ABRAHAM BALDWIN AGRICULTURAL COLLEGE
SCHOOL OF NURSING AND HEALTH SCIENCES

POLICY AND PROCEDURE MANUAL
FOR
NURSING STUDENTS

Revised
December 2014
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INTRODUCTION

The associate degree nursing program is accredited by the National League for Nursing Accrediting Commission and approved by the Georgia Board of Nursing. The contact information is listed below.

Accrediting Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Telephone: (404) 975-5000
Fax: (404) 975-5020
Website: www.acenursing.org

Georgia Board of Nursing
237 Coliseum Drive
Macon, GA 31217-3858
Telephone: (478) 207-2440
Fax: (877) 588-0446
Website: www.sos.georgia.gov/plb/rn

Upon admission/readmission into the nursing program, each student will be given a current copy of the School of Nursing and Health Sciences Policy and Procedure Manual for nursing students. The policies will be explained and the student will be given the opportunity to seek clarification. Each student must indicate that he/she has received, read, and understood the policies by signing a designated form.

This policy manual will assist the student in understanding the various policies and procedures of the nursing program. These policies will provide direction for students and will serve as a reference for questions or concerns that the student may have during progression through the program. It is the student’s responsibility to read and understand the policies in this manual. If any of the policies are unclear, he/she should seek clarification about the policy from the course coordinator, instructor in the course, or the Dean of the School of Nursing and Health Sciences.

Students are encouraged to review the policy manual at the beginning of each semester so that he/she will be thoroughly familiar with the program requirements. As new policies are developed and incorporated into use, copies of these policies will be provided to each student to place in his/her manual. The policies contained in this manual will be in effect unless otherwise notified.

It is the student’s responsibility to obtain and be familiar with the contents of the College Catalog, Student Handbook and College and School’s Web Sites.
Rebecca (Becky) Arnold, RN, MSN - Associate Professor and Coordinator of Nursing Admissions

Tammy Carter, RN, MSN – Instructor

Robin Crumley, RN, MSN – Assistant Professor

Tamara Dennis, RNC, PhD – Associate Professor

Christina Dent, RN, MSN – Assistant Professor

Deborah Drummonds, RN, MN, CCRN, CEN – Assistant Professor

Vickie Holloway, RN and Resource Manager, Health Center

Rhonda Lewis, RN, MSN – Assistant Professor

Jeannie Paulk, RN, MSN – Assistant Professor

Sabrina Powell-Cobb, RN, MSN - Instructor

Reba Selph, CAP - Senior Administrative Assistant

Yvonne Smith, RN, MSN – Instructor

Troy Spicer, RN, MS, FNP-BC – Dean & Associate Professor

Susan Thompson, RN - Health Center

Anita White, Administrative Assistant, Health Center
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<tr>
<th>PHILOSOPHY OF NURSING</th>
<th>STUDENT OUTCOMES</th>
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<td>1. Nursing education is based upon principles from nursing theory, the humanities, and the biological, behavioral, and social sciences. These principles form the basis for the development of cognitive, psychomotor and affective abilities which are utilized by the graduate in providing safe evidence-based nursing care to culturally diverse patients.</td>
<td>1. Utilize the nursing process and evidence-based nursing practice in providing safe care as an entry level registered nurse.</td>
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<td>2. The associate degree nurse utilizes the nursing process to care for culturally diverse patients in the promotion, maintenance, and restoration of optimal wellness. The associate degree nurse delegates aspects of care to nursing team members according to their educational background and experiences and supervises delivery of quality patient care. The associate degree nurse practices within the legal and ethical framework of nursing and provides holistic care to patients across the life span.</td>
<td>2. Demonstrate the ability to function in the roles of provider of care, manager of care, advocate and member within the discipline of nursing.</td>
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<td>3. Utilizing the nursing process and critical and reflective thinking as a basis for decision making, the associate degree nurse develops, implements, and evaluates individualized plans of care for culturally diverse patients.</td>
<td>3. Utilize critical thinking skills in meeting the physiological and psychosocial needs of culturally diverse patients.</td>
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<td>4. Collaborating with patients, family members, and significant others, the associate degree nurse uses therapeutic communication skills. The nurse uses effective communication skills when collaborating with other members of the health care team.</td>
<td>4. Utilize therapeutic communication skills when collaborating with patients, families, significant others and members of the health care team.</td>
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<td>5. Nursing education is based upon principles from nursing, the humanities, and the biological, behavioral, and social sciences. These principles form the basis for the development of cognitive,</td>
<td>5. Demonstrate technical nursing skills while practicing within the ethical and legal framework of nursing.</td>
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<td>psychomotor, and affective abilities which are used by the graduate in providing safe evidence-based nursing care for culturally diverse patients.</td>
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<td><strong>6.</strong></td>
<td>The associate degree nurse makes judgments in practice that promote health and provide safe, evidence-based practice.</td>
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<td><strong>6.</strong></td>
<td>Implement basic safety principles when providing care for patients in contemporary health care environments.</td>
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STANDARDS FOR ADMISSION AND RETENTION

To enter the nursing program, a student must first be admitted to the college. Admission to the college, however, does not guarantee admission into the nursing program, a separate letter from the School of Nursing and Health Sciences will be sent to the student upon acceptance into the program. A candidate for the Associate Degree in Nursing must possess assessment, communication, psychomotor, and behavioral skills. Reasonable accommodations may be made for some disabilities. However, each candidate is expected to perform in a safe and reasonably independent manner as demonstrated by:

1. **Assessment** – A candidate must be able to assess a client accurately. Examples of assessment includes:
   - Listening to heart and breath sounds
   - Visualizing the appearance of a surgical wound
   - Detecting the presence of a foul odor
   - Palpating an abdomen

2. **Communication** – A candidate must be able to interact therapeutically with clients and to communicate effectively with other members of the health care team. Examples of effective communication include:
   - Writing clearly and neatly in charts and other sources of documentation
   - Reading and interpreting physician orders
   - Hearing/seeing a nurse call bell and emergency alarms
   - Hearing the telephone and accepting phone orders correctly
   - Hearing a client calling for help
   - Reading fine or small print on medication containers
   - Perceiving non-verbal communication
   - Visually assessing and describing client situations

3. **Psychomotor** – A candidate must have adequate psychomotor function to work effectively with nursing problems and issues and carry out related nursing care. Examples of nursing care and psychomotor function include:
   - Assisting clients with daily hygiene care
   - Moving, ambulating and positioning clients
   - Performing invasive procedure such as venipuncture and urinary catheterization
   - Administering intravenous, intramuscular, subcutaneous, and oral medications
   - Applying pressure to stop bleeding
   - Lifting heavy objects at least three times each day
   - Standing for long periods of time and working at a fast pace
   - Demonstrating manual dexterity
   - Demonstrating the use of various equipment and instruments in the care of clients
   - Working alternating shifts of 8 – 12 hours on days, evenings, or nights

4. **Behavioral** – A candidate must have the emotional health required to maximize his/her intellectual abilities. Candidates must be able to tolerate physically demanding workloads and to function effectively during stressful situations. All candidates must be able to adapt to ever-changing environments, which require flexibility, interaction skills, and ability to function in the case of uncertainty that is inherent in the nursing profession. Other examples include:
   - Acting ethically
   - Exercising sound clinical judgment
   - Being compassionate and displaying empathy
   - Separating own needs and experiences to be able to provide objective non-judgmental client care
   - Responding appropriately to stressful situations and in emergency situations (physically, emotionally, and mentally)
ADMISSION REQUIREMENTS

Admission to the nursing program is academically competitive and will be based on academic qualifications. Achievement of the minimum requirements does not guarantee acceptance into the program. Minimum requirements for consideration for admission are as follows:

1. A student must be 18 years of age at the time of admission into the nursing program.

2. The first step in the admission process will be evaluation of a student’s overall grade point average (as articulated by ABAC). A student whose overall grade point average is 2.50 or higher will progress in the acceptance process and have a nursing grade point average calculated (all attempts at core courses applicable to the nursing program specifically). A student whose overall and nursing grade point average is a 2.50 or higher will be conditionally accepted. A student whose overall and/or nursing grade point average is below a 2.50 will be denied acceptance to the program.

3. The School of Nursing and Health Sciences utilizes the HESI Admission Assessment (A2) as a tool to assess the readiness of prospective nursing students for both the Generic and One Year Registered Nurse program tracks. The HESI Admission Assessment (A2) consists of five computerized content exams including: Math, Reading Comprehension, Vocabulary and General Knowledge, Anatomy and Physiology, and Critical Thinking. Students must score a minimum 75% on all content exams and the composite score. The composite score received and the student’s nursing grade point average will be utilized to determine admission into the ABAC nursing program. The composite score and the nursing grade point average will count 50% each and determine an admission score by which students will be ranked. The testing procedure, process for registering for the exam, and other details about the assessment are found on the School of Nursing and Health Sciences’ website at www.abac.edu/academics/schools/nursing/forms-resources-3.

