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Introduction

Welcome to the Bladen Community College (BCC) Nursing Program! You have chosen a dynamic time to enter, or to advance, your career in the nursing profession. The purpose of this Student Handbook is to provide important information regarding our program: curriculum, objectives, policies, procedures, and guidelines.

The Nursing Program is designed to prepare competent, caring, and adaptable nurses in a challenging, interactive learning environment. Strengths of the program include an emphasis on the role of the nurse, critical thinking, cultural diversity, evidence-based practice, interdisciplinary teamwork, and collaboration in the community. We believe that our program stands out from others because of our caring and competent faculty and staff and the individualized attention that you will receive at BCC.

Graduates of the program are eligible to apply to take the National Council Licensure Examination (NCLEX), which is required for practice as a Registered Nurse or Licensed Practical Nurse. Graduates will be able to provide independent, comprehensive nursing care to groups of clients throughout the lifespan, in a variety of healthcare settings, and will have heightened awareness of a rapidly changing global society and dimensions of health care. Employment opportunities include hospitals, extended care facilities, clinics, and physicians' offices.

We are delighted that you have chosen the Bladen Community College Nursing Program, and we wish you great success in achieving your goals in professional nursing.

Warmest Regards,

Your BCC Nursing Faculty

Nursing Program Approval Status

The Bladen Community College Associate Degree Nursing program and Practical Nursing program hold full approval status by the North Carolina Board of Nursing.

Nursing Program Accreditation Status

The Bladen Community College Associate Degree Nursing program and Practical Nursing program hold pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 800-669-1656. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

Nursing Program Philosophy

Mission

The Nursing Program supports the mission of the North Carolina Community College System and the mission of Bladen Community College. This philosophy is consistent with the mission and goals of Bladen Community College, which promote a commitment to diversity, well-being, the opportunity for life-long learning, and collaborative community enhancement. The philosophy of the Nursing Program is derived from statements about health, quality of life, achievement of potential, the individual, environment, nursing, nursing practice, and education of the nurse. Within this mission, the goal of nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life and achievement of potential for the individual.

The faculty is committed to providing accessible, high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of nursing.

The graduate of the Nursing Program at Bladen Community College is prepared to meet educational competencies in alignment with Southern Association of Colleges and Schools Commission on Colleges, North Carolina Board of Nursing, and National League for Nursing Commission for Nursing Education Accreditation. Upon completion, graduates will be eligible to take the National Council Licensure Examination (NCLEX).

Purpose

To fulfill its mission, the Nursing Program will:

1. Extend educational preparation and professional socialization consistent with professional nursing mandates, which promotes the development of competent, caring nurses who can assume a variety of roles in diverse structured health care settings.
2. Produce an open, interactive learning environment that promotes critical thinking, continuous personal and professional growth, and the foundation for life-long learning.
3. Prepare students with an integration of nursing concepts and clinical experiences that are based on liberal arts and biological sciences.

4. Prepare entry-level nurses capable of clinical judgment to provide collaborative nursing care for groups of diverse individuals with common health alterations in the context of a family and community.
5. Prepare students who are aware of, and adaptable to, the rapidly changing global society and dimensions of health care.

End-of-Program Student Learning Outcomes

Measurement of Student Learning Outcomes support the nursing program in the preparation of practice-ready graduates. Our nursing programs End-of-Program Student Learning Outcomes are based on the Quality and Safety Education for Nurses competencies:

<https://qsen.org/competencies/>.

Upon completion of the nursing program, graduates are prepared to incorporate the following competencies into entry-level practice:

QSEN Competency	Practical Nursing	Associate Degree Nursing
Patient Centered Care	Provide compassionate and competent care to promote the health, safety, and well-being of patients and families.	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.
Teamwork and Collaboration	Function competently within own scope of practice as a member of the healthcare team.	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
Evidence Based Practice	Implement evidence-based practice in the provision of individualized healthcare.	Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
Quality Improvement	Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care.	Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety	Demonstrate the effective use of strategies to reduce the risk of harm to self or others.	Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
Informatics	Incorporate information and technology within own scope of practice to support safe processes of care.	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Nursing Program Progression Policies

A nursing student must meet the following criteria to progress in the nursing programs:

1. All nursing courses in the curriculum must be completed in sequence, as outlined in the Bladen Community College catalog, before progressing to the next class. Applicants must remain in good academic standing for the entirety of the nursing program.
2. All non-nursing courses included in the nursing program of study must be completed with a grade of “C” or higher. A grade of “D” or “F” in any non-nursing course will result in dismissal from the nursing program.
3. All nursing courses have both a theory and clinical/laboratory component. Clinical/laboratory grades are either satisfactory ("S") or unsatisfactory ("U"). A student must achieve a "satisfactory" in the clinical/laboratory component and achieve a grade of "C" or higher in the theory component to progress to the next sequenced course. Grades are based on the following scale in all NUR (nursing) courses:

A = 93 – 100	B = 85 – 92	C = 80 – 84	D = 70 - 79	F = Below 70
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4. A mandatory dosage calculation test must be passed with a grade of 100% (maximum of three attempts) to progress in NUR 101 and NUR 111 successfully. Dosage calculation tests may be included in subsequent nursing courses to ensure continued competency.
5. Any student who is absent more than 10% of all scheduled contact hours in a nursing course will be dropped from that nursing course. Time absent will be calculated based on the scheduled meeting hours for that day, per the course syllabus. A clinical absence may constitute alternate assignments designed to meet clinical objectives. However, completion of alternate assignments does not nullify hours missed.
6. Students with physical, psychological, or emotional health issues which indicate impairment in the ability to complete program requirements must communicate with faculty and the Director of Nursing to determine an appropriate course of action.

