D45660)

Curriculum Description

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to meet the health care needs of the individual throughout their lifespan. The role of the LPN is a dependent role under the supervision of the registered nurse (RN) and other healthcare providers approved by North Carolina law. In accordance with the North Carolina Board of Nursing Administrative Code, 21NCAC 36.0225, Components of Nursing Practice for the Licensed Practical Nurse (LPN), the LPN accepts assignments that can be safely performed and participates in assessing, planning, implementing, and evaluating the client's response to healthcare interventions. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Mission Statement

The Practical Nursing program supports the mission of the North Carolina Community College System and the mission of Vance-Granville Community College. The faculty is committed to providing accessible high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of Practical/Registered nurse at the entry level.

For the practical nurse, the faculty has adapted applicable NLN core competencies. These core competencies (National League for Nursing, Competencies for Graduates of Practical/Vocational Programs. <https://www.nln.org/education/nursing-education-competencies/competencies-for-graduates-of-nursing-programs> (Retrieved on August 5th, 2022) are:

1. Human Flourishing: promoting the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
2. Nursing Judgment: providing a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
3. Professional Identity: assessing how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.
4. Spirit of Inquiry: questioning the basis for nursing actions, considering research, evidence, tradition, and patient preferences.

The faculty believes that within these core competencies, those recommended by the Institute of Medicine in "Health Professions Education," i.e. patient-centered care, work in interdisciplinary teams, employment of evidence-based practice, application of quality improvement, and utilization of informatics, are included (IOM, 2003, p. 45).

A modified systems theory based on Betty Neuman's model is used as the organizing framework for the development and implementation of the nursing curriculum. The model provides an understanding of basic nursing concepts: the client, the environment, health and nursing (Neuman & Fawcett, 2002, p. 4). The domains of the individual, the healthcare system, and nursing guide the nursing curriculum. Concepts and exemplars are organized within each of these domains and learning occurs from simple to complex.

The client, or recipient of nursing care, is an open system, composed of five interacting, interdependent and ever-changing variables: physiological, psychological, developmental, socio-cultural and spiritual. The client can be an individual, family, group, or community. The client constantly interacts with and is affected by the environment. Any changes in any of the five variables and/or the environment affect the total system. These changes occur throughout the client's development.

Environment is defined as "all internal and external factors or influences surrounding the client." The internal environment is "all forces or interactive influences internal to or contained solely within the boundaries of the defined client." Examples include a conditioned response or an autoimmune response. The external environment is "all forces or interactive influences external to or existing outside the defined client." Examples include role expectations and communication patterns (Neuman & Fawcett, 2002, p. 18).

Health is a dynamic state of well-being where there is stability and optimal function within and among the five client variables and the environment throughout all stages of life from birth to death. Optimal function refers to the best possible health state at a given point in time. The client is healthy when he is able to maintain stability and optimal function even when there are changes in the five variables/and or the environment. Disease is just one type of change. Illness is defined as instability in the system or less than optimal function. Health and illness are socially and individually defined concepts.

Nursing is a helping process involving the unique application of evidence-based knowledge and skills within the context of a professional, caring relationship to improve client outcomes. The role of the Licensed Practical Nurse (LPN) is to participate in the nursing process and to participate in collaboration with the client and the interdisciplinary health care team as assigned by the Registered Nurse (RN). The LPN participates in the implementation and evaluation of client-centered interventions to achieve health through primary, secondary and tertiary prevention strategies. Primary prevention strategies are actions required to retain system stability and optimize function. Secondary prevention strategies are actions required to re-establish system stability and optimize function. Once system stability is established, tertiary prevention strategies are actions required to maintain system stability and optimize function.

Nursing education is the systematic and progressive communication of knowledge and skills in the discipline of nursing. Nursing education should occur in institutions of higher learning with access to general education. Nursing education incorporates biological, psychological, and social sciences with an emphasis in nursing knowledge. The goal of nursing education is to prepare individuals for entry-level, competent nursing practice and to facilitate their commitment to and value of continuous learning, professional accountability, and professional involvement.

Learning is an active and lifelong process through which an individual acquires, integrates, and applies knowledge, skills, and values. Learning is facilitated when experiences occur in a progressive manner ranging from simple to complex. Learning requires a collaborative partnership between faculty and students. The faculty creates a climate that encourages students to attain their maximum potential by promoting inquiry, critical thinking, accountability and self-

evaluation. Students, ultimately responsible for their own learning, are self-directed and actively participate in learning. The faculty functions as educators, facilitators, resource persons, guides, coaches, and role models. The faculty recognizes the dignity and worth of the individuals that make up a diverse student population. The faculty strives to provide a broad range of meaningful, learning opportunities that accommodate students' learning styles, previous life experiences, knowledge, and goals. The faculty structures the learning environment so that it promotes mutual respect, acceptance, and support. Through this collaborative process, students can successfully meet their educational goals.

Program Objectives

1. Participate in evaluating the concepts of the holistic individual and client response to promotion of health, wellness, illness, quality of life, and the achievement of potential.
2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally competent, client-centered nursing care to diverse clients across the lifespan.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the RN, changes to improve the client care process.
8. Utilize informatics to access, manage, and communicate client information.
9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost-effective manner.

Reviewed: August 2022

References

Alligood, M. (2022). *Nursing Theorists and their work*. (10th ed.). St. Louis, Missouri: Elsevier.

Benner, P. (2001). *From novice to expert: Excellence and power in clinical nursing practice*. New Jersey: Prentice-Hall.

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Neuman, B & Fawcett, J. (2002). *The Neuman systems model* (4thed.). New Jersey: Prentice-Hall.

Course Sequence (Practical Nursing Program)
Pre-requisites for program: BIO 163 or BIO 168/BIO 169

Course No.	Course Title	Credit	Class	Lab	Clinical
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<i>FIRST SEMESTER – FALL</i>					
NUR 101	Practical Nursing I	11	7	6	6

<i>SECOND SEMESTER – SPRING</i>					
NUR 102	Practical Nursing II	10	7	0	9
ENG 111*	Writing & Inquiry	3	3	0	0
PSY 150*	General Psychology	3	0	0	3

<i>THIRD SEMESTER – SUMMER</i>					
NUR 103	Practical Nursing III	9	6	0	9
PSY 241	Developmental Psych	3	0	0	3

TOTAL CREDIT HOURS: 44

*Course is a UGETC (Universal General Education Transfer Component) Course per the Comprehensive Articulation Agreement Effective Fall 2014.

Note: Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.

Course descriptions and the VGCC Academic calendar can be found on the VGCC website.

Reviewed: June 2023

REGIONALLY INCREASING BACCALAUREATE NURSING (RIBN) PROGRAM (A10300S/A45110)

RIBN is coordinated by the Foundation for Nursing Excellence with financial support from The Duke Endowment, the Jonas Center for Nursing Excellence, The Robert Wood Johnson Foundation and the NC Area Health Education Centers.

Curriculum Description

Students admitted to the RIBN program are dually enrolled at VGCC and NC A&T State University for a total of 4 years. Year 1 consists of general education courses for the ADN and BSN degree. Years 2 & 3 are enrollment in the Associate Degree Nursing program while concurrently taking an additional course online at NC A&T. Upon completion of Year 3, the student graduates with an Associate Degree in Nursing and meets the education requirements to take the National Council Licensure Exam (NCLEX®). Year 4 is completion of the BSN degree at NC A&T only.

Mission Statement

The RIBN program supports the mission of the North Carolina Community College System and the mission of Vance-Granville Community College. The VGCC College Mission Statement: Vance-Granville Community College educates, inspires, and supports a diverse community of learners to achieve professional and personal success. The faculty is committed to providing accessible high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level. The RIBN promotes educational advancement by providing the student the opportunity to obtain a BSN degree while completing an Associate degree at the community college.

The Philosophy, Education, Conceptual Framework, Definitions, and Program Objectives provided in the Associate Degree Nursing program will be utilized during Years 2 & 3 of the RIBN program.

Course Sequence (RIBN Program)

BIO 168 and 169 required prior to 2nd year RIBN Entry to ADN program

Course No. Course Title Lecture Lab Clinical Credit

Course No.	Course Title	Lecture	Lab	Clinical	Credit
FIRST SEMESTER – FALL					
CHM 131/A	Intro to Chemistry/Lab	3	3	0	4
BIO 168/165	Anatomy & Physiology I	3	3	0	4
ENG 111*	Writing & Inquiry	3	0	0	3
ACA 122	College Transfer Success	0	2	0	1
<i>NC A&T NURS 100 Student Success</i>					1
SECOND SEMESTER – SPRING					
MAT 143*	Quantitative Literacy	2	2	0	3
HUM 115**	Critical Thinking	3	0	0	3
BIO 169/166	Anatomy & Physiology II	3	3	0	4
<i>NC A&T LIBS 202 Introduction to African American Studies</i>					1
THIRD SEMESTER - SUMMER					
NAI	Course Registry				
BIO 175	General Microbiology	2	2	0	3
<i>NC A&T Mentoring</i>					1
FOURTH SEMESTER - FALL					
NUR 111	Intro to Health Concepts	4	6	6	8
PSY 150*	General Psychology	3	0	0	3
<i>NC A&T NURS 204 Statistics</i>					3
FIFTH SEMESTER - SPRING					
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
ENG 112*	Writing/Research in the Disc	3	0	0	3
<i>NC A&T ENGL 200 Survey of Humanities I</i>					3
SIXTH SEMESTER - SUMMER					
NUR 212	Health Systems Concepts	3	0	6	5
BIO 271	Pathophysiology	3	0	0	3
<i>NC A&T PHIL 265 World Religions</i>					3
SEVENTH SEMESTER - FALL					
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
<i>NC A&T NURS 467 Nursing Informatics</i>					3
EIGHTH - SPRING					

NUR 213	Complex Health Concepts	4	3	15	10
<i>NC A&T NURS 415 Health Care in a Global Society</i>					3
<i>NINTH SEMESTER - SUMMER</i>					
<i>NC A&T Mentoring</i>					1
<i>NCLEX-RN Exam/Licensure Obtainment</i>					
<i>TENTH SEMESTER – FALL</i>					
<i>NC A&T NURS 363 Advanced Health Assessment</i>					3
<i>NC A&T NURS 364 Applied Ethics</i>					3
<i>NC A&T NURS 360 Concepts in Professional Nursing</i>					3
<i>NC A&T NURS 362 Student Success</i>					1
<i>ELEVENTH SEMESTER – SPRING</i>					
<i>NC A&T NURS 460 Community Health</i>					4
<i>NC A&T NURS 361 Evidence Based Practice</i>					3
<i>TWELVTH SEMESTER – SUMMER</i>					
<i>NC A&T NURS 464 Leadership and Management</i>					4
<i>NC A&T NURS 465 Synthesis of Professional Nursing Practice</i>					1
<i>NC A&T NURS 365 Collaborative Inter-Professional Practice</i>					3

TOTAL CREDIT HOURS: 128

*Course is a UGETC (Universal General Education Transfer Component) Course per the Comprehensive Articulation Agreement Effective Fall 2014.

** HUM/FA courses not listed may be approved via course substitution, however, students are advised that the course substituted may not be accepted for the RN to BSN Uniform Articulation Agreement Effective Fall 2015.

Italics indicates a course taken at NC A&T State University

Note: Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.

Course descriptions and the VGCC Academic calendar can be found on the VGCC website.