4. A student must achieve a minimum grade of “C” in all core courses applicable to the nursing program.

5. When space limits the acceptance of all qualified applicants, those meeting the minimum requirements will be ranked according to their admission score as determined by the nursing grade point average (any attempt at the core courses applicable to the nursing curriculum) and the HESI Admission Assessment (A2) composite score. This ranking will determine admission status.

6. Human Anatomy & Physiology I and II and the corresponding labs must have been completed within the five (5) years prior to initial admission into the nursing program.

7. Pharmacology for Health Professions must have been completed within one (1) year prior to initial admission into the nursing program. This course is not transferable from another institution and must be taken at ABAC.

8. Human Anatomy & Physiology I and II and Microbiology and the corresponding labs and Pharmacology for Health Professions may be repeated one time only. Failed courses that are more than two (2) years old can be repeated. After successful completion of the course(s), the student may apply to the nursing program.

9. A student who has received two failures at another nursing program(s) will not be eligible for admission into ABAC’s nursing programs. Exceptions may occur if a student’s failures are older than two years.

10. Students will be required to adhere to the Policy & Procedure Manual for Nursing Students in effect at the time of admission into the nursing program.

11. Students must meet the graduation requirements as listed in a single ABAC catalog which is not more than five years old at the time of their graduation and which is effective for a term during which they earned academic credit at ABAC.

12. A student must have and maintain current cardiopulmonary resuscitation (CPR) certification for health professionals through the American Heart Association (must include infant, child & adult CPR) and current malpractice insurance while enrolled in the nursing program. No online CPR courses are accepted.

13. Students are required to complete immunizations required for clinical, a criminal background check and drug screen upon admission into the nursing program. Denial to a clinical agency due to a background check or a positive drug screen will lead to dismissal from the program.
14. A candidate for the **Generic Track** must meet all of the above admission requirements (#1-13) plus the following additional requirements:

a. A student is eligible to enter the program after successful completion of the following with a minimum grade of C or better:

<table>
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<th>Course</th>
<th>Requirement</th>
<th>Credit Hours</th>
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<td>ENGL 1101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>PSYC 1101</td>
<td>Introduction to Psychology OR</td>
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<tr>
<td>PSYC 2103</td>
<td>Human Growth and Development</td>
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<tr>
<td>MATH 1001</td>
<td>Quantitative Reasoning OR</td>
<td></td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PNUR 1104</td>
<td>Pharmacology for Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 2011 &amp; lab</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2012 &amp; lab</td>
<td>Human Anatomy &amp; Physiology II</td>
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In addition to the overall GPA, a minimum nursing GPA of 2.50 evaluating all attempts of the above courses is required. All other core course requirements may be successfully completed along with the nursing sequence. If a student has completed other required core courses in addition to the minimum, those courses will also be used to calculate the nursing admission GPA.

b. Only core courses required for the associate degree nursing program will be used to calculate the nursing grade point average. Grades achieved in each attempt will be used in the calculation of this grade point average.

c. Students who have been rejected due to limited program space may have BSN level and PNUR core courses counted in the calculation of their GPA if all program core courses have been completed.

d. Students must successfully complete the Pharmacology Validation Examination prior to final acceptance into the program.

15. A candidate for the One Year Registered Nurse Program Track (Bridge) must meet all of the above admission requirements (#1-13) plus the following additional requirements:

a. A student must hold and maintain current licensure or certification as a practical nurse, paramedic, and/or respiratory therapist in the state of Georgia.

b. A student must successfully complete **all** general education core course requirements prior to entering the nursing program.

c. A student must have a minimum overall (as articulated by ABAC) and nursing grade point average of 2.50. Only core courses required for the associate degree nursing program will be used to calculate the nursing grade point average. Students who have been rejected due to limited program space and GPA ranking may have BSN level and PNUR core courses counted in the calculation of their GPA.

d. A student must complete the HESI Admission Assessment (A2) as noted in #3 as well as the program specific entrance examination. The program specific examination requires the student to purchase the One Year RN Program Review Modules and successfully complete the comprehensive and pharmacology validation exam prior to admission into the program. Students will have two attempts to successfully complete each exam. The comprehensive exam must be completed with 75% or higher and the pharmacology exam with 95% or higher. If the minimum grade is not achieved on one or both of the exams, the student is no longer eligible for the One Year RN track program, but may apply for the Generic track. Following a two year time period, the student may apply for admission to the One Year RN program again. Successful completion of the program specific exams and subsequent One Year RN track nursing courses tests the student on content found in NURS 1108 and NURS 1110.

e. Successful completion of the One Year RN track comprehensive and pharmacology validation exams are only applicable for one year. If a student is not accepted due to limited program space and GPA rankings, both exams must be retaken with future applications.
f. Students transferring all core course credit from another institution must take a minimum of 28 semester hours at ABAC to be eligible for graduation.

g. Additional days may be required to complete nursing activities aside from the regular advertised class day.

ACADEMIC PROGRESSION REGULATIONS

1. The grading scale used for the School of Nursing and Health Sciences differs from that used by the college as a whole and is as follows:

\[
\begin{align*}
& A = 100 \text{ – } 90 \\
& B = 89 \text{ – } 80 \\
& C = 79 \text{ – } 75 \\
& D = 74 \text{ – } 65 \\
& F < 65
\end{align*}
\]

2. Students must achieve a minimum theory grade of 75 and a satisfactory grade in the clinical laboratory, nursing skills laboratory, and designated class activities in each nursing course in order to be admitted into the next semester of nursing.

3. A student must achieve a minimum grade of a C in all core courses applicable to the nursing program. A minimum nursing grade point average (GPA) of 2.00 must be maintained.

4. Microbiology must be taken as a pre-requisite to NURS 2207 and NURS 2208.

5. Microbiology and the corresponding lab course may be repeated one time only.

6. Failure in two nursing courses in the Generic Track or the One Year Registered Nurse Track will result in dismissal from the program (same course or separate courses). Failure in one nursing course in the Generic Track and one failure in the One Year Registered Nurse Program Track will result in dismissal from the program. A “WF” will be considered an “F”.

7. If a student chooses to withdraw from a nursing course, he/she must withdraw from all co-requisite nursing courses if applicable.

8. If a student has one proven incident of gross unprofessional conduct or behavior as defined by the “Professional Standards and Conduct” policy (page 17), he/she may be subject to a “WF” in the course and be permanently dismissed from the nursing program without possibility of readmission.

9. Academic dishonesty will not be tolerated. Any proven occurrence may result in a course grade of “WF” and permanent dismissal from the nursing program without possibility of readmission. Refer to the Student Handbook regarding due process for academic dishonesty.

10. Students are required to purchase the Total Testing Package. Fees for this package are equally divided over the nursing program. This package includes the cost of malpractice insurance, a midcurricular and competency validation exit examination, course learning materials, skills laboratory equipment, a Tablet, and a NCLEX review course.

11. Successful completion of a Mid-Curricular Examination is required in order to progress to the sophomore sequence of the Generic Track Program. Successful completion of the exam is a pre-requisite to NURS 2207 Medical Surgical Nursing II and NURS 2208 Maternal Child and Women’s Health. The first attempt will be given on a designated date during the student’s second semester of nursing. If unsuccessful, a second attempt will be given on a designated date following successful completion of NURS 1110 Medical Surgical I with a grade of “C” or better. If unsuccessful on the second attempt, the student must enroll in PNUR 1911 Concepts Enrichment Course. This remediation course is designed to facilitate the incorporation of concepts from the courses in the first year of nursing. The course consists of independent study and faculty guided critical thinking exercises. The course consists of unit examinations and a standardized Mid-Curricular exam as the final examination. With course grade calculation, the Mid-Curricular exam is the competency measure for
PNUR 1911 and this is weighted more heavily than unit exams. A student who receives a failure in PNUR 1911 may repeat the course one time only. Two failures in PNUR 1911 constitute dismissal from the program.

12. Successful completion of the Competency Validation Exit Exam is required in order to graduate from the Generic Track and the One Year Registered Nurse Program Track. A student who is successful in all required nursing courses must successfully complete this exit examination as a requirement for graduation. The first attempt will be given on a designated date during the student’s final nursing semester. If unsuccessful, a second attempt will be given on a designated date following successful completion of NURS 2209/B Pediatrics and NURS 2210/B Medical Surgical Nursing III with a grade of “C” or better. If unsuccessful on the second attempt the student will not meet graduation requirements for that semester and must enroll in PNUR 1912 Comprehensive Concept Enrichment Independent Study. This remediation course is designed to facilitate the incorporation of nursing concepts from all the nursing courses. The course consists of independent study and faculty guided critical thinking exercises. The course includes unit examinations and the Standardized Competency Validation Exit Exam as the final exam for the course. With course grade calculation, the Exit Exam is the competency measure for PNUR 1912 and thus it is weighted more heavily than unit exams. A student who receives a failure in PNUR 1912 may repeat the program one time only. Two failures in PNUR 1912 constitute dismissal from the program. Any student who has successfully completed NURS 2207 and NURS 2208 may elect to take the course to assist them in preparation for the Competency Validation Exit Examination.