7. Class/Lab/Clinical Actions Plans are course or program specific. Action plans are subject to cumulative review throughout the program. Any student who demonstrates a pattern of unsatisfactory ("U") during the program will be reviewed by the nursing faculty review board for remedial and/or disciplinary action.
8. Falsification of documentation related to admission into the program or while enrolled in the nursing program will result in dismissal from the nursing program.
9. Criminal background check findings or a positive drug screen that results in dismissal from a clinical facility utilized by the nursing program will result in dismissal from the nursing program.
10. Any student who does not call and does not show up ("No call-no show") for a clinical assignment will be reviewed for dismissal from the nursing program.
11. Violation of the Bladen Community College Student Conduct policy may prevent progression in the nursing program.
12. Upon completion of the program, students must demonstrate readiness for NCLEX before receiving approval from Director of Nursing to apply for testing.

Additional Policies

Academic Advisement/Counseling

Students admitted to the Nursing Program are assigned to the Director of Nursing for advisement and registration.

Substance Abuse Testing

Criminal background checks and drug screenings are required by clinical sites for students prior to clinical experience. These screenings will be conducted at the student's expense by a professional and independent vendor approved by the college. Failure to achieve acceptable standards, as outlined by the agency, for these screenings will result in denial of clinical privileges. Successful completion of clinical is required for program completion; therefore, the student will be immediately dismissed from the program.

A student may also be asked to submit to an alcohol and/or drug screening if the nursing faculty, clinical instructor, or staff at a clinical facility where the student is assigned:

- a. Has reasonable cause to suspect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
- b. Perceives the odor of alcohol or other illegal substance and/or observes physical signs and/or behavior including, but not limited to, erratic behavior, slurred speech, unsteady gait, confusion, or inability to concentrate.

Any student suspected of being under the influence of alcohol or drugs will be removed from patient care immediately and accompanied to the employee health department of the clinical

facility. The student will be asked to submit to alcohol and/or drug testing according to the clinical facility's employee health policy. In the case that testing is not available in the clinical facility, alternate arrangements for testing will be made with a professional and independent vendor approved by the college. Any student who refuses to comply with testing will be withdrawn from all nursing courses and dismissed from the nursing program.

If the results of the drug screening test are positive and the student provides documentation of a prescription for the substance, the Director of Nursing and/or designee will consider the case in collaboration with the student and his/her health care provider.

If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Director of Nursing and/or designee will withdraw the student from all nursing courses and dismiss the student from the nursing program.

Nursing students who have concerns related to another student being under the influence of alcohol and/or drugs should notify the lead clinical faculty on site immediately. Failure to report or unwarranted reporting by a student will be reviewed for disciplinary action, up to dismissal.

Title IX Discrimination and Sexual Harassment/Violence Prevention

Bladen Community College is committed to providing a non-discriminatory and harassment-free environment for faculty, staff, students, and visitors at the college. Illegal discrimination is defined as any action or decision that interferes or denies a person employment or participation in any educational program/activity at the college based upon race, color, national origin, religion, sex/gender, age, disability, political affiliation. Sexual harassment, sexual assault, stalking, domestic violence, dating violence, or other forms of intimate partner violence are prohibited and considered to be forms of sex/gender-based discrimination. All members of this community are expected and instructed to conduct themselves to contribute to an atmosphere free of illegal discrimination, including sexual harassment or sexual violence.

Students with Disabilities

Students with special needs related to a diagnosed disability should contact the campus Disabilities Services Director.

Nursing Technical Standards for Admission, Continuation, Promotion & Graduation

Technical Standards are non-academic criteria used in the admission, promotion, continuation and graduation of students. Technical Standards are published discipline specific essentials critical for the safe and reasonable practice of Nursing. All applicants accepted into the Nursing Program must be able to meet the department's technical standards as outlined in the following pages.

Technical Standards are a concrete statement of the minimum physical, sensory/motor, communication, behavioral/social, mental/emotional, and environmental requirements for normal and safe professional function. They are intended to inform the prospective student/professional of the attributes, characteristics, and abilities essential to nursing practice. Professional competency is the summation of many cognitive, affective, and psychomotor skills. The Nursing Program has a moral and ethical responsibility to select, educate and certify competent and safe students and practitioners. Patient health and safety is the sole benchmark against which we measure all performance requirements, including the Technical Standards addressed in this document.

Technical Standards

- Exposure to hazardous material and pathogens (e.g., blood borne, contact, respiratory) requiring safety equipment such as masks, head coverings, glasses, rubber, and latex gloves, etc.
- Must be able to travel to and from training sites.
- Must be able to demonstrate appropriate observation and assessment nursing care skills. Reading charts, flow sheets, monitors, and thermometers. Assessment of patient skin color, pupils, wound healing. Drawing up and administering medications.
- Must be able to demonstrate the ability to monitor and assess health needs. Auscultation of blood pressure, breath sounds, heart sounds, bowel sounds. Hearing alarms, call bells, cries for help by clients and staff. Auditory ability to converse with clients, families and co-workers. Understanding mechanically reproduced voices such as on audiotape.
- Communication abilities sufficient for interaction with others in verbal and written form. Follow verbal and written instructions. Clearly communicate with other health care providers by appropriately documenting the nursing interventions provided and the clients' responses. Provide effective client teaching, consult with other health care providers in a professional manner.
- Ability to meet the physical demands of providing nursing care - lifting, moving, carrying, pushing and supporting clients, equipment and other objects independently without weight restrictions. Standing, bending, walking, and sitting while working directly with clients and co-workers and documenting care without weight-bearing restrictions. In addition to the physical capabilities required during the classroom and laboratory sessions, clinical education includes moving briskly between patient care areas, and meeting the mental and physical demands of 12-hour shifts on both day and night rotations.
- Tactile dexterity sufficient for physical assessment. Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertions of a catheter, giving injections.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care. Perform vital signs, CPR, physical assessment, use equipment, hanging IVs and tube feedings, drawing up and giving injections. Demonstrate the ability to document nursing interventions and patient care utilizing computer technology.