Reviewed: August 2022

Section II:
General Information for Nursing Students

ESSENTIAL FUNCTIONS REQUIRED OF A NURSING STUDENT

Physical and Emotional Standards

To be able to provide safe and effective nursing care to patients, nursing students must maintain and demonstrate the following skills/ability:

1. Critical Thinking

Shows appropriate judgment based on facts, data, clinical experiences, and previous learning. Able to identify cause and effect relationships in clinical situations; collect and analyze data and engages in problem solving; develops (RN) or participates in (PN) development of nursing care plans. Cognitive abilities intact: oriented to person, time, and place with good memory function. Ability to organize multiple aspects of care.

2. Interpersonal Skills

Demonstrates interpersonal and communication skills that are helpful, therapeutic, and appropriate when interacting with colleagues, faculty, patients, and families from various cultural, social and educational backgrounds. Establishes rapport with patients, families, and members of the health care team. Does not present physical or emotional problems which conflict with safety essential to nursing practice and that does not respond to treatment or counseling within a timeframe that enables meeting program objectives. Does not demonstrate behavior which conflicts with safety essential to nursing practice.

3. Communication Skills

Communicates effectively and appropriately both verbally and in written form, using appropriate spelling, punctuation, grammar, and abbreviation. Able to explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient responses.

4. Professional Behavior

Demonstrates professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study.

5. Mobility

Physical ability to move from room to room and maneuver in small, limited spaces; stand and walk for extensive periods of time without developing shortness of breath or pain. Examples: Walk frequently from workstation to patient rooms and back; moves about easily in-patient room, workspaces and treatment areas without assistive devices such as canes, walkers, etc.

6. Motor Skills

Gross and fine motor abilities to provide safe and effective nursing care.

7. Hearing

Auditory ability demonstrates accuracy in assessment and monitoring of health needs. Examples: Hear alarms on monitors, emergency signals, auscultatory sounds, cries for help, and noises in patient rooms that require quick and timely response.

8. Visual

Accurate vision for observation, assessment and administration of safe, accurate patient care. Examples: Observe patient responses, specimen colors, administer medications and IV fluids accurately, calibrate equipment accurately, maintain sterile technique and/or isolation procedures accurately, and read data, orders and, directions.

9. Weight-Bearing

Able to lift and manipulate 50 pounds on a regular, daily basis. Position, lift, transfer patients safely.

10. Tactile

Sufficient for assessment and care delivery. Perform palpation and other functions of physical exams. Able to accurately manipulate equipment to perform procedures safely, like catheterization, detect peripheral pulses accurately, and note heat or cold accurately.

Nursing Faculty will contact the VGCC Counselor/Title 9 Coordinator related to any perceived emotional or mental incident. Students will be referred to the appropriate agencies for assistance. All students will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

Reviewed: August 2022

FACULTY EXPECTATIONS

The Nursing Faculty hold high expectations of students enrolled in the nursing programs. Successful students will have a satisfactory level of understanding related to the theory content & clinical objectives of the courses they take. The students will have a satisfactory performance related to the necessary nursing skills taught in the nursing programs. The student will need to possess the knowledge necessary for successful and safe nursing practice upon graduation. Every course in the program stresses the importance of possessing critical thinking abilities which include the ability to analyze, synthesize, and evaluate knowledge. Nursing Faculty, Student Support Services, and the Health Science Success Coach are available to support nursing students in meeting these expectations.

STUDENT RESPONSIBILITIES

All students are responsible for the completion of their academic program, for familiarity related to the VGCC graduation requirements, for maintaining the Quality Point Average required and being aware of their academic standing, and for meeting all other degree requirements. Advisors and counselors are available to all students, but final responsibility for meeting program and graduation requirements remains with the students.

HEALTH INFORMATION, CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS

Students enrolled in the Vance-Granville Nursing Programs are required to provide health information and to complete criminal background checks and drug screens. The health information process shall be conducted by an outside company. Upon departure from the program the student will retain access to health information records through the company. VGCC will not keep or retain medical records on the student after graduation. The criminal background check will also be completed with an outside company and results of the criminal background check will not be reviewed by the school or any faculty or staff other than the information of “No Discrepancies.” Once the student is assigned a clinical site, the school will send a request to the criminal background check company to release the results of the criminal background check to the clinical site. Students will sign the Authorization to Release Health Information, Criminal Background Checks, and Drug Screens. If a student is denied access to a clinical facility for any reason, including CBC, drug screen, or vaccination status (i.e. including the Covid-19 vaccine), the student will NOT receive a secondary placement in another facility. The student will not be able to progress in the program due to the inability to meet the clinical objectives.

ESTIMATION OF FEES ASSOCIATED WITH NURSING PROGRAMS

Students are required to pay additional fees associated with the nursing program in which they are enrolled. An estimation of the fees per program per semester is listed below. All fees are subject to change. Students who have not notified the Program Head of Nursing of their intent to withdraw from the program two weeks prior to the start of the semester will not be refunded ATI Testing fees due to ATI's policy of once a student account has been created then the charge is created for the service.

Associate Degree Nursing Program/Transition Program:

Malpractice Insurance Fee: \$16 (covers Fall and Spring of first year)
ATI Testing Fee: estimated at \$300 per semester
Criminal Background Check/Drug Screen/Immunization Tracking Fee: \$164 1st semester
Background check update: \$ 24 in the summer semester
Rotation Manager Fee: \$25 (Covered by VGCC)
NCLEX Review Course Fee: \$450 (Final Semester)

Practical Nursing Program

Fall, First semester

Malpractice Insurance Fee: \$16
ATI Testing Fee: estimated at \$300 per semester
Criminal Background Check/Drug Screen/Immunization Tracking Fee: \$164
Rotation Manager Fee: \$24 (Covered by VGCC)
NCLEX Review Course Fee: \$350 (Final Semester)

RIBN Program

Fall, First semester

Cost of A&T course: See A&T Website

Spring, Second Semester

Cost of A&T course: See A&T Website

Summer, Third Semester

Cost of A&T course: See A&T Website

Fall, Fourth Semester

Malpractice Insurance Fee: \$16 (covers Fall and Spring of first year)
ATI Testing Fee: estimated at \$300 each semester once enrolled in the ADN Program)
Criminal Background Check/Drug Screen/Immunization Tracking Fee: \$164
Rotation Manager Fee: \$24 (Covered by VGCC)
Cost of A&T course: See A&T Website

Spring, Fifth Semester

Cost of A&T course: See A&T Website

Summer, Sixth Semester

Cost of A&T course: See A&T Website

Fall, Seventh Semester

Malpractice Insurance Fee: \$16 (covers Fall and Spring of second year)

Background Check Update Fee: estimated at \$24

Rotation Manager Fee: \$24

Cost of A&T course See A&T Website

Spring, Eighth Semester

NCLEX Review Course Fee: \$450

Cost of A&T course: See A&T Website

Summer, Ninth Semester

Cost of NCLEX-RN Exam and RN License through NC Board of Nursing

Cost of A&T course See A&T Website

Fall-Summer, Year Four (completed at NC A&T)

ADVISING

Students are assigned a nursing faculty advisor and the Health Sciences Coach to assist them during their time in the nursing program. The faculty advisor's role is to help the student complete all course material throughout the program. Advising students may require assistance with personal and/or financial issues and the student will be referred by the advisor to the appropriate resources on an as needed basis. Students may be assigned a new advisor based on academic year. Students will be required to meet with their advisor prior to their next exam if the student receives 90% or below, to discuss areas the student was not successful on the exam. The faculty advisor will send one reminder through aviso to the student to schedule the appointment. Appointments are best scheduled at the earliest following the published exam grades.

The Health Sciences Success Coach is available to provide academic support to the student. The role of the Success Coach is to provide academic support by providing tools for success related to navigating the course. The Success Coach is not responsible for teaching nursing content and will refer any content questions to the appropriate faculty member.

The responsibilities of the student for advising are:

1. Adhere to the advising policy in the Nursing Programs Student Handbook.
2. Register for classes by:
 - a. Scheduling appointment with advisor if needed
 - b. Review current transcript from MYVGCC under the My progress section.
 - c. Register for approved courses via MYVGCC during open registration.
 - d. Notifying advisor of any difficulty in registration process.
3. Check in the with advisor during posted office hours or by scheduling appointment.
4. Use VGCC email only to communicate with VGCC faculty and staff.
5. Notify advisor in advance if unable to attend scheduled appointment.
6. To be able to feel free to discuss any concerns about schoolwork, personal issues, financial issues, and any other topics they wish to discuss.
7. Communicate any changes in program progression and courses that may have been taken at another institution
8. Communicate to advisor regarding absences or expected absences within 24 hrs. of expected absence if possible.
9. Follow-up with Student Services for counseling and disability services accommodations.
10. Bring any requested materials to advising sessions as directed by advisor

The responsibilities of the Faculty Advisor are:

1. Encourage the student to be proactive in their education.
2. Provide a non-judgmental atmosphere.
3. Inform the student that advising is confidential unless there is a need to discuss with other faculty. For sensitive matters discussion with other faculty is only done with the student's permission. Faculty have a duty to report any student who presents themselves as a danger to themselves or others.

4. Provide office hours for students and post them outside of their office
5. Note in aviso each time a student communicates related to their academic performance (face to face, email, telephone) with the advisor and the outcome of that communication.
6. Develop action plans for students who are having academic difficulties and review with students.
7. Action Plans to include:
 - a. Student Name
 - b. Course Number
 - c. Description of the Problem
 - d. Goal/Plan of Action

The Goal/Plan of action will include responsibilities of the instructor, the student, and time for completion. The student will be given a chance to provide comments. Both the student and the instructor will sign and date the Action Plan.

8. Resource for students during the educational and registration process.
9. Make necessary referrals to counseling services as deemed necessary and notify students.

The responsibilities of the Success Coach are:

1. Assist students with identifying and setting goals, planning for and overcoming obstacles in academic and professional planning.
2. Develop rapport and trust with students to support success in all aspects.
3. Assist students with issues that arise that impacts academic goals.
4. Collect, compile, analyze and document records and reports maintained by Success Coach.
5. Promote the college mission, values and vision.
6. Coordinate with students to design a plan that caters to their specific needs in regard to study skills, reading, writing, goal setting and academics.

Reviewed: August 2023

ATI TESTING

ATI Testing (www.atitesting.com) is utilized in each nursing course. Students will be oriented to ATI Testing and will complete Nurse Logic Tutorials, the Self-Assessment Inventory at the start of the program. Students may be required to complete ATI skills modules or other tutorials and achieve a specific score prior to coming to the class or lab for a skill check-off or clinical simulation. Failure to complete the assignment or failure to meet the required score prior to the session may result in the student remediating in the lab before participation in lab or clinical simulation activities. Other ATI modules will be used during NUR courses and may count as Quiz/Assignment Grades.

ATI Proctored Exam Information/Procedure

Practice Exam: Students will need to take either the practice exam A or B to achieve a minimum score of 80. If the score is below an 80, the student will be expected to retake the exam until an 80 or above is achieved, by the date determined by instructor. If the student does not achieve a score of 80

or above prior to the due date of the practice assessment, the student will receive a 0. Students can retake to achieve a higher score if desired. ***In each attempt of the practice exam, the student will need to follow the plan for the focused review study materials on the ATI website. The focused review can be accessed by clicking into the results tab, then clicking on the respected assessment. Once the assessment has been selected, the focused review will be available.*** Completion of this will be included as a grade in the percentage of 7%. For example, if the student achieved a 95 on their highest-grade attempt, then a 95 would be recorded in the gradebook under the ATI Percentage of 7%.

