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Revised 4/18/17
Introduction

Welcome to the Bladen Community College Nursing Program! You have chosen a dynamic time to enter, or to advance, your commitment to 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 among 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 health care 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 very pleased 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 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, 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 health-care 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 the educational competencies defined by the National League for Nursing and the Nursing Practice Act of North Carolina. 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 are capable of assuming 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 providing basic dependent 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.
Nursing Program Progression Policies

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

1. 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.

2. All nursing courses in the curriculum must be successfully completed in sequence, as outlined in the Bladen Community College catalogue, before progressing to the next course.

3. All nursing courses have both a theory and clinical/laboratory component. Clinical 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 in order to progress to the next sequenced course.

   Grades are based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>B</td>
<td>85 – 92</td>
</tr>
<tr>
<td>C</td>
<td>80 – 84</td>
</tr>
<tr>
<td>D</td>
<td>68 - 79</td>
</tr>
<tr>
<td>F</td>
<td>Below 68</td>
</tr>
</tbody>
</table>

4. A mandatory pharmacology test must be passed with a grade of 100% (maximum of three attempts) to successfully progress in NUR 101 and NUR 111.

5. Any student who is absent more than 10% of all scheduled contact hours will be dropped from a nursing course.

6. Students with physical, psychological or emotional health issues which may indicate impairment in ability to complete program requirements must communicate with faculty and Director of Allied Health Programs to determine appropriate course of action.

7. Class/Lab/Clinical Actions Plans may be course or program specific. Action plans are subject to cumulative review throughout the program. Any student who receives two unsatisfactory (“U”) during the program will be reviewed and subject to dismissal from the program.

8. Falsification of information while enrolled in the nursing program or in documents related to admission into the program will indicate grounds for dismissal.

9. Criminal Background Check findings or a positive drug screen that results in dismissal from a clinical facility will prevent progression in 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 subject to dismissal.

11. Violation of BCC’s Student Conduct policy may prevent progression in the nursing program.

12. Upon completion of the program, students must demonstrate readiness for NCLEX prior to receiving approval from Director of Allied Health Programs to apply for testing.

Revised 4/18/17
Additional Policies

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 Tommy Rains (910 879-6002; trains@bladenc.edu) in Student Services for assistance.

Academic Advisement/Counseling
Students admitted to the Nursing Program are assigned to the Director of Allied Health Programs for advisement and registration.

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

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 blood borne 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.

CPR Certification
It is the student’s responsibility to maintain current CPR certification throughout the entire program of study. CPR certification must be obtained through a seated course that includes a skills practice component.
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 are 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 this package.

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.
4. Once an exam begins, a student may only leave the testing area with the instructor’s permission.
5. Exams must be given to the proctor upon completion and the student should leave the testing area quietly. The student will not be allowed to reenter the testing area until all students have completed the exam, and instructor resumes class.
6. Exams are counted before and after administration, and before and after each review session.
7. A student may view his/her graded exam only in a supervised review session, which has been arranged with a nursing instructor.
8. Quizzes will be incorporated into select nursing courses and will be graded according to specific guidelines included on the course syllabus.
9. All course requirements and assignments completed prior to student sitting for final exam.

Attendance
The Nursing Programs adhere to the Bladen Community College Class Attendance Policy. Students are required to notify faculty concerning absence from a scheduled exam. It is the student’s responsibility to arrange make up of missed exam. Exams missed must be made up on or before the next scheduled class. The format of the make-up exam may differ from the original exam.

For clinical absence, the student is required to notify the clinical instructor directly prior to the start of the clinical day. Students are to remain on the clinical unit to which they are assigned, and to notify the clinical instructor prior to leaving the clinical area. In the focused client care experience, the student is to notify the clinical preceptor and nursing faculty if absent.

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

A clinical absence may constitute additional assignments.

Revised 4/18/17
Laboratory
There are required laboratory components in the program, which includes satisfactory performance of selected psychomotor skills. After a demonstration of a psychomotor skill, students are given time to practice, and will need to satisfactorily demonstrate performance of the selected skill within three attempts. Each skill must be successfully completed 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 own supplies in order to achieve all required skill competencies. Students are not allowed in 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. Each student is responsible for maintaining a clean and neat skills laboratory setting.

Academic Honesty
The Nursing Program adheres 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/or to assign an “F” in the course.

