

Welcome P&HCC Nursing Student,

The faculty at Patrick & Henry Community College welcomes each student to the Associate Degree Nursing Program. The faculty and staff are here to facilitate student program completion. Students must be responsible and accountable for their individual program progression while pursuing successful attainment of program outcomes. This handbook contains policies and procedures that will apply to all students in the curriculum. It is the student's responsibility to read, understand policies and procedures and possible consequences. If a student does not understand any policy or rights as a student, please contact the assigned nursing advisor or any nursing faculty member.

If a student has a disability or other need for reasonable accommodation in order to successfully complete the requirements of any course, please contact Student Support Services (LRC 109) 656-0296 (voice/tdd) or 800-232-7997 ext. 0296, sss@patrickhenry.edu to discuss this matter confidentially.

Students are encouraged to join the Nursing Student's Association which meets periodically during the school year. This organization is responsible for many activities that will make college life enjoyable.

The nursing faculty hope the educational experience is challenging, enjoyable and rewarding. Best wishes for success in nursing.

The P&HCC Associate Degree Nursing Faculty

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P&HCC College Vision, Mission, and Values

Vision: P&HCC will be the educational catalyst that provides access to economic prosperity for our diverse community.

Mission: P&HCC is committed to promoting diversity, equity, and inclusion and to enriching the quality of life in our service region through academic excellence, educational affordability, student success, workforce development, and community engagement.

Values: P&HCC values excellence, innovation, diversity, and continuous improvement. We demonstrate these values in the following ways:

- **Teaching and Learning**

Teaching and learning are paramount at P&HCC, we employ innovative faculty who utilize high-impact practices and state-of-the-art equipment in educating our students.

- **Integrity and Respect**

To promote a culture of integrity, equity, and respect, we develop, nurture, and sustain an engaged, diverse, and talented workforce.

- **Communication and Collaboration**

Through effective communication, we foster the relationships and build partnerships that enhance the success and quality of life for our constituents.

P&HCC Mission and Nursing Program Philosophy

Mission of the VCCS Nursing Programs is to provide affordable, community access to quality nursing education. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in 21st century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia.

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

**Associate of Applied Science Degree in Nursing
Program Curricular Sequence**

Traditional Associate Degree Nursing Students

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4		SEMESTER 5	
<i>Course Credits</i>		<i>Course Credits</i>		<i>Course Credits</i>		<i>Course Credits</i>		<i>Course Credits</i>	
BIO 141	4	BIO 142	4	BIO 150	4	ENG 112	3	NSG 230	2
ENG 111	3	NSG 100	4	NSG 152	3	NSG 210	5	NSG 252	4
MTH 155	3	NSG 106	2	NSG 170	6	NSG 211	5	NSG 270	4
PSY 230	3	NSG 130	1					HUM EEE	3
SDV 100	1	NSG 200	3						
		HLT 105	1						
Total Credits	14	Total Credits	15	Total Credits	13	Total Credits	13	Total Credits	13

Transition LPN to Associate Degree Nursing Students

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
<i>Course Credits</i>		<i>Course Credits</i>		<i>Course Credits</i>		<i>Course Credits</i>	
SDV 100	1	BIO 150	4	ENG 112	3	NSG 230	2
BIO 141	4	NSG 115	4	NSG 210	5	NSG 252	4
ENG 111	3	NSG 200	3	NSG 211	5	NSG 270	4
PSY 230	3	HLT 105	1			HUM EEE	3
MTH 155	3						
BIO 142	4						
Total Credits	18	Total Credits	12	Total Credits	13	Total Credits	13

The above information is also available on the Health Careers Page on the Patrick and Henry Community College Website. You can access the page by clicking the following link or scanning the QR Code below:

[Patrick & Henry Community College \(patrickhenry.edu\)](http://patrickhenry.edu)



Program Outcomes

Revised January 2024

The most recent annual licensure pass rate will be at least 80% for all first-time test takers during the same calendar year.

Fifty percent of all associate degree nursing students who begin in NSG 200 will complete the program on time in four (4) semesters.

Fifty percent of all advanced placed associate degree nursing students who begin in NSG 115 will complete the program on time in three (3) semesters).

Eighty percent of graduates will indicate working in the field as an RN within in 12 months of graduation.

End Program Student Learning Outcomes

Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:

Client-Centered Care	Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
Safety	Practice safe nursing care that minimizes the risk of harm across systems and client populations.
Clinical Judgment	Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.
Professional Behaviors	Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.
Quality Improvement	Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
Collaboration	Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.
Pharmacology	Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

Revised January 2024

Nursing Program Approval and Accreditation Status

The Associate Degree Nursing program has conditional approval with [terms and conditions](#) by the:

Virginia Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, Virginia 23233-1463
Telephone: (804)367-4400
Fax: (804)527-4475
Official Website: <https://www.dhp.virginia.gov/Boards/Nursing/>
Next Scheduled Site Visit: 2024

The Associate Degree Nursing program is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Telephone: (404)975-5000
Fax: (404)975-5020
Official Website: www.acenursing.org

Status: The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation.

View the [public information disclosed](#) by the ACEN regarding this program.

Nursing Program Guidelines

I. Professional Behavior

In accordance with 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned.

Students are to adhere to the Student Conduct Policy as it appears in the P&HCC College Catalog, which can be accessed from the P&HCC website. All matters relating to the patient, the patient's family, and clinical facilities are to remain confidential. Breach of confidentiality will be grounds for dismissal from the nursing program as outlined in the Clinical Incompetence Policy. Students are expected to conduct themselves in a professional manner at all times on campus and clinical facilities. Failure to do so may result in dismissal from the program.

According to Federal laws, all individuals that come in contact with patients in health care agencies must have a criminal background check completed. Therefore, a criminal background check will be completed on each student when as a part of the admission process to the Nursing Program. Clinical agencies may deny a student participation in direct patient care based on the results of drug screen and/or background. Inability to participate in direct care at any clinical site will result in automatic program dismissal.

The background check must document no prior barrier crime convictions indicated by the Virginia Board of Nursing. The barrier crimes are identified on the Virginia Board of Nursing website (www.dhp.virginia.gov/Boards/Nursing/). Also, Please refer to Appendix A – Virginia Board of Nursing Guidance Document 90-55. The fee for the background check/drug screen is a **minimum** of \$91 and student's will receive instructions upon acceptance to initiate the process. Program acceptance will be pending results of background check and drug screening.

II. Health

- Students are expected to obtain a complete physical examination upon entering into the nursing program at their own expense. Students will not be allowed to enter the clinical facility until this information is on file in the nursing office. All immunizations and TB skin test must be current throughout the student's enrollment in the program. The **initial** TB Skin test must be a **two-step method**. See Health Certificate for details. Students are also required to have proof of 2 MMR's, 2 Varicella vaccines or titer, current Tdap, and a yearly flu vaccine or doctor verification of allergy. **Be aware that TB skin test must be done annually. Students who do not provide this documentation to the nursing office or who do not complete the annual update will not be allowed to attend any clinical experiences and will result in failure of the course. Note: As of August 2021, official proof of the COVID vaccine series is required for participation in clinical.** Religious and medical exemptions may be requested for immunizations but the approvals of exemptions are clinical agency dependent.

- During your educational experience in the Nursing Program at P&HCC you may have exposure to blood or other potentially infectious materials and may be at risk of acquiring Hepatitis B virus (HBV) infection. You may obtain the Hepatitis B vaccination at your own expense if you so desire.
- The student will assume financial responsibility for any illness or injury incurred. No accident or hospitalization insurance is provided. Students should have an individual health insurance policy.
- Should a student be injured while at a clinical facility, the following procedure must be followed:
 - a. Notify instructor immediately. However, if with an assigned preceptor notify immediately followed by instructor notification.
 - b. Report injury to nurse in charge of unit.
 - c. Fill out facility incident report with the assistance of the instructor.
 - d. Policies of the institution regarding such incidents will be followed.
- Students must be certified in **American Heart Association Healthcare Provider CPR with the Automatic External Defibrillator**. This certification must be updated **every two years**. Please provide the nursing office with copies of your CPR card. **Students who do not provide a copy of current CPR credential will not be allowed to participate in clinical. If a CPR credential is going to expire mid-clinical, students should plan to recertify at the beginning of the semester in order to participate in clinical.**

III. Grades:

- At the beginning of each nursing course, students will receive a detailed course syllabus. It is the responsibility of the student to be familiar with the content of each course syllabus. The course syllabus will also state the manner in which the course grade will be determined.
- The student must complete all general education and related courses either before or concurrent with nursing program requirements. A grade of "C" or above in all nursing program curricular courses (NSG prefixes and general education) is required to continue in the nursing program. Pre- and co-requisite courses for the nursing program are listed in the college catalog (<http://catalog.patrickhenry.edu/>). Students who do not successfully complete the appropriate pre- and co-requisite general education courses may have to withdraw from nursing courses until those general education requisites are successfully completed. Program progression at that point will depend on seat availability.
- In determining NSG course grades, the following guidelines will be adhered to:
 - 1) If a student receives a theory grade of "C" or above, plus a "satisfactory" in clinical, the student will receive the theory grade as a final grade.
 - 2) A "C" or above plus a concurrent clinical "satisfactory" must be earned in the same semester to continue in the program.
 - 3) If a student receives a theory grade of D or F and an "unsatisfactory" in clinical, the student will receive a final grade of "F".

- 4) If a student receives a theory grade of "C" or above and an "unsatisfactory" in clinical, the student will receive a final grade of "D".
- 5) If a student receives a theory grade of D or F and a "satisfactory" in clinical, the student will receive the theory grade as a final grade.
- 6) If a student receives a lab/clinical grade of unsatisfactory (below a grade of C) in a standalone lab/clinical, course the syllabus will define the grade parameter for a grade of D or F.

A final course grade of C is required to progress to the next nursing semester.

- The following is the suggested grading scale (see individual course syllabus for exact grading scale) used in the NSG courses of the Department of Nursing:

92-100%	A
84-91%	B
80-83%	C
70-79%	D
69% or below	F

- An overall "C" (2.0) curricular average is required to graduate with an AAS Degree in Nursing. All courses in the program must be a grade of "C" or higher.
- Should it become necessary to withdrawal from any of the courses you are enrolled in, your nursing course faculty and assigned nursing advisor must be notified immediately.

Student Clinical Responsibilities

I. Dress Code

Students must look professional at all times in clean, appropriate attire. Students will be required to follow clinical agency expectations for physical presentation which includes but is not limited to the following: hair color, jewelry, body art, perfume, hygiene, nails, student identification, and student uniform.

Campus Nursing Laboratory:

Nursing scrubs or school uniform, closed toe/heel shoes and name tag. Hair should be pinned up and off the shoulders. If long sleeves are needed students may wear the lab coat or nursing scrub jackets, or long sleeve undershirts but no hoodies or sweatshirts allowed.