13. Completion of the Pharmacology Competency Validation according to the plan and procedure described in the Policy and Procedure Manual for Nursing Students is required each semester.

14. A student must maintain current health care provider cardiopulmonary resuscitation (CPR) certification (must include infant, child and adult CPR), TB testing, influenza, Tdap, and Hepatitis B immunization and current malpractice insurance while enrolled in the Nursing Program. Proof of these must be provided to the School of Nursing and Health Sciences office.

15. A student enrolled in the nursing program must adhere to the policies and procedures as outlined in the current Nursing Policy and Procedure Manual for Nursing Students. Readmitted students will be held to the Nursing Policy and Procedure Manual in effect when they are formally readmitted to the program.

16. The two-year nursing sequence must be completed within four years from the beginning of the term in which the student was initially admitted to the nursing program.

**REACCEPTANCE REQUIREMENTS**

**Reacceptance** to the nursing program is academically competitive and will be based on academic qualifications. Achievement of the minimum requirements does not guarantee reacceptance into the program. **Minimum requirements** for consideration for readmission are as follows:

1. Any student wishing to be considered for reacceptance must make application to the program at least three weeks prior to the desired semester of re-entry. Applications will be reviewed by the Admission/Readmission Committee. Students who experience any break or delay in the progression through the nursing course sequence must apply for readmission to the nursing program. This includes students who have withdrawn (W) from any nursing course or have earned a D, F, or WF in a nursing course.

2. The first step in the reacceptance process will be evaluation of a student’s overall grade point average (as articulated by ABAC). A student whose overall grade point average is 2.50 or higher will progress in the reacceptance process and have a nursing grade point average calculated (all attempts at core courses applicable to the nursing program). A student whose overall and nursing grade point average is a 2.50 or higher will be conditionally reaccepted. A student whose overall and/or nursing grade point average is below a 2.50 will be denied reacceptance to the program.

3. Any student wishing to be considered for reacceptance must have a minimum 2.50 overall and nursing GPA and meet all other initial admission criteria for the nursing program. If all ADN core courses have been completed, then any core courses applicable to the BSN and any PNUR course will also be used in the GPA calculation.

4. When space limits the reacceptance of all qualified students, applicants meeting the reacceptance requirements will be ranked according to their admission score and nursing grade point average. This ranking will determine reacceptance status.
5. Any student who has a break or delay in progression through the nursing program (failure or withdrawal) may be considered for reacceptance, provided criteria 1 and 2 above are met and space is available.

6. The two-year nursing sequence must be completed within four years from the beginning of the term in which the student was initially admitted to the nursing program.

7. Reaccepted students will be held to the current Policy and Procedure Manual for Nursing Students in effect when they are formally reaccepted to the program.

8. Reaccepted students must purchase the Total Testing Package the semester they are readmitted as well as all subsequent semesters.

9. Reaccepted students must meet the graduation requirements as listed in a single ABAC catalog which is not more than five years old at the time of their graduation and which is in effect for a term during which they earned academic credit at ABAC.

10. Students who have been dismissed from the Generic Track program at ABAC due to earning two failures in nursing courses may be considered for admission only if:
   a. The student must be a LPN, Paramedic or Respiratory Therapist and hold/maintain current licensure in the state of Georgia and apply for the One Year Registered Nurse Program track.
   b. Students whose second failure in a nursing course at ABAC is older than two years may apply for admission at the beginning of the Generic Track program. The student must successfully complete all nursing courses regardless of prior grades.

11. Students who have received one failure in the One Year Registered Nurse Program Track (Bridge) may apply for reacceptance into the Generic Track program or the One Year Registered Nurse Program Track, if eligible.
   a. Students who have received one failure in the One Year Registered Nurse Program at ABAC and then receive one failure in the Generic Track Program at ABAC may apply for admission at the beginning of either program when the second failure in a nursing course is older than two years. The student must successfully complete all nursing courses regardless of prior grades.
   b. Students who have received two failures in the One Year Registered Nurse Program at ABAC may apply for admission at the beginning of either program when the second failure in a nursing course at ABAC is older than two years. The student must successfully complete all nursing courses regardless of prior grades.
SCREENING REQUIREMENTS FOR ADMISSION, PROGRESSION AND READMISSION

Abraham Baldwin Agricultural College and the School of Nursing and Health Sciences are committed to maintaining and protecting the health of both nursing students and patients in the clinical setting. Being engaged in clinical care puts the student nurse at risk for certain infectious diseases such as Hepatitis B and Varicella (Chicken Pox). Both nursing students and patients are at risk of other infectious disease such as tuberculosis, measles, mumps and rubella. In addition, nursing students must have the capacity to engage in physically demanding bedside care. In the interest of patient safety, it is an industry standard that health care workers have a background check and a periodic drug screen.

To meet its obligation to nursing students, patients and the health care agencies in which we place students, the School of Nursing and Health Sciences requires the series of vaccinations, screenings and checks described below. The student is responsible for meeting announced deadlines for providing documentation of these requirements, and students bear the cost of any and all of these vaccinations, tests, checks and screenings. Students not complying with the following guidelines will not be allowed in the clinical agencies and risk failure and withdrawal from the program.

1. Hepatitis B (HBV)

Hepatitis B is a serious infection of the blood stream and liver that can cause serious, permanent liver damage and death. Health care workers are at much increased risk of Hepatitis B due to the potential for exposure to the blood and body fluids of infected patients. All Abraham Baldwin College nursing students are taught standard precautions to prevent infection with Hepatitis B. Standard precautions include the correct method of caring for used needles, soiled dressings and blood and body fluids. Students are expected to adhere to these protective measures. Fortunately, there is an effective vaccine to prevent infection with Hepatitis B. Vaccination with this vaccine is essential to protecting nursing students. Students need to keep copies of their vaccine records as they will be required to prove vaccination for the rest of their careers.

Policy

All students in the nursing program are required to complete the Hepatitis B vaccine series if not already completed. Students are required to complete the series in the shortest time possible. For students who have never had the vaccine series, the Student Health Center uses the accelerated schedule given below.

Dose 1 Now
Dose 2 1 month after Dose 1
Dose 3 4 months after Dose 1 and at least 2 months after Dose 2

At least 1 month following Dose 3, students will have a Hepatitis Surface Antibody (HBsAb) drawn. In the event this antibody is negative, which indicates failure to acquire immunity, the student will receive a Hepatitis B booster and get a repeat antibody 1 month later for up to 3
boosters. If the student fails to seroconvert and show immunity after the 3rd booster, they are considered a “non-responder.” Non-responders are considered susceptible to Hepatitis B and should be counseled regarding precautions to prevent Hepatitis B such as obtaining immunoglobulin prophylaxis for potential exposures to Hepatitis B. HBsAb testing is not recommended for previously vaccinated health care workers who were not tested 1 to 2 months after their original series. These individuals should be tested if they have an exposure and should be treated as susceptible if the HBsAb is negative.

2. Varicella (Chicken Pox)
In the past, Varicella was a common childhood illness that infected nearly all children. With the advent of a vaccine, the yearly epidemics of Varicella became much less widespread. An unintended effect of this is that there are now adults who were never exposed to, never became infected with and never got vaccinated against Varicella. These individuals are susceptible to Varicella. While Varicella is a relatively mild illness in children, adults can become seriously ill with Varicella. Infants, neonates in intensive care, patients with cancer and patients who are immunocompromised are all at much greater risk of illness and death due to Varicella. Therefore, for the student nurse’s and patient’s protection, it is very important to establish immunity to Varicella in health care workers.

Policy
All nursing students must establish immunity to Varicella. Students must provide proof of 2 Varicella vaccinations or laboratory evidence of immunity. If the student is not immune to Varicella, the student will be vaccinated according to the schedule below:

Dose 1  Now
Dose 2  4 weeks after Dose 1

3. Measles, Mumps and Rubella (MMR)
Measles, Mumps and Rubella were common childhood illnesses in the past. Today these illness are rare but are epidemiologically important for health care workers. Health care workers are at greater risk of being exposed to MMR. MMR infection can be serious in adults. Rubella is especially dangerous to pregnant women and their fetuses.

