



NURSING PROGRAMS  
STUDENT HANDBOOK

2021-2022

## Welcome Letter

Dear Student:

Congratulations on your acceptance to the practical nursing or associate degree nursing program at Craven Community College! You have chosen a rewarding, yet challenging and ever-changing career. With nursing, you will find a variety of employment opportunities and a lifetime of learning, as healthcare continues to change. Completing nursing school will take hard work and perseverance, but as you progress, keep your mind on your goal of becoming a Nurse. 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.

Sincerely,

*Maureen Abraham, MSN, RNC, CNE*  
Director of Nursing Programs

In addition to the policies and schedules of Craven Community College (CCC), nursing students follow the student guidelines of the Health Programs department and the Nursing Program. This Nursing Student Handbook supersedes all previous handbooks and provides the student with information about the College and the Nursing Program.

The policies presented in this edition of the Nursing Student Handbook are an irrevocable contract between Craven Community College and students. The Health Programs department and the Nursing Program reserve the right to modify any policies or schedules **at any time**. Any changes will be communicated in writing.

It is the policy of Craven Community College to not discriminate against any person based on race, color, handicap, religion, age or national origin in the recruitment and admission of students; the recruitment, employment, training and promotion of faculty and staff; and the operation of any of its programs and activities as specified by federal laws and regulations. Craven Community College is an equal opportunity institution.

Updated April, 2019, May 2020, September 2021

*“The Craven Community College Associate Degree in Nursing program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037, 202-909-2526. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.”*

**DISCLAIMER:**

Content subject to change. The most current information can be found in your course syllabi.

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# **I. PHILOSOPHY OF THE NURSING PROGRAMS THE NURSING**

## **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 nursing program is committed to providing accessible high quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified 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) or (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 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 change in behavior, the acquisition of knowledge, skills, and attitudes necessary to function as an entry-level nurse. The curriculums are concept 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 healthcare 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 are 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 healthcare needs of individuals throughout their life span. 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 healthcare 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 healthcare interventions. The PN graduate demonstrates the competencies identified by the National League of Nursing (2012), 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**

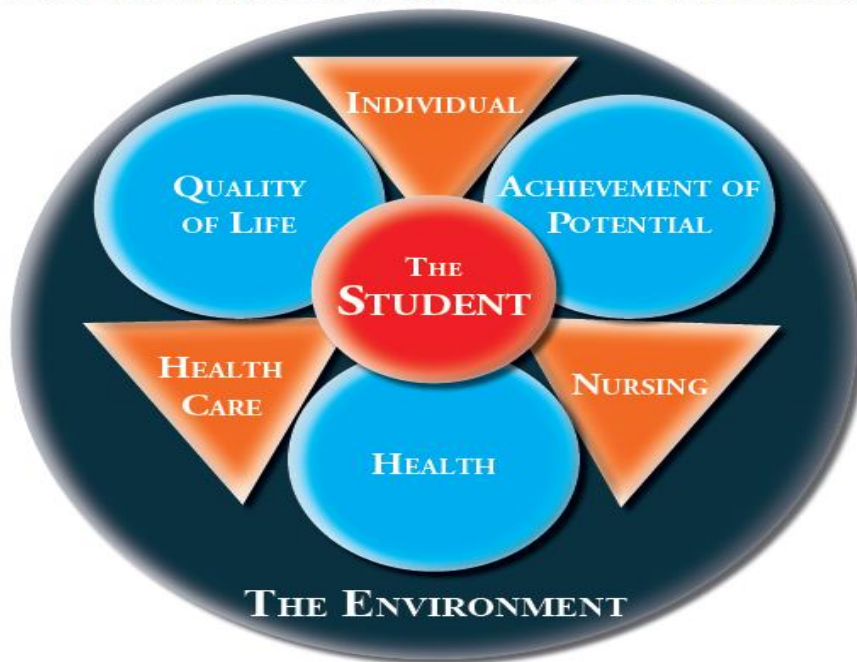
The graduate of the Associate Degree nursing program at Craven Community College is prepared to practice as an entry-level nurse. The practice of Associate Degree Nursing is directed toward meeting the healthcare needs of individuals throughout their life span. Their role is characterized by evidence-based 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. To understand the complete curriculum the learner must attain mastery of each part of the framework: the individual, the healthcare system, and nursing (Knowles, Holton, 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 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.

## CONCEPTUAL MODEL: NCCCS ADN PROGRAMS



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 life span 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 macro system 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 biophysical, psychological, sociocultural, 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 life span. Each individual has a right to healthcare and to information that will assist him or her to participate actively in his or her healthcare 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 to provide and manage care.

### ***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, 2018).

## **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 healthcare 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 healthcare team.

- Spirit of Inquiry: Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.

## **G. Practical Nursing: North Carolina Nurse Practice Act**

According to the NC 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 healthcare 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. (NAPNES) National Association for Practical Nurse Education and Service, Inc. Standards**

NAPNES is a national organization that advocates the practice, education and regulation of Licensed Practical Nurses and Licensed Vocational Nurses. Education standards include: Professional behaviors, communication, assessment with data collection within established protocols, contributing to 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. Registered Nursing: North Carolina Nurse Practice Act**

According to the NC 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 healthcare providers in determining the appropriate healthcare 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. National Academy of Medicine Competencies**

The five core competencies identified by the National Academy of Medicine (formerly 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; relieve pain and suffering; coordinate continuous care; 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, 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; 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 [QSEN](#) with excerpts included in this document.

## **M. Practical Nursing Program Learning Outcomes**

Upon completion of the Practical Nursing program, the graduate will upon licensure:

1. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
2. 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.
3. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Utilize informatics to access, manage and communicate client information.
6. 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.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the registered nurse, changes to improve the client care process.
8. 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.
9. Demonstrate caring behaviors in implementing culturally competent, client-centered nursing care to diverse clients across the life span.
10. Take and pass the NCLEX-PN exam.

## **N. Associate Degree Nursing Program Learning Outcomes**

Upon completion of the Associate Degree Nursing program, the graduate will upon licensure:

1. Practice professional nursing behavior incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.

3. Integrate knowledge of the holistic needs of the individual to provide an individualized assessment.
4. Incorporate informatics to mitigate error and formulate evidence-based clinical judgment and management decisions.
5. Implement safe, caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individualized and organizational outcomes using knowledge, skills and attitudes for continuous improvement and quality.
8. Manage healthcare for the individual using cost-effective nursing strategies, critical thinking skills, nursing and quality improvement processes and current technologies.
9. Evaluate nursing interventions and strategies, quality improvement processes and technologies to ensure positive individual and organizational outcomes.
10. Take and pass the NCLEX-RN exam

## **Clinical Competency Levels and Expectations**

### **O. 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 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, 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 apply 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 healthcare settings, modify the plan of care regarding interventions with instructor or RN supervision, 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 must be able to adapt basic skills and develop new skills to different age groups by applying guidelines that are based on cues from experts. They attempt to correlate and build on medical-surgical theory and practice. At this level, which comprises the focused client care experience, both traditional clinical and precepting, students must demonstrate mastery of the terminal student learning objectives. See requirements to pass this course in the NUR 103 syllabus.

## **P. Associate Degree Nursing Curriculum**

### ***NUR 111 Clinical Competency - Level One***

At this level, in the first semester of the nursing program, students are introduced to nursing concepts and professional behaviors 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 client population, develop the plan of care and make decisions based on 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 apply 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 healthcare 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 comprises the focused client care experience, students must demonstrate mastery of the terminal student learning objectives. Successful completion of all segments of the course are required to pass this competency level (e.g., classroom, preceptorship, team leader-team follower, etc.) See specific requirements to pass course in the NUR 213 syllabus.

## **II. STUDENT-FACULTY RESPONSIBILITIES**

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

### **A. Student**

The student is responsible for attending all classes, laboratory periods, and clinical experiences. They are 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 to be available to students outside of class time if additional help is needed in meeting course requirements.

## III. ADMISSION PROCESS

### A. Admission Requirements.

*Admission Requirements* with worksheets can be found at [Nursing Application](#). Applications for nursing programs are to be submitted in the fall during specific dates as reflected on the website. The application is online.

#### Fall 2021 entry

#### **Craven Community College Admission Requirements**

#### **A45110 Associate Degree Nursing and D45660 Practical Nursing**

#### *To Apply:*

##### Phase One:

Admission Application is available online during the application period 24 hours a day. Students must apply to Craven Community College, be admitted, and have a student ID to apply to a nursing program. Official transcripts must be sent from all colleges/schools. Academic requirements include:

1. Graduate of an accredited/registered high school or a recognized equivalency, such as a GED diploma.
2. GPA of 2.5. GPA is not rounded. 2.49 would not be eligible for admission.
3. Chemistry in high school or college with a C or better.
4. Must be eligible to take MAT 110 without a co-requisite.
5. Must be eligible to take ENG 111 without a co-requisite.
6. Applicants must be listed on the North Carolina registry as a Nurse Aide I by May 31, 2021.
7. Nurse Aide I listing must be current at the start of NUR 111 or NUR 101.
8. Students are encouraged to maintain their listing on the North Carolina registry as a Nurse Aide I throughout the program.

Phase Two:

If these requirements are met, student is eligible to take the Test of Essential Academic Skills (TEAS). The test may be taken once during the application period.

Phase Three:

Bonus Points are added to TEAS score, 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 168 for ADN/PN with A+5 or B+3, C+1
- BIO 169 for ADN/PN with A+5 or B+3, C+1
- PSY 150 or PSY 241 for ADN/PN +1 (each)
- ENG 111 for ADN/PN +1 for completion
- ENG 112 or ENG 114 for ADN only +1 (each)
- 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
- *For LPN-ADN program only, +3 points for receiving PN diploma from Craven Community College.*

**B. CPR**

If accepted to the associate degree or practical nursing program, 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*. CPR courses are available on campus through Workforce Development as well as other sources in the community. Online courses do not meet the criteria.

