



A-B Tech Practical Nursing Student Handbook

A-B Tech Nursing Faculty
A-B TECH COMMUNITY COLLEGE | NURSING
PROGRAM HANDBOOK

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A-B TECH COMMUNITY COLLEGE Practical NURSING PROGRAM HANDBOOK

Please carefully read the following pages and ask for further explanation of points you feel need clarification. The material in the Handbook will be reviewed during orientation and reinforced each semester. You will be asked to verify online that you understand the content of this Handbook.

Information in this handbook describes the Asheville-Buncombe Technical Community College Practical Nursing Program at the time of publication. Unless otherwise indicated by a parenthetical statement containing “effective date” all terms, conditions, policies, practices, stated directives and information contained within this handbook is effective on the publication date as listed in the Table of Contents. However, changes may be made in policies, the calendar, curriculum, or costs. Such changes will be announced by ABTCC approved methods and practices.

WELCOME

Welcome to the Practical Nursing Program at Asheville-Buncombe Technical Community College. Your selection of Nursing as a program of study carries with it several important responsibilities. First, the Nursing student must be committed to the profession. Being a nurse requires self-discipline, physical, mental, and emotional stamina. As you give to others, you must often give of yourself. Therefore, commit yourself to lifelong learning and do not be reluctant to give, for you often receive much more in return. Second, the Nursing student must strive for excellence. The importance of providing good health care is paramount. When we as health care providers fail in our performance, the client becomes the loser. Therefore, strive for excellence, for our clients deserve our best. Third, begin now to plan for your continuing education growth. Nursing is an ever-changing science. Advances in the field require new learning and a plan for your education growth. Therefore, learn now what you can, but never expect to reach the summit of all knowledge in this field.

The Nursing student should not become so overpowered by the technologies and complexities of nursing that they forget the focus of the profession—quality health care for the client. It is in giving of yourself to your clients and to your profession that you will reap the fullest pleasure from your practice. Numerous and varied opportunities await the nurse as health-care provider, making personal goals almost unlimited. Enjoy the time you spend with each client now as a student, and later as you practice as a nurse. Allow them to be the highlight of your day.

-The Nursing Faculty of A-B Tech

A-B Tech Vision, Mission, and Values

Mission

Dedicated to the success of students and communities, Asheville-Buncombe Technical Community College provides meaningful teaching and learning in a curriculum, continuing education, and workforce development environment committed to Respect, Integrity, Support, and Equity (RISE). We welcome everyone to join us.

Foundational Focus Areas

- Equity: Systems, policies, and practices that support equity for all people and an organizational culture that embraces diversity and inclusion.
- Learner Focused: Meeting students' needs inside and outside the learning environment so they can fully engage.
- Removing Barriers: Eliminating obstacles to effective communication, collaboration, and student success.
- Financial Wellness: Ensuring the fiscal sustainability of students, our employees, our institution, and our community.

Vision

Changing Lives • Strengthening Communities

Values

- Excellence
- Learning
- Supportive Environment
- Innovation
- Inclusiveness
- Continuous Improvement

A-B Tech Catalog and Student Calendar

This handbook has been designed as a guide to provide the student with the necessary information regarding classroom and clinical education experiences. **This handbook is a SUPPLEMENT to all other ABTCC-published materials including the College Catalog and Student Calendar.** The student is responsible for obtaining these materials from Student Services and reviewing them along with this Program Handbook.

College procedures and procedures that are described in additional detail in the catalog: Click [HERE](#) to view the student catalog.

It is the student's responsibility to know and follow *all* procedures set forth in the ABTCC college catalog.

Report broken links to the nursing program

SECTION I: NURSING PROGRAMS - GENERAL

College and Program Accreditation

Recognized and Approved by:

- North Carolina Board of Nursing
- North Carolina State Board of Education
- North Carolina Community College System

- N.C. State Approving Agency for the Use of Veterans Military and Education Benefits
- A-B Tech is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and diplomas.

A-B Tech Nursing Department Overview

PRACTICAL NURSING PROGRAM OUTCOMES:

- The nursing program has a minimum of 60% of students complete the program on time.
- The nursing program prepares students to be successful on the NCLEX-PN.
- Nursing program graduates find employment as an PN within six months of graduation.
- The nursing program's students, graduates, employers, and faculty express satisfaction with program effectiveness.

MISSION:

The A-B Technical Community College Nursing Program is dedicated to preparing highly competent and caring nurses who practice with excellence and integrity and recognize diversity and inclusion with respect to all. The faculty incorporates the following values:

- Caring
- Professional
- Spirit of inquiry
- Continuous improvement
- Innovation
- Inclusiveness

VISION:

A-B Tech Nursing Department is committed to providing a student-centered, high quality, nursing education program that is recognized for its caring, integrity, inclusiveness, and excellence.