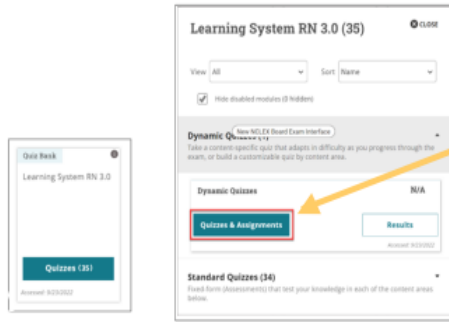
Proctored Assessments:

Proctored Exam: Student will receive a grade based on the level that was achieved on their proctored exam based on the grade scale below. If the student scored below level 1 or Level 1, they would be required to go into ATI and develop a 50-question quiz (referred to as "Dynamic Quiz" in Moodle). The student will be assigned the grade they score on the quiz, with 80 being the minimum score requirement. This Dynamic quiz will be due one week from the date of the corresponding proctored exam. The student will submit the dynamic quiz results into the assignment link on Moodle located in the module week that the proctored exam was given. If the student received a Level 2 or higher on the proctored exam, the student has the option to complete a Dynamic Quiz to receive an additional grade in the ATI Proctored/Practice Assessment category in the gradebook. If the student (who received a Level 2 or higher on the proctored exam) chooses not to complete the Dynamic Quiz, no grade will be entered into that grade item. Not having a grade in the dynamic quiz assignment for students who scored Level 2 or higher will NOT negatively impact the overall ATI category grade. **Final number of grades in the ATI Category will be three per ATI topic. For example: Maternal Newborn Practice Assessment, Maternal Newborn Proctored Assessment, and the corresponding 50 question Dynamic Quiz (Student Generated).**

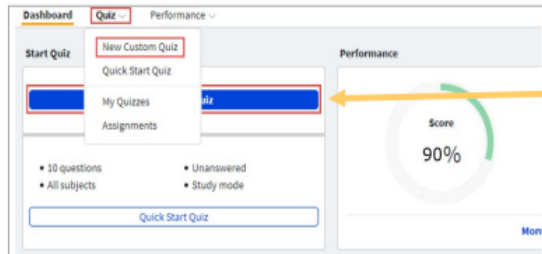
Proctored assessments that do not assign a level will have the percentage earned entered into the grade book. Assessments that only provide a percentage earned are all dosage calculation assessments and the comprehensive predictor assessments. If the student scores below an 80% on the non-level assessment, they will need to create a 50-question dynamic quiz using the concepts assigned by the instructor and upload a screen shot of their score to the link provided.

Level 3: 100
Level 2: 90
Level 1: 80
Below Level 1: 70

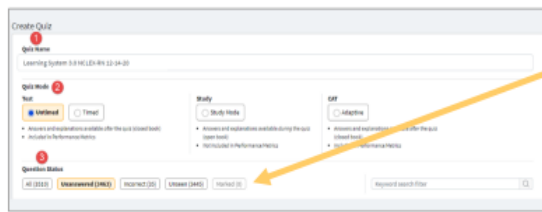
How to set up a Dynamic Quiz



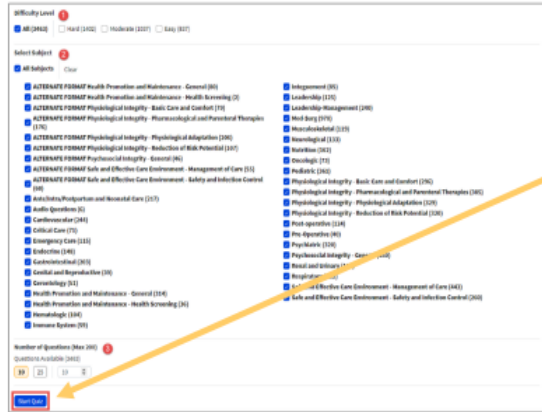
- On the **ASSESSMENTS** tab, locate the Learning System card and click **QUIZZES**.
- Click the **Arrow** icon to open the **Dynamic Quizzes** folder.
- Click the blue **QUIZZES & ASSIGNMENTS** button.



- Do one of the following to open the Create Quiz screen:
- From the Quiz menu, click **New Custom Quiz**.
 - From the Dashboard, click the blue **New Custom Quiz** button.



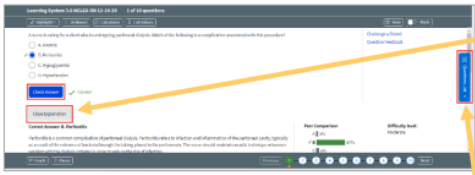
- 1 **Quiz Name** – Enter a name for your quiz.
 - 2 **Quiz Mode** – Select the quiz parameters: Create an **Untimed** or **Timed** quiz, **Study Mode** quiz or **CAT** quiz.
 - 3 **Question Status** – Filter the list of questions to **All**, **Unanswered**, **Incorrect**, **Unseen**, or **Marked**.
- Note:** **Marked** refers to questions that are marked while taking quizzes.



- **Difficulty Level** – Select the difficulty level to filter the questions: **Hard**, **Moderate**, or **Easy**.
 - **Select Subject** – Select the box(es) next to the subjects you would like to cover in your exam. The selection defaults to all selected. Use the All Subjects and Clear buttons in the upper left to help with your selection.
 - **Number of Questions** – Choose the number of questions to include on your quiz.
- After making all in the quiz parameters, subjects and number of questions, click **Start Quiz**.



- Click **Next** to proceed through the questions.
 - Use the **Highlight, Strikeout, Calculator, Lab Values, Note, and Mark** tools to assist throughout the quiz.
- Note:** Marked questions can be used as a filter when building a future quiz.

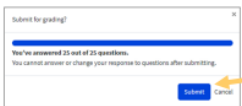


- If the quiz is in Study Mode:
- Click **Check Answer** to see if you have selected the correct answer.
 - Click **Show Explanation / Close Explanation** to view the answer rationale, peer comparison and difficulty level.



- Click the blue **Question List** button on the right side of the page to open/close a list view of the exam questions. Use the list for navigation and for more details about each question.

- Use the navigation bar at the bottom of the page to submit the quiz for grading, pause the quiz, and navigate to previous and next questions.
 - Click a number to go to a specific question.
 - If for any reason you need to take a break, you can click the pause button to pause your quiz and resume later.
- When you finish answering all of the questions, click **Grade** to complete your quiz.



- A **Submit for grading confirmation** displays. Click **Submit** to submit your answers and view results.
- Note that you cannot change your answers after submitting.

ATI Assignments

Students will complete ATI assignments/modules assigned by the instructor before coming to class or lab. Any student who has not completed the assignments/modules or met the required score of 80 prior to class/lab will need to complete promptly. Students arriving at the simulation lab, who did not have an opportunity to complete the lab assignment, will have to complete prior to sim lab participation. This could result in rescheduling simulation hours for that day. Classroom ATI assignments/ modules will count as assignment grades.

Reviewed August 2023

CLINICAL ROTATIONS

Students enrolled in the VGCC Nursing Programs will be scheduled and rotated through a variety of clinical facilities. Students will be notified of their assigned clinical sites as soon as possible by the Program Head or designee. Clinical assignments are tentative and may be needed to change at the discretion of the Program Head depending on the availability of clinical instructors and clinical sites as well as the numbers of students needing clinical. Students may be scheduled for clinical or precepting during day, evening, night and weekend hours. The proximity of the students' homes in regards to the distance traveled to the clinical site will not be a determining factor in the decision as to where a student will be placed for clinical, nor will student's work schedule or other personal reasons be grounds for changing a clinical site.

It is important to remember that the faculty and students are guests in the clinical facilities. This opportunity is a privilege provided to VGCC by the facility, not a right. Students should always display behavior that will provide a positive image for VGCC. A student's acceptance, participation, and continuation at any clinical facility are subject at all times to the approval and consent of the clinical facility. For these reasons, students must understand that it is critical that they comply with all regulations and procedures of these clinical sites, as well as the regulations in the Nursing Programs Student Handbook. If a student's actions result in a denial of his/her clinical privileges by a clinical facility, the student may be dismissed from the nursing program. Students who have a problem during clinical should discuss the issue with the clinical instructor and not the staff of the facility.

Students are required by clinical sites to have a criminal background check prior to clinical rotations. The student is responsible for paying the fees associated with the criminal background check. Students will have a criminal background check completed upon acceptance to the nursing programs and upon starting Year Two (Fall semester) of the ADN program. New charges that appear on the criminal background check while the student is enrolled in the program will be sent to the clinical facility to be evaluated. Clinical sites may also require verification of no abuse or neglect findings on the state NA I registry. Students who are found to have findings of abuse or neglect on the state registry may be dismissed from the program.

Clinical facilities may review the results of the criminal background check and/or drug screens prior to permitting the student to attend clinical. Denial of the ability to attend clinical at a facility due the results of the criminal background check and/or drug screen may result in dismissal from the nursing program. VGCC does not guarantee the acceptance of any student to a clinical facility.

Student refusal or withdrawal of consent to the criminal background check will disqualify a student from clinical participation thereby resulting in dismissal from the nursing program.

Students must comply with all the requirements of the clinical facility they are assigned. This includes but is not limited to orientation requirements, immunization/health requirements, criminal background check and/or drug screen requirements, and any additional requirements deemed necessary by the clinical facility. An annual flu shot is required for students enrolled in the nursing programs. The flu shot must be received by the deadline indicated by the nursing program. The COVID-19 Vaccine and booster are required prior to starting the clinical rotation of the 1st semester of the nursing program. Students that have a documented egg allergy may be required to receive the egg-free vaccine. Some clinical agencies may accept a medical or religious exemption

request. Exemption requests (using the agency forms required) should be submitted by the student to the program head or designee by September 1st or the date stated by the clinical facility.

During clinical time, students must be well rested and at their best potential related to learning and safety. The clinical instructor may remove a student from patient care who is exhibiting signs and symptoms of being overly tired, under the care of a physician who has prescribed medications that may impair a student's judgement or other signs of impairment will be handled immediately. Students should not exceed more than 16 hours of consecutive work in a 24-hour time period surrounding a clinical shift and this includes clinical time and working at a personal job not related to school.

Students participating in a precepting rotation during the final semester of the program are responsible for communicating to their instructor the dates and times that the student will be precepting. Students are not permitted to precept without instructor approval to precept on the unit. Students are not permitted to precept on Sunday night after 11:00pm, Monday when classes are held, and Tuesday when class or labs are scheduled.

MRI Screening for Students

PURPOSE:

The purpose of this policy is to ensure the safety of the nursing students before entering a Magnetic Resonance Imaging scanning room/field. It assures appropriate MRI Safety screening has been completed on each student.

POLICY:

All nursing students at Vance-Granville Community College will be instructed in MRI Safety (including watching a video and completing a MRI Screening Form) upon admission to the program prior to starting clinical rotations. Students are responsible for informing faculty immediately of any changes in health that may create a hazard or other problem as it relates to MRI safety. These include:

- Insertion of a pacemaker, implantable cardioverter defibrillator (ICD), neurostimulator system, aneurysm clip, metallic implant or implanted drug infusion device
- Foreign metal objects, especially if in or near the eye
- Shrapnel or bullets
- Dentures/teeth with magnetic keepers
- Medication patches that contain metal foil (i.e. transdermal patch)
- Other implants that involve magnets

Magnetic Resonance Imaging (MRI) scanners generate a very strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path.