Clinical Units:

Complete P&HCC designated nursing uniform must be worn at all times. Generally, the P&HCC nursing uniform and physical presentation shall consist of:

- | | |
|---------------------|---|
| Female: | School uniform, (if dress is requested by student, it will be worn with white hose), white socks and all white washable shoes (no backless shoes), P&HCC student identification badge, scissors, watch with a second hand, and a black ink pen (no felt tip or erasable are allowed). If a dress is worn the length of uniform is <u>below the knee</u> . The uniform should be clean, pressed and an appropriate size. |
| Male: | School uniform, white T-shirt, white socks and all white washable shoes, P&HCC student identification badge, watch with a second hand, scissors, and a black ink pen (no felt tip or erasable are allowed). The uniform should be clean, pressed and an appropriate size. |
| Jewelry & Body Art: | All jewelry is discouraged because of infection control issues. Jewelry will be limited to wedding and engagement ring, watch, one set of small plain post earrings if ears are pierced. Students are prohibited from displaying any other form of visible body piercing, i.e., nose rings, lip piercing, or tongue piercing, etc. No ear gauges are permitted. Visible tattoos must be covered as much as possible while in the clinical area. |
| Perfume: | Perfume, after-shave, hairspray, or other scented products shall <u>not</u> be worn in the clinical or the classroom area as it is not tolerated well by fellow students and patients with respiratory disorders. |
| Hygiene | Students are expected to maintain good hygiene habits with no offensive body odors. Deodorant and antiperspirant |

should be donned. This includes cigarette smoke.

Hair:	Hair should be neat and clean. It should be confined in such a manner that it does not interfere with patient care. Keep hair off the shoulders and collar and away from the face. The student must be prepared with the necessary equipment to confine hair in the clinical setting. Hair color must be a natural color that is not deemed distracting per clinical agency policy. Male facial hair (i.e., mustache and beard) should be neat and groomed.
Nails:	Short (i.e., not beyond the end of the fingertips) and clean. Wearing of acrylic nails is not allowed because of infection control issues. Nail polish is discouraged but if worn, must be clear or light-colored polish only with no chipping.
Clinical Dress:	Students MUST wear lab coat with a student identification badge while on a nursing unit unless wearing the nursing uniform. Wearing the nursing uniform without a lab coat requires wearing the student identification on the uniform. When wearing lab coat on clinical units for clinical preparation, professional dress is required (no jeans, sweat suits, etc.)
Identification:	Students must wear student identification badge at all times while in the clinical area. Failure to do so may result in the student being sent home. (Make-up clinical experiences will not be offered.)
Tobacco Products:	Students are not allowed to use any form of tobacco at clinical sites.

Non-Uniform Clinical Laboratory

1. During specific laboratory experiences and field trips, the student uniform will not be worn. The instructor will discuss suitable clothing with the students at the appropriate time.
2. The student is expected to be prepared for clinical and the clinical laboratory. If the student has not adequately prepared, they may be sent home. Adequate clinical preparation will be determined by the faculty.
3. All students are expected to be in the clinical area each clinical day. Make-up clinical experiences are not a guarantee.
4. Satisfactory performance in the clinical area indicates the student has met all summative objectives for the course.

II. Student Behavior

A student who appears to be practicing in an unsafe manner in the lab or clinical area, upon request of a lab/clinical instructor, will be subject to nursing faculty review (See Clinical Incompetence Policy). If upon faculty review, the student is deemed to be practicing in an unsafe manner, the student may receive an unsatisfactory in the expected outcomes. This may constitute a course failure for the semester.

****Students must observe regular visiting procedures and hours for personal visits at the hospitals. Students not on clinical assignment are not allowed in clinical facilities interacting with students at clinical site because of disruption of the educational experience. No uniforms or lab coats are to be worn outside of clinical activities. It is inappropriate to make a return visit to a patient that is NOT a personal friend.**

III. Clinical Simulation Center Expectations

- **Dress code:** To enter the CSC the student must dress in their School of Nursing (SON) mandated uniform including photo ID badge. Student is also required to follow their SON clinical dress code policy. Students inappropriately dressed will be sent home and will be responsible to reschedule their clinical experience with their clinical instructor.
- **Audio-Video Taping:** All participants in simulation courses will be audio-videotaped. The audio-video tape will be used in the debriefing portion of the simulation experience and will be available for the student and their instructor to review.
- **Confidentiality:** All records, documents or communications in the CSC are considered confidential and privileged. Disclosure of such records, documents or communications to any person during or after their CSC experience is a violation of their respective school's honor code.

IV. Nursing Laboratory

The nursing laboratory will be utilized by nursing faculty and students to enhance student's confidence and competence regarding various nursing skills. The following general guidelines will be utilized in the laboratory setting.

Nursing Lab Appearance:

As a courtesy to all who use the lab, this academic learning center will need to be maintained and returned to an orderly fashion when it is not in use. When the day or practice time is complete, please ensure that the lab is left in the following manner:

- Beds are left in the lowest position, wheels locked, side rails up.

- Each bed has a fitted sheet, flat sheet, bed spread and a pillow.
- Overbed tables are to be placed at the foot of each bed.
- Supplies and equipment returned to the appropriate cabinet/equipment room.

Food and Drinks: No food or drinks are allowed in the nursing lab.

Children on Campus: No children should be in the lab setting at any time unless it is a scheduled and/or approved nursing academic event. When Children are approved to be in the lab setting, they must be under the direct supervision of designated college staff.

Nursing Lab Equipment: No equipment (for example: mannikins, blood pressure cuffs, stethoscopes, etc) shall be removed from the campus nursing lab setting without the pre-approval of the nursing faculty. The nursing lab equipment rooms/storage are off limits to nursing students, unless indicated by the nursing faculty. The linen found in the nursing lab will be used for practice purposes only. Please do not remove the linen from the lab setting for any personal use.

Open Lab: Supervised open lab availability times will be offered each semester; nursing instructors or the nursing retention specialist will notify students of the designated times. Students may also request additional help or time with lab skills by speaking with their nursing instructor directly, as well. There will also be times that students can attend an unsupervised open lab, but during this time absolutely no skills involving sharps will be allowed to be practiced. Unsupervised open lab hours will be forwarded to the student by their nursing instructors. Open lab opportunities will be provided to all nursing students throughout the semester to allow students to:

- Practice skills.
- Receive needed assistance on skills.
- Review previously learned content. The open lab instructor will not re-teach old content or teach on new content.
- Complete remediation as assigned by nursing instructor.

Student Responsibilities for Open Lab:

- Sign up for an open lab time with your nursing instructor or nursing retention specialist at least 24 hours in advance of the posted time and day.
- When signing up for an open lab, please specify what specific assistance is needed during that time. (For example: "I need to practice taking manual blood pressures." Or "I need to practice with NG tube insertion.", please do not put "Missed lab on 10/12.")

- Prior to coming to open lab, if any preparatory work is assigned by the nursing instructor or nursing retention specialist, please have this completed.
- If a student signs up for open lab and is unable to attend, the student should notify the instructor or retention specialist as soon as possible.

Nursing Lab Policies, including the Use of Syringes/Needles Policy:

Syringes/needles will be given to students for use in the laboratory setting **ONLY**. Students are to practice parenteral/injectable routes of medication administration in P&HCC's nursing laboratory **ONLY** under the supervision of nursing faculty and nursing retention specialist utilizing designated instructional models. **Under no circumstances are students to inject each other at any time.** After practicing the parenteral/injectable route of medication administration and demonstrating skill competency to the nursing faculty in the college's nursing laboratory, ALL syringes/needles are to be disposed of in designated red "sharps" containers which are in the nursing laboratory. When "sharp" containers are full, the college will dispose of the containers according to the college's hazardous materials procedure. This also includes IV catheters.

V. Nursing Program Policies

I. ATI Testing and Resources-

The Nursing Department uses Assessment Technologies Institute (ATI) to assess students on their mastery and retention of nursing content areas throughout the program. These tests and resources will be used throughout the curriculum in specified courses. The program will use Assessment Technologies Institutes (ATI) content mastery series, concept based/leveled exams, and teacher made exams as appropriate for testing as appropriate.

Students will **purchase** an Assessment Technology Institutes (ATI) subscription and resources through the P&HCC bookstore. **Students will pay a fee each semester for the use of ATI.** The online resources include case studies, skill videos, sample/practice test questions, text, custom exams, content mastery exams, leveled concept exams and other content resources. ATI also includes an end of program Capstone Course and an NCLEX-RN review. Participation in ATI, the end of program Capstone Course and NCLEX-RN review is **MANDATORY** for all students. Students who fail to complete the Capstone Course and the required NCLEX-RN Review activities as assigned by the respective nursing courses may receive an incomplete grade until course requirements are fulfilled or may result in course and program failure. Activities for NCLEX prep may exceed regularly scheduled course time as these activities are designated for NCLEX preparation.

ATI assignments that generate points which count toward the course grade will be detailed in the specific nursing course syllabus. The following point guide will be used for assigning course points for End of Semester Final Exams when the content mastery exam or leveled concept exams are administered in a NSG course:

- Students may earn up to **20 points** on **Practice Assessment A**
 - 10 points for Practice Test A Completion
 - 10 points for Practice Test A Remediation Binder, neat, organized, and legible
- Students may earn up to **20 points** on **Practice Assessment B**

- 10 points for Practice Test B Completion
- 10 points for Practice Test B Remediation Binder, neat organized, and legible
- Students may earn up to **40 points** on the **Proctored Content Mastery** and/or Leveled end of course exams based on the following performance score
 - Level 3- 40 points
 - Level 2- 30 points
 - Level 1- 10 points
 - Below level 1 – 0 points
- Students may earn **10 points** for proctored test **remediation in ATI** based on the following:
 - Level 3 must remediate one hour
 - Level 2 must remediate two hours
 - Level 1 must remediate three hours
 - Level 0 must remediate four hours
- Proctored Test Remediation in Binder, neat, organized, legible- **10 points**

Students who perform at Level 1 or below on Content Mastery Exams or Leveled Exams may **retake the proctored exam, completion of the retake will earn **10 points**.*

When ATI content mastery, leveled concept exams or other specified ATI exams are used for end of course assessment, **each end of course exam** administered may count up to **10% of the final grade**. Multiple end of course exams assessing different course specific content may be administered in a single nursing course. Due to this, if more than one leveled concept exam or content mastery exam is administered in a single nursing course, each exam may count up to 10% each (i.e. two content mastery, or a content mastery and a leveled exam in the same course would mean that 20% of the final grade is derived from the student's performance). Grading specifics will be detailed in each nursing course syllabus along with the required exams, practice assessments and remediation directives. The comprehensive predictor scoring system will be outlined in the respective course syllabus.

Students will maintain a ATI Program Binder for the duration of the nursing program to provide assistance with NCLEX preparation and for tracking cumulative program testing performance. Each binder should be a large three-ring binder that is at least three inches and include binder divider sheets. As a component of test preparation for Content Mastery and/or leveled comprehensive examinations students will keep performance profile records for Practice Tests A and B prior to specified exams. Written remedial requirements including active learning templates and medication profiles must be placed in the binder also. *Failure to maintain the binder as directed by each specified course will result in loss of points for the Content Mastery Exams and or Leveled Exams.*

As a component of program completion, participation in the NCLEX-RN Review course through ATI (virtual and live) is a mandatory program requirement. Capstone testing is also used to provide support to graduates in preparation for the licensing exam.

II. Drug Dosage Competency Policy

Students will be required to demonstrate competency in dosage calculation in each nursing semester. Failure to maintain competency in dosage calculation may result in program dismissal. Students will be allowed to attempt the dosage competency exam a total of three

times each semester in the specified nursing course. A grade of **90%** is required to pass the exam, **note** that if a student must take the drug dosage competency exam more than once in a semester, the first grade earned will be the grade recorded in the grade book for the specified nursing course. If the 90% is not achieved after two additional attempts (3 total attempts) the student will earn a clinical failure and will not pass the clinical course. Specified nursing courses will detail the dosage competency policy in the respective course syllabi.

