Review and Approval:

Dean of Health Profession: Carole Graham 5/26/2017

Institutional Effectiveness: Rachelle Koudelik-Jones 5/26/17

Nursing Faculty Review: Completed 5/25/17
VIRGINIA WESTERN COMMUNITY COLLEGE

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Vice President of Academics & Student Affairs: Dr. Elizabeth Wilmer
Dean of Health Professions: Carole Graham, MS

Virginia Western Community College
School of Health Professions
Associate of Applied Science Nursing Degree Program
The Fralin Center for Science and Health Professions
3091 Colonial Ave., Roanoke VA 24015

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INTRODUCTION

This Handbook presents information and policies of the Associate of Applied Science in Nursing Program (AAS Nursing Program). All enrolled students are subject to the current handbook. You will be asked to sign a statement annually that verifies you have read its contents and agree to comply with the conditions contained herein while a student in the AAS Nursing Program.

It is important to understand that a career in nursing requires discipline, mature behavior, a professional attitude, and responsible decision-making. Flexibility in meeting the needs and demands of the AAS Nursing Program will be required on your part. Prepare for unexpected changes that may require adjustments to your personal schedule in order to meet program requirements. Clinical or class hours scheduled during evenings or weekends are possible.

If you have challenges or concerns, please consult your nursing faculty advisor or course instructors for assistance. Nursing faculty are committed to helping you acquire the necessary knowledge, skills and attitudes to become a competent nurse. We look forward to working with you in the accomplishment of your educational goals.
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**Associate of Applied Science Nursing Program**

The Associate of Applied Science in Nursing Program is a restricted admissions program that requires 4 semesters (2 years) to complete the Nursing course requirements. These courses are delivered through classroom, laboratory and clinical experiences.

**Mission Statement**

The AAS Nursing Program prepares professionally educated nurses who are safe, competent, compassionate health care providers who work collaboratively within interdisciplinary teams. Graduates are encouraged to maintain the highest standards of honesty, fairness, and ethical conduct. The program prepares graduates to meet changing healthcare needs of patients, families, and communities within complex healthcare environments.

**Statement of Purpose and Vision**

The curriculum is designed to assist students to gain knowledge, skills, and attitudes that form the basis of safe clinical practice through patient-centered care, teamwork and collaboration, evidence based practice, quality improvement, and safety (QSEN, 2014). Successful program completion qualifies students to apply for licensure as a registered nurse. The program prepares graduates with a basis to further their professional education.

**VCCS Nursing Philosophy**

VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care. Ethical standards, respect for individual dignity, and
consideration of cultural context are implicit in the practice of patient-centered-care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

**Shared Beliefs**

AAS Nursing Program faculty are dedicated to improving the health of our community through development of future nurses who are distinguished as safe, competent professionals, dedicated to the highest standards of care. Faculty believe in the potential of adults to learn and master new knowledge. To that end, faculty engage students in classroom, lab, and clinical settings to help students apply and master new knowledge, necessary to prepare them for the nursing profession. Faculty believe life-long learning is required of all nurses who have stewardship in the care of our community. Students are encouraged to acquire a firm educational foundation for practice that continues throughout their careers from novice to expert nurses.

**Nursing Profession Code of Ethics**

The profession of nursing requires students and graduates to provide quality, safe nursing care while adhering to ethical obligations unique to the profession. The AAS Nursing Program (AASN) recognizes and adheres to the American Nurses Association Code of Ethics for Nurses (2015). Students of the program are expected to be familiar with, and abide by the code. For

Educational Framework

Quality and Safety Education for Nurses (QSEN)

AASN student learning outcomes are structured around the Quality and Safety Education for Nurses (QSEN) framework. QSEN fosters knowledge, skills, and attitudes required to promote continuous quality improvement and safety within healthcare systems through the following areas of focus:

- Patient-Centered-Care
- Teamwork & Collaboration
- Evidence-Based Practice
- Quality Improvement
- Safety
- Informatics

Additional information may be viewed at http://qsen.org

Student Learning Outcomes

Students will be able to:

- Engage in practices that provide safe and holistic nursing care throughout the lifespan grounded in science and the nursing process. (Safety)
• Apply nursing judgment to ensure the delivery of patient-centered care and promotion of health for patients within a family and community environment. (Patient-Centered Care)

• Demonstrate the use of critical thinking skills while utilizing the nursing process to provide care to patients throughout the lifespan. (Critical Thinking)

• Collaborate effectively within nursing and interdisciplinary healthcare teams to foster open communication, respect, and shared decision making to ensure safe, quality patient care. (Teamwork)

• Demonstrate the use of the best current evidence to guide clinical decision making to provide safe care for patients and families across the lifespan. (Evidence-Based Practice)

• Integrate information and technology to communicate, manage knowledge, and support decision making in the practice of nursing care. (Informatics)

• Utilize concepts related to culture, ethnicity, and spirituality in the delivery of patient care. (Culture/ Patient Centered Care)

End of Program Outcomes

Virginia Western is committed to the overall excellence of its AASN program through the following end-of-program outcomes:

• Virginia Western Community College Associate of Applied Science program will attain a National Council Licensure Examination-Registered Nurse (NCLEX-RN) pass rate of 80% on the first attempt.
• Virginia Western Community College Associate of Applied Science program will demonstrate a program completion rate of at least 65% within three years of each student’s admission date.

• Virginia Western Community College Associate of Applied Science program will facilitate 80% of graduate satisfaction to meet each end of program student learning outcome in clinical preparedness as evidence by graduate program surveys.

• Virginia Western Community College Associate of Applied Science program will elicit 85% employer satisfaction to meet each end of program student learning outcome as evidenced by new graduate employer survey.

• Virginia Western Community College Associate of Applied Science program anticipates that 90% of graduates seeking employment will acquire nursing jobs within six months of application submissions.

Accreditation/Approval

The Virginia Western Community College AAS Nursing program is approved by the Virginia Board of Nursing.
Full Time Faculty Contacts

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Office HP 333
KSmith@virginiawestern.edu
### AAS Nursing Program Curriculum

<table>
<thead>
<tr>
<th>Subject &amp; Course</th>
<th>Course Title</th>
<th>Theory Credit Hours</th>
<th>Skills Lab Credit Hours</th>
<th>Clinical Credit Hours</th>
<th>Total Course Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Credit Hour Ratio</strong></td>
<td>(1:1)</td>
<td>(1:3)</td>
<td>(1:3)</td>
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<tr>
<td><strong>Prerequisites</strong></td>
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</tr>
<tr>
<td>BIO 141</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>BIO 142</td>
<td>Human Anatomy &amp; Physiology 2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>HLT 105</td>
<td>Cardiopulmonary Resuscitation</td>
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<td></td>
<td><strong>First Semester</strong></td>
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<tr>
<td>NUR 135</td>
<td>Drug Dosage Calculation</td>
<td>2</td>
<td></td>
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<tr>
<td>NUR 111</td>
<td>Nursing I</td>
<td>4</td>
<td>3 (45)</td>
<td>6 (90)</td>
<td>7</td>
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<tr>
<td>NUR 226</td>
<td>Health Assessment</td>
<td>2</td>
<td></td>
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<td>2</td>
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<tr>
<td>HLT 141</td>
<td>Medical Terminology</td>
<td>1</td>
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<tr>
<td>SDV 100</td>
<td>College Success Skills</td>
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<td></td>
<td><strong>Second Semester</strong></td>
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<td>BIO 205</td>
<td>Microbiology</td>
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<tr>
<td>NUR 112</td>
<td>Nursing II</td>
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<td>3 (45)</td>
<td>12 (180)</td>
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<td>NUR 230</td>
<td>Pharmacology</td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>NUR 211</td>
<td>Second Level Nursing I</td>
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<td>6 (90)</td>
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<tr>
<td>NUR 245</td>
<td>Maternity/Newborn Nursing</td>
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<td>3 (45)</td>
<td></td>
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<tr>
<td>NUR 247</td>
<td>Psychiatric/ Mental Health Nursing</td>
<td>2</td>
<td>3 (45)</td>
<td></td>
<td>3</td>
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<td>ENG 111</td>
<td>English</td>
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<td><strong>Fourth Semester</strong></td>
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<td>NUR 246</td>
<td>Parent/ Child Nursing</td>
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<td>PSY 230</td>
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<td>Ethics</td>
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</tbody>
</table>