Items that need to be removed before entering a MRI system room include but are not limited to:

- Purse, wallet, money clip, credit cards or other cards with magnetic strips

- Electronic devices such as watches, beepers, or cell phones
- Hearing aids
- Metallic jewelry or watches
- Pens, paper clips, keys, nail clippers, coins, pocket knives
- Hair barrettes, hairpins
- Shoes, belt buckles, safety pins

MRI Safety Video: <https://www.youtube.com/watch?v=LnP63X5xU8g> (Video is posted on VGCC Nursing Websites)

Anyone entering a diagnostic environment (including the operating room) without being thoroughly screened by qualified personnel may potentially compromise his/her safety and/or the safety of everyone in the environment. **It is the MRI technologist's responsibility to control all access to the diagnostic room/area room. As a student, you too become part of this safety team adhering to all safety policies and procedures. If at any point you have doubt, a VGCC Faculty member or Technologist or Radiologist should be consulted.**

Reviewed: August 2022

CLINICAL SIMULATION

Clinical simulation is utilized by the Nursing Programs in place of clinical hours as approved by the North Carolina Board of Nursing. Clinical simulation time for a course will not exceed 25% of the total amount of clinical hours required for the course. Clinical simulation is considered the same as an on-site clinical rotation and all regulations related to clinical apply to clinical simulation.

Reviewed: August 2022

COMMUNICATION DEVICES

All communication devices must be silenced/do not disturb upon entering the classroom, Sim Lab or clinical site. If a student needs to be contacted in an emergency, Audrey Stainback should be called at (252) 738-3210. The student will be given the message in the classroom, Sim Lab or clinical site. Students are not permitted to text full or part time instructors unless they have received permission from the faculty member. VGCC student email should be used for all communication between students and instructors. Photography, video, and audio recordings are only permitted with the expressed permission of all parties involved. Video records taken at the Sim Lab or in other instructional settings are for educational use only and will not be retained by the school or available for distribution. Cell phones are **strictly prohibited** in patient areas of the clinical sites.

Important Information Regarding Electronic Device/Cell Phone Use in the class, lab and clinical settings:

We recognize that electronic devices (cell phones, laptops, tablets) are important for us to use in communicating and obtaining information, however, cell phones are to be turned on silent/Do not disturb upon entering the classroom, Sim Lab or clinical site. Using an electronic device (cell phone, laptop, tablet) to email, text or send messages during class distracts yourself, the students around you, and the instructor. Each student in the classroom has the right to an environment conducive to learning. You may believe that you can pay attention and email, text or message on your electronic device but if you are doing so, you are not getting the full benefit of being in class. Cell phone use during clinical (even clinical orientation sessions) is a violation of departmental policy and our contracts with our agencies. Electronic devices should be placed in backpacks or items that are away from your desk during class and they should not be used to record or in any other way without getting permission from the instructor teaching the class. Instructors will be speaking with any students who are observed using electronic devices inappropriately. If continued use is observed, the student is at risk for dismissal for violating our Communication Device Policy and our Professional Behavior Policy.

Reviewed: August 2022

EMAIL

Students are to use their VGCC student email account to email nursing faculty and other members of the college only. Emails sent via outside email will be responded to with instructions to communicate via VGCC student email. All outgoing information from faculty and other members of the college will be sent via VGCC student email.

Students are required to check their VGCC student email daily during the semester and should check their VGCC student email prior to returning to a semester following a break. Students should reply back to their instructors as soon as possible.

Students should not utilize their VGCC or personal email during their class, lab or clinical time. It is appropriate to use your email during an instructor approved break.

Reviewed: August 2022

EXAMS

Exams will be administered according to the course outline for each nursing course. Exams are to be taken on the day and time they are scheduled. Students who anticipate an arrival time 15 minutes or more after the exam start time will need to notify the instructor prior to the start time of the exam via email if possible. Students who do not take the exam on the scheduled day and time will take the exam on the next day back to campus and if possible, prior to attending sim lab or clinical. Students should notify the course instructor prior to the start of the exam, if possible, if they will be absent on the day of the exam. Students that are unable to notify the instructor of their absence on the day of the exam will need to communicate with the instructor as soon as possible. A meeting will be scheduled to discuss the reason the student was not able to take the exam at the scheduled date and time so that an alternate plan can be developed as appropriate.

Necessary Supplies to bring on exam day: (Please do not bring other items into the exam room)

Writing utensil (student provided)

Scratch paper (provided by faculty)

Calculator (provided by faculty upon request)

Seating assignments made at the discretion of the faculty administering the exam based of capacity of the room and the number of students testing.

Students will need to remain in their seats until all exam takers are finished except under extenuating circumstances. Students should refrain from talking during exam administration. All scratch paper will be returned to the exam proctor upon completion of the exam. Exams will be taken on campus on a VGCC computer unless otherwise notified. Students will be notified prior to the exam via Moodle announcements if there is change related to the schedule of the exam (Example: Power outage on campus). Students should check Moodle course announcements for any updates prior to leaving home on any exam day.

Exam grades will be posted within one week of the exam or by date directed by course instructor.

Reviewed: August 2023

EXAM REVIEWS

Students will be able to review their exam performance via Exam Soft at the conclusion of the exam. If a student scores less than 90%, the course instructor will send a notification through aviso to schedule a meeting to review the exam and implement an academic action plan. Students will not be able to photograph or copy any portion of the exam. Students are able to write on the action plan concepts to review/information to review.

Class wide exam reviews will occur within one week of posted exam grades. All student belongings (including phone, laptops, watches, writing utensils, paper, and textbooks, etc.,) will be placed in a designated area prior to beginning of exam review. If students desire to review their individual exam they can schedule an appointment with the course instructor. The final exam will not be available for review until the start of the next semester due to the timing of the final exam.

Reviewed: August 2023

FIELD TRIPS

Students are expected to represent Vance-Granville Community College in a professional manner on field trips. Students are expected to meet the following requirements when participating in a field trip.

- Students must adhere to dress code as specified by the instructor.

Vance-Granville Community College, the Program Head, nursing instructor, or agency may specify additional requirements depending on the facility or place to be visited.

Reviewed: August 2022

HONOR CODE

All students will be required to sign the following Student Honor Code statement which will be kept in student's file.

“I will not give or receive assistance with any assignment, quiz or test, nor will I observe any exchange of information among others without reporting this to the instructor.”

Reviewed: August 2022

LEARNING ASSIGNMENTS

All written assignments for class, lab or clinical, such as nursing care plans, are due per directions of the instructor assigning the task. The grading guidelines for written assignments will be provided by the assigning instructor. The written assignments are used to document each student's understanding of information and their ability to apply nursing, biological, and behavioral knowledge. This knowledge must be applied in clinical settings in a safe and intelligent manner. Written assignments also help measure student's performance and consistent ability to meet course objectives.

Failure to complete pre-clinical paperwork may result in the student not meeting the course clinical objectives. The clinical instructor will determine if the student is able to safely accept the patient care assignment for that clinical day by discussing the patient's medical diagnosis, medications and treatments to be completed during the shift with the student. If the Clinical Instructor determines that the student cannot safely accept the patient care assignment, the student will be sent home and will be counted as absent for that clinical day.

All clinical paperwork is to be submitted on time as directed by the clinical instructor. If the paperwork is late, the student has the responsibility of notifying the clinical instructor before the assigned time for submission. If the paperwork is not submitted by the next scheduled clinical day, the student will receive an "Unsatisfactory" on the weekly evaluation and a Student Action Plan will be initiated.

If the student is scheduled for a special rotation away from the regular clinical unit, written assignments must be submitted on or before the assigned due date.

Students are to utilize the online platform for completion of clinical documents as assigned by the clinical instructor.

Online assignments will be graded based on the quality of work submitted and the student completing the assignment based on the instructions and/or rubric.

Assignments that are completed on a publisher platform such as Pearson My lab will have a 100 placed in the Pearson My Lab Grade Category in the Moodle gradebook until the end of the semester. At that time a report from the Pearson gradebook will be run and the grade will be replaced with the grade from the Pearson My Lab Gradebook based on the number of assignments completed.

Assignments are due by the day and time specified by the instructor. Students should email the instructor if they are unable to complete the assignment by the due date. It is at the instructor's discretion if the student is able to submit the assignment late. If the instructor allows the student to provide a late submission, the submission will be due one week after the original due date. If the instructor has not received communication from the student within a week of the original due date, the student will receive a zero in the gradebook for the assignment.

Reviewed: August 2023

MEDICATION CALCULATION ASSESSMENT

Before administering medications in the clinical area or within the first two weeks of class, all students must achieve a 100% on an electronic medication calculation assessment. A ten- question electronic calculation assessment or equivalent medication calculation scenario/s will be given every semester beginning with the second semester of the traditional ADN and PN programs and the first semester of the LPN to ADN Transition Program. Any student who does not achieve a 100% will remediate and take the next assessment as posted by the instructor. The student will have three attempts to complete the electronic medication calculation assessment with a score of 100%. Only one attempt per assessment will be permitted. Students who do not achieve a 100% by the third quiz will meet with their advisor to develop a plan for success. Students may attend clinical but **may not give medications** while attempting to successfully complete the medication calculation assessment. The course instructor will communicate with the clinical instructor regarding students ability to administer medications in the clinical setting.

MEDICATION RIGHTS/ERRORS

The VGCC “Rights of Giving Medication” are:

1. Right Assessment
2. Right Client
3. Right Medication
4. Right Dosage
5. Right Route
6. Right Time
7. Right to Refuse
8. Right Client Education
9. Right Documentation
10. Right Evaluation

Students should be able to state these medication rights when completing medication administration checkoff in the lab setting, clinical simulation and the clinical setting.

In the clinical setting, students will be supervised when administering ALL medications. The student must state the VGCC “Rights of Giving Medications” when requested by the clinical instructor prior to giving medications.

A medication error is a violation of any of the rights of giving medications. A medication error is unsatisfactory performance and will result in the initiation of a Student Action Plan.

It is very important that a nursing student report a medication error immediately to the clinical instructor. When an error is discovered, the student must complete the health agencies or hospitals appropriate form.

Reviewed: August 2022

MOODLE

The NUR courses at VGCC are “Enhanced” with the use of Moodle. Moodle may be used for an online class day or as a make-up class day in the cases of inclement weather or school closure. An online class day will have an assignment equal to the amount of time of the regular class. Students must complete the assignment(s) as instructed and during the specified timeframe. Assignments and/or quizzes in Moodle will not be re-opened if a student does not complete in the designated timeframe and the student will receive a “0” (zero) for the assignment or quiz.

Reviewed: August 2022

PROGRESSION WHILE IN THE NURSING PROGRAMS

In addition to the STANDARDS OF PROGRESS designated by the college (*See VGCC’s College Catalog for “Standards of Progress”*), the nursing program follows additional academic policies as stated below.

Each nursing student must maintain current records of the following to attend clinical:

- Completion of Criminal Background Check with results sent to clinical site in agreement with agency contract
- Completion of drug screen with results sent to clinical site in agreement with agency contract
- CPR certification – American Heart Association BLS Provider only (online classes not accepted)
- Malpractice insurance (provided by the college) and health and car insurance (provided by the student)
- Negative TB testing or equivalent (Chest x-ray)
- Required immunizations and VGCC Student Health Form with section completed by physician that student is able to attend clinical
- Annual flu shot (nasal spray is not accepted) received between September 1st and October 1st of the current flu season.
- COVID Vaccine and Booster.

Students admitted to the RIBN program will be required to meet immunization and medical requirements, including completion of a criminal background check and drug screen at the start of the second year of the program.