III. Clinical Incompetence Policy

- **Clinical Attendance:** The Virginia State Board of Nursing mandates students complete clinical hours as a component of clinical education. Each student must demonstrate the achievement of the programs required clinical hours, specific types of clinical experiences and meet the objectives in credit/clinical courses. Students who fail to meet the curricular requirements will not be eligible for graduation. Students who fail to attend required clinical hours may be dismissed from the respective program due to clinical failure regardless of academic status. Clinical attendance is an expectation. Students must achieve satisfactory clinical performance in each clinical semester. The program will adhere to the following:
 - Participation in clinical experiences is a program expectation. All scheduled program/course clinical hours must be completed by each enrolled nursing student. Make-up clinical experiences for every student generated absence **is not a guarantee**. Every effort will be made to offer **one** make-up clinical experience in a given semester with a documented medical absence or documented death of an immediate family member, or other **valid** extenuating circumstance (i.e. court subpoena). The availability of clinical rotations, clinical site access and faculty may limit the programs' ability to schedule experiences beyond the scheduled clinical dates and **one** make-up day. Every student is scheduled for the required number of clinical hours per nursing course per semester. Students who do not complete the clinical hours in a course are subject to earning an unsatisfactory clinical grade (failing clinical grade). Students who earn a failing grade due to not completing the clinical hours required in the specified nursing course will not be able to progress in the program (see Academic Suspension Policy). After one make-up clinical day is scheduled for a student generated absence, other make-up opportunities **will only** be scheduled if the program has access to faculty **and** clinical agency availability **and** there is an approved and legitimate extenuating circumstance (i.e. court subpoena). **The associate degree nursing program does not have the staff or resources to make up all hours missed each semester for each student situation**. Students should only miss a clinical day for extreme situations such as personal illness, or death of an immediate family member. While valid extenuating situations will be a consideration, it does not change the resources (faculty and clinical access) to allow for additional and unlimited make-up experiences. Please plan accordingly.
 - After one clinical absence students will automatically be placed on probation for the current semester.
 - A second clinical absence will result in a meeting with the Nursing Program Director.

- **Clinical Incompetence Policy:** Following are excerpts from the Virginia State Board Regulations regarding revocation, suspension, or issuance of your nursing license. The P&HCC faculty supports the Board of Nursing and therefore, uses excerpts from these regulations as standards of conduct in the Associate Degree Nursing Program. Consequently, the appropriate regulations for students are included in the Clinical Incompetence Policy. Any unsafe clinical performance will be handled according to this clinical incompetence policy and **may be grounds for failure of a course and or dismissal from the program.**

FAILURE TO PRACTICE IN A SAFE MANNER INCLUDES THE FOLLOWING:

1. Regulatory Deficiencies:

- A. Failing to safely perform procedures or follow policies as specified in the Policies & Procedures Manuals of the affiliated institution or health care agency.
- B. Failure to correctly administer a medication according to accepted standards to include: P&HCC check-off and agency policy.

2. Ethical Deficiencies:

- A. Failure to report errors of commission or omission by self or other health care personnel. (highlighted – out)
- B. Failure of student to report any biological, psychological, social or cultural problem related to the student's emotional and physical stability which might compromise the student's ability to perform in a satisfactory manner in the clinical setting and/or failure to institute means to correct these problems.
- C. Breach of confidentiality

3. Deficiencies in Accountability:

- A. Failure to utilize, at the appropriate level, the nursing process:
 - in the preparation,
 - documentation, and,
 - care of patients.
 - which includes: written, verbal, and non-verbal communication.
- B. Failure to notify staff and clinical instructor of any circumstances which would require the student to practice beyond the scope of his/her preparation.

4. Fraud or deceit shall mean, but shall not be limited to: Giving or receiving assistance in writing examinations. (i.e. failure to follow P&HCC's honor code.)

5. Unprofessional conduct shall mean, **but shall not be limited to:**

- A. Performing acts:
 - student feels, unprepared to carry out,
 - uncomfortable doing without assistance
 - has not been performed previously in lab or clinical
 - without adequate training or when competency has not been maintained
- B. Obtaining supplies, equipment, or drugs for personal use or other unauthorized use.
- C. Requesting assistance from unqualified persons to perform functions that require a licensed practitioner of nursing.

- D. Falsifying or otherwise altering patient documentation
 - E. Abusing, neglecting, or abandoning patients or clients
 - F. Use of tobacco in any form including but not limited to smokeless, chewing, liquid, vaping, or other is prohibited.
6. Practicing in a manner that is a danger to the health and welfare of patients or others.
 7. Any mental or physical illness that poses a danger to the health, welfare and safety of others while in the clinical setting.
 8. Abuse, negligent practice or misappropriation of a patient's or resident's property.
 9. Lack of respect or insubordination toward clinical faculty or agency staff.
 10. No student will perform duties under the influence of prescription drugs which may affect the student's ability to perform safely or effectively.
 11. Tardiness without notice will be considered patient abandonment.

A student demonstrating any of the above characteristics is in danger of dismissal from the Associate Degree Nursing Program.

IV. Procedure for Implementing the Clinical Incompetence Policy

If a student practices in an unsafe manner, the clinical instructor who identifies or is notified of such unsafe practice will meet with the student. The course coordinator will be contacted immediately (if clinical instructor is an adjunct). The Nursing Program Head will be contacted by the course coordinator the day of the unsafe behavior. Student and clinical instructor will be required to document the event in writing and student will be sent home. Unsafe practice will result in dismissal from the program. Unsafe practice/behavior is defined as any action that endangers the wellbeing of the patient/co-worker.

Course Coordinators:

- NSG 100/200/106/130/115 Linda Wallace/Whitney Hall
- NSG 152/170 Bethany O'Neil
- NSG 210/211 Amy Cox
- NSG 230/252/270 Whitney Plaster

The following steps are required:

1. Clinical Instructor and student will document the event.
2. The Course Coordinator and/or clinical instructor will notify the Program Director of Nursing the day of the unsafe behavior.
3. Nursing Program Director and course coordinator will meet with the student to review the unsafe behavior and policy with the student within 3 business days.

4. If the student does not agree with the decision, the event can be addressed using the existing college grievance procedure. The [Grievance Procedure](#) can be found in the online College Catalog

***Faculty member may be an adjunct clinical instructor.**

V. Drug and Alcohol Policy

The Nursing and Health Science Programs at Patrick & Henry Community College are firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.

A. Terms of Policy

Violations of any of the following requirements may result in dismissal from the program in which the student is enrolled. No student shall be under the influence of, use, consume, possess, purchase, sell, dispense, distribute, manufacture, or display any illegal drugs or alcoholic beverages while on duty. No student shall violate any federal or state criminal drug statute at any time. No student will perform duties under the influence of prescription drugs which may affect the student's ability to perform safely or effectively.

- a. The term "on duty" includes class time, clinical time, break time, and meal time on the Patrick & Henry Community College campus or on the property of clinical agencies including daycares and physician offices.
- b. The term "under the influence" includes not only obvious impairment but also having a level of illegal drugs, or alcohol in the body that would produce a positive result in a drug or alcohol screening test.
- c. The term "illegal drugs" as used in this policy includes not only any drug which is not legally obtainable, but any controlled substance for which the student does not have a lawful prescription or which the student is using in a non-prescribed manner.
- d. No student shall engage in any off-duty involvement with illegal drugs, including but not limited to cocaine, marijuana, heroin, or any hallucinogenic agent.

B. Policy Administration

1. Drug/alcohol testing is required as part of the entrance process to Nursing and Health Science Programs at Patrick & Henry Community College. All students must sign the acknowledgement form and return it to the Program Office during the specified period. (If the student wishes to be considered for entrance into one of the Nursing or Health Science Programs, he/she must consent to testing and sign the acknowledgement form indicating he/she has read and understood the Nursing and Health Science Programs Drug and Alcohol Policy. Legal binding clinical affiliation agreements require students to meet specific expectations prior to participating in clinical at respective clinical facilities. To ensure compliance with these legally binding clinical affiliation agreements, students may be required to repeat criminal background checks and drug screens multiple times.
2. Nursing and Health Science programs maintain the right to require any student to undergo appropriate kinds of testing at any time during the program to determine that student is fit for duty.

3. If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, he/she will be dismissed from the Nursing or Health Sciences Program in which he/she is enrolled.
4. Student(s) taking prescribed medication or an over-the-counter medication which may affect the ability to perform his/her duties safely and effectively is expected to discuss the situation with their instructor. If they can't perform duties safely, they will be withdrawn/dismissed.
5. It is not possible to describe all of the situations that may result in drug testing. Examples include but are not limited to the following:
 - a. Post-Accident: The Nursing and Allied Health Programs may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in significant damage to property.
 - b. Physical Indications: The Nursing and Allied Health Programs may require testing when there is detectable odor of alcohol; drug use; or other observable indications of possible drug or alcohol (i.e., significant disorientation or lack of coordination).
 - c. Possession: If a student is found to possess drugs or alcohol on duty, the Program Director/Faculty may conclude there are reasonable grounds to believe the student may be under the influence of drugs or alcohol.
 - d. Erratic Behavior: Program Director/Faculty may require testing when a student's behavior indicates the possibility of being under the influence. Such indications could include repeated failure to follow instructions, procedures, or safety rules or behavior that nearly causes an accident.
6. As a security matter, the Nursing and Allied Health Programs maintain the right to carry out reasonable searches of individuals or their personal property while on Patrick & Henry Community College locations or any clinical agency. This applies to students and faculty.
7. Students are subject to disciplinary action, including course or program dismissal/withdrawal, under certain circumstances. These circumstances include but are not limited to the following: coming to clinical and demonstrating behavior that reflects impairment of judgment and/or ability to perform patient care responsibilities: such as (but not limited to) being under the influence of drugs or alcohol, or being mentally or physically ill. It is the responsibility of the nursing faculty using their professional judgment to determine unsafe behavior.
8. Students are responsible for all costs associated with drug/alcohol testing.

VI. Academic Integrity Policy for Nursing

1. The nursing program expects students to conduct themselves with a high level of integrity. Cheating and dishonesty will not be tolerated in the program. Students who are caught cheating will be dismissed from the program without an opportunity of readmission to any of the health education programs.

VII. Nursing Success Plan for Associate Degree Nursing Program (ADN) Students

Being successful in nursing school goes beyond passing tests and showing up for clinicals. Not only is your success determined by your academic performance, but it is also defined by your character and determination to become the best nurse you can be. Remember that you are in

an accelerated curriculum. It is not easy; it is not supposed to be easy. However, this accelerated curriculum allows you to earn your degree quicker and that means a job, a paycheck and launching your career sooner. Patrick & Henry Community College, along with the nursing faculty, has many strategies, resources, and tips to help you begin your nursing school journey successfully and to continue to be successful throughout each term.

Your success in nursing school is dependent on **YOU** and lies within your own hands. Your nursing instructors are here to provide you with the material, but is it up to you to retain, apply, and use the knowledge appropriately. There are many basic skills that you need to be ready to exhibit from your first day of nursing classes. Such things as:

- Attending, on time, all lectures, labs, and clinicals.
- Being prepared with all things that may be needed (i.e., pens, paper, calculator, stethoscope, watch with a second hand, etc.)
- Beginning to grasp professionalism with all assignments, verbal and written communication, and appearance. For example: making sure to use proper punctuation and grammar, no hand-written papers, and appropriate greetings.