Documentation in the form of an AHA BLS certification card (usually emailed to you at completion of the class) must be presented. CPR certification must remain current while enrolled in the nursing program.

**Note:** Students without current CPR certification will not be allowed in the clinical setting. Absences for delinquency in maintaining current CPR will not be excused, leading to release from the program. Students may reapply in accordance with the readmission policy.

**C. Orientation**

Students are required to attend a Craven Community College nursing orientation prior to entering the program. Information will be provided regarding dates and times. Program 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 signed handbook release **must be submitted by the published due date.**

## D. Health Requirements

1. A physical examination must be submitted by the published due date. This exam must have been completed within the year prior to enrollment. In addition to the physical exam, students are required to have the following immunizations:

- a) ***Tuberculosis Screening***

<https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>

### Upon Admission, Readmission or Program Transfer:

- Baseline TB Risk Assessment and Symptom Screen
  - Two Step TST \*Tests (document results in mm induration) – within 12 months of program start. Two step TST = Two TST Tests: Both tests must be administered and read within 21 days; with at least seven days between administration of TST 1 and TST 2.
  - OR**
  - TB IGRA Blood Test (within 12 months of program start)
  - \* Past positive (+) TST: must have documentation of negative CXR since date of +TST test; symptom screening to be performed annually by healthcare provider and resubmitted each year thereafter while enrolled in health programs
  - **Note:** *A chest x-ray must be completed (within the previous 6 months) by any student who has been identified as having positive TB test reaction, or is considered a sero-converter.*

### Upon Renewal (Annually)

- Annual TB education (Core Orientation)
    - TB Risk Assessment and Symptom Screen – If positive – follow up
  - b) ***Measles, Mumps, Rubella*** (each component) - proof of immunization x 2 or positive titer. [Note: History of disease is not adequate.]
  - c) ***Hepatitis B*** (HBV) immunization (series must be started prior to enrollment)
    - Energix-B or Recombivax B 3 doses **or**
    - Heplisav-B 2 doses 4 weeks apart **or**
    - Positive titer (results include reference range)
    - (For declination or waiver, a copy must be on file at the school and/or be approved by the facility or agency.)
  - d) ***Tetanus*** immunization – 1 dose Tdap – thereafter TD booster within the last 10 years.
  - e) ***Varicella*** (chicken pox) proof of immunization x 2 or positive titer. [Note: History of disease is not adequate.]
  - f) ***Influenza*** vaccinations are mandatory and are required annually (in the fall, by Oct 15 or per agency guidelines).
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 on any significant findings or discrepancies identified on the physical exam or results.
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.

## **E. 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. CarolinaEast Medical Center and Carteret Health Care, our primary clinical sites, are requiring a national criminal background check for the past seven (7) years. Additionally, CarolinaEast Medical Center and Carteret Health Care require a drug screen.

Clinical sites have the right to deny student access based upon the criminal background check and/or drug screen results. Participation in clinical rotations at CarolinaEast Medical Center and Carteret Health Care 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.

**Note:** Students re-admitted to the program will be required to repeat both the background check and the drug screen prior to restarting the program.

Results of criminal background checks are submitted to the vendor and are reviewed by CarolinaEast Medical Center and Carteret Health Care.

**Note:** The criminal background check is national. 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 directly 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.

## **F. Computer Requirements**

All nursing students are required to have a laptop computer with a Windows or Mac operating system (no Chromebook™ or iPad®), a webcam, designated proctoring program(s), and LockDown® browser for online testing. Respondus LockDown Browser® is a program used for online testing and must be installed on the laptop computer. Instructions can be obtained through Moodle after courses begin.

The laptop computer must have the following capabilities:

**Operating Systems**

**Windows:** 10\* and 8 (Windows 10s is not a compatible operating system)

\* Includes x86 32- and 64-bit processors and ARM 64-bit processors using x86 emulation.

**Mac:** macOS 10.12 to 11.1

**Memory:** Windows and Mac: 2 GB RAM

**Hard Disk Space:** Windows and Mac: 200 MB of free hard disk space

## **G. Licensure**

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 <http://www.ncbon.com>. 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 of 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) Is unable to practice nursing with reasonable skill and safety to patients by reason of illness, excessive use of alcohol, drugs, chemicals, or any other type of material, or by reason of any physical or mental abnormality.
- 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 omissions 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.
- 6a) Engages in unprofessional conduct that is nonconforming to the standards of acceptable and prevailing nursing practice or the ethics of the nursing profession, even if a patient is not injured.
- 6b) Commits acts of dishonesty, injustice, or immorality in the course of the licensee's practice or otherwise, including acts outside of this State.
- 6c) Has had a license or privilege to practice nursing denied, revoked, suspended, restricted, or acted against by any jurisdiction. For purposes of this subdivision, the licensing authority's acceptance of a license to practice nursing that is voluntarily relinquished by a nurse, by stipulation, consent order, or other settlement in response to or in anticipation of the filing of administrative charges against the nurse's license, is an action against a license to practice nursing. The Board is empowered and authorized to take action based on the factual findings of the licensing authority that took action.
- 6d) Fails to respond to the Board's inquiries in a reasonable manner or time regarding any matter affecting the license to practice nursing.
- 7) Has violated any provision of this Article or any provision of the rules adopted by the Board under this Article.

Complete information can be found at [NC Nursing Practice Act](#)

## H. Core Orientation

Core Orientation (developed by the NC Consortium for Clinical Education and Practice) must be completed prior to entering the nursing program, and yearly thereafter. You will be provided with information on how to access the required material during the Craven Community College nursing orientation.

## I. Clinical Site Orientation

### CarolinaEast (CEMC)

Requires students to attend an annual orientation and to complete an orientation packet. Both must be completed **prior to** beginning at the clinical site.

- All nursing students should reserve the week before class begins for completion of the orientation process.
- During Craven Community College nursing orientation, first year students (ADN and PN) will be provided an orientation packet and instructions for packet completion.
- Second year students must attend the CEMC orientation in August, and submit an updated orientation packet.
- Re-entry students must attend the CEMC orientation before re-entering the program and submit an updated orientation packet. Regardless, of re-entry point, attendance at the August orientation will also be required.

### Carteret Health Care (CHC)

*Requires* students to have a MyClinical Exchange account and to complete an orientation prior to clinical attendance at their facility. Students assigned to this facility will be given instructions for setting up a MyClinical Exchange account.

Other clinical agencies may also have requirements for attendance at their location. Students should be prepared to complete any requirements issued by a hosting clinical site.

***Once enrolled in the nursing program, no student will be allowed to attend clinical until they have submitted up-to-date health information and all other required documents, and completed hospital and Core Orientation.***

***For those already admitted to the program, failure to maintain current records may result in students being barred from a clinical site, a non-passing clinical grade, and release from the program.***

***Students who are readmitted after a leave of absence or failed course will not be allowed to attend clinical until they have submitted an up-to-date background check, drug screen, health information, all other required documents, and completed hospital and Core Orientation.***

## IV. CONDUCT/ETHICAL/LEGAL/PROFESSIONAL RESPONSIBILITIES

Honesty and integrity are essential elements of academic endeavors, including the free exchange of ideas and knowledge. Students share in the responsibility to cultivate and maintain an environment where the pursuit of new knowledge is deeply valued in a way that always acknowledges prior original works this knowledge builds upon.

The College publishes a **Student Code of Conduct** (Code) to educate individuals about

their rights and responsibilities as members of the student body, which includes the requirement for students to exercise academic honesty in all courses of study.

### **Definitions**

**Plagiarism.** Representing the work, words, images, or ideas of another's as one's own. Plagiarism includes, but is not limited to:

- Copying written material, images, or data from a source without quotation marks and/or attribution;
- Failure to provide citation of works used;
- Paraphrasing material without proper citation for information that is not common knowledge

**Fabrication.** Intentional use of material invented with the intent to deceive in obtaining academic advantage. Fabrication includes, but is not limited to

- Submission of a paper, lab report or academic exercise with falsified, invented or fictitious data;
- Citation of information or data not actually in the source indicated;
- Listing sources in a bibliography not used in the submission;
- Submitting as one's own work that which was prepared in part or total by another person (including on-line sources).

**Cheating.** The attempt to obtain credit for work or knowledge dishonestly or deceptively, or to aid another person in such an attempt. Cheating includes, but is not limited to

- Copying from another's test, assignment, or homework;
- Taking or receiving unauthorized copies of examinations, quizzes, or other academic material;
- Using unauthorized study or reference aids (e.g., "crib notes," "cheat sheets," etc.), particularly with respect to a test, evaluation or practicum

### **A. School-class/lab/clinical**

1. All nursing students are expected to conduct themselves with the courtesy and dignity customary of the nursing profession and to meet the criteria contained in the Code of Conduct in the Craven Community College Handbook. 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. Unprofessional and unethical conduct such as plagiarism, self-plagiarism, and cheating (which includes cheating on tests, quizzes or any written work) are prohibited. The consequence of cheating is a violation of trust which leads to a question of the ability of the offender to appropriately value human life and care for clients with honesty. Research has shown that student nurses who are academically dishonest demonstrate an increased likelihood that they will also commit dishonest acts in clinical practice. This often translates into harmful patient outcomes (Allen, Stanley, Cascoe, & Stennett, 2017, p.1)

#### **As such, students who violate academic integrity will upon the:**

- **First offense:** the student will receive written documentation of the alleged violation and will be placed on probation for the duration of the program. The documentation will provide an outline of the nature of the violation, the

evidence for the allegation, and an action plan. In addition, the student will receive a grade of zero on the test or assignment. This will become a part of the student's academic record.

- Second offense: A second offense at any time during the program (to include post-re-entry) will lead to dismissal from the nursing program, will result in a grade of "F" for the course, and the student will be ineligible for re-entry into the nursing programs.