Each nursing student must also demonstrate satisfactory physical and mental health which is essential to the safe practice of nursing. This is assessed prior to admission of the nursing programs by a licensed healthcare provider and is documented on the VGCC medical form. The student must use healthy coping behaviors and react appropriately to stressful situations and day-to-day emotional stress. (See Nursing Programs Student Handbook “Essential Functions of a Nursing Student”)

To be eligible for progression to the next course the student must:

- Receive a minimum final grade of “C” in all ADN-related or PN-related curriculum courses in the semester required
- Receive a final grade of “B” or better in every nursing course
- Receive a “Satisfactory” grade in both the lab and/or clinical component of each nursing course
- Pass the Medication Calculation Assessment/Scenario with a score of 100%.
- Complete ATI Testing
- Complete all E-Value clinical documents as assigned

Students in the RIBN program must:

- Earn a “C” or better in VGCC general education courses
- Earn a “B” or better in VGCC NUR courses
- Earn a “C” or better in A&T general education courses
- Earn a “C” or better in A&T NURS courses
- Successfully pass the NCLEX-RN® and receive a license as a Registered Nurse before beginning classes in the fourth year at NC A&T State University.

RIBN students must follow the academic calendar for VGCC and NC A&T State University. Breaks in between classes and in-semester breaks such as Fall break and Spring break may not coincide and attendance is required at the school that is not on break at the time.

If a student receives an “Unsatisfactory” in either the lab or clinical component of a nursing course the student will be placed on a remediation plan for success. In the event the student does not complete the remediation plan as outline by their instructor; the student may receive an “F” for the course.

Reviewed: August 2022

ROUNDING RULES (MEDICATION CALCULATION ANSWERS ONLY) – Does not apply to rounding of exam grades and course grades.

Rounding rules will be included in all course exams, final exam and medication calculation assessments at the end of the calculation question. Medication calculation questions will be included on VGCC nursing course exams. The following guidelines will be used when determining the answer to a medication calculation question related to rounding the numerical answer:

- The number five (5) will be used as the reference point for rounding. Numerical answers with a number four (4) or lower in the column next to the rounding point will be rounded down. Numerical answers with a number five (5) or higher in the column next to the rounding point will be rounded up.
- For calculations that result in a dose less than 1 mL, round to the hundredth place (for the adult and pediatric population).
- For calculations that result in a dose greater than 1mL, round to the tenth place (for the adult and pediatric population).
- For calculations that result in an answer in milligrams (mg), round to the tenth place (for the adult and pediatric population).
- For calculations that result in a time answer, round to hour and whole minute.
- For converting pounds to kilograms in the adult population, round to the tenth place.
- For converting pounds to kilograms in the pediatric population, round to the hundredth place.
- For insulin dose calculations to be drawn up in a syringe, round doses equal to or greater than 0.5 units up to a whole number. Round doses less than 0.5 units down to a whole number.
- For intravenous rate calculations in mL/hr, mcg/min, or mcg/kg/min round to the tenth place.
- For intravenous rate calculations in gtt/min, round to the whole number.
- For intravenous administration of insulin using units/hr, round to the tenth place.
- For IV heparin dosage calculations final dosages will be rounded to the nearest hundred for Boluses.
- For Burn calculations, total volume in mL will be rounded to the nearest whole number.

Medication calculation answers not rounded correctly will be marked as “Incorrect” and no partial credit will be given. Students must also follow The Joint Commission’s Official “Do Not Use” List) including, but not limited to:

- Do not use u, U; instead write “unit”
- Do not use Trailing zero (example- X.0 mg); instead write X mg
- Failure to use Leading zero (example- .X mg); instead write 0.X mg

Students who violate the Do Not Use List in a medication calculation answer will have the answer marked as “Incorrect” and no partial credit will be given.

SAFE NURSING PRACTICE IN CLINICAL

Students will demonstrate safe nursing practice in the clinical setting and will satisfactorily meet all the clinical objectives by the end of the rotation. Students will be evaluated weekly and at the end of each clinical rotation. If at any time the student is demonstrating unsatisfactory clinical performance, either related to safe nursing practice or the clinical objectives, the student will be placed on a Student Action Plan. The Just Culture for Educational Nursing Programs by the Board of Nursing will be included in the evaluation of unsafe and/or unsatisfactory clinical behavior.

The purpose of the “Just Culture” program is to provide a mechanism for Nursing Education Program faculty and the regulatory board to come together to develop a culture that promotes learning from student practice errors while properly assigning accountability for behaviors and consistently evaluating events.

The following definitions will be used in support of the Just Culture philosophy:

Human Error – nurse inadvertently, unintentionally did something other than intended or other than what should have been done; a slip, a lapse, or an honest mistake. Human errors are not reportable events.

At Risk Behavior – nurse makes a behavioral choice that increases risk; mistakenly believed risk to be justified; nurse does not appreciate risk; or unintentional risk taking; At Risk Behaviors may or may not be reportable events. Consultation with an NCBON Practice Consultant assists employers and nurse leaders in determining the need for a Board report.

Reckless Behavior – nurse makes the choice to consciously disregard a substantial and unjustifiable risk. The nurse’s action or inaction is intentional and purposeful. The nurse puts own self/personal interest above that of the client, organization, or others. Reckless Behaviors require mandatory report to the Board.

If a student has an error in the clinical setting, the Student Practice Event Evaluation Tool (SPEET) will be completed and the score from the SPEET will be used to guide the follow-up needed with the student regarding the error.

The following are identified as Critical Clinical Behaviors for all nursing students:

1. Wear proper picture identification at all clinical sites.
2. Use at least two client identifiers when providing care, treatment or services.
3. Provide “hand-off communication” regarding client care and critical information, either written and/or verbal to the care nurse according to agency/school policy prior to leaving the unit for a break or at the end of the shift.
4. Give medications by applying the ten rights according to clinical guidelines for each semester.
5. Reconcile the medication administration record (MAR) with the physician’s orders prior to administering any medication
6. Always maintain universal precautions in the clinical setting.

7. Maintain transmission-based precautions per agency/school policy.
8. Maintain falls precautions per agency policy.
9. Recognize and report to clinical instructor and/or primary care nurse, a client condition change that would result in a change in existing orders, prolonged hospitalization, permanent disability, or death.
10. Verify the physician's order and consult with the clinical instructor prior to performing any nursing procedure.

A student who demonstrates unsafe clinical practice or who receives an Unsatisfactory for the final clinical evaluation will receive an "F" for the course.

For further information, please see the following resources:

Institute for Healthcare Improvement: Patient Safety
<http://www.ihl.org/topics/patientsafety/pages/default.aspx>

National Patient Safety Foundation
<http://www.npsf.org/>

NC Board of Nursing: Just Culture Information
<https://www.ncbon.com/education-resources-for-program-directors-just-culture-information>

The Joint Commission: Patient Safety
http://www.jointcommission.org/topics/patient_safety.aspx

Reviewed: August 2022

SIMLAB

The Sim Lab is utilized for course lab time, clinical simulation, and open lab. Students are to follow the dress code for clinical when attending any session at the Sim Lab, guidelines include but not limited to: wearing VGCC uniform, pulling hair back away from face. Hair should not fall forward when leaning over to perform patient care. Limited jewelry (1 wedding band or other band of significance and one set of post earrings). Students should have tattoos covered prior to coming in the simulation lab.

Students must be prepared for lab, clinical simulation, or open lab. Failure to arrive at the Sim Lab prepared may result in the student remediating in the lab until successful completion of assignments.

If a student is going to be late or absent from the Sim Lab, the Sim Lab Coordinator must be notified via the VGCC student email or via the Sim Lab office phone. Copy the program head on the email notification as well. If a student is absent from a Sim Lab session, the student will make-up the Sim Lab as determined by the Sim Lab Coordinator. If the student does not attend the make-up session or complete make up assignment as determined by the Sim Lab Coordinator, the student may be at-risk for not successfully completing the course.

Open Lab availability will be determined by the Sim Lab Coordinator. Students may sign up for Open Lab voluntarily or may be required to attend by Sim Lab Coordinator. Available dates and times for Open Lab are posted by the Sim Lab Coordinator. Students may utilize the skills area without a faculty member in attendance. Open labs routinely are facilitated by nursing faculty. Students will need faculty supervision when working with simulation mannikins and equipment.

Student Responsibilities for Open Lab:

1. Notify Sim Lab Coordinator intent to attend Open lab at least 24hrs in advance with topic or skill needing remediation.
2. If a student signs up for Open Lab and is unable to attend, the student should notify the Lab Coordinator at least one hour prior to the scheduled time.
3. Wear VGCC uniform while attending Open Lab.
4. Be prepared to clean up practice/work station when finished and prior to leaving the simulation lab.

Revised: August 2022

SOCIAL MEDIA

To protect the integrity of clients, client's family members, sponsoring facilities, sponsoring facility staff, students, and VGCC faculty, all VGCC nursing students shall refrain from sharing (posting, tweeting, blogging, emailing, or any other form of social media) any information including pictures, videos, and audio recordings to any internet sources including social media sites related to VGCC nursing program or VGCC clinical experiences with the permission from the nursing program head. Violation of this regulation may result in dismissal from the nursing program.

Students who fail to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study will be dismissed from the program.

Reviewed: August 2022

STUDENT INSURANCE

All nursing students must carry malpractice liability insurance in the minimum amount of \$2,000,000/\$5,000,000. Liability insurance is provided to students at VGCC upon initial entry to the nursing program and renewed yearly.

Students must also carry health and insurance throughout the nursing program. Verification must be presented to the Program Head of Nursing upon entrance into the nursing program and at any time as requested by an instructor.

Accident insurance is provided by the college through student activity fees.

Reviewed: August 2022

WITHDRAWAL

Students enrolled in the nursing programs may withdraw from their courses with a grade of a “W” per the VGCC college catalog. Students who do not withdraw by that date must take any remaining exams (including the final exam) and complete all assignments and will receive the grade they earn for the course. If a student withdraws from a nursing or related course and is concurrently enrolled in another nursing or related course as required per semester, the student may complete the nursing and/or related courses enrolled in but will not be able to progress to the next semester and therefore will be dismissed from the nursing program. In a semester in which a student is enrolled in more than one NUR course, a dismissal from one NUR course will result in administrative withdrawal from all concurrent NUR courses. A withdrawal will count as an admission attempt in the nursing programs.

Reviewed: August 2022

PROGRAM ADMISSIONS/READMISSIONS

Students who are unsuccessful in the nursing program may reapply for admission. A total of two (2) admissions to any nursing program at VGCC will be permitted. Students who have been admitted to a nursing program other than VGCC once previously (as evidenced by NUR courses listed on official transcript) will only be permitted one admission to a VGCC nursing program. Students who were

unsuccessful in the ADN program but subsequently completed the PN program at VGCC will be permitted one admission to the LPN to ADN Transition program.

VGCC and NC A&T State University reserve the right to determine the number of students admitted to the VGCC RIBN program. Students previously enrolled in the VGCC ADN program or a non-VGCC ADN program are not eligible for admission to the RIBN program. Readmission to the VGCC RIBN program is not permitted. Students who wish to withdraw or who are dismissed from the VGCC RIBN program may be able to transfer to the ADN program at VGCC however, the admission to the RIBN program will count as the first admission for the ADN program, leaving one remaining admission.