It is also **extremely** important to realize just how much time, outside of lecture, is recommended for studying. Every credit in a class constitutes approximately 4-5 hours of work at home. For example: a 3-credit class should equal around 12-15 hours of additional time on material. Ask for help, sooner rather than later. Do not wait until things have overwhelmed you before you reach out. Also, have a back-up plan for your back-up. Babysitters, transportation, whatever may be needed. Do not let a lack of preparation on your part set you up for failure. Be ready when things do not go right as it is better to begin planning now to avoid a crisis later. Lastly, do the reading. It will become very apparent to your nursing instructors who is putting in the additional work and who is not.

Many of these resources will be reviewed, in greater detail, by each instructor within their course syllabi but this plan can give a general idea of things that can be done outside of required coursework to help you retain knowledge and be a better critical thinker. With entrance into the nursing programs, you are required to purchase textbooks that come with many online capabilities and many resources that can be utilized. Please note to let your instructor know as soon as it is realized, if you are missing any resources that you should have access to.

Included, but not limited to:

- ATI virtual scenarios and case studies
- Study groups
- Tutoring available in the LRC
- Online tutoring is available with Brainfuse which can be accessed under your myP&HCC account.
- EBSCO Learning Express, which can be accessed through your library membership in the LRC. Learning express has prepared practice tests for items such as the entrance exam, NCLEX-RN, NCLEX-PN and nursing assistant/nurse aide certification.

- Completing a set number of NCLEX style questions weekly to help with critical thinking.
 - When completing NCLEX style questions, it is important to remediate ALL questions and answers, whether the questions were answered correctly or incorrectly.
 - These questions may not be reviewed by your instructor weekly, but one should have screenshots or proof of questions completed. This can be assessed by your instructor at any time to check compliance with assignments.
 - **Students will lose 1 point off of their final grade for every week NCLEX questions are not completed.**
 - Please refer to each course syllabus regarding further information.
- 4th semester students also utilize NCLEX prep resources available to them through ATI. Capstone and other prep resources including, but not limited to, Virtual ATI (vATI), and live in-person ATI NCLEX reviews are **mandatory and required** of each 4th semester student to complete as outlined in the course syllabus.
- Even with a passing test grade, students are highly encouraged to remediate each test, and all correctly answered questions, as well as questions answered incorrectly. If you can tell why a particular answer is correct, then this is a good indicator that you understand the concept fully and can help decrease the chances of you merely guessing the question correctly in the future. However, it is **required**, that students are to meet with their instructor after scoring less than 80% on a *test*.
- Requirements before making an appointment with instructor:
 - The student must complete the Test Analysis Worksheet and be ready to discuss it with your instructor and sign it.
 - The student is required to review the test questions and rationales for each question. There are several strategies that are to be used during this process. The strategies listed may seem time consuming but using this process has been found to be an effective method to improve your performance on critical thinking exams, such as the NCLEX-RN exam.
 - **Strategy 1:** Identify why you answered the question incorrectly. Doing this helps you to examine and evaluate your own personal testing habits. If you find you are missing questions because of context, you can then work on your memorization and understanding of the content. If you find you are tending to skim the question, or answer it too quickly, that can signal you to know you need to slow down when test taking.
 - **Strategy 2:** Explain exactly why the incorrect answer you selected for that item is wrong and then cite the right answer. “For example, if the question is: The RN receives Mrs. Smith from the ED and notes absent palpable pedal pulses bilaterally. Which of the following actions should the RN do first? A. Wrap her extremities with warm blankets and reassess pulses. B. Assess oxygen saturation. C. Assess the pulses with a handheld portable ultrasound device. D. Notify the healthcare provider. You may write I selected ‘Wrap her extremities with warm blankets and reassess pulses.’ This is incorrect because I should

complete my assessment first before moving to intervention. The correct answer is 'Assess the pulses with a handheld portable ultrasound device.'" (Strout, 2016)

- **Strategy 3:** If you missed a question because you were not able to remember the content, go to your textbook and review the content for the entire topic. Chances are the next time you get a question about the topic; you will need to know different but related information within that content area. "For example, if the question you answered incorrectly is about child development, you should review all the developmental milestones for infant's month by month, not just the particular milestone covered by that question." (Strout, 2016) Using the information in the context it was intended is found to be a more effective learning strategy than just trying to memorize one particular fact. Be sure to add in the page numbers from your text where the content is discussed. This can help alleviate wasted time searching when you are later reviewing your notes and materials. Writing out your remediation will help you identify trends in your own thinking and knowledge base.
- If the student fails to meet with the instructor after each test that less than an 80% is scored on, then the student is **not allowed** to take the next test and a **grade of 0 is earned**. However, we understand that extenuating circumstances may arise and as long as those are discussed with the instructor ahead of time they will be considered.
- ***Failure to complete required/mandatory tasks can result in point deductions at the instructor's discretion in the following nursing courses per semester:***
 - 1st semester: NSG 100
 - 2nd semester: NSG 170
 - 3rd semester: NSG 210
 - 4th semester: NSG 252

There will also be PowerPoint presentations, small lectures, and skill labs scheduled throughout the year that will be given by the nursing retention specialist, or nursing faculty. These seminars will cover basic topics to help with being a successful student. **Attendance of at least 2 seminars** throughout the semester is **required** and will be tracked and monitored along with student progression throughout the nursing program. Failure to attend these sessions will result in point deduction in each NSG course listed above for your particular semester. Please refer to each individual course syllabi for more details. Scheduled sessions and opportunities will be provided to the student upon the start of the semester. However, students can also request additional sessions on specific content topics if needed. The topics covered, with the knowledge that more may be added if needed, are currently as follows:

- Test-taking strategies and effective study skills
- Time management
- Effective note-taking skills
- Prioritization in test-taking
- Next Gen NCLEX style practice questions
- Professionalism in nursing
- Evidence-Based Practice
- Strategies for success in nursing school
- Drug dosage calculations spanning all levels

- Vital signs across the lifespan
- Commonly Ordered Diagnostic Tests and Labs
- Open lab hours that will give extra time and practice for skills (ex. IV therapy, Foley Catheter insertions, donning sterile gloves, NG tube placement, etc.)

Within ATI there are video tutorials that cover fundamental classroom and clinical skills to also help you succeed within nursing school. We have created a timeline for these activities and when they should be completed within your first semester of nursing.

These tutorials can be found under *My ATI* → *Learn* tab → *Achieve*.

ATI Achieve Activity	Due By:
Classroom Skills	Friday, end of week 3
Study Skills	Friday, end of week 6
Test-Taking Skills	Friday, end of week 10

ATI also has a tool that helps students take a deeper dive into their own self-assessment regarding things such as critical thinking, professional characteristics, learning styles and work values. There are 195 questions in total, but they are quickly answered using a Likert scale. Once completed, a score report with explanations and interpretations is given.

My ATI → *Assessments* tab → *Self-Assessment Inventory Web*

This self-assessment needs to be completed by the first day of classes for the semester.

A copy of your score report should be printed and placed in a three-ring binder that is at least 3” and includes binder divider sheets that will be dedicated to ATI material. Students will maintain an ATI Program Binder for the duration of the nursing program to provide assistance with NCLEX preparation and for tracking cumulative program testing performance. As a component of test preparation for Content Mastery and/or leveled comprehensive examinations students will keep performance profile records for Practice Tests A and B prior to specified exams. Written remedial requirements including active learning templates and medication profiles must be placed in the binder also. *Failure to maintain the binder as directed by each specified course will result in loss of points for the Content Mastery Exams and or Leveled Exams.*

Again, our **main** objective is to see you succeed, not only in your studies, but as a professional in your chosen field of nursing. As previously stated, *your success is extremely dependent on you and taking accountability for your work in and outside of lectures, labs, and clinicals.*

My signature below indicates I have read and received my own copy of P&HCC’s Nursing Success Plan, understand its terms, and agree to abide by both this agreement and the P&HCC policies concerning my role and responsibilities as a student in the Associate Degree Nursing Program at Patrick & Henry Community College.

Student’s Printed Name

Student's Signature

Date

References

Strout, Kelly PhD, RN: Haidemenos, Karen MSN, RN Eight remediation strategies to improve test performance, Nursing: April 2016 – Volume 46 – Issue 4 – p 21-22 doi: 10.1097/01.NURSE.0000481435.17425.88

VIII. Program Progression and Retention Policy

The associate degree program traditional track includes five semesters (a pre-requisite semester and four clinical semesters) and the transition track includes four semesters (a pre-requisite semester and three clinical semesters). A student may **re-enter** the ADN program only **once** through the reapplication or readmission process. A student who re-enters the ADN program may be required to demonstrate skill proficiency.

Reapplication: Reapplication means submitting a new nursing application to the program during an application period. Re-applying and being admitted a second time is considered a re-entry and counts as the one-time re-entry to the program.

Readmission: Readmission is considered a re-entry to the program and counts as the one-time re-entry to the program. Readmission means seeking re-entry into the program to repeat a nursing course a student did not successfully complete. Readmission is not guaranteed.

Readmission Policy Guidelines:

Re-entry to the program will follow the below guidelines. Reacceptance to the program through reapplication is a competitive process and will count as the one time re-entry. Readmission requests will be prioritized in the following order: non-academic suspension followed by academic suspension. Readmission to the nursing program is based on a review of, but not limited to, reason for withdraw from the program, academic achievement, clinical evaluations, and evidence of interim efforts to strengthen areas of weakness. Evaluation criteria for students requesting to re-enter include, but are not limited to, nursing program GPA, compliance with code of conduct, attendance, ability to deliver safe and competent care, adherence to college and program policies, use of remediation resources, faculty recommendation, and completion of the recommended exit plan. Consideration for readmission to the program can only be granted if there are available openings and sufficient clinical resources and faculty.

Program Withdraw:

If a student withdraws from any NSG course in a semester, they must withdraw from all NSG courses in the current semester for which they are enrolled as the courses are co-requisites. Withdrawing from a NSG course with a failing grade at the time of withdraw (grade of D or F) constitutes a nursing program failure.

Revised January 2024

Students may have non-academic suspension or academic suspension from the nursing program.

- **Non-academic suspension** is when a student withdraws from the nursing program with a current passing grade for non-academic reasons (is passing all NSG courses at the time of withdraw).
- **Academic suspension** is when a student fails a NSG course and/or a co-requisite general education course. All clinical nursing semesters and sequenced general education courses are pre-requisites to the next sequenced nursing semester.

Retention/Readmission Policies and Procedures:

See chart below.