Nursing courses include 90 lab contact hours and 630 clinical contact hours.
Total Required Credits for AAS Nursing Program Degree: 69 Credits

*Credit hour definition as followed by Virginia Western can be found at the following site [https://www.virginiawestern.edu/about/policies/I-20.php](https://www.virginiawestern.edu/about/policies/I-20.php)*
**Advanced Placement for LPN’s**

**LPN to AAS Nursing Program Bridge**

The Virginia Western AAS Nursing Program has an advanced placement option, the LPN to AAS Nursing Bridge, for LPNs who have been admitted to the AAS Nursing Program and meet prerequisite requirements.

This program is designed to recognize the common competencies of nurses and to bridge the difference between LPN and RN knowledge base and to allow these students to finish the AAS Nursing courses within a 12 month period.

Students who are LPNs are required to complete at least 13 hours of the general education courses before beginning the LPN to RN nursing classes. The length of this track depends on the amount of time needed to complete the general education classes. The nursing classes can be completed in one year.

** Students who meet the eligibility requirements for advanced placement will take NUR 115, NUR 136, and NUR 226 in the summer term and then be eligible to take the sophomore level courses and graduate within one (1) academic year with an AAS Degree in Nursing. At the successful completion of the 3rd semester of the AAS Program the student will be awarded credit for NUR 111, NUR 112, HLT 141, NUR 230 as well as 150 clinical hours (as designated by the Virginia State Board of Nursing). For additional information, see the Code of Virginia at [http://law.lis.virginia.gov/admincode/title18/agency90/chapter27/section100/](http://law.lis.virginia.gov/admincode/title18/agency90/chapter27/section100/). These same regulations are also available from the Virginia Board of Nursing at [https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm](https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm), at “Regulations for Nursing Education Programs”, 18VAC90-27-100 - Curriculum for direct client care.
The advanced placement option is available to students who possess an unrestricted Virginia LPN license. Maintenance of a valid license is required throughout application and enrollment in the AASN program. Failure to maintain licensure and/or failure to report a change in licensure status will result in immediate dismissal from the AAS Nursing program. The advanced placement option is not available to applicants who are part of the Virginia Healthcare Monitoring Program.

**LPN to AAS Nursing Bridge Curriculum**

<table>
<thead>
<tr>
<th>Subject &amp; Course</th>
<th>Course Title</th>
<th>Theory Credit Hours</th>
<th>Skills Lab Credit Hours</th>
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<td><strong>Fall Semester</strong></td>
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<td>Parent/Child Nursing</td>
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<td>Developmental Psychology</td>
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<td>PHI 220</td>
<td>Ethics</td>
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</table>

Nursing courses include 45 lab contact hours and 405 clinical contact hours.

Per Virginia Board of Nursing, LPN students will be awarded 150 clinical hours due to licensure, resulting in 555 clinical hours for this option.

Total Required Credits for AAS Nursing Program Degree: 69 Credits

*Credit hour definition as followed by Virginia Western can be found at the following site [https://www.virginiawestern.edu/about/policies/l-20.php](https://www.virginiawestern.edu/about/policies/l-20.php)

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### Description of all Nursing Courses

Students may access detailed course descriptions through the college’s course catalog at [http://catalog.virginiawestern.edu/](http://catalog.virginiawestern.edu/).

### Estimated Costs of AAS Nursing Program

Students enrolled in the AAS Nursing Program have costs associated with enrollment and program progression that exceeds tuition. Expenses change based on tuition increases, costs of textbooks and learning resources, vendor fees associated with background checks and drug screening, immunizations, uniforms, and supplies. Students are also required to maintain health insurance at their own expense while in the nursing program. Students may access detailed estimates of current student expenses at [http://www.virginiawestern.edu/academics/health/nursing/cost.php](http://www.virginiawestern.edu/academics/health/nursing/cost.php)
**Virginia Board of Nursing (VBON) Statutes and Regulations**

The Virginia Board of Nursing (VBON) requires a background check and fingerprinting when applying for nursing licensure. VBON reserves the right to deny licensure to any applicant who has ever been convicted, pled guilty or nolo contendere to the violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor. This may also include any applicant who has a mental, physical or chemical dependency condition that could interfere with his/her ability to safely practice nursing. For more information, visit Virginia Board of Nursing guidance document 90-55 at [https://www.dhp.virginia.gov/nursing/guidelines/90-55CriminalConvictions.doc](https://www.dhp.virginia.gov/nursing/guidelines/90-55CriminalConvictions.doc). For additional information about statutes, regulations, nursing scope of practice, and legal definitions for nurses, visit the board of nursing website at [https://www.dhp.virginia.gov/nursing/leg/Chapter%2030%20Nursing.doc](https://www.dhp.virginia.gov/nursing/leg/Chapter%2030%20Nursing.doc).

Successful completion of the AAS Nursing program does not guarantee licensure or eligibility to practice nursing. All successful graduates are subject to application of licensure rules and fees as set forth by the Virginia Board of Nursing.

**National Council Licensure Exam for Registered Nurses (NCLEX-RN)**

Upon successful completion of the AAS Nursing program course of study, students will be eligible to take the NCLEX-RN leading to licensure. Registration for NCLEX-RN is a two-step process that begins with application to the Virginia Board of Nursing (VBON) and ends with registration with Pearson VUE through the National Council of State Boards of Nursing (NCSBN). Fees are required for both steps. Please visit NCSBN website for specific requirements/ information at [https://www.ncsbn.org/nclex-application-and-registration.htm](https://www.ncsbn.org/nclex-application-and-registration.htm).
Tutorials and candidate bulletin information can be found at

**Student Resources**

**Computer Lab**

The computer labs are quiet areas for computer use and individual study. Assignments may require students to access computer resources in preparation for class or Nursing Skills Lab (NSL). Please leave the computer lab if you need to use your cell phone. Students wishing to congregate for study groups or socializing are encouraged to use designated areas on campus. The college has several other computer labs for student use. The Guidelines and Policies for Computer Use at Virginia Western are available at www.virginiawestern.edu/iet/standards.php.

**Nursing Practice Lab**

The nursing practice lab provides computers, study areas, and equipment for skills practice. On specified days and times, it may be necessary to close the nursing practice lab for a nursing class or other events. Students are required to leave the Nursing Practice lab and all practice equipment in order. Appropriately clothed mannequins should be in left in the bed, linens properly arranged, with bed in lowest, locked position. Failure to maintain an orderly space or any misuse or abuse of equipment will result in loss of access to computer/ practice lab.

**Student Printing/copying**

Students are responsible for their own printing and copying. There are multiple printing kiosks located across campus. Location of printing kiosks and additional information can be found at http://virginiawestern.edu/iet/tech4students/printing/index.php.
A black and white copier is available in Brown Library for student use; copies are 10¢ per page (copier only accepts correct change).