**Note:** some violations may be blatant enough or severe enough that they are grounds for immediate dismissal.

3. Electronic Devices:

- a. Smart phones, cell phones, smart watches, tape recorders and other electronic devices are only permitted in the classrooms and labs under the following circumstances:
  - Academic accommodations from the ADA Coordinator/Executive Director of Academic Support. [**Note:** this does not permit recording of post-test reviews]
  - Note taking
  - Participation in a faculty lead activity that requires the use of an electronic device.
  - Written permission from the instructor to record the class or an advising session.
    - i. All recorded lectures or other classroom/lab activities must be erased at the end of the semester.
    - ii. Students listening to recorded class/lab sessions must do so in a secluded private area.
    - iii. Student must assure that the recording cannot be overheard by others.
    - iv. Students may not post recordings online or use them as evidence to challenge test items.
  - All smart phones, cell phones and smart watches must be turned off during class/lab/clinical time.
- b. Students who are expecting emergency telephone calls may leave their cell phones and pagers on, provided:
  - The instructor is notified prior to the beginning of class or, during testing, the phone is left with instructor,
  - The ringer is silenced
  - The student receiving the call exits the classroom to accept the call.
- c. No cell phones or other devices may be used in place of a calculator or to listen to music or other recorded information during testing. Calculators will be supplied if required for an assignment.
- d. **Any student who is caught with a phone, smart watch, PDA, recording device, etc. on their person or in their vicinity while taking or reviewing a test (or while doing a group test) will be given a zero (0) for the test and may be dismissed from the nursing program.**
- e. **Students completing computer testing may not access other web pages during the testing period, even if their individual test is complete. Any student who is caught on any web page other than the test during the testing period will be given a zero (0) for the test and may be dismissed from the**

### **nursing program.**

4. Nursing is a profession dealing with human life and is dependent upon personal and professional excellence. Unprofessional and unethical conduct such as stealing, lying, and inappropriate use of social media is grounds for dismissal and will result in a grade of “F” for the course and will be ineligible for re-entry into the nursing programs.
5. The use of alcohol or drugs while on duty is prohibited, is grounds for immediate dismissal, will result in a grade of “F” for the course, and will be ineligible for re-entry into the nursing programs.
6. 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 of “F” for the course, and will be ineligible for re-entry into the nursing programs.
7. 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. 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.
8. All students must follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Failure to adhere to these policies will jeopardize the student’s standing in the nursing curriculum and is grounds for dismissal from nursing programs. If dismissed, the student will receive a grade of “F” for the course and be ineligible for re-entry into the nursing programs. A summary of the HIPAA Privacy Rule is found at the U.S. Department of Health and Human Services website: [U.S. HHS website](https://www.hhs.gov/hipaa).
9. The Craven Community College nursing program is dependent on outside agencies to create clinical learning opportunities for our students. As such, it is critical to maintain a professional relationship that respects these agency’s policies, procedures and appropriate chains of command. In deference to these agencies, all student questions or requests regarding clinical placements and assignments should be addressed to the Lead Faculty or Director of Nursing Programs. Students contacting the agencies directly, for any reason other than reporting a clinical absence, communicating with their preceptor during their capstone course, or acting under the direction of the Lead Faculty or Director of Nursing Programs will be subject to disciplinary action.

### **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 (ANA). Nursing students are held to the same standards as licensed nurses. More information is available at the following site: [NCSBN](https://www.ncsbn.org).

Failure to adhere to these guidelines will be grounds for dismissal from the nursing program, the student will receive a grade of “F” for the course and be ineligible for re-entry into the nursing programs.

#### **ANA’s Principles for Social Networking**

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions, and

employers may view postings.

- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring to the attention of appropriate authorities any content that could harm a patient's privacy, rights, or welfare.
- Nurses should participate in developing institutional policies governing online conduct.

### C. Clinical

1. While in the clinical setting, nursing students shall address one another, their instructors, clients, and facility staff members appropriately.
2. Students are always expected to conduct themselves in a dignified and socially acceptable manner. Use of **profane or obscene language will not be permitted** at any time.
3. Eating, drinking, or chewing gum during clinical practice will be allowed in designated areas only. **Smoking is not permitted during clinical hours or when in clinical uniform**, as the lingering odor it emits is offensive, and in some case deleterious to many clients.
4. Students are expected to remain in control of their emotions even under trying circumstances. Behaviors that fail to reflect mutual respect, caring, integrity, and personal excellence will be subject to disciplinary action. The consequences 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 Programs, and may include, but are not limited to a paper on professional conduct and civility in nursing. A quiet pleasant tone of voice is desirable.
5. Students must recognize and respect the confidentiality of client 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 an "F" 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 Health Care, Morehead City, NC
4. Coastal Carolina Health Care, Craven County
5. Brynn Marr Hospital, Jacksonville, NC
6. Coastal Children's Clinic, Craven County
7. Craven County Public Schools, Craven County
8. Craven Community College, Craven County

### ***Procedure for Addressing Inadequate Client Care***

In the clinical area, the clinical faculty will be responsible for determining if a student is performing inadequate client care. Should this situation arise, the student will be informed by the clinical faculty, relieved of clinical assignments, and informed of follow up actions.

- Any incidents of care errors, including but not limited to medication errors, will be reported to the Director of Nursing Programs immediately by the clinical faculty. Both the faculty and the student will write a synopsis of the incident, complete any forms required by the agency, 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 client, other student, or faculty safety; or removed from client care and given an alternate learning activity.
- If the student demonstrates behavior which conflicts with the safety essential to nursing practice, he/she will be removed from client care and will be scheduled for a conference with the clinical faculty and Director of Nursing Programs. 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 Programs (See *Conference*).
- If the student's behavior causes the nursing faculty to suspect substance abuse, he/she will be removed from client care and will be scheduled for a conference with the clinical faculty and the Director of Nursing Programs. 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 physical and/or emotional problems which conflict with the safety essential to nursing practice and that do not respond to treatment and/or counseling within a timeframe that enables meeting program objectives, he/she will be removed from client care and will be scheduled for a conference with the clinical faculty and the Director of Nursing Programs.
- Clinical pre-work is a required part of the clinical assignment. On the first offense in which the student is unprepared, a Strategic Plan will be initiated, and he/she will be assigned tasks to prepare himself/herself for client care. For further violations, the student will be removed from client care and will be scheduled for a conference with the clinical faculty and the Director of Nursing Programs, and a learning contract will be developed. For either circumstance, the student will receive a non-passing grade for the day. Additional assignments may be required by the Director of Nursing Programs.

If the student fails to document client care as it relates to assigned clinical paperwork in a timely, concise, and complete manner, or knowingly falsifies clinical documentation, 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 Programs (See *Conference*).

### ***Conference(s)***

**The North Carolina Board of Nursing (NCBON) Student Practice Event Evaluation Tool (SPEET) may be used as a framework for evaluating and analyzing clinical**

**practice events or issues. [Link to Just Culture and SPEET.](#)**

After considering relevant information and conferring with the nursing faculty, the Director of Nursing Programs 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 Programs 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 Programs. The student will receive a course grade of “F” and will be dismissed from the nursing programs.
- d. Students dismissed secondary to unsafe client care will receive a course grade of “F” and are not eligible for readmission.
- e. 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.
- f. NC Administrative Code 36.0320 (2014) states that a student may be dismissed who:
  - 1) presents physical or emotional problems which conflict with safety essential to nursing practice and does not respond to treatment or counseling within a timeframe that enables meeting program objectives.
  - 2) demonstrates behavior which conflicts with safety essential to nursing practice. <http://ncrules.elaws.us/code/21ncac36.0320> 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 client is established; behavior that deceives, defrauds, or harms the public in the course of professional activities or services, are examples of behaviors for dismissal.

**Other misconducts not listed here may also apply.**

#### **D. Professional Communication**

Faculty, clients, and other healthcare professionals should be addressed by title and last name (unless invited to address by first name.) Students should contact faculty via email or office phone with an expected response during working hours. When communicating via email, students should use their college email, be respectful and professional, and clearly identify the information requested. Students are expected to check Moodle announcements and college email accounts on a regular basis for any updates from faculty.

#### **E. Conduct Violations**

Students who commit violations in conduct or professionalism will upon:

- First offense: receive written documentation on the Nursing Student Strategic Plan for Success and/or email notification (depending on the nature of the violation) reminding them of the policy.
- Second offense: be required to write a paper on *Accountability and Professionalism*

*for the Nursing Student* and be placed on probation. This will be documented on the Nursing Student Strategic Plan for Success and/or the student will be notified via email regarding the incident.

- Third offense: will be grounds for dismissal. After considering relevant information and conferring with the nursing faculty, the Director of Nursing Programs will determine whether to outline in a contract with the student the specific requirements for the student to continue in the program OR dismiss the student.

If a contract is created, failure to adhere to any requirements set forth by this contract as determined by the Director of Nursing Programs will result in dismissal from the nursing program and the student will receive a grade of “F” for the course.

### ***Accountability and Professionalism Paper***

Students who commit violations in conduct or professionalism will be required to write a paper on *Accountability and Professionalism for the Nursing Student*. The paper will be five typed pages, not including the title page and reference page, Times New Roman, 12 point font, double spaced, and will be graded using a rubric. Students must score a minimum of 10 points and not have any area scored “inadequate.”

The paper should address the following:

1. Define what it means to be a professional in the field of nursing.
2. Explain how accountability contributes to professionalism.
3. Describe professionalism in the context of health and human services delivery.
4. Discuss what it means to provide quality service and care in a safe, ethical and legal context, both as an individual and as a part of an interprofessional team.
5. Discuss the mechanisms that are in place to monitor professional behavior in health and human services settings.
6. Discuss how these mechanisms contribute to quality improvement.

The Accountability and Professionalism Paper should be submitted to the lead faculty by the assigned due date. Failure to submit the Accountability and Professionalism Paper by the assigned due date may result in dismissal from the nursing program.