First Semester Nursing			
<p><u>IF</u> You are a Traditional Student</p>	<p><u>WHO</u> Withdraws failing from OR does not successfully complete (grade D or F)</p>	<p>Any course or combination of the following: NSG 100 NSG 106 NSG 130 NSG 200</p>	<p><u>THEN</u> Re-entry is never a guarantee. To pursue re-entry the student must re-apply to the nursing program during posted application periods to be considered for admission for a second time. A student may only be re-accepted to the associate degree nursing program once, the student will not be allowed to request re-entry following a reacceptance. If a student is separated from the program for more than 12 months following a first semester program failure, NSG courses must be retaken upon program re-acceptance.</p>
<p><u>IF</u> You are a Transition Student</p>	<p><u>WHO</u> Withdraws failing from OR does not successfully complete (grade D or F)</p>	<p>Any course or combination of the following: NSG 115 NSG 200</p>	<p><u>THEN</u> Student must re-apply to the nursing program during the posted application period to be considered for re-entry to the program.</p> <ol style="list-style-type: none"> a. Students who fail NSG 115 but passes NSG 200 if reaccepted the student would re-enter in the traditional program beginning with NSG 100, 106, and 130.* b. If a student passes NSG 115 but fails NSG 200, if reaccepted the student would repeat NSG 200.* c. If both NSG 200 and NSG 115 are failed, if reaccepted the student would re-enter the traditional program completing NSG 100, 106, 200, and 130. * <p>* If a student is separated from the program for more than 12 months following a first semester program failure, NSG courses must be retaken upon program re-acceptance. A student may only be re-accepted to the associate degree nursing program once, the student will not be allowed to request re-entry following a reacceptance.</p>

Second Semester Nursing			
<p>IF You are a Traditional Student</p>	<p>WHO Withdraws failing from OR does not successfully complete (earns a grade D or F)</p>	<p>Any course or combination of the following: NSG 152 NSG 170</p>	<p>THEN A student who is unsuccessful (earns a grade of D or F) must sit out a minimum of one fall or one spring semester but may not sit out for more than 12 months. Submit Form# NSG-2 with your readmission request by November 15th for a spring re-entry date and April 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a previous nursing course failure at any point in the program (NSG course grade D or F) are not eligible for re-entry.</p>
Third Semester Nursing			
<p>IF You are a Traditional Student or Transition Student</p>	<p>WHO Withdraws failing from OR does not successfully complete (earns a grade D or F)</p>	<p>Any of the following: NSG 210 NSG 211</p>	<p>THEN A student who was unsuccessful (earns a D or F) must sit out a minimum of one fall or one spring semester but may not sit out for more than 12 months. Submit Form# NSG-2 with your readmission request by November 15th for a spring re-entry date and April 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a previous nursing course failure at any point in the program (NSG course grade D or F) are not eligible for re-entry.</p>
Fourth Semester Nursing			
<p>IF You are a Traditional Student or Transition Student</p>	<p>WHO Withdraws failing from OR does not successfully complete (earns a grade D or F)</p>	<p>Any of the following: NSG 252 NSG 230 NSG 270</p>	<p>THEN Readmission request and Form# NSG-2 should be submitted immediately upon notification of unsuccessful completion of course. Readmission is not guaranteed. Students who have had a previous nursing course failure at any point in the program (NSG course grade D or F) are not eligible for re-entry. A student may not be separated from the nursing program for greater than 12 months.</p>

All Semesters			
IF You are a Traditional Student or Transition Student	WHO Dismissed from the nursing program due to violations of program policies or due to violation of probationary status	Any of the following but not limited to: Attendance Clinical Incompetence Honor Code Violations Student Code of Conduct (any program policy)	THEN Student is ineligible for re-entry to the program and may not request readmission or re-apply to the program.
All Semesters			
IF You are a Traditional Student or Transition Student	WHO Withdraws for non-academic reasons and is in good academic standing with a current grade of C or higher in all NSG and general education courses at the time of withdraw	Any of the following : NSG or General education course	THEN Students may only request re-entry for non-academic reasons once during nursing program enrollment. Submit Form# NSG-1 along with the re-entry request by November 15 th for a spring re-entry and April 15 th for a fall re-entry. Re-entry through non-academic readmission is not a guarantee and is approved on a space available basis. A student may not be separated from the program for greater than 12 months.
General Education Course Failure			
IF You are a Traditional Student or Transition Student	WHO Fails a required general education co-requisite	Any combination of the following: BIO 142, BIO 205, SOC 200, HUM EEE	THEN Any student who is unsuccessful in a general education required co-requisite course for the nursing program (receives a grade of D or F) is on academic suspension from the nursing program until the course is completed with a grade of C or higher. Students may not sit out for more than one semester for failed co-requisite general education courses during the curriculum or program dismissal may occur. Failure to comply with the outlined notification process may result in program dismissal. Student will be required to submit Form# NSG-3 within three (3) business days of the P&HCC grades due date per current college academic calendar . Re-entry is not a guarantee and will be approved on a space available basis.

Special Note: Students who are readmitted must provide proof of current American Heart Association BLS-CPR, and current immunizations. Students may be required to repeat drug and criminal background screening process at time of readmission.



Non-Academic Suspension: Readmission

Form NSG-1

STUDENT INFORMATION:

NAME: _____ STUDENT ID: _____

CURRENT MAILING ADDRESS: _____

STEP ONE: TO BE COMPLETED BY FACULTY INSTRUCTOR AND STUDENT

Student must meet with the instructor of the unsuccessful course(s). The nursing faculty member will review the steps to be taken by the student so he/she may plan to pursue program re-admission and complete the Exit Interview. (This must occur within three business days of program withdraw.) **FACULTY SIGNATURE REQUIRED:** _____ **DATE:** _____

STEP TWO: TO BE COMPLETED BY STUDENT

1. Semester and year you are requesting return to the nursing program:

FALL SPRING YEAR: _____

2. Semester and year you withdrew from the Nursing program: MONTH: _____ YEAR: _____

3. Select the nursing course(s) you plan to re-enroll in if readmitted:

- | | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> NSG 100 | <input type="checkbox"/> NSG 115 | <input type="checkbox"/> NSG 170 | <input type="checkbox"/> NSG 230 |
| <input type="checkbox"/> NSG 106 | <input type="checkbox"/> NSG 200 | <input type="checkbox"/> NSG 210 | <input type="checkbox"/> NSG 252 |
| <input type="checkbox"/> NSG 130 | <input type="checkbox"/> NSG 152 | <input type="checkbox"/> NSG 211 | <input type="checkbox"/> NSG 270 |

4. Please indicate your final course grade in the following courses. If you are currently enrolled in the course, indicate IP (in progress), if you are not enrolled or have not yet completed the course leave it blank:

SEMESTER 1	GRADE	SEMESTER 2	GRADE	SEMESTER 3	GRADE	SEMESTER 4	GRADE
NSG 100		NSG 152		NSG 210		NSG 230	
NSG 106		NSG 170		NSG 211		NSG 252	
NSG 200		BIO 205		SOC 200		NSG 270	
NSG 115						HUM EEE	
NSG 130		<i>SPECIAL NOTE: NSG 115 MAY NOT BE REPEATED. SEE PROGRAM PROGRESSION AND RETENTION FAILURE POLICY IN HANDBOOK.</i>					
BIO 142							
HLT 105							

STUDENT SIGNATURE REQUIRED: _____ **DATE OF SUBMISSION:** _____

~~-----Nursing Department Processing/Do Not Write or Mark-----~~

Did student submit request to the nursing department by established deadline?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a curricular GPA of 2.0 or higher?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a grade of C or higher in all general education curricular courses?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a grade of C or higher in pre-requisite nursing courses required to re-enroll in sequenced progression?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there course seat availability in the requested re-entry nursing course?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Additional Information:	READMISSION STATUS <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED REASON: _____

PROGRAM DIRECTOR SIGNATURE: _____ DATE: _____



**Academic Suspension: Readmission Form
Nursing Course Failure**

Form NSG-2

STUDENT INFORMATION:

NAME: _____ STUDENT ID: _____
 CURRENT MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 CURRENT PHONE NUMBER: _____

PLEASE COMPLETE THE FOLLOWING:

You MUST submit this form and the required elements to the nursing department office by the required readmission request dates

1. Semester and year you are requesting return to the nursing program:
 FALL SPRING YEAR: _____

2. Date of Last Successful Nursing Semester:
 MONTH: _____ YEAR: _____

3. Select the nursing course prefix and number you were unsuccessful in completing with a grade of D or F or withdrew failing from:

<input type="checkbox"/> NSG 100	<input type="checkbox"/> NSG 115	<input type="checkbox"/> NSG 170	<input type="checkbox"/> NSG 230
<input type="checkbox"/> NSG 106	<input type="checkbox"/> NSG 200	<input type="checkbox"/> NSG 210	<input type="checkbox"/> NSG 252
<input type="checkbox"/> NSG 130	<input type="checkbox"/> NSG 152	<input type="checkbox"/> NSG 211	<input type="checkbox"/> NSG 270

STEP ONE: TO BE COMPLETED WITH FACULTY INSTRUCTOR

A. To be completed by Faculty and Student:

Student must meet with the instructor of the unsuccessful course(s). The nursing faculty member will review the steps to be taken by the student so he/she may plan to pursue program re-admission.

- Discuss and document student strengths and weaknesses related to course failure.
- Complete the Exit Interview: (This must occur within three business days of program withdraw or course failure).

FACULTY SIGNATURE REQUIRED: _____ **DATE:** _____

B. To be completed by Faculty Instructor:

Faculty please identify the required elements of the Nursing Program Readmission Portfolio that will be required for submission at time of readmission request.

- ATI Practice Specify: _____
- ATI Practice Specify: _____
- ATI Skills Specify: _____
- Judith Miller Content Specific Review Videos Specify: _____
- Judith Miller Test Taking Skills Video and Outline (LRC)
- NCLEX Review Questions Minimum Number: _____ Mastery Level: _____
Sources: Saunders NCLEX RN Review; Incredibly Easy Series, Pearson/MyLab; other
- Dosage Calculations: Specify: type, number of problems, must show proof of completion:

- Other Specify: _____

FACULTY SIGNATURE REQUIRED: _____ **DATE:** _____

STEP TWO:

Student must submit the following documentation by the established readmission deadline request dates:

1. **Completed Readmission Form for Nursing Course Failure**
2. **Nursing Program Readmission Portfolio**
 - a. Portfolios should be a three ring binder that includes supporting materials and evidence of completed required elements outlined by faculty in Step I B. Examples of evidence may include performance reports from ATI, and Pearson/MyLab. Dosage calculation practice problems with setup, steps, and solution. Judith Miller outlines.
3. **Written Letter Requesting Readmission**
 - b. The written request (typed 12 point font) for readmission to the nursing program must include a summary of strengths and weaknesses, discussion of self-remediating activities completed, plans for success, and any additional information the student feels will support program readmission.

STEP THREE:

Complete the following Student Readmission Validation Statement:

I _____ (student name) attest that I have completed all required elements outlined in the readmission policy. My signature below indicates completion of all required steps as stated in this Academic Suspension Readmission Form for Nursing Course Failure.

STUDENT SIGNATURE REQUIRED: _____ **DATE:** _____

-----Nursing Department Processing/Do Not Write or Mark-----

Did student submit request to the nursing department by established deadline?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a curricular GPA of 2.0 or higher?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a grade of C or higher in all general education curricular courses?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a grade of C or higher in pre-requisite nursing courses required to re-enroll in sequenced progression?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there course seat availability in the requested re-entry nursing course?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Additional information:	<p style="text-align: center;"><u>READMISSION STATUS</u></p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED REASON: _____

PROGRAM DIRECTOR SIGNATURE: _____ **DATE:** _____



**Academic Suspension: Readmission Form
General Education Course Failure
Form NSG-3**

STUDENT INFORMATION:

NAME: _____ STUDENT ID: _____
 CURRENT MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 CURRENT PHONE NUMBER: _____

PLEASE COMPLETE THE FOLLOWING:

You MUST submit this form and the required elements to the nursing department office by the required readmission request dates

1. Select the general education course you were unsuccessful in this current academic semester:

<input type="checkbox"/> BIO 142	<input type="checkbox"/> BIO 205	<input type="checkbox"/> SOC 200	<input type="checkbox"/> HUM EEE	<input type="checkbox"/> HLT 105
----------------------------------	----------------------------------	----------------------------------	----------------------------------	----------------------------------

2. What grade did you earn in the general education course you were unsuccessful in? Circle Below

D F W

3. Please indicate your final course grade in the following courses. If you are currently enrolled in the course, indicate IP (in progress), if you are not enrolled or have not yet completed the course leave it blank:

SEMESTER 1	GRADE	SEMESTER 2	GRADE	SEMESTER 3	GRADE	SEMESTER 4	GRADE
NSG 100		NSG 152		NSG 210		NSG 230	
NSG 106		NSG 170		NSG 211		NSG 252	
NSG 200		BIO 205		SOC 200		NSG 270	
NSG 130						HUM EEE	
NSG 115							
BIO 142							
HLT 105							

4. Please indicate which semester you plan to repeat the general education course you were unsuccessful in?

FALL SPRING SUMMER YEAR: _____

5. Upon successful completion of the general education course requirement (grade of "C" or higher) which nursing semester are you requesting readmission to? Please note you may not proceed to the sequential nursing semester if the general education course is a pre-requisite of the nursing semester.