PHILOSOPHY:

The faculty aspire to achieve excellence in education by sharing their professional values and beliefs with students, colleagues, and the community. The philosophy incorporates our ideas of diversity, inclusion, environment & society, education, health, human beings, nurses & nursing

Diversity: Diversity is fundamental to the School of Nursing. We share the belief that diversity better serves our students and faculty and drives growth and innovation. We recognize and address equity disparities affecting our students as well as clients in our care. This includes issues relevant to age, race, ethnicity, national origin, language, religion, sex, sexual orientation, gender identity or expression, personality, pregnancy, disability, carceral state, genetic information/medical history, citizenship, immigration status, income, health insurance status, political affiliation, or veteran's status.

Inclusion: Inclusion is an environment and culture where each individual feels invited, included, and that they belong. We promote a welcoming environment for each student, faculty, and client by demonstrating respect, integrity, and support for everyone. We strive to ensure everyone has equal access to opportunities and resources and that everyone is treated fairly and is visible and heard.

Environment & Society: The environment is the domain in which humans exist and is a dynamic factor that influences one's health and the delivery and quality of nursing care. Humans influence the environment, just as the environment influences the human. The environment affects individual, family, and community health. All individuals have a right to a healthy, supportive environment that facilitates achieving an optimal state of health and wellness. Society has a responsibility for providing environments conducive to maximizing the health and well-being of its members.

Education: Education is life-long and is a partnership between teacher and learner. The teacher shares their expertise while the learner brings their own knowledge and background to their educational experience. Education is dynamic, innovative, multi-model and up to date which includes technology and informatics that require accountability for clinical judgement in a complex health care environment. Education is a mutual transaction of inquisitive, scholarly, evidence-based, conceptual knowledge. Education includes knowledge, skills, and abilities to provide competent care that is client centered, culturally competent care that is across the lifespan. Education is accessible to everyone and is sensitive to the changing needs of the individual. The mentorship of learners is strategic and guided by clinical expertise which allows them the opportunity to develop clinical judgement.

Health: Health is energy that sustains life and allows an individual to participate in a variety of human experiences. Health is individualized and client specific and includes all dynamics of wellness. Health is essential and supports one's ability to set and meet goals. The goal for delivery of care is to promote and maintain optimal mental, emotional, physical, and social health for all individuals. Health includes what is ethically appropriate for each individual client. Health is a basic right for everyone and allows the individual to fully participate in a variety of human experiences. Health is client specific and includes all dynamics of wellness. Health includes one's needs, background, and experience. The knowledge and science of the individual improves the health of others through a professional and safe environment, trusted and culturally competent relationship, and while maintaining quality and safety standards.

Human Beings: Every human is a unique, complex, and holistic individual who must be treated with respect, worth, and dignity. Each human requires a unique approach to care and the care should be centered around their needs. Human beings continually interact with their environment and have the right to be involved in decisions that affect their lives.

Nurses & Nursing: Nursing is an art and a science. Nursing is a practice discipline that requires the deliberate use of specialized techniques and a broad range of scientific knowledge to design, deliver, coordinate, and manage care for individuals, families, groups, communities, and populations. The nurse works in collaboration with other members of the healthcare team to promote holistic health and well-being of the person, society, and environment. The nurse must be dedicated to lifelong learning to deliver high quality care grounded in evidence and compassion. Nurses are scholars who practice with scientific knowledge and intellectual maturity. Nurses always have a humanistic concern for the wellbeing of themselves and others.

Curriculum Design

CURRICULUM OVERVIEW

The Practical Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs, which influence health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse

as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN).

CURRICULUM FRAMEWORK

The conceptual model provides a framework to prepare learners for new instruction by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework; the individual, the healthcare system and nursing to understand the complete curriculum. Concepts are organized within each of these domains and learning occurs from simple to complex. The core values of excellence, integrity, caring, diversity, ethics, holism, and patient-centeredness are considered within each domain. This framework is designed to promote recognition of similarities and reoccurring characteristics. The conceptual foundation is applied to more specific exemplars. Each exemplar is taught with consideration of interrelated concepts, pharmacological and diagnostic interventions, comparison across the lifespan, and includes quality care for diverse clients within an individual, family and community context.

CURRICULUM OUTCOMES (STUDENT LEARNING OUTCOMES)

In accordance with the A-B Tech strategic goal of ensuring academic program relevance, the nursing program student learning outcomes (curriculum outcomes) are assessed, evaluated, and reported for division and college review. This process demonstrates compliance with the Southern Association of Colleges and Schools accreditation standards. The curriculum outcomes are as follows:

Upon completion of the Practical Nursing Program students will,

- demonstrate skills necessary to provide safe, quality care,
- demonstrate knowledge necessary for professional nursing practice,
- identify as a nurse committed to being a client advocate, who is caring and culturally competent,
- utilize informatics and evidence-based data to provide nursing care to clients,
- demonstrate behaviors that reflect integrity, responsibility, and ethical practices,

CORE COMPETENCIES

The curriculum core competencies align with the curriculum outcomes. Each course integrates the curriculum outcomes into course outcomes. Core competencies are evaluated in didactic, lab, and clinical settings. The integrating concepts of context and environment, knowledge and science, personal/professional development, quality and safety, relationship-centered care, and teamwork are used as a framework for core competencies and course design.

