Dear Student:

Congratulations on your acceptance to the practical nursing or associate degree nursing program at Craven Community College! You have chosen a challenging, exciting and ever changing career option and with nursing you will find a variety of employment opportunities and a lifetime of learning, as healthcare continues to change. Please use this handbook to guide your educational journey as a nursing student.

On behalf of the Administration and Faculty at Craven Community College, we welcome you and wish you good luck in your pursuit of a career in nursing. If you have further questions please do not hesitate to contact me.

Sincerely,

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DISCLAIMER:
Content subject to change. The most up-to-date information can be found in your course syllabi.

Revised 5/2016
I. PHILOSOPHY OF THE NURSING PROGRAMS

A. Mission
The Practical Nursing and Associate Degree Nursing programs (hereinafter referred to as the nursing programs) support the mission of the North Carolina Community College System and the mission of Craven Community College. 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 graduates prepared for the professional role of the Licensed Practical Nurse (LPN) and Registered Nurse (RN) at the entry level. Graduates of the nursing programs meet the education requirements to take the National Council Licensure Examination (NCLEX-PN)/(NCLEX-RN).

The philosophy of the nursing programs is derived from statements about healthcare, quality of life, achievement of potential, the individual, the environment, health, nursing practice, and education of both practical and associate degree 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.

B. Nursing Education
Nursing education at the practical nursing level and the associate degree level, in the North Carolina Community College System, is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function as an entry-level nurse. The curriculums are conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, problem- and activity-centered learning. The curriculums incorporate evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to learning. The conceptual design defines the essential elements as the environment, quality of life, achievement of potential, and health. The organizing framework contains content related to the individual, the health care system and nursing.

The nursing programs at Craven Community College provide an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. Through these educational experiences, students will have the opportunity to develop critical thinking and problem solving skills. Learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive collaborative process between teacher and learner. The responsibility of the faculty of Craven Community College nursing programs is to facilitate the student’s understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and the development of knowledge, skills, and attitudes necessary to provide quality individual centered nursing care.

C. The Practical Nurse-Dependent role in nursing
The graduate of the Practical Nursing program at Craven Community College is prepared to practice as an entry level nurse. The practice of the Licensed Practical Nurse (LPN), is directed toward meeting the health care needs of individuals throughout their lifespan. Their role is supported by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The LPN functions in a dependent role under the supervision of the registered nurse (RN) and other health care providers approved by North Carolina law. In accordance with the North Carolina Board of Nursing Administrative Code 21NCAC 36.0225 ‘Components of Nursing Practice for the Licensed Practical Nurse’, the LPN accepts assignments that can be safely performed and participates in assessing, planning, implementing and evaluating the client’s response to health care interventions. The PN graduate demonstrates the
competencies identified by the National League of Nursing (2010), the National Research Council (2003) and the Nursing Practice Act of North Carolina to provide nursing care. The practical nurse graduate is prepared to be a life-long learner.

D. The Associate Degree Nurse-Independent role in nursing

The graduate of the Associate Degree nursing program at Craven Community College is prepared to practice as an entry level nurse. The practice of Associate Degree nursing is directed toward meeting the health care needs of individuals throughout their lifespan. Their role is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The scope of RN practice is not defined by specific activities or tasks, but rather as a process, and is identified as independent and comprehensive. In accordance with the North Carolina Board of Nursing Administrative Code 21NCAC 36.0224 ‘Components of Nursing Practice for the Registered Nurse’, the RN safely accepts assignments that include assessing, planning and implementing nursing interventions and prescribed treatments for an individual, group, or community, as well as to evaluate responses to nursing care and treatment, and to collaborate with others as needed. The ADN graduate demonstrates the educational competencies defined by the National League for Nursing (2010), the National Research Council (2003) and the Nursing Practice Act of North Carolina. The nursing graduate is prepared to be a life-long learner.

E. Conceptual Framework

The conceptual model provides a framework to prepare learners for new instruction and motivates them by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework; the individual, the healthcare system and nursing in order to understand the complete curriculum (Knowles, Holton, 7 Swanson, 2011). The domains of the individual, the healthcare system, and nursing provide the conceptual framework guiding the Practical Nursing and Associate Degree Nursing curriculums. Concepts are organized within each of these domains. Learning occurs from simple to complex.

Outcomes and competencies of the graduate are based on the NLN 2010 Outcomes and Competencies for Graduates of Practical Nursing and Associate Degree programs. The four outcomes/goals, Human Flourishing, Nursing Judgment, Professional Identity, and the Spirit of Inquiry are a part of the four conceptual framework domains of the curriculum. The domain of the individual incorporates Human Flourishing. The domain of Nursing incorporates Nursing Judgment and Professional Identity. The Healthcare domain encompasses the Spirit of Inquiry. Competencies reflecting the IOM (2003) competencies: using informatics, employing evidence-based practice, providing client centered culturally competent care, managing client care, and participating in interdisciplinary teams, are integrated throughout the program. The NLN 2010 Core Values: caring, diversity, excellence, integrity, ethics, holism, and patient centeredness, are threaded throughout the curriculum.
The Conceptual Model was adopted from the NCCCS for ADN programs but also is applicable to the Practical Nursing programs with modification of scope of practice.

**Conceptual Framework Model Definitions:**

**Achievement of Potential**
Achievement of potential is the individual’s growth toward attaining one’s utmost ability and quality of life. It is based on the individual’s choices, perceptions, personal goals, life experiences, and holistic health.

**Environment**
The individual is in constant interaction with a changing environment that consists of both internal and external forces that varies throughout the lifespan and has the potential to cause stress in the individual. The nurse can assist the individual to alter aspects of the environment and to utilize his/her innate and learned coping mechanisms to adapt to these stressors.

**Health**
Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness ending in death. The individual’s needs for healthcare are determined by his/her position on the continuum. Each individual’s health is based on his/her cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

**Healthcare System**
A system consists of the coming together of parts, the power comes from the energy of the interconnection and the way the parts come together. The community healthcare system is a macrosystem and consists of a variety of parts or microsystems. Clinics, hospitals, pharmacies, laboratories, long term care and Internet sites are microsystems that are connected by patients and information to improve health (National Research Council, 2003).
Individual
The faculty of Craven Community College believe that each individual is a complex, multidimensional, unique, and significant being possessing inherent value and worth, and a member of a family, community, and culturally diverse society. All individuals have dynamic bio-physical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right to healthcare and to information that will assist him or her to participate actively in his or her health care in order to achieve the highest level of wellness possible. All individuals should be cared for, respected, nurtured, understood, and assisted. In order to provide and manage care, nurses must view the individual at the center of any nursing activity.

Nursing
Nursing is a science and the art of integrating and assimilating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally competent, holistic care. Through caring, empathy, ethics, and the development of a therapeutic relationship with the individual and significant support person(s), the nurse integrates the art of nursing with the scientific foundation for nursing practice that utilizes the nursing process. Incorporating documented best practice, while the LPN functions dependently, the RN functions independently and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential through assurance of quality client outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death. Emphasis is also placed on cost-effective care to facilitate the achievement of positive individual and organizational outcomes.

Quality of Life
Quality of life involves five domains including physical, functional, psychological, social and spiritual well-being. The individual’s perception of and satisfaction with activities of daily living contributes to their worth, meaning, or satisfaction. This empowers the individual to cope successfully with the full range of challenges encountered in the real world (Ignatavicius & Workman, 2013).

F. NLN Core Competencies for Practical Nursing
Core competencies are the discrete and measurable skills, essential for the practice of nursing (NLN, 2010)

- **Human Flourishing**: Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
- **Nursing Judgment**: Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context
- **Professional Identity**: Assess how one’s personal strengths and values affect one’s personal identity as a nurse and one’s contributions as a member of the health care team.
- **Spirit of Inquiry**: Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences

G. According to the North Carolina Nurse Practice Act, the practice of nursing by a Practical Nurse consists of the following seven components:
1. Participating in the assessment of the patient’s physical and mental health, including the patient’s reaction to illnesses and treatment regimens.
2. Recording and reporting the results of the nursing care assessment.
3. Participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks assigned or delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide the supervision.
4. Assigning or delegating nursing interventions to other qualified personnel under the supervision of the registered nurse.
5. Participating in the teaching and counseling of patients as assigned by a registered nurse, physician, or other qualified professional licensed to practice in North Carolina.
6. Reporting and recording the nursing care rendered and the patient’s response to that care
7. Maintaining safe and effective nursing care, whether rendered directly or indirectly

H. National Association for Practical Nurse Education and Service, Inc. (NAPNES) competencies
Dedicated to promoting and defending the practice, education and regulation of Licensed Practical Nurses, Licensed Vocational Nurses, Practical Nursing Educators, Practical Nursing Schools and Practical Nursing Students. Competencies include: Professional Behaviors, communication, assessment with data collection within established protocols, contributing in planning care, caring interventions, and assisting in managing client care.

I. NLN Core Competencies for Associate Degree Nursing
Core competencies are the discrete and measurable skills, essential for the practice of nursing (NLN, 2010)

- Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
- Professional Identity: Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
- Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

J. According to the North Carolina Nurse Practice Act, the “practice of nursing by a registered nurse” consists of the following ten components:
1. Assessing the patient’s physical and mental health including the patient’s reaction to illnesses and treatment regimens.
2. Recording and reporting the results of the nursing assessment.
3. Planning, initiating, delivering and evaluating appropriate nursing acts.
4. Teaching, assigning, delegating to or supervising other personnel in implementing the treatment regimen.
5. Collaborating with other health care providers in determining the appropriate health care for a patient but, subject to the provisions of G.S. 90-18.2, not prescribing a medical treatment regimen or making a medical diagnosis, except under the supervision of a licensed physician.
6. Implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe the regimen.
7. Providing teaching and counseling about the patient’s health.
8. Reporting and recording the plan for care, nursing care given, and that patient’s response to that care.
9. Supervising, teaching and evaluating those who perform or are preparing to perform nursing functions and administering nursing programs and nursing services.
10. Providing for the maintenance of safe and effective nursing care, whether rendered directly or indirectly.