If you have a documented disability and require reasonable accommodations to meet the technical standards, please contact the campus Disabilities Services Director.

If an accommodation is necessary to participate in the Nursing Program, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Nursing Program, in consultation with the campus Disabilities Services Director, on a case-by-case basis utilizing the Nursing Program Technical Standards.

After admission to the Nursing Program, the student is responsible for notifying their nursing instructor of conditions that impact the student's ability to meet the Nursing Program Technical Standards. Any change in the student's ability to meet and/or perform the Nursing Program Technical Standards will require the student to provide appropriate documentation that they are able to again meet the Technical Standards once the condition has resolved.

Latex Allergy/Sensitivity

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. Guidelines have been established at Bladen Community College to provide information to nursing program applicants who have a documented latex allergy or sensitivity.

Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets
- Simulation mannequins and equipment

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a licensed healthcare provider for evaluation prior to enrollment in Bladen Community College nursing programs. All such evaluations are at the student's expense. The student is also responsible for reporting new symptoms of latex allergy/sensitivity while enrolled in the nursing programs. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic accommodation, the student must contact the campus Disabilities Services Director to provide documentation of recommendations from the licensed healthcare provider.

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during clinical education for a healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

To minimize the presence of latex in the campus lab facilities, the Nursing Department will provide latex-free gloves in nursing lab facilities. Should a clinical agency site not provide latex-free gloves, the Nursing Department will provide latex-free gloves for clinical use. Additionally, the Nursing Department is taking the following steps to minimize latex in its lab facilities: *1) replacement of all gloves in use by faculty and students with nitrile or vinyl gloves, and 2) future purchasing of latex-safe supplies and equipment whenever possible.*

As with all students in Bladen Community College nursing programs, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted.

Malpractice Insurance/Accident Insurance

Bladen Community College or the affiliating clinical agency will not be responsible for any illness or injury, which the student may incur during the scheduled clinical experience. All nursing students are required to carry malpractice and accident insurance purchased through Bladen Community College, as included in course fees.

Disclaimer: There are risks for exposure to contact, respiratory, bloodborne pathogens or accidents in this program. Please be aware that accident insurance is not a health care policy and will not cover all expenses involved in treatment. The accident policy purchased through your course fees is only a supplemental policy.

Transportation

Students must arrange and assume responsibility for their transportation to, from the college, and for all clinical experiences included in the program of study. Students should make transportation arrangements before entering the program, as excused absences will not be granted for transportation problems due to poor planning. Carpools are welcome but are the responsibility of the student to arrange.

Attendance

Students whose absences exceed 10 percent of all scheduled contact hours will be withdrawn from the course by the instructor for excessive absences. For classroom or lab absence, the student is encouraged to notify the instructor. Students are required to notify faculty concerning absence from a scheduled exam. It is the student's responsibility to arrange to make up for the missed exam. Makeup exams generally occur on or before the next scheduled class date. The format of the make-up exam may differ from the original test.

For clinical absence, the student is required to speak directly to the clinical instructor before the start of the clinical day. Text and email messages are not sufficient forms of notification. Students are to remain in the clinical unit to which they are assigned and to inform the clinical instructor before leaving the clinical area. In the focused client care experience, the student is to notify the clinical preceptor and nursing faculty of all absences.

The clinical instructor may ask the student to leave the clinical area under the following circumstances:

1. The student is unprepared to meet the clinical assignment.
2. The student has failed to follow the Professional Dress Code.
3. The student has failed to inform the instructor of his/her late arrival.
4. The student demonstrates behavior, which is deemed unprofessional or conflicts with patient safety.

A clinical absence may constitute alternate assignments designed to meet clinical objectives. However, completion of alternate assignments does not nullify hours missed.

Academic Honesty

The Nursing Programs adhere to the Bladen Community College policy regarding Academic Honesty. Students, who violate the academic honesty policy, either directly or indirectly, are immediately responsible to the instructor of the course. The instructor has the authority to assign an "F" or a "zero" for the assignment or examination and to assign an "F" in the course.

WARNING! Sharing one's electronic signature (username/password) with another individual is an act of academic dishonesty.

Exams

1. Nursing instructors determine exam schedules.
2. At least one proctor will be present during all exams.
3. Students will be allowed approximately one and a half minutes for each test item on instructor-created exams. Allowed time for publisher-based proctored exams will follow publisher recommendations and will be communicated to students prior to the start of exam.
4. Students testing in a virtual environment will be required to utilize two devices connected to internet service; one device to utilize testing software and one device to allow virtual proctoring during the testing session.
5. Once an exam begins, a student may only leave the testing environment with the instructor's permission.
6. A student may view his/her graded exam in a supervised individual review session, which has been arranged with a nursing instructor.
7. Quizzes will be incorporated into select nursing courses and will be graded according to specific guidelines included in the course syllabus.
8. All course requirements and assignments must be completed before student sitting for the final exam.

Testing Package

All students enrolled in the program are required to complete a set of standardized tests throughout each semester to measure mastery of content, and a review course at the end of the program, to prepare for the NCLEX. The information from these tests is utilized to evaluate and improve the program and to provide suggestions for student remediation. These tests may also be utilized as a component of the course grade. A student fee is charged each semester for these resources.

Student Grievance Policy

The Nursing Program follows the Bladen Community College Grievance Policy as outlined in Bladen Community College Catalog.

Student Records

Students are responsible for maintaining a correct name, address, and telephone number with Student Services.

Students are responsible for submitting the following documentation upon admission:

1. Current health history and physical exam results on the Student Medical Form.
2. Immunization or titer records (MMR, Varicella, TDAP, Influenza, COVID)
3. Current annual TB skin screening/testing (and record of treatment if applicable)
4. Documentation of Hepatitis B vaccinations (series of 3) or Hepatitis B Declination Form
5. American Heart Association (Healthcare Provider/Basic Life Support) CPR card.
6. Signed Handbook Statements
7. Demographic Information Sheet

Student Clinical Requirements

Bladen Community College (BCC) complies with the Higher Education Act by disclosing that the College is exempt from requiring students to provide certification of immunization for admission as noted in NC General statute 130A-155.1. e.1. However, students enrolled in selected programs may be required to submit proof of current immunizations to enter partnering clinical facilities to complete clinical objectives.

Each nursing course includes clinical objectives that require students to practice in area clinical facilities. Clinical facilities require documentation of student immunizations, CPR certification, drug screening, and criminal background checks prior to admittance to the clinical setting. Clinical assignments are determined by availability of clinical faculty, facility rules on number of students allowed on each unit, clinical objectives for each nursing course, and the North Carolina Board of Nursing education rules. It is required that students meet the clinical site requirements of all clinical sites utilized within the nursing program to ensure a diverse, comprehensive clinical experience. If a clinical site denies a student access to a clinical site based on noncompliance with facility requirements and/or drug screening results and/or criminal background results, the student will be unable to satisfactorily complete the clinical component of the enrolled nursing course(s). If a student is unable to satisfactorily complete a nursing course, the student will be unable to progress in the nursing program.

It is the student's responsibility to maintain current CPR certification and immunization records throughout the entirety of the nursing program. Examples of health immunizations that require annual renewal are TB/PPD screening/testing and influenza vaccination. CPR certification (American Heart Association HealthCare Provider or BLS Provider) must be obtained through a course that includes an observed skills practice component. Lapse in CPR certification and/or immunization records or failure to maintain current documentation on file with the nursing program will result in missed clinical hours and disciplinary action, which may include program dismissal.

Students are required to have a health physical prior to clinical experiences, utilizing the Student Medical Form. Included in this form is a request for an immunization record. The Student Medical Form must have a healthcare provider's signature that confirms that the immunization record is accurate. All items on the following list are required.

- Two (2) **MMR vaccines (Measles, Mumps, and Rubella)** or a titer (blood test) which indicates immunity to all three.
- Two (2) **Varicella** vaccines (Chicken Pox) or a titer (blood test) which indicates immunity. History of the disease alone is not acceptable to indicate immunity.
- Three (3) **Hepatitis B** vaccines or a titer (blood test) which indicates immunity.

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- One **Tetanus, Diphtheria, and Pertussis (Tdap)** within the last ten years.
- Documentation of “2-step” **Tuberculin (TB/PPD) skin test** within the last year.
- **Influenza** vaccine for the current or most recent influenza season.
- **COVID-19** vaccination series. The definition of fully vaccinated is currently evolving. Changes in clinical requirements will be communicated as they become available.

Laboratory

There are required laboratory components in selected courses within the program, which requires satisfactory performance of selected psychomotor skills. After a demonstration of a psychomotor skill, students are given time to practice and will need to demonstrate the performance of the selected skill within three attempts satisfactorily. Each skill must be completed successfully in the lab before it can be performed in the clinical setting. Failure to do so will result in an unsatisfactory grade.

All students are required to purchase a Nursing Skills Equipment Bag for the first semester of the program. Each student is responsible for his/her supplies to achieve all required skill competencies. Students are not allowed in the storage room, cabinets or drawers to obtain additional supplies for skills laboratory activities without instructor permission. Supplies and equipment for student practice and evaluation will be set up by instructors unless otherwise directed. Students are responsible for maintaining a clean, neat skills laboratory setting.

Dress Code Policy

The appropriate dress must be always worn, in which the student is functioning in the role of a student nurse. Personal cleanliness and appearance are essential to the image and character of the student nurse. Please be respectful of yourself and others.

Students are required to wear program-approved uniforms to all clinical assignments, including simulation lab activities unless otherwise notified. The uniform should not be worn when the student is not acting in the role of a BCC nursing student. Program approved uniform consists of:

1. Complete, unwrinkled, clean uniform in good repair.
2. Name pin worn on the left side of the uniform.
3. Clean white wipeable shoes and laces.
4. White stockings (no holes or runs), or white socks.
5. White shoes with no more than a one-inch heel, with enclosed heel and toe.
6. Undergarments should not be visible.
7. Tattoos should be covered according to clinical facility policy.
8. Cosmetics may be worn in moderation.
9. Jewelry is limited to a plain wedding band and one small stud, pierced earring per ear. No other body piercing jewelry may be worn. A non-decorative watch with a second hand is required.
10. Hair is to be worn neat, clean, off the uniform collar, and "controlled." Extreme hair fashions are not acceptable. Male students must have short hair, be clean-shaven or have neatly groomed mustache/beard.
11. Fingernails must be clean and not extend beyond fingertips. Nail polish and acrylic nails are not allowed.

Professional dress may be indicated in some clinical experiences. Denim, sweats, shorts (of any kind), sandals, revealing shirts/clothing, or another inappropriate dress is not allowed.

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The instructor will give a verbal warning for the first violation of the dress code. If a second violation occurs, the student will be sent home from the clinical area and receive an unsatisfactory for the day. If a third violation occurs, the student may face dismissal from the program.

Phone Use

Phones should not disrupt the learning environment in the class, lab, or clinical settings. Calls can be made during breaks or lunch. Phones are strictly prohibited in direct patient care settings.