<b>Rubric for the Accountability and Professionalism Paper</b>				
<b>Criteria</b>	<b>Inadequate=D (Below Standard)</b>	<b>Adequate=2 (Meets Standard)</b>	<b>Above Average =3 (Exceeds Standard)</b>	<b>Exemplary=4 (Far Exceeds Standard)</b>
<b>Organization</b>	Writing lacks logical organization. It shows some coherence but ideas lack unity. Serious errors. Less than 5 pages in length.	Writing is coherent and logically organized. Some points remain misplaced and stray from the topic. Transitions evident but not used throughout all 5 pages of the paper.	Writing is coherent and logically organized with transitions for all 6 areas that unifies the overall ideas and paragraphs to create coherence.	Writing shows high degree of attention to logic and reasoning of points. Unity clearly leads the reader to the conclusion and stirs thought regarding the topic.
<b>Level of Content</b>	Shows some thinking and reasoning but most ideas are underdeveloped and unoriginal. All 6 areas are not addressed. Less than 5 pages in length.	Content indicates thinking and reasoning applied with original thought on a few ideas. All 6 areas are addressed.	Content for all 6 areas indicates original thinking and develops ideas with sufficient and firm evidence.	Content indicates synthesis of ideas, in-depth analysis and evidences original thought and support for the topic.
<b>Development</b>	All 6 areas are discussed but main points lack detailed development. Ideas are vague with little evidence of critical thinking.	All 6 main points are present with sufficient detail and development. Some critical thinking is present.	All 6 areas are well developed with quality supporting details and quantity. References are used well, critical thinking is weaved into points.	Main points well developed with high quality and quantity support. Reveals high degree of critical thinking.
<b>Grammar, Mechanics &amp; Formatting</b>	Spelling, punctuation, and grammatical errors create distraction, making reading difficult: fragments, comma splices, run-ons evident. Errors are frequent. Fails to follow format and assignment requirements; incorrect margins, font, spacing and/or indentation; lacking or incorrect APA format; neatness of essay needs attention.	Most spelling, punctuation, and grammar are correct allowing reader to progress through essay. Some errors remain. Essay is neat but may have some assembly errors. APA format is correct for all 3 current references.	Essay has minor spelling, punctuation, and grammatical errors allowing reader to follow ideas clearly. Very few fragments or run-ons. Meets APA format and assignment requirements; margins, spacing, and indentations are correct; essay is neat and correctly assembled.	Essay is free of distracting spelling, punctuation, and grammatical errors; absent of fragments, comma splices, and run-ons.
<b>Style</b>	Mostly in elementary form with little or no variety in sentence structure, diction, rhetorical devices or emphasis.	Approaches college level usage of some variety in sentence patterns, diction, and rhetorical devices.	Attains college level style; tone is appropriate and rhetorical devices used to enhance content; sentence variety used effectively.	Shows outstanding style going beyond usual college level; rhetorical devices and tone used effectively; creative use of sentence structure and coordination.

## **F. 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 [Craven Community College](#), or can be requested from the Dean of Student Services. All appeals must be filed in a timely manner as specified by the College's student appeal procedure and require clear documentation of variances.

## **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 to receive a passing grade. Any three tardies in a single course will constitute one class hour of absence.

### **B. Nursing Programs**

#### ***Classroom and Laboratory Sessions:***

- Students are expected to be in class on time and attend the entire class and/or lab.
- 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. Any three tardies to class/lab will constitute one hour of class/lab absence.
- Students leaving class early will be counted absent for any missed time.
- Students will be automatically withdrawn from the course(s) when absent for more than 10% of the class/lab if prior to the last date for withdrawal. If after the withdrawal date, a "D" will be assigned as the course grade and the student will not be able to progress to the subsequent nursing course.

[**Note:** All missed class time will count toward the 10%.]

#### ***Clinical Sessions: Students are expected to complete 100% of clinical.***

- Any missed clinical time must be made up on the scheduled make-up date or by an alternate learning assignment (ALE) as instructed by the lead faculty. Students missing 0-6 hours will make up 6 hours of clinical time. Students missing >6-9 hours will make up 9 hours of clinical time. Students missing >9-12 hours will make up 12 hours of clinical.
- As proficiency of nursing skills is strongly linked to clinical attendance, only absences for extenuating circumstances will be excused (e.g., illness, COVID-19 exposure, military duty, death of an immediate family member, etc.) Documentation of the cause for the absence must be provided to the lead instructor (e.g., healthcare provider's note, military orders, obituary, etc.) The lead instructor should be notified in advance of clinical, if possible.
- Make-up assignments are due 24 hours prior to the next scheduled clinical day. Failure to complete the assigned make-up with a satisfactory grade will result in an automatic withdrawal from the course. Failure to complete an assignment after the withdrawal date will result in an unsatisfactory for the clinical component of

the course, and a grade of “D” will be received for the course.

- Any student with an ***unexcused*** absence will not be allowed to make up the clinical day, which will result in an automatic withdrawal from the course. If after the withdrawal date, an unsatisfactory for the clinical component of the course will be assigned, and a grade of “D” will be received for the course.
- The number of hours the student may be absent due to illness or extenuating circumstances is outlined below:  
NUR 111 – 9 hours  
NUR 112, NUR 113, NUR 114, NUR 211 and NUR 212 - 12 hours per course  
NUR 213 - 12 hours during the team member/team leader experience; ***all*** precepting hours must be completed  
NUR 214 – 9 hours  
NUR 101 - 9 hours  
NUR 102 - 9 hours in the OB area and 9 hours in the Med/Surg area  
NUR 103 - 6 hours in the Psych/Medical clinical area; ***all*** precepting hours must be completed
- Absences related to exposure to COVID-19, positive test for COVID-19 or COVID-19 symptoms, will be considered an excused absence and may exceed the designated hours only with approval of the Director of Nursing Programs. Students who miss clinical related to COVID-19 will be assigned an ALE and must complete the assigned work by the due date.
- Students whose circumstances warrant a prolonged absence related to COVID-19 will be permitted to take a leave of absence and can return the following year. A COVID-19 related leave of absence will not count as a re-entry.

Any additional absence not related to COVID-19 must be approved by the Director of Nursing Programs and the Faculty Review Panel, 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 Programs and appeal for an excused absence. If the absences are excused, the student will then be required to complete a learning contract and complete clinical make-up assignments, which will involve activities determined by the Faculty Review Panel to meet the course and clinical objectives. The appeal should be requested through email and support documentation should be given to the Director of Nursing Programs.

A student will not be permitted to be absent and make up > 20% of the clinical time. Students whose circumstances warrant a prolonged absence will be required to take a leave of absence and seek re-entry after the issue has resolved. See *Readmission*.

### ***Tardy in clinical***

Students are expected to arrive on time to clinical. **Students who arrive within 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**- Be counted as a clinical absence and will be required to make up the clinical day.

### ***Late for clinical***

Any student who arrives at clinical **more than 15 minutes** after the scheduled time will not be allowed in clinical, and will be considered absent.

The student will have missed report and the client will have been reassigned (to ensure client safety and to prevent a lapse in care.)

The student is required to make up the clinical *and* complete a paper on *Accountability and Professionalism for the Nursing Student*. The student may not return to clinical until this paper is satisfactorily completed and turned in to the lead faculty.

### ***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 a clinical make-up. A healthcare provider's note is not required if student is dismissed by faculty.

### ***Departure from clinical***

**Students may not leave the clinical facility for any reason prior to the scheduled departure time unless approved by faculty.**

- If approved, a departure will constitute an absence and the student will make up the missed clinical time.
- 0-6 hours of missed time will require six make-up hours.
- >6-9 missed hours will require nine make-up hours.
- >9-12 missed hours will require twelve make-up hours.

### ***Absent from clinical***

In the event a student is unable to attend clinical, proper notification must be made to the instructors and the clinical facility/appropriate unit.

- It is the student's responsibility to contact the clinical instructor, via the instructor's preferred method, and the lead instructor via email.
- It is the student's responsibility to contact the clinical facility, at least one (1) hour prior to the scheduled assignment, and to obtain the name of the person with whom they speak.
- Failure to notify the lead instructor, the clinical instructor and the facility will result in a required paper on *Accountability and Professionalism for the Nursing Student*. The student may not return to clinical until this paper is satisfactorily completed and turned in to the lead faculty.

**Note:** Students should have contingency plans to handle situations such as car breakdowns, traffic, or sick children.

### ***Inclement Weather Clinical Guidelines***

#### **College Cancellation/Closing:**

Weather related cancellations or changes will be announced on the College's webpage: <https://www.cravencc.edu>. Students may also sign up to receive alerts by text. Sign up at:

[Rave Alert](#). Cancellations may also be announced on Public Radio East, and local radio and television. For a complete listing of all stations, please visit: [College Student Handbook](#) (pg. 9.)

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 en route, therefore:

Students will adhere to the college policy for 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.

A two (2) hour delay will be calculated from the time the college opens at 8:00 a.m., therefore clinical will begin at 10:00 a.m.

If the college has not made a determination regarding a delay prior to the student arriving at clinical, but later cancels or closes once the student is at the clinical site, the student will be dismissed for the day.

Students will be required to make up class, lab, and clinical hours to meet student learning outcomes. Methods will vary depending on length of school closure, and may include extended clinical hours, previously unscheduled clinical days, additional ALEs, etc.

Faculty will communicate specific information for makeup of each of these components. Failure to complete the makeup plan with a satisfactory grade will result in an automatic withdrawal from the course. If after the withdrawal date, an unsatisfactory for the clinical component of the course will be assigned, and a grade of "D" will be received for the course.

## GRADING

### A. Schema

Students **MUST** attain an average of 80% or above in each NUR course. (See course syllabus for individual course requirements.) Students who do not earn an average of 80% or above in a NUR course must repeat the course in which they were not successful. All test and exam grades, or mathematical percentages thereof, are held to the nearest hundredth throughout the entire semester; however, the final grade must be 80.00% or above. The final grade will *not* round (i.e. 79.51% does not round to 80%.)