**Academic Link**

The Academic Link connects students to academic success by providing the academic support that fosters the acquisition of the critical learning skills that make students better learners. The Link’s free services include academic success coaching; one-on-one, group, and online tutoring; and math, science, and writing walk-in tutoring centers. Additional information on the Academic Link and other learning resources can be found at [http://www.virginiawestern.edu/learning/index.php](http://www.virginiawestern.edu/learning/index.php).

**Disability Services/ Accommodations for Learning**

Students with diagnosed/documented learning or other disabilities are entitled to reasonable accommodations in the classroom, in accordance with the Americans with Disabilities Act. It is the responsibility of the student to meet with the faculty member and bring the appropriate form(s) from Office of Disability Services (ODS) to request accommodations. It is recommended that this meeting take place as early as possible in the semester to facilitate an optimal learning environment. Please contact the instructor after class or during office hours during the first weeks of the semester to discuss your needs.

Virginia Western is dedicated to the belief that all people should have an equal opportunity to develop and expand their skills and knowledge. The college does not discriminate based on race, color, religion, national origin, political affiliation, age, sex, or disability. The Office of Disability Services will assist in facilitating accommodations for all eligible students. For more information, call 540-857-7286 to schedule an appointment to speak with a Disability
Counselor. Additional information:

Student Rights – Educational Records

The AAS Nursing program at Virginia Western maintains student records according to FERPA guidelines and VBON regulations. Admission/health files and academic files for current students are maintained in room HP 334 and designated program offices. All permanent files are maintained in locked cabinets within a locked office, ensuring limited access. Current students who wish to access admission/health files or permanent academic files may email the program director to request access to their files. An appointment for record review with the program director or designated faculty will be granted within two weeks or 10 business days.

Student files for active courses are maintained by nursing faculty. Students wishing to review information in the course file must make this request to their course instructor through email. Faculty office hours may be utilized. Students may not copy information from any test questions. Student access to tests is limited by the test review policy. A Nursing faculty member and/or Program Director must be present during review of any academic record content.

Following completion or withdrawal from the program, all student records are maintained in the program office for a minimum of three years. Virginia Western’s policy regarding student records is located at https://www.virginiawestern.edu/records/righttoprivacy.php.

Nursing Club

The Virginia Western Community College Nursing Club provides opportunities for continuing personal and professional growth through community service, mentoring, and
collegiality among students. The Nursing Club works collaboratively with other Virginia Western clubs to enhance campus culture and improve student life. The Nursing Club is also responsible for planning, fundraising and organizing the graduating class’s pinning ceremony.

Students meeting certain eligibility requirements may run for positions on the executive board as specified by club by-laws. Club by-laws are accessible to enrolled students through Blackboard. Nursing faculty advisors support and coach executive board members in providing leadership for all club functions. Annual club elections will be announced through Blackboard and student email. Two students, one from each cohort, may serve as class representatives. Representatives are invited to one faculty meeting per semester to enhance communication between nursing program students and faculty. All enrolled students are invited and encouraged to participate in club meetings and functions.

Nursing Program Policies and Procedures

Academic Progression

In order to progress in the AAS Nursing program, students must successfully complete all courses outlined for each semester in the program of studies. Students have the opportunity to complete the AAS Nursing program of study as follows:

1. Traditional students: Upon acceptance to the AAS Nursing Program, students have up to three years to complete the program, subject to the readmission policy.

2. Advanced Placement (LPN to AAS Nursing Bridge): Upon acceptance to the AAS Nursing Program, students have up to two years (including summers) to complete the program, subject to the readmission policy.
In order to achieve a passing grade in a didactic (theory/classroom) nursing course, both the test/exam average and final course grade must be at least an 80%. Test averages are calculated first, before any other coursework, including quizzes, are calculated. The test/exam average is not weighted and must be an 80% average of all tests/exams averaged equally. If the average is below 80%, the student will earn the score of the test/exam average for his/her grade, and will not be able to progress.

**Math Competency Exam**

A math competency exam will be administered during the first week of class in NUR 112 (second semester), and NUR 211 (3rd semester), and NUR 115, students will be given a maximum of three opportunities to achieve 90%. Students failing to achieve 90% on the first or second math test must remediate at the Math Center at Brown Library prior to retest. Proof of remediation in the form of an email from Math Center staff must be provided to the course instructor for students to be eligible to take the retest. The first math competency exam will count as a quiz grade in the course.

Students enrolled in NUR 212 (4th semester) will take a math competency exam during the first week of class. Students in NUR 212 will be given a maximum of two opportunities to achieve 100%. Students failing to achieve 100% on the first attempt must remediate at the Math Center at Brown Library and provide proof of remediation in order to retest. The first math competency exam will count as a quiz grade in the course.

Students failing to achieve 90% after remediation for NUR 112 and NUR 211 or 100% for NUR 212, will not be allowed to administer medications in the clinical setting. This will negatively impact clinical evaluation, which may result in a clinical failure and termination from the AAS Nursing Program.
Grading, Course Sequence and Retention Policies

Clinical evaluations will be completed mid-term and during the final clinical week of each semester. In addition, students will receive weekly written feedback from clinical instructors. Evaluation is based on the achievement of clinical competencies. A satisfactory evaluation means a student has met the competencies of each course and respective syllabi.

The student must earn a grade of "C" (80%) or higher in the classroom component and must achieve 80% in clinical performance in order to receive a passing grade ("C" or higher) for the course. A failing grade ("D" or "F") necessitates repeating all components of the failed course. Students must achieve a grade of "C" (80%) or better in all program required courses.

A student who fails to complete BIO 205 with a grade of "C" or better by end of summer semester preceding the second year will not be able to advance to the second year of the program.

Grading Scale for NUR Classes

92-100 = A
84-91.999 = B
80-83.999 = C
73-79.999 = D
Below 72.999 = F

Note: Minimum passing grade is 80. Test grades and the final exam grade are recorded as is; they will not be rounded.

Optional Transfer to Practical Nursing Program

Transition to the second semester of the Virginia Western Practical Nursing Program from the first semester of the AAS Nursing Program may be permitted under the following circumstances:
1. The transferring student passes all first semester nursing classes with at least a 78.0% with the exception of NUR 135 that must have at least an 80.0%.
2. The transferring student has a minimum of a 2.0 GPA.
3. The student passes the clinical portion of NUR 111.

Students wishing to transfer under these requirements must notify the program director within one week of final grade posting. Transfer is subject to AAS Nursing faculty referral and PN program director approval. The student will be notified via email of the decision within one week of submission.

**Attendance Policy**

It is required that students attend **ALL** classes, Nursing Skills Labs (NSL), simulation lab and clinical experiences.

1. When absence is necessary, it is the responsibility of the student to inform the faculty prior to the absence (by telephone) or email. For clinical absence, follow the instructions given by the clinical instructor for your current rotation. A message may be left on voice mail.

   a. Work missed in classroom or lab as a result of extenuating circumstances defined as absences due to illness, personal or family emergency, court dates, or death in the family may be made up if the absences are appropriately documented. Falsification of documentation is considered a violation of the Virginia Western Student Conduct Policy and will result in dismissal from the program. All other absences are considered unexcused and work missed may not be made up. The student will receive a grade of “0” for any missed work.
2. It is the responsibility of the student to arrange with the instructor to make up missed learning experiences in all areas of classroom, lab, or clinical.