K. Institute of Medicine Competencies for healthcare providers
The five core competencies identified by the IOM for healthcare providers are: Patient centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics. (National Research Council, 2003)

- Provide patient-centered care
  Identify, respect, and care about patients’ differences, values, preferences and expressed needs; listen to, clearly inform, communicate with, and educate patients; share decision making and management; and continuously advocate disease prevention, wellness, and promotion of health lifestyles, including a focus on population health.
- Work in interdisciplinary teams
  Cooperate, collaborate, and communicate, and integrate care in teams to ensure that care is continuous and reliable.
- Employ evidence-based practice
  Integrate best research with clinical expertise and patient values for optimum care, and participate in learning and research activities to the extent feasible.
- Apply quality improvement
  Identify errors and hazards in care; understand and implement basic safety design principles, such as standardization and simplification; continually understand and measure quality of care in terms of structure, process, and outcomes in relation to patient and community needs; and design and test interventions to change processes and systems of care, with the objective of improving quality.
- Utilize informatics
  Communicate, manage knowledge, mitigate error, and support decision making using information technology.

From Health Professions Education: A Bridge to Quality. Institute of Medicine, 2003.

L. Quality and Safety Education for Nurses (QSEN)
The overall goal of the Quality and Safety Education for Nurses (QSEN) is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The competencies for pre-licensure students include patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. The full QSEN competencies can be found at http://www.qsen.org with excerpts included in this document.

M. Practical Nursing Program Learning Outcomes
Upon completion of the Practical Nursing program, the graduate will upon licensure:
• Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life and the achievement of potential.
• Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating person responsibility and accountability for continued competence.
• Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
• Reinforce and/or implement the teaching plan developed and delegate by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
• Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
• Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.
• Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the registered nurse, changes to improve the client care process.
• Utilize informatics to access, manage and communicate client information.
• Participate in collaboration with interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost effective manner.

N. Associate Degree Nursing Program Learning Outcomes
Upon completion of the Associate Degree Nursing program, the graduate will upon licensure:
• Practice professional nursing behavior incorporating personal responsibility and accountability for continued competence.
• Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary health care team.
• Integrate knowledge of the holistic needs of the individual to provide an individualized assessment.
• Incorporate informatics to mitigate error and formulate evidence-based clinical judgment and management decisions.
• Implement safe, caring interventions incorporating documented best practices for individuals in diverse settings.
• Develop a teaching plan for individuals and/or the nursing team, incorporating teaching and learning principles.
• Collaborate with the interdisciplinary health care team to advocate for positive individualized and organizational outcomes using knowledge, skills and attitudes for continuous improvement and quality.
• Manage health care for the individual using cost effective nursing strategies, critical thinking skills, nursing and quality improvement processes and current technologies.

Glossary (PN and ADN Programs)

Caring: “Caring is promoting health, healing, and hope in response to the human condition” (NLN, 2007).
Client: any human being, regardless of sex or age. A person, family (or significant other), or community who enters the health care delivery system for assistance in meeting health needs. The recipient of care provided by health care providers including the practical nurse and the registered nurse. The term client denotes one who is a participant or collaborator in health care decisions affecting self or significant other(s).
Collaboration: Participation in an interdisciplinary health care team to promote safe, effective care and positive client outcomes.
Communication: Interactive process of exchange of information that may occur verbally, nonverbally, or through information technology.
Community: A group of people who reside in a specific locality, share government, and often have a common cultural, historical heritage, a social, religious, occupation, or other group sharing common interests or a common heritage, the public, or society.

Competency: A demonstrated cognitive, affective, and/or psychomotor capability derived from the activities of a nursing student in the various roles of the practice setting. Stated in broad performance terms, a competency is the integration of specific behaviors.

Concept: A concept is an organizing principle, or a classification of information (Giddens, 2013).

Core Competencies: The discrete and measurable skills, essential for the practice of nursing, that are developed by the faculty in schools of nursing to meet established program outcomes.

Core Values: Those beliefs or ideals which form the foundation for the work of a governing organization and/or nursing program.

Critical Thinking: Identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning.

Culture: Comparative study and analysis of different cultures and subcultures in the world with respect to their caring behavior, nursing, care and health-illness values, beliefs, and patterns of behavior.

Differentiated Practice: The assignment of roles, functions, and work of nurses according to education, clinical reference, and defined competency and decision-making skills.

Distance Education: internet-based courses allow students to participate in learning outside of the traditional classroom.

- **Internet**: Internet students receive course instruction through the use of online content, email, and textbooks. Internet students complete their courses without on-campus meetings. Before beginning online courses, however, all Internet students are required to complete an online evaluation of their computer, email and Internet skills.
- **Hybrid**: courses combine online learning with face-to-face instruction. All Hybrid courses will meet on-campus on specified days. The remaining instruction and course content will be delivered as an Internet course.
- **Web-Enhanced**: is a traditional, face-to-face class section that offers supplemental class communications through Moodle. The meeting schedule will remain the same as scheduled.

Diversity: Diversity means recognizing the differences among persons, ideas, values, and ethnicities while affirming the uniqueness of each (NLN, 2007).

Education: The process of imparting knowledge or skill through systematic instruction and the obtaining of knowledge or skill through such a process.

Ethics: Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons (NLN, 2007).

Evidence-based practice: Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research.

Integrate best research with clinical expertise and patient values for optimum care, and participate in learning and research activities to the extent feasible (Finkleman, 2012).

Excellence: Commitment to continuous growth, improvement, and understanding (NLN, 2007).

Exemplar: Exemplars of a concept are specific examples that illustrate the broader concept and present alterations from the “normal.”

Holism: All living organisms are seen as interacting, unified wholes that are more than the sums of their parts (Berman and Snyder, 2012).

Human Flourishing: Encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population (NLN, 2010).

Informatics: “Communicate, manage knowledge, mitigate error, and support decision making using information technology” (Finkleman, 2012).
Institute of Medicine Competencies: The five core competencies identified by the IOM for healthcare providers are; patient centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics (National Research Council, 2003).

**Integrity**: Respecting the dignity and moral wholeness of every person without conditions or limitations (NLN, 2007).

**Interdisciplinary Team**: a group of health care providers from a variety of disciplines, who cooperate, collaborate, communicate and integrate client care and health promotion.

**Learning**: is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between teacher and learner. Learning is a lifelong process.

**Life Span**: the normal expected stages of growth and development from conception through advanced old age.

**Managing Care**: Integration of resources focusing on coordination of client care and supervision of nurses in the delivery of quality care.

**NLN Core Competencies**: The eight core competencies outlined by the NLN are: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care (NLN, 2000).

**NLN Core Values**
The core values as outlined by NLN are: caring, diversity, excellence, integrity, and ethics (NLN, 2010).

**NLN Outcomes/Competencies**
The outcomes/competencies for graduates of Practical Nursing and Associate degree programs include: human flourishing, nursing judgment, professional identity and spirit of inquiry (NLN, 2010).


**Nursing Process**: A problem-solving approach to the identification of a client’s needs and the utilization of nursing interventions designed to promote adaptation in maintaining, restoring, and supporting health status. The major components of the process are assessment, analysis/diagnosis, planning, implementation, and evaluation.

**Objectives**: Specific, measurable behaviors. A hierarchy of objectives including educational objectives/outcomes, level objectives, course objectives, unit objectives, and specific learning objectives are used in the Craven Community College nursing programs as a guide for attaining desirable behaviors essential for the practice of nursing. The educational outcomes describe desirable behaviors in broad terms, while learning objectives are very specific.

**Patient-centered**: patient-centeredness is an orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family. Patient-centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care (NLN, 2010).

**Patient Needs**: Something essential for the physical and psychological well-being of humans. Categories of client needs are described as: safe, effective care environment, physiological integrity; psychosocial integrity, and health promotion/maintenance in accordance with the NCLEX-PN and RN Test Plan.

**Professional Identity**: Involves the internalization of core values and perspectives recognized as integral to the art and science of nursing (NLN, 2010).

**Program Outcomes**: Indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include but are not limited to: program completion rates, job placement rates, licensure/certification exam pass rates, graduate satisfaction, and employer satisfaction.

**Quality Improvement**: Systematic processes to measure client outcomes, identify hazards and errors, and develop changes to improve client care.
**Roles of the nurse:** the function or practice of the practical nurse and registered nurse and encompasses the following:

- **Provider of care** involves the activities for direct hands-on care of the client.
- **Member within the discipline of nursing** are behaviors which promote legal/ethical standards, accountable practice of nursing, and commitment to continued professional development for self and others.
- **Manager of care**, a role of the RN, involves activities of managing and delivering direct and indirect client care. Indirect care activities serve to enable caregivers to provide effective nursing care. Inherent in the three roles of the nurse are eight essential behaviors/competencies: professional behaviors, communication, assessment/nursing process, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care.

**Scholarship:** Activities that facilitate the enhancement of expertise and achievement of the goals and outcomes of the nursing education unit. This may include, but are not limited to: application of knowledge, teaching, service, practice, and research.

**Significant Other:** a person or group of people likely to have influence on and/or a close relationship with the client.

**Society:** the system or condition of living together as a community.

**Spirit of Inquiry:** persistent sense of curiosity that informs both learning and practice (NLN, 2010).

**Structured Setting:** an environment in which the policies, procedures, and protocols for provision of health care are established.

**Student Learning Outcomes (Educational Outcomes):** Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-oriented abilities that are consistent with standards of professional practice.

**Teaching/Learning:** Facilitator/facilitation of the acquisition of knowledge through learning.

**Technology:** a combination of equipment and software, used to meet educational outcomes, and to assist with instruction and learning experiences within the classroom.

**Values:** assumptions, convictions, or beliefs about the manner in which people should behave and the principles that should govern behavior.

**REFERENCES**


*Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing* (2010). National League for Nursing.

Clinical Competency Level and Expectation  
for the Associate Degree Nursing Curriculum

NUR 111 Clinical Competency Level One  
At this level, in the first semester of the nursing program the students are introduced to nursing concepts and professional behaviors that they are to adhere to and practice under the guidance of experts in the clinical setting. They are expected to carry out the nursing process, perform basic nursing skills, and complete a client’s care utilizing a set of rules and provided resources for decision making.