LETTER GRADING SYSTEM USED BY NURSING PROGRAMS		
Letter	Numeric Equivalent	Quality Points
A	90-100	4
B	80-89	3
C (Unable to progress)	70-79	2
D (Unable to progress)	60-69	1
F (Failing)	Below 60	0
W	Withdraw	0
I	Incomplete	0

AU	Audit	N/A
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## B. Testing Policy

### See Course Syllabus for individual course requirements

- In accordance with the NCBON position statement regarding the use of external exams for progression or graduation, the nursing program will not use performance on any single assessment or exam as a determinant of success/promotion in any course. This will include external or internal examinations/assessments.
- Students are responsible for taking tests as scheduled. Student may be absent for **one** test during a course as long as there are extenuating circumstances (e.g., illness, military duty, death of an immediate family member) and documentation is provided. Students should notify the instructor prior to class. Failure to inform the instructor prior to class may result in the test being unavailable for make-up and a grade of “0” for that test. Any student taking a makeup test may receive a different test. A missed test must be made up within 24 hours of the return to any nursing class, lab, or clinical. A test not made up within the 24-hour time frame will constitute a grade of “0” for that test. Students should contact the Testing center for hours of operation to ensure there will be adequate time to complete the test before closing.
- Students are to enter the testing room on time. Students arriving late for a test will not be permitted entrance if any student has already completed the test. Students who arrive late for a test will not be allowed extra time.
- Prior to the beginning of the test, students will be required to deposit all materials – books, bags, outer wear (hats, hoodies, coats), purses, cell phones, Fitbits, Apple or smart watches or other electronic devices at the front of the room. Cell phones must be turned off – not to vibrate. Students may only have pens, computer, calculator, scratch paper and an unlabeled water bottle on the desktop. Computer testing devices, calculators and scratch paper will be provided by the instructor and be collected as students exit the testing area.
- If the test is being administered online, students are to use a personal laptop with Respondus LockDown Browser® installed or the Chromebook™ provided by the instructor. Students will be allowed to log in to the computer, but may not open the test prior to receiving instructions to do so. Regardless of testing method, students will not be allowed to make any queries related to individual test questions during testing. If computer issues arise, students may raise their hands and the instructor will assess the issue.

**Students may not access other web pages during the testing period, even if their individual test is complete.**

***Any student who is caught on any web page other than the current test will be given a zero (0) for the test and may be dismissed from the nursing program. No exceptions.***

- Test grades will be posted only after a detailed analysis is completed. Students will then be allowed to review their test during a group test review or by making an appointment with their instructor. Each test may be reviewed only once and will be made available for review only until the next test is administered. The final exam for the course will not be available for review. Students are not allowed to bring any items into test review. This includes book bags, any watches, cell phones, or electronic devices. Students should follow the same requirements as for a testing

situation.

- Any challenge of a test question must be done in writing within (5) class days of the review. Students must use the *CCC Nursing Test Question Response Form* (available on Moodle) and provide a rationale as well as citations from course-required materials as evidence.

### C. Dosage Calculation Policy

- Dosage calculations for medication administration will be taught throughout the first semester of the nursing program. During each subsequent semester, a dosage calculation test will be administered to demonstrate continued clinical competency regarding medication administration.
- The dosage calculation test will be administered at the beginning of each semester, during the clinical orientation. Students must achieve a score of 90% on the dosage calculation test.
- Those who do not score 90% will not be permitted to pass medications during clinical, will be required to complete a remediation plan, and will be required to retest in the Testing Center within one week. Failure to complete the required remediation will result in an inability to retest.
- Students who do not score 90% on the retest will be required to meet with the course faculty for remediation, will update their remediation plan, and will have one final opportunity to retest. Failure to meet with the faculty and to complete the required remediation will result in an inability to retest.
- Failure to score a 90% by the third attempt will result in an automatic withdrawal from the course. The score on the dosage calculation test does not contribute to the course grade but will count as a course attempt.
- It is the students' responsibility to ensure that they feel prepared to retest. If after initial remediation, students still feel a concept is unclear, they should seek additional remediation before testing.

### D. Written Assignments

- See course syllabus, supporting handouts, rubrics, and Moodle announcements for individual course requirements related to the submission of written assignments for class, lab or clinical. Program policy allows for variance between courses related to the grading of late assignments ranging from a penalty of 10 points for each day the assignment is late to a zero for any late submission. Unless otherwise stated in these documents, late submissions will **not** be accepted.
- In addition, ***all assignments*** must be completed ***individually*** unless specifically designated by the instructor as a group assignment, project, or paper. All formal papers, when submitted, will be screened through Turnitin. Students will be allowed to screen assignments prior to the final submission. Other assignments may also be submitted via Turnitin at the instructor's discretion. Any assessment with greater than ~30% match is considered a red flag, but Turnitin is merely a screening tool. Any assignments with a red flag (high percentage match) will be thoroughly evaluated by the faculty, and concerns of plagiarism will be addressed with the student. Please review *Academic Integrity* policies in the Craven Community College Student Handbook.

### E. Computer Assisted Instruction

- Computer assisted assignments are required for each nursing course. See individual course syllabi for specific requirements. **Note:** ATI/Lab fees are required each

semester.

## **F. Simulation Laboratory**

- Students must adhere to clinical guidelines while in the Simulation Laboratory. Students must be in the appropriate clinical uniform during the lab experience and when participating in direct care with any of the manikins and/or models. This includes practice labs.
- 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.
- Students must maintain confidentiality of the lab experience (HIPAA requirements) as if the manikins are human. Failure to maintain confidentiality. (e.g., talking about a simulation to a group who has not yet completed the scenario) may result in the student receiving an “F” in the course and dismissal from the nursing program.
- Students are accountable for their own professional behavior and performance.
- The lab may be used for practice, assessment, evaluation, and remediation as determined by the faculty and/or the Simulation Lab Coordinator. Students may self-refer for their own remediation by meeting with the Simulation Lab Coordinator.
- Audio-visual equipment is in use in the lab. Students must be aware that their experience may be videotaped at any point. The videos may be used for educational purposes with no further right to privacy.
- No food or drink is allowed in any of the laboratory areas.
- Willful destruction of lab resources may result in dismissal from the nursing program.

## **G. Strategies for Success**

- The Strategic Plan for Success is an intervention process for assisting students in meeting learning outcomes.
- 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. Other issues that generate a strategic plan include, but are not limited to, unpreparedness for the clinical experience, unsafe clinical practice, deficits in professional demeanor, low test scores, and classroom grades which are less than 80%.
- The individualized plan may remain in effect up to the end of the curriculum program for the student.
- Strategies will be specific to the individual need of the student.
- **Note:** Strategies may include, but are not limited to the use of specific resources, Just Culture SPEET review, focused practice in lab, or other strategies to improve academic and clinical performance.

SPEET information may be found at the North Carolina Board of Nursing website:  
<http://www.ncbon.com>

# **V. CLINICAL REQUIREMENTS**

## **A. Dress and Grooming**

If you need clarification on any requirement, direct questions to the Director of Nursing Programs.

**Student Uniforms are purchased from the College Bookstore.**

Students will need two (2) uniforms, one (1) scrub jacket, one (1) name badge, and one (1) emblem. Emblems are to be applied to the left sleeve of the scrub jacket one inch (1”) below the seam.

Students are expected to dress neatly and appropriately for classes and other school functions.

While in the simulation lab and the clinical facility, students will wear the student uniform designated for their specific program:

A uniform top (may wear plain, long sleeve white or black t-shirt under the uniform top).

Uniform pants (elastic hem is *not* allowed) or skirt (no shorter than mid-knee).

Plain scrub jackets (no monogramming or insignia) to match the color of the uniform may be worn.

Plain black or white above the ankle socks should be worn with uniform pants. Plain white nylon hose must be worn with dresses.

White or black shoes which are low heeled, closed toe/heel (no clogs), and clean/polished.

Required accessory parts of the uniform include: bandage scissors, stethoscope, sphygmomanometer, penlight, and a non-decorative watch with sweep second hand (no digital). **Note:** Stethoscopes, sphygmomanometer, scissors and penlights must be routinely cleaned using infection control principles.

A student name badge will be worn on the right side of the uniform.

All uniforms must be neat, clean, wrinkle-free and fit appropriately to allow for reaching and bending.

Underclothing should not be visible through the uniform (to include bras or sports bras).

Visible tattoos should be covered to the greatest extent possible. Tattoo should be covered by wearing a plain long sleeve white or black t-shirt under the uniform top, and should not show through the student’s clothing.

The student’s hairstyle must be professional in appearance, avoiding extreme styles and colors. Hair should remain above the collar and secured so that it does not interfere with client care. Hair that is shoulder length or longer must be pulled back and should be secured to the head without wisps or dangling hair (no “messy buns”). Hair color should be a naturally occurring color. Hair ornaments or headbands should be minimal and neutral colored (tan, brown, black or blend with hair color). Mustaches and beards must be kept short and neatly trimmed.

Make-up should be minimal and conservative.

Jewelry will remain at a minimum: a plain wedding band (no stones), one (1) pair of stud earrings (one earring per ear, lobe only), and a watch.

Visible body piercing jewelry (including eyebrow, tongue, etc.) will not be worn.

**Note:** A daith piercing will be permitted with a note from a provider which documents a migraine history.

See the Director of Nursing Programs for individual questions regarding visible piercing.

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.

Full student uniform must be worn when picking up clinical assignments.

- **Note:** *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 non-passing grade for professional behavior for the day, and a strategic plan will be initiated.*

## 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 annual policy is

effective Fall through Summer semester; 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:

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

#### **D. Reporting Injury**

In the event of injury, the student should:

- 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.
- 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.

#### **E. 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.
- If the student has not done so, wounds should be washed with soap and water. Mucous membranes should be flushed with water.
- The student will be responsible, with faculty and staff assistance, for completing a hospital incident report, submitting written documentation of the incident to the Director of Nursing Programs, and completing the Craven Community College Incident Report.
- The hospital will be responsible for having the source client tested in the event of a needle stick or exposure, and notifying the student if there are positive results.