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

Student Records
Students are responsible for notifying the Allied Health Administrative Assistant of address, telephone, or name changes as soon as possible.

Students are responsible for submitting the following documentation:
1. Current health history and physical exam results on state-approved form.
2. Immunization or titer records
3. Current annual 2-step TB skin test (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) CPR card.
6. Signed Confidentiality Statement
7. Signed Student Policy and Procedure Contract Agreement
8. Signed Drug Test Waiver
9. Verification of completed Criminal Background Check
10. Biographical Information Sheet
11. Clinical Evaluations for all clinical Nursing courses, completed and signed by both student and clinical instructor(s)

Student Grievance Policy
The Nursing Program adheres to the Bladen Community College Grievance Policy as outlined in Bladen Community College Catalog.

Revised 4/18/17
**Dress Code Policy**

Appropriate dress must be worn at all times. Personal cleanliness and appearance are essential to the image and role of the student nurse, even when not in the clinical area. Please be respectful of yourself and others.

Students are required to wear program-approved uniforms to all clinical assignments, 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 shoes and laces.
4. White stockings (no holes or runs), or white socks.
5. White shoes with 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 and/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 other inappropriate dress is not allowed.

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 will be dismissed from the program.

**Phone Use**

Phones should be turned off while in class, lab or clinical settings. Calls can be made during breaks or lunch. Phones are not to be used in direct patient care settings.

**Inclement Weather**

The Nursing Program adheres to the decisions of Bladen Community College president or designee in regards to 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.

Revised 4/18/17
**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, at all times, knowing their academic status. Faculty advisors and counselors will work with the student, but final responsibility remains with the individual student.

In addition, nursing students are expected to consistently 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 even 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 confidentiality of patients’ information, as well as conduct themselves professionally at all times. 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.
Criteria for Readmission to Nursing Programs

Any questions regarding Readmission into the nursing programs should be directed to Mrs. Sharron Thomas, Director of Allied Health Programs, at sthomas@bladenccc.edu. Mrs. Thomas’ office is located in Building 20, King Allied Health Building, 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, are eligible to apply for readmission 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 readmission.

Student readmission into the Nursing Program will be based on program 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 successfully completed nursing course.

2. Interview with the Director of Allied Health Programs to determine eligibility.

3. Meet all pre-requisite and co-requisite course requirements for the program, depending on the semester of admission.

4. Schedule to take a standardized NLN Exam and achieve a minimum raw score of “80.” Fees apply. Practice testing prior to NLN Exam: Create account and go to shopping cart www.nlnonlinetesting.org

5. The NLN exam will only be given during the time scheduled by the Director of Allied Health Programs. No make-up dates will be scheduled. The following deadlines for testing will be as follows:

<table>
<thead>
<tr>
<th>ENTERING SEMESTER</th>
<th>TESTING TO BE COMPLETED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 15</td>
</tr>
<tr>
<td>Spring</td>
<td>November 30</td>
</tr>
</tbody>
</table>

Revised 4/18/17
6. NLN testing for readmission will be selected based on nursing courses successfully completed. The following courses for testing will be utilized:

<table>
<thead>
<tr>
<th>Nursing Course Not Passed</th>
<th>NLN TEST Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PN Program</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 101</td>
<td>Must re-apply to program</td>
</tr>
<tr>
<td>NUR 102</td>
<td>PN Fundamentals</td>
</tr>
<tr>
<td>NUR 103</td>
<td>Basic Nursing Care II</td>
</tr>
<tr>
<td><strong>ADN Program</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 111</td>
<td>Must re-apply to program</td>
</tr>
<tr>
<td>NUR 112 or 114</td>
<td>Basic Nursing Care I</td>
</tr>
<tr>
<td>NUR 113, 211, 212</td>
<td>Basic Nursing Care II</td>
</tr>
<tr>
<td>NUR 213</td>
<td>Nursing Care Adult II</td>
</tr>
</tbody>
</table>

7. Upon successful completion of NLN Exam, schedule an opportunity to take a written medication calculations test. Must score 100%. One reattempt is allowed.

8. Upon successful completion of NLN Exam, schedule an opportunity to 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 catherization, sterile wound care and dressing change, and intravenous therapy initiation.