Policy
All nursing students must establish immunity to Measles, Mumps and Rubella (MMR). Students must provide proof of 2 MMR vaccines or laboratory evidence of immunity. If the student is not immune to MMR, the student will be vaccinated according to the schedule below:

Dose 1  Now
Dose 2  At least 28 days after Dose 1

4. Tetanus-diphtheria (Td) or Tetanus-diphtheria-acellular pertussis (Tdap)
Tetanus or lockjaw is a neurologic disease characterized by severe muscular spasms. Inoculation with the causative agent, Clostridium tetani, usually follows injury involving a contaminated wound, surgery or burns. Tetanus toxoid is a highly effective antigen that
produces adequate protective serum antitoxin levels. Routine boosters and boosters as tetanus prophylaxis in wound management are effective means to reduce the incidence of tetanus and are required periodically throughout life. Diphtheria is a respiratory disease caused by Corynebacterium diphtheriae which is a serious disease of children. Un-immunized and inadequately immunized adults are also at risk. Pertussis (whooping cough) is a highly contagious respiratory infection caused by Bortella pertussis that affects an estimated 600,000 adults every year, aged 20 to 64 year. It can result in weeks of coughing, cracked ribs from severe coughing attacks, pneumonia and other complications. Infants acquire pertussis from siblings and parents when they are still too young to be vaccinated or when not yet vaccinated. There are reports that incidence of pertussis is increasing sharply in adolescents and adults. This is thought to be due to waning immunity following the primary series given in childhood. Patients in the hospital and especially neonates and children are at much increased risk for pertussis. In the clinical setting, health care workers must be adequately immunized against pertussis so that they protect themselves and patients.

Policy
Students must provide proof of a single Tdap booster in place of one Td booster. The Tdap will be given regardless of when the last Td was given. If the student has taken a Tdap vaccine, then he or she must resume the recommended schedule of a Td booster at least every 10 years.

Declination of Vaccines
Any student refusing Hepatitis B, MMR, Varicella, or Td/Tdap vaccine if the vaccine is indicated must sign a waiver releasing Abraham Baldwin Agricultural College from liability. Students are warned that they are liable to the requirements of the clinical agencies. Failure to comply with vaccine requirements may jeopardize their continued participation in the clinical agencies and, therefore, the nursing program.

5. Tuberculosis Screening
Tuberculosis (TB) is a serious respiratory illness. Health care workers have an increased risk of exposure. Some exposures lead to latent TB infection, in which the TB germ lies quietly in the lung without causing TB disease. The risk of developing frank TB disease in the person with latent infection increases as the person ages and with the development of diabetes and other immunocompromising illnesses. Latent TB is important to discover early because early intervention may prevent the development of frank disease later.

Policy
All nursing students must receive a Tuberculosis Skin Test (TST) within at least 1 year of entry into the program and at least yearly thereafter. If the student has a history of a positive TST, then they must provide the results of a chest X-ray taken after the positive test within the last 2 years. These students must also adhere to the Provision for Positive Tuberculosis Skin Test policy. This policy requires that students sign on a yearly basis an affirmation that they do not have TB symptoms.
6. **Influenza**  
Students are required to submit proof of a yearly seasonal influenza vaccination no later than October 18th for fall admission and January 15th for spring admission.

7. **Physical Examination**  
Students are required to successfully complete a physical examination that includes a survey and examination of the body systems, agility and dexterity testing, hearing screening and near/far/color vision testing. The results of this examination are to be documented on the form provided to the nursing student. The results are reviewed by School of Nursing and Health Sciences Faculty and recommendations to the student may be made. Inability to pass the physical examination will result in withdrawal from the program.

8. **Criminal Background Check and Urine Drug Screen**  
Upon acceptance to the program, student must complete a criminal background check and a drug screen through a company designated by the School of Nursing and Health Sciences. Students are subject to criminal background checks and drug/alcohol screens randomly or for cause throughout the program.  
If a student is denied access to any clinical agency at any point in the program based on the criminal background check, the student will receive a failure in the appropriate nursing course regardless of the theory grade earned.  
A positive drug screen at any point in the program will result in a “W” in the appropriate nursing course regardless of the earned theory grade. The student will have the option to reapply for a subsequent semester upon proof of an acceptable drug screen.

9. The School of Nursing and Health Sciences reserves the right to implement protocols specific to the impaired student as noted in the “Policy and Procedure for the Impaired Student.”

10. **Other**  
Requirements for clinical sites differ. Additions and / or changes, dictated by clinical agencies, may occur at anytime during the students’ progression through the program. It is the students’ responsibility to meet the stated requirements upon notification.

11. **Readmission**  
Students who are readmitted to the program following a break of one year in the sequence of courses will be required to complete a criminal background check, drug screen and other screening requirements as instructed.

12. **Expenses**  
Students are responsible for all fees related to screening examinations and must provide documentation to the School of Nursing and Health Sciences as completion of the screening examinations as stated in the policy manual by the designated date.
PROFESSIONAL STANDARDS AND CONDUCT

The nursing program at Abraham Baldwin Agricultural College incorporates activities and assignments that teach the theoretical concepts, psychomotor skills, attitudes, behaviors and the work ethic appropriate for a professional Registered Nurse. The student is expected to model these appropriate behaviors and attitudes at all times in the classroom, skills, computer and clinical labs.

Students must demonstrate accountability as evidenced by the following behaviors:

* Adheres to legal/ethical standards of nursing practice.
* Maintains patient’s confidentiality.
* Protects patient’s privacy
  - Reports to class, clinical and skills laboratory at the assigned time and notifies instructor by beginning of lab if unable to attend.
  - Turns in written class and laboratory assignments by the designated due date.
  - Maintains neat, well groomed, professional appearance as defined by the School of Nursing dress code while in the clinical setting.

Students must demonstrate caring as evidenced by the following cognitive, affective, and psychomotor behaviors:

  - Recognizes the patient as a unique individual with specific needs.
  - Is sensitive to self and others.
  - Listens attentively
  - Expresses positive feelings
  - Honesty (See current Student Handbook for “Academic Dishonesty” Policy and School of Nursing and Health Sciences Academic Progression Regulation)
  - Patience
  - Respects self and others
  - Acts as patient advocate
  - Provides support for mental and physical environment
  - Maintains patient’s confidentiality
  - Protects patient’s privacy

*If a student has one (1) documented incident of gross unprofessional conduct or behavior as defined above she/he will be subject to dismissal from the program. Students may appeal as outlined in the “Student Grievance Policy” (page 33).
PROFESSIONAL CONFIDENTIALITY POLICY

1. All personal patient information entrusted to the student will be held in confidence.
2. All written or oral information given to the student will be held in confidence unless required by law to divulge it.
3. Students will limit discussion of patient/family to structured learning situations (conferences and/or clinical).
4. Students will respect the rights of instructors, colleagues, and classmates to keep personal information, classroom discussions and papers confidential.
5. No taping will be allowed in clinical, skills lab, or the classroom. Exceptions may be made in accordance with the American Disabilities Act (ADA) with proper documentation from the Student Development Office.
6. Pictures, behaviors, and conversations posted on social networks that are unprofessional and/or breech confidentiality will result in disciplinary actions. (i.e. failing course grade, dismissal from program).
7. Failure to comply with above Professional Confidentiality Policy represents unethical conduct for a nursing student. It will result in an unsatisfactory grade in the nursing courses.

POLICIES FOR USE OF ELECTRONIC TABLETS

1. Nursing voucher fees will purchase one tablet per student. If the tablet is lost or damaged, the student is responsible for the replacement cost. No exceptions.
2. Tablets are for nursing program use only. Tablets are to be used in meeting requirements for the classroom, skills laboratory, and clinical laboratory and/or for study purposes.
3. Absolutely no photographs or recording (video/audio) are permitted in the clinical setting.
4. Misuse of tablets in the clinical areas such as accessing social media, playing games, taking pictures or recording will not be tolerated. Misuse of any type may lead to disciplinary actions (i.e. failing course grade; dismissal from the program) under the “Professional Standards and Conduct” policy and/or the “Professional Confidentiality” policy.
FACULTY/STUDENT LIAISON POLICY

A nursing student entering his/her final year of the nursing sequence will be selected to serve as a liaison between the nursing students and the nursing faculty and staff. This individual will attend faculty and selected nursing committee/sub-committee meetings, the Annual Nursing Advisory Committee Meeting and serve on the Nursing Resolution Committee. The purpose of this representation is to gain student input into program decisions and provide a voice for student concerns.

The candidate for Faculty/Student Liaison will be selected by faculty voting and will be nominated based upon:

1. G.P.A / Performance in Nursing Courses
2. Clinical / Skills Lab Performance and Evaluations
3. Observed Maturity and Professionalism
4. Witnessed interaction with Peers
5. Willingness of the Student to Serve
6. GANS Membership

CLASSROOM POLICIES AND THEORY GRADING

If the student misses a scheduled class for any reason, it is the student’s responsibility to obtain the information and notes from fellow classmates.