#### **F. Badges**

Clinical agencies may have computerized systems for charting and medication administration. Students are required to participate in charting and medication administration as part of the clinical component of nursing courses. To facilitate the clinical experience for students, CEMC has agreed to provide badges to Craven Community College.

- A hospital ID badge will be issued to each student, and are to be used only for educational purposes and during scheduled educational experiences.
- Utilization of the student ID badge at other times will constitute grounds for dismissal from the program.
- Students must wear the ID badge while in the clinical facility. A student who arrives at clinical without their badge will not be allowed to perform client care.
- Each student will be responsible for their badge and must return it to the college

upon completion of each semester and completion of the nursing program, or when they are no longer enrolled in the nursing program.

- Loss of a badge must be reported immediately. Replacement of the badge will cost the student \$15.00 payable to the College Business Office.
- Failure to return the badge at the completion of the semester, the program, or once no longer enrolled in the program will constitute a \$15.00 fee payable to the College Business Office.

#### **G. Clinical Evaluation**

Faculty will review course clinical objectives and evaluation for each course. See Course Syllabus for individual course requirements.

- 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 client care will receive a course grade of “F” and are not eligible for readmission.

#### **H. Skills Performance Limitations**

##### ***“Do Not Do” List***

**Students should not perform the following procedures. This is not an inclusive list – it is frequently asked questions about what students may do. If you have a question, please contact the course faculty or Director of Nursing Programs.**

1. Draw arterial blood gases.
2. Discontinue or insert arterial, epidural, or central lines.
3. At CEMC, use staff’s medication access code. Instructor or staff will access Pyxis and log in to CareAware.
4. Administer chemotherapy other than by oral route.
5. Draw blood, administer medications through an arterial or central line (this includes PICC lines). Change caps or flush arterial or central lines. Students may only do dressing changes on central lines and PICCs.
6. Initiate a blood transfusion.
7. Initiate a heparin infusion.
8. Titrate or administer cardiac drips (Cardizem, nitroglycerin, etc.).
9. Administer loading doses of tikosyn or sotalol.
10. Perform procedures that require special competencies.
11. Provide client care or perform procedures that requires HEPA mask (ie, airborne isolation, aerosol generating procedures).
12. If a student is pregnant, they should not be assigned to a client that has chemo infusing or had chemo in the last two (2) days.
13. If a student is pregnant, they 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.

## **VI. PROGRESSION**

### **A. Technical Standards**

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

#### ***Standards List***

- Walk, stand for long periods of time, stoop, reach, lift, and bend.
- Lift, turn, support, move, position and transport clients of all weights and ages (newborns, pediatrics, adolescents, adults, and geriatrics.)
- Access all client bedsides and respond immediately to an emergency situation anywhere in the hospital.
- Manipulate data in Electronic Medical Records software and manual charts.
- Use manual dexterity to render client care.
- See and fully communicate (both orally and written) with clients, doctors, and other employees either in person or over the telephone.
- Work effectively with others demonstrating tact, discretion, and diplomacy. Must be able to maintain calm, effective, and accurate performance in stressful situations.
- Follow directions and perform assigned activities.
- Work varied schedules.
- 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 modifications 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. Academic Standards**

#### ***Requirements***

- A 2.5 is the minimum cumulative grade point average required for progression within the nursing program.
- Students **MUST** attain an average of 80% or above in each NUR course. (See course syllabus for individual course requirements.) Students who do not earn an average of 80% or above in a NUR course must repeat the course in which they were not successful. All test and exam grades, or mathematical percentages thereof, are held to the nearest hundredth throughout the entire semester; however, the final grade must be 80.00% or above. The final grade will *not* round (i.e. 79.51% does not round to 80%).
- One nursing course may be repeated once. Multiple NUR courses may not be repeated. If a student is unsuccessful in more than one NUR course, the student will be dismissed from the program and is not eligible for re-entry.

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

### ***Graduation***

- A 2.5 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**

### ***Traditional PN and ADN Readmission (1<sup>st</sup> semester)***

Students who are unsuccessful anytime during NUR 101, NUR 111 or NUR 214 may re-apply to the nursing program and must be competitively re-selected based on the most current program admission criteria. The student may only be readmitted into the program *once*.

### ***Traditional PN and ADN Readmission (beyond 1<sup>st</sup> semester)***

Students who have successfully completed NUR 101, NUR 111, or NUR 214, but are unsuccessful in subsequent semesters will not be required to reapply to the program, but must meet the following readmission requirements.

1. Seek re-entry to the program at the point at which the student withdrew, within two years of the withdrawal or dismissal.
2. Have a minimum GPA of 2.5.
3. Submit an application form to the Director of Nursing Programs.
4. Submit a letter to the Director of Nursing Programs outlining request for readmission, including an action plan for success, at least three (3) months prior to re-entry.
5. Complete a Dosage Calculation exam with a score of 90% by the third attempt.
6. Interview with the Readmission Team.
7. Readmission Team Members will develop an individualized student contract. The individualized student contract may include, but is not limited to:
  - a. Performance of a Comprehensive Physical Assessment.
  - b. Performance of additional fundamental skills deemed appropriate for course re-entrance.

Once the student has been approved for readmission, they must submit updated clinical requirements, background check and drug screen at least 30 days prior to re-entry. Clinical requirements include: physical exam (if records on file are more than two years old), current BLS for Healthcare Providers certification, 2-Step TB test, and immunization records.

Note: The student is required to complete the dosage calculation test and the contract prior to being considered for readmission.

All students who have earned readmission by successfully completing the steps outlined above will be readmitted based on seat availability first, then on the following rank-ordered guidelines.

### **Category Description and Examples:**

1. Non-failure circumstances. Example: Withdrew due to illness or pregnancy. Medical clearance must be provided for return.
2. Failed the didactic portion of a course. Order for placement will be based on student

GPA and the percent average in all nursing courses.

3. Failed the clinical or lab of a course or withdrew due to failing the clinical or lab of a course.

Students may have only one unsuccessful core class (NUR) on their transcripts.

**Note:** As students from the *LPN-ADN Transition* program are grafted into our traditional ADN program, students will not be admitted to the Transition program if their progression would cause them to repeat a NUR course more than one time.

***RIBN and aRIBN Readmission:***

Students who fail a nursing course at Craven Community College can apply for re-admission and continued progress in RIBN/aRIBN, dependent on meeting the readmission requirements of both the university and Craven Community College's nursing programs. Readmission is based on seat availability and will be prioritized based on the same rank-ordered guidelines as traditional PN and ADN readmission. Preference is not awarded based solely on former RIBN/aRIBN status.

***Transfer Students***

The Craven Community College Nursing program will accept transfer students, in good standing, into ADN courses NUR 112, NUR 113, NUR 114, NUR 211 or NUR 212 or into PN course NUR 102 only. Applicants will be required to:

1. Demonstrate eligibility to return to any institution of higher learning previously attended. The student must demonstrate eligibility by submitting a letter from the Director of Nursing Programs or Dean of the institution of higher learning previously attended.
2. Have a minimum GPA of 2.5
3. Submit an application form to the Director of Nursing Programs.
4. Submit a letter to the Director of Nursing Programs outlining request for transfer admission including the reasons for the transfer request, at least three (3) months prior to re-entry.
5. Complete a Dosage Calculation test with a score of 90% by the third attempt.
6. Interview with the Transfer Admission Team.
7. Transfer Admission Team members will develop an individualized student contract. The individualized student contract may include, but is not limited to:
  - a. Performance of a Comprehensive Physical Assessment.
  - b. Performance of additional fundamental skills deemed appropriate for course re-entrance.

Once approved for transfer admission, the student must submit updated clinical requirements, background check and drug screen at least 30 days prior to re-entry. Clinical requirements include: physical exam (if records on file are more than two years old), current BLS for Healthcare Providers certification, and immunization records.

**Note:** The student is required to complete all aspects of the dosage calculation testing and the contract prior to consideration for readmission.

Additional considerations include:

1. General education course transferability is determined by the Registrar.
2. Nursing course transferability is determined by the Director of Nursing Programs.
  - a. Students must provide an official transcript for all colleges/schools.
  - b. Student must transfer within two years of withdrawal from the previous college of nursing.
  - c. All nursing courses must be less than three (3) years old.
  - d. All nursing courses must reflect a minimum grade of 80.
  - e. All students from outside the North Carolina Community College System must provide syllabi or other documentation of nursing course content. To facilitate placement within the nursing curriculum, documents may include course descriptions, course outlines, lab/clinical skills, etc., from nursing courses completed.

**Note:** 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 2.5 GPA. Acceptance will be based on space availability and academic performance.

All students eligible for transfer admission, based on successful completion of the steps outlined above, will be granted entrance to the program only if seats are available. Students re-entering Craven Community College are given priority over those seeking transfer.

## **X. OTHER**

### **A. Student Employment**

Employment while pursuing a nursing education is at the student's discretion. However, employment must not conflict with educational responsibilities. It is recommended that nursing students work no more than ten (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 actions while working.

**Note:** Students may not work a 12-hour shift immediately prior to or immediately after a clinical rotation, as this is unsafe for the student and for the student's clients.

### **B. Student Transportation**

Students are responsible for their own transportation to and from the College and clinical facilities.

Student carpools are the responsibility of the individual student and not the responsibility of the Program or the College.

### **C. 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), nine (9) or twelve (12) hour shifts. Students may be assigned clinical in Craven or surrounding counties to include but not limited to Carteret and Onslow.

***Note: Picking up a client assignment the day prior to clinical may be required for some courses. Pre-work will be required for all courses.***

#### **D. Obtaining Nurse Aide II when enrolled in A45110 or D45660**

##### **Nurse Aide II**

After the successful completion of NUR 112/114 or NUR102, a current student in good standing may apply to be listed on the NC Nurse Aide II registry. The student should provide a copy of their listing on the NA I registry and date of birth. to the Director of Nursing Programs for submission to the NC Board of Nursing Nurse Aide II registry. The student must then complete the application on the NC Board of Nursing website and submit the required fee to be listed on the registry.