9. Submit updated health/physical form with proof of current immunizations, TB skin test, and American Heart Association Healthcare Provider CPR certification prior to the designated due date (June 1 for Summer and Fall admission, January 1 for Spring admission). Students who fail to submit the required student records by the designated due date will forfeit their seat in the program. Students will not be allowed to enter class until all student records are received. Please note CPR certification must be obtained through a seated course that includes a skills practice component.

10. Per clinical agency requirements, complete a Criminal Background Check (as scheduled by the Director of Allied Health Programs) and submit to a random drug test. Fees apply.
Criteria for Transfer - Students from other Nursing Programs

Any questions regarding transfer into the nursing programs should be directed to Mrs. Sharron Thomas, Director of Allied Health Programs, at sthomas@bladencc.edu. Mrs. Thomas’ office is located in Building 20, King Allied Health Building, Room 102.

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

A student dismissed for unsatisfactory clinical performance, academic dishonesty or due to results of a criminal background check or drug test is NOT eligible for transfer.

Students applying for admission who wish to transfer credits from another college(s) must submit official transcripts of all completed college-level courses. Applicants for transfer must possess a grade “C” or better in all transferring courses. Prior to acceptance into the College, the Registrar and the Director of Allied Health Programs will evaluate transcripts to determine accepted credits.

Students must meet the following criteria:

1. Submit all high school and college transcripts for evaluation.

2. Transfer nursing courses that have been completed within 12 months of admission to the program.

3. Complete at least 25% of curriculum hours with Bladen Community College. Transfer into the PN program will occur no later than second semester (NUR 102). Transfer into the ADN program will occur no later than third semester (NUR 113/211/212).

4. Complete nursing courses in succession following the Bladen Community College nursing program curriculum plan, which may include repeating select nursing courses previously taken in another program.

5. Provide a letter of reference from a nursing instructor in their previous nursing program, stating the reason for dismissal from the program.

6. Interview with the Director of Allied Health Programs to determine eligibility.

7. Meet all pre-requisite and co-requisite course requirements for the program, depending on the semester of admission.

8. Schedule to take a standardized NLN Exam and achieve a minimum raw score of “80.” Fees apply. Practice testing prior to NLN Exam: Create account and go to shopping cart www.nlnonlinetesting.org
9. The NLN exam will only be given during the time scheduled by the Director of Allied Health Programs. No make-up dates will be scheduled. The following deadlines for testing will be as follows:

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</tr>
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<td>NUR 111</td>
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12. Upon successful completion of NLN Exam, schedule an opportunity to 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 catherization, sterile wound care and dressing change, and intravenous therapy initiation.

13. Submit updated health/physical form with proof of current immunizations, TB skin test, and American Heart Association Healthcare Provider CPR certification prior to the designated due date (June 1 for Summer and Fall admission, January 1 for Spring admission). Students who fail to submit the required student records by the designated due date will forfeit their seat in the program. Students will not be allowed to enter class until all student records are received. Please note CPR certification must be obtained through a seated course that includes a skills practice component.
14. Submit updated health/physical form with proof of current immunizations, TB skin test, and American Heart Association Healthcare Provider CPR certification prior to the designated due date (June 1 for Summer and Fall admission, January 1 for Spring admission). Students will not be allowed to enter class until student records are received. Please note CPR certification must be obtained through a seated course that includes a skills practice component.

15. Per clinical agency requirements, complete a Criminal Background Check (as scheduled by the Director of Allied Health Programs) and submit to a random drug test. Fees apply.

Order of Admission

A maximum of 25 seats will be available for initial admission to the Associate Degree Program each fall. A maximum of 30 seats will be available for initial admission to the Practical Nurse Program each fall. Any student seeking admission in other semesters will be taken in the following order, based on highest NLN test scores determined by evaluation of NLN test scores, student transcript of completed courses, medication calculation test score, basic nursing skills proficiency and availability of seats:

1. Re-admit
2. Transfer
LPN to RN Cohort Admission Requirements

This checklist is to be used as a guide for Licensed Practical Nurses who desire to enter Bladen LPN to RN program. Please understand that it is the student’s responsibility to fully read and comprehend the Admission Policies and Procedures for details. The criteria listed in this packet are valid for the application year 2018. The Licensed Practical Nurse may also apply for the generic Associate Degree Nursing Program as per prospective Associate Degree Nursing Student requirements.