- Students will not be allowed to use the copy machine in the Health Science building.
- Students will not be allowed to use the nursing faculty’s telephones to make phone calls.
- If the student is more than 5 minutes late to class, he/she must stay outside until the next break. If you enter the classroom, you will be asked to leave until the break.
- Breaks will be 10 minutes in length unless otherwise stated by the instructor.
- No food or open beverages allowed in class.
- Class will start back promptly. If you are late returning from break, you must stay out until the next break.
- Talking in class will not be tolerated. The student will be dismissed from class if talking occurs.
- Cell phones and beepers should be turned off during class or skills lab time. No hands free head sets may be worn during class, skills lab or clinical lab. If a student’s phone rings he/she will be asked to leave the classroom or lab and may not return until the next break. You may give the School of Nursing and Health Sciences office number as a contact to be called only in the case of an emergency. NO CELL PHONES OR BEEPERS WILL BE ALLOWED IN THE CLINICAL SETTING. STUDENTS WILL BE SENT HOME IF FOUND WITH EITHER. If you must be reached, for an emergency, you can give babysitters, etc. your clinical setting’s telephone number,
your clinical instructor’s name and the area where he / she will be. Your instructor will get a message to you. This should be an emergency message only.

- Children will not be allowed in classrooms, computer labs or skills labs.
- Children should not be left unattended in the nursing building at any time.
- Sick children should not be brought into the nursing building.

The grading scale used in the nursing program may be different from the grading scale used in other courses in the college. The grading scale for nursing is as follows:

- A = 90 - 100
- B = 80 - 89
- C = 75 - 79
- D = 65 - 74
- F = Below 65

Grading in the nursing courses is designed to objectively measure a student's mastery of knowledge and its application as it relates to the practice of nursing. Calculations of theory grade: No rounding of unit exam or final averages will be done. A passing score of 75.0 must be earned to achieve a passing grade of C.

The penalty for late paperwork will be that one point will be taken off the final average for each assignment and per day until the paperwork is turned in to the instructor. Faculty will not accept paperwork that is faxed to them. If the student leaves paperwork at home on the assigned due date, the student will go home to get the paperwork and bring it to the instructor on the assigned day or take the penalty as described above. HESI Patient Reviews as assigned by each instructor are due one week after the class lecture. A score of 75% is required on each assignment. The student must retake the assigned exam until a score of 75% is achieved. Proof of completion of assigned Reviews falls under the penalty for late paperwork.

Each examination may contain test questions on content in all assigned readings, computer and video assignments that have not been covered in class. A minimum of two to five unit examinations and a comprehensive final examination are given in each nursing course. The number of test items and the percentage of weight given for each unit and final examination will be determined by the faculty in the course. After reviewing the item analysis for each examination, the total number of questions used will be divided into 100 to obtain the number of points that each question will count. A passing grade on a nursing examination or in a nursing course is 75% or higher. Students will attend to bathroom needs prior to the beginning of each unit and final examination.

Exams may consist of a variety of items including multiple choice items, fill-in-the-blank items, and items asking the student to identify an area on a picture or graphic or multiple choice items that require the student to select more than one response. Any of these item formats may include charts, tables or graphic images. Drug calculation problems will be included on all nursing exams. All of the items listed above will be scored either right or wrong; no partial credit will be given.
Students will be given 60 minutes to complete unit examinations and 120 minutes to complete final examinations. Students arriving late for unit examination will be given the remaining allotted time to complete the exam. Late arrivals will be seated in a reserved seat at the front of the classroom as to not disturb other students. Students who are unable to take the final examination at the scheduled time will be given an alternate exam per the instructor’s discretion. Students will receive unit examination scoring immediately following exam completion. Final examination grades and course grades will be released per instructor discretion.

The following examination procedures will be utilized to maintain testing security.

- All students will be given assigned seating for each examination throughout the program.
- All examinations will be administered via a web based testing system in the computer labs in a proctored setting. Faculty monitoring the exams will circulate throughout the labs during testing.
- No personal items will be allowed on the student’s person or desk during testing. No large jackets, caps/hats, or sunglasses can be worn during testing. Ear plugs will be provided.
- Students are not allowed to copy or record exam questions, answers, or materials during testing periods. Students will be given dry erase boards for use during testing.
- Students who did not take an examination are not allowed to see or review that missed exam.
- Review of questions missed on unit examinations will occur immediately following completion of the exam in the computer lab only. Students are encouraged to be aware of concepts/topic areas in which improvement or remediation may be needed.
- No review of final examinations will be allowed.
- **Academic dishonesty will not be tolerated.** Any proven occurrence may result in a course grade of “WF” and permanent dismissal from the nursing program without possibility of readmission. Refer to the Student Handbook regarding due process for academic dishonesty.

**Assignments**

All assignments, skills laboratory and clinical requirements, and computer assisted instruction case studies should be completed prior to final exams. If completion has not occurred, the student may receive an incomplete in the appropriate nursing course.
COURSE EXAM BLUEPRINT

NURS 1108  25% Knowledge, 25% Comprehension, and 50% Application Questions
NURS 1109/1109B  25% Knowledge, 25% Comprehension, and 50% Application Questions
NURS 1110  50% Comprehension and 50% Application Questions
NURS 1115B  50% Comprehension and 50% Application Questions
NURS 2207/2207B  25% Comprehension and 75% Application Questions
NURS 2208/2208B  25% Comprehension and 75% Application Questions
NURS 2209/2209B  100% Application Questions
NURS 2210/2210B  100% Application Questions

The nursing faculty is dedicated to helping nursing students achieve academic excellence. Students who do not maintain 80% or above on exams are encouraged to seek assistance from a faculty member (See Request for Instructor Assistance). Faculty will be available to see students in their office during posted office hours. The purpose of these sessions is for the clarification of class content and not to prepare students for upcoming exams. Students should come prepared to ask questions regarding content or materials that they do not understand.

Students are expected to take all examinations scheduled by the instructor in each nursing course. All exams must be taken on the assigned date and time. No early exams, late exams or make-up exams will be given. No exceptions. Each exam may be taken only ONCE time. The final examination score will be substituted for ONE missed examination when valid extenuating circumstances exists that are validated by OFFICIAL written documentation that supports and / or explains the circumstances, i.e. illness or death of immediate family. Students are expected to bring in this official documentation to the course coordinator by the next class day following the missed exam. Non-validated and all other subsequent missed examinations will result in the grade of zero (0). No make-up examinations will be administered.

This program is designed to foster accountability for one’s actions when dealing with human lives and prepare graduates to enter the profession of nursing immediately upon graduation and completion of the NCLEX examination. In the health care profession, success with one patient will not be substituted for negligence or errors in judgment with another patient. Therefore, the School does not substitute the final exam grade for the student’s lowest exam grade, nor give students points to pass, nor allow students to substitute any other activity to earn points to pass. The completion of Clinical and Skills Lab activities is required in order to pass and progress in the program. Points are not awarded for these activities.

CLINICAL AND NURSING SKILLS LABORATORY GRADING

Skills and / or Clinical Laboratory activities are required for completion of each nursing course. The student who does not successfully complete the clinical and / or skills laboratory requirements of any nursing course will receive an F (Failure) in the course(s), regardless of their earned theory grade. An incomplete (I) will be awarded based solely upon the policy outlined in the College Catalog.

Students will receive a Satisfactory (S) or Unsatisfactory (U) grade for performance in the nursing skills and clinical laboratories. No numerical points toward the course grade can be achieved for nursing skills laboratory and clinical laboratory performance.
Nursing Skills Laboratory
Satisfactory (S) grade in the skills laboratory is achieved by satisfactory demonstration of nursing skills as designated in each nursing course.

If the student misses skills lab and does not notify the instructors of their absence ahead of time, the student will receive a grade of “U”. Three documented “U” grades will result in the student’s dismissal from the program. The skills lab instructors will work closely with course coordinators to keep them abreast of the student’s attendance and progress in the skills lab. If the above is not achieved, an Unsatisfactory (U) grade will be given and the student will receive a final course grade of F.

Skills Check Offs
Check-offs are a psychomotor skills component of the nursing program that the student must complete. Competency of these skills must be validated and is kept in the student’s file. It is the policy of the School of Nursing and Health Sciences to validate these skills via one-on-one check-off testing with an instructor. Any student who signs up for a testing (check-off) time with an instructor and fails to arrive and does not notify that instructor prior to his / her assigned time will receive a U (unsatisfactory). Three (3) U’s (unsatisfactory) earned, for any reason, in the skills lab portion of any nursing course will result in an F (failure) for the course, regardless of the earned theory grade. Satisfactory check-offs of each skill must be completed with the student’s lab instructor within two weeks following the lab in which the skill was covered unless the student has approval from the lab instructor.