NUR 112 and NUR 114 Clinical Competency Level Two  
At this level students are expected to apply nursing concepts and recognize abnormal physical attributes in clinical settings to an identified patient population, develop the plan of care and make decisions on the basis of general guidelines or principles derived from previous experiences, and use appropriate resources to assist in solving client problems. The student can perform basic skills and applies guidelines that are based on cues from experts. They attempt to correlate theory with practice.

NUR 113, NUR 211 and NUR 212 Clinical Competency Level Three  
At this level students are expected to continue to apply and adapt medical surgical nursing concepts to clients across the life span in a variety of community based health care settings, modify the plan of care and make decisions for clients at a variety of developmental stages on the basis of general guidelines or principles derived from previous experiences, organize and prioritize nursing interventions with supervision, and use appropriate resources to assist in solving client problems. The student can adapt basic skills and develops new skills applying guidelines that are based on cues from experts to different age groups. They attempt to correlate and build on medical surgical theory and practice.

NUR 213 Clinical Competency Level Four  
At this level, which compromises the clinical preceptorship students can demonstrate mastery of the terminal student learning objectives.

and the Practical Nursing Curriculum

NUR 101 Clinical Competency Level One  
At this level, in the first semester of the nursing program the students are introduced to nursing concepts and professional behaviors that they are to adhere to and practice under the guidance of experts in the clinical setting. They are expected to carry out the nursing process, perform basic nursing skills, and complete a client’s care utilizing a set of rules and provided resources for decision making.

NUR 102 Clinical Competency Level Two  
At this level students are expected to apply nursing concepts and recognize abnormal physical attributes in clinical settings to clients across the life span, develop the plan of care with instructor or RN guidance and make decisions on the basis of general guidelines or principles derived from previous experiences, and use appropriate resources (clinical instructor/RN) to assist in solving client problems. The student can adapt basic skills and applies guidelines that are based on cues from experts. They attempt to correlate theory with practice.

NUR 103 Clinical Competency Level Three  
At this level students are expected to continue to apply and adapt medical surgical nursing concepts to clients across the life span in a variety of community based health care settings, modify the plan of care with regarding interventions with the instructor or RN supervision and make decisions for clients at a variety of developmental stages on the basis of general guidelines or principles derived from previous experiences,
organize and prioritize nursing interventions with supervision, and use appropriate resources to assist in solving client problems. The student can adapt basic skills and develops new skills applying guidelines that are based on cues from experts to different age groups. They attempt to correlate and build on medical surgical theory and practice. At this level, which compromises the clinical preceptorship students can demonstrate mastery of the terminal student learning objectives.
II. STUDENT-FACULTY RESPONSIBILITIES

At Craven Community College, the faculty and the student are obliged to meet a number of responsibilities to each other within their Teacher - Learner relationship.

A. Student

The student is responsible for attending all classes, laboratory periods, and clinical assignments. She/he is expected to be prepared to participate in the day's assigned work or activities or to obtain assignments from the faculty prior to being absent, whenever possible, so that work may be submitted upon returning. It is also the student's responsibility to request make-up assignments missed due to legitimate absences, according to the procedure stipulated by the faculty at the onset of the course, and for seeking the assistance of the faculty when additional help is needed in meeting course requirements.

B. Faculty

The faculty is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; for providing students with complete information on the objectives and requirements of the course, including resources available to the students outside the classroom or laboratory. It is also the instructor’s responsibility to maintain an accurate record of attendance on all students and to consult promptly with students on any attendance problems. The faculty also assumes responsibility for maintaining office hours in order to be available to students outside of class time if additional help is needed in meeting course requirements.

III. ADMISSION PROCESS

A. Admission Requirements with worksheets can be found at www.cravenc.edu. Admissions are in the fall during specific dates as reflected on the website. The application is online.

2016-2017
Craven Community College Admission Requirements
A45110 Associate Degree Nursing and D45660 Practical Nursing

To Apply:
Academic Requirements Overview
a. 2.5 GPA and is not rounded. 2.49 would not be eligible for admission.
b. Chemistry in high school or college with a C or better
c. Computer course in high school or college within the last five years with a C or better
d. Successful completion of DMA 10 through DMA 50, DRE 096 through DRE 098.
e. Successful completion of TEAS V with 80% of program mean on components and overall.

Phase One: Admission Application is online during application period 24 hours a day. Students must apply to CCC, be admitted and have a student ID to apply. Official transcripts must be sent from all colleges/schools.

The following requirements must be met to apply:
DMA 010 through DMA 050 with successful completion
Be eligible for ENG 111
CIS 111, 113, 110 or High School Computer Course with C or better, within last 5 years
Minimum 2.5 GPA –not rounded (based on CCC if 12 or more hours completed, or cumulative from all other colleges)
CHM 090 or better, or High School Chemistry with C or better, no time limit

Phase Two:
If these requirements are met, student is eligible to take the TEAS V test. Minimum Score allowed is 80% of the Program Mean on total test and four subtests.

Phase Three:
Bonus Points added to TEAS V score and then scores are rank ordered for admission. Students with the highest scores are extended an admission invitation and if declined, the next person on the list is extended an admission invitation until available seats are filled.

Maximum of 25 points:

BIO 163 for PN only with A or B +10 OR
BIO 168 for ADN/PN with A or B +5
BIO 169 for ADN/PN with A or B +5

Higher College Level Math (Examples: 143, 152, 171 or comparable courses) with A or B OR
College Level Chemistry with Lab with A or B in both class/lab +5

Bachelors or Higher degree +5

C.N.A I or II with 40 hours Clinical during training and currently active on NC Registry OR
C.N.A. I or II with 120 hours documented employment in a nursing care agency providing direct patient care

B. Orientation

Students are required to attend an orientation prior to entering the nursing program. Information will be provided regarding dates and times. Requirements will be reviewed during the orientation. All required documentation: physical, immunization records, criminal background check, drug screen, CPR, completion of CEMC orientation, Core orientation and handbook release regarding handbook and policies must be submitted by the published due date.

C. Health Requirements

1. A physical examination must be submitted by published due date. This exam must have been completed within the year prior to enrollment. The required results include:
   a) **PPD** (must be repeated on annual basis). If PPD is positive, the Initial TB Surveillance Questionnaire must be completed and a chest x-ray within the previous 6 months by students who have identified themselves and/or have presented documents that determine a documented positive TB test reaction or converter. The Student Annual Questionnaire must be submitted each year thereafter while enrolled in health programs. Positive results may indicate a need for further medical assessment. Documentation of radiological reports and treatments must be submitted.
   b) **Rubella** (German measles) proof of immunization x 2 or positive titer. History of disease is not adequate.
c) **Rubeola** (measles) proof of immunization x 2 or positive titer. History of disease is not adequate.

d) **Hepatitis B** immunization (series must be started prior to enrollment) for a series of three injections or a positive titer.

e) **Tetanus** immunization Tdap within the last 10 years

f) **Varicella** (chicken pox) proof of immunization x 2 or positive titer. History of disease is not adequate.

g) **Influenza** vaccinations are mandatory—usually in October of each year.

2. Included within the physical examination is a statement by the examining physician, “based on my assessment of this student’s physical and emotional health, he/she appears to be able to participate in the activities of a health profession in a clinical setting and provide safe care to the public.”

3. The medical results are reviewed prior to the candidate’s participation in the clinical areas. An applicant or student will be required to follow-up any significant findings or discrepancies identified on the physical exam.

4. Immunizations are required for health program students. This procedure may be hazardous in the event of pregnancy. A doctor should be consulted if the immunization is necessary. Immunizations may be waived with a document signed by a physician, physician assistant, or nurse practitioner stating medical reasons.

5. Immunizations **must be current** or the student will not be allowed in the clinical setting. Absences for delinquency in maintaining current immunizations will not be excused.

**D. Criminal Background Check and Drug screen**

Prior to the student’s participation in the nursing program and by the published due date, the clinical sites require criminal background checks and drug testing. Carolina East Medical Center and Carteret General Hospital, our primary clinical sites, are requiring a criminal background check for the past seven (7) years from all States of residence. Additionally, Carteret General Hospital is requiring a drug screen. Clinical sites have the right to deny student access based on criminal background check and drug screening results. Participation in clinical rotations at Carolina East Medical Center and Carteret General Hospital is an integral component of the Craven Community College Nursing programs for all students. The inability to complete the clinical portion of a course will prevent the student from progression within the program.

Results of criminal background checks must be submitted from the company performing the check directly to Carolina East Medical Center and Carteret General Hospital.

**Note:** The criminal background check is multistate. Some states require a social security number to be supplied. In the event a prospective nursing student does not have a social security number, that student will have to work 1:1 with the vendor to determine if the criminal background check can be completed based on their individual circumstance. The inability to complete a criminal background check will prevent the student from participating in the clinical portion of either nursing program. This situation will prevent progression and success within the program.

**E. Licensure**

**Note:** Licensure by the North Carolina Board of Nursing requires a valid social security number. Graduates may be able to take NCLEX but will not be able to get a license to practice in the state of...
North Carolina without a valid social security number. Complete information may be obtained by contacting the North Carolina Board of Nursing at www.ncbon.org. Applicants to nursing programs should be aware that Licensure in North Carolina may be denied, revoked, or suspended as stated in the North Carolina Nursing Practice Act if a person:

1. Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing.
2. Has been convicted or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public.
3. Has a mental or physical disability or uses any drug to a degree that interferes with his or her fitness to practice nursing.
4. Engages in conduct that endangers the public health.
5. Is unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omission regardless of whether actual injury to the patient is established.
6. Engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services.
7. Has violated any provision of this Article.
8. Has willfully violated any rules enacted by the Board.
9. Complete information may be seen at www.ncbon.com or www.ncbon.org.

