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INTRODUCTION

The bachelor’s degree nursing program is in the candidacy process for accreditation by the Accreditation Commission for Education in Nursing (ACEN). The contact information is listed below.

Accreditation 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

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.
SCHOOL OF NURSING AND HEALTH SCIENCES
FACULTY AND STAFF

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 – Professor
Christina Dent, RN, MSN, PhD (c) – Assistant Professor
Deborah Drummonds, RN, MN, CCRN, CEN – Assistant Professor
Cindia Dubravic, FNP, Health Center Coordinator
Tracy Fouraker, RN, BSN – Lab Assistant
Rhonda Lewis, RN, MSN – Assistant Professor
Jeannie Paulk, RN, MSN – Assistant Professor
Reba Selph, CAP - Senior Administrative Assistant
Yvonne Smith, RN, MSN – Instructor
Troy Spicer, RN, MS, FNP-BC – Dean and Associate Professor
Anita White, Administrative Assistant, Health Center

MISSION STATEMENT

The RN to BSN Completion Program mission statement is: “Engage students to grow personally and professionally into nurse leaders in diverse rural settings”. This mission statement mirrors content from the college mission statement.
STANDARDS FOR ADMISSION AND PROGRESSION

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 Bachelor of Science Degree in Nursing must possess assessment, communication, psychomotor, behavioral skills, and hold a current, valid Registered Nurse License. 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 communicating by phone
   - 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 procedures 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 2.00 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 2.00 or higher will be conditionally accepted.

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

4. 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.

5. Students are required to complete immunizations required for clinical, a criminal background check and drug screen upon admission into nursing courses with clinical requirements. Denial to a clinical agency due to a background check or a positive drug screen will lead to dismissal from the program.

6. A candidate for the RN to BSN Completion Program is encouraged to have completed all core education requirements for a bachelor’s degree in science or may be accepted on a probationary basis with remaining core education requirements. All general education core courses must be completed with a grad of C or better to meet graduation requirements.

7. Students transferring all core course credit from another institution must take a minimum of 30 semester hours at ABAC to be eligible for graduation
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:
   
<table>
<thead>
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<th>Percentage</th>
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<tr>
<td>A</td>
<td>100 – 90</td>
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<tr>
<td>B</td>
<td>89 - 80</td>
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<tr>
<td>C</td>
<td>75 - 70</td>
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<tr>
<td>D</td>
<td>74 - 65</td>
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<tr>
<td>F</td>
<td>&lt;65</td>
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2. Students must achieve a minimum theory grade of 75 and a satisfactory grade in the clinical laboratory, preceptorships, and designated class activities in each nursing course in order to graduate from the program.

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

4. Students must meet the graduation requirements as listed in a single 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.

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

6. 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.

7. 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.

8. 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.

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 engaged in a clinical preceptorship.

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.

**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 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 and clinical at the assigned time and notifies instructor if unable to attend.
  - Turns in written assignments by the designated due date.
  - Maintains neat, well groomed, professional appearance as defined by the School of Nursing and Health Sciences 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
- 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 19).

**PROFESSIONAL CONFIDENTIALITY AND SOCIAL MEDIA POLICY**
Students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times and are expected to promptly report any identified breach of confidentiality or privacy.

- All personal patient information entrusted to the student will be held in confidence.
- All written and oral information given to the student will be held in confidence unless required by law to divulge it.
- Students will limit discussion of patients to structured learning situations (conferences and clinicals)
- Students will respect the rights of instructors, colleagues, and classmates to keep personal information, classroom discussion and papers confidential.
- No audio/video recording will be allowed in the clinical setting. Exceptions maybe made in accordance with the American Disabilities Act (ADA) with proper documentation from the Student Development Office.

Students must maintain professional boundaries in the use of electronic media and are strictly prohibited from:
- transmitting by way of any electronic media any patient – related image or information that may be reasonably anticipated to violate patient rights to confidentiality or privacy.
- sharing, posting or otherwise disseminating any information or images about a patient
- sharing, posting or otherwise disseminating any information gained in the nurse – patient relationship with anyone unless there is a patient- care related need to disclose the information.
- identifying patients by name or posting/publishing information that may lead to the identification of a patient.
- referring to patients in a disparaging manner.
- taking photos or videos of patients on personal devices including cell phones.
- online social contact/relationships with patients or former patients.
- Students must use electronic tablets in an appropriate professional manner.