Reviewed: August 2022

RE-ENTRY/ADVANCED PLACEMENT/TRANSFER INTO A NURSING PROGRAM

Students who did not successful complete a nursing program at Vance-Granville Community College may be eligible for re-entry to the program they attempted within the past three years. If student is granted re-entry, it will be the final admission attempt to the nursing program. Students who have previous admissions to nursing programs other than those at VGCC may be eligible for Advanced Placement/Transfer a VGCC nursing program. Students who have had two previous admissions to a nursing program other than at VGCC (as evidenced by NUR courses listed on official transcript) are not eligible for Advanced Placement/Transfer into a VGCC nursing program. Students admitted to a RIBN program at another school are not eligible for transfer/advance placement into the VGCC RIBN program. Students will be required to sign a form disclosing any prior nursing program admissions. Failure to disclose prior admissions will result in dismissal from the nursing program. If entry is desired by a student with two previous admission attempts in another nursing program or an admission attempt in a RIBN program, the student must apply for generic entry and must complete the entire program from the beginning.

Students who are eligible for Re-Entry/Advance Placement/Transfer must meet the admission requirements as specified in the Admissions Requirements documents for the program for which they desire entry. Deadlines for application as a Re-Entry/Advance Placement/Transfer student are posted on the Admissions Requirements documents.

The cumulative GPA used for re-entry/advanced placement/transfer will be calculated using any general education and NUR courses for which a grade is recorded. A grade of “W”, “WP” or “WF” will not be calculated into the Program Specific GPA. A Program Specific GPA of 2.5 or higher is required for re-entry/advanced placement/transfer. Students desiring to transfer in NUR course(s) must have earned a “B” or a final course average of 80% or higher and the NUR course(s) must have been completed within 3 years of application date. Re-entry/advanced placement/transfer acceptance is dependent on the number of spots available per the approved capacity for each nursing program as determined by the North Carolina Board of Nursing.

The Program Head will make the final decision for re- entry/advanced placement/transfer and will notify students if accepted, designated as alternate status or not accepted.

Reviewed: August 2022

RETURNING TO SCHOOL AFTER ILLNESS

Students who are absent from class, lab, and/or clinical due to conditions such as contagious illness, childbirth, surgery, dental work, or other condition must provide a physician's note on the first day back to class, lab, or clinical. The note will be written on the physician's office letterhead and will state that the student can return to class, lab, and clinical. If there are any restrictions, they must be included on the note. The note will be signed by the physician and turned in to the Program Head of Nursing to be kept in the student's file. See Note to Return to School After Illness Form in the Forms section of this handbook.

NURSING CLASS OR CLUB OFFICERS

The following is criteria required for a VGCC Nursing Student to be nominated as a class or club officer:

- Minimum program specific GPA of 3.0
- Acceptable attendance in nursing courses
- Currently passing and in good standing in current nursing courses

Students who wish to run for any nursing class or club office must bring a completed copy of the Nursing Club Officer Approval Form to their academic advisor. The academic advisor will review the student's record and sign the form if the student meets the criteria.

HONORS

Awards are made to nursing students who show excellence in the program. Students graduating with a GPA ≥ 3.5 are recognized at the Pinning Ceremony. In addition, the student who achieves the highest GPA is individually recognized at the Pinning Ceremony.

Reviewed: August 2022

GRADUATION

Nursing students must follow the steps provided by the college to apply for graduation. This includes meeting with the advisor to complete the Degree Audit Sheet and the Application for Graduation. Students must apply for graduation regardless of whether they plan to attend graduation or not. The Application for Graduation will be submitted with the understanding that the student must successfully complete the courses in which currently enrolled in order to graduate. Students are responsible for submitting the Application for Graduation and ordering the cap & gown by the deadlines provided by the college.

NCLEX EXAMINATION

Upon graduation, the Program Head of Nursing must verify the student has met the criteria for graduation in order to be a candidate for the National Council of State Boards of Nursing Licensure Examination for Registered or Licensed Practical Nurses.

Successful completion of a VGCC nursing program does not guarantee receipt of a license as a registered or licensed practical nurse. Each applicant is considered individually by the NC Board of Nursing. Eligibility for licensure may be denied by the Board of Nursing even after successful completion of the program and licensing exam. Criminal background checks are required by the NC Board of Nursing prior to licensure, including Licensed Practical Nurses who are already licensed by the Board of Nursing.

VGCC cautions NCLEX-RN/PN applicants that the NCBON/NCSBN, asks the following question: “Have you ever been convicted of a misdemeanor or felony (excluding a minor traffic violation)?” The NCBON reserves the right to refuse to allow graduates to obtain a nursing license based on their past criminal record.

All students will have a fee for the NCLEX Review posted on their last semester tuition and fees bill. This averages approximately \$450.00 for ADN students and \$300.00 for PN students. Students who complete the final semester course successfully are required to attend all days of the scheduled NCLEX review course. A refund of the NCLEX review fee may be given to students who do not successfully complete the final semester course and therefore do not attend the NCLEX review.

ADVANCED DEGREES

LPN to ADN Transition Program

A four-semester program is available at Vance-Granville Community College for Licensed Practical Nurses who wish to obtain an Associate Degree in Nursing. Upon completion of this program, the student will be a candidate for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Licensed Practical Nurses interested in returning to school for the Associate Degree in Nursing must follow the Admission Regulation for the LPN to ADN Transitional Program. Applicants should be prepared to submit an official transcript and may need to provide a syllabus for transfer courses.

Baccalaureate Degree

VGCC has several articulation agreements to facilitate graduate’s obtainment of a BSN degree. The new RN to BSN Uniform Articulation agreement, effective Fall 2015, is a useful tool for students interested in transferring to a University of North Carolina campus.

Section III:
Nursing Department Regulations

(Any regulation may be revised at the faculty's discretion. If a regulation is changed, students will be notified in writing.)

ATTENDANCE

Nursing students will adhere to the VGCC Attendance Policy as outlined in the college catalog. In addition, the following nursing policy will be in place:

Punctual attendance is expected at all scheduled classroom, lab, and clinical experiences. The instructor will take attendance at the start of the class, lab, clinical or clinical simulation session. Students should not plan extended time away from school during the semester. Breaks (i.e. Spring Break) may be used as make-up time as determined by the college.

Tardies

A student is tardy if he/she is not present at the start of class, lab, clinical or clinical simulation and arrives after attendance has been taken. The student should make the instructor of the course aware that they arrived after the attendance has been taken. If a student is going to be tardy to clinical or clinical simulation, he/she will notify the clinical instructor according to the instructions given by the instructor. A student who is tardy and arrives after the time period for receiving report, dependent on circumstances, may be sent home by the clinical instructor and the hours missed will count against the total absence time for the course. Students who leave class, lab, clinical or clinical simulations early will be counted as not present for the time missed.

Absence

Absence from the classroom places the student at risk for being unsuccessful in the course due to not being present for instructional sessions. Absences from the skills lab/simulation lab will be made up by the student as scheduled by simulation lab coordinator. The instructor of the lab or the instructor of the course will inform the student of the lab make-up. For clinical absence, the student will contact the clinical instructor via VGCC email and copy the program head on the communication according to the clinical guidelines. The student must contact the clinical instructor in the event of an absence or tardy prior to the start of clinical or as soon as able. A student who is a “No Call/No Show” (meaning he/she did not notify the instructor and did not show up for clinical) for clinical will be placed on an improvement plan and counseled based on the reporting of absences in the clinical setting on the 1st occurrence. If the student should have a second no call/no show to clinical the student may be dismissed from the nursing program. Absence(s) from clinical will be made up on clinical make-up day(s). Clinical make up days will be used in the cases of individual student absence(s) from clinical or in the event of group absence from clinical. Any absences from clinical may hinder the student’s achievement of a final evaluation of Satisfactory in the clinical setting. Clinical absences unable to be made up during the semester may result in an Incomplete grade in the nursing course. Procedures related to an Incomplete grade can be found in the college catalog. An “Unsatisfactory” grade for a final clinical evaluation in any rotation will result in the student receiving an “F” in the course. Scheduled clinical simulation sessions at the Sim Lab count as clinical time and therefore students should follow the same procedure for a clinical day. This includes emailing the instructor in charge of the simulation in the case of an absence or tardy and including the program head on the email.

Students absent due to any type of medical situation for more than 3 days must have a written authorization from the student's health care provider to return to class, lab, and clinical. Absences due to reasons other than illness will be reviewed.

Students absent more than 15% of the class hours in a NUR course may be placed on an improvement plan and counseled. If the attendance is not improved the student may be dismissed from the program for excessive absences. All missed lab and clinical time will have to be made up or an Incomplete grade will be assigned for the course.

Reviewed: August 2022

EXTENUATING CIRCUMSTANCES

The nursing programs have defined extenuating circumstances as traumatic, uncontrollable events that prevent the student from attending class, lab and clinical for an extended period of time (an extended period of time refers to a student being required to miss consecutively more than one week of class, lab and clinical days). Events such as having surgery (other than cosmetic surgery); maternal/paternal leave; prolonged hospitalization; or death of an immediate family member are examples of extenuating circumstances.

A death in the student's immediate family will be an excused absence but must be counted for the overall attendance of the student in his/her classes. The student is recorded absent, but the absences will have no punitive effect on the student's grade in the course. Immediate family is defined as wife, husband, son, daughter, mother, father, brother, sister, guardian, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, great grandmother and great grandfather.

The student must provide, in writing, full details to the Program Head and faculty instructors regarding the death and verification of relationship to the deceased.

Students who have required jury duty (personal court cases will be reviewed by the Program Head and handled on an individual basis) or military duty must be recorded as absent on the official attendance roster. Written validation of a court appearance, jury duty, and/or military duty is required and must be submitted upon the student's return to class.

If the student experiences an event such as any of those listed above, he/she should contact the Program Head. Official documentation will be required immediately (within 24 hours) upon the student's return.

Each extenuating circumstance will be reviewed on an individual basis by the Program Head and forwarded to the Academic Dean and/or Vice President of Learning, Student Engagement and Success for approval if warranted.

In the case of extended absence due to maternal/paternal leave, illness or surgery, a plan may be created by the student and the faculty to continue to participate in the course via alternate format assignments. The student must meet the requirements for participation as stated in the plan to successfully complete the course. Lab time and clinical time must be made up and the student will need to meet the course lab and clinical hours to successfully complete the course.

Reviewed: August 2023

CHEATING

Nursing students will adhere to the VGCC Academic Dishonesty section as outlined in the college catalog. In addition, the following nursing regulation will be in place:

No student may give or receive any assistance from any source including, but not limited to; notes, electronic devices or other students, during quizzes, medication assessments, ATI proctored exams, and exams.

Any cases of cheating will be handled according to the VGCC Academic Dishonesty policy in the college catalog.

Reviewed: August 2022

DISMISSAL

Nursing students will adhere to the VGCC Standards of Progress as outlined in the college catalog. In addition, the following nursing regulation will be in place:

The following are causes for dismissal from the Nursing program. The Program Head may allow a student to withdraw from the course given dismissal causes #2, 5, 6, or 7. All other causes (excluding #1) result in an “F” for the final course grade. In a semester in which a student is enrolled in more than one NUR course, a dismissal from one NUR course will result in administrative withdrawal from all concurrent NUR courses.

1. Failure to achieve a “B” (80%) or higher on final grade in a nursing course (NUR prefix). Failure to achieve a “C” or higher on final grade in related curriculum courses in the semester required according to program sequence. (Examples: BIO168, ENG111)
2. Inability to provide proof of adequate health insurance.