If you have questions, please seek assistance from a BCC academic counselor or the Nursing Department.

1. Read and understand Nursing Criteria
2. Apply to college
3. See Student Services Counselor and Nursing
4. Obtain Transcripts
5. Complete Pre-requisites
6. Complete Nursing Accelerated Challenge Exam (NACE) admission test

AFTER ACCEPTANCE

7. Nursing Orientation (May 2018)
8. CPR, Health Form and Immunizations (submit by April 16, 2018)
9. Background check/drug test (to be scheduled)
Bladen Community College subscribes to an “open door” admission policy. However, due to the complexity of health care, legal responsibilities of nursing practice, and required academic standards, there are selective admission criteria for Licensed Practical Nurses to enter Associate Degree Nursing (ADN). The ADN program adheres to the college policy of providing nondiscriminatory, inclusive access for select qualified students who meet these selective admission criteria. Students are admitted to the LPN to RN cohort in the summer semester. Student applications will be processed only after all requirements have been met. All requirements must be completed prior to the application deadline in order to be considered for admission in the summer semester. The Vice President of Student Services, Director of Allied Health Programs, and staff are responsible for administering all admission policies. The nursing applicant is responsible to ensure that all requirements are met by the established deadline of March 1, 2018.

Guidelines, policies, and deadlines apply equally to all students; thus, there can be no exception. All applicants to the LPN to RN must complete the following:

1. **Admission Criteria** – THE LPN to RN cohort applicant must possess and maintain a current unencumbered license to practice as a Licensed Practical Nurse in NC with no history of disciplinary action from the NCBON. The Director of Allied Health Programs maintains ultimate decision-making for entry with advisement of Associate Degree Nursing Faculty, as applicant numbers are limited.

2. **Application**- Complete general college application requirements in the Office of Student Services. Please complete the *nursing application* on the day of your scheduled admission test, the Nursing Accelerated Challenge Exam (NACE).

3. **Admission Test**- The qualified applicant must demonstrate mastery of basic nursing care by scoring a minimum score on the Nursing Accelerated Challenge Exam (NACE). The admission test involves nursing fundamentals, basic psychiatric mental health, and basic medical surgical nursing. BCC presently administers the NACE online test. Students must make a minimum score of 80%. The purpose of admission testing is to facilitate assurance of competency of credit given to traditional students who take N111, N112, and N114 in the first year of the Associate Degree Nurse Program. Students must contact the Director of Allied Health Programs at 910-879-5532 or the Allied Health Administrative Assistant at 910-879-5636 to schedule in January 2018. The NACE will be administered in February 2018. Applicants must present proof of current LPN license to the Director of Allied Health Programs and must pay a testing fee to BCC Business Office prior to testing. Potential candidates will only be allowed to take the NACE for admission to the LPN to RN program one time per entry year.

4. **Program Counseling** – Upon successful completion of the NACE admission test (minimum score of 80%), the successful candidate will produce official copies of previous educational documents and transcripts.
5. **High School Transcript** - Applicants must have an *official* high school or high school equivalency transcript sent to the college.

6. **College Transcripts** – Applicants should have *official* transcripts from all post-secondary education courses sent directly from the forwarding institution to the college. Student copies are not acceptable.

7. **Pre-requisites (courses required prior to admission)** - Applicants must have completed the following courses or their equivalents as determined by the Registrar, with a grade of “C” or better. There is no seven-year limit to sciences in the LPN to RN cohort. **Provisional requirements must be completed by May 20, 2018.**

   **LPN to RN Associate Degree Nursing**
   a. BIO 168 and BIO 169
   b. ENG 111
   c. HUM 115
   d. ACA 115 or HSC 110
   e. PSY 150

8. Successful *candidates will begin the program in summer of 2018 with NUR 214. Students will be introduced to the conceptual basis of nursing theory. Students must complete NUR 214 with a grade of 80 or better in order to join with current Associate Degree Nursing students in fall of 2018. Students will then continue requirements with the current generic ADN class with second year requirements. In order to complete the LPN to RN program, students will fulfill requirements of NUR 214, NUR 113, NUR 212, NUR 211, NUR 213, as well as ENG 114, PSY 241, and NUR 117.