F. CPR
CPR certification must be completed prior to entering the nursing program. The course must be an American Heart Association Basic Life Support (BLS) for Healthcare Provider. Documentation of CPR certification must be presented. Online courses do not meet the criteria. CPR certification must be maintained while enrolled in the nursing program. Students without current CPR certification will not be allowed in the clinical setting. Absences for delinquency in maintaining current CPR will not be excused. CPR courses are available on campus through Workforce Development.

G. CORE ORIENTATION
Core orientation must be completed prior to entering the nursing program. You will be provided with information on how to access the information required.

H. CAROLINAEAST ORIENTATION
CarolinaEast has an orientation packet which must be completed prior to entering the nursing program. You will be provided with the packet and instructions for completion during orientation.

ONCE ENROLLED IN THE NURSING PROGRAM THE STUDENT WILL NOT BE ALLOWED TO ATTEND CLINICAL IF UP TO DATE HEALTH INFORMATION AND OTHER DOCUMENTATION IS NOT PROVIDED.

IV. CONDUCT/ETHICAL/LEGAL RESPONSIBILITIES

A. School-class/lab/clinical
1. All nursing students are expected to meet the criteria contained in the Code of Conduct in the Craven Community College Handbook in addition to conducting themselves with the courtesy and dignity customary of the nursing profession. Use of profane or obscene language will not be permitted. Failure to adhere to the Code of Conduct may jeopardize a student’s ability to continue in any nursing course.
2. All cell phones, pagers, or other communication devices must be turned off during instructional time unless being used to access nursing resources. Smart phones used to access nursing resources may be
used in designated clinical areas only. Texting, emailing, or use of social networks is not allowed in class, lab, or clinical and are considered a distraction to student learning.

Students who do not follow the above policy will upon the:
First offense-Receive written documentation on the Nursing Student Strategic Plan for Success reminding them of the policy
Second offense-Be placed on probation and documentation on the Nursing Student Strategic Plan for Success regarding the incident
Third offense-Will be grounds for dismissal

After considering relevant information and conferring with the nursing faculty, the Director of Nursing will determine whether to:
a. outline in a contract with the student the specific requirements for the student to continue in the program (Failure to adhere to any requirements set forth by this contract as determined by the Director of Nursing will result in dismissal)
b. dismiss the student

The circumstances leading to the decision to dismiss the student will be thoroughly documented by the nursing faculty and the Director of Nursing. The student will receive a grade of “D”.

3. Nursing is a profession dealing with human life; therefore, unprofessional conduct such as stealing, lying, cheating (which includes cheating on tests, quizzes or any written work), as well as the use of alcohol or drugs while on duty is prohibited and will result in a grade of “D” for the final course grade.

4. Purchase or use of faculty edition textbooks, test banks, or other faculty resources is strictly prohibited. Students found in violation of this code will be immediately dismissed from the nursing program, will receive a grade “D” for the course, and will be ineligible for re-entry into the nursing program.

5. All students must follow the policies of the respective clinical agencies and Craven Community College Nursing Programs as they relate to conduct, dress, grooming, jewelry, etc., in the clinical areas. Failure to adhere to these policies will jeopardize the student’s standing in the nursing curriculum. All incidents will be reported to the Director of Nursing. Students may be relieved of duty from the clinical setting until deficits are rectified. Absences related to noncompliance of this policy will not be excused.


B. Social Media
The Nursing Department of Craven Community College respects and follows the guidelines for social media as outlined by the North Carolina Board of Nursing, the National Council of State Boards of Nursing and the American Nurses Association. Nursing students are held to the same standards as licensed nurses. More information may be viewed at the following two sites:


Failure to adhere to these guidelines will be grounds for dismissal from nursing programs.
ANA’s Principles for Social Networking
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

C. Clinical
While in clinical nursing students shall address one another, their instructors, patients, and facility staff members appropriately. Students are expected to conduct themselves in a dignified and socially acceptable manner at all times. Use of profane or obscene language will not be permitted at any time. Eating, drinking, or chewing gum during clinical practice will be allowed in designated areas only. Smoking is not allowed during clinical hours as the lingering odor it emits is offensive to many patients. Students are expected to remain in control of his/her emotions even under trying circumstances. A quiet pleasant tone of voice is desirable. Students must recognize and respect the confidentiality of patient information available to them and only use this information in a strictly confidential manner for educational purposes.

Clinical Facility Role:
If the student demonstrates inappropriate behavior in the clinical facility, the clinical facility’s administration has the right to request the student to leave the premises and deny readmission to the premises. Students denied readmission to a clinical facility will be unable to progress in the nursing program. Students unable to progress secondary to inappropriate behavior in the clinical facility may withdraw if within the College’s specified time frame or will be given a “D” for the course.

Clinical Facilities:
The following facilities may be utilized for clinical learning. Additional facilities may be added.
1. CarolinaEast Medical Center, Craven County
2. CarolinaEast Health Systems Clinics, Craven County
3. Carteret General Hospital, Morehead City, N.C.
4. Craven County Health Department, New Bern, N.C.
5. Coastal Carolina Health Care, Craven County
6. Brynn Marr Hospital, Jacksonville, N.C.
7. Coastal Children’s Clinic, Craven County
8. Cherry Point Bay Nursing Center, Havelock, N.C.
9. Craven Community College, Craven County

Procedure for Addressing Inadequate Patient Care
In the clinical area, the clinical faculty will be responsible for determining if a student is performing inadequate patient care. Should this situation arise, the student will be informed by the clinical faculty and relieved of clinical assignments.

- Any incidents of care errors, including but not limited to medication errors, will be reported to the Director of Nursing immediately by the faculty and the student involved. Both the faculty and the student will write a synopsis of the incident and fill out a Craven Community College incident form. No violation of confidentiality/HIPAA will occur in this documentation.
• If the student is physically ill, he/she may be allowed to go home if his/her condition conflicts with patient, other student or faculty safety; or removed from patient care and given an alternate learning activity.

• On the first offense in which the student is unprepared, he/she will be assigned tasks to prepare himself/herself for patient care. For further violations, the student will be removed from patient care and will be scheduled for a conference with the clinical faculty and the Director of Nursing. The student will receive a “U” for the day under either circumstance. Additional assignments may be required by the Director of Nursing.

• If the student demonstrates behavior which conflicts with safety essential to nursing practice, he/she will be removed from patient care and will be scheduled for a conference with the clinical faculty and Director of Nursing. The consequence will be determined by the severity of the lack of adherence to nursing standards as determined by the faculty, and the Director of the Nursing Program (See Conference).

• If the student’s behavior causes the nursing faculty to suspect substance abuse, he/she will be removed from patient care and will be scheduled for a conference with the clinical faculty and the Director of Nursing. When the student accepts admission into the nursing program, he/she agrees and consents to submit to urine and/or serum drug screen testing at the discretion of the Nursing Faculty and at the student’s expense. If the student refuses to submit to testing or should the findings indicate the presence of an abused or illegal substance, the student will be dismissed from the program. Readmission to the program will be based on documented evidence of successful completion of a substance abuse rehabilitation program.

• If the student demonstrates problems in physical and/or emotional health that do not respond to appropriate treatment and/or counseling within a reasonable period of time, he/she will be removed from patient care and will be scheduled for a conference with the clinical faculty and the Director of Nursing.

Conference(s)
After considering relevant information and conferring with the nursing faculty, the Director of Nursing will administer one of the following actions:

a. Allow the student to return to the clinical area.

b. Outline in a contract with the student the specific requirements for the student to continue in the program. Failure to adhere to any requirements set forth by this contract as determined by the Director of Nursing will be grounds for dismissal.

c. Dismiss the student from the program, after consultation with the Dean of Health Programs. The circumstances leading to the decision to dismiss the student will be thoroughly documented by the nursing faculty and the Director of Nursing. The student will receive a course grade of “D” and will be dismissed from the nursing program.

d. Students dismissed secondary to unsafe patient care will receive a “D” as the course grade and are not eligible for readmission. Demonstration of conduct not in accordance with the ethical standards of licensed registered or practical nurses in North Carolina such as substance abuse, misuse and/or abuse, abandonment, breeching confidentiality, and falsifying records will lead to immediate dismissal. Other misconducts not listed here may also apply. NCBON Education Rules (2005) state present physical or emotional problems which conflict with safety essential to nursing practice and do not respond in a timeframe that enables meeting program objectives, and behaviors which conflict with safety essential to nursing practice may include behaviors that endanger public health, unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established; behavior that deceives, defrauds, or harms the public in the course of professional activities or services, are examples of behaviors for dismissal.
D. Appeal/Grievance

Students may appeal according to the College’s student appeal procedure. A copy of the procedure can be found in the College’s current student handbook, online at www.cravenc.edu, or can be requested from the Vice President of Student Services. All appeals must be filed in a timely manner as specified by the College’s student appeal procedure.

V. ATTENDANCE

A. College

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and clinical sessions. In non-nursing classes, a student must attend a minimum of 80 percent of total class hours, laboratory hours, and clinical and shop sessions for each course in order to receive a passing grade. Any three tardies in a given class will constitute one class hour of absence.

B. Nursing Department

Students are expected to check Moodle announcements and college provided email accounts on a regular basis for any updates from faculty.

Classroom and Laboratory Sessions:

Students are expected to be in class on time and attend all classes and labs. A student in a nursing class must attend a minimum of 90 percent of class and 90 percent of lab. A tardy is defined as arriving within the first fifteen (15) minutes after the beginning of the class or lab. Students are expected to attend all class and lab sessions. Any three tardies in a class/lab will constitute one hour of class/lab absence. Students will be automatically withdrawn from the course(s) when absent for more than 10 percent of the class or lab if prior to the last date for withdrawal, if after the withdrawal date a “D” will be assigned as the course grade and will result in dismissal from the nursing program.

Clinical Sessions:

Students are expected to attend 100% of clinical. Proficiency of nursing skills is strongly linked to clinical attendance. Orientation to the clinical areas is required and is considered to be an integral part of the clinical experience. Students should only be absent from clinical due to illness or extenuating circumstances (death in the immediate family). The student should exercise caution in being absent early in the semester and then needing to be absent later in the semester. The number of hours the student may be absent due to illness or extenuating circumstances is outlined in the table below.