Inclement Weather

The Nursing Program adheres to the decisions of Bladen Community College President or designee about cancellation or delay of classes due to inclement weather. Notification of cancellation or delay will be provided via BCC college website, approved social or local media.

Professional Conduct

The Nursing Program adheres to the policies regarding Student Rights and Standards of Student Conduct, which are published in the Bladen Community College Catalog.

Students are responsible for the proper completion of their academic program, for familiarity and observance of the College Catalog and Student Handbook, for maintaining the required grade point average, and knowing their academic status. Faculty advisors and counselors will work with the student, but final responsibility remains with the individual student.

Also, nursing students are expected to conduct themselves in a professional manner and as law-abiding members of the community. When addressing classmates, instructors, co-workers, patients, and family member in the classroom or clinical area, an appropriate title and surname are to be used unless agency policy indicates otherwise. A display of ill temper, bullying or incivility on the part of the nursing student is inexcusable in class, lab, or clinical, even under very stressful conditions or situations, and when displayed by others. The student must remain in control of his/her emotions, and the quality and tone of his/her voice should be quiet, pleasant, and assuring. Use of profane, obscene, or inappropriate language or behavior will not be permitted at any time. Students demonstrating behavior consistent with incivility or bullying may be dismissed from the nursing program.

Students posting in an online social network are held to the same standards of conduct and professionalism as outlined in any healthcare privacy act. Students are to maintain the confidentiality of patients' information, as well as always conduct themselves professionally. At no time should a student make derogatory comments or statements regarding patients, families, clinical staff, classmates, faculty, or Bladen Community College in the online environment. Students are reminded that what they do outside of the practice setting may affect how they are perceived professionally.

A student who does not adhere to the Policy on Professional Conduct will be asked to leave the class, lab, or clinical area and receive an "Unsatisfactory" for the day and may be reviewed for dismissal.

Bladen Community College Simulation Lab Policy and Procedures

Dress Code

Those working in or using the simulation lab are expected to always present a professional image while in the lab. Bladen Community College Simulation Lab (BCCSL) requires that students participating in planned simulation activities arrive in full Bladen Community College nursing program uniform accordance with the requirements of the dress code as stated in the Nursing Program Student Handbook (i.e., hair, nails, and jewelry).

Student Orientation

At the beginning of each semester, BCCSL faculty will provide a general student orientation as needed including tour, hours of operation, simulation lab-contact information, and use of space. Before each simulation event, BCCSL staff will provide students with an orientation to the simulation-learning environment, purpose, and use of equipment and explanation of roles/expectations using the simulation orientation checklist.

Open Lab

Open lab is one of the practice components provided to the BCC nursing students by the BCCSL. BCCSL faculty is available as a resource to guide and reinforce information/skills previously taught in the class, lab and clinical. Students have the option to request an open lab session by communicating with the BSSCL faculty in writing at least one week prior to the requested date.

All open lab hours are subject to change due to the availability of personnel and space. If open lab must be changed or canceled, email notifications are sent to the students as soon as possible. A "buddy system" is encouraged to provide students the opportunity to practice with a peer; therefore, students should sign up during the same time slot as their "buddy." If a student is unable to attend open lab after signing up, he or she should contact the BCCSL faculty.

Attendance by the students is voluntary and optional unless mandated by faculty for remediation activities. Failure to complete mandatory remediation for clinical objectives is grounds for dismissal from the program. Students are responsible to track and log their own time.

Confidentiality

The BCCSL is a nonthreatening and professional environment designed to be conducive to learning. Students are expected to behave professionally and maintain the confidentiality of the activities and performance of others while in the BCCSL. Participants are required to sign a confidentiality form stating that they will not discuss the performance of individuals or details of the training scenarios outside of the BCCSL. Pictures or video within the BCCSL is not permitted without prior permission from the BCCSL faculty. If images are taken of visitors in the BCCSL, completion of the BCC Authorization for Release of Photo/Video/Audio must be obtained and kept on file. Actual patient information is not used in the BCCSL. Patient scenarios/information are either developed internally or pulled from simulation education material to maintain compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Set up and Take Down of Rooms

The BCCSL faculty will complete room set-up for each course, with assistance as needed from course faculty, instructors, and students. The BCCSL must remain neat and clean in preparation for the next event. Faculty, instructors, and students should ensure the following:

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- Food and/or drinks are not permitted in the lab.
- Waste materials should be picked up and placed in trash containers.
- Chairs should be pushed in and organized.
- Training materials and supplies are to be organized on tables for BCCSL faculty to return to their appropriate storage areas.
- All used supplies are to be appropriately disposed of, at the direction of BCCSL faculty.
- Soiled linen is to be placed in the hamper. Clean linens that can be re-used should be refolded and returned to the linen cart.
- Manikins should be placed neatly in the bed. Any props placed on the manikin (i.e., tape, topical meds) should be removed or cleaned off.
- Beds should be placed back in the lowest position, lower side rails left down, curtains pulled back, bed linen straightened, and overhead light/lamp should be turned off.
- All beds must be remade after use. Bedside tables are cleaned and returned to each bed.
- Personal belongings (i.e., coats, phones, computers, and books) are not the responsibility of the BCCSL faculty). Students are encouraged to use the classrooms to store their belongings and personal items.
- Personal items left in the BCCSL are placed in the Allied Health Administrative Assistant's office at the end of the day. Students are encouraged to check with her the following day for lost items. Items left longer than one week are subject to be discarded, and the BCCSL faculty hold no responsibility for their replacement.

Quality Improvement Process / Evaluation

The BCCSL has a comprehensive Quality Improvement and Evaluation Plan that addresses four areas: program, course/scenario, student, and facilitator.