PRACTICAL NURSING AVENUES OF ENTRY

We offer three avenues of entry to the Practical Nursing Program. The three options are:

Practical Nursing Diploma option

The purpose of the Practical Nursing Curriculum is to prepare graduates to competently fulfill the roles of provider of care and member of the discipline of nursing within the scope of practice for the Practical Nurse as outlined by the Nursing Practice Act for the State of North Carolina

Credit for Prior Learning: Transfer from AB Tech's ADN Program

Students who have successfully completed NUR 111 and NUR 117 or higher in the AB Tech ADN program within one year of application to the PN program may be given credit for NUR 101 by exam. Students must meet all criteria for admission to the PN program. Students cannot have any unsatisfactory clinical grades recorded. Only credit for NUR 101 will be given.

NC Board of Nursing Administrative Rules

(21 NCAC 36 .0318 & 36 .0320)

Nurse faculty members shall have the authority and responsibility for:

- (1) student admission, progression, and graduation requirements; and
- (2) the development, implementation, and evaluation of the curriculum.

Retrieved May 27, 2021 from [NC Board of Nursing Administrative Rule](#).

Students in nursing programs shall meet requirements established by the controlling institution. Additional requirements may be stipulated by the nursing program for students because of the nature and legal responsibilities of nursing education and nursing practice.

Retrieved August 3, 2016 from [NC Board of Nursing Student Rules](#)

Program Progression

Progression in the nursing program is contingent upon the student:

- following policy set forth in the Nursing Program Handbook and ABTCC student catalog.
- adhering to course syllabus.
- demonstrating clinical skills commensurate with progress in the program and supportive of safe nursing practice.
- meeting all requirements as per clinical affiliate contract.
- purchasing and maintaining all required materials.
- demonstrating professional behaviors as outlined in the ANA code of ethics, nursing student handbook and college catalog.
- acknowledging the importance of personal integrity, trustworthiness, and honesty in nursing.

Program Evaluation

Student feedback is a valuable part of program continuous quality improvement. Students are encouraged to provide open and honest information.

The following are evaluation tools used throughout the nursing program and after graduation:

COURSE EVALUATION:

Students will have the opportunity to provide constructive feedback on their courses each semester at approximately the 50% completion point through an online survey. **All responses are anonymous** unless a student chooses to self-identify in submitted comments. Results are used to determine whether changes should be made during the second half of the course to improve the learning experience for students.

CLINICAL EVALUATION:

The A-B Tech nursing program ensures the clinical affiliate aligns with the program outcomes. Student feedback is gathered at the end of each semester via an anonymous survey. Results of the survey are reviewed by the clinical coordinator and shared with the clinical affiliate as appropriate.

EXIT SURVEY:

At the end of the final nursing program course (NUR 213), student feedback is gathered via an anonymous survey. Results of the survey is reviewed by nursing program faculty.

PRECEPTOR SURVEY:

In the final semester, students will be paired with a nurse preceptor. The faculty direct this clinical experience and request feedback regarding utilization of the preceptor. Utilizing the Practical Nursing Focused Client Care Preceptor Evaluation, the student provides feedback to the nursing department regarding the preceptor's knowledge, communication, critical thinking, customer service, management/leadership, and teaching abilities. Results are reviewed by the clinical coordinator and shared with clinical affiliate as appropriate.

GRADUATE SURVEY:

6 to 12 months post-graduation, students will receive an anonymous survey link to both their A-B Tech and personal emails. The results of the survey are reviewed by nursing program faculty.

SECTION II: NURSING CODE OF PROFESSIONAL CONDUCT

Code of Ethics

The American Nurses Association Code of Ethics describes professional conduct as follows:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the client, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the client.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals, and the public to promote human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. Retrieved August 2, 2016 from [American Nurses Association Code of Ethics](#)

Consequences

A continued pattern of unprofessional behavior is not tolerated in the nursing programs. Those with a documented history of unprofessional behaviors will be counseled per program guidelines.

Students agree to comply with the stated rules and regulations outlined in the Nursing Programs handbook, the A-B Tech Student Handbook, and the Course Catalog. It is expected that a student will stay up to date with handbook information as it is revised and distributed. If a student violates the procedures set forth in the Nursing program student handbook, the A-B Tech catalog, or the ANA code of ethics, the student will be counseled, and documentation will be placed in the student advising file.

SELF-IMPROVEMENT PLAN (SIP)

If the faculty observe any unsatisfactory clinical, lab, and/or class behavior, that does not require an immediate intervention, the student is directed to complete a self-reflective plan for improvement. Use of victim language is unacceptable (ex. blaming). The student will complete the SIP assignment in the course Moodle course.

ACTION PLAN (AP)

An Action Plan defines specific objectives developed by nursing faculty to address student behaviors or performance concerns. If the event requires immediate intervention, an action plan will be created.

DISCIPLINARY CONFERENCE

An unresolved action plan will progress to a conference with Nursing Department Chairpersons and/or Dean and may lead to failure of the course and/or program dismissal.

Dress Code

The personal appearance and demeanor of the nursing students at ABTCC reflect both the College and Program standards and are indicative of the student's interest and pride in the profession. All students are required to maintain standards of dress, grooming, and conduct that are consistent with good hygiene, safety and professionalism. Individuals not following this policy will be sent home to change clothes or correct the problem. Time missed will count as absence. The A-B Tech photo ID badge is considered part of the uniform; it should include first name, last name, and the title "Nursing Student". If a lanyard is used, only a retractable badge reel should be included. Additional embellishments such as pins, hand sanitizer, pens/sharpeners, mace, jewelry, etc. should not be included!

CLASSROOM:

Avoid wearing strong fragrances of any kind as other students may be allergic to them.

LAB:

Wear A-B Tech photo ID badge and clinical uniform as directed by course instructor. Bring lab kits and designated equipment to all assigned labs. The student may be dismissed from the lab without proper equipment

CLINICAL:

On-campus and off-campus clinical requirements are the same

Students may only wear the ABTCC nursing uniform and A-B Tech photo ID while participating in approved (for credit) clinical activities. Volunteer work or other work done outside these boundaries should be performed in alternate, appropriate dress.

In addition to the A-B Tech issued photo ID, a clinical affiliate may provide students with a temporary "loaner" badge for the purpose of accessing secured areas necessary for providing patient care. These badges will be distributed to students by the nursing department. At the end of the student's clinical rotation the badge will be returned to the nursing department. The student will be billed \$10.00 for lost or unreturned badges. The student's course grade will not be posted to the transcript until this fee is paid. The "loaner" badge is not intended for use as identification. BOTH badges are part of the clinical uniform.

Each student is **required** to purchase:

- **TWO**; Burgundy (Wine) colored scrub tops (A-B Tech Nursing patch attached to right shoulder of each) and **TWO**; Burgundy (Wine) Colored scrub bottoms
 - Males and Females can choose from ANY of the Cherokee styles in the color Wine.

- Scrub top and bottom **MUST** be in the same collection. For example, Cherokee Workwear, Cherokee Luxe, etc. **THIS IS ONLY ACCEPTABLE BRAND AND UNIFORM COLOR.**
- Bandage scissors, stethoscope (with bell and diaphragm), penlight, and a watch with a second hand are required.
- A white or black round neck, V-neck, turtleneck, or long or short sleeved shirt, must be worn under the scrub top. The undershirt should not extend below the bottom of the uniform top. A long-sleeved white undershirt must be worn if tattoos are visible on the forearms. Chest hair or cleavage should not be seen above the neck opening.
- White or black leather shoes. Shoes must be made of a non-porous, non-penetrating, water-resistant material (closed toe, closed heel, must cover top of foot). Canvas shoes are not allowed. Shoes must be clean at all times; white shoe polish may need to be applied periodically if shoes become discolored or scuffed.
- White or black socks or hose must provide coverage for lower legs and feet during all clinical activities.

Uniforms will be of sufficient length and size to ensure anterior and posterior skin coverage (**NO SKIN SHOWING**) during all clinical activities, including kneeling, squatting, and bending over.

Each student may purchase the following **optional** items:

- Short White Lab Coat or “Warm up Jacket”.
Examples:



- The A-B Tech Nursing patch must be attached to the right shoulder of the lab coat
- A scrub cap may be worn. The cap must be a solid color in wine to match the student uniform. Patterns are not permitted. Hair should be neatly bound away from the face.
- A headband may be worn and must be a solid color in burgundy, white or black to match the student uniform. Patterns are not permitted. Hair should be neatly bound away from the face.

ADDITIONAL DRESS CODE GUIDELINES:

1. No sweaters, hoodies, wraps or other “cover-ups” can be worn over the required uniform during clinical. Fleece is not permitted. For this reason, the purchase of a white lab coat is encouraged.
2. Hair should be clean and dry. Extremes in style or unnatural color are not acceptable in clinical. Long hair is permitted as long as the hair does not visually impair the student. Hair should be appropriately restrained. Discreet clasps or barrettes are acceptable. However, hair ornamentation should be kept to a minimum. Facial hair, such as moustaches and beards must be kept neatly trimmed and clean. A student should be able to cover facial hair completely with face mask or shield.
3. Make-up should be discrete and well-applied. Strong odors including tobacco, perfumes, scented lotions, and powders, after shaves or strong body odors are not permitted. Antiperspirant or deodorant (not strongly scented) must be used daily.
4. Visible tattoos are subject to clinical agency approval. Tattoos that are deemed inappropriate must be covered. Examples of inappropriate tattoos include but are not limited to nudity, profanity, violence, gestures, or vulgarity.
5. Piercings should be limited to one stud per ear that does not extend below the ear lobe. All other piercings should be removed, not visible, or flesh-colored. Ear gauges are not permitted. Hoops of any size are not permitted. A flesh-colored place holder may be used if needed.
6. Students may wear wedding, class, or other small rings limited to one per hand. No other jewelry is allowed.
7. White or flesh colored full coverage undergarments should be always worn; no undergarments should rise above the waistband of the scrub pants during any clinical activities, including bending and squatting.
8. Sunglasses may be worn only when prescribed by a physician or optometrist.
9. Fingernails must be kept short, clean, and neatly manicured. Nails should be ¼ inch in length or less. No artificial fingernails or extenders are allowed. This includes acrylics nails, tips, wraps made of silk, linen, or fiberglass, gel or gel nail polish, powders, glues, and mixtures of these products. Colored nail polish is not acceptable.
10. While in uniform, students may not chew gum, smoke, or vape. Student clinical uniforms should smell clean and be free of cigarette smoke odor or discoloration. Smoking or vaping while in clinical may lead to dismissal from the nursing program.
11. While in uniform, students may not consume alcohol. Consuming alcohol while in uniform may lead to dismissal from the nursing program.
12. Students may be required to adhere to a specific clinical agency dress code when agency policy is more stringent than the policy of this nursing program.

13. Some courses may require alterations in the uniform policy. The course syllabus will outline the details.

Behavior

CLASSROOM & LAB:

Maintain a professional attitude when in the presence of other students, staff, and program faculty. Use of profane or obscene language will not be permitted during any nursing class/lab activity.

CLINICAL:

Students are expected to:

1. Maintain a professional attitude when in the presence of other students, staff nurses, program faculty, physicians, clients and families, or other health-care providers. Use of profane or obscene language will not be permitted during any nursing class, clinical, or lab activity.
2. Consume food and beverage only in areas specifically designated for that purpose. Breaks and lunch schedules will be assigned at the discretion of the Clinical Instructor at each Clinical Affiliate. The student is reminded that with the nature of the professional responsibilities of nursing it is often impossible to predict a schedule of meals and breaks in advance.
3. The student is provided the equivalent of a half-hour lunch break during each full day's clinical rotation and will be given the opportunity for other breaks during the day as the work schedule allows.
4. Remain at clinical facility unless specifically dismissed by the nursing faculty.
5. Refrain from using mobile phones in the patient care environment for any reason. Mobile phones should be turned off upon entering the class, lab and clinical setting. In the event of an **emergency**, the student may provide the nursing clinical coordinator as a contact. **The phone number is 828-713-1236.**
6. Accept assignments in both the on-campus and off-campus setting, only when the student is safe to do so. For example, it is unsafe to accept an assignment if you have worked the night before, have not had sufficient rest to function safely the entire clinical day, or are not able to give your full attention to the clinical day.
7. Provide direct client care without any form of compensation (gratuity or tip).
8. Discuss "how to" perform clinical skills with the Clinical Instructor prior to the implementation of the procedure.
9. Refrain from revealing personal information outside the realm of professionalism. Personal life of the student or his or her peers should never be discussed in front of a client.
10. Make every effort to make a client comfortable.

11. Have supervision when performing clinical skills.
12. Perform all skills available during the clinical day. If a student has not had the opportunity to perform a given skill, in the clinical setting, the student is responsible for alerting the instructor prior to initiating any procedure. Students should recognize clinical weaknesses and utilize available skills lab practice sessions. Failure to take responsibility for learning experiences will result in an unsatisfactory clinical evaluation and failure to meet the course objectives.

Communication

All nursing courses are web enhanced through the ABTCC learning management system. Students must have access to a computer and are expected to check Moodle and student email *daily* for updated course information, assignments, inclement weather, schedule changes and attendance records. Students should not check Moodle or student email on unsupported platforms such as those on smartphones or tablets. Attempting to complete assignments on unsupported devices may result in failure of that assignment.

Students should give prior notification in writing and/or voice mail to faculty when unable to meet commitments, detailing how and when commitments will be met. When communicating with an instructor, the student should introduce him or herself. When emailing, also include the student ID. Email is the preferred mode of professional communication in the ABTCC nursing program.

Attendance

The nursing department strongly encourages students to attend each class, lab and clinical meeting. The nursing department has separate attendance requirements for each component of the curriculum. Expectations for attendance include:

CLASSROOM, LAB

Classroom and Lab attendance: Faculty may choose to track attendance for class and lab; however, no attendance requirements will be imposed.

CLINICAL

In courses with a clinical component, students are required to attend a minimum of 90% of the allotted clinical time in order to be evaluated as "Satisfactory" in clinical. If a student does not attend a minimum of 90% of the allotted clinical time the student will be awarded an "unsatisfactory" clinical evaluation, which will result in a grade of "F" being awarded for the final course grade.

A student who does not attend clinical for a minimum of 90% and has extenuating circumstances, may request an attendance review by the nursing faculty. Requests for the review are made by the student to the lead instructor.