FALL SPRING SUMMER YEAR: _____

STUDENT ACKNOWLEDGEMENT OF UNDERSTANDING:

I _____ (student name) understand that my seat in the nursing program is not guaranteed due to my failure of a general education curricular course. I understand it is my responsibility to notify the nursing program director or assigned nursing program advisor of my failed general education course within three business days of the official grades due date as stated in the academic calendar in the current P&HCC College Catalog. I also understand that I must notify the program director of the official grade of my repeated general education course attempt within three business days of the official grades due date as stated in the academic calendar in the current P&HCC College Catalog. Failure to comply with the outlined notification process may result in program dismissal.

STUDENT SIGNATURE REQUIRED: _____ **DATE OF SUBMISSION:** _____

-----*Nursing Department Processing/Do Not Write or Mark*-----

Did student submit request to the nursing department by established deadline?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a curricular GPA of 2.0 or higher?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a grade of C or higher in all general education curricular courses?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does student have a grade of C or higher in pre-requisite nursing courses required to re-enroll in sequenced progression?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there course seat availability in the requested re-entry nursing course?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Additional Information:	<p style="text-align: center;"><u>READMISSION STATUS</u></p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED REASON: _____

PROGRAM DIRECTOR SIGNATURE: _____ DATE: _____

IX. Nursing and Health Science Inter-Program Transfer Policy

Purpose

The Nursing and Health Science Program Faculty at Patrick & Henry Community College are firmly committed to providing a quality education to all students. This policy will serve as a guideline for students wishing to transfer between Applicant Nursing and Health Sciences Programs at P&HCC. This would include Associate Degree Nursing, Practical Nursing and Emergency Medical Services Programs.

Students dismissed from any P&HCC Nursing and Health Science Program for violations of College Honor Code, program Drug and Alcohol policies or unprofessional conduct will not be eligible to be considered for admission, readmission, or transfer to any other P&HCC Nursing and Health Sciences programs such as but not limited to Associate Degree Nursing, Practical Nursing or EMS programs.

Policy

1. Procedure for transfer

- a. Students who wish to transfer from one nursing applicant program to another at P&HCC must follow the regular admission procedures and meet all the admission requirements of the program to which they are transferring.
- b. See specific program information for admission requirements
- c. Application period dates are posted in the Nursing Office and the P&HCC website (www.patrickhenry.edu).

2. Course transfer between programs

- a. No courses will be evaluated for transfer into the new program until all admission requirements are met.
- b. Students may be required to complete exams to evaluate retention of knowledge and skill before placement in a clinical nursing course.

3. Transfer Exception Request

- a. When the time frame for application to the next schedule Practical Nursing class exceeds 3 months from the time of inquiry, a student wishing to consider transfer from the P&HCC RN program to the PN program may submit a transfer exception request.
- b. The transfer request will be considered by the nursing faculty panel and the following will be evaluated:
 - Program course sequencing
 - Space availability
 - Instructor recommendation
 - GPA
 - Successful completion of at least the first and second semester of the Associate Degree Nursing program (Clinical Semesters)
 - Transfer consideration must occur within a year of the last Associate Degree nursing course attempt
- c. If the transfer request is granted, the requesting student will only receive credit for the first semester of the Practical Nursing program if they successfully completed the first year of the ADN program.

X. Social Media/Technology/Networking Policy

Social Media includes but is not limited to blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e. Wikis), RSS feeds, video sharing, and social networks like, but not limited to Facebook, Instagram, Snapchat, or others.

Students may not use or disclose any of the following:

Patient identifiable information, including name, family members, diagnosis, or admission/care circumstance, facility, unit, or other potentially identifying personal information.

Students may not use or disclose any patient identifiable information of any kind on social media outlets. Disclosure of patient identifiable information, even if name is not used, could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA). Such a violation may result in disciplinary action and/or program dismissal. Furthermore, disclosure of such information is also noted as a violation of the confidentiality agreement and may result in disciplinary action and/or program dismissal. Furthermore, disclosure of such information is also noted as a violation of the confidentiality agreement and may result in disciplinary action and/or program dismissal.

Students are not to reference Patrick & Henry Community College faculty or staff or any clinical site/facility employees without **their express consent**.

At no time are students permitted to use video or audio recording devices or cameras in the clinical environment or classroom. Pictures in a clinical site may disclose pictures of patients resulting in violation of HIPAA or personal rights of privacy. Pictures within the clinical facility of a said clinical group should only be taken after receiving appropriate administrator approval, as the clinical agency may want to approve the setting, environment, or props portrayed by any picture of the said clinical institution.

Students are expected to be respectful to Patrick & Henry Community College, the faculty and staff, other students, employees of all clinical sites, and partners and competitors.

Students should think before they post on social media accounts and utilize privacy settings when appropriate. What a student posts or writes is ultimately the responsibility of the student, as are any repercussions.

Students are limited to accessing program eBooks, Pearson MyNursing Lab, ATI, college Learning Management Systems and other instructor directed resources while in the classroom setting. Students should not use any electronic or instant messaging devices/applications while in clinical or classroom.

I have read the above policy concerning Social Media/Networking and understand that it is now a policy of the Nursing Program here at P&HCC. By signing this form, I agree to abide by this policy during my enrollment in the Nursing Program at P&HCC. Failure to abide could result in loss of privileges, disciplinary action and/or program dismissal.

PRINTED NAME

SIGNATURE

DATE

XI. Miscellaneous Program Information

A. Nursing Department Office: The nursing department office is located in Philpott Hall 123. The office is generally open between 8:00 a.m. and 5:00 p.m. weekly. If you need to meet with the Nursing Program Director, please schedule an appointment.

B. Faculty Access: Faculty mailboxes are located outside faculty office doors. Care plans, reports, etc. may be placed in the faculty mailboxes. All nursing faculty maintain office hours as posted on their office doors. Faculty are available to assist nursing students with academic and/or program questions and problems. Faculty office hours will change from semester to semester based on course offerings. Students should schedule an appointment should access be needed outside of posted office hours.

C. Class Officers:

1. After the first ten weeks of the first semester of nursing courses, students will elect class officers (President, Vice President, Secretary, Treasurer, etc.) See position descriptions below. The officers will coordinate class activities, fund raisers, etc. The class may elect new officers each semester. (Transition students will join a new cohort after successful completion of the first semester, they may still serve as an elected officer for the current semester).

2. Each class will also elect a class director during this same election period. The class director **must be** a member of the Nursing Student Association (NSA) and will serve as the class representative on the NSA Board of Directors. The NSA will pay membership dues for the class director. The class director may serve the entire four semesters or serve only one semester depending on what each individual class desires. If a vacancy occurs in any of the offices, the class will hold a special election to fill the vacancy. The faculty who coordinates the semester will serve as the class advisor for that semester.

3. Nursing Student Advisory Council (NSAC): The class president and the NSA director from each class will serve on the NSAC. These students are responsible for voicing group concerns or raising issues to the program head or nursing faculty. They may be invited to address a nursing faculty meeting. The NSAC or class officers may bring issues to the course faculty member or Program Head at any time.

4. Position Descriptions

- a. President - calls meetings, chairs meetings using parliamentary procedure (see below) and prepares agenda (plan for the meeting) with help of Secretary,
- b. Vice President - Assists President, chairs meetings in absence of President, supervises committees,
- c. Secretary - prepares and reads the minutes (record of what was decided during the meeting) of each meeting, prepares and types the agenda for each meeting,
- d. Treasurer - meets with college Business Office when elected to review business office procedures for having class account, collects dues, keeps accurate records of all monies, arranges for timely payment of class expenses from class account in business office, participates on fundraiser committees.

5. The purpose of fundraising by each nursing class cohort will be limited to raising funds for the following:

- a. the total cost of pinning ceremony “Lamps”
- b. the pinning ceremony decorations
- c. the cost of printing pinning ceremony invitations and programs
- d. the cost of a class gift left to the college or nursing program in honor of the current graduating class, or other as approved by Nursing Program Director
- e. class community projects
- f. other purchases may be approved with special consideration by the Nursing Program Director
- g. endow a nursing scholarship

Special Note: *Fundraising projects must be approved prior to implementation. Please seek approval in the following order: nursing faculty class sponsor, nursing program director, college student activities coordinator, and college public relations liaison.*

6. Parliamentary procedure for conduction of meetings (customs and rules for meetings to assist group in achieving democratic proceedings to enhance group decision-making.

- a. Main objectives of parliamentary procedure is to be fair to everyone in the group, be courteous to everyone, respect rights of minorities, keeps the group on track with one idea being discussed at a time with the majority vote making the decision
- b. Six steps to a motion (an idea to be discussed and voted on by group)
 - i. Raise hand - await recognition by President
 - ii. Make motion "I move that ..."
 - iii. Another group member seconds motion so it can be discussed
 - iv. Chair re-states motion (idea to be discussed and voted on)
 - v. Discussion - one member speaks at a time until all members who wish to speak have had a chance
 - vi. Chair re-states the motion and calls for a vote.
 - vii. The motion and the results of the vote are recorded by the Secretary in the minutes.

D. The Nursing Student Association: The Nursing Student Association is available to all P&HCC nursing students for a fee of \$2.00 a year. A student may join the National Student Nursing Association for a fee of \$25.00 a year.

E. Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses. Approximated costs include:

Uniforms	\$130-\$160
Physical Examination	\$150-\$350
Books	\$574
Graduation Pin	cost depends on price of gold or silver
ATI/NCLEX Review Course	\$2985 (\$746.25 per semester)
AHA BCLS CPR certification	\$162
Criminal Background Checks	\$41/minimum (upon entry; may be repeated)
Application for Licensure fees	\$430
Drug Screening	\$50/minimum (upon entry; may be repeated)
Central Registry& Fingerprinting	\$60 (minimum charge)
Device to support the eBook	Cost depends on students' preference (i.e kindle, nook, ipad, or laptop)

- *Transportation to clinical agencies, seminars, etc. as required*

- *In addition to the above expenses, the continued pandemic may require the student to incur the following additional expenses: Computer or e-reader device with webcam and microphone, reliable internet service, and COVID-19 Testing.*

F. The Pinning Ceremony:

The following policies will govern the P&HCC Pinning Ceremony activities:

1. Administration/college responsibilities:

- a. Participate in the ceremony as formally requested by graduating students
- b. Provide a place or location in which the ceremony will be held
- c. Provide the necessary set-up as required in advance by the graduating students
- d. Provide for printing of ceremony programs. If any special paper is requested by the graduating class, they will provide it to the Nursing Office.