Clinical absence policy:

The student will be required to complete an ALE (alternate learning experience) for any clinical absence. The ALE will be equivalent to the number of hours missed. Lead faculty will develop the ALE for each course. The ALE is due to the lead faculty via email 24 hours prior to clinical the next week. (Example: absent on Wednesday, ALE is due the following Tuesday at 0630). The student may not return to clinical until the ALE is completed. The ALE may only be used for a specified number of hours in each course, see the table below. Failure to complete the ALE with a satisfactory grade will result in an automatic withdrawal from the course if prior to the last date for withdrawal or an unsatisfactory for the clinical component of the course if after the withdrawal date, a “D” will be assigned for the course and will result in dismissal from the nursing program.

Example:
Nur 111, Nur 112, Nur 113, Nur 114, Nur 211, and Nur 212  12 hours per course
Nur 213  12 hours during the team leading experience
If the student misses additional clinical he/she should have extenuating circumstances and the absence will be dealt with on a case-by-case basis. An additional absence must be approved by the Director of Nursing, in advance if possible. Students who are hospitalized or too ill to attend clinical for more than the allotted time must present written documentation to the Director of Nursing and appeal for an excused absence. Completion of the ALE will still be required to make up hours. The appeal should be requested through email and support documentation should be given to the Director of Nursing.

**Tardy in clinical**
Students are expected to arrive on time to clinical. Students who arrive in the first 15 minutes of the scheduled time are considered tardy. Three tardies constitutes an hour of absence.
Students who are tardy will upon the:
First offense- Receive written documentation on the Nursing Student Strategic Plan for Success reminding them of the policy
Second offense- Be placed on probation and documentation on the Nursing Student Strategic Plan for success regarding the incident
Third offense- Will be counted as a clinical absence and will require an ALE equal to an hour. The ALE is to be sent to the lead instructor via email and due 24 hours prior to the next weeks scheduled clinical.

**Late for clinical**
Any student who arrives at clinical more than 15 minutes after the scheduled time will not be allowed in clinical and is considered absent. This is due to having missed report, the patient already being reassigned and to ensure patient safety. The student is required to complete an alternate learning experience equal to the number of hours missed for the clinical day. The ALE is to be sent to the lead instructor via email and due 24 hours prior to the next weeks scheduled clinical.

**Illness in clinical**
If a student arrives at clinical visibly ill or becomes ill during clinical practice the clinical faculty may allow that student to go home and will notify the Lead Faculty. The student who goes home will be considered absent and required to complete an alternate learning experience equal to the number of hours missed. The ALE is to be sent to the lead instructor via email and due 24 hours prior to the next weeks scheduled clinical.

**Departure from clinical**
Students may not leave the clinical facility for any reason prior to the scheduled departure time unless approval is obtained from the faculty. This departure will constitute an absence and the student must complete an ALE equal to the number of hours missed. The ALE is to be sent to the lead instructor via email and due 24 hours prior to the next weeks scheduled clinical.

**Absent from clinical**
In the event a student is unable to attend clinical, proper notification must be made to the clinical instructor and clinical facility (to the appropriate unit). It is the student’s responsibility to contact the clinical facility at least one (1) hour prior to the scheduled assignment. Students should obtain the name of the person they speak with on the facility unit. The student should also leave a message on the lead instructor’s office telephone. Failure to notify the clinical instructor and facility will result in a required five-page, typed, double-spaced, 12-font paper written on “Accountability and Professionalism for the
Nursing Student.” This paper must contain three references within the past five years. The student may not return to clinical until this paper is completed satisfactorily and turned in to the lead faculty.

Inclement Weather Clinical Guideline:
College Cancellation/Closing: Weather related cancellations will be announced on the College’s webpage: www.cravencc.edu. Cancellations may also be announced on Public Radio East (89.3 WTEB, 91.5 WBJD, 88.5 WZNB, 90.3 WKNS, 88.1 Greenville) and local radio and television. For a complete listing of all stations, please visit: www.cravencc.edu/student/handbook.cfm

Our primary concern is the safety of our students in the event of inclement weather. Due to the hours students are in clinical and the time they actually leave home sometimes the decision to cancel or delay classes is made after students are already enroute, therefore:

Students will adhere to the college policy in reference to class, lab and clinical. If a delay or a late start of college is announced that will also be the time the student is to report to class, lab or clinical. (2 hour delay for clinical will mean from the time the college opens which is 8am, therefore clinical will begin at 10am.)

If the college has not made a determination regarding a delay prior to the student arriving at clinical – and the assigned or lead faculty is present the student will remain for the clinical day. If the college cancels or closes once the student is at the clinical site, the student will be dismissed for the day.

Students will be required to makeup class, lab, and clinical hours to meet student learning outcomes. Faculty will communicate specific information for makeup of each of these components. Failure to submit assignments and/or fulfill course time will impact negatively on progression and attendance requirements.

VI. GRADING

A. SCHEMA

<table>
<thead>
<tr>
<th>LETTER GRADING SYSTEM USED BY NURSING PROGRAMS</th>
<th>Quality Points</th>
<th>Numerical Equivalents</th>
<th>Letter</th>
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<td>Quality Points Per Semester Hour</td>
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<td>4</td>
<td>90 – 100</td>
<td>B</td>
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<td></td>
<td>3</td>
<td>80 – 89</td>
<td>C (unable to progress)</td>
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<td>2</td>
<td>70 – 79</td>
<td>D (unable to progress)</td>
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<td>1</td>
<td>60 – 69</td>
<td>F (Failing)</td>
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<td>0</td>
<td>Below 60</td>
<td>W</td>
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B. Testing Policy

See Course Syllabus for individual course requirements.
Students are responsible for taking tests as scheduled. The student will be allowed to make up one missed unit test during a semester. A missed test must be made up on the day of the student’s return to class/lab/clinical. A test not made up on the day of return will constitute a grade of “0” for that test. (Hours refer to when the College is normally in session, Monday through Friday). Example: Student
absent from test on Monday, returns on Tuesday. Must make up test Tuesday by 6PM. Any student earning a score of less than “80” on a unit test must meet with the faculty to review the test and to self-remEDIATE. (*Contact the Academic Skills Center (ASC) for hours of service.)

C. Written Assignments
See course syllabus, supporting handouts, rubrics, Moodle announcements, and faculty consultation for individual course requirements for class, lab or clinical. Submission of late assignments will be penalized in grading (10 points for each day) and may result in a zero.

D. Computer Assisted Instruction
Computer assisted assignments are required for each nursing course. See individual course syllabi for specific requirements. Lab fees are required each semester.

E. Simulation Laboratory
1. Students must adhere to clinical guidelines while in the Simulation Laboratory. Students must wear uniforms during the lab experience. Students should be in the appropriate uniform when participating in direct care with any of the manikins and models.
2. Students must be prepared for the lab experience. Failure to be prepared may result in dismissal from the lab as determined by faculty and the Simulation Lab Coordinator. The student will receive a non-passing grade for that experience.
3. Students must maintain confidentiality of the lab experience as if the manikins are human. HIPAA requirements will be adhered to. Failure of confidentiality may result in the student receiving an “F” in the course and dismissal from the nursing program.
4. Students are accountable for their own professional behavior and performance.
5. The lab may be used for practice, assessment, evaluation, and remediation as determined by the faculty and the Simulation Lab Coordinator. Students may self-refer for their own remediation by meeting with the Simulation Lab Coordinator.
6. Audio-visual equipment is in use in the lab. Students must be aware that their experience may be video-taped at any point. These videos may be used for educational purposes with no further right to privacy.
7. Willful destruction of Lab resources may result in dismissal from the nursing program. No food or drink is allowed in the laboratory areas.

F. Strategies for Success
1. The Strategic Plan for Success is an intervention process for assisting students in meeting learning outcomes.
2. When a student earns an unsuccessful grade (unsatisfactory or less than 80), a Craven Community College Nursing Student Strategic Plan for Success may be initiated.
3. Issues such as, but not limited to, unpreparedness for the clinical experience, unsafe clinical practice, deficits in professional demeanor as well as numeric scores will be considered.
4. The individualized plan can remain in effect up to the end of the curriculum program for the student.
5. Strategies will be specific to the individual need of the student but may include, as examples, use of specific resources, Just Culture SPEET review, focused practice in skill sets, or other strategies to improve academic and clinical performance.
6. SPEET information may be found at the North Carolina Board of Nursing website: ncbon.org.

VII. CLINICAL REQUIREMENTS
A. Dress and Grooming

**Students must purchase the full student uniform from the Craven Community College Bookstore. If you need clarification on any requirement, direct questions to the Director of Nursing.**