- The attendance review will result in one of the following outcomes:
 - o The student will be awarded an "unsatisfactory" in clinical which will result in a grade of "F" being awarded for the final course grade.

- The student may be allowed to make-up the exceeded clinical time. Due to the strict nature of clinical scheduling, two options for make-up exist.
 - If time and space allow for make-up during the current course the student will be allowed to make-up the time. The student will be awarded the course grade according to the syllabus at the end of the course.
 - If time and space do not allow for make-up during the current course the student will be awarded an “I” (incomplete) for the course grade at the end of the course. The student will be scheduled to make-up the time during the next course offering. At the completion of the make-up the student’s grade will be awarded according to the syllabus. If the student’s current course is not a pre-requisite to the student’s next course in sequence the student may continue progressing uninterrupted. However, if the student’s current course is a pre-requisite for the next course in the sequence the student will not be able to register for the next course until the “I” grade is resolved and a formal course grade is awarded.

Clinical onboarding is a requirement for all clinical sites and each site has specific onboarding requirements. Students will receive clinical attendance for orientation that occurs at the clinical site. Clinical paperwork or submission of clinical documents will NOT count as clinical time.

VIRTUAL SIMULATION ASSIGNMENTS

If a virtual simulation assignment counts as clinical attendance, a student must complete ALL the assignment in order to earn the attendance. Partial credit will not be assigned.

Punctuality

CLASSROOM & LAB

Safety is our highest priority. Classroom doors will be locked at the beginning, and during class. Classrooms will not be opened until the break. Therefore, if a student is not in class/lab on time, they will not be allowed into the classroom until the next break. The student will accrue the entire time spent outside the classroom as an absence.

CLINICAL

It is expected that students arrive to clinical on time and remain for the entire clinical day.

The following chart demonstrates on-campus and off-campus differences related to attendance:

	On-Campus Clinical (simulation)	Off-Campus Clinical
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Definition of late	The clinical schedule will indicate the start time. A student is late if they arrive after the start time of the indicated on-campus clinical.	A student is late if they arrive after the start time indicated on the clinical schedule.
Consequences	Once the on-campus clinical site door is closed, the student may not enter. The student will accrue absence time for the entire on-campus clinical.	If the student arrives late, the consequence is the accrued absence time and the tardy will be noted in the student's record. If the student arrives 15 or more minutes after the clinical start time the student will NOT be allowed to stay and will accrue absence for the entire clinical day.
Make-up	Not an option	Not an option

Students leaving clinical early may earn a SIP or AP for unprofessional behavior.

Notification of clinical absence

In all communication, include your name/program and the name and time of the person(s) contacted.

Traditional on-campus and off-campus clinical site:

In the event of an absence, it is required that the student will notify the clinical faculty via email at least 1 hour before the scheduled start of clinical

Embedded clinical site:

In the event of an absence, it is required that the student will notify the clinical site and the clinical faculty at least 1 hour before the scheduled start of clinical. Contact **BOTH** the clinical instructor and clinical site.

1. Contact the clinical instructor by email.
2. Contact the clinical site on the number also given on the clinical schedule and obtain the name of the person spoken with and the time of the call.

NO call NO show

No call no show (NCNS) is defined as no notification at all OR no notification to the instructor by the start of report. In all courses, except NUR 111, a NCNS is an immediate action plan.

Late Show

Late show is defined as no notification (email or call) and arriving after report or after the simulation door is closed. Students who present as a "Late Show" will not be allowed to remain in clinical.

Inclement Weather and Notifications

Students can learn about school closings from the ABTCC website, campus switchboard, tv/radio announcements, or campus text. For information on college inclement weather procedures and how to sign up for inclement weather texts, visit the following website: [AB Tech Safety Alert System](#).

If class, lab, and/or clinical is cancelled due to inclement weather, or other extenuating circumstances, all missed time must be made up. On-line make-up is the preferred method for

class and lab. Please refer to the course syllabus for specific details. The course instructor(s) will notify students, how the missed time will be made up.

If there is a delayed opening or early dismissal, students will be required to make up the missed time. In the event of a clinical early dismissal, students must finish their charting and give report to the primary nurse before the students may depart the clinical site.

Cellphone Use

CLASSROOM & LAB

Cell phones should be silenced upon entering the class or lab setting to minimize disruption. Phone calls must be taken outside of the classroom or lab.

CLINICAL

Cell phones should be silenced and remain out of site during the clinical day. Cell phone use will be limited to essential communication with the clinical instructor and will only occur in non-patient areas such as, conference rooms, break rooms, etc. If the student wishes to use their cell phone to access textbooks or other references, this should also occur in non-patient areas. Use of cell phone camera function is prohibited in any area of the clinical facility.

Confidentiality

All clinical affiliates and client records are confidential in nature. Students are expected to maintain the confidentiality of all hospital records in a professional manner. Students are only allowed to access client records that they are assigned and/or have been given permission by the clinical instructor. If a student is found guilty of willfully violating client confidentiality, he or she will be recommended for program dismissal and could be disciplined by the clinical institution.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT ("HIPAA")

The College acknowledges that clinical affiliates, as health care providers, are subject to the provisions of HIPAA, a federal statute which, in part, governs disclosures and uses of "protected health information ("PHI"). PHI is defined in 45 C.F.R. § 164.501, and includes health information received or created by a health care provider that relates to the "past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care . . . and identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Clinical affiliates shall have the right to educate each student on the proper uses and disclosures of PHI. Clinical affiliates shall have the right to require each Participant to sign a written confidentiality agreement.

Any failure on the part of the student to abide by the requirements of HIPAA or agency procedures and procedures implementing HIPAA shall constitute a material breach of this agreement and can be grounds for dismissal from the Nursing Program.

Maintaining confidentiality of this information is the direct responsibility of each student with clinical privileges. This includes social networks (see social networking policy)

Each student will complete individual site requirements as needed

Social Networking

Client privacy is a number one priority. No photos, social networking, etc. will relate directly or indirectly to the clinical experience or clinical facilities. No photos of any type will be made in a clinical setting.

Students should refrain from posting on social networks such as Facebook during course hours. Before posting, consider the permanent nature of such postings, and that faculty and staff may see such postings. Please note that “libel” is defined as defamation by written or printed words, pictures, or in any form other than by spoken words or gestures. A breach of this policy may result in disciplinary action and/or expulsion from the program.

The American Nursing Association’s Principles for Social Networking:

1. Nurses (nursing students) must not transmit or place online individually identifiable client information.
2. Nurses (nursing students) must observe ethically prescribed professional client — nurse (student) boundaries.
3. Nurses (nursing students) should understand that clients, colleagues, institutions, and employers may view postings.
4. Nurses (nursing students) should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses (nursing students) should bring content that could harm a client’s privacy, rights, or welfare to the attention of appropriate authorities.

The nursing student is responsible for reading a document entitled “White Paper: A Nurse’s Guide to the Use of Social Media”; it may be viewed at: [NC Board of Nursing "Use of Social Media"](#)

SECTION III: NURSING PROGRAM GUIDELINES

Academic and Clinical Performance Counseling

ACADEMIC & SKILL REMEDIATION

All students should utilize the academic and skill labs offered by the A-B Tech nursing program. If a student’s performance indicates potential for not completing the course, it is recommended that the student attend all available Academic Success and Exam Remediation (ASER) and/or open labs.

Recommendations for improving performance can be made at this time. The student may also request to meet with course faculty to review performance.

Academic performance can be reviewed during scheduled course ASER labs. This is the only setting that a student may review a course exam. ASER is a time to review your exams in order to gain a better understanding of your thought process when answering questions and to recognize areas for remediation.

The ability to review course exams is a privilege for nursing students and the following expectations always apply:

- During ASER lab, no note taking is allowed. This includes pictures from phones, smartwatches, etc. You may review your text or classroom notes, however, you may not create any notes, reminders, lists, or pictures of the exam.
- A photo ID is required to review the exam and must be shown to lab faculty or staff prior to exiting the lab.

Clarification on what ASER is and what it is not.

What ASER is:

- ASER was created by the nursing faculty to allow a nursing student the opportunity to improve understanding of the content and facilitate test taking skills.
- ASER is voluntary and not part of any course requirements. Students are not required to attend.
- ASER is unique to the A-B Tech nursing program. It is not a requirement of the college. What ASER is not:
- ASER is not an opportunity to advocate for different answers on an exam or additional points. Each exam is statistically evaluated, and peer reviewed prior to scores being posted. The course instructor will generally not be an instructor in ASER.
- Nursing faculty are not required to make course exams available for ASER. All exams in ASER are made available by the faculty at the discretion of the faculty and solely for the benefit of student understanding.
- ASER is not the time to discuss a perceived discrepancy in the recorded Moodle grade. Inquiry of this type should be made via email to the course instructor who will schedule a time for you to review a copy of the scantron sheet. The scantron sheet is the official record and is the source from which the grade is taken. Faculty do not review the exam booklet.

Failure to adhere to these expectations may result in loss of the privilege of ASER lab. This is at the faculty's discretion.

Open labs are offered multiple times each week and this is a great opportunity for students to improve lab skills. Open lab is designed for the student to practice clinical skills and can either be student directed or faculty directed. If referred, a student will be required to attend open lab to

improve a specific clinical skill. It is unacceptable for a student to leave clinical early to attend open lab.

CLINICAL PERFORMANCE CONFERENCE

Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately. When student clinical behaviors do not meet satisfactory standards, the clinical instructor will discuss with the student acceptable behavior/performance and establish a Self-Improvement Plan (SIP) or Action Plan (AP).

If a student demonstrates clinical performance that is unsatisfactory, the student may be referred for program dismissal.

Advising

- ◆ The faculty will review each advisee's transcript for course completion and program progression, and faculty will enter education plans into self-service before the start of registration
- ◆ Faculty are not required to meet with students who are progressing according to their program track. However, an advising meeting may be necessary if a student is not on track for program completion. During advising for the students' FINAL semester, the student must bring their application for program completion and the printed program evaluation. This is in self-service or webadvisor.
- ◆ The application for graduation can be obtained from the Bailey building.
- ◆ A degree will only be awarded after submission of this application.

Any student who withdraws or fails a general education course is required to notify the nursing advisor. Nursing academic advisers are assigned each semester and may vary throughout the program.

Audiovisual Recording

Audiovisual recordings/photographs may be obtained while in the Nursing Programs for the purpose of education and may be used for educational purposes.

Experiences in the high-fidelity simulation rooms and online virtual lectures may be recorded. Recordings are for educational purposes and are property of the college. All video recordings will be deleted at the point of student graduation. No video recordings will be released to students or to any outside agencies.

Recorded virtual lectures will be posted in the appropriate nursing course via the learning management system. Personal information, such as video and audio recordings and the chat log, including all private chat messages, will be included.

Students are expected to protect information pertaining to the actions of peers and will utilize audiovisual recording for learning purposes only. Students agree to report any violations to nursing faculty. Any publication outside of the classroom is unacceptable and unethical and may result in dismissal from the nursing program. Photography, videotaping, and/or audio recording is not allowed in the lab without faculty permission.

Students may audio record lectures only with instructor consent. Video recording of any lecture is prohibited.

Calculation Competency Exam

A calculation competency exam will be administered as part of the clinical preparation and will be outlined in the course syllabus.

- Only calculators provided by the ABTCC Nursing Department may be used during the exam.
- Students will be allowed 3 minutes per question for calculation competency exams.
- Students who score less than 90% will have two additional opportunities for repeating the calculation competency exam.
- Students will not be allowed to pass medications in the clinical setting until successfully passing the calculation competency exam.

Unless otherwise stated, students who score less than 90% must contact the course instructor in writing within 24 hours after notification of exam 1 score to schedule remediation and exam 2. Students may not take exam 2 unless they have remediated. Remediation may include online tutorials, worksheets and time with instructors. The student must attempt exam 2 by the date stated in the course syllabus.

If a student is unable to score 90% or greater by the date stated in the course syllabus, the student has not demonstrated competency to administer medications safely in the clinical setting and will not be allowed to attend clinical. This will lead to failure of the course.

Certified Nursing Assistant

After successful completion of the first semester of nursing coursework, students may obtain a CNA II. The nursing program director will email steps for completion to the appropriate cohort at that time. To obtain this certificate, the CNA I must be current. Students may only apply for CNA II once during the program. The opportunity to obtain a CNA II expires 30 days after successful completion of the first semester of the nursing program.

Though certification as a nursing assistant is required for admission to the nursing program, maintaining certification while in the nursing program is not required.

For information on how to keep CNA I certification current, visit [NCNAR](#). **In order to maintain CNA II, you MUST keep CNA I current. Please refer to the following info on [NCBON](#) regarding this.**

Chain of Command

For concerns regarding issues with students, faculty, and staff while in the program, follow the chain of command. Document concerns in writing using date, time, place, name and description of incidents or

issues. Examples include classroom conduct, fellow student or instructor behaviors and clinical staff issues. Document the steps taken through the chain of command as well. Always address the person exhibiting the conduct first if appropriate.

1. Person(s) exhibiting the conduct.
2. Direct instructor (clinical, lab or classroom) & Clinical coordinator for clinical issues.
3. Practical Nursing Program Coordinator
4. School of Nursing Chairperson
5. Vice President of Student Services

When contacting anyone please include full name, contact information, program as well as expected date of graduation – this information will be useful in providing specific feedback.

Change of Contact Information

Any change of name, address, and email or telephone number should be reported to the division administrative assistant as well as to the Student Success Service Center in the Bailey Building as soon as possible.

Class Activities/Clubs

In collaboration with the SGA nursing faculty advisor, class officers will be elected (President, Vice President, Secretary, and Treasurer). These officers will also serve as student government representatives. The officers will coordinate class activities and serve as class representatives to the faculty and Student Government Association. Clubs approved to operate on campus must have their charters renewed each fall. It is encouraged that the nursing club be an active participant in NC student nurse's association activities.

MEETING REPRESENTATION

Students will be invited to attend faculty/curriculum/advisory meetings. The student(s) will be responsible for communicating information to the entire class. Faculty will invite student(s) to attend the faculty meetings.

Clinical Affiliates

The nursing faculty at A-B Tech are continuously engaged in seeking new clinical sites to afford students the best opportunities for clinical experiences to enhance their nursing education.

The Program Faculty reserve the right to change clinical times and locations from schedules offered at registration. This is necessary to accommodate the needs of clinical affiliates and still provide the best educational experience for the student.

The clinical affiliates reserve the right to refuse admission to any Nursing Student who is involved in any activity not considered