Skills Remediation for Unsatisfactory Check-offs
If unsuccessful 1st attempt:
Student must complete a step by step written list of the procedure for the unsuccessful skill.

Student must complete a written one paragraph reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (medication error, break in sterile technique, etc.). The reference can be from a professional journal, nursing reference book, or textbook. This must be submitted when returning to repeat the skills validation.

If unsuccessful 2nd attempt:
Student must complete mandatory remediation in skills lab for 1 hour. Student must sign in with skills lab instructor and sign out after completion of the 1 hour remediation.

Student must complete a written one page reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes and the nursing profession. The student must include a reference related to the unsuccessful portion of the skill (medication error, break in sterile technique, etc.). The reference can be from a professional journal, nursing reference book, or textbook. This must be submitted when returning to repeat the skills validation.
**Clinical Laboratory**
A Satisfactory (S) grade in the clinical laboratory is achieved by:

1. Attendance in all lab sessions.
2. Achievement of the stated criteria on the Clinical Evaluation Tool for each nursing course.
4. Adherence to clinical agency policies.

If any of the above is not achieved, the student will receive a Unsatisfactory (U) grade will be given and the student will receive a final course grade of F.

**COURSE (TRANSCRIPT) GRADING**

When performance in the nursing skills and clinical laboratories is satisfactory, the course grade will be derived from the theory grade. If the student receives an over-all grade of Unsatisfactory (U) in the nursing skills or clinical laboratory, he/she will receive a final course grade of F.

The student is strongly encouraged to maintain a minimum score of 80% on each unit and final exam; however, the student must achieve a minimum grade of 75% in a nursing course in order to pass the course and to enroll in the next nursing course. If the course grade is below 75, the student will fail the course. (See Academic Progression Regulations page 10 - 11 and Readmission Policy, page 11). Achievement of a passing grade (75 or higher) in a nursing course does not insure success in the succeeding nursing course. Each nursing course builds on the material from the previous nursing courses as well as PNUR 1104. Students are expected to be able to recall and integrate and apply information from previous nursing courses with current material.

All nursing courses are sequential and must be taken as outlined on the curriculum plan. All prerequisites and co-requisites for each course must be met.

If a student feels that he /she suffers from test anxiety, learning impairment or disability, it is his/her responsibility to seek assistance from the Student Development Office or Student Support Services, prior to beginning the semester.
RIPP Plan for Students Enrolled in NURS or PNUR courses:

**Purpose:** The nursing faculty concur with the Accrediting Commission for Education in Nursing’s criteria for excellence in teaching and attempts to:

a. inspire and motivate students to high levels of competence and actively encourage the pursuit of new knowledge;
b. implement learner-centered approaches to education that support active student involvement in their own learning;
c. cultivate independent functioning and self-direction of students.

The nursing faculty are dedicated to helping nursing students achieve academic excellence. Students who do not maintain 80% or above on exams are encouraged to seek assistance from their course faculty.

**Procedure:** It is the student’s responsibility to schedule an appointment with the course faculty during their posted office hours. The purpose of these sessions is for clarification of class content and NOT to prepare students for upcoming exams. Students should come with the following:

a. Written outline of assigned chapters in primary textbook.
b. A written study plan for the next two weeks.
c. Completion of corresponding textbook study guide chapter activities, if applicable.
d. Scores from applicable assigned case studies.
e. HESI Patient Reviews corresponding tutorial scores.

In addition, the student should prepare a list of question / concepts regarding content or materials that they do not understand which should be WRITTEN ON THIS FORM. Students should present this completed form to the faculty member at the scheduled appointment time that assistance is requested. If test anxiety is the concern, the student is encouraged to seek assistance from the Counseling and Testing Center.

Student Name: ______________________  Date: __________  Session Time Length: ________

Course Name: __________  Instructor: ______________________

List of Questions/ Concerns:

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
**PHARMACOLOGY COMPETENCY VALIDATION EXAMINATIONS**

**Purpose:** This validation of pharmacology competency will be implemented, as suggested by the Georgia Board of Nursing, to ensure that students have the knowledge base required to safely calculate adult and pediatric medication and fluid dosages in the clinical setting.

**Procedure:** Each student will take specific exams as described in the following chart.

**Only two (2) attempts will be allowed for any exam.** The second attempt will be scheduled prior to the first class meeting hour by the individual instructor. A different but similar exam will be administered.

Students who remain unsuccessful after the SECOND attempt must withdraw from their currently enrolled nursing course(s) and apply for re-admission when the desired track / courses is/are next offered, pending available space.

If you are eligible to re-enter the course that you were unsuccessful in, you will be required to take / re-take the same Pharmacology exam that the class that you are currently enrolled in has to take.

**Plan:** An exam consisting of twenty (20) questions and/or calculations will be administered. Each question and / or problem will count five (5) points each. NO PARTIAL CREDIT WILL BE GIVEN FOR ANY ANSWER. Faculty approved calculators can be purchased from the ABAC Bookstore for use on all examinations. No other calculator or electronic device can be used during examinations.

Students will have one hour to complete the exam. Exam results will be given to the student following the exam along with the re-test date and time.

**STUDENTS ARE STRONGLY ENCOURAGED TO REVIEW FOR THESE EXAMS** by using their PNUR 1104 – Pharmacology for Health Professions textbook, Drug Calculations Process and Problems for Clinical Practice by Brown and Mulholland

<table>
<thead>
<tr>
<th>Exam</th>
<th>Date Given</th>
<th>Required Score</th>
<th>Material Covered on Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I Students taking NURS 1108 - Nursing Fundamentals</td>
<td>The date of nursing-orientation/registration for in-coming students. If unsuccessful, may repeat one time before the 1st class.</td>
<td>Students must make 95% or greater.</td>
<td>Consisting of Abbreviations, Equivalents, Non-Parenteral, Medication Calculations</td>
</tr>
<tr>
<td>Exam II Students taking NURS 1110 Medical Surgical One</td>
<td>The date of nursing-orientation/registration for in-coming students. If unsuccessful, may repeat one time before the 1st class.</td>
<td>Students must make 95% or greater.</td>
<td>Consisting of Abbreviations, Equivalents, Non-Parenteral, Parenteral, and Reconstitution Medication Calculations</td>
</tr>
<tr>
<td>Exam III Students taking NURS 2207/2207B Medical Surgical Two</td>
<td>The date of nursing-orientation/registration for in-coming students. If unsuccessful, may repeat one time before the 1st class</td>
<td>Students must make 95% or greater</td>
<td>Consisting of Abbreviations, Equivalents, Non-Parenteral, Parenteral, Reconstitution Dosages, Intravenous Piggyback Medication and Continuous Intravenous Fluid Calculations</td>
</tr>
<tr>
<td>Exam IV Students taking NURS 2210/2210B Medical Surgical Three</td>
<td>The date of nursing-orientation/registration for in-coming students. If unsuccessful, may repeat one time before the 1st class.</td>
<td>Students must make 95% or greater.</td>
<td>Consisting of Abbreviations, Equivalents, Non-Parenteral, Parenteral, Reconstitution Dosages, Intravenous Piggyback Medication, Continuous Intravenous Fluid and Pediatric Medication Calculations</td>
</tr>
</tbody>
</table>
NURSING SKILLS LABORATORY REQUIREMENTS

Students will be assigned to skills lab practice sessions and return demonstration sessions according to students’ class schedules and learning needs. Lab sessions may be held during the morning, afternoon, or evening hours as determined by the faculty. Although the faculty recognizes that the majority of students have work and family responsibilities, these responsibilities cannot be given major consideration when determining assignments to skill lab sessions. All students must use the required skills lab equipment packet that was bought when entering the program.