Each student evaluates the simulation program at the end of their course of study as part of the exit surveys. Questions on these surveys assess the overall simulation program and its effectiveness in promoting students' achievement of course and program outcomes, development of skills, and ability to relate classroom learning to practice.

Course faculty, facilitators, and BCCSL faculty evaluate the simulation experiences at the end of each event and semester. Questions on these surveys address whether the simulations enabled students to meet objectives, prioritize interventions, develop skills, and if they were valuable and high-quality learning experiences. Data from each of these surveys are reviewed collaboratively by facilitators, course faculty, and BCCSL faculty to revise the scenario or teaching modality as needed.

The evaluation of student learning and performance during simulation experiences and skills training is done to provide feedback to students for further education (formative). Results may be discussed with students at post-event debriefing meetings. Evaluation results may also be shared with various stakeholders by designated faculty. To maintain confidentiality, all student entered survey and evaluation data is reported in a de-identified manner to course faculty.

Psychological Safety of Students

The emotional well-being of students is a principal concern for the BCCSL. Transparent policies such as record access and confidentiality are in place to assure students of their privacy. Orientation to introduce the students to the simulation environment and equipment are provided at

the beginning of each course to alleviate the anxiety of participating in simulation-based education and are integrated into the curriculum development process. BCCSL faculty maintains constant vigilance for undoing emotional stress of learners participating in simulation-based programs and are aware of the potential vulnerabilities perceived by the participant. BCC course faculty and BCCSL faculty contact information is readily available for all participants who may have concerns. Evaluations routinely include questions specific to the debriefing process as a means of quality assurance that debriefings are perceived as non-threatening, objective, and protective of the confidentiality of all students.

Nursing Remediation Plans

Remediation Plan for Improving Academic Performance

Students who are failing to meet course outcomes and objectives with an unsuccessful grade (less than an 80 or unsatisfactory in clinical) or not meeting benchmarks on standardized testing may be required to initiate a Strategic Plan for Success (SPFS) (Appendix D).

Other issues such as, but not limited to, unpreparedness for clinical experience, unsafe clinical practice, deficits in the professional demeanor, and low numerical exam scores will be considered as justification for the initiation of an SPFS.

The SPFS will be specific to individualized student needs, and may include:

- Use of resources
- Focused practice in skill sets
- Testing remediation activities
- NCLEX review questions
- Other strategies to improve academic and clinical performance

Any student on an SPFS will be expected to document the completion of the SPFS activities before each unit test and submit via email to the nursing faculty. This process allows for an ongoing, accurate student self-reflection and evaluation of the student's progression.

Students on SPFS are encouraged to schedule a meeting with faculty during office hours to obtain feedback and clarify learning points as needed throughout the process.

Students on SPFS may be required to attend study sessions offered by the faculty.

Remediation Plan for Improving Clinical Performance

If a student's clinical performance is not progressing satisfactorily toward meeting the course objectives, the clinical faculty member will prepare a written remedial plan in collaboration with the lead faculty member. The plan will be presented to the student at a meeting to include student, lead faculty, and adjunct clinical faculty involved. The plan will define the specific area(s) of remediation, proposed learning options/methods, expected outcomes and a period for evaluation of student progress.

A copy of the plan will be retained by the full-time faculty and a copy placed in the student's file in the Nursing Department Office. Progress will be documented by the faculty and

communicated to the student. Adjunct clinical faculty is responsible for informing full-time faculty of the student's progress.

For students identified as requiring additional practice in the nursing laboratory, faculty will complete a Skill Lab Remediation form (Appendix E) and request a referral to the Lab Instructor.

Remediation Plan for Improving NCLEX Readiness

Following scheduled Nurse Think standardized exams:

1. Students will receive their Open Check or Benchmark exam scores via the Strengths and Opportunities Report.
2. Students will be required to complete a NurseThink Strengths and Opportunities Plan and submit to the instructor through a Moodle assignment link.
3. Students will identify remediation concepts on the Remediation Grid. Students may remediate for prescribed time using the CJSims, Conceptual Clinical Cases, the NCLEX Review Guide NurseThink Time, the NCLEX Review Guide chapter quizzes, the Online Quizzing, or other options as approved by the instructor.
4. Students will complete remediation activities by due dates established by the instructor.
5. All students will complete remediation, regardless of score achieved.

Nursing Program Action Plan

A Classroom/Lab/Clinical Action Plan may be initiated for any of the following reasons:

1. The student has demonstrated the inability to perform clinical or laboratory skills (core competencies) consistently and satisfactorily or using a method that is inconsistent with the principles of safe and effective nursing care.
2. The student cannot consistently function at the level as outlined in the Clinical Evaluation Tool and Course Syllabus.
3. The student demonstrates unprofessional or disruptive behaviors in the class, lab, or clinical setting.

When any one or combination of these circumstances exist, the instructor will schedule a conference with the student to:

1. Outline and review the behaviors that have been identified as unsatisfactory
2. Answer any questions the student may have and establish a goal.
3. Review recommended course of action to accomplish the goal.
4. Establish an acceptable time frame to meet the goal

5. Schedule meeting to evaluate completion of a goal and declare as met (S) or unmet (U). This agreement must be fulfilled satisfactorily to meet the objectives of the course.
6. Documentation is completed utilizing the Classroom/Lab/Clinical Action Plan form (Appendix A) and the Student-Faculty Conference Report form (Appendix B).

Nursing Faculty Review Board Guidelines

A nursing faculty review board may be convened when needed to review repetitive or singular egregious unsatisfactory performance by a student within the Bladen Community College nursing programs.

The objective of the nursing faculty review board is to ensure fair and equitable review of student performance in consideration of further remedial actions that may be deemed necessary to correct student performance. The review board may also recommend disciplinary action for continued patterns of unsatisfactory performance, up to and including dismissal from the program.

The nursing faculty review board will consist of nursing faculty members organized by the Director of Nursing or designee. Faculty involved in issuance of unsatisfactory actions in the case will not be included as a member of that case review board but may be requested for further information by the review board and may be requested to attend by the student.

The Director of Nursing or designee coordinates the review board meeting including meeting date/time/location, notification of board members, and student. The student is provided an opportunity to represent themselves in-person, providing requested feedback to review board members. The student will be notified of the review board decision. Documentation is completed utilizing the Nursing Review Board Conference Form (Appendix C).

Criteria for Readmission to Nursing Programs

Any questions regarding Readmission into the nursing programs should be directed to Dr. Michelle Norris, Director of Nursing, at mnorris@bladencce.edu or 910-879-5541, or Building 20, Room 102.

If a student fails to complete either nursing program at Bladen Community College, they will have one opportunity to apply for readmission into the nursing program of his/her choice at Bladen Community College.

Any student that failed or withdrew from a nursing program at Bladen Community College for academic reasons, after successful completion of the first semester, is eligible to apply for re-admission in the following academic year. If not readmitted within one year, the student will need to reapply to the nursing program of choice as a new student.

Readmission of a student who was dismissed from the program for physical, behavioral, or emotional reasons, must submit documentation of appropriate and successful counseling or treatment. A student dismissed for an unsatisfactory class, lab, or clinical action plan, academic dishonesty, or due to results of a criminal background check or drug test is NOT eligible for re-admission.

Student readmission into the Nursing Program will be based on program space availability and determined by evaluation of NLN test scores, student transcript of completed courses, medication calculation test score, and basic nursing skills proficiency.

Students must meet the following criteria:

1. Readmission must occur within 12 months of the last completed nursing course.
2. Consult with the Director of Nursing to determine eligibility.
3. Meet all pre-requisite and co-requisite course requirements for the program, depending on the semester of admission.
4. Contact the Director of Nursing to schedule a standardized NLN Exam and achieve a minimum raw score of "80." Fees apply.
5. The required deadlines for readmission testing opportunities are as follows:

ENTERING SEMESTER	TESTING TO BE COMPLETED BY
Fall	May 15
Spring	November 30

6. NLN testing for readmission will be selected based on nursing courses completed. The following courses for testing will be utilized:

Nursing Course Not Passed	NLN TEST Required
PN Program	
NUR 101	Must re-apply to the program
NUR 102	PN Fundamentals
NUR 103	Basic Nursing Care II
ADN Program	
NUR 111	Must re-apply to the program
NUR 112 or 114	Basic Nursing Care I
NUR 113, 211, 212	Basic Nursing Care II
NUR 213	Nursing Care Adult II

7. Upon successful completion of NLN Exam, take a written medication calculations test. Must score 100%. One reattempt is allowed.
8. Upon successful completion of NLN Exam, demonstrate proficiency and safety in performing selected basic nursing skills through simulation in the laboratory setting. Must receive 'satisfactory' in all skills demonstrated. Possible skill demonstrations may include head to toe physical assessment, urinary catheterization, sterile wound care and dressing change, and intravenous therapy initiation.
9. Update clinical requirement documentation which includes updated Student Medical Form with proof of current immunizations, TB skin test, and American Heart Association Healthcare Provider CPR certification prior to the first day of reentering the nursing program course(s). Please note CPR certification must be obtained through a seated course that includes a skills practice component.
10. Complete nursing courses in succession following the Bladen Community College nursing program curriculum plan, beginning with the semester in which the student was previously unsuccessful. This may involve repeating select nursing courses previously taken. For example, Associate Degree Nursing students who fail to complete NUR 212 in the Fall semester are required to retake all Fall semester courses upon readmission (including NUR 211, NUR 113, and NUR 212). This is done to increase student success, as it ensures an immersive program experience for the student who has been out of the program for a year.
11. Review and acknowledge Nursing Student Program Handbook for the current year.

Appendix A

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
CLASS, LAB, CLINICAL ACTION PLAN

Student: _____

Instructor: _____

Date: _____

1. Identified class, lab, or clinical “Unsatisfactory” Performance
2. Student Goals necessary for Satisfactory Performance
3. Plan of Action/Time Frame (Instructors Discretion)
4. The consequence for Not Meeting Established Goals

Student Signature _____

Date _____

Instructor Signature _____

Date _____

5. The outcome of Class, Lab, Clinical Action Plan

- a. Goal(s) Met _____
- b. Goal(s) Not Met _____
Student Initials _____ Instructor Initials _____

6. Decision/Recommendation

Appendix B

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT-FACULTY CONFERENCE REPORT

Date/Time: _____ Course: _____

Participants:

Students: _____

Faculty: _____

Purpose:

Plan of Action:

Signature of Nursing Faculty

Signature of Nursing Faculty

Student Comments: (to be attached to this document)

Signature of Student

Date

Signature of Director of Nursing

Date

4. Your successful completion of this program is very important to all nursing faculty, as well as our community. As you reflect on what brought you here, is there anything that your faculty could do better to support your success in this program, if so, would you please describe.

5. Can you describe to the Board what the consequences should be if you receive another "U"?

Further Students Comments can be attached to this form

Signature of Student

Date

Signature of ADN Nursing Faculty

Date

Signature of LPN Nursing Faculty

Date

Signature of Director of Nursing

Date

Appendix D

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
STRATEGIC PLAN FOR SUCCESS (SPFS)

Student Name: _____ **Date of Initiation:** _____

This student's strategic plan for success was initiated by which of the following:

_____ The student does not benchmark on proctored electronic exams for _____

_____ A grade of less than 80 at midterm in the current nursing course: NUR _____

The student plans to complete the following focused review activity for remediation pertinent to his/her identified learning needs.