3. Inability to meet or maintain the Essential Functions Required of a Nursing Student.
4. Violation of a Nursing Department Regulation.
5. A physical or emotional problem which conflicts with safety essential to nursing practice that does not respond to treatment or counseling within a timeframe that enables meeting program objectives.
6. Demonstrating behavior which conflicts with safety essential to nursing practice.
7. Failure to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study.
8. Inability to attend clinical based on criminal background information or new charges on criminal background check.
9. Any student who refuses to offer a required sample for drug screening or is denied clinical privileges at a clinical facility due to a positive drug screen.
10. Inability to attend clinical based on denial of student's clinical privileges by a clinical facility.
11. Findings of abuse, neglect or misappropriation of resident belongings in a Nursing Facility on the state NA I registry.
12. Being absent more than 15% of class hours a NUR course.
13. Failure to successfully complete a skills check-off by the third attempt without completing remediation assignments.
14. Determination by a nursing instructor that a student is demonstrating unsafe practice in the clinical area or receiving an "Unsatisfactory" on a Final Clinical Evaluation.
15. Cheating on a test, quiz or other assignment.
16. Failure to comply with ethical and professional standards of conduct (as described in the Professional Behavior Regulation), VGCC College Code of Conduct (see VGCC College Catalog) and the Nursing Practice Act.
17. Repeat occurrences of violations of the regulation/regulations in the Nursing Programs Student Handbook and/or violations of the VGCC College Code of Conduct.
18. Any student found to possess (consumed or carried on one's body) any alcoholic beverage, mind-altering chemical or non-prescribed controlled substance on the Vance- Granville Community College campus(es) or at any clinical facility.
19. Any student who diverts any controlled substance from a clinical facility.

20. Any student who fails to maintain required immunizations, flu vaccines, CPR certification, or TB validation as required by VGCC and the clinical facilities.

Reviewed: August 2022

DRESS CODE

Nursing students will adhere to the VGCC General Campus guidelines as outlined in the college catalog. In addition, the following nursing regulation will be in place:

Students of all college programs, curriculum and non-curriculum, will be expected to conduct themselves at all times as mature and responsible individuals. *See VGCC's College Catalog for "Student Code of Conduct"*. Violation will necessitate the student being sent home to change clothes or make any other adjustments to meet the standard. The instructor will notify the Program Head of this action.

Students are expected to adhere to the following guidelines when in the classroom:

- Shoes are required
- No bare midriffs, garments shorter than mid-thighs, or see-through garments
- Hair must be neat and clean
- Men are expected to shave or keep beards and mustaches clean and trimmed neatly

Students are required to adhere to the following guidelines when in simulation lab (scheduled labor open lab) and clinical, including the precepting clinical rotation:

- Required uniform of hunter green slacks and VGCC hunter green scrub top. A plain black undershirt or vendor supplied VGCC black lab coat only may be worn with the school uniform. No sweatshirts, hoodies, or other jackets may be worn over the uniform while at clinical sites. Uniforms must be purchased through the school approved vendors and must be the brand and style directed by the vendor. Students may not purchase other styles or colors of uniforms. Uniforms must be the appropriate size and fit appropriately. Uniforms must be clean and free of wrinkles.
- Vendor supplied or other approved black closed-toe leather shoes are required in the Sim Lab and clinical. Shoes must have a back in which the heel is completely covered and no color appliques.
- School issued student ID card with photo will be worn as the name tag while at clinical and the simulation lab. If a clinical facility requires a specific ID badge, the student will wear the facility specific ID badge with photo. No work ID badges are to be worn while at clinical or the Sim Lab.
- Hair must be neatly styled and pulled off face and not dangle forward when leaning over and without fancy ornaments, etc. Facial hair should be shaved or beards and mustaches must be clean and trimmed neatly.

- Students will be well groomed without the presence of strong odors including, but not limited to: perfume, cologne, heavily scented lotions, body odor, or cigarette smoke. Strong odors can cause respiratory difficulties and/or medical emergencies in some individuals.
- Required clinical equipment includes a watch with a second-hand, a stethoscope with a bell and a diaphragm, and a penlight.
- The only jewelry permitted will be a plain band, or engagement ring, and watch.
- Nails will be trimmed and neat and clean and without nail polish. No artificial, acrylic, or gel nails may be worn.
- Earrings are limited to one stud earring per ear while at clinical and the Sim Lab. No hoops or dangling earrings are allowed. All other piercing jewelry, including but not limited to, additional ear piercings, nose rings, facial piercings, and/or tongue ring must be removed while at clinical and the Sim Lab. Ear gauging is not permitted.
- Tattoos must not be visible while at clinical and the Sim Lab. White, grey or black long sleeve turtlenecks may be worn to cover tattoos. Finger tattoos should be covered with band aids.
- Students will not be permitted to enter any clinical facility dressed in the following attire:
 - Blue jeans, cut-offs, and shorts
 - See-through blouses
 - Bare feet or thong sandals
 - Midriff clothing
 - Clothing shorter than mid-thigh
 - Body shirts
 - Halters, sundresses
 - Heavy make-up
 - Jewelry other than wedding band and stud earrings
 - Extreme hair styles and colors
 - Open-toe shoes
- Additional restrictions according to hospital regulation may be required.

Revised: August 2022

EXPOSURE/ACCIDENT/INJURY AT CLINICAL

Students participating in clinical are at risk for exposure and injury while at clinical. The policies and procedures for VGCC and the clinical agency should be followed at all times in order to minimize the risk of exposure and injury.

If a student experiences an exposure (such as exposure to blood or bodily fluids), an accident (such as a needle stick), or an injury (such as a fall) during clinical, he/she must notify the clinical instructor immediately. The agency policy should be followed regarding the immediate actions to be taken in the case of an exposure or accident. The student must use his/her own health insurance for any treatment needed immediately after or for any follow-up treatment needed as a result of the exposure/accident/injury.

Reviewed: August 2022

Reviewed: August 2022

Academic and Clinical Dismissal Appeals:

Students who have scored below and 80% (B) in a nursing course or received an unsatisfactory/unsafe clinical evaluation have the right to appeal the grade/evaluation. The student will be allowed to continue to attend class, lab and clinical related to academic appeals. Students may only attend class and lab if the appeal is related to a clinical dismissal.

Clinical Appeals

Clinical Dismissal Appeals decisions will be the responsibility of:

1. Program Head/Director of Nursing
2. Dean of Health Sciences

Students who wish to file a clinical appeal will use the following steps:

1. Deliver or email the Dismissal Appeal Form along with a letter of appeal to the Program Head/Director of Nursing within (5) college business days of the dismissal
2. The Program Head/Director of Nursing will provide a written response to the student within (5) five college business days from the receipt of the student's form and letter. The student will indicate if they "Accept" or "Reject" the decision of the Program Head. If the student accepts the decision, he/she will check "Accept", sign the form and leave original copy with the Program Head/Director of nursing.
3. Students who reject, are not satisfied, with the response from the Program Head/Director of Nursing, will have (5) college business days to deliver the Dismissal Appeal Form, the original letter of appeal and the response letter from the Program Head to the Dean of Health Sciences. Once the initial letter of appeal has been submitted by the student, no changes will be permitted throughout the appeal process.
4. The Dean of Health Sciences will have (5) college business days to respond to the student from receipt of the student letter.
5. The Dean of Health Sciences decision of the appeal is final.

Academic Appeals

Students who score below 80% (B) in a nursing course may file an academic appeal.

Students who wish to file an academic appeal will use the following steps:

1. If a student does not agree with the grade earned in a nursing course, they will need to communicate in writing that they do not agree with their course grade to their course instructor.
2. Grade concerns that cannot be solved at the instructor level will require the student to deliver or email the Dismissal Appeal Form along with a letter of appeal to the Program Head/Director of Nursing within (5) college business days of the dismissal.
3. The Program Head/Director of Nursing will provide a written response within (5) college business days from the receipt of the student's form and letter. The student will indicate if they "Accept" or "Reject" the decision of the Program Head/Director of Nursing. Students who "Accept" the decision of the Program Head/Director of Nursing will check "Accept" and sign the form, leaving the original copy with the Program Head/Director of Nursing.
4. Students who reject, or are not satisfied, with the response of the Program Head/Director of Nursing, will have (5) college business days to deliver the Dismissal Appeal Form, the original letter of appeal and the response letter from the Program Head/Director of Nursing to the Dean of Health Sciences. During the appeal process no changes will be made to the initial letter of appeal. The Dean of Health Sciences will have (5) college business days from receipt of the student's letter to provide a written response.
5. Students who reject, are not satisfied with the response from the Dean of Health Sciences will have (5) college business days to deliver the Dismissal Appeal Form, the original letter of appeal, and the responses from the Program Head/Director of Nursing and the Dean of Health Sciences to the Vice President of Learning, Student Engagement, and Success. During the appeal process no changes will be made to the initial letter of appeal. A written response from the Vice President of Learning, Student Engagement, and Success will be available by the period indicated in the Academic Grievance Policy in the college catalog.

Reviewed:

August 2023

GRADING

Nursing students will adhere to the VGCC Grading System as outlined in the college catalog. In addition, the following nursing regulation will be in place:

The nursing programs use the following scale for grading purposes:

Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

AU =Audit *
CE =Credit by Examination *
G# =Grade Forgiven *
I =Incomplete Grades *
NS= No Show *
PA, PB, PC=Passing Grade - Developmental *
RF =Reschedule - Developmental *
TR =Transfer Credit *
W= Withdrew *
*Not computed in Grade Point Average

In order to pass a nursing course and progress to the next level, the student must achieve a B or better on the theory grade. Final course grades and exam grades are not rounded up (*79.58 does not round up to 80 and 79.92 does not round up to 80.*)

Weights of exams, number of exams, number of questions on exams, quizzes and assignments will be determined for each nursing course and listed on the course document. Students will be provided a course document for each NUR course at the beginning of the semester.

Reviewed: August 2022

GRIEVANCE

Nursing students will adhere to the VGCC General Student Grievance Procedure as outlined in the college catalog. In addition, the following nursing regulation will be in place:

If a student feels he/she is having difficulty in the classroom, lab, or clinical area, the student should discuss the difficulties with the instructor first. Students who have a concern related to academic or clinical instruction will follow the following chain of command to report the grievance:

1. Program Head
2. Dean of Health Sciences
3. Vice President of student learning, engagement, and success
4. President of the College

Reviewed: August 2022

HEALTH RECORDS/IMMUNIZATION

The VGCC Student Medical Form must be completed and signed by a provider and all immunization requirements are to be submitted for approval prior to starting a nursing program to the vendor website utilized by VGCC.

TB skin tests, CPR certification, influenza (flu) immunizations, COVID vaccines and any other immunizations that are required by the clinical agencies are to be maintained throughout the nursing program.

The college **does not keep** any copies or records of student health information or immunization requirements after graduation from the program.

Reviewed: August 2022

PLAGIARISM

The Nursing Programs follow the Vance-Granville Community College Plagiarism Policy. Please see the college catalog for more information.

Reviewed: August 2022

PROFESSIONAL BEHAVIOR

Nursing students will adhere to the VGCC Code of Conduct as outlined in the college catalog. In addition, the following nursing regulation will be in place:

Nursing students are expected to behave in accordance with the standards of practice for nursing. The nursing faculty expects all students will be successful in all aspects of their education including academic, clinical and behavior. Six essential behaviors have been identified as requirement for successful completion of all nursing programs. These behaviors are: integrity, respect, responsibility, competence, maturity, and communication. Definitions are as follows:

1. **Integrity:** The student will always represent their own abilities honestly. The student will be truthful and sincere in all situations.
2. **Respect:** The student will adhere to confidentiality and professional boundaries. The student will work towards conflict resolution with respect to all those involved. The student will demonstrate consideration for the opinions and values of others while showing regard for diversity.
3. **Responsibility:** The student will be present and punctual for all learning experiences including class, clinical, and lab. The student will take responsibility for adapting to challenges, conflicts, and uncertainty. The student will accept responsibility for one's actions and will be able to reflect on one's personal reactions to encounters with others. The student will recognize one's limits and seek help to successfully achieve a positive outcome to any challenge, conflict, or uncertainty.