1. Students are expected to dress neatly and appropriately for classes and other school functions.
2. While in the simulation lab and in the clinical facility, students will wear the appropriate student uniform designated for their specific program. The female student's uniform consists of a uniform top (may wear plain long sleeve- white or black – t-shirt under the uniform top) and uniform pants or skirt, which shall be no shorter than mid-knee. Lab coats are optional but must be mid-thigh length to knee length. Plain (no monogramming or insignia) scrub jackets to match the color of the uniform may be worn. Plain white nylon hose must be worn with dresses. Plain black or white socks above the ankle may be worn with pantsuits. Pants with slits at the bottom or elastic hem are not allowed. The male student's uniform consists of a shirt (may wear a plain long sleeve- white or black – t-shirt under the uniform top), pants and black or white socks. All apparel must be neat, clean, well-fitting, ironed and wrinkle-free. Underclothing should not be visible through the uniform. A name pin will be worn on the right side of the uniform.
3. Visible tattoos should be covered to the greatest degree possible. Tattoos should be covered by wearing a plain long sleeve white or black t-shirt under the uniform top and tattoos should not show through the student’s clothing.
4. The student's hairstyle must be professional in appearance. Extreme hairstyles are not acceptable. Hair will not touch the uniform and should be secured to the head without ponytails, wisps or dangling hair. Hair ornaments should be minimal and inconspicuous (blend with hair color). Mustaches and beards must be kept short and neatly trimmed.
5. Shoes will be clean and polished. Shoes will be white leather and low heeled with closed toe and heel (no clogs).
6. Make-up should be minimal and in good taste. The only jewelry allowed will be a plain wedding band, one (1) pair of earrings (one earring in each ear in the lobe of the ear) for pierced ears and a watch. Pierced earrings should be gold, silver or white studs. Visible body piercing jewelry (including eyebrow, tongue, etc.) will not be worn. See the Director of Nursing for individual questions regarding visible piercing.
7. Fingernails should be natural, clean and cut so that they do not extend beyond the fingertips. No fingernail polish may be used. Artificial nails are prohibited.
8. Required accessory parts of the uniform include white sweater, bandage scissors, stethoscope, sphygmomanometer, penlight, and a non-decorative watch with sweep second hand (no digital).
9. Full student uniform must be worn when picking up clinical assignments. Students considered to be in noncompliance with the above dress code, based on the judgment of any Nursing Faculty member, will be informed of such noncompliance and relieved of clinical assignments until in compliance. The student will receive a “U” for professional behavior for the day.
10. Uniforms are purchased from the Book Store of the College. Students will need two (2) uniforms, one (1) scrub jacket or one (1) knee-length white lab coat, one (1) name pin, and one (1) emblem. Other items such as shoes, hose, watch, etc., are available, but may be purchased wherever desired. Emblems are to be applied to the left sleeve of the lab coat/scrub jacket one (1) inch below the seam.
11. Stethoscopes, sphygmomanometer, scissors and penlights will be routinely cleaned using infection control principles.

B. Malpractice Liability Insurance

Students are required to obtain malpractice liability insurance through the Craven Community College Business Office prior to their rotation in the clinical area. The current policy is a Fall through Summer semester policy, therefore: students purchase the malpractice insurance as necessary to maintain coverage while enrolled in the program. Personal policies will not be accepted.
C. **Student Accident Insurance**

The student accident insurance program provides coverage to all registered and enrolled students for covered Injuries sustained while the Insured Student is:

1. Participating in activities sponsored and supervised by the school except for play and/or practice of Intercollegiate Sports;
2. Traveling during such activities as a member of a group in transportation furnished or arranged by the school; or
3. Traveling directly to or from the Insured’s home premises and the site of such activities.

In the event of Injury, the student should:

1. Obtain a claim form from the school within 30 days of the date of loss or as soon as reasonably possible. Proof of loss must be furnished to the Company within 90 days from the date of the Accident. Bills submitted after one year will not be considered for payment except in the absence of legal capacity.
2. Complete the claim form; attach all medical bills; primary carrier’s Explanation of Benefits (EOB) and mail to the Servicing Agent. You must complete one claim form per Injury.

D. **Needle stick, Exposure or Injury to a Student**

It is the student’s responsibility to report all incidents to the clinical faculty immediately.

The clinical faculty will assess the student’s need for emergency assistance and if necessary make arrangements for transport to the emergency room. Otherwise the student will be responsible for making the decision to obtain medical care. If the student elects to receive medical care, the student is responsible for any expenses incurred.

The student will be responsible, with faculty and staff assistance, for completing an incident report.

If the student has not done so, wounds should be washed with soap and water. Mucous membranes should be flushed with water.

The hospital will be responsible for having the source patient tested in the event of a needle stick or exposure, and notifying the student if there are positive results. Clinical faculty are to notify:

- Nurse manager/Charge nurse
- Clinical Coordinator or supervisor at the hospital
- Director of Nursing
- Lead faculty for the course
- Clinical Liaison at CarolinaEast Medical Center or Carteret General Hospital

The student and clinical faculty will submit written documentation of the incident to the Director of Nursing.

E. **Badges**

CarolinaEast Medical Center has a computerized system for charting and medication administration. Students are required to participate in charting and medication administration as part of the clinical component of nursing courses. In order to facilitate clinical experience for students, the hospital has
agreed to provide badges (name and Xyloc) to Craven Community College. These badges will be issued to each student and are to be used only for educational purposes and during scheduled educational experiences. Utilization of the badges at other times will constitute grounds for dismissal from the program. Students must wear these badges while in the clinical facility. A student who arrives at clinical without their badges will not be allowed to perform patient care. Students will be responsible for these badges and must turn them back in to the college upon completion of the nursing program or when they are no longer enrolled in the nursing program. Loss of these badges must be reported immediately. Replacement of these badges will cost the student $50.00 payable to the College Business Office. Failure to turn in these badges at the completion of the program or once no longer enrolled in the program will constitute a $50.00 fee payable to the College Business Office.

F. Clinical Evaluation

See Course Syllabus for individual course requirements. Faculty will review course clinical objectives and evaluation for each course. Clinical grades and summaries are provided to enhance learning that will enable a student to better perform as she/he grows in the nursing profession. A satisfactory evaluation indicates that the student consistently meets clinical objectives as outlined in each individual course syllabus. The student who is consistently unable to meet the clinical objectives as outlined in the individual course syllabi will not be allowed to progress to the succeeding semester and will receive a grade of “D” for the course. Students dismissed secondary to unsafe patient care will receive a “D” as the course grade and are not eligible for readmission.

G. Skills Performance Limitations

Students should not perform the following procedures. This is not an inclusive list – just frequently asked questions about what students may do. If you have a question, please contact the course faculty/Chair of Nursing and Continuing Education:

1. Draw arterial blood gases.
2. Draw blood from arterial or central line.
3. Pull or insert arterial, epidural, or central lines.
5. Hang heparin.
6. Administer chemotherapy other than by oral route.
7. Administer intravenous push meds through a central line.
8. Use staff’s medication access code.
9. Perform procedures that require special competencies such as administering chemotherapy.
10. Enter a room with a patient in airborne isolation that requires HEPA mask.
11. If a student is pregnant, she should not be assigned to patient that has chemo infusing or had chemo in the last (2) days.
12. If a student is pregnant, she should not be exposed to nitrous oxide and ethylene oxide that may be found in Engineering, Plant Maintenance, Central Sterile Supply, Operating Room or PACU.

VIII. PROGRESSION

A. Technical Standards

Certain functional abilities are essential for the delivery of safe, effective nursing care during clinical experience activities. The Nursing Faculty, utilizing clinical site standards, has determined that certain technical standards are requisite for progression and graduation from the nursing programs. The student must be able to:

Standards List

1. Walk, stand for long periods of time, stoop, reach, lift, and bend.
2. Lift, turn, support, move, position and transport patients of all weights and ages (newborns, pediatrics, adolescents, adults, and geriatrics).
3. Access all patient bedsides and to respond immediately to an emergency situation anywhere in the hospital.
4. Reach for, finger and handle records/reports in keying of data into a computer or CRT.
5. Use manual dexterity to render patient care.
6. See and fully communicate (both orally and written) with patients, doctors, and other employees either in person or over the telephone.
7. Work effectively with others demonstrating tact, discretion, and diplomacy. Must be able to maintain calm, effective, and accurate performance in stressful situations.
8. Follows directions and performs assigned activities.
9. Work varied schedules.
10. Work around blood and bodily fluids, and potentially infectious organisms.

Disability and Accommodation Request Process

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations, but is not required to make modification that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Technical Standards either with or without accommodation.

B. Requirements

A 2.0 is the minimum cumulative grade point average required for progression within the nursing program.
Students must attain an 80 average in each NUR course. See course syllabus for individual course requirements.

**Nursing students MUST earn an “A” or “B” in all core nursing (NUR) courses. Students who do not earn an “A” or “B” in a NUR core course must repeat the course in which they were not successful in order to progress in the curriculum. Multiple NUR courses may not be repeated—one nursing course may be repeated once. If a student is unsuccessful in more than one NUR course, the student will be dismissed from the program.

**For all required support courses (general education) within the Nursing curriculum, a minimum grade of “C” must be obtained in order to progress through the Nursing program.

Graduation:

A 2.0 is the minimum cumulative grade point average required for graduation. The student must pass all courses (as described above) in his/her curriculum and have successfully completed all other curriculum requirements to be eligible for graduation.

C. Readmission (Re-entry) to Nursing Programs following withdrawal or failure to meet course or curriculum requirements:

1. Students who are unsuccessful anytime during Nur 101, Nur 111 or Nur 214 may re-apply to the nursing program. They would have to complete the admission process and be selected for the program. The student may be readmitted into the program once. Only one NUR course may be repeated.
2. In order to be eligible for readmission without having to repeat the admission process, the student must have successfully completed Nur 101 for the PN program, Nur 111 for the ADN program or Nur 214 for the Transition program.

3. The student may be readmitted into the program once. Only one NUR course may be repeated.

4. Readmission into the nursing programs is based on space availability and academic performance. In any given semester, students applying for readmission will be rank-ordered based on their academic performance and those students with the highest GPAs will be given priority for readmission.

5. When a former CCC nursing student applies for readmission, he/she must:
   a. Consult with the Director of Nursing.
   b. Submit an application for readmission to the Director of Nursing.
   c. Be readmitted at the point within the program at which the student withdrew.
   d. Be readmitted within two years of the withdrawal or dismissal.
   e. Submit physical exams if records on file are more than two years old. Submit updated CPR, immunization records, and an updated criminal background check with drug screen.
   f. Meet the current curriculum requirements at the time of readmission.

D. Transfer Student

1. Transfer applications may be accepted by the Director of Nursing if the student has not exceeded an initial admission and one readmission at the prior college based on the Craven Community College Nursing Program’s admission/readmission policy.

2. Applications for Transfer Admission into the nursing program will be accepted on a year-round basis. Students should consult with the Director of Nursing regarding nursing course transfer credit and with the Records Office regarding general education course transfer credit. Selection for transfer admission will be based on meeting all current admission criteria and is subject to space availability. In the event that multiple transfer applications are received, students will be ranked by academic performance for selection.