3. Make up tests are to be taken on the day of return following an absence or a day scheduled by the instructor. Make up tests may be in a different format from the original test. Note: test make up is allowed only when the absence is a result of one of the extenuating situations as noted above.

4. Assignments are due on the day of return following an absence or as arranged by the instructor. Acceptance of late assignments is at the sole discretion of the instructor. A minimum of ten (10) points will be deducted for each day late if accepted. The instructor may waive point deductions based on documentation of extenuating circumstances.

5. Business, physician, and dental appointments should be made after nursing program hours.

6. A healthcare provider’s medical release will be required for the student to return to clinical after an illness or condition resulting in three (3) or more consecutive days of absence.

7. A maximum of three (3) class absences (per course) is permitted. Excessive absenteeism is defined as more than three (3) days of missed classroom instruction.

8. All scheduled NSL and clinical attendance are mandatory. MISSED CLINICAL OR LAB EXPERIENCE MUST BE MADE UP. Clinical/lab absence in excess of 10% of the scheduled time may result in dismissal from the program. Decisions regarding dismal
due to excessive absence will be made at the discretion of the Program Director with faculty input.

**Note:** Missed clinical hours are not made up on an hour per hour basis. At faculty discretion, alternate activities may be planned according to course objectives and planned outcomes. Make up clinical rotations are not guaranteed. Clinical hours are extremely limited and not available for some clinical rotations. An incomplete grade may be issued to students who fail to complete clinical, simulation, or lab course components. **Students must notify the clinical coordinator, Ms. Chambers, at achambers@virginiawestern.edu to schedule available makeup clinical hours the week of any clinical absence. Students must see lab or simulation instructors for makeup activities for approved absences.**

A student absent for more than 10% of his/her clinical hours who is in good clinical standing but has NOT passed the theory component of the nursing course will receive the theory grade earned, therefore will not have successfully completed the course. Course failure will result in dismissal from the program. The AAS Nursing Program’s absence policy exceeds that of Virginia Western Community College, which may be viewed at:

https://virginiawestern.edu/about/policies/I-47.php

**Tardiness**

Tardiness is not acceptable. Doors will be locked at the start of class and no one will be admitted until break. You are responsible for any missed lecture material. The number of times a student is tardy is counted in the total number of days absent. **Tardiness three times will count as one absence.** A tardy is assessed for any lateness following the scheduled beginning of class, lab, or clinical. Tardiness to clinical may result in dismissal from the clinical setting and an unexcused clinical absence. Students should notify their clinical instructor immediately if
lateness appears imminent due to unforeseen circumstances. It is the discretion of the clinical instructor to allow a student to participate in the clinical experience based on patient assignments, preconference requirements, and clinical report.

Test Review Policy

Test reviews will be in group format. Test reviews will be conducted at a date/time of the faculty member’s choice and communicated to all students via Blackboard or email announcement. Individual reviews may be scheduled during posted faculty hours. Any student who makes below 80% on a test is encouraged to meet with faculty for individual review. Students may make arrangements with the instructor to individually review a test up to the time of the next administered test. After that time, the test will be filed and unavailable for review.

Kaplan Focused Review/Integrated Tests

Students will be required to complete Kaplan Focus Review Tests and Integrated Tests each semester. Focused Review tests can be taken at home or at the student’s convenience by the assigned course deadline. Integrated Tests are scheduled by the nursing program and are proctored in computer labs on campus. All Integrated Tests are scheduled outside of classroom, lab, and clinical experiences.

These tests are mandatory for successful completion of nursing courses. Failure to complete all tests and remediation will result in an incomplete (I) course grade and the student will not be allowed to graduate or progress in the program (no exceptions will be made). Test due dates will be as outlined in the class schedule, or through Blackboard, or through classroom announcement. Remediation is mandatory for Integrated Tests. Students scoring below benchmark are required to complete a minimum of 30 minutes of remediation.
Students must attend the weeklong Kaplan review seminar held at Virginia Western at the end of 4th semester. The schedule for the Kaplan review seminar will be posted in syllabi for 4th semester courses. Attendance is mandatory. The Kaplan review course identifies student’s readiness for NCLEX-RN and identifies areas of content weakness requiring additional study.

**APA documentation**

The APA citation system is the expected documentation system for all papers and written assignments in the Nursing Program. The Writing Center in Brown Library can provide information and assistance regarding APA citations.

Students are reminded that not all internet material/sites are acceptable as professional references. Students are encouraged to see faculty for questions regarding documentation for specific assignments.

**Social Media Policy**

Audio tape recording of lecture is acceptable. Reproduction and/or distribution of recorded lecture via social media of any kind is prohibited. The use of social media is prohibited in campus classroom, labs, and clinical. In addition, students are prohibited from use of any patient/client, clinical agency, or Virginia Western information, data, or images in any social media. Social media includes, but is not limited to: Facebook, Twitter, Snapchat, YouTube, Instagram, Myspace, etc. Students are required to maintain confidentiality and privacy laws. Failure to abide by policy and laws may result in termination from the program, and/or legal liability. The AAS Nursing Program subscribes to NCSBN and VBON guidance regarding social media. Students are responsible to review and follow information in both links provided:

https://www.ncsbn.org/NCSBN_SocialMedia.pdf  (NCSBN)

https://www.dhp.virginia.gov/nursing/guidelines/90-48_SocialMedia.doc  (VBON)
**Grievance Policy and Procedure**

The purpose of the student grievance policy and procedure is to provide an equitable and orderly process to resolve grievances. A grievance is a difference or dispute between a student and a college employee regarding the following:

- Grade dispute
- Final grade appeal
- Issue with an instructor or staff member
- Issue with a class
- Issue with a college procedure

Students are expected to follow the chain of command as defined in the grievance policy. To maintain good relationships, grievances should be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. Informal resolution of grievances should be pursued whenever possible.

The Virginia Western Grievance Policy is located at [https://www.virginiawestern.edu/about/policies/I-19.php](https://www.virginiawestern.edu/about/policies/I-19.php).

**Student Conduct**

Stealing and cheating, including plagiarism, will not be tolerated and are grounds for dismissal. Students are required to read and adhere to the Virginia Western AAS Nursing Program honor statement:

“I will not participate in any form of academic dishonesty. I understand that academic dishonesty includes verbal or written acts of plagiarism, cheating, stealing, or deception. I also understand that as a member of the AAS Nursing Program and the Virginia Western community that it is my responsibility to report any and all acts of academic dishonesty by others or myself.”
If called to a hearing, I will report and provide the required information to the best of my ability. I understand that participation in or failure to report academic dishonesty of which I have knowledge will result in my dismissal from the AAS Nursing Program.

The AAS Nursing Program’s student conduct policy exceeds that of Virginia Western Community College. The Virginia Western Student Conduct Policy is available at http://www.virginiawestern.edu/about/policies/I-21.php.

**Expected Qualities for Success**

The following lists of abilities/qualities, with or without reasonable accommodation, are necessary for success in the Nursing Program. Reasonable accommodation is a modification or adjustment that enables an otherwise qualified individual with a disability to have the opportunity to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly situated individual without a disability. A reasonable accommodation is defined on a case-by-case basis and must take into consideration:

- specific abilities and functional limitations of the individual
- specific functional requirements of the nursing program

Reasonable accommodations are directed toward providing an equal educational and/or employment opportunity for the disabled individual while providing for the safety of the individual, patient, and agency staff.