4. **Competence:** The student will take responsibility for their own learning. The student will participate in class, clinical, and lab by successfully completing all assignments. The student will demonstrate accurate self-reflection and will actively participate in developing a plan of action for all unsuccessful weekly objectives.
5. **Maturity:** The student will demonstrate emotional and mental stability during class, clinical, and lab. The student will maintain professional demeanor and language while speaking with their peer, faculty, and staff at any clinical site, patients, and patient's family members. The student will accept constructive criticism and not display any behavior (verbal or nonverbal) that is confrontational, aggressive, or disruptive during class, clinical, lab or any time the student is representing Vance-Granville Community College.
6. **Communication:** The student will engage in courteous, respectful, therapeutic communication always. Inappropriate use of social media while in the nursing programs will result in dismissal.

Failure to comply with any of the six essential behaviors or with the college Code of Conduct as described in the VGCC College Catalog may result in disciplinary action including immediate dismissal from the nursing program.

Students who fail to demonstrate any professional behavior as listed above will be required to undergo an evaluation by a licensed healthcare or mental health provider and will be unable to attend class, lab or clinical until the student is cleared by the appropriate licensed healthcare provider.

Reviewed: August 2022

SUBSTANCE ABUSE

Nursing students will adhere to the VGCC Board Policy- Alcohol and Drug Abuse as listed in the college catalog. In addition, the following nursing regulation will be in place:

Substance abuse and/or addictive illness, can lead to serious physical, psychological, and social problems for the individual. Affected students may have impaired judgment and skills which can pose a serious threat to the lives of clients in their care. Substance abuse not only compromises client care but also compromises the educational process. Vance-Granville Community College Nursing Programs are committed to the identification of abuse, intervention, and referral for treatment of any students involved. As per the College's policy, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the College's campuses or at any site or activity operated by VGCC is prohibited. A violation of hospital clinical regulation will likewise be considered a violation of college policy.

Identification of Abuse

The following guidelines will be used to identify possible abuse:

1. Any student found to possess (consumed or carried on one's body) any alcoholic beverage, mind-altering chemical, or non-prescribed controlled substance on the Vance-Granville Community College campus or at any clinical facility.
2. Any student who diverts any controlled substance from a clinical facility.

3. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol, drugs, or medications. Faculty may make the determination that reasonable suspicion exists.

Any student who is identified of abuse will be subject to intervention as defined below:

1. If identified according to *Identification of abuse #1 and/or #2* (as cited above), the student will be dismissed from the Nursing program.
2. If identified according to *Identification of abuse #3* (as cited above), the student will be immediately required to submit to a breath analysis, saliva test, urinalysis, or blood analysis, drug testing. Any drug testing will be at the student's personal expense.

Drug testing of body fluids is a method of identifying recent use of alcohol or drugs. It is not a diagnosis of substance abuse or addiction. Refusal to offer the required sample will be grounds for dismissal from the program. A positive test indicating use of controlled substance, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the Nursing program. Individual considerations for prescribed medications will be given. Test results will be kept confidential.

Referral for Treatment

Students will be referred to the appropriate agencies for assistance. All students will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

Reviewed: August 2022

TESTING ACCOMMODATIONS

Nursing students will adhere to the VGCC Disabilities Policies and Accommodations as outlined in the college catalog. In addition, the following nursing regulation will be in place:

Only documented testing accommodations that have been approved by the college will be honored. Students who require testing accommodations will coordinate the scheduling of the exam time with the Program Head and counselor. Students should be prepared to arrive early and/or stay late on the day of the exam. If the scheduled nursing class that the students are taking a test for has lecture or content provided after the normal testing time allotted, the student will be responsible for obtaining any class material he/she may have missed due to extended testing time. Students are not permitted to miss another scheduled nursing or related class due to testing accommodations.

If a question arises during testing in an alternate testing location, the student will ask to contact a nursing faculty member or the School of Health Sciences Administrative Assistant.

Reviewed: August 2022

TOBACCO FREE

Nursing students will adhere to the VGCC Tobacco Free Policy as outlined in the college catalog. In addition, the following nursing regulation will be in place:

All clinical facilities used by the nursing programs of Vance-Granville Community College are considered VGCC grounds, and therefore, must follow the Tobacco Free policy of the college. Use of electronic/smokeless cigarettes is prohibited at any location. Any student that violates this policy will be subject to the appropriate disciplinary action according to the VGCC Student Catalog.

Reviewed: August 2022

Section IV:
Forms

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

STUDENT HANDBOOK FORM

I hereby certify that I have read and fully understand all regulations of the Vance-Granville Community College Nursing Programs. I agree to abide by all regulations and understand that I may be dismissed from the nursing program I am enrolled in if I fail to abide by any regulation. I also attest that I have disclosed any prior nursing program admissions and understand that failure to disclose prior nursing program admissions will result in dismissal from the nursing program.

Printed Name _____

Signature _____

Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

HONOR CODE STATEMENT

By signing below, I agree to uphold the honor code at all times while in school.

I will not give or receive assistance with any test, nor will I observe any exchange of information among others without reporting this to the instructor.

Printed Name _____

Signature _____

Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

AUTHORIZATION TO RELEASE INFORMATION FORM

I, _____ hereby authorize Vance-Granville Community College to release my health information including but not limited to my social security number, VGCC student ID number, immunization records, Student Medical Record Form, criminal background check and drug screen. I attest that I have completed my criminal background check with the outside agency as instructed and authorize the agency to release the results of my criminal background check to any clinical facility as directed by Vance-Granville Community College. I agree to comply with any drug screen testing as required by a clinical facility or in accordance with the Substance Abuse Regulation in the Nursing Programs Student Handbook. I authorize the results of my drug screen may be sent to a clinical facility as required and a representative of Vance-Granville Community College to review the results of my drug screen as needed.

Printed Name _____

Signature* _____

Date _____

****Students under the age of 18 must have a parent or guardian sign for them***

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

PHOTOGRAPHY, VIDEOGRAPHY & QUOTE RELEASE FORM

Vance-Granville Community College regularly seeks students and alumni to feature in marketing and promotion materials. Your image and/or quotes may be used in print and electronic media for Vance-Granville Community College, including, but not limited to newspaper and magazine publications, billboards, radio and television advertisements, and the college Web site.

I, _____ hereby authorize Vance-Granville Community College to use my image and/or quotes for any use the college deems appropriate in the promotion and marketing of Vance-Granville Community College.

I understand that my image and/or quotes may be used in various media, including, but not limited to, newspaper, radio and television advertisements, billboards and the college website.

I understand that my quotes may be edited for content, but will not deter from the true spirit of the quotation.

I understand that my image may be altered (blemishes removed, red-eye reduction, etc.).

I understand my name and identity may be revealed.

I understand that these materials may also be used by the North Carolina Community College System Office to further promote community colleges throughout the state and these materials may appear in state-wide publications including, but not limited to, billboards, Web sites, radio, television, newspapers, magazines, etc.

I understand that video records taken at the SimLab or in other instructional settings are for educational use only and will not be retained by the school or available for distribution.

I fully discharge Vance-Granville Community College, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors, from any and all claims, monetary and otherwise, that I may have against Vance-Granville Community College, its parent, affiliates or subcontractors, arising out of the use of my image or quote.

I understand there is no financial or other remuneration for the use of my image and/or quote.

If a current student, I declare that I have read the Vance-Granville Community College Student Code of Conduct, and that I will do my best to uphold the Code and exhibit behavior that portrays a positive image as a Vance-Granville Community College student.

Printed Name _____

Signature* _____

Date _____

**Students under the age of 18 must have a parent or guardian sign for them*

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

NURSING ADVISOR FORM

I acknowledge that _____ has been assigned to me as my advisor while I am enrolled in the nursing program. I understand that I am to complete registration each semester with my advisor. I agree to notify my advisor before I drop or add a class during the registration period. I also understand that I am to adhere to the program sequence and complete the required courses, while meeting the grade requirements. I verify that if I deviate from the program sequence or take classes not approved by my advisor it may result in failure to remain in the program or failure to graduate.

My advisor's contact information:

Office number: _____

Office phone number: _____

Email address: _____

Printed Name _____

Signature _____

Date _____

Vance Granville Community College
Sample- Student Action Plan

Student name: **Sample** Course: **Sample**

(Sample situation for demonstration purposes only)

Problem: Unsatisfactory for clinical objectives II.3: Competently performs holistic assessments including diagnostic tests and procedures, caring nursing interventions, and clinical decision making and III. 5: Demonstrates accountability for his/her/their behaviors, actions, and judgments.

Description of Problem: **(Sample situation for demonstration purposes only)**

1. Clinical paperwork for the clinical week of 10/8-10/9 was not submitted to the instructor until 10/22. Clinical paperwork is due on the Monday following clinical.
2. During the clinical week of 10/8-10/9, assessment of the student's client did not accurately reflect the state that the client was in. Instructor stated that the student was documenting what was given to her in morning report, not the student's assessment. Student assessment is not reflective of the knowledge required at this level in NUR 111 clinical.

Goal(s): **(Sample situation for demonstration purposes only)**

1. (Student Name) will recognize all concepts within the domains of nursing to safely provide therapeutic care. The student will perform and document accurate assessments. The student will be able to work independently and effectively as a student.
2. (Student Name) will recognize his/her/their individual learning needs and be accepting of constructive criticism. The student will work to develop a beginning level of critical thinking skills and implement them in class, clinical, and sim lab.
3. (Student Name) will be held accountable for actions and practice self-reflection. The student will take responsibility for his/her/their actions and all weekly objectives. (Student Name) will turn his/her/their clinical paperwork in to the clinical instructor by the date required.

Time Frame for Completion: End of Fall semester

Student Comments: (Sample)

By signing below, the student acknowledges that she/he is at risk for receiving an Unsatisfactory for the clinical rotation and this will result in an "F" for the course.

Signatures: Student _____ Date _____

Instructor _____ Date _____

Outcome: Goal met: _____ Goal unmet: _____

Signatures: Student _____ Date _____

Instructor _____ Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

AUTHORIZATION FOR REFERENCE FORM

Student Name: _____

I authorize my Nursing Instructor at Vance-Granville Community College to complete a reference for me at my request and to provide the reference to the agency I desire. The instructor may provide any information concerning my performance as a nursing student and I release the instructor from any liability whatsoever for providing the requested information.

Signature: _____

Date: _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS**

**NURSING DEPARTMENT DELEGATE/CLASS/CLUB OFFICER APPROVAL
FORM**

Student name: _____

Office of nomination: _____

This student meets the following criteria required for a VGCC Nursing Student to run for class or club officer:

- Minimum program specific GPA of 3.0
- Acceptable attendance in nursing courses
- Currently passing and in good standing in current nursing courses

Signature of current academic advisor: _____

Date: _____

Statement from student to explain why he/she is running for this office:

VANCE-GRANVILLE COMMUNITY COLLEGE
NURSING PROGRAMS

NOTE TO RETURN TO SCHOOL AFTER ILLNESS

Date: _____

Student's name: _____

The student named above may return to the following in the VGCC nursing program (please check one or more as appropriate):

_____ Class

_____ Lab

_____ Clinical

The student may return:

_____ Without restrictions

_____ With restrictions as noted: _____

Physician/Health Care Provider Signature

Date

Office name or stamp:

