AUGUSTA TECHNICAL COLLEGE

ESTABLISHED 1961

Associate Degree Nursing Student Handbook

Evidence in Practice

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Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

For information on Title IX -contacts: Shannon Patterson, Title IX Coordinator, (Employees), Augusta Campus-Building 100, (706) 771-4013, sbentley@augustatech.edu; Julie Langham, Deputy Title IX Coordinator, Columbia County Center, Burke Campus, and Thomson Campus, (706) 595-0166, jlangham@augustatech.edu; Migdaliz Berrios, Title IX/Equity Coordinator (Students), Augusta Campus-Building 1300-Records/Career Services office, (706) 771-5730, migdaliz.berrios@augustatech.edu. For information on ADA/504, contact Karissa D. Wright, ADA/504 Coordinator, (706) 771-4067, Augusta Campus Counseling Center-Building 1300, kdavis@augustatech.edu.

The Title IX Educational Act of 1972 prohibits violence, harassment, and discrimination based on sex and gender. Under this law, instructors and other college staff are required to report knowledge of any student being harmed, harassed, or discriminated against. If a student is in immediate danger, call 911 or 9-911 from a campus phone for Police assistance or call 706- 771-4021.

If a student needs support and wishes to keep the information confidential, contact one of the following off-campus confidential support centers:

- Rape Crisis Sexual Assault Services 1-800-656-Hope (4673) or 706-725-5200 (24 Hour Crisis Line)
- Safe Homes 1-800-799-SAFE (7233) or 706-736-2499.

Academic Counseling Services

Counselors provide support for students who request assistance or who may be referred for assistance by an instructor through the Technical College System of Georgia Early Alert System (TEAMS). Issues addressed by the Academic Counselor through individual sessions and workshops include Study Skills, Test Taking, Time Management, Test Anxiety, Testing Skills, Critical Thinking, Stress Management and Learning Styles. Students occasionally need help that involves career exploration and program selection, program changes, wellness, and referrals to campus and community resources. Students who need academic or career counseling should contact:

Academic Counselor
Amy Laughter, Augusta Campus
Building 1300, Room 240
706-771-4068 | **alaughter@augustatech.edu**

Special Needs/Disability Services

Special assistance is provided for students with disabilities so that they have an equal opportunity to enroll and to participate in college programs and activities. Students with disabilities must self-identify each term and provide documentation of the disability to a

counselor in the Counseling Center to receive assistance. Available services include accommodation during the admission process and modification in the instructional setting. In addition, various community agencies may be contacted for additional support resources. Students with documented disabilities must register and request academic adjustments.

Special Needs/ADA/504 Coordinator
Karissa D. Wright, Augusta Campus
Building 1300, Room 241
706-771-4067/4068/4070 | **kdavis@augustatech.edu**

Special Populations Services

The Special Populations Coordinator provides supportive assistance to: single parents, including single pregnant women; displaced homemakers who have experienced divorce, legal separation, disability, or death of a spouse; nontraditional program students (females in mostly- male programs such as Engineering or Automotive Technology, or males in mostly-female programs such as Nursing or Early Childhood Care/Education); and students with Limited English Proficiency (LEP) due to having a language other than English as their first language. Information and advice regarding use of available school and community resources may help these students overcome barriers to the successful completion of their education and career goals. There is no charge for any of these services. Students who may benefit from this type of assistance can contact:

Special Populations/Military
Navigator
Bonita Jenkins
Augusta Campus Building 1300,
Room 244
706-771-4031 | bjenkins@augustatech.edu

Georgia Campus Carry
For Campus Carry information, go to Campus Carry Law information
https://www.augustatech.edu/about-us/campus-carry.cms

Section I

Welcome to the Program

Welcome to the Augusta Technical College Associate Degree Nursing (ADN) Program! We are excited and pleased that you have been selected to join our elite group of nursing students and are ready to continue your career in the ADN Program at Augusta Technical College. The profession of nursing continues to evolve and providing quality health care is becoming more complex. We, the faculty at Augusta Technical College, are committed to keeping up-to-date on the profession of nursing and utilizing all the resources available to provide you with a quality educational experience.

As a nursing student, you have been accepted into a very competitive program and are expected to function in an increasingly professional manner. Your education is designed specifically to integrate you into the role of the professional nurse. You are also expected to assume responsibility for your education as an independent learner and uphold the integrity of your school, your faculty, and your peers. The faculty in the ADN program will give you the support necessary for completing the program. Please read this handbook carefully and feel free to ask questions. It is the student's responsibility to be familiar with what is contained in this handbook so please sign the acknowledgement form in the back of the handbook. This handbook is to be utilized in coordination with the Augusta Technical College's catalog and Student Handbook.

Program Description

The ADN program is designed to prepare students to practice as a professional registered nurse in a variety of settings. The program is designed as a six-semester program of academic culminating in the ability to sit for the NCLEX-RN exam as a new nurse. It is a competitive program that requires an entrance exam and a core curriculum designed to provide foundational knowledge prior to a progressive, student-centered nursing curriculum in a learner-based environment. A variety of teaching techniques including simulation and web

enhancements as well as multiple clinical sites are used to develop the nursing student's skill level in a rapidly changing health care environment.

Accreditation

The Associate Degree nursing program at Augusta Technical College at the Augusta campus located in Augusta Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

The Associate Degree Nursing Program is approved by the Georgia Board of Nursing (GBON), 237

Coliseum Drive, Macon, Georgia 31217, 478-207-2440 or 844-753-7825. The web site is

http://sos.ga.gov/index.php/licensing/plb/45/contact_the_georgia_board_of_nursing

Department Chair and Nursing Faculty

Department Chair	Email	Office Number
Mr. Terry H. Richardson, MSN, MBA, MHA, RN	trichardson@augustatech.edu	706-771-4184

Faculty	Email	Office Number
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Elisehia Nesbitt, MSN, RN	elisehia.nesbitt@augustatech.edu	706-771-4166
Sheilena Sanders, DNP, MSN, MBA/HCM, RN	sheilena.bryant@augustatech.edu	706-771-4183

Mission of the Associate Degree in Nursing Program

The primary mission of the Associate Degree Nursing Program of Augusta Technical College is to alleviate the shortage of registered nurses in our service area by preparing competent entry-level graduates who can pass the NCLEX-RN examination, and practice professional nursing in a variety of health settings.

Subsidiary missions are to:

1. Provide a nursing program that is grounded in the arts and sciences, and exemplifies contemporary thinking about education in associate degree nursing programs.

2. Prepare nurses who understand the significance of advances in nursing and medical science, technology, and informatics in contemporary health care delivery, and express a commitment to lifelong learning, and further career development.

3. Educate students in the core nursing values of respect for the dignity and value of all persons, regardless of age, sexual orientation, ethnicity, culture, disabilities, and religious preference.

4. Formulate a curriculum enabling the students to develop the various role competencies expected of associate degree graduates, and develop entry-level behaviors common in new graduates of a technical level nursing program.

5. Develop a caring and supportive academic environment for students so that they can access resources needed to successfully complete the nursing curriculum and pass the NCLEX-RN examination.

Philosophy of the Program

The philosophy of the Associate Degree Nursing Program is grounded in the core values of the nursing profession and derived from the following foundational documents of the American Nurses Association (ANA): (a) *Nursing's Social Policy Statement* (2010); (b) *Guide to the Code of Ethics for Nurses* (2015), and (c) *Nursing Scope and Standards of Practice* (2015). While the role functions of the associate degree nurse are commonly described as a provider of care and a manager of care, the faculty have adopted

contemporary beliefs related to the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs (NLN, 2010), Quality Safety Education for Nurses (QSEN) competencies, and the ANA Standards of Practice.

The faculty of the Associate Degree Nursing Program of Augusta Technical College hold the following values and beliefs about nursing, nursing metaparadigm, nursing process, critical thinking, nursing education, the student and learning environment, professionalism, and evidenced based practice.

Metaparadigm

The nursing metaparadigm (person, health, nursing, and environment) is the appropriate focus of professional nursing. The healthcare consumer is the person or collective recipient (individual, groups, families, communities, populations) "who is the focus of attention and to whom the registered nurse is providing services as sanctioned by the state regulatory bodies" (ANA, 2015, p.88). "Health is an experience of a continuum of well- being ranging from optimal health to illness and may occur in the presence or absence of disease or injury" (ANA, 2015, p. 87). "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human responses, and advocacy in the care of individuals, families, communities, and populations" (ANA, 2015, p. 88). "The atmosphere, milieu, or conditions in which an individual lives, works or plays" (ANA, 2015, p. 87) is the environment. The faculty support the contemporary systems theory perspective of the environment as an open system with semipermeable boundaries enabling information, and energy to freely enter, and leave a given environment.

Nursing Process

The scientific method applied to nursing practice is the nursing process and it encompasses the following steps: assessment; diagnosis; planning outcomes; implementation; and evaluation. The faculty believe that the family should be included in the nursing process as feasible and our graduates will endeavor to provide family centered nursing care. Inclusion of the family in using the nursing process was recommended by the ANA Congress for Nursing Practice (1975) in *A Plan for Implementation of the Standards of Nursing Practice* (as cited in ANA, 2010).

Critical Thinking

Critical thinking skills are required to effectively use the nursing process. Critical thinking is both an attitude and a rational reasoning process involving several intellectual skills including conceptualization, reflection, cognitive (thinking) skills, and attitudes (feelings), creative thinking, and knowledge. The faculty believe that critical thinking is required to make sound clinical decisions and to deliver safe competent patient care.

Caring

One of the distinguishing characteristics of nursing involves caring behaviors, which are nurturing and protective. According to Watson (2012), "caring is the moral ideal of nursing consisting of human-to-human attempts to protect, enhance, and preserve humanity and human dignity, integrity, and wholeness by assisting a person to find meaning in illness, suffering, pain and existence" (as cited in ANA, 2015, p 85).

Nursing Education

Nursing education involves the logical organization and delivery of a series of courses and clinical experiences fostering the progressive development of theoretical knowledge, and clinical skills enabling students to achieve career goals by passing the NCLEX-RN examination. Faculty beliefs of moving from simple to complex when delivering instruction aligns with tenets of Benner's Novice to Expert Theory in clinical practice. Associate degree nursing education prepares a professional nurse. This education primarily takes place in community colleges, technical colleges, or in two-year programs offered on campuses also awarding higher degrees.

An associate degree in nursing program offers foundational academic courses in the arts and sciences, upon which the nursing curriculum builds. An associate degree in nursing further provides the graduate with many opportunities for future education, and career development. For many families, the acquisition of an associate degree in nursing by a family member provides an economically stabilizing influence because of secure employment prospects, and improves the quality of life of the entire family. The associate degree nursing faculty believes that the curriculum which we have developed will provide graduates with a strong foundation for future career development and education.

Student/Learner and Learning Environment

Students who enroll in the associate degree nursing program at Augusta Technical College come from socio-economically diverse, age diverse and culturally diverse backgrounds and possess the characteristics of the adult learner as cited in Malcolm

Knowles Theory. Usually these students have wanted to become registered nurses for years and may be first generation college graduates.

The faculty believe that the teaching and learning environment should be student centered, providing appropriate supportive services in a caring, sensitive, and encouraging educational setting. The faculty support Knowles' Adult Learning Theory. Knowles' (1968) Adult Learning Theory identifies five assumptions of adult learners: self-concept, past learning experiences, readiness to learn, practical reasons to learn, and internal motivation. The faculty consider the adult learner's need to be self-directed in their learning. Discussions allow learners to draw on previous experiences while gaining new nursing knowledge. For many students, entry in the program represents a lifelong goal or a career change, thus students are internally motivated and are focused on practical learning. The faculty believe that we need to be responsive to the learning and personal needs of disadvantaged, socioeconomically diverse, and culturally and age diverse students if we are to maximize their educational potential.

Professionalism

The faculty believe that integrity, ethical values, and community involvement are behavioral characteristics of professional persons and responsible citizens. We believe that the nursing program will provide experiences enabling the students to understand these concepts, further develop in these areas, and reflect these values in their future professional and personal activities.

Evidence Based Practice

The faculty support the trend of introducing the concept of evidence-based practice at the associate degree level. This would include using current evidence as the scientific rationale for making clinical decisions.

Curriculum Tree
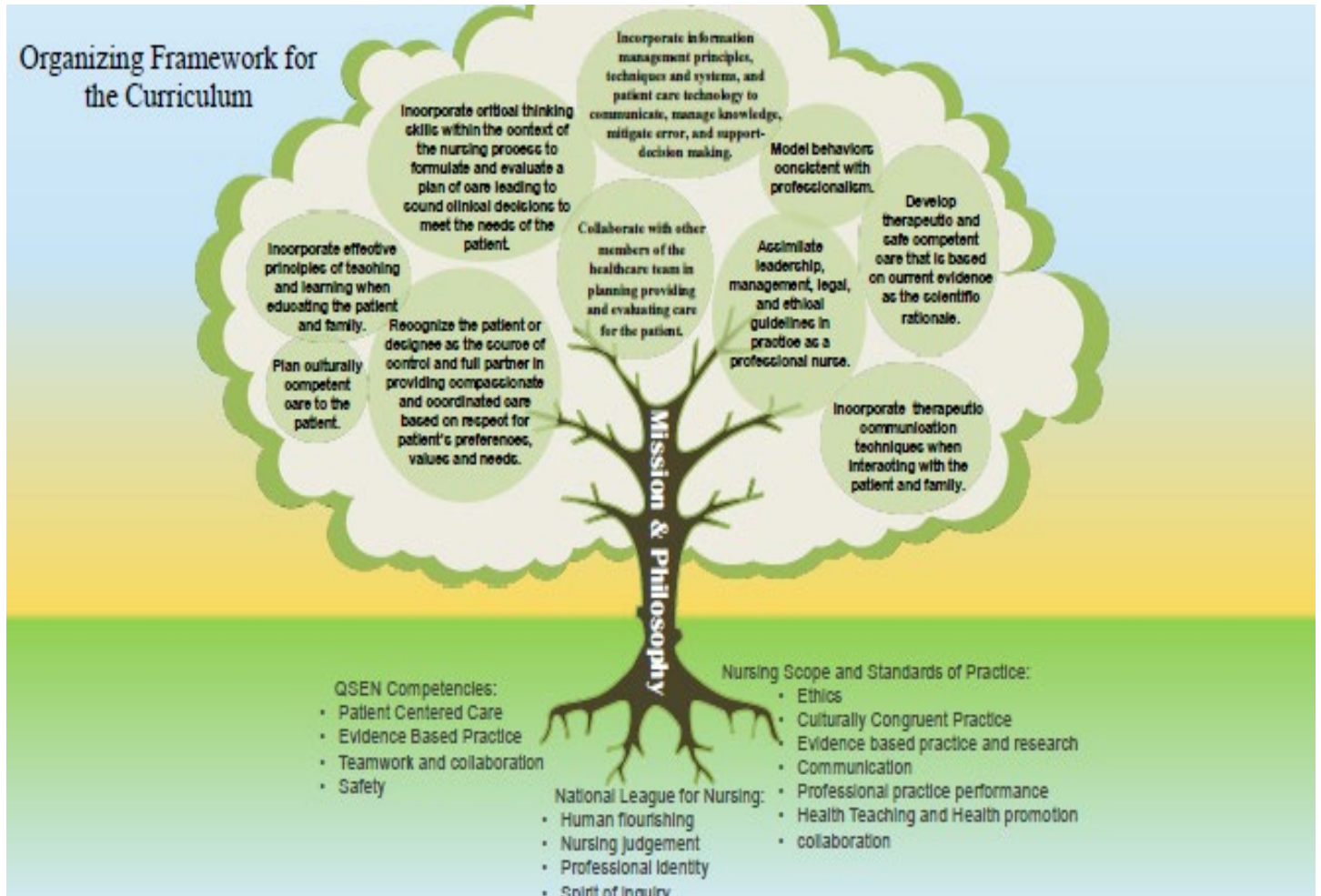
The Augusta Technical College Associate Degree Nursing Program philosophy is rooted in concepts from the National League for Nursing (NLN), Quality and Safety Education for Nurses (QSEN), and the Nursing Scope and Standards of Practice. From the philosophy the end of program outcomes that students are expected to exhibit upon program completion are formulated. The End of Program Learning Outcomes encompasses the values and beliefs of person, health, and environment; learner characteristics; professional behaviors; caring; utilization of evidence-based practice; and critical thinking in nursing education.

End-of-Program Student Learning Outcomes

Graduates of the Augusta Technical College Associate Degree Program will:

1. Assimilate leadership, management, legal, and ethical guidelines in practice as a professional nurse.

2. Incorporate critical thinking skills within the context of the nursing process to formulate and evaluate a plan of care leading to sound clinical decisions to meet the needs of the patient.

3. Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs.

4. Incorporate therapeutic communication techniques when interacting with the patient and family.

5. Plan culturally competent care for the patient.

6. Develop therapeutic and safe competent care that is based on current evidence as the scientific rationale.

7. Collaborate with other members of the healthcare team in planning, providing, and evaluating family centered care.

8. Incorporate effective principles of teaching and learning when educating the patient and family.

9. Model behaviors consistent with professionalism.

10. Incorporate information management principles, techniques and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support-decision making.

Core Performance Standards

The Southern Regional Education Board (SREB) (2020) defined nursing as "a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements" (para 6). Core performance standards are essential in the delivery of safe patient care. In compliance with the American Disabilities Act, students currently enrolled in the ADN program must be able to with or without accommodations meet the core performance standards. Students who determine that they may have a cognitive, sensory, affective, or psychomotor limitation that would interfere with meeting the core performance standards should contact the Disabilities Services Coordinator (Karissa Wright), Building 1300, Room 241, Phone Number (706) 771-4067. The core performance standards listed in Table-1 (one) were adapted from SREB (2020).

Performance Standard Table-1	Examples of Functional Abilities (The examples are an inclusive list)
	The student must be able to:

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Gross Motor Skills	• Sit and maintain balance • Stand and maintain balance • Reach above and below waist
Fine Motor Skills	• Grasp small objects with hands such as pencil, and IV tubing • Squeeze with fingers • Write using a pencil
Physical Endurance	• Work an 8 to 12 hours shift • Sustain repetitive movements (i.e. CPR) • Stand (i.e. during a procedure)
Physical Strength	• Push and pull 25 pounds • Lift 25 pounds • Use upper body strength • Transfer patients in and out of bed safely
Mobility	• Stoop, bend, or twist to respond quickly to an emergency • Maintain balance when sitting or standing • Climb • Walk
Hearing	• Hear normal speaking sounds • Hear faint body sounds (i.e. blood pressure, bowel sounds) • Hear auditory alarms (i.e. heart monitors, fire alarms, call bells)
Visual	• Visualize objects more than 20 feet away • Distinguish colors and color intensity
Tactile	• Feel sensations or vibrations (i.e. pulses)
Smell	• Detect various odors (i.e. foul-smelling drainage)
Reading	• Read, and comprehend documents (i.e. policies, textbooks)
Arithmetic Competence	• Tell time • Add, subtract, multiply, and divide numbers • Compute fractions • Write numbers • Read instrument marks
Emotional Stability	• Focus on tasks • Establish therapeutic relationships • Adapt to environmental stress • Practice emotional awareness
Analytical Thinking	• Prioritize tasks • Problem solves • Transfer knowledge from one situation to another
Critical Thinking	• Sequence information • Identify cause, and effect relationships

Interpersonal Skills	• Establish rapport with patients • Respect cultural diversity • Establish rapport with co-workers
Communication Skills	• Conduct patient teaching • Give verbal report • Interact with other health care workers

Nursing Program Curriculum Outline

Completion of the nursing courses listed below is required to complete Associate Degree Nursing Program. Courses must be completed with a grade of "C" or higher.

Award: Associate Degree Nursing, Campus: Augusta

First Semester Year 1

Subject	Course #	Course Title	Credits
ENGL	1101	Composition and Rhetoric	3
MATH	1111	College Algebra	3
BIOL	2113	Human Anatomy and Physiology I	3
BIOL	2113L	Human Anatomy and Physiology I Lab	1
PSYC	1101	Introductory Psychology	3

Second Semester Year 1

Subject	Course #	Course Title	Credits
BIOL	2114	Human Anatomy and Physiology II	3
BIOL	2114L	Human Anatomy and Physiology II Lab	1
BIOL	2117	Introductory Microbiology	3
BIOL	2117L	Introductory Microbiology Lab	1

Subject	Course #	Course Title	Credits
HUMN	1101	Introduction to Humanities *(OR)*	3
ARTS	1101	Art Appreciation *(OR)* American	3
ENGL	2130	Literature *(OR)*	3
MUSC	1101	Music Appreciation *(OR)*	3
THEA	1101	Theatre Appreciation	3

Third Semester Year 1

Students are evaluated and selected for advancement into their RNSG prefix courses. Note: Students must score at proficient level (cut score of 58.7) or higher on the TEAS Test for Associate Degree Nursing.

First Semester Year 2

Subject	Course #	Course Title	Credits
RNSG	1210	The Nursing Profession: Foundational Concepts	8
RNSG	1230	Pharmacology and Dosage Calculation	3
PSYC	2130	Human Growth and Development	3

Second Semester Year 2

Subject	Course #	Course Title	Credits
RNSG	1250	Adult Nursing I	6
RNSG	1270	Mental Health Nursing	3
SPCH	1101	Public Speaking	3

Third Semester Year 2

Subject	Course #	Course Title	Credits
RNSG	2210	Adult Nursing II	6
RNSG	2270	Pediatric Nursing	4

First Semester Year 3

Subject	Course #	Course Title	Credits
RNSG	2250	Adult Nursing III	8
RNSG	2230	Maternal-Child Nursing	4

Total Credits 72

Section II

Admission, Progression, and Graduation Requirements

Admission, Progression, and Graduation requirements for the Associate Degree Nursing (ADN) student at Augusta Technical College are specified in the college catalog. A copy of the catalog may be viewed online at Augusta Technical College's website: www.augustatech.edu.

Students admitted to the ADN program will be expected to comply with the general policies and procedures for the College and specific policies as outlined in this handbook. It is the student's responsibility to be aware of and meet all the requirements for progression and graduation from the Associate Degree Nursing program at Augusta Technical College.

All students must complete an application for graduation by the designated deadline. Students must complete all courses in the nursing curriculum with a grade of a "C" or higher and have a minimum of a 2.0 cumulative grade point average on a 4.0 scale to be eligible to graduate from the associate degree in nursing program. In addition to the grade and cumulative GPA requirement, students must complete an exit portfolio, and take the ATI Comprehensive Achievement Exam. The maximum length of the completion of the nursing program (RNSG prefix courses) shall not exceed 5 years from the initial start date of the student in the program.

Program Selection Process

1. A ranking system is used to evaluate the students for progression. The ranking criteria for the program include:

GPA in the courses listed below – 70%

Courses Included in GPA Ranking		
BIO	2113	Human Anatomy and Physiology I
BIO	2114	Human Anatomy and Physiology II
BIO	2117	Introduction to Microbiology
MAT	1111	College Algebra
PSY	1101	Introduction to Psychology

ENG	1101	Composition and Rhetoric
HUMN	1101	Introduction to Humanities/Area IV Option

2. TEAS will represent 30% of the ranking.

The student will not be eligible for admission to the ADN program with a composite percentile score of less than 58.7%. The ATI-TEAS examination includes four sections: Reading, Mathematics, Science, and English and Language Usage. Additional information about the examination can be obtained from the ATI website at https://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx

Note: Students must score at proficient level (cut score of 58.7) or higher on the TEAS Test. The exam dates will be posted on the program webpage and will be available in student services.

Academic Standing, Grading, and Readmission Policies

The ADN program complies with policies and procedures established by the College for academic standing. The following policies and procedures have been developed specifically for the program.

Program Suspension: If a student does not successfully complete a course, he or she will have to wait for the term in which the course is offered. Student must reapply to the College if he or she has not been enrolled for two consecutive semesters. Readmission is based on space and resource availability.

Program Expulsion: If a student receives two failures (<70%) in a nursing course (RNSG prefix), then the student will be dismissed from the nursing program for academic reasons. The two failures in any combination will prevent the student from returning to Augusta Technical College's ADN Nursing Program. They will not be eligible for remediation or readmission.

Course Grades

Students will be awarded academic grades for each course. The College academic grading scale will be used to award grades. All nursing students must achieve Content Mastery throughout the curriculum. Therefore, students MUST maintain a unit exam average of 70% or higher to pass the course. You will receive a failing grade for the course if you unit exam average is not 70% or higher. This average does not include outside assignments such as: ATI modules and assessments, NCLEX practice questions, Case Studies and other similar assignments. These outside assignments must be completed and will be added to your final grade. Failure to complete all of your outside assignments will result in a zero (0) assignment grade. It is the policy of the Associate Degree Nursing program **not** to round grades. For example; If a student's course grade or test average is 69.1 to 69.9, the grade will not be rounded to a 70. The student will receive a "D", thus failing the course. If a student receives

two failures (<70%) in any nursing course (RNSG prefix), then the student will be dismissed from the nursing program for academic reasons. The two failures in any combination will prevent the student from returning to Augusta Technical College's ADN Nursing Program. They will not be eligible for remediation or readmission.

Work Ethics Grades

A work ethics grade will be assigned in all courses. Therefore, students are encouraged to apply appropriate work ethics in class using the following determining factors: attendance, productivity, punctuality, teamwork, character traits, leadership, personal organizational skills, communication, respect, confidence, and appearance. The instructor will monitor these skills, and will   document those situations in which students exceed or fail to meet these factors.

Work Ethics Traits:

1. Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.

2. Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.

3. Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.

4. Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.

5. Leadership: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.

6. Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.

7. Communication: Displays appropriate nonverbal (eye contact, body language) or oral (listening, telephone etiquette, grammar) skills.

8. Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

9. Self-Esteem: Demonstrates a positive attitude; appears self-confidant; has realistic expectations of self.

10. Appearance: Displays appropriate dress, grooming, hygiene and etiquette.

At mid-term students will receive a rating that reflects these documented situations. If a student has been deficient in a certain area, the student will be given the opportunity to bring his or her performance up to industry standards before grades are issued at the end of the semester.

The work ethics grade will be placed on the student's permanent record. The work ethics grade does not affect the academic grade point average. The numerical scale for work ethics is as follows:

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Exceeds Expectations – 3

Meet Expectations – 2

Needs Improvement – 1

Unacceptable – 0

</div>

Standardized Testing

All students in the ADN program are required to take and complete nationally normed tests in each semester (ATI Achievement Exam). Percentage awarded for scores is identified in the syllabus for each course. The standardized testing system assists the nursing department in providing consistency in education of common concepts with national standards. The use of the ATI testing system assists the nursing department in making improvement and the development of academic achievements. Students are asked to purchase additional materials in support of their education and achieving their certification of ability to sit for the NCLEX. A board review of the course is stipulated at the end of the fourth semester and students cannot be awarded letters of certification to sit for the NCLEX without it. Special accommodations are available if needed by contacting our disability coordinator, Karissa Wright at 706-771-4067.

Chain of Command

Students should notify instructor and proceeds as follows:

1. Current instructor begins the chain of command
2. Department Chair of Associate Degree Nursing Program (*Mr. Terry Richardson*)
3. Dean, Allied Health Sciences and Nursing (*Dr. Gwendolyn Taylor*)
4. Executive Vice President for Academic Affairs, and Institutional Effectiveness and Research (*Dr. Melissa Frank-Alston*)

It is your right as a student to voice your concerns and to follow the chain of command, as listed. Verbalizing concerns in the appropriate manner will in no way affect your academic

standing. Please refer to the online Student Handbook and Wellness Guide and the College Catalog for

the procedure for filing a grievance or complaint.

Grade/Academic Decision Appeals

A student may appeal a final grade or any other academic decision. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision. This appeal should take place within two weeks. If the consultation with the instructor does not satisfy the student, he or she may appeal in writing to the Department Chair. This must occur within three weeks of the contested grade or decision. If the student is not satisfied with the decision of the Department Chair, he or she may appeal to the academic dean (form available in the Dean's office). A written submission of the form must be completed before an appointment will be established. This appeal should occur within four weeks of the contested grade or decision. If the student is not satisfied with the decision of the academic dean, the student may appeal in writing to the Executive Vice President, Academic Affairs and Institutional Effectiveness and Research. This appeal should occur within six weeks of the contested grade or decision. The decision of the Executive Vice President, Academic Affairs and Institutional Effectiveness and Research concerning the approval of a grade change is final.

Readmission to the Program

You will be required to repeat the semester you completed prior to the semester you failed or withdrew from the program; this is inclusive of the nursing clinical rotation. Due to limited space students will be accepted for reentry based on GPA, completion of the requirements, and clinical availability. Returning students meeting the following qualifications listed below will be allowed one re-entry into the Associate Degree Nursing program without being reranked based on space availability. If the student attempts the course and withdraws, they must be reranked to reenter the program.

To be considered for readmission to the ADN Program a student must:
- Have been enrolled at least 50% of one course in the Associate Degree program. If the student fails or withdraws from the Foundational nursing course you must complete a ranking form and be reranked for admission.
- Have been unsuccessful in one course of the Associate Degree Nursing program.
- Have at least an overall 2.75 grade point average (GPA) on a four-point scale.
- Reapply to the College if he or she has not been enrolled for two consecutive semesters or enrolled in a nursing course within a time frame greater than a year.
- Have been accepted into the Associate degree program.
- Complete a nurse aide course (NAST1100) with a "C" or better and/or provide employment verification for a minimum of 105 hours in the medical field as a Nurse Aide, Tech, or similar role during the remediation course.
- Read Saunders Strategies for Test Success for your original admission year.

- The student will answer all the questions in the textbook above. The answers with the rationales will be typed, placed in a notebook, and turned into the Department Chair <u>before</u> starting the semester of reentry.
- The student will also complete 500 ATI practice questions before being granted readmission. The student must achieve a 70% or above on these practice questions. If the student does not achieve the 70% or above, they must complete a focused review on the missed items. This focus review will be completed directly on the ATI website.
- The Department Chair will register the student for the required remediation course(s). The student must repeat the course prior to the course they failed or withdrew. The student must repeat the theory portion only (i.e., students that fail or withdrew from RNSG1250 they are required to complete foundations of nursing RNSG1210 as a remediation course). Your readmission will be granted based on space availability and completion of the above criteria.
- Attend mandatory orientation and complete all sections of the orientation course.
- Clinical immunizations, background checks and drugs screens must be completed annually. Login into precheck to check compliance. CPR card must have sufficient time to allow completion of the course prior to expiration. If not, you must get a CPR recertification.
- The curriculum in effect at the time of re-entry must be completed by the student for graduation.
- The student will pay for the classes with the CRN# of the course(s) within continuing education system. You will attend class(s) based on the attendance policy
specified in the student handbook and in your syllabi. You will receive a Pass or Fail grade in Banner.
- Students will not automatically be considered for readmission into the program if they have been out of the program for more than two (2) semesters. Any student who is out more than 2 semesters or greater than one year must reapply to the program for re-ranking. The student must contact the Admissions Department.
- A student who has withdrawn from a class or been withdrawn from a class may request reinstatement subject to the approval of and conditions set by the department chair. To be reinstated, the student must provide the department chair with evidence that the extenuating circumstances which necessitated the withdrawal will no longer be a problem. The reinstatement will be based on space availability.
- Sign the readmission acknowledgement form and return it to the Department Chair with the aforementioned remediation requirements.

Transfers

The ADN Program defines a transfer student as a student who has been enrolled in anursing program at the ADN or BSN level for at least one semester or quarter at another college or university. Students must meet the admission criteria for Augusta Technical College and the ADN program to be considered for admission/progression as a transfer student.

Student must complete the following actions for a transfer admission:

1. Apply for admission to the College.
2. Submit official transcripts for all postsecondary institutions attention to the Registrar's office, to be reviewed by the Nursing Department Chair.

3. Submit an official transcript showing successful completion of high school or GED;

4. Students will not be considered for admission into the program if they have been out of a program for more than two (2) semesters. Any student out for more than 2 semesters must apply to the program through the admission process and be ranked with other qualified students. The student must contact the Admissions Department.

Class Attendance

It is essential that educational programs meet requirements and standards necessary for successful employment in businesses and industries. In view of the intensive nature of the educational program, it is necessary for every student to be present and on time every day for all classes as is required in the "world of work." Therefore, there are no excused absences from any course(s). Attendance is counted from the first scheduled class meeting of each

semester. If a student misses more than 10 percent of the total lecture hours in any course during a semester, the student will fail the course(s) involved. All clinical hours must be completed. A student will receive a written warning after the first absence. All work missed due to tardiness or absences must be made up at the discretion of the instructor. Three (3) tardies equals one (1) absence for the course involved. Once a student is counted as present in class, the student is not allowed to leave the classroom without informing the instructor ahead of time. All efforts should be made not to disrupt the class when departing. The time missed will be recorded in the instructor's grade book.

Student Disciplinary Policy and Procedure

Augusta Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as well. In order to achieve these ends the college reserves the right to maintain a safe and orderly educational environment for its students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary actions will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. See Student Code of Conduct.

Any student found to have committed any of the following types of misconduct is subject to the

disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

Academic Misconduct includes not limited to, the following, but is:

1. Aiding and Abetting Academic Misconduct:
   a. Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating:
   a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as recorders, notes, tests, calculators, computer programs, cell phones, and/or smart phones, smart watches, or other electronic devices.

   b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
   c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
   d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, utilizing unauthorized resources (i.e. e-test banks), or any other written or oral work submitted for evaluation and/or a grade.
   e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
   f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
   g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
   h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication:
   a. The falsification of any information or citation in an examination or any other written oral work submitted for evaluation and/or a grade.

4. Plagiarism:

a. Submitting another's published or unpublished work in whole, in part, or in paraphrase, as one's own, without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Probation

The student can be placed on probation for disciplinary action prior to further action for poor academic performance, discipline problems in clinical or the classroom, attendance issues, or any other academic related issues as determined by the faculty of record. This is a written notification to the student of academic related issues that threaten performance.

College Honor Code

"It is my honor to be an Augusta Technical College student. I pledge to do honor to my classmates, the College, and myself by doing my best and by following the College Honor Code. I will not dishonor the College or myself by lying, cheating, stealing, or doing harm to another person or property. I understand that following an honor code reflects my work ethics which is important to my success on the job and in life."

Code of Ethics

The Code of Ethics of the Associate Degree Nursing program is derived from the American Nurses Association Guide to the Code of Ethics for Nurses: Interpretation and Application (ANA, 2015).

Academic Honesty Policy

The primary goal of education is to increase individual student knowledge. Healthcare is a profession in which comprehensive and accurate knowledge is vital for appropriate performance. Therefore, academic dishonesty will not be tolerated in the Associate Degree Nursing program at Augusta Technical College. The objective of corrective action is to address performance or behavior concerns and is not designed to be punitive in nature. Corrective action may include verbal and/or written warnings. A verbal warning is intended to help the student maintain academic success and to correct any inappropriate behavior.

Violation of academic integrity (i.e. academic dishonesty) will warrant the appropriate faculty member issuing a written warning. The student will also receive a "zero" on the assignment or examination. In addition, the student will receive a "zero" on their ethics grade for the grading period. The faculty member will document that a written warning was given to the student.

Documentation will include the date, issues discussed, recommendations made, and student's response. The student will sign the document to indicate understanding. Documentation will then be forwarded to the Department Chair for endorsement and retained in the student's file for one year. Documentation will not be placed in the student's college academic file under these circumstances.

If a written warning was given to a student and the student did not correct their behavior (in cases where a faculty member believes that more significant corrective action is appropriate), then the student will be referred to the Disciplinary Officer for the College.

Procedure for Exam Reviews

The purpose of this policy is to allow students the opportunity to have faculty members review examination questions on unit exams. Items on the final examination or ATI are not subject to this policy. Examinations are administered electronically during a specified timeframe. After students complete the unit exam they are provided an opportunity to review questions or any given rationales. In the event a student disagrees with the exam item or options, they will be given an opportunity to submit a request for individual item review. The following guidelines are to be utilized when submitting an Exam Question Review.

1. Item reviews are to be submitted no more than 24 hours after the scheduled examination. Discussion and review of items after 24 hours is not permitted.

2. Students will complete and submit the Exam Question Review form and include the requested information. (See Appendix E)

3. Upon receipt of the Exam Question Review faculty will review the question and make any decisions related to the validity of the student concern. Faculty will provide a brief explanation regarding the concept in question and the outcome.

4. In order to maintain the integrity of the examination, students will not share Exam Question Review information with other students. Sharing of Exam Question Reviews or exam items is in violation of the Department of Nursing Education Academic Integrity Policy and subject to disciplinary action outlined in the policy.

Confidentiality

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non- adherence. Compliance and adherence by Augusta Technical College ADN students is mandatory. The following guidelines will be enforced:

1. All personal client information will be on a "need to know" basis.
2. All personal client information with which the student is entrusted with will be maintained in a confidential manner at all times.
3. Any student discussion regarding clients, including procedures, diagnosis, symptoms, etc., will be limited to the learning environment (clinical conference, lab, or classroom).
4. Client names must never be utilized in discussion or written assignments (initials only).
5. Taping of class activities is not allowed in any clinical facility.
6. ADN students will respect the rights of others at all times. This includes colleagues, other students, college faculty and staff, facility staff, etc. This includes but is not limited to, information, discussions, computer or paper data.
7. Photocopying client records is prohibited. All computer-generated records must be destroyed according to facility policy prior to the student leaving the clinical site.

Social Media

Many students use various forms of social media, including but not limited to wikis, blogs, websites, and social networking sites. Facebook, Instagram, Tik Tok, Snapchat, and Twitter are specific and frequently used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies to the use of social media too.

HIPPAA is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Augusta Technical College ADN students is mandatory. Regardless of where or when students make use of these media, students are responsible for the content they post or promote. No student shall abuse or violate confidentiality of any member of the faculty, staff, student body, or off campus activity (clinical).

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media could negatively influence educational and career opportunities. Using social media to discuss any information regarding patients will not be tolerated in the Associate Degree Nursing

program at Augusta Technical College. Your program involves confidential information. Do not disclose this information. Any student, acting individually or in concert with others, who violates any part of this policy shall be subject to disciplinary procedures including dismissal from a class session by the instructor and/or suspension or expulsion by the supervising dean, director, or duly authorized administrator. All personal client information with which the student is entrusted will be maintained in a confidential manner at all times.

To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the College. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.

- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.

- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.

- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.

- If you post content concerning the College, make it clear that you do not represent the College and that the content you are posting does not represent the views of the College.

- Make sure the content you post is in harmony with the ethical or other codes of the ADN program.

Section III

Health Requirements

Students are required to sign an authorization to allow the Augusta Tech faculty member to release health information to clinical sites. Students are responsible for all costs related to the health requirements for clinical. The following health/other requirements must be met before beginning the nursing core:

Upon acceptance into the ADN program

1. ALL students are required to have a 2-step TB Skin test. A chest x-ray is needed if a TB Skin test or PPD results are positive. A 2-step TB Skin test is completed using the following guidelines:

    a) The initial TB skin test is administered, and in 48-72 hours the healthcare practitioner interprets results.

    b) The second step is completed 7-21 days AFTER the initial test is completed and in 48-72 hours, the healthcare practitioner interprets the results.

2. Hepatitis B Vaccine series (3 doses), OR a titer reflecting an "immune status", OR declination form.

3. Diphtheria/Tetanus – within ten years. TDAP preferred.

4. Mumps, Measles, Rubella vaccine (2 doses) OR a titer reflecting an "immune status."

5. Varicella vaccine (2 doses), OR documented history of disease, OR a titer reflecting an "immune status."

6. Flu Vaccine to be completed during the first week of October.

7. Physical (signed by the physician, NOT a nurse practitioner or physician's assistant).

8. Drug Screen and Background Check (Administered by PreCheck). Submit actual reports.

9. Obtain the American Heart Association Basic Life Support Certification or Recertification and maintain certification throughout the ADN program.

10. Copy of active Medical Insurance Card or letter from carrier reflecting coverage. Annual Requirements

1. A one-step Mantoux Tuberculin Skin Test or PPD is required annually. A chest x-ray is needed if TB Skin test or PPD results are positive.

2. Drug Screen and Background Check (Administered by PreCheck). Submit actual reports in a sealed manila envelope.

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3. Flu Vaccine to be completed during the first week of October.

Criminal Convictions

Conviction of a felony or gross misdemeanor may prohibit employment in the nursing field and may make a student ineligible to participate in clinical rotations and take the licensing exam. The Georgia Board of Nursing requires a "state and federal criminal history/background records check for all applicants by examination, endorsement and reinstatement" before issuing licenses. Successful completion of the Associate Degree Nursing Program at Augusta Technical College does not guarantee licensure or employment. Students should contact the Georgia Board of Nursing for further details related to personal background issues.

Background Checks and Drug Screens

A background check and drug screen are required by clinical agencies before a student attends a clinical practicum. Students must accept clinical sites as assigned by the College instructor. Students' failure to consent to background checks, drug screens, or release of personal information will result in failure of placement in a clinical facility, thereby causing the student to be unable to complete the program.

The College uses PreCheck to secure criminal background checks, drug screens, and immunizations. Students are responsible for securing their own background checks (scheduling and cost). Students will receive the PreCheck instruction sheet outlining the steps to obtain a background check and a drug screen. Each clinical site is responsible for reviewing student background checks and drug screens. Augusta Technical College does not assume any responsibility for evaluation of background checks and drug screens. The designated representative at the clinical site will make the final decision related to background checks and drug screens. Students who cannot attend clinical because of issues within their background check or drug screen will not be able to complete the program requirements. College faculty members do not handle, deliver, or review drug screen results. A second background check will need to be completed if there is a break in enrollment.

Conduct Code

To provide a harmonious learning environment at Augusta Technical College, the following student conduct code has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures including dismissal from a class session by the instructor and/or suspension or expulsion by the supervising dean, director, or duly authorized administrator. Additional rules or regulations may be initiated under established procedures during the year. If approved will become effective as a part of the official code

at the time of inclusion.

A student is responsible for the observance of all Federal, State, and Local laws. The Institution, as a member of the community, is responsible for contributing to the enforcement of all laws. The College has a very deep concern for those students experiencing educational or personal difficulties and provides counseling or referral to appropriate agencies to aid those students. However, when a student's continued presence on campus may create a danger to the educational process of the College community, the College may find it necessary to take disciplinary action. The Institution considers that students are adults and expects students to obey the law and to take personal responsibility for their conduct.

Employment of Unlicensed Student

Practicing as a registered professional nurse without a license is prohibited and is in violation of the Georgia Registered Professional Nurse Practice Act: Article 1, Code Section 43-26-10. As a student nurse, you cannot be employed as a professional registered nurse. You shall not use any words, abbreviations, figures, letters, title, sign, card, or device implying that you are a registered professional nurse. Doing so can result in expulsion from the program and or criminal charges as indicated in the Georgia Registered Professional Nurse Practice Act.

Section IV

Clinical Performance

Clinical performance is graded as Satisfactory or Unsatisfactory. Unsatisfactory (U) clinical performance will result in failure of the course, regardless of the theory grade. Clinical failure is defined as failure to achieve clinical requirements that demonstrate a level of competency in the clinical setting. Unsatisfactory evaluations for any two clinical days will result in failure of the course.

Clinical Make-up Hours

All clinical hours that are missed must be made up. Guidelines for clinical make-up time are as follows:
1. All clinical hours must be made up in the semester in which they are missed.
2. Sites for clinical make-up hours will be left up to the discretion and approval of the instructor(s).
3. Clinical make-up experiences should be compatible with required clinical competencies.
4. Make-up hours must be completed in the area missed. Ex. - Medical-Surgical, Obstetrics, Pediatrics and Mental Health.

Dress Attire

Students in the Associate Degree Nursing program are expected to be professional in appearance. To arrive at a consistent standard of appearance, the following guidelines have been developed. Students who do not adhere to the standard of appearance will be excused from lab or clinical and a U (Unsatisfactory) grade will be given.

1. Uniforms must be of washable, permanent-press fabric, and always clean and in good repair.
2. They must be purchased through Meridy's.
3. Bandage scissors, penlight, stethoscope, and blood pressure cuff will be required prior to your first clinical rotation and may be purchased at the store of your choice.
4. Uniforms are to be worn in ALL labs and simulated clinical environments.

Uniform

1. The student should arrive at the scheduled clinical facility in a clean, well-pressed uniform.
2. The uniform should be well fitting with proper undergarments that do not draw attention through the pants.
3. White hosiery without designs should be worn with uniform dresses and white socks or knee-high hose with pants. Plain white socks must cover the ankle and with no visible skin when sitting or standing. Support hose are recommended.
4. Only white shoes that enclose the entire foot should be worn without colored designs. Shoes must be kept clean and polished. Shoestrings should be bleached or replaced as needed.
5. No smoking/use of e-cigarettes while in uniform [this includes travel to or from school/clinical assignments]. Many facilities will refuse to allow students in clinical areas that have smell of smoke on hair, breath or uniform.
6. No drinking of alcoholic beverages while in uniform.

School Picture Identification

1. The Augusta Tech student name pin and/or picture ID will be always visible whether in class, lab, or clinical. Student identification should be transferred to the outside if wearing a lab coat or hospital scrubs.

Lab Coat

1. Lab coats and student uniform tops must have school patch on left upper sleeve.

Professional Attire

1. When visiting the clinical facilities for workshops or orientations, students should present themselves in professional dress-- no jeans, shorts, tee shirts, tennis shoes, or provocative outfits. Students may wear a White Polo Shirt with the Augusta Tech logo and Black Pants/Slacks as their business dress attire.

Jewelry/Adornments

1. Nursing students may only wear a watch with a second hand and wedding ring (when appropriate). Jewelry and adornments for tongue, nose, and other visible body piercings are prohibited in the clinical area [including earrings].

2. Tattoos must be covered and not visible through clothing.

Hair

1. Hair must be clean, neat, and styled to give a professional image. It must be off the collar. Minimal and hair color matching hairpins, barrettes, etc. should be used. No bright colored headbands are allowed. Buns, braids, and secured ponytails work best for long hair. Beard/mustache must be neatly groomed. Extreme hair color is not allowed, (i.e. orange, green, blue, etc.)

Cosmetics

1. Perfume, perfumed lotion, or cologne is not allowed. Effective hygiene is mandatory to assure no body odors are present. Gum chewing is not permitted at any time during clinical rotations. Make up should not be excessive. Breath mints should be kept discreet.

Nails

1. Fingernails should be clean and well-manicured. They may not be longer than the fingertips. Fingernail polish is not allowed. Artificial nails are not allowed, (i.e. gel nails, acrylic nails, etc.)

Electronic Devices

1. Electronic devices (i.e., music players, wireless earbuds, Smartwatches, and cell phones) are not allowed in the clinical area. Use of electronic devices in clinical areas may be grounds for an "Unsatisfactory" for the day. Recording devices are not allowed in the classroom unless approved by the instructor.

Emergencies

1. Please advise your family members to call the division secretary at (706) 771-4175 for emergencies during clinical rotations. To save time in case of an emergency, please provide family members with a copy of your schedule and names of your clinical instructor (s). The secretary will make every attempt to contact you through your instructor.

Miscellaneous

1. Supplies and tools for clinical depend on your program. Please refer to course syllabi for clinical tools and supplies.

2. It is recommended to carry a small coin purse (instead of a book bag or purse) that would fit in your uniform pocket for incidentals. Clinical sites generally do not provide a safe place for storing personal items.

3. Anytime you are wearing your student uniform, all policies apply. You should not come to school or go out in public wearing your uniform with prohibited accessories.

Conduct While in Clinical

1. Students will obey the rules and regulations of the clinical facility or office where they are assigned. A review of hospital or office policy will be provided during orientation or by the instructor. All students for each facility or office will be familiar with hospital safety and emergency codes and infection control practices. Many facilities require testing prior to attending clinical. You should remember this information!

2. Students are not allowed in the clinical area unless assigned. Visiting of classmates should be limited to meeting for lunch or after clinical hours - not during the course of the day. In addition, visitors picking you up from clinical should meet you in the lobby. If you are being picked up from an office, they should remain outside. They should not come into the clinical area.

3. If a student should experience an exposure to blood or airborne pathogens through a needle stick or some other patient care procedure, the student must notify the clinical facility and clinical instructor immediately. You will be instructed to go to Urgent MD at 2011 Walton Way if blood testing or other medical care is needed. This follows the Augusta Tech Exposure Control Plan protocol. The instructor will telephone the office at 706-798-1700 to let them know you are coming to receive services. Upon arriving, identify yourself as an Augusta Tech student. Fees for services provided there should be covered by the student accident insurance policy. If another facility is used, the students will bear the responsibility for filing their own insurance and assuming costs of any service not covered under student accident insurance policy. Accident forms must be filled out and the Instructor will turn the form

into the Business Office at Augusta Technical College the next business day.

4. Obey all parking regulations for students at clinical facilities. Students will be held accountable for parking violations received for not following parking regulations at clinical facilities.

5. If disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area immediately, not to return. A meeting will be set up the next business day with the clinical instructor and Department Chair.

6. Students will not be allowed in clinical without required health forms being complete. Students under the care of a physician for a medical condition must provide written documentation of activity limitations. If your activity limitations prevent you from meeting the clinical competencies, you will not be able to complete your clinical course. Please schedule an appointment with your instructor to discuss any activity limitations that may influence your ability to achieve the clinical competencies.

7. While at the hospital for rotation, you cannot leave clinical for lunch. Most areas do not allow enough time to leave and return to your area without being late. You may bring your lunch or eat in the hospital cafeteria.

8. Tobacco (including cigarettes, snuff, dip, or chew), Vapes, or *e*-cigarettes are not allowed in any clinical facility. Do not request a smoke break during the course of a clinical day. SMOKING is not permitted in uniform. You may be sent home if your uniform or hair smells of smoke.

9. No student shall abuse, threaten or intimidate any member of the faculty, staff, or student body or any off-campus official. There will be no tolerance for physical or verbal abuse, disorderly/disruptive behavior, and infliction of emotional distress, theft or destruction of personal property or sexual harassment. Taping of any individual without their permission is a violation of the college and TCSG policies and grounds for dismissal.

10. **Clinical Attendance Policy:** To complete this program successfully, students are required to participate in clinical, complete assignments on time, and attend all scheduled clinicals. Students are expected to arrive on time and remain in clinical for the entire session. Failure to follow the attendance policy will result in failure in the class. Withdrawal from a class may affect a student's present and future academic and financial aid status as well as the class work-ethics grade. Students are allowed to miss 10 percent of their theory class. If a student misses a day of clinical, they must make it up as determined by the clinical instructor. If an absence or tardy occurs, it is the responsibility of the student to notify the lead instructor prior to the start of clinical. Tardy is defined as one minute late or greater according to the classroom clock or the instructor's watch.

Grading of Clinical will be weekly with a grade of an S/U noted. Grading will be returned the following week whenever possible. Please note that 2 U's in clinical constitute failure of the course.

11. The student may earn a possible 100 points. All Care Plans/Concept Maps and must be submitted on time and an overall average grade of 70% or better is required to pass clinical. Late assignments will not be accepted.