_____ Explore available campus tutoring service resources

_____ Explore opportunities for peer study group

_____ Complete focused review NCLEX questions.
Specify concept area and number: _____

_____ Complete standardized testing remediation activities following proctored exams.
Specify which proctored exam: _____

_____ Complete other focused review activity identified by the student/and or faculty.
Specify resource and activity details:

Deadline for completion of Remediation Activity _____

By initialing the following statements, the student acknowledges

- ___ 1. If I work more than 20 hours a week, I may not be successful with the SPFS.
- ___ 2. If I obtain the recommended performance level as stated in the SPFS, I will need to continue to study to be prepared for the NCLEX.
- ___ 3. I must complete each item in the SPFS requirements as stated.
- ___ 4. If technical difficulty prevents completing the SPFS requirements, I will need to adjust my schedule to complete the requirements for alternate dates and settings.
- ___ 5. If I do not meet the conditions of the SPFS, I will be dismissed from the program.
- ___ 6. I hereby acknowledge that I have been notified of the remediation plan deadline and requirements as described in this document, as well as given an opportunity to ask questions.

Student, Signature and Date

Director of Nursing, Signature and Date

Appendix E

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
SKILLS LAB REMEDIATION FORM

Skills Lab Remediation Process

1. Clinical Faculty will complete the Skills Lab Remediation Form.
2. The student will contact the lab instructor within two days to schedule a remediation appointment.
3. The student will bring form and present to the Lab Instructor in the Nursing Simulation Lab.
4. Lab instructor will complete appropriate area of the form. The student is responsible for returning a copy to clinical faculty who initiated the remediation request. One copy will remain with the lab instructor, and one copy will be provided to the student.

Student: _____

Date: _____

Clinical Faculty Signature: _____

Skill(s) to be reviewed _____

Skill(s) to be reviewed by (date) _____

Lab Instructor Recommendations

Methods used for review:

 Video Reading 1:1 Demonstration Skill checklist review Other
Lab Instructor Evaluation

Return demonstration by student:

 Satisfactory Unsatisfactory and needs additional work
Additional Comments:

Lab Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Clinical Faculty Signature: _____ Date: _____

Appendix F

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
HEPATITIS B VACCINE DECLINATION FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk for acquiring Hepatitis B virus (HBV) infection. I have been advised to be vaccinated with Hepatitis B vaccine. However, I decline Hepatitis B vaccination currently. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis B vaccine, I will receive the vaccination at my own expense.

Student Printed Name

Student Signature

Date

Appendix G

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
CONFIDENTIALITY STATEMENT

As a Student in the Bladen Community College Nursing Program, I will be working with patient information that is confidential. These charts/records are to be seen only on a “need to know” basis. Federal and state statutes and regulations regarding the private and confidential nature of patient medical records protect patient information. Due to the ethical standards of a patient’s right to privacy, I understand that information I may be exposed to during my clinical affiliations may not be discussed outside the clinical unit and the healthcare facility. Violation of the confidential rights of a patient may result in liability, including monetary damages. Recording of classroom sessions is not allowed to protect confidentiality during classroom discussions. I understand that any breach of confidentiality will result in immediate dismissal from the Nursing Program.

Student Printed Name

Student Signature

Date

Appendix H

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
SIMULATION LAB CONFIDENTIALITY AGREEMENT

As a nursing student at Bladen Community College, I will participate in simulations. I understand that the content of these simulations is to be kept confidential to maintain the integrity of the learning experience for fellow students and myself. I also realize that in working side by side with my fellow students, I will be witnessing their performance. It is unethical for me to share information in any format (verbal, written, electronic) regarding students' performance with persons outside of the laboratory or classroom. I acknowledge that I fully understand that the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited, and will be reviewed as grounds for dismissal from the program. I will practice according to the Bladen Community College nursing program standards of professional behavior, including core values of caring, human dignity, and trust.

Student Printed Name

Student Signature

Date

Appendix I

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
STUDENT POLICY AND PROCEDURE CONTRACT AGREEMENT

I recognize that I am personally accountable for my actions in the classroom, lab, and clinical area, within the boundaries as defined in the North Carolina Nurse Practice Act. I must follow the policies and procedures of the health care agency to which I am assigned during clinical experiences within the entire Nursing Program.

I understand that I may be held legally liable for any injury or damage to clients that I care for in the clinical setting, if I deviate from, or fail to follow the agency guidelines, as well as those in this Nursing Program Student Handbook.

I understand that the Nursing Faculty reserves the right to revise policy guidelines at any time for improvement of the program. I will be notified of these changes, along with the date of implementation, and I will be expected to adhere to the new policies.

I have been given a copy of the Nursing Program Student Handbook and have read the handbook in its entirety, understand it, and have had an opportunity to ask questions.

I understand and agree that, as a student in the Nursing Program of Bladen Community College, I am bound and responsible for complying with all these policies.

Student Printed Name

Student Signature

Date

Appendix J

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
DISCLOSURE STATEMENT

I understand that satisfactory completion of clinical in each nursing course is necessary to progress in the nursing program. Bladen Community College nursing programs are required to comply with clinical site policies and procedures.

I understand my personal information (i.e. name, student identification number, email address, phone number, and date of birth) will be shared in the planning of my clinical experiences for each nursing course in which I am enrolled.

The following clinical facilities are routinely utilized by Bladen Community College nursing programs.

Bladen County Health Department
Cape Fear Valley Health System
Columbus Regional Healthcare System
Elizabethtown Healthcare and Rehabilitation
UNC Health Southeastern

I hereby consent to the disclosure of my personal information with clinical facilities in the planning of my clinical experiences. This consent shall remain in effect for the entirety of my continuous enrollment in the nursing program.

Student Printed Name

Student Signature

Date