2. Nursing Faculty responsibilities:

- a. Serve as advisors to the graduating students to help plan the ceremony
- b. Participate in the ceremony as requested by the graduating students
- c. Assist with the presentation and pinning of students during the ceremony
- d. Approve programs, slideshows, music, and guest speaker

3. Student Responsibilities

- a. Elect a committee from the class to assist with the planning and coordination of the pinning ceremony as well as clean-up following the pinning ceremony.
- b. Invite administrators, nursing faculty and approved guest speakers in writing to participate in the ceremony
- c. Purchase the college designed program pin and lamp
- d. Purchase invitation if desired
- e. Select appropriate individuals to serve as ushers

4. Additional protocols and requirements:

- a. Generic content in songs and addresses will be observed during ceremony
- b. The date of the ceremony will be at the end of the semester. In the Spring, it will be held before the College's graduation ceremony
- c. Pinning ceremony dress will be consistent with the clinical dress codes (see dress codes in handbook).
- d. Non-graduating students (from first, second, and/or third semester nursing) should be used as ushers.

XII. P&HCC Policies

A. Student Disability Policy: If you have a disability or other need for reasonable accommodation in order to successfully complete the requirements of any course, please contact Student Support Services (LRC 109) 656-0296 (voice/tdd) or 800-232-7997 ext. 0296, sss@patrickhenry.edu) to discuss this matter confidentially.

B. Inclement Weather Policy: Occasionally, it is necessary to cancel classes because of inclement weather. The delayed schedule is used when necessary to allow road conditions to improve. Each student is expected, in the final analysis, to decide whether it is possible or safe to come to the college. This delayed schedule will be in effect upon authorized release to local radio and television stations. Evening classes will generally remain on the regular schedule, unless otherwise announced. Classes will operate as regularly scheduled regardless of the time the college opens. For example, if classes begin at 10:00 a.m. because of a 2-hour delay, you will attend your classes as scheduled from 10:00 a.m. forward. Classes missed due to a delay in

Revised January 2024

opening will be given an assignment through the college Blackboard system, nursing classes, lab, or clinical may be rescheduled. Please refer to your class syllabus on inclement weather policy for scheduled clinical days.

Guidance document: 90-55

Revised: Dec. 2020

Effective: February 4, 2021

Pursuant to United States Department of Education (US DOE)

Regulation 34 CFR 668.43 (a) (5) (v), the Patrick & Henry Community College Associate Degree in Nursing (ADN) program provides the following information for all prospective and current students:

The Patrick & Henry Community College ADN program meets all Virginia Board of Nursing requirements for prelicensure nursing education programs in the Commonwealth of Virginia.

In addition, the P&HCC ADN program meets all requirements for nationally recognized accreditation by the Accrediting Commission for Education in Nursing.

The Commonwealth of Virginia participates with 32 other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states.

The Uniform Licensing Requirements (ULRs) are found at:
https://www.ncsbn.org/NLC_ULRs.pdf.

States currently in the NLC are found at: <https://www.ncsbn.org/nlcmemberstates.pdf>.

Prospective and current students are strongly encouraged to evaluate all state requirements in jurisdictions where they intend to practice nursing.

A list of all state requirements is found at: <https://www.ncsbn.org/14730.htm>.

P&HCC has not determined if the ADN program meets the requirements of any other states.

This statement serves to meet the USDOE regulation until further notice.

Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia

INTRODUCTION

Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

This document provides information for persons interested in becoming a Certified Nurse Aide (CNA), Licensed Practical Nurse (LPN), or Registered Nurse (RN). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities,¹ and identifies what is commonly referred to as “barrier crimes.”

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I. IMPACT OF CRIMINAL CONVICTIONS ON BOARD OF NURSING LICENSURE AND CERTIFICATION

¹ Individuals licensed or certified by the Board of Nursing may be eligible for employment in other health care settings, depending upon the hiring and employment practices of the particular employer.

Criminal convictions can affect an individual during the licensure or certification application process and may affect an individual's employment options after licensure or certification by the Board.

Until an individual applies for licensure or certification, the Board of Nursing is unable to review, or consider for approval, an individual with a criminal conviction, history of action taken in another jurisdiction, or history of possible impairment. The Board has no jurisdiction until an application has been filed.

APPLICATION PROCESS FOR LICENSURE OR CERTIFICATION WITH THE BOARD OF NURSING

After successfully completing an approved nursing or nurse aide education program, the individual is eligible to apply for licensure or certification by the Virginia Board of Nursing of the Department of Health Professions (DHP).

Effective January 1, 2016, there is requirement for RN and LPN initial applicants for licensure (by examination and endorsement), as well as RN and LPN applicants for reinstatement, to submit to fingerprint-based state and federal criminal background history checks (hereinafter

"CBC"), pursuant to [§ 54.1-3005.1](#) of the Code of Virginia. Effective January 1, 2018, in accordance with the *Nurse Licensure Compact* (NLC), if an applicant has been convicted of any Felony or Misdemeanor related to nursing practice they may be eligible for a single-state license (SSL), authorizing practice only in Virginia (See [§ 54.1-3040.3 \(C\) 7](#) of the Code of Virginia). For more information, see the Board of Nursing website and Frequently Asked Questions (FAQs) regarding the CBC process and its impact on the application process at: www.dhp.virginia.gov/Boards/Nursing/.

Applicants seeking licensure as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) by examination: An application for licensure by examination is made directly to the Virginia Board of Nursing. These applicants must also submit to a CBC. Upon receipt of a completed application with appropriate application fee and an official transcript from the nursing education program, as well as review of results from the CBC, the Board determines and communicates eligibility for testing to the testing company that administers the NCLEX examination for licensure. The applicant must also submit a separate registration form and fee to the testing company that administers the exam for licensure. Both application for "licensure by exam" and the registration packet for the testing company are available from the Board of Nursing web site or by calling the Board office at (804) 367-4515. The applications, registration and information about testing may be obtained from the DHP - Board of Nursing website at: www.dhp.virginia.gov/Boards/Nursing/ and select *Practitioner Resources, Forms*.

Applicants seeking certification as a Nurse Aide (CNA) by examination: The application for certification is made directly to Virginia's nurse aide testing service. Upon receipt of a completed application and appropriate fee, the testing service verifies eligibility and administers the

National Nurse Aide Assessment Program (NNAAP) exam for certification by the Virginia Board of Nursing. The application for “certification by exam” and candidate handbook may be accessed directly from the DHP - Board of Nursing website at www.dhp.virginia.gov/Boards/Nursing/ and choosing NNAAP. They may also be obtained by calling the Board of Nursing-Nurse Aide Registry office at (804) 367-4515, select option three (3).

Applicants seeking licensure or certification by endorsement from another state: Endorsement applicants already licensed or certified in other jurisdictions must apply directly to the Virginia Board of Nursing, unless applicants reside and are licensed as a R.N. or L.P.N. in another state that is a member of the Nurse Licensure Compact.² These applicants must also submit to a CBC. Applications with instructions can also be accessed from the DHP- Board of Nursing web site at www.dhp.virginia.gov/Boards/Nursing/ and select *Practitioner Resources, Forms*.

BASIS FOR DENIAL OF LICENSURE OR CERTIFICATION

According to [§ 54.1-3007](#) of the Code of Virginia, the Board of Nursing may refuse to admit a candidate to any examination, or refuse to issue a license or certificate, to any applicant with certain criminal convictions. Likewise, the Board may refuse licensure or certification to an applicant who uses alcohol or drugs to the extent that it renders the applicant unsafe to practice, or who has a mental or physical illness rendering the applicant unsafe to practice (referred to as a history of impairment).

Criminal convictions for ANY felony can cause an applicant to be denied nursing licensure or nurse aide certification.

Misdemeanor convictions involving moral turpitude may also prevent licensure or certification. Moral turpitude means convictions related to lying, cheating or stealing. Examples include, but are not limited to: reporting false information to the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. While information must be gathered regarding all convictions, misdemeanor convictions other than those involving moral turpitude will not prevent an applicant from becoming a licensed nurse or CNA. However, if the misdemeanor conviction information also suggests a possible impairment issue, such as DUI and illegal drug possession convictions, then there still may be a basis for denial during the licensure or certification application process.

Each applicant is considered on an individual basis. There are NO criminal convictions or impairments that are an absolute bar to nursing licensure or nurse aide certification.

²See [§ 54.1-3040.1 et seq.](#) of the Code of Virginia for laws related to the *Nurse Licensure Compact* (NLC) in which Virginia began participation on January 1, 2005. The NLC allows nurses licensed and residing in another Compact state to practice nursing in Virginia on a multi-state privilege to practice without obtaining additional licensure here. However, if the applicant is moving to Virginia and declares Virginia as the primary state of residency, licensure must be obtained here and the prior Compact state license will be

de-activated. For a current list of states in the Compact, go to <https://www.ncsbn.org/nurse-licensure-compact.htm>.

ADDITIONAL NEEDED REGARDING CRIMINAL CONVICTIONS, PAST ACTIONS, OR POSSIBLE IMPAIRMENTS

Applications for licensure and certification include questions about the applicant's history, specifically:

1. Any and all criminal convictions ever received;
2. Any past action taken against the applicant in another state or jurisdiction, including denial of licensure or certification in another state or jurisdiction; and
3. Any mental or physical illness, or substance use that interferes with the applicant's ability to practice.

Indicating "yes" to any questions about convictions, past actions, or possible impairment does not mean the application will be denied. It means more information must be gathered and considered before a decision can be made, which delays the usual application and testing process. Sometimes an administrative proceeding is required before a decision regarding the application can be made. The Board of Nursing has the ultimate authority to approve an applicant for testing and subsequent licensure or certification, or to deny approval.

The following information will be requested from an applicant with a criminal conviction: □

- A certified copy of all conviction orders (obtained from the courthouse of record);
- Evidence that all court ordered requirements were met (i.e., letter from the probation officer if on supervised probation, paid fines and restitution, etc.);
- A letter from the applicant explaining the factual circumstances leading to the criminal offense(s); and
- Letters from employers concerning work performance (specifically from nursing related employers, if possible).

The following information will be requested from the applicant with past disciplinary action or licensure/certification denial in another state:

- A certified copy of the Order for disciplinary action or denial from the other state licensing entity; and certified copy of any subsequent actions (i.e. reinstatement), if applicable;
- A letter from the applicant explaining the factual circumstances leading to the action or denial; and
- Letters from employers concerning work performance (nursing related preferred) since action.

The following information may be requested from applicants with a possible impairment:

- Evidence of any past treatment (i.e., discharge summary from outpatient treatment and inpatient hospitalizations);
- A letter from the applicant's current treating healthcare provider(s) indicating diagnosis, treatment regimen, compliance with treatment, and ability to practice safely;
- A letter from the applicant explaining the factual circumstances of condition or impairment and addressing ongoing efforts to function safely (including efforts to remain compliant with treatment, maintain sobriety, attendance at AA/NA meetings, etc.); and
- Letters from employers concerning work performance (specifically from nursing related employers, if possible).

NOTE: Some applicants may be eligible for the Health Practitioner's Monitoring Program (HPMP), which is a monitoring program for persons with impairments due to substance use, mental health or physical disabilities. Willingness to participate in the HPMP is information the Board of Nursing will consider during the review process for applicants with a criminal conviction history related to impairment or a history of impairment alone. Information about the Virginia HPMP may be obtained directly from the DHP homepage at www.dhp.virginia.gov.

Once the Board of Nursing has received the necessary and relevant additional information, the application will be considered. Some applicants may be approved based on review of the documentation provided. Other applicants may be required to meet with Board of Nursing representative(s) for an informal fact finding conference to consider the application. After the informal fact-finding conference, the application may be: i) approved, ii) approved with conditions or terms, or iii) denied. The Board will notify the testing company directly of all applicants approved so that testing may be scheduled. Upon notification of successful completion of the licensure or certification exam, the Board of Nursing will license or certify the individual based on the Board's Order, including any terms imposed for practice.