**Physical Functioning**

- Tolerate sitting, standing, bending, reaching, stooping, and walking for long periods of time
• Lift, carry, push, pull, or support objects, extremities or persons: i.e., during ambulation, transferring from bed to chair, turning, moving and lifting patients in bed, supporting arms or legs

• During treatments or procedures and lifting children onto chairs, beds, scales or examining tables. (50 – 100 lbs. occasionally, 25 – 50 lbs. frequently and 10 – 25 lbs. constantly).

• Moving efficiently enough to meet the needs of several patients in a timely fashion.

• Demonstrate motor coordination and manual dexterity required to handle and operate equipment (i.e., wheelchairs, beds, IV pumps, blood pressure cuffs, computer keyboard, syringes), open packages and perform procedures.

• Accurately hear physiological and environmental sounds, i.e., lung sounds, heart rate, blood pressure, bowel sounds, infusion pump alarms, etc.

• Accurately distinguish colors, odors, body language and body alignment, i.e., skin color, drainage, nonverbal communication, and position of a person.

• Maintain optimal physical well-being.

**Cognitive Skills**

• Accurately calculate basic algebraic equations required to determine exact medication dosages, solutions, IV drop rates and IV flow rates.

• Collect and interpret data for purposes of planning and evaluation of patient care.

• Accurately and efficiently interpret and communicate information in English, both written and spoken. For example:
  
  ○ responding to physician’s orders;
○ reading and recording information;
○ directing assistive staff.

- Organize, prioritize and plan work in a logical sequence.

**Psycho/Social Skills**

- Cope effectively while working in a stressful environment using patience, tact and flexibility.
- Communicate therapeutically and effectively with others.
- Respect persons of diverse cultural, religious and ethnic backgrounds.
- Demonstrate caring, empathy, accountability, honesty, and a neat, clean professional appearance.
- Maintain an alert level of consciousness and orientation to time, place and person at all times.
- Maintain optimal mental well-being

**Criminal History and Sex Offender Background checks**

Per agreements with clinical affiliates, all AAS Nursing Program students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Check prior to beginning the AAS Nursing Program and semi annually or annually thereafter. The student will pay the fee for the background check directly to the approved vendor. AAS Nursing students are personally responsible for completing the required background check. If the student feels a positive finding on a background check was in error, it is the student’s responsibility to resolve this issue with the vendor.
The Program Director will review all positive findings on background checks and will determine whether the student will be able to enter or remain in the program. Criminal offenses may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes.

If there are new criminal charges pending against a student while enrolled in the AAS Nursing Program, the student is responsible for reporting these to the Program Director immediately. Due to clinical affiliation agreements, pending charges may interfere with the student’s ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student’s enrollment in the AAS Nursing Program, the student will be dismissed from the program immediately.

**Drug Screening**

Clinical site affiliations require that students submit to a urine drug screen. The student is responsible for paying the approved vendor for the drug screening. Drug screen issues (positive screens) must be resolved between the student and vendor. If the issue remains unresolved, the student is dismissed from the program. The student may reapply for admission to the program in future admission cycles.

*Note:* Any student failing to complete required program/clinical documentation for admission, return, or progression to next semester will be ineligible to attend clinical. Failure to attend clinical may result in course failure and dismissal from the nursing program. It is the student’s responsibility to adhere to posted deadlines for all clinical requirements to maintain placement in the program. Frequency of drug screening is determined by the clinical affiliates and may be annual, prior to each semester, or random.
Add/drop Courses

Students are advised to confer with the course instructor, faculty advisor, or program director before adding, dropping, or withdrawing from any course while enrolled in AAS Nursing Program. Students who drop or withdraw from any course are advised to complete an exit interview with their faculty advisor and/or program director. If a student withdraws from all nursing (NUR) courses, he/she will not retain a seat within the AAS Nursing Program. Mitigating circumstances will be reviewed with the Program Director on an individual basis to discuss student eligibility to return to the program.

Students receiving financial aid are strongly advised to meet with a financial aid officer prior to requesting a withdrawal to determine the impact this may have on future aid eligibility.

Course Failure

A student failing to attain a grade of “C” or better in a core nursing course (NUR 111; 112; 135; 211; 212; 226; 230; 245; 246; 247) may repeat the nursing course once. If a student fails to obtain a grade of “C” or better in any nursing course throughout the program, he/she will not progress to the next semester.

A student who has been dropped from the program because of a failing grade in a Natural Science course may apply for readmission after the course has been completed successfully (C or better.)
**Exit Interview**

Every student leaving the program for any reason is expected to schedule an exit interview with the Program Director or nursing faculty advisor.

**Tuition Refund**

Students enrolled in the AAS Nursing Program are subject to Virginia Western’s policy on tuition refunds. The college’s policy can be viewed at [http://www.virginiawestern.edu/about/policies/1-17.php](http://www.virginiawestern.edu/about/policies/1-17.php)

**Readmission Procedure**

The student who fails a nursing course must submit a written request for readmission. Requests must be made to the Nursing Program Director by October 1st for consideration for the following spring semester and by March 1st for the following fall semester. A student is eligible to reapply to the program only once. **Readmission must be achieved within 12 months of initial program failure.**

Evaluation for re-admission will use but not be limited to the following criteria:

1. Personal letter to the Program Director that includes:
   a. A detailed explanation as to why the student failed or withdrew.
   b. An explanation of the steps the student has taken to change the situation
   c. A thoughtful, reasoned plan for success
   d. Justification for readmission

2. Current overall GPA. **GPA of 2.5 or greater is required for readmission.**

3. Review of previous clinical/ academic performance
4. Faculty admission committee evaluation of the likelihood of the applicant’s successful performance

5. Class space and availability

Students who drop a course must also request readmission by the same deadlines. If a student drops a course after the eighth (8th) week of the semester with a failing grade, it will be considered a course failure. The Program Director will notify the student in writing by either letter or e-mail of the decision prior to the registration period for the applicable semester. If the student is denied readmission to the program and wishes to further address this issue, an appeal in writing must be submitted within ten days to the Dean of Health Professions. If readmission is approved, criteria to be met prior to readmission will be outlined in the acceptance letter. Any student readmitted must pass the nursing course(s) previously failed on the second attempt.

Additional Readmission Requirements: NUR 116 Remediation Course

Students not re-enrolled in a NUR 111, NUR 112, NUR 211, NUR 212 will be required to enroll in NUR 116, a remediation course that consists of 2 credits (90 hours) of med/surg clinical. Clinical objectives and student evaluations mirror corresponding med/surg courses occurring the same semester. Students receiving financial aid are advised to meet with financial aid advisors regarding remediation course eligibility for financial aid coverage.

All readmitted students will be required to demonstrate nursing skill competency prior to attendance in clinical as evidence by an updated faculty signed skills list. Students will meet with lab instructors to practice, remediate, and demonstrate competency of required skills prior to clinical. All clinical readiness documentation must be up to date and deadlines for submission of clinical requirements must be met to be eligible for clinical for NUR 116. Students must pass NUR 116 to progress in the program. Adherence to all clinical and attendance policies of the
nursing program, satisfactory performance on all clinical evaluations, and demonstrated competency on updated skills list determine a passing grade. Failure in NUR 116 will result in dismissal from the nursing program without opportunity for readmission.

All returning students must complete required Kaplan focus reviews, integrated tests and required remediation as scheduled for each semester. Students will be notified of required Kaplan exams via Blackboard and email announcement in NUR 116. Failure to complete any Kaplan focus review, integrated tests, or remediation will result in an incomplete (I) for NUR 116 and the student will not be able to progress to the next semester or to graduate from the program.