Any unprofessional behavior and/or breach of confidentiality will result in disciplinary actions (i.e. removal from the clinical setting, failing course grade, dismissal from the program).

**FACULTY/STUDENT LIAISON POLICY**

A nursing student in 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 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

CLASSROOM POLICIES AND THEORY GRADING

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.

ASSIGNMENTS

All assignments and clinical requirements should be completed prior to final examination week each semester. If completion has not occurred due to extenuating circumstance, the student may receive an incomplete (I) in the course(s) if the earned theory grade is 75% or better.

CLINICAL/PRECEPTORSHIP LABORATORY GRADING

Preceptorships and/or clinical laboratory activities are required for successful completion of several nursing courses. Students who do not successfully complete the preceptorships and/or clinical laboratory requirements for any nursing course will receive a grade of “F” in the course(s) regardless of their earned theory grade. Students not completing clinical/preceptorship requirements due to extenuating circumstances may receive an incomplete (I) in the course(s) if the earned theory grade is 75% or better.

Students will receive a Satisfactory (S) or Unsatisfactory (U) grade for performance in the clinical/preceptorship experiences. No numerical points toward the course grade can be achieved for preceptorships and clinical laboratory performance.

Preceptorships and Clinical Laboratory
A Satisfactory (S) grade in the preceptorship and clinical laboratory is achieved by:
1. Attendance in all scheduled sessions.
2. Achievement of the stated criteria on the Preceptor/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 and 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% in each nursing course; 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.

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.

**PRECEPTORSHIP and CLINICAL REQUIREMENTS**

1. Each student is required to a preceptorship or clinical lab and to complete all related assignments as dictated by the course syllabus.
2. 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.
3. No student will be allowed to give care to any patient before or after clinical lab unless a preceptor is present.
4. Any breach of patient confidentiality brought to the attention of the preceptor 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.
5. Students are expected to communicate with the preceptor and clinical site staff. It is expected that the student report all pertinent patient information to the preceptor and the nurse responsible for the patient.
6. All students must strictly adhere to the ABAC dress code. Each preceptor or clinical site may vary. Business dress or scrubs with a lab coat may be appropriate. Students will wear a picture ID at all times during the preceptorship or clinical rotation.
7. Students will be assigned to their chosen preceptorship or clinical experience according to the student's learning needs.
8. Written clinical laboratory assignments must be turned in to the course 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. If the student has extenuating circumstances, he or she must contact the course coordinator before the designated date.
9. Students must follow the smoking and guest relations rules and regulations of the clinical facility.
10. Students may be required to have a parking permit displayed on their vehicle and park in designated areas only.
11. It is expected that the students will foster their own learning by seeking out opportunities for learning with the preceptor.

**DRESS CODE FOR CLINICAL LABORATORY**

For All Preceptorships and/or Clinical Labs:

1. **Professional clothing:** (slacks, shirts, dresses, skirts, blouses). Low or flat heeled shoes. Name tags unless otherwise instructed. Scrubs may be worn in clinical facilities.
2. **Shoes:** Must be clean and polished with clean laces.
3. **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.
4. **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.
5. **Nails:** Short and neatly trimmed; should not extend past fingertips; clear nail polish only; nail polish must not be chipped.
6. **Undergarments:** Must be worn; flesh colored; solid - no prints; slips must be worn under dresses.
7. **Body Adornment:** The School upholds area hospital policies that state no visible tattoo(s) will be tolerated.

**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, or sleeveless 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.
TARDINESS AND ILLNESS POLICY REGARDING CLINICAL LAB

1. 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.

2. 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.

3. A student who does not complete the assigned preceptorship and/or clinical in each course may receive an incomplete (I) course grade if the final theory grade is a C or higher, but in accordance with college policy, will have 12 months to remove the (I) grade.

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 Department of Nursing currently maintains malpractice insurance on all students.

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.
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 breach of these policies and in professional conduct.

Date: _______________________

Student Name: (Print Name) ________________________________

Student ID number: ______________________________________

Student’s Signature: ________________________________