Students are expected to follow the guidelines listed below in relation to skills lab requirements:

1. Complete assigned readings before the nursing skills lab demonstration class. Reading assignments are important and should be read thoroughly. Students should also read the skills lab guide and skills checklist. These should be used as a guide for practicing skills and for performing check off’s.
2. Complete viewing of assigned videos before the skills lab demonstration class.
3. Students must arrive on time for skills lab. The first episode of tardiness (10 minutes or less) will be documented. Any subsequent tardiness will result in the student being dismissed from the lab and this dismissal will constitute an absence. Any student who is more than 10 minutes late should not come to skills lab and will be considered absent from the lab.
4. Students are expected to attend each scheduled skills lab. If unable to attend, the student must notify the skills lab instructor prior to the scheduled session. It is the student’s responsibility to make up any missed skills lab. Only one missed lab will be allowed. Students missing more than one lab must provide valid documentation for subsequent absences.
5. Each student is responsible for bringing to each skills lab session his / or her own lab equipment and supplies needed for the practice/performance of skills in that lab session. Equipment brought to the lab should in the original packages/containers as when purchased and of the same quality as if performing the procedure/skill in the actual patient situation. Equipment/supplies in the student skills lab pack are for lab use only. Do not use supplies on other students, family, friends, etc.
6. Each student is responsible for his/her own professional behavior during lab, and leaving the skills lab in a neat, clean and orderly condition for the next group of students after individual or group practice sessions.
7. Check-off times will be determined by each individual skills lab instructor. No group check off’s will be done. All check-offs will be performed on a one-to-one basis.
8. No student will be allowed to put off skills lab check offs from their assigned time without permission of the course coordinator.
9. No food or beverages are allowed in the skills labs.
CLINICAL LABORATORY

POLICY FOR STANDARD PRECAUTION/HIV

The faculty of Abraham Baldwin Agricultural College School of Nursing and Health Sciences believes the profession of nursing is ethically and morally obligated to provide equitable care for every individual regardless of his/her diagnosis. In order to provide care for every individual and insure our students safety, Abraham Baldwin Agricultural College School of Nursing and Health Sciences will teach Standard Precautions and OSHA standards for safe clinical practice in NURS 1108 Nursing I - Fundamentals and NURS 1115B Nursing II Transition to Associate Degree Nursing before students enter the clinical setting. The importance of adhering to these principles and standards will be reinforced throughout the curriculum.

Students will be required to adhere to Standard and OSHA standards with every patient they care for in the clinical setting. Compliance with this requirement is necessary for the student to receive a passing grade in the clinical laboratory portion of each nursing course.

CLINICAL LABORATORY REQUIREMENTS

1. Each student is required to attend all clinical labs and to complete all related assignments. Any student who is unable to attend clinical lab must contact the appropriate instructor and/or assigned unit 30 minutes prior to the beginning of the lab session. Only one clinical absence is allowed per course. Any additional clinical absences may result in the student receiving an Incomplete (I) for the course and the inability to progress to the next semester. Additional absences will require a validated written excuse. A clinical absence consists of one week’s lab activities. Clinical absences will be made up at the end of the semester on the date assigned by the course instructor. (See Tardiness and Illness Policy).

2. Students are NOT to leave the assigned clinical area without permission from the clinical instructor except for scheduled meals and breaks. Students must notify the nurse(s) assigned to their patient(s) prior to leaving the unit.

3. Any student who is pregnant or has an illness or disability must submit a physician's statement giving permission to do clinical work. This statement must specify the time period the student is allowed to perform in clinical lab. This statement must be updated by a physician monthly until delivery or until the illness has been resolved. Any student taking prescription medication (s) known to affect cognitive and/or physical performance must submit a physician’s statement attesting to his/her ability to perform safely in the clinical setting.

4. A student who is breast feeding and involved in a clinical rotation MAY utilize her break and/or meal time to engage in the practice of manual expression and collection of breast milk for future feedings. This procedure is to be completed in a private, hospital-staff approved area conducive to this procedure. It is expected that the student will notify her course coordinator and clinical instructor at the onset of the clinical rotation experience that she is desirous of engaging in this behavior. The student will continue to notify the clinical instructor and her patient’s primary nurse when she plans to physically remove herself from her assigned patient’s (s) environment.
5. No student will be allowed to give care to any patient before or after clinical lab unless an instructor is present.

6. Any breach of patient confidentiality brought to the attention of the instructor will be documented on the student’s clinical evaluation form and on the student’s record and may jeopardize the student’s good standing in the program.

7. It is the student's responsibility to plan and implement nursing care according to the stated laboratory learning outcomes on the laboratory guide.

8. Students must be able to perform all nursing skills safely. If unsure as to how to perform or proceed with a certain procedure or skill, it is the student's responsibility to contact the instructor for assistance.

9. Students are expected to communicate with hospital staff, especially to nursing personnel to which their patients are assigned. It is expected that the student report all pertinent patient information to the nurse responsible for the patient.

10. All students must strictly adhere to the ABAC dress code. If a student violates the dress code, he/she will be sent home and considered absent from the lab.

11. All students are required to comply with the Tardiness and Illness Policy.

12. Students will be assigned to clinical lab rotations according to the student's learning needs. These rotations may be held during the day, afternoon, or evening as determined by the faculty. Priority for clinical lab assignments will be based upon the student's class schedule. Although the faculty recognize that the majority of students have work and family responsibilities, these responsibilities cannot be given major consideration when determining clinical lab rotations.

13. Students should bring the following to the clinical lab: Lab folder containing lab guides, clinical handouts, notebook paper and appropriate textbooks.

14. Students must come prepared to clinical labs by having written assignments (care plans, assessment guides, teaching plans, etc.) completed as specified on the laboratory guide(s) for the nursing course. Students who are not prepared will be dismissed from the lab. This will constitute a clinical laboratory absence.

15. Written clinical laboratory assignments must be turned in to the clinical laboratory instructor by the designated due date. Any written assignments turned in after the due date will be considered a breach of professional conduct and will be recorded as an unsatisfactory (U) grade for that week on the student's clinical evaluation tool (See Clinical Evaluation Tool, "Role as Member Within the Discipline of Nursing: Maintains professional standards of behavior and conduct as defined in the School of Nursing and Health Sciences Policy and Procedure Manual"). If late work is not turned in by the beginning of pre-conference of the following clinical lab session, the student will be prohibited from attending that clinical lab as well as subsequent clinical lab sessions until the work is turned in. Dismissal from the clinical lab will be considered a lab absence. If written work is not turned in by the designated date an unsatisfactory (U) clinical grade and a final course grade of "F" will be given. If the student has extenuating circumstances, he or she must contact the course coordinator before the designated date. (See policy regarding make-up clinical labs in the School of Nursing and Health Sciences Policy and Procedure Manual for Nursing Students "Tardiness and Illness Policy"). Three (3) unsatisfactory grades of unprofessional conduct on the student's clinical evaluation tool will constitute an unsatisfactory (U) grade for that week on the student's clinical evaluation tool (See Clinical Evaluation Tool, "Role as Member Within the Discipline of Nursing: Maintains professional standards of behavior..."
and conduct as defined in the School of Nursing and Health Sciences Policy and Procedure Manual.

16. Students will not be allowed to bring suitcases or other large carrying cases to the clinical setting. Purses should be left in the trunk of the car.

17. Students are not to use unit hospital telephones to make personal calls.

18. Students must follow the smoking and guest relations rules and regulations of the clinical facility.

19. Students may be required to have a parking permit displayed on their vehicle and park in designated areas only. Course instructors will review this information with students prior to clinical lab.

20. No food or drinks will be allowed on clinical units.

21. It is expected that the students will foster their own learning by seeking out opportunities for learning on the assigned unit and communicating such to the instructor. This will be reflected on the students’ evaluation.

22. No cell phones are allowed in any clinical setting. Students will be dismissed from clinical with an unexcused absence if found with a cell phone. This is a clinical agency policy as well as a School of Nursing policy.
DRESS CODE FOR CLINICAL LABORATORY

For All Clinical Labs (Except Psychiatric Nursing Labs):

1. **Official ABAC Uniforms and Lab-Coat: MUST BE CLEAN AND IRONED.** A clean uniform should be worn each day; college arm patch on left arm sleeve. Uniform (dresses) should be mid-knee length. The uniform should NOT be worn outside the school and/or clinical setting. Short sleeve solid white tee shirts may be worn under the uniform top. No long sleeve tee shirts are allowed.

2. **Shoes:** Must be clean and polished with clean laces. All white, leather nursing or approved athletic-type shoes. No colored trim allowed. No clogs or fabric shoes (i.e., Keds type) allowed.

3. **Hose/Socks:** White; white socks must be at least mid-calf. No ankle-high sports socks.

4. **Hair:** must be neat and clean; no loose, flying hair in the eyes or face. Hair should not be worn below collar length. Longer than collar length hair should be pulled back and pinned up. Males should be clean-shaven or if beards and moustaches are worn they must be clean and neatly trimmed. No hair ornaments or colored scrunchies can be worn. Headbands or barrettes must be plain and the same color as the wearer’s hair. Hair styles and color must be conservative and professional. No trendy, elaborate hairstyles or fad-type colors will be allowed.

5. **Jewelry:** If ears are pierced, small post-type, non-dangling earrings only. Only one pair of earrings may be worn (one earring per ear in the ear lobe only). Earrings may be pearl, white or yellow gold balls; no colors or stones. Wedding rings only, plain band preferred. No bracelets, necklaces, anklets, tongue or other facial jewelry. All other jewelry is unacceptable.