Communication

Communication between peers, faculty, patients, families, staff, clinical partners, and others must demonstrate courtesy and respect. Slang, vulgar terms, curse words, or rude, aggressive, or abusive speech is not permitted.

Students must use their Virginia Western student email address to contact faculty. Faculty are also available through office hour appointments and office phone numbers. Students receive communication through student email, Blackboard announcements and Blackboard course files. Students are encouraged to check email/ Blackboard daily for information. Students are responsible for all information communicated through Blackboard and email.

Faculty will respond to phone calls or email communication within 48 hours. Requests after 5pm on Friday will be addressed on the following Monday by 5pm. Requests over a holiday will be addressed within 48 hours following the holiday.
**Name/Address or Phone Number Change**

A student who has name, address, email or phone number changes must notify the Administrative Assistant for Nursing, Ms. Anita Firebaugh, at afirebaugh@virginiawestern.edu, or 540-857-6539.

**Faculty Office Hours**

Faculty maintain weekly office hours. Students are encouraged to utilize faculty office hours for assistance with course requirements and academic advising. Faculty post office hours outside of campus offices, in Blackboard, and on course syllabi.

**Student-Faculty Advising**

Each student will be assigned to a nursing faculty advisor for academic assistance. Students must meet with their assigned faculty advisor at least one time per semester and more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty.

The focus of the advising program is on enhancing student success. Each student will complete an advising worksheet prior to the scheduled meeting with their advisor. The student will bring the advising worksheet as well as unofficial copy of transcripts (if requested by advisor) to facilitate the advising session.

**Inclement Weather**

As inclement weather creates situations when the college finds it necessary to make adjustments in its class schedules and normal operating hours, it is important to understand the announcements made on local radio/television stations. Announcements will also be posted on the college's telephone information system at **857-VWCC (8922)** and the website
at [http://www.virginiawestern.edu](http://www.virginiawestern.edu). However, it is strongly suggested that you pay greater attention to the announcements made through radio and television outlets as the phone system and the website may, at times, be delayed in making the information available.

An excellent method to directly receive office closing notifications is through the VW Mass Notification System. This is the text messaging system installed as part of the VWCC Emergency Alert System. If you have not already done so, enroll in the **VW Mass Notification System** right away to receive the text message alerts regarding college closings and other emergency alerts. These alerts may also be sent to your work and/or home computers. You may enroll in the **VW Mass Notification System** at [https://alert.virginiawestern.edu](https://alert.virginiawestern.edu).

Inclement weather postings as well as delayed opening schedules are found at [https://www.virginiawestern.edu/about/inclementweather.php](https://www.virginiawestern.edu/about/inclementweather.php).

**Clinical During Inclement Weather**

If the College is closed or on a delayed schedule there will be no clinical activities. If students are unable to attend clinical, follow the appropriate notification procedures described in the AASN Program attendance policy.

**Recommendation/ References Requests**

Students may request letters of recommendation including references for jobs, program admissions, or scholarships from faculty members. It is the discretion of faculty to honor the request. All students making a request must comply with college student release of information requirement and submit the following available at:

[https://www.virginiawestern.edu/records/docs/informationReleaseForm.pdf](https://www.virginiawestern.edu/records/docs/informationReleaseForm.pdf)
Faculty may require additional information in order to provide an effective reference/letter. This may include, but is not limited to, a current resume, work history, or prospective employer information. See faculty member for specific requirements.

**Gifts**

It is inappropriate to accept gratuities or gifts from patients/clients. It is recommended that students not present gifts to faculty members.

**Health Insurance/Injury**

Evaluation and/or treatment of injury or illness related to clinical or classroom experience is the responsibility of the student. It is recommended that each student carry health insurance in case of an injury or illness while in the classroom or clinical facility.

**Professional Liability Coverage**

Virginia Community College System (VCCS) provides liability coverage for each student up to $2,000,000 per claim. Students wishing additional liability insurance may purchase on their own.

**Professionalism**

Nursing students are representatives of Virginia Western, the AAS Nursing Program, and the nursing profession. Students are expected to portray the highest levels of professional and ethical behavior.

Expectations of professional behavior include but are not limited to the following areas:

Communication between peers, faculty, patients, families, staff, clinical partners, etc. must demonstrate courteous and respectful discourse. Slang, vulgar, rude, curse words, and aggressive or abusive speech are prohibited. Students should address faculty by their last names using their proper title.
Arriving on time and prepared for classroom, labs, and clinical experiences demonstrates professional behavior. This includes taking exams as scheduled, completing assignments on time, and meeting commitments to maintain clinical readiness. Adhering to the program’s dress code includes maintaining a neat and clean appearance. Students must remain free of the influence of alcohol, drugs, or other substances that impair judgment and critical thinking. Random drug testing at the student’s expense may be required. Students must refrain from smoking while in the AAS Nursing Program uniform. This includes use of any tobacco products including smoke/ smokeless e-cigarettes and vaping.

Students are responsible and accountable for their actions at all times. This includes taking responsibility for mistakes. Incidences that potentially jeopardize client/ patient safety, and/or lapses in unprofessional behavior will require completion of the Virginia Western Event Report and/or Incident Report. The report will be filled out by the student and instructor and given to the Program Director within 24 hours. The Program Director may request a conference with the student and/or faculty. Documentation by referenced forms will become part of the student’s record.

Any behavior that compromises patient health or safety, college or AAS Nursing Program reputation, clinical partnerships, or the nursing profession, are grounds for dismissal from the program.
Clinical, NSL, Simulation Lab Policies and Requirements

Clinical Rotations

Students will be assigned to clinical agencies on a rotating basis, which may involve both day, evening and weekend clinical experiences. Transportation to the clinical facilities is the responsibility of each student. NOTE: Use of cellphones, during clinical experiences is prohibited unless instructed by Clinical Instructor. No cell phone use in patient care areas is allowed at any time.

Students are prohibited from contacting patients/staff/administrators at any affiliated clinical facilities in relation to the clinical experience without permission of the clinical instructor. Failure to comply with the above mandate may result in clinical failure and program dismissal.

All clinical assignments must be completed by the due dates established by the faculty. Failure to complete clinical assignments may affect the student ability to meet course objectives and may result in course failure. In order to pass the clinical and the course, clinical assignments MUST earn an 80% average or higher. Students will receive feedback from the instructor when an unsatisfactory (grade <80%) assignment is returned. If a student earns less than satisfactory on a clinical assignment, the student will have 3 days after meeting with the faculty to re-do the assignment and resubmit for grading. *In order to pass a course, the student must pass both the classroom portion and the clinical portion with an 80% or better.*
Clinical Evaluation

Clinical performance evaluation is an integral component of the educational process designed to assist students in meeting the roles of the associate degree nurse. Clinical behaviors are those aspects of nursing care, which are crucial to the client's physical and emotional well-being of the patient. Each nursing course has expected clinical performances identified. The clinical instructor uses the clinical evaluation tool designed for each specific course to evaluate a student clinically during each clinical rotation. Satisfactory clinical performance (in both clinical performance and written work) is an important component of nursing practice. The Clinical Evaluation objectives are to:

1. Determine whether the student has sufficient knowledge for the established level of practice.
2. Determine whether the student is performing care, treatments and, procedures effectively and safely.
3. Provide feedback to encourage behavior associated with professional nursing practice.

For courses with more than one clinical rotation, students must pass each clinical experience of the semester.