9. Complete NUR 113, NUR 212, NUR 211, and NUR 213 in succession, following the Bladen Community College nursing program curriculum plan, with the second year generic ADN class. Please note: This may include repeating select nursing courses, if previously taken in another ADN program.

   *Note: Space is limited to the top 10 successful candidates who demonstrate the highest admission test scores and who meet qualifications.*

**ACCEPTANCE TO THE PROGRAM**

1. **Notification Letters** - Acceptance letters will be sent by postal mail. In the event that any student selected declines acceptance, fails to register during the designated registration period, or fails to submit all required documentation by April 16, 2018, alternates will be granted admission based upon their rank and the number of positions available.
2. **Orientation** - Prior to the summer semester, students accepted to the LPN to RN Program must attend a two-day orientation at BCC in **May 2018**. Handbooks, policies and procedures, uniform and supply information, and other pertinent data will be discussed. Information regarding this orientation will be attached to the acceptance letter.

3. **CPR and Health Evaluation Form** - Submit current health/physical form with proof of current immunizations, TB skin test, and documentation of a seated American Heart Association Healthcare Provider CPR certification by April 16, 2018. Students who fail to submit the required student records by the designated due date will forfeit their seat in the program. Students will not be allowed to enter class until all student records are received. Please note CPR certification must be obtained through a seated course that includes a skills practice component.

4. **Criminal Background Check and Drug Testing** - Be advised that clinical agencies require background checks and drug testing before a student may enter their facility. Clinical agencies reserve the right to deny any student access to a facility based on their criminal background or a positive drug test. *If access is denied to the clinical facility, the student will be unable to complete the requirements of the nursing program, which will result in immediate dismissal from the program.*

Any questions regarding Readmission or Transfer in the nursing programs should be directed to Sharron Thomas, by email at sthomas@bladencc.edu

Please submit applications to the Allied Health Administrative Assistant in Building 20, Room 101.
Appendix A

Bladen Community College
Nursing Program Action Plan

Student Guidelines

A Classroom/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) in a consistent and satisfactory manner, or using a method that is inconsistent with the principles of safe and effective nursing care.

2. The student has demonstrated a pattern of unsafe clinical behavior (see dismissal policy).

3. The student can not consistently function at the level as outlined in the Clinical Evaluation Tool and Course Syllabus.

4. The student demonstrates unprofessional or disruptive behaviors in the class, lab, or clinical setting.

When any one or combinations 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 goal.

4. Establish an acceptable time frame to meet goal.

5. Schedule meeting to evaluate completion of goal, and declare as met (Satisfactory) or unmet (Unsatisfactory).

This agreement must be fulfilled satisfactorily in order to meet the objectives of the course.
Appendix B

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. Consequence for Not Meeting Established Goals

5. Outcome of Class, Lab, Clinical Action Plan
   a. Goal(s) Met____
   b. Goal(s) Not Met____

6. Decision/Recommendation

Student Signature__________________________________________ Date____________

Instructor Signature________________________________________ Date____________
Appendix C

STUDENT-FACULTY CONFERENCE REPORT

Date/Time: _____________________________ Course: _____________________________

Participants:  
Students: _________________________________________________________________
Faculty: _________________________________________________________________
Staff: _________________________________________________________________

Purpose:

Plan of Action:

Signature of Nursing Faculty ____________________ Signature of Nursing Faculty ____________________

Student Comments:

Signature of Student ____________________ Date ____________________

Signature of Director of Allied Health Programs ____________________

Revised 4/18/17
Appendix D

BLADEN COMMUNITY COLLEGE
NURSING PROGRAM
HEPATITIS B VACCINE DECLINATION FORM

For: ____________________________________________

(Print Name)

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 at this time.

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.

_________________________________________  _________________________
Signature of Student                  Date
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 the course of my clinical affiliations may not be discussed outside the clinical unit and outside the health care facility. Violation of the confidentiality rights of a patient may result in liability, including monetary damages. I understand that any violation of confidentiality will result in immediate dismissal from the Nursing Program.

_______________________________________  ____________________
Signature of Student                      Date
I recognize that I am personally accountable for my own actions in the clinical area within the boundaries as defined in the North Carolina Nurse Practice Act, and must also follow the policies and procedures of the health care agency to which I am assigned during 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 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 to comply with all of these policies.

_______________________________________  __________________________________
Signature of Student                      Date

Revised 4/18/17