6. **Nails:** Short and neatly trimmed; should not extend past fingertips; clear nail polish only; nail polish must not be chipped. No artificial nails allowed.

7. **Undergarments:** Must be worn; flesh colored; solid - no prints; slips must be worn under dresses.

8. **Body Adornment:** The School upholds area hospital policies that state no visible tattoo(s) will be tolerated.

9. **Other:**
   a. Plain professional watch with second hand - no elaborate bracelet or dangling styles allowed.
   b. Bandage scissors
   c. Name pin
   d. Pen and pad
   e. Effective deodorant
   f. No perfume
   g. No chewing gum

10. **For Psychiatric Nursing Labs**

**Acceptable Dress**

1. Professional clothing (slacks, shirts, dresses, skirts, blouses)
2. Low or flat heeled shoes.
3. Name pin unless otherwise instructed.
4. Nails must be short and neatly trimmed; should not extend past fingertips; clear nail polish only; must not be chipped.
5. No Jewelry. If ears are pierced, small post-type non-dangling earrings. Only one pair of earrings may be worn. May be pearls, white or yellow gold. No colored earrings. Weddings rings only.

**Unacceptable Dress**
1. All **tight, form-fitting** clothing.
2. Any clothing with low necklines or low back-lines (sun dresses, low cut blouses or tops
3. **Jeans** (denim or colored, coveralls, capris, sweat pants, sweat shirts, athletic pants. Bermuda shorts, city shorts or shorts of any kind.
4. "Dressy" dresses or clothing.
5. Beachwear (thongs, flip flops, strappy sandals ).
6. Tennis shoes or sneakers.
7. High heeled dress shoes, bulky hiking boots or athletic shoes.
8. Chains, ties or scarves
9. Clothing which is excessively bright in color or gaudy in appearance.
10. Any provocative clothing.
11. Midriff tops. All midriff areas must be covered when the arms are raised above the head.

**For Obtaining Clinical Assignments Prior to Lab Sessions**

The dress code for obtaining lab assignments prior to clinical lab sessions is the same as for psychiatric nursing labs. In addition, the student must wear a white lab coat/jacket over his/her street clothes and portray a professional appearance and demeanor. At all times professional behavior is expected. Students must park only in areas designated for Nursing Students.

**TARDINESS AND ILLNESS POLICY REGARDING CLINICAL LAB**

1. The first episode of tardiness (10 minutes or less) will be noted on the student's evaluation form. Any subsequent tardiness will result in the student being dismissed from the lab and this dismissal will constitute an absence.
2. Any student who is more than 10 minutes late should not come to clinical lab and will be considered absent from the lab.
3. A full complete laboratory consists of pre-conference, scheduled lab activities, and post conference. Any student who does not complete the entire clinical lab hours required for that day will be considered absent from the lab.
4. Only **one** make-up lab session will be held in each nursing course. If the student fails to provide the required documentation related to immunizations, CPR certification, background check, and drug screening, he/she will NOT be allowed to attend clinical and that absence will count as the only allowed absence of the course. If the student is absent for more than ONE day for the failure to provide the above documentation, he/she will be withdrawn from the course, if a passing theory grade exists. He/she will be withdrawn failing, if a passing theory grade does not exist. Likewise, if the student is sent home from clinical due to lack of
written assignment preparation, violation of the tardiness policy or violation of the clinical
dress code policy, it will count as the only allowable clinical absence of the course.

5. The date, time, and location of make-up lab will be determined by the nursing faculty. It is
the responsibility of the student to obtain this information as well as any other necessary
information regarding make-up labs from the nursing faculty.

6. A student who misses more than the one lab in each course may receive an incomplete (I)
course grade if the final theory grade is a C or higher. Any student who receives a course
grade of (I) cannot progress into the next nursing course, but in accordance with college
policy, will have 12 months to remove the (I) grade (See current College Catalog, "Grading
System"). A student who misses more than the allowed number of make-ups labs in each
course and has a final theory grade below a C will receive a final course grade consistent
with his/her final theory grade.

7. A student who fails to attend a scheduled make-up clinical lab will receive a course grade of
(I) if the final theory grade is a C or higher. If the final theory grade is below a C, a final
course grade consistent with his/her final theory grade will be given.

**MALPRACTICE INSURANCE POLICY**

Each student enrolled in the nursing program must have current malpractice insurance (minimum
coverage of $1,000.00). No student will be permitted to attend clinical laboratory without
malpractice coverage. The student pays for malpractice insurance as part of the department’s “Total
Testing Package” each semester.

**STUDENT GRIEVANCE POLICY**

A grievance applies to any circumstance or condition that constitutes an injustice and gives just
ground for complaint. Any student who has a complaint of such nature must adhere to the chain of
command that is listed below. In every instance, begin with the person involved with the grievance.
The grievance must be presented in writing within 10 days of the alleged injustice. This process is
intended to provide a venue whereby a student may voice a claim of discrimination, capricious or
unfair dealings, or denial of due process. Implementation of the policies and procedures in a fair and
just manner as outlined in the Policy and Procedure Manual for Nursing Students does not
constitute an injustice.

1) Instructor
2) Course Coordinator, if different
3) Dean, School of Nursing and Health Sciences **
4) Nursing Resolution Committee ++

** At this level, the grievance must be presented in writing.
++ Committee meeting proceedings will be taped for accuracy and the minutes written up by
the committee chair and maintained in the School office. The committee is composed of
nursing faculty, campus faculty, and nursing students.

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STUDENT EMPLOYMENT

Students who are not licensed practical nurses can be employed as unlicensed nursing personnel only. Students enrolled in the nursing program shall not represent themselves as nursing students or practice as nursing students except as part of a learning experience in a clinical laboratory setting. Students completing precepting hours must not do so while they are in the role as an employee and receiving compensation from the facility in which they are precepting in. This action will result in dismissal from the program.
**Georgia Board Policy for Potential Candidates to write NCLEX-RN**

As a potential candidate to write the NCLEX-RN we feel that it is important for you to know of certain constraints which may affect potential NCLEX applicants.

The Georgia Board of Nursing is the agency to which all graduate nursing students must apply to be granted permission to take the NCLEX-RN. You must complete the NCLEX-RN successfully in order to become a Registered Nurse. Please read the following information carefully paying careful attention to those items which are marked (*) as these may affect your application for licensure. If any of the (*) items apply to you please call (912) 391-5020.

The Georgia Board of Nursing is authorized to:

Examine, license, and renew the licenses of duly qualified applicants for licensure to practice nursing as a registered professional nurse.

Action may be taken by the board upon finding that the licensee or applicant has:

I. Failed to demonstrate the qualifications or standards for a license contained in this article or the rules and regulations of the board; it shall be incumbent upon the applicant to demonstrate to the board that he meets all requirements for the issuance of a license;

II. Knowingly made misleading, deceptive, untrue, or fraudulent representations in the practice of nursing or in any document connected therewith; or practiced fraud or deceit of intentionally made any false statement in obtaining a license to practice nursing; or made a false or deceptive registration with the board;

III. Been convicted in any court of this state or of the United states of a felony or any other crime involving moral turpitude;

IV. Had his license to practice nursing revoked, suspended, or annulled by any lawful licensing authority; or had other disciplinary action taken against him by any lawful licensing authority; or was denied a license by any lawful licensing authority;

V. Engaged in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public, likely to deceive, defraud, or harm the public. Unprofessional conduct shall also include the failure to meet the minimal standards of acceptable and prevailing nursing practice.

VI.*Violated or attempted to violate a statute, law, or any lawfully promulgated rule or regulation of this state, any other state, the board or United States, or any lawful authority (without regard to whether the violation is criminally punishable), which statute, law, or rule or regulation related to or in part regulated the practice of nursing when the licensee or applicant knows or should know that such action is violate of such statute, law, or rule or regulation; or violated a lawful order o the board, previously entered by the board in a disciplinary hearing. *Been adjudged mentally incompetent by a court of competent jurisdiction within or outside of this state; any such adjudication shall automatically suspend the license of any such person, and shall prevent the reinsurance or renewal of any license so suspended for as long as the adjudication of incompetence is in effect, unless the board, upon a finding that the licensee is mentally competent, orders otherwise.

VII. Become unable to practice nursing with reasonable skill and safety to or any other type of material, or as a result of any mental or physical condition.
VALIDATION OF UNDERSTANDING STATEMENT

I have read and have had explained to me the Abraham Baldwin Agricultural College School of Nursing and Health Sciences Policy and Procedure Manual for Nursing Students.

I understand its contents and have had my questions answered. I will adhere to the policies as stated and am aware of the ramifications of a breech of these policies and in professional conduct.

Date: ______________________

Student Name: (Print Name) __________________________________________

Student ID number: _________________________________________________

Student’s Signature: ___________________________________________________________________