Clinical Remediation

The purpose of clinical remediation is to officially inform the student of unsatisfactory clinical performance that places him/her in danger of failing clinically and to develop a plan for student success.
Students who are having difficulty achieving satisfactory clinical behaviors may require clinical remediation. The purpose of remediation is to provide the student with concentrated instruction and practice time in order to improve clinical skills/behavior to a satisfactory level. The clinical instructor and student will develop a plan to improve behaviors and skills that are below expectations. The plan will include a timeframe in which the remediation must be completed.

**Post Exposure Management Procedure-Clinical**

In the event of a needle-stick/exposure to body fluids in the clinical, NSL, or simulation, the facility’s post-exposure procedure will be followed. The exposure must be reported to the Program Director and clinical affiliates where exposure occurred per facility policy. A VWCC incident report must be completed. The clinical faculty will notify the Program Director of the occurrence immediately.

**Event Reporting**

Any unusual occurrence that jeopardizes safety or has the potential to result in harm to students, faculty, clinical partners, or patients, requires documentation via an incident report. Instructors and students work together to document the incident. All events must be reported to the Program Director for follow up.

**Clinical Requirement- Student health file (updated July ’17)**

The following must be maintained in every student’s health file and must be submitted by the posted deadline before the start of each semester or students will be withdrawn from the
program. Failure to keep updated requirements prevents students from clinical attendance and may result in dismissal from the program.

- A physical examination within the specified time period
- Tuberculin Skin Test (TST) two step, or chest x-ray (CXR)
  - It is your responsibility to keep your TST current throughout the program and to submit verification to the nursing program office (annual verification is required)
- 2 MMR vaccinations and Measles, Mumps, and Rubella positive titers, or 3 MMR vaccinations.
  - Chickenpox/Varicella titer demonstrating immunity or vaccination.
  - Tetanus titer or verification of previous immunization within the past ten years
  - Hepatitis B vaccination series, or titer demonstrating immunity, or declination form.
- Criminal background check and urine drug screen annually or as frequently as required by clinical contracts.
- Current American Heart Association Healthcare Provider CPR certification
- It is your responsibility to keep your CPR current throughout the program and to submit verification to the Nursing Program office.
- If your CPR lapses at any point during the program you will not be allowed to attend clinical rotation until recertified, and may be in danger of dismissal from the nursing program.
- Current LPN license from the Commonwealth of Virginia, if applicable
Please note that an Influenza (Flu) vaccination is required each fall season as mandated by clinical facilities. If declination is offered, students must wear a facemask during flu season while in the clinical setting.

**Nursing Skills Lab (NSL), and Simulation Lab**

Nursing skills lab and simulation lab offer student “hands-on” experience and the opportunity to practice and apply knowledge gained in classroom instruction. Both labs support student acquisition of critical thinking skills necessary for clinical practice. The labs consist of demonstrations, discussion, practice time and simulated experiences.

**Lab Guidelines for NSL and Simulation**

- Bring skills check off list, nursing skills tote and lab skills book to NSL each week
- Simulation lab requires students to bring clinical hours documentation form.
- No food in lab. Covered drinks are permitted.
- NO CHILDREN will be allowed in Skills/Simulation Lab
- No cell phone use in lab unless directed by faculty
- Students are expected to show respect to faculty, fellow students, and equipment at all times.
- No materials are to be removed from the Skills/Simulation Lab
- Preparation for Skills/Simulation Lab is essential. Students are expected to thoroughly review any assigned materials (skills guidelines/checklists; homework
assignments, videos, etc.) prior to attending Skills/Simulation Lab and performing skills check-off.

- Review the NUR 111, NUR 211 (Fall) NUR 112 NUR 212 (Spring) course syllabi for due dates and late assignment policies.

- Manikins: **DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT DIRECTION OF THE FACULTY.**

- **DO NOT** use betadine on manikins. Use lubricant spray for tubes if directed by faculty.

- Use tape **sparingly** on the manikins. Use **beds** for practice and testing purposes only.

- Individuals serving as patients are to remove their shoes when lying on the beds.

- Report any malfunctioning, unsafe, or damaged equipment to faculty.

- If you are aware that you have a **latex allergy, or suspect** that you do, it is your responsibility to notify the faculty.

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**Clinical Skills Check-Off**

- Students will refer to the lab schedule for skills check off/simulation experiences.

- Students will practice skills during assigned time in the skills lab prior to formal check-off. It is also advised that students practice skills in the practice lab and at home.

- Formal skills check off will be conducted during scheduled lab time by nursing faculty. Students are expected to be prepared and professional during skills check-off.
• Students will have one attempt to complete the assigned skill successfully. If the student fails to correctly perform the skill, then the student must meet with faculty for remediation. Remediation sessions must be scheduled within one week of failure. Sessions will be held with the faculty to provide the student the opportunity to successfully perform the skill. Failure to pass assigned skills following remediation will result in a student inability to perform identified skills in clinical. This may result in clinical failure and dismissal from the program.

Skills Lab Grade

The skills lab grade is part of the overall grade in NUR 111 & NUR 112. See course syllabi.

Skills Lab Final

The skills lab final will consist of pertinent skills to be performed by the student. These skills may be from any semester prior to the final. Each student will have one (1) attempt to complete each skill in the end of semester final checkoff. Any failure to successfully perform a skill will result in mandatory remediation. The student must successfully complete the skill on second attempt. Grades will be recorded in NUR 111 or NUR 112 per syllabi.

Policy for Use of Nursing Supply Kit

Students are required to purchase a Nursing Supply Kit (Nursing Tote) at the beginning of the first year. Some items in the kit are to remain in the NSL at all times. These items include, but may not be limited to:

• Syringes
- Needles
- Vials
- Ampules
- IV Fluids and Equipment
- Sample Medications

The nursing supplies will allow for practice in the practice lab, home, or supplement NSL and will promote proficiency in performing nursing skills in the clinical area.

When not in use, medication administration items will be stored in a secured area. Medication administration supplies will be discarded after use in biohazard containers as directed by faculty.

Nursing supply kits are not for human use and are practice supplies only. Misuse of the nursing supply kits is deemed an unprofessional behavior and is subject to review and/or dismissal.

**Simulation Lab**

Due to video recording in simulation for debriefing exercises, students will sign a consent for videotaping and confidentiality. A post evaluation is obtained after each simulation session. All lab/clinical guidelines apply to the simulated learning events.

**Clinical, NSL, Simulation Lab Dress Code**

- Female student uniform includes clean, non-wrinkled uniform, full white socks covering the ankles, and clean white shoes. The uniform dress must be of an appropriate length, no higher than mid-knee and no lower than the ankle, and be worn with white
hosiery with no runs. Uniform pants must cover the ankles and be appropriately fitted to cover the back and buttocks upon bending and stooping. The uniform tops must fit loosely over the hips and buttocks; no undergarments such as t-shirts should be visible below the hem.

- Male student uniform includes clean, non-wrinkled, uniform, full white socks covering the ankles and clean white shoes. Uniform pants must be appropriately fitted to cover the back and buttocks upon bending and stooping.
- The Virginia Western Nursing patch is to be sewn two inches below the left shoulder seam on uniforms and lab coats.
- The VWCC student nurse identification with full legal name and title (VWCC Student Nurse) must be embroidered on all uniform tops. Lab coats may be embroidered or worn with visible name badge. School uniforms must be worn only in the associated facility and are worn in addition to the school name badge, not in place of.
- Students may wear a single layer under the uniform top to cover forearms. This single layer must be either be white or navy blue and be fitted through the forearms.
- When participating in any outside clinical activity, a white lab coat and Virginia Western Photo ID card must be worn over appropriate attire. Appropriate dress must be professional looking and include the Virginia Western badge. The following may not be worn in any clinical setting at any time: denim of any color or style; clinging pants (leggings or stirrup pants); see-through fabrics (except on arms); T-shirts; sweatshirts or sweatpants; shorts; skorts; cropped pants; capris pants; sundresses; low necklines; thin shoulder straps; backless shirts; baseball caps; tank tops; novelty clothing; any clothing with written messages, short lengths on skirts or dresses; open-toed shoes or sandals.
• A Virginia Western lab coat may be worn when not providing direct client care. Sweaters or other light jackets are not acceptable.

• Students may wear a plain wedding band and one pair of small, plain, post earrings (one per earlobe); no exceptions. Dangling or hoop earrings are not acceptable. No other jewelry is permissible. No other visible piercing are allowed in clinical. No tongue rings are allowed.

• **Tattoos are to be covered.** All body tattoos must be covered by clothing or other method.

• Makeup must be light and unobtrusive.

• Every student is responsible for wearing a *wristwatch with a second hand*.

• Hair must be clean, off the collar, and styled conservatively. No *unnatural* hair color is allowed.

• No hair ornaments are to be worn with the uniform. Plain barrettes and clips that match hair color may be worn. Hair should be secured off the collar and out of the face for the duration of clinical.

• Nails must be groomed, cut short and not extend beyond finger tips. Nail polish and artificial nails are not permitted.

• Perfume, cologne, or after-shave lotion must **not** be worn in the clinical area.

• No smoking, vaping, consumption of alcoholic beverages or use of any tobacco is permitted while wearing student uniform or lab coat in any location, including personal transportation. Students are not allowed to wear the Virginia Western uniform into any establishment that could be viewed as unacceptable (bars, clubs, etc.).
• When the uniform must be worn back to campus, the student is expected to abide by the above dress code.

• No chewing of gum is permitted in clinical, NSL or simulation experience.

• Students should be clean and well-groomed at all times. Males should be neatly shaven; if any facial hair is present, it must be neatly groomed. Facial hair growth may not interfere with requirements to don personal protective equipment such as face masks, N-9 masks, etc.

• Student must come to Clinical, NSL, and simulation dressed in full Virginia Western nursing uniform with monogram and name badge.

• Students who do not adhere to the dress code will be rated unsatisfactory for clinical that day and may be asked to leave the clinical site. An Individual Clinical Plan for remediation will be completed. Students who do not adhere to the dress code in lab may be asked to leave the lab and will receive an absence.

While wearing the nursing student uniform, students are expected to conduct themselves in a manner befitting the AASN program, college, and the profession of nursing. Professional behavior and communication are required at all times. Students must comply with all policies, practices, and standards as set forth in the college and nursing program handbooks. Students will be held accountable for their actions. Failure to comply will result in disciplinary action.

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health
information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patient and facility information obtained as a participant in these activities and will not disclose any personal, medical, or confidential information to third parties, family members or other students and other teachers.

Students are not to remove any confidential information from the clinical agency. Any patient data and/or clinical notes must be discarded in locked shred bins at clinical facilities.

Students are prohibited from contacting patients/ staff/ administrators at any affiliated clinical facilities in relation to the clinical experience without permission of the clinical instructor. Failure to comply with the above mandate may result in clinical failure and/ or program dismissal.

Penalties for HIPAA Violation

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to $250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution’s policy on HIPAA and privacy compliance. This is discussed at the following website: http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html. Students who breach client confidentiality may be dismissed from the program and subject to legal liability.
List of Common Abbreviations

AAS – Associate of Applied Science degree
AASN – Associate of Applied Science in Nursing
FERPA - Family Educational Rights and Privacy Act
HIPAA - Health Insurance Portability and Accountability Act
LPN – Licensed Practical Nurse
NCLEX-RN – National Council Licensure Exam for Registered Nurses
NSL – Nursing Skills Lab
RN – Registered Nurse
VBON – Virginia Board of Nursing, https://www.dhp.virginia.gov/nursing/
VCCS – Virginia Community College System
VWCC – Virginia Western Community College
Disclaimers and Acknowledgements

All enrolled students are subject to the current handbook. Contents of this handbook are subject to change. Any addendum(s) to the handbook, including revisions, updates, or additions to current policy will be communicated to students through face to face meetings, Blackboard announcements, email, and/or written communications. Students may be asked to sign a statement of receipt of any handbook changes.

Curriculum changes are anticipated in the AAS Nursing Program during Fall 2018 due to adoption of Concept Based Curriculum mandated by the Virginia Community College System. Transition to Concept Based Curriculum may impact progression of returning nursing students and students seeking advanced placement through the LPN bridge. Additional information about readmission requirements and impact to the LPN bridge will be forthcoming. Procedures surrounding readmission will be communicated to students as they become available.

The Nursing student handbook is provided as a general guide to understand academic and conduct expectations during your enrollment in the AAS Nursing Program at Virginia Western Community College. Information contained herein is not a substitute for academic advising. The college and nursing program reserve the right to make changes to any provision or requirements stated herein. This may include curriculum and procedural changes during a student’s enrollment or otherwise.
Nursing Student Handbook Signature Page

I have received, read, and agree to adhere to the nursing student handbook and will abide by the guideline, policies, requirements, etc. contained therein. My signature further acknowledges that many policies and requirements of the nursing program exceed student policies described by Virginia Western Community College.

_____________________________/________________________________/______________
Printed Name                     Signature                       Date
Handbook addendum: Clinical Evaluation and graded clinical work

All students will be evaluated for clinical performance using a midterm and final evaluation tool in NUR 111, NUR 112, NUR 211, NUR 212, NUR 115, NUR 116. Clinical performance evaluated in NUR 245, NUR 246, and NUR 247 will only receive a final evaluation due to the shorter clinical time associated with these clinical experiences.

Each tool evaluates student learning outcomes based on student levels 1-4. Students will also submit a self-evaluation midterm (if applicable) and final. Students must meet with their clinical instructors during post conference to review their evaluations and obtain signatures. Clinical evaluation tools are maintained as part of the student’s academic record. Clinical instructors will submit both the student’s self-evaluation and the instructor evaluation to course faculty through the program’s clinical coordinator Ms. Anita Chambers.

All clinical evaluations are graded on a pass/fail basis. A passing grade means a student has achieve a “satisfactory” (S) evaluation for each component on the evaluation tool by the final evaluation.

Students who receive “needs improvement” (NI) must meet with clinical faculty to discuss opportunities for improvement. Students who fail to make improvements following NI feedback may earn an “unsatisfactory” (U) evaluation. Students that receive “unsatisfactory” U during midterm evaluation must meet with clinical instructor, develop a written clinical remediation plan, and complete an ICP blue form. A copy of the remediation plan must be given to the clinical coordinator and course faculty must be notified within one week.

Failure to receive “satisfactory” (S) by the final evaluation results in a failing clinical grade and the student will not pass the course. This will affect academic progression and may result in termination for the program.

Students are required to submit clinical assignments for evaluation as directed by clinical faculty. All clinical assignments are graded on a pass/fail basis. Any student that receives an “unsatisfactory” (U) grade has 3 days to resubmit their assignment for regrading.

Note: The program will no long use 80% numerical grading for clinical assignments or clinical evaluation tools. Satisfactory evaluation in both clinical performance and clinical assignments is required to pass clinical and the corresponding course.

All other guidelines, policies and explanations in the handbook for clinical evaluation and grading remains in effect. See page 37-38 in the student handbook (2017-2018)