3. Course Transferability
   a. General education course transferability is determined by the Dean of Records and Registration.
   b. Nursing course transferability is determined by the Director of Nursing.
      1. Students must provide an official transcript for all colleges/schools.
      2. Student must transfer within two years of withdrawal from the previous college of nursing.
      3. Nursing courses must be no more than 3 years old.
      4. All NUR courses must reflect a minimum grade of 80. It is the student’s responsibility to provide official documentation from the Director of Nursing from the prior college that this requirement is met.
      5. The student must provide syllabi or other documentation of nursing course content. Documents may include course descriptions, course outlines, lab/clinical skills, etc., from nursing courses completed to facilitate placement within the nursing curriculum.
      6. The student must meet all curriculum requirements at the time of admission.
      7. The student must meet all admission requirements and provide appropriate documentation.
      8. A student from the Craven Community College Associate Degree Nursing program may apply to transfer to the Craven Community College Practical Nursing program. The student must currently have a 2.0 GPA. Acceptance will be based on space availability and academic performance.
IX. OTHER

A. Student Employment
Employment while pursuing a nursing education is at the student’s discretion. However, employment responsibilities must not conflict with educational responsibilities. It is recommended that nursing students work no more than 10 hours per week. If a student is employed in a facility providing nursing care, he/she must perform only in the role for which they were hired. The responsibilities should in no way be related to his/her responsibilities as a student. The employing facility takes full responsibility for the student employee’s action while working.

B. Student Transportation
Students are responsible for their own transportation to and from the College and clinical facilities. Student car-pools are the responsibility of the individual student and not the responsibility of the Department or the College.

C. Financial Indebtedness
Any student who fails to resolve any outstanding debt to the College (i.e., tuition, bookstore, library fees, parking fine, graduation, promissory note, financial aid, equipment, supplies debt, or any other required payment) will not be permitted to register or receive graduation diplomas, academic or financial transcripts. In addition, past due accounts will be turned over for collection through the NC Dept. of Revenue’s Setoff Department program and a collection agency. (CCC Catalog)

D. Student Clinical Assignments
Students should be aware that clinical assignments vary each semester and may include day, evening, night, weekday and weekend assignments. In addition the schedule may include a variety of times such as six (6) or twelve (12) hour shifts. Students may do clinical in Craven or surrounding counties to include but not limited to Carteret and Onslow.

E. Obtaining Nursing Assistant I and II when enrolled in A45110 or D45660
NAI
Current Nursing students may have, at the successful completion of NUR 101 or NUR 111, the knowledge needed for successful completion of NAI skills and requirements. Current CCC students can complete the test, competencies, and other requirements for registry as a NAI. See the Director of the Nursing program for the appropriate code for the application.

21 NCAC 36 .0403 QUALIFICATIONS
(a) The nurse aide I shall perform basic nursing skills and personal care activities after successfully completing an approved nurse aide I training and competency evaluation or competency evaluation program. The licensed nurse shall delegate these activities only after considering the variables defined in Rule .0401(b) and (c) of this Section. Pursuant to G.S. 90-171.55, as of April 1, 1992 no individual may function as a nurse aide I, regardless of title, to provide nursing care activities, as identified in Rule .0401(a) of this Section, to clients or residents until:
1. the individual has successfully completed, in addition to an orientation program specific to the employing facility, a State approved nurse aide I training and competency evaluation program or its equivalent; or a State approved competency evaluation program and the employing facility or agency has verified listing on the Division of Health Service Regulation Nurse Aide Registry (DHSRNAR); or
2. the employing agency or facility has assured that the individual is enrolled in a State approved nurse aide I training and competency evaluation program which the individual shall successfully complete within four months of employment date. During the four month period,
the individual shall be assigned only tasks for which he has demonstrated competence and performs under supervision.

NAII
At the middle of the second semester and beyond, a current student in good standing may bring a printout of their listing on the NAI registry and date of birth to the Chair of Nursing and Continuing Education for submission to the Board of Nursing Nurse Aide II registry. The student must then complete the application on the Board of Nursing website and submit the required fee to be listed on the registry.

_Nursing students currently enrolled in Board of Nursing approved nursing_ programs desiring listing as a nurse aide II shall submit:

1. An application fee; and
2. A listing form completed by the nursing program director indicating successful completion of course work equivalent in content and clinical hours to that required for a nurse aide II.

21 NCAC 36.0404
All nurse aide IIs, as defined in Rule .0403(b) of this Section, regardless of working title, employed or assigned in a service agency or facility for the purpose of providing nursing care activities shall be listed on the Board of Nursing Nurse Aide II Registry and shall meet the following requirements:

1. Successful completion of a nurse aide II program or its Board approved equivalent;
2. GED or high school diploma;
3. Listed as a Level I nurse aide on the DHSR Nurse Aide Registry with no substantiated findings of abuse, neglect, or misappropriation of property; and
4. Submission of an application to the Board of Nursing for placement on the Board of Nursing Nurse Aide II Registry prior to working as a nurse aide II.

The application shall be submitted with the required fee within 30 business days of completion of the nurse aide II program. Application for initial listing received in the Board office shall show an expiration day of the last day of the birth month of the following year.

_An individual previously enrolled_ in a Board approved nursing program leading to licensure as RN or LPN may list with no additional testing provided the

1. Student withdrew from school in good standing within the last 24 months and completed the equivalent content and clinical hours.
2. Such individual shall submit listing form as described in Paragraph (b) (2) of this Rule. (A listing form completed by the nursing program director indicating successful completion of course work equivalent in content and clinical hours to that required for a nurse aide II.)
3. If the student was in good standing upon withdrawal from the school and withdrew from the school in excess of 24 months, the student must complete an entire nurse aide II program.

F. Regionally Increasing Baccalaureate Nurses (RIBN)
The mission of [RIBN](http://www.ribn.org) is to improve the health and health outcomes of North Carolinians by increasing the educational preparation and diversity of the nursing workforce. [RIBN](http://www.ribn.org) is coordinated statewide by the Foundation for Nursing Excellence with financial support from the Duke Endowment, the Jonas Center for Nursing Excellence, the Robert Wood Johnson Foundation and the NC Area Health Education Centers Program. The statewide [RIBN](http://www.ribn.org) program website can be found at http://www.ribn.org. [RIBN](http://www.ribn.org) is a new educational track to a BSN degree. ENC [RIBN](http://www.ribn.org) is an innovative
partnership to provide essential nursing resources for eastern North Carolina. Below you will find a complete description of the program, information on how to apply, dates and deadlines, and information specific to each of our community college partners. Eastern North Carolina Regionally Increasing Baccalaureate Nurses (ENC RIBN) is a partnership between Beaufort County Community College, Craven Community College, Lenoir Community College, Pitt Community College, Roanoke-Chowan Community College, and East Carolina University. Candidates are enrolled in both the designated community college and at ECU.

X. PINNING CEREMONY
The pinning ceremony is formal recognition of the hard work and effort exerted by the students throughout the nursing program, and recognition of attainment of their final goal in completion of the nursing program. The student is publicly awarded a nursing pin. The ceremony is usually held in Orringer Auditorium at Craven Community College. The number of guests per students may be limited by the number in each graduating cohort and the number of occupants allowed by facility codes. Participation in the pinning ceremony is optional, but students are strongly encouraged to enjoy this acknowledgment. Students will be advised by the Director of Nursing and faculty as to the agenda and requirements of the ceremony. Students will wear a designated professional white nursing uniform with professional white closed-toe shoes. Students may be required to wear white nursing caps (females only). Students must adhere to the professional standards of clinical attire as they would in the clinical setting (professional hairstyle, short fingernails, clean shoes, no jewelry except one post in each ear and wedding band, etc.) Information regarding the uniform requirements will be shared with each cohort. Estimate of expenses for the pinning ceremony include: nursing pin ($10-$100); Nursing Cap ($15); designated white uniform with accessories ($50) and nursing lamp ($10), with average cost per student of $100. These expenses are the responsibility of the individual student.

XI. Student Nurse Association (SNA)
The Student Nurse Association is comprised of student nurses of Craven Community College, striving to promote, educate, and support healthcare issues and concerns within our college and local community. Nursing faculty serve as advisors under the leadership of the Chair of Nursing and Continuing Education.

The purpose of the SNA is to:

1. Promote social interaction
2. Provide peer support for fellow students regarding education and community involvement.
3. Support efforts to improve the health of the community.
4. Promote political healthcare awareness in our program and our community.
5. Facilitate communication between student nurses and the nursing faculty.
6. Foster leadership skills among student nurses.

Dues: Individuals become members upon application and payment of annual dues, currently $10.00.

Eligibility: All current nursing students at Craven Community College are eligible for membership and are encouraged to participate in the SNA.

XII. OTHER EXPENSES
Nursing students should be aware of several expenses which will be incurred during the last semester of the nursing program. Upon successful completion of the nursing program and meeting all curriculum
requirements, the student is eligible to apply for licensure and to take the NCLEX-PN or NCLEX-RN licensure exam. This application consists of two parts:

1. An application to the testing center accompanied by a certified check or money order for approximately $200.
2. An application to the State Board accompanied by a certified check or money order for approximately $108 and a passport style photo (approximately $10).

Students may also be interested in attending an additional review course prior to taking the NCLEX exams. Information is made available regarding such course offerings in the local area. The expense of review courses varies with the company offering the course. An approximate review course cost is $350. Any additional review will be an individual choice and at the individual’s expense.

XIII. POLICIES

A. WAIVER AND CONSENT: STUDENT RECORDS AND PRIVACY ACT

In consideration for arranging clinical studies which are a curriculum requirement, the undersigned waives his or her rights under the Student Records and Privacy Act and permits Craven Community College to release results of criminal background checks and physical examinations (“Information“) to clinical sites.

The undersigned further acknowledges understanding and agreement that the release of such Information is for his or her benefit to facilitate access to the clinical site; and that release of the Information does not, however, guarantee acceptance of the undersigned at the clinical site; and that the undersigned may be rejected by the clinical site on the basis of the Information released to it; and the undersigned shall and hereby does hold harmless the Board of Trustees of Craven Community College, Craven Community College, and all agents and employees of Craven Community College from any and all liability, cost, and loss in the event of such rejection because of the Information.