##### 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 Board-approved nurse aide II course or its Board-approved equivalent;
- 2) High School or High School Equivalency Diploma;
- 3) Current listing as a nurse aide I on the DHSR Nurse Aide I Registry with no substantiated findings of abuse, neglect, exploitation, mistreatment, diversion of drugs, fraud, or misappropriation of client or employing facility property as recorded on the DHSR Nurse Aide I Registry or on the NC Health Care Personnel Registry; and
- 4) Submission and approval of an application to the Board 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 course. Initial listing by the Board shall expire on the last day of the applicant's birth month of the following year.

Nursing students currently enrolled in Board-approved nursing courses desiring listing as a nurse aide II shall submit:

- 1) an application and application fee;
- 2) current listing as a nurse aide I on the DHSR Nurse Aide I Registry with no substantiated findings of abuse, neglect, exploitation, mistreatment, diversion of drugs, fraud, or misappropriation of client or employing facility property as recorded on the DHSR Nurse Aide I Registry or on the NC Health Care Personnel Registry;
- 3) verification completed by the nursing program director indicating successful completion of course work equivalent in content, clinical hours, and skill competency validation for that required of a nurse aide II.

An individual previously enrolled in a Board-approved nursing program leading to licensure as a registered nurse or licensed practical nurse may list as a nurse aide II with no additional testing provided:

1. The student withdrew from school in good standing within the last 24 months and completed the equivalent content, clinical hours, and skills competency validation.
2. The individual submits an application as described in Paragraph (b) 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.)

#### **E. RIBN and aRIBN**

##### **Regionally Increasing Baccalaureate Nurses (RIBN) and Alternate Regionally Increasing Baccalaureate Nurses (aRIBN)**

RIBN and aRIBN is an educational track to a BSN degree. The mission of RIBN and aRIBN is to improve the health and health outcomes of North Carolinians by increasing the educational preparation and diversity of the nursing workforce. RIBN and aRIBN 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. Eastern North Carolina Regionally Increasing Baccalaureate Nurses (ENC RIBN) is an innovative partnership between community colleges in Eastern North Carolina and East Carolina University. Candidates are enrolled in both the designated community college and at ECU. Information regarding ENC RIBN and ENC aRIBN can be found at [ECU aRIBN](#).

## **XI. 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 Programs 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. Female students may be required to wear white nursing caps. 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.) Information regarding the uniform requirements will be shared with each cohort.
- Estimated expenses for the pinning ceremony include: nursing pin (\$10); Nursing Cap (\$15); graduation lamp (\$10); and designated white uniform with accessories (\$60), with average cost per student of \$100. The expenses are the responsibility of the individual student.

## **XII. 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 Director of Nursing Programs.

The purpose of the SNA is to:

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

Individuals become members upon application and payment of annual dues, currently \$20.00. All current nursing students at Craven Community College are eligible for membership and are encouraged to participate in the SNA.

## **XIII. OTHER EXPENSES**

Nursing students should be aware of several expenses that 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 the following:

- Criminal Background check
- Exam application fee of \$75.00
- Registration and payment of fees to Pearson Vue of \$200.00
- Fee to State Board for license, approximately \$150.

Students may also attend an additional review course prior to taking the NCLEX exams. Information is available regarding 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.

## **XIV. POLICIES**

### **WAIVER AND CONSENT: STUDENT RECORDS AND PRIVACY ACT**

- In consideration for arranging clinical assignments 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;

- release of the Information does not guarantee acceptance of the undersigned at the clinical site;
- the undersigned may be rejected by the clinical site on the basis of the Information released to it;
- 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.

### **FINANCIAL INDEBTEDNESS**

- Any student who fails to resolve any outstanding debt to the College (e.g., tuition, bookstore, library fees, 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.)

### **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 as one who may temporarily be assigned to the Operating Room or Recovery Room for client 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.

### **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 client 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 lab or simulated clinical experiences (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.

## PLAN OF STUDY

### Practical Nursing – D45660

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 be met. To graduate, the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.5 overall grade point average. This Plan of Study is subject to change when the college determines such action is in the best interest of the student or the Program. It is the responsibility of the student to meet the 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.

			Hours							
Course		Title	Lecture	Lab	Clinical	Contact	Credit	Grade	Semester	Remarks
1 <sup>st</sup> Term		Fall 2021								
ACA	111	College Student Success	1	0	0	1	1			
BIO	163	Basic Anatomy and Physiology	4	2	0	6	5			
PSY	150	General Psychology	3	0	0	3	3			
NUR	101	Practical Nursing I	7	6	6	19	11			
2 <sup>nd</sup> Term		Spring 2022								
ENG	111	Writing and Inquiry	3	0	0	3	3			
PSY	241	Developmental Psychology	3	0	0	3	3			
NUR	102	Practical Nursing II	7	0	9	16	10			
3 <sup>rd</sup> Term		Summer 2022								
NUR	103	Practical Nursing III	3	0	9	15	9			

Total Semester Hours Required for Degree: 45

#### Program Prerequisites

- Have a current unrestricted listing on the NC Registry as a Certified Nurse Aide I or above.
- Must complete all development requirements to be eligible to take ENG 111
- Must complete all development requirements to be eligible to take BIO 163
- Must complete all development requirements to be eligible to take MAT 110
- Must complete a Chemistry course at high school or collegiate level with a C or better
- Have a cumulative GPA of 2.5 (not rounded)
- Have a high school diploma or GED – transcript(s) on file at Craven Community College

#### Program Co-Requisites

- Completion of all general college courses is strongly encouraged before entering the nursing program.

#### Additional Requirements

- A 2.5 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 higher and support courses with a C or greater—required before Nursing students will be allowed to register for the succeeding semester.

## Craven Community College Practical Nursing Program

<b><u>Estimated Cost to Student</u></b>				
<b>ITEMS REQUIRED</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>TOTAL</b>
*Tuition (In-state)	1216.00	1216.00	684.00	\$ 3116.00
* <i>Tuition (Out-of-State)</i>	<i>4288.00</i>	<i>4288.00</i>	<i>2412.00</i>	<i>10988.00</i>
Student Activity Fee	35.00	35.00	17.50	87.50
Computer/Technology	48.00	48.00	48.00	144.00
Distance Education Fee	25.00	25.00	25.00	75.00
Campus access, parking	15.00	15.00	15.00	45.00
Malpractice Insurance	16.00			16.00
Accident Insurance	1.20	1.20	1.20	3.60
Lab Fees (ATI)	625.00	625.00	625.00	1875.00
Textbooks	600.00			600.00
Uniforms/Shoes/Supplies	300.00			300.00
<b>TOTAL (In-state)</b>	<b>2881.20</b>	<b>1965.20</b>	<b>1415.70</b>	<b>\$ 6262.10</b>
<b>Other Expenses</b>				
Licensure				\$ 150.00
NCLEX-PN				\$ 200.00
Graduation Fee				\$ 15.00
				<b>\$ 365.00</b>
<b>Optional Expenses</b>				
Transcript				\$ 10.00
Nursing Pinning				\$ 100.00
				<b>\$ 110.00</b>
<b>Grand Total Estimate</b>				<b>\$ 6737.10</b>

Note: Food, lodging, transportation and child care cannot be estimated as it will vary for 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 are revised each July by the NC Legislature.  
See [Craven CC Fee chart](#) for current fees.

# PLAN OF STUDY

## Associate Degree Nursing – A45110



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 2.5 overall grade point average. This Plan of Study is subject to

change when the college determines such action is in the best interest of the student or the Program. It is the responsibility of the student to meet the 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.

			Hours							
Course Title			Lecture	Lab	Clinical	Contact	Credit	Grade	Semester	Remarks
1 <sup>st</sup> Term - Fall 2021										
ACA	111	College Student Success	1	0	0	1	1			
		OR								
ACA	122	College Transfer Success	0	2	0	2	1			
		OR								
ACA	118	College Study Skills	1	2	0	3	2			
BIO	168	Anatomy and Physiology I	3	3	0	6	4			
ENG	111	Writing and Inquiry	3	0	0	3	3			
PSY	150	General Psychology	3	0	0	3	3			
NUR	111	Introduction to Health Concepts	4	6	6	16	8			
2 <sup>nd</sup> Term - Spring 2022										
BIO	169	Anatomy and Physiology II	3	3	0	6	4			
PSY	241	Developmental Psychology	3	0	0	3	3			
NUR	112	Health-Illness Concepts	3	0	6	9	5			
NUR	114	Holistic Health Concepts	3	0	6	9	5			
3 <sup>rd</sup> Term - Summer 2022										
NUR	212	Health System Concepts	3	0	6	9	5			
4 <sup>th</sup> Term - Fall 2022										
ENG	112	Writing/Research in Disc	3	0	0	3	3			
		OR								
ENG	114	Prof. Research & Reporting	3	0	0	3	3			
NUR	113	Family Health Concepts	3	0	6	9	5			
NUR	211	Health Care Concepts	3	0	6	9	5			
5 <sup>th</sup> Term - Spring 2023										
Elec		Humanities/Fine Arts					3			
NUR	213	Complex Health Concepts	4	3	15	22	10			

**Total Semester Hours Required for Degree: 67**

### Program Prerequisites

- Have a current unrestricted listing on the NC Registry as a Certified Nurse Aide I or above.
- Must complete all development requirements to be eligible to take ENG 111
- Must complete all development requirements to be eligible to take BIO 163
- Must complete all development requirements to be eligible to take MAT 110

- Must complete a Chemistry course at high school or collegiate level with a C or better
- Have a cumulative GPA of 2.5 (not rounded)
- Have a high school diploma or GED – transcript(s) on file at Craven Community College

### Acceptable Humanities/Fine Arts Electives

		Course	Title	Hours					Credit	Grade	Semester	Remarks
				Lecture	Lab	Clinical	Contact					
ART	111		Art Appreciation	3	0	0	3		3			
ART	114		Art History Survey I	3	0	0	3		3			
ART	115		Art History Survey II	3	0	0	3		3			
HUM	115		Critical Thinking	3	0	0	3		3			
MUS	110		Music Appreciation	3	0	0	3		3			
MUS	112		Introduction to Jazz	3	0	0	3		3			
PHI	215		Philosophical Issues	3	0	0	3		3			
PHI	240		Introduction to Ethics	3	0	0	3		3			

### Program Co-Requisites

- Completion of all general college courses is strongly encouraged before entering the nursing program.