NOTE: Failure to reveal criminal convictions, past disciplinary actions, and/or possible impairment issues on any application for licensure or certification is grounds for disciplinary action by the Board of Nursing, even after the license or certificate has been issued. It is considered to be "fraud or deceit in procuring or attempting to procure a license," and a basis for disciplinary action that is separate from the underlying conviction, past action, or impairment issue once discovered. Possible disciplinary actions that may be taken range from reprimand to revocation of a license or certificate.

FOLLOWING LICENSURE OR CERTIFICATION

Criminal convictions and other actions can also affect an individual already licensed as a nurse or certified as a nurse aide by the Board of Nursing. Any felony conviction, court adjudication of incompetence, or suspension or revocation of a license or certificate held in another state will result in a "mandatory suspension" of the individual's license, multi-state privilege, or certificate to practice in Virginia. This is a nondiscretionary action taken by the Director of DHP, rather than the Board of Nursing, according to [§ 54.1-2409](#) of the Code of Virginia. The mandatory

suspension remains in effect until the individual applies for reinstatement and appears at a formal hearing before at least a panel of the Board of Nursing and demonstrates sufficient evidence that he or she is safe and competent to return to practice. At the formal hearing, three quarters of the Board members present must agree to reinstate the individual to practice in order for the license or certificate to be restored.

II. CRIMINAL CONVICTIONS AND EMPLOYMENT IN NURSING FACILITIES, HOME CARE, HOSPICE AND ASSISTED LIVING FACILITIES

According to §§ [32.1-126.01](#) and [32.1-162.9:1](#) of Title 32.1 and §§ [63.2-1719](#) and [63.2-1720](#) of Title 63.2 of the Code of Virginia, persons with certain criminal convictions are prohibited from employment in nursing facilities, home care organizations, hospice programs, or assisted living facilities, whether or not the person is licensed or certified by the Board of Nursing. These convictions are commonly known as “barrier crimes” to employment.

The law requires that owners/operators of nursing facilities, home care organizations, hospice programs, and assisted living facilities obtain a criminal record background check on each new hire within 30 days of their employment. The law requires that these background checks be obtained using the Central Criminal Records Exchange of the Virginia Department of State Police.

Generally, criminal convictions for offenses involving abuse or neglect disqualify an applicant. See a listing of the “barrier” crimes that prevent employment in a nursing facility, home care organization, hospice program or assisted living facility in the Appendix beginning on page 9.

CONVICTIONS THAT DO NOT DISQUALIFY AN APPLICANT FROM EMPLOYMENT

Under Virginia law, criminal convictions for offenses unrelated to abuse or neglect would not disqualify an applicant for employment. For example, criminal convictions such as traffic violations, possession of marijuana, and prostitution, may not disqualify an applicant. However, these convictions *may* disqualify an applicant based on a particular employer’s hiring or personnel policies, or based on other regulations or policies².

Even if the applicant has been convicted of a barrier crime, it may not always prevent employment. An applicant may be hired if:

- (i) The individual has only one misdemeanor conviction considered to be a barrier crime;*
- (ii) The criminal offense did NOT involve abuse or neglect; AND (ii) Five years have lapsed since the conviction occurred.*

Examples of such misdemeanor convictions that would not necessarily be a barrier to employment may include, but are not limited to:

- Hazing

² Such as federal Medicare or Medicaid certification regulations.

- Reckless handling of a firearm
- Access to loaded firearm by children
- Assault and battery
- Assault and battery against law enforcement officers
- Burning or destroying any other building, or structure valued less than \$200
- Burning or destroying personal property, standing grain, etc., valued less than \$200
- Threats to bomb or damage buildings or means of transportation, false information as to danger to such buildings, etc. (if person is younger than 15 years of age)
- Setting woods, etc, on fire intentionally whereby another is damaged or jeopardized
- Setting off chemical bombs capable of producing smoke in certain public buildings
- Carelessly damaging property by fire

DISCLOSURE OF CRIMINAL CONVICTIONS

If an applicant is denied employment because of convictions appearing on his criminal history record, the employer is required to provide a copy of the information obtained from the Central Criminal Records Exchange to the applicant.

While further dissemination of the results of a criminal record check by an employer is prohibited, employers may provide criminal record information and reason for employment termination to state authorities to comply with legal reporting requirements.³ Criminal conviction information reported to the Board of Nursing that was not revealed by the licensed nurse or CNA upon initial application for licensure or certification may form the basis for disciplinary action to be taken by the Board of Nursing. Disciplinary actions for such “fraud or deceit in procuring a license or certificate” or for falsifying an employment application may range from reprimand to revocation of the license or certification.

Note: The law specifies that incomplete or false statements in an applicant’s sworn statement or affirmation disclosing any criminal convictions or any pending criminal charges constitutes a misdemeanor offense. Subsequent disclosure or discovery of a relevant criminal conviction or convictions may also disqualify the person from being hired and from continuing on in the hired employment.

III. GETTING A CRIMINAL RECORD EXPUNGED

Having been granted a pardon, clemency, or having civil rights restored following a felony conviction does not change the fact that a person has a criminal conviction. That conviction remains on the individual’s licensure/certification or employment record. Therefore, any criminal conviction *must* be revealed on any application for licensing or employment, unless it has been expunged.

³ See § [54.1-2400.6](#) of the Code of Virginia for mandatory reporting requirements.

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Chapter 23.1 of Title 19.2 of the Code of Virginia describes the process for expunging criminal records. If a person wants a conviction to be removed from their record, the individual must seek expungement pursuant to [§ 19.2-392.2](#) of the Code of Virginia. Individuals should seek legal counsel to pursue this course, which involves specific petitions to the court, State Police procedures, and hearings in court.

APPENDIX.

BARRIER CRIMES PROHIBITING EMPLOYMENT

IN NURSING HOME FACILITIES, HOME CARE ORGANIZATIONS, HOSPICE PROGRAMS
AND ASSISTED LIVING FACILITIES

NOTE: This list is not all-inclusive and should be used only as a guide. For further clarification regarding criminal offenses, refer to [Title 18.2 Crimes and Offenses Generally](#) of the *Code of Virginia*.

State Code	Offense
18.2 – 30	Murder and manslaughter declared felonies
18.2 – 31	Capital murder defined
18.2 – 32	First and second degree murder defined
18.2 – 32.1	Murder of a pregnant woman
18.2 – 33	Felony homicide
18.2 – 35	How voluntary manslaughter punished
18.2 – 36	How involuntary manslaughter punished
18.2 – 36.1	Certain conduct punishable as involuntary manslaughter
18.2 – 37	How and where homicide prosecuted and punished
18.2 – 41	Malicious wounding by a mob
18.2 – 47	Abduction
18.2 – 48	Abduction with intent to extort money or for immoral purposes
18.2 – 51	Shooting, stabbing, etc. with intent to maim, kill, etc.
18.2 - 51.1	Malicious bodily injury to law enforcement officers or firefighters
18.2 - 51.2	Aggravated malicious wounding
18.2 - 51.3	Reckless endangerment/throwing objects from places higher than one story
18.2 - 51.4	Maiming, etc., of another resulting from driving while intoxicated
18.2 – 52	Malicious bodily injury by means of caustic substance
18.2 - 52.1	Possession of infectious biological substances
18.2 – 53	Shooting, etc., in committing or attempting a felony
18.2 - 53.1	Use or display of firearm in committing felony
18.2 - 54.1	Attempts to poison
18.2 - 54.2	Alteration of food, drink, drugs, cosmetics, etc.
18.2 – 55	Bodily injuries caused by prisoners, probationers, or parolees
18.2 - 56	Hazing
18.2 - 56.1	Reckless handling of firearms
18.2 - 56.2	Allowing access to firearms by children

State Code	Offense
18.2 - 57	Assault and battery
18.2 - 57.01	Pointing a laser at law-enforcement officer
18.2 - 57.2	Assault and battery against a family or household member

18.2 – 58	Robbery
18.2 - 58.1	Carjacking
18.2 – 60	Threats of death or bodily injury
18.2 – 60.3	Felony stalking
18.2 - 61	Rape
18.2 - 63	Carnal knowledge of child between 13 and 15 years of age
18.2 - 64.1	Carnal knowledge of certain minors
18.2 - 64.2	Carnal knowledge of inmate, parolee, probationer, or pre-trial or post-trial offender
18.2 - 67.1	Forcible sodomy
18.2 - 67.2	Object sexual penetration
18.2 - 67.2:1	Marital sexual assault
18.2 - 67.3	Aggravated sexual battery
18.2 - 67.4	Sexual battery
18.2 - 67.4:1	Infected sexual battery
18.2 - 67.5	Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery
18.2 – 77	Burning or destroying dwelling house, etc.
18.2 - 79	Burning or destroying meeting house, etc.
18.2 - 80	Burning or destroying any other building or structure (valued at \$200 or more)
18.2 - 81	Burning or destroying personal property, standing grain, etc. (valued at \$200 or more)
18.2 - 82	Burning building or structure while in such building or structure with intent to commit felony
18.2 - 83	Threats to bomb or damage buildings or means of transportation, false information as to danger to such buildings, etc. (if person is older than 15 years of age)
18.2 - 84	Causing, inciting, etc., commission or acts described in 18.2 - 83 (if person is older than 15 years of age)
18.2 - 85	Manufacture, possession, use, etc. of fire bombs or explosive material or devices
18.2 - 86	Setting fire to woods, fences, grass, etc.
18.2 - 87	Setting woods, etc. on fire intentionally, where another’s property is damaged or jeopardized
18.2 - 87.1	Setting of chemical bombs capable of producing smoke in certain public buildings
18.2 - 88	Carelessly damaging property by fire
18.2 – 286.1	Drive by shooting
18.2 – 289	Use of a machine gun in a crime of violence
18.2 – 290	Aggressive use of a machine gun
18.2 - 300	Use of a sawed-off shotgun in a crime of violence
18.2 - 314	Failing to secure medical attention for injured child
18.2 - 355	Pandering, taking, detaining, etc., person for prostitution, etc., or consenting thereto
18.2 – 361	Crimes against nature involving children
18.2 – 366	Incest

Offense	
State Code	
18.2 - 369	Abuse and neglect of incapacitated adults
18.2 - 370	Taking indecent liberties with children
18.2 - 370.1	Taking indecent liberties with child by person in custodial or supervisory relationship
18.2 - 371.1	Abuse and neglect of children
18.2 - 373	Obscene items enumerated
18.2 - 374	Production, publication, sale, possession, etc., of obscene items
18.2 - 374.1	Production, publication, sale, possession with intent to distribute, financing, etc., of sexually explicit items involving children
18.2 - 374.1:1	Possession of child pornography
18.2 - 374.3	Electronic facilitation of pornography
18.2 - 375	Obscene exhibitions and performances
18.2 - 376	Advertising, etc., obscene items, exhibitions or performances
18.2 - 376.1	Enhanced penalties for using a computer in certain violations
18.2 - 377	Placards, posters, bills, etc.
18.2 - 378	Coercing acceptance of obscene articles or publications
18.2 - 379	Employing or permitting minor to assist in offense under article.
18.2 - 474.1	Delivery of drugs to prisoners
18.2 - 477	Escape from jail
53.1 - 203	Felonies by prisoners
	Equivalent offense in another state