12. All clinical documentation must be received by the clinical instructor to pass clinical.

13. If a student has a documented Critical Incident, he or she may receive an automatic unsatisfactory (U) for the day.

CRITICAL INCIDENT

A critical incident is defined as a potentially life-threatening event that compromises a patient's health or safety. A critical incident includes, (but is not limited to):

- The performance of an illegal act
- Acting outside the scope of the student's practice
- Falsifying medical records
- Repeated occurrences of unsafe practice after correction
- Unprofessional behaviors (inappropriate dress; tardiness; inappropriate cell phone use or conduct deemed inappropriate by Instructor and/or others; posting unprofessional comments/pictures on e-mail or social media sites; violation of agency, and/or Augusta Technical College policy. This includes health requirements, CPR Certification, Drug Screen and Background Check.
- Dependent nursing interventions, for example: failure to carry out physician orders safely and competently, failure to comply with instruction of agency staff or clinical instructor).
- Independent nursing interventions, for example: failure to perform patient care safely and completely, including administering medications safely with clinical instructor.

CRITICAL INCIDENT PROCEDURE

- The instructor completes the appropriate documentation and notify the clinical facility and Augusta Technical College.
- A follow-up meeting is scheduled with the student, the instructor and Department Chair within 48 hours.
- The instructor completes the Critical Incident Form (Appendix D) detailing the event. The

instructor, the student, and the Department Chair sign this form.

- Final documentation is placed in the student's permanent file.

A student may appeal a final grade or any other academic decision in accordance with Augusta Technical College's appeal process, which is included on page 20 of this handbook. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision before advancing up the chain-of-command.

Section V

Health Insurance

All Nursing Students are required to provide their own Health Insurance and submit a copy of their insurance card with their medical clearance packet.

Liability Insurance

All Early Childhood Care and Education, Cosmetology, and Allied Health students are required to obtain professional liability insurance for coverage in the internship and clinical education and training areas that are a required part of each of these programs.

Accident Insurance

All credit students are required to purchase accident insurance at the time of registration. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified below.

1. College — Time Coverage protects students while engaged in college activities during the quarter.

2. Traveling — To or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator), traveling in a college-furnished vehicle or chartered transportation going to or from a college-sponsored activity.

3. On the College Premises — During the hours on the days when the College is in session or any other time while the student is required to participate in a college-sponsored activity (not as a spectator).

4. Away from the College Premises — As a member of a supervised group participating in a college-sponsored activity requiring the attendance of the student (not as a spectator). Students are responsible for reporting claims to the Vice President for Administrative Services.

5. Classroom and Laboratory Safety

Classroom and laboratory organization and operation will reflect as closely as possible standards in the health facilities. Neatness and orderliness will be expected in these areas. Everyone will be expected to obtain their supplies and clean work areas. It is important for you to use good safety practices at all times. Safety and operational instructions will be discussed with you prior to your performance of any procedure or skill. Any malfunction or loss of equipment should be reported immediately to your instructor who will then notify the Department Chair. Equipment and supplies should be used in the same manner as you would use them in the clinical areas. No student should be in the lab area without an instructor present.

Grievance Procedure Policy

It is the policy of the Augusta Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure. See the Augusta Technical College Student Handbook for additional guidance. DEFINITIONS:

A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically, grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

B. Non-grievable issues: Issues which have a separate process for resolution (i.e., disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable and a student must take advantage of the process in place.

Grievance Procedures

Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance to the office of the Dean, School of Health Sciences with the following information:
a) Name,

b) Date,
c) Brief description of incident being grieved,
d) Remedy requested
e) Signed and dated.
f) Informal remedy attempted by student and outcome

References

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Appendix A

Definitions

Advanced Placement	Returning to the nursing program at a level higher than a first semester nursing course.
Clinical Day	One shift in which a student is assigned the care of at least one patient, observation experience, or lab activities.
Critical Incident	A critical incident is defined as a potentially life-threatening event which compromises a patient' health or safety. This includes performance of an illegal act, intentionally acting outside the scope of the student's practice, falsifying medical records, and/or repeated occurrences of unsafe practice after written correction. Any student who fails a nursing course due to a critical incident will be terminated from the program without the option of returning. Termination from the nursing program due to a critical incident shall be by majority vote of the nursing faculty.
Readmission	Second admission through the general application pool to the first semester nursing courses.
Tardy	Tardy is defined as one minute late or greater according to the instructor's watch. Leaving class early or returning to class late after a break is counted as tardy. Three tardies to class, clinical, or skills lab constitute one absence. If an absence occurs, or a student will be tardy for any reason it is the responsibility of the student to notify the instructor prior to the time for the session to start.

APPENDIX B

Academic Appeal Form
Augusta Technical College
Allied Health Sciences and Nursing Division
Academic Appeal Petition Form

This form is available from the Dean's Administrative Assistant in Building 900. Submission of the form must be submitted before an appointment with the Dean will be established.

APPENDIX C
Augusta Technical College
Associate Degree Nursing Program
Readmission Plan

Student Name:_____ Student ID Number:_____ Date _____

You will be required to repeat the semester you completed **prior** to the semester you failed or withdrew. This is inclusive of the nursing clinical rotation. Your remediation will be granted based on space availability.

You will register and pay for the classes with the CRN# of the course(s) through continuing education. You will attend class(s) based on the attendance policy specified in the student handbook and in your syllabi. You will receive a Pass or Fail in Banner.

You must make a seventy (70) or above in the course(s) enrolled in. In order to attend clinical you must have a current CPR and First Aid Card. CPR and First Aid cards must be current and representative of Basic Life Support (BLS) training and First Aid issued by American Heart Association. You must submit a current clinical clearance form, and completed health-packet. Contents should include the completion of a criminal background check, urine and drug screen completed through Pre-Check. You are required to show proof of current health insurance by the submission of a health insurance card.

My signature acknowledges the following:
1. I have read the conditions of my remediation plan;
2. I understand the terms of the remediation plan; and
3. I accept the remediation plan as outlined.

_____
Student's Signature   Date

_____
Instructor or Department Chair Signature   Date

APPENDIX D

CRITICAL INCIDENT FORM

Student:_____ Date completed:_____

Clinical Site:_____ Educator: _____

Date/Time of Incident:_____

Incident Description:
   A. Detailed description of incident.
   B. Handbook violation reference:
   C. What are the actual/potential consequences of this incident?
   D. Was the physician contacted?_____Yes___No   Explain:

   E. If the incident involved a medication:
      1.   Name, dose, time of medication ordered:

      2.   Error committed:

Instructor's comments: (use back of sheet if necessary)_____

_____

_____

Faculty Signature:_____   Date: _____

Student Signature:_____   Date:_____

Department Chair Signature:_____   Date: _____

— —

Original: Student File   CC: Chair, Nursing Department

APPENDIX E

Exam Question Review

Student Name:_____ 900_____

Date:_____Course:_____Semester:_____Exam:_____

Date of Exam:_____

Challenge must be submitted within 24 hours of exam review

Exam item number or description:_____

_____

_____

_____

_____

Suggested Response:_____

_____

_____

_____

Rationale with sources cited:_____

_____

_____

_____

Student Signature:_____

Date received:_____Time:_____By:_____

Resolution (include rationale for any changes made and alternate answer choices if given:

_____

_____

_____

_____

_____

_____

_____   _____
Faculty Signature   Date

APPENDIX F

ACKNOWLEDGEMENT FORM

Signing this sheet indicates that you have read, understand, and agree to comply with the Augusta Technical College Associate Degree Nursing Student Handbook Policies throughout the entire nursing program.

I have read, understand, and agree to comply with the Augusta Technical College Associate Degree Nursing Student Handbook Policies to include Criminal Background Checks and Core Performance Standards during my entire enrollment in the ADN program.

Any questions may be directed to the Department Chair or to any member of the nursing faculty.

Name (Print):_____

Signature: _____

Date: _____