B. BADGES (JANUARY 2008, UPDATE 2009)

CarolinaEast Medical Center, formerly Craven Regional Medical Center, has converted to a computerized system for charting and medication administration. Students are required to participate in charting and medication administration as part of the clinical component of nursing courses. In order to facilitate clinical experience for students, the hospital has agreed to provide badges (name and Xyloc) to Craven Community College. These badges will be issued to each student and are to be used only for educational purposes and during scheduled educational experiences. Utilization of the badges at other times will constitute grounds for dismissal from the program. Students must wear badges while in the clinical facility. A student who arrives at clinical without their badges will not be allowed to perform patient care. Students will be responsible for these badges and must turn them back in to the college upon completion of the nursing program or when they are no longer enrolled in the nursing program. Loss of these badges must be reported immediately. Replacement of these badges will cost the student $50.00 payable to the College Business Office. Failure to turn in these badges at the completion of the program or once no longer enrolled in the program will constitute a $50.00 fee payable to the College Business Office.

FINANCIAL INDEBTEDNESS
Any student who fails to resolve any outstanding debt to the College (i.e., tuition, bookstore, library fees, parking fine, graduation, promissory note, financial aid, equipment, supplies debt, or any other required payment) will not be permitted to register or receive graduation diplomas, academic or financial transcripts. In addition, past due accounts will be turned over for collection through the NC Dept. of Revenue’s Setoff Department program and a collection agency. (CCC Catalog)

C.

Attachment 130.13

Nitrous Oxide/Ethylene Oxide Exposure Warning/ Acknowledgement

I have been informed that as an employee/student assigned to Biomedical Engineering, Plant Maintenance, Central Sterile Supply, or wo may temporarily be assigned to the Operating Room or Recovery Room for patient care purposes, I may be exposed to Nitrous Oxide and/or Ethylene Oxide gas which scientific data indicates are possible mutagens and/or might be a factor in spontaneous abortions. Therefore, I and/or a fetus I may carry or father could be at risk.

In view of the aforementioned, I understand I will be granted the opportunity by CarolinaEast Medical Center to be reassigned to another work area during the term of my pregnancy if I so desire. If I choose not to be reassigned, I accept full responsibility for the risks I assume.

I understand and agree to alert my immediate supervisor immediately upon knowledge that I am pregnant or are attempting pregnancy.

D. Student Travel Release

The undersigned person hereby requests permission to participate in field trips, class trips, live projects, extracurricular events, and/or any activity(ies) sponsored by Craven Community College or in which the College has any involvement or participation and affirms:

(i) I recognize and am aware that participation in any of these activities could result in physical and/or mental injury including death; and,

(ii) I am in proper physical condition to participate in these activities. Further, I recognize and am aware that there are risks of physical and/or mental injury and death which might result from accidents, negligence or the intentional acts of others occurring during travel to and from said activities, whether by transportation provided by Craven Community College or by private vehicle or otherwise or at any time and by any other means.

In consideration of Craven Community College and any of its personnel in any capacity allowing me to participate in any such activities based on my request and affirmations, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, I hereby waive, release and agree to hold harmless Craven Community College, its instructors, personnel, employees, agents, successors or assigns acting in whatever capacity, all sponsors and organizers of any such activities and all other persons and entities involved in the preparation for, conduct and/or control of any said events in any capacity or role whatsoever of and from any and all actions, claims, demands, costs, loss of services, expenses, compensation and all consequential and/or punitive damages on account of any and all injuries, illness or other damages, including death, which may result directly or indirectly from my participation in or attendance at or observation of any such activities.

This RELEASE has been read by me and I understand its contents and that it shall be binding on me, my heirs, personal representatives, executors, successors and assigns. I further certify and affirm that as of the signing of this Release, I am eighteen (18) years of age or older.

INSTRUCTIONS THAT APPLY WHEN A STUDENT IS TO SIGN THIS RELEASE: The Student must sign above if the student is 18 years of age or older. If the Student is under the age of 18, then the Student does not sign but the parent(s) or guardian(s) sign on the next page.
E. NURSING SIMULATION LAB: CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO

The Craven Community College Nursing Simulation Lab enhances participant learning by providing realistic clinical experiences in a safe environment.

Participants are expected to keep all events, procedures and information used in conjunction with the Nursing Simulation Lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained during the debriefing period.

Participants are not to share information about their simulation experience with others.

Violation of the confidentiality statement is a violation of the Honor Code and will lead to consequences for the participant, possibly including removal from the program.

I agree to maintain strict confidentiality about the details of the scenarios, participants and performance of any participant(s).

I authorize the Craven Community College Nursing Simulation Lab staff to video record my performance during the simulated clinical experience (SCE).

I authorize the Craven Community College Simulation Lab staff to use the video recording(s) for purposes including, but not limited to: debriefing, faculty review, education, research, public relations, advertisement, promotional, and/or fund raising activities.
The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions office to determine if readmission is necessary.

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19

| **2nd Term**                |         |     |          |         |        |       |          |         |
| BIO 169 Anatomy & Physiology II | 3       | 3   | 0        | 6       | 4      |       |          |         |
| PSY 241 Developmental Psych   | 3       | 0   | 0        | 3       | 3      |       |          |         |
| NUR 112 Health-Illness Concepts | 3       | 0   | 6        | 9       | 5      |       |          |         |
| OR                           |         |     |          |         |        |       |          |         |
| NUR 114 Holistic Health Concepts | 3       | 0   | 6        | 9       | 5      |       |          |         |
| NUR 214 Transition Concepts   | 3       | 0   | 3        | 6       | 4      |       |          |         |

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| **3rd Term**                |         |     |          |         |        |       |          |         |
| NUR 113 Family Health Concepts | 3       | 0   | 6        | 9       | 5      |       |          |         |
| NUR 211 Health Care Concepts  | 3       | 0   | 6        | 9       | 5      |       |          |         |
| NUR 212 Health System Concepts | 3       | 0   | 6        | 9       | 5      |       |          |         |

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| **4th Term**                |         |     |          |         |        |       |          |         |
| ENG 112 Writing/Research in Disc | 3       | 0   | 0        | 3       | 3      |       |          |         |
| OR                           |         |     |          |         |        |       |          |         |
| ENG 114 Professional Res and Rep | 3       | 0   | 0        | 3       | 3      |       |          |         |
| NUR 213 Complex Health Concepts | 4       | 3   | 15       | 22      | 10     |       |          |         |
| Elec Humanities/Fine Arts (see list on reverse) | 3 |

16

Total semester hours required for degree: 67

Academic Year 2016-2017
CRAVEN COMMUNITY COLLEGE

PLAN OF STUDY

ASSOCIATE DEGREE NURSING-A45110

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Program Pre-Requisites
- Completion of all developmental English (must be able to take ENG 111) and Reading courses (DMA 010,020,030,040,050), if indicated by college placement test.
- Chemistry at the high school level or above with a C or better.
- Acceptance to the program based on admission criteria including 2.5 overall GPA.
- Approved Computer course in high school or above with a C or better.

Program Co-Requisites
- Completion of all general college courses is strongly encouraged prior to entering the nursing program.

Additional Requirements
- A 2.0 is the minimum cumulative grade point average required for progression within the nursing program.
- Successful completion of all courses as outlined in the master schedule – NUR courses must be completed with a “B” or greater and support courses with a “C” or greater – required before Nursing students will be allowed to register for the succeeding semester.

Note
- Advanced standing (transition) students are given credit for NUR 111– Introduction to Health Concepts, NUR 112 Health-Illness Concepts and NUR 114 Holistic Health Concepts based on successful completion of NUR 214. Transition students will enter the third semester of the program provided they have met the admission criteria outlined for the advanced standing program, have completed all co-requisites for semester one and semester two and there is space available.

Academic Year 2016-2017
The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions office to determine if readmission is necessary.

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Program Pre-Requisites
- Completion of all developmental English and Reading courses for ENG 111 and Math DMA 010,020,030,040,050 if indicated by college placement test.
- Chemistry at the high school level or above with a C or better.
- Acceptance to the program based on current criteria.
- Approved Computer Course in high school or above with a C or better.

Program Co-Requisites
- Completion of general college courses is encouraged but not required prior to entering the nursing program.

Additional Requirements:
- 2.0 is the minimum cumulative grade point average required for progress within the nursing program.
- Successful completion of all courses as outlined in the master schedule above—NUR courses must be completed with a “B” or greater and support courses with a “C” or greater-- is required before Nursing students will be allowed to register for the succeeding semester.
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| GRAND TOTAL ESTIMATE                        |         |         |         |         | $7671.60  |

Note: Food, lodging, transportation, and child care cannot be estimated as it will vary with the individual, but should be considered carefully by the student in planning his/her budget. Travel arrangements must be made to get to clinical agencies and off-campus activities. Tuition rates are subject to change by action of the General Assembly. Tuition rates last updated July 1, 2015 and are revised each July by the NC Legislature. See Registration form for new rates or www.cravencce.edu.
### CRAVEN COMMUNITY COLLEGE
#### PN PROGRAM
#### ESTIMATED COST TO STUDENT

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**GRAND TOTAL ESTIMATE**                |        |        |        | $5665.20 |

Note: Food, lodging, transportation, and child care cannot be estimated as it will vary with the individual, but should be considered carefully by the student in planning his/her budget. Travel arrangements must be made to get to clinical agencies and off-campus activities. Tuition rates are subject to change by action of the General Assembly. Tuition rates last updated July 1, 2015 and are revised each July by the NC Legislature. See [www.cravencce.edu](http://www.cravencce.edu) for current fees.
I have received, read and understand the Nursing Program Student Handbook, and I acknowledge and agree that my participation in the Nursing Program will be governed by the requirements set forth in this Handbook. In addition I have received and read the policies it contains related to: waiver and consent regarding student records and privacy act, badges and financial indebtedness, nitrous oxide/ethylene oxide exposure warning/acknowledgement, release for field trips (clinical), and the simulation lab confidentiality agreement and consent to video. I will be governed by these policies as outlined in this Handbook.

____________________________________________
Print Name

____________________________________________
Signature

____________________________________________
Date

This statement will become a part of the student’s record.