### Additional Requirements

- Accepted students:
  - 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*. CPR courses are available on campus through Workforce Development as well as other sources in the community. Online courses do not meet the criteria.
  - Documentation in the form of an AHA BLS certification card (usually emailed to you at completion of the class) must be presented. CPR certification must remain current while enrolled in the nursing program.
  - **Important:** Students without current CPR certification will not be allowed in the clinical setting. Absences for delinquency in maintaining current CPR will not be excused, leading to release from the program. Students may reapply in accordance with the readmission policy.
- A 2.5 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 higher and support courses with a C or greater—required before Nursing students will be allowed to register for the succeeding semester.

### Approval and Accreditation

The North Carolina Board of Nursing establishes the standards for nursing education programs preparing for nursing licensure. These standards are designed to ensure that graduates have the necessary education to safely and competently practice nursing. Craven Community College Nursing Programs (ADN/RN and PN) are SACS (Southern Association of Colleges and Schools) accredited and approved by the North Carolina Board of Nursing. Craven Community College is in the process of seeking national accreditation to demonstrate the nursing programs meet or exceed quality standards established by the National League for Nursing Commission for Nursing Education Accreditation.

*“The Craven Community College Associate Degree in Nursing program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037, 202-909-2526. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.”*

## Craven Community College Associate Degree Nursing Program

### Estimated Cost to Student

ITEMS REQUIRED	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	TOTAL
*Tuition (In-state)	1216.00	1216.00	380.00	760.00	1216.00	4788.00
*Tuition (Out-of-State)	4288.00	4288.00	1340.00	2680.00	4288.00	16884.00
Student Activity Fee	35.00	35.00	17.50	35.00	35.00	157.50
Computer/Technology	48.00	48.00	48.00	48.00	48.00	240.00
Distance Education Fee	25.00	25.00	25.00	25.00	25.00	125.00
Campus access, parking	15.00	15.00	15.00	15.00	15.00	75.00
Malpractice Insurance	16.00			16.00		32.00
Accident Insurance	1.20	1.20	1.20	1.20	1.20	6.00
Lab Fees (ATI)	525.00	525.00	525.00	525.00	525.00	2625.00
Textbooks	1200.00					1200.00
Uniforms/Shoes/Supplies	300.00					300.00
<b>TOTAL (In-state)</b>	<b>3381.20</b>	<b>1865.20</b>	<b>1011.70</b>	<b>1425.20</b>	<b>1865.20</b>	<b>\$9548.50</b>

#### Other Expenses

Licensure exam Application Fee	\$ 75.00
Licensure	\$ 150.00
NCLEX-RN	\$ 200.00
Graduation Fee	\$ 15.00
	<b>\$ 440.00</b>

#### Optional expenses

Transcript	\$ 10.00
Nursing Pinning	\$100.00
	<b>\$ 110.00</b>

#### Grand Total Estimate

**\$10098.50**

Note: Food, lodging, transportation and child care cannot be estimated as it will vary for 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 are revised each July by the NC Legislature.  
See [Craven CC Fee chart](#) for current fees.

## PLAN OF STUDY

### Associate Degree in Nursing – A45110

#### Transition Nursing

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 2.5 overall grade point average. This Plan of Study is subject to change when the college determines such action is in the best interest of the student or the Program. It is the responsibility of the student to meet the 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.

Course		Title	Hours					Grade	Semester	Remarks
1 <sup>st</sup> Term		Fall 2021	Lecture	Lab	Clinical	Contact	Credit			
ACA	111	College Student Success	1	0	0	1	1			
		OR								-
ACA	122	College Transfer Success	0	2	0	2	1			
		OR								-
ACA	118	College Study Skills	1	2	0	3	2			
BIO	168	Anatomy and Physiology I	3	3	0	6	4			
ENG	111	Writing and Inquiry	3	0	0	3	3			
PSY	150	General Psychology	3	0	0	3	3			
NUR	111	Introduction to Health Concepts	4	6	6	16	8			Credit for PN License
2 <sup>nd</sup> Term		Spring 2022								
BIO	169	Anatomy and Physiology II	3	3	0	6	4			
PSY	241	Developmental Psychology	3	0	0	3	3			
NUR	112	Health-Illness Concepts	3	0	6	9	5			Credit for PN License
NUR	114	Holistic Health Concepts	3	0	6	9	5			Credit for PN License
NUR	214	Nursing Transitions Concepts	3	0	3	6	4			
3 <sup>rd</sup> Term		Summer 2022								
NUR	212	Health System Concepts	3	0	6	9	5			
4 <sup>th</sup> Term		Fall 2022								
ENG	112	Writing/Research in Disc	3	0	0	3	3			
		OR								-
ENG	114	Prof. Research & Reporting	3	0	0	3	3			
NUR	113	Family Health Concepts	3	0	6	9	5			
NUR	211	Health Care Concepts	3	0	6	9	5			
5 <sup>th</sup> Term		Spring 2023								
Elective		Humanities/Fine Arts – See list on back								
NUR	213	Complex Health Concepts	4	3	15	22	10			

**Total Semester Hours Required for Degree: 67**

**Program Prerequisites:**

- Possess a current active unencumbered LPN License in North Carolina
- Must complete all development requirements to be eligible to take ENG 111, BIO 163 , MAT 110
- Must complete a Chemistry course at high school or collegiate level with a C or better
- Possess a cumulative GPA of 2.5 (not rounded)
- Possess a high school diploma or GED – transcript(s) on file at Craven Community College

**Acceptable Humanities/Fine Arts Electives:**

			Hours						
Course		Title	Lecture	Lab	Clinical	Contact	Credit	Grade	Semester
ART	111	Art Appreciation	3	0	0	3	3		
ART	114	Art History Survey I	3	0	0	3	3		
ART	115	Art History Survey II	3	0	0	3	3		
HUM	115	Critical Thinking	3	0	0	3	3		
MUS	110	Music Appreciation	3	0	0	3	3		
MUS	112	Introduction to Jazz	3	0	0	3	3		
PHI	215	Philosophical Issues	3	0	0	3	3		
PHI	240	Introduction to Ethics	3	0	0	3	3		

**Additional Requirements:**

- A 2.5 GPA is the minimum cumulative grade point average required for progression within the ADN Nursing Program.
- Successful completion of all courses as outlined in the master schedule — NUR courses must be completed with a B or higher and support courses with a C or higher — required before Nursing students will be allowed to register for the succeeding semester.

**NOTE:**

- Transition Nursing Program 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 Nursing Transitions Concepts.
- Transition Nursing Program students will enter the third semester of the traditional ADN Program provided they have met the admission criteria outlined for the Program, have completed all co-requisites for semester one and two, and there is space available.

**Approval and Accreditation:**

The North Carolina Board of Nursing establishes the standards for nursing education programs preparing for nursing licensure. These standards are designed to ensure that graduates have the necessary education to safely and competently practice nursing. Craven Community College Nursing Programs (ADN/RN and PN) are SACS (Southern Association of Colleges and Schools) accredited and approved by the North Carolina Board of Nursing. Craven Community College is in the process of seeking national accreditation to demonstrate the nursing programs meet or exceed quality standards established by the National League for Nursing Commission for Nursing Education Accreditation.

*“The Craven Community College Associate Degree in Nursing program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037, 202-909-2526. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.”*

## **SIGNATURE PAGE**

### **CRAVEN COMMUNITY COLLEGE NURSING PROGRAMS STUDENT HANDBOOK 2021-2022**

Circle appropriate program.

ADN

PN

I have received, read and understand the Nursing Program Student 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, the simulation lab confidentiality agreement and consent to video, and the release for field trips (clinical.)

I acknowledge and agree that my participation in the Nursing Program will be governed by the requirements set forth in this Handbook.

---

Print Name

---

Signature

---

Date

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

Updated 09/15/21

## Glossary (PN and ADN Programs)

**Caring:** “Caring is promoting health, healing, and hope in response to the human condition” (NLN, 2010).

**Client:** any human being, regardless of sex or age. A person, family (or significant other), or community who enters the healthcare delivery system for assistance in meeting health needs. The recipient of care provided by healthcare providers including the practical nurse and the registered nurse. The term client denotes one who is a participant or collaborator in healthcare decisions affecting self or significant other(s).

**Collaboration:** Participation in an interdisciplinary healthcare 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:** 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, 2017).

**Core Competencies:** 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:** 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 to allow students to participate in learning outside of the traditional class.

Delivery methods are internet, hybrid, and web enhanced.

Internet: internet students receive course instruction using 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: a traditional, face-to-face class section that offers supplemental class communications through Moodle. The meeting schedule will remain the same as scheduled.

**Diversity:** Recognizing the differences among persons, ideas, values, and ethnicities while affirming the uniqueness of each (NLN, 2010).

**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, 2010).

**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 (Finkelman, 2017).

**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 interacting, unified wholes that are more than the sums of their parts (Berman and Snyder, 2008).

**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” (Finkelman, 2017).

**Institute of Medicine Competencies:** The five core competencies identified by the National Academy for Medicine (formerly 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, 2010).

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

**Learning:** 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 are 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 age.

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

**NLN Core Values:** The core values as outlined by NLN: caring, diversity, excellence, integrity, ethics, patient-centeredness, and holism. (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 Judgment:** Encompasses three processes: critical thinking, clinical judgment, and the integration of best evidence into practice (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 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 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.

**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 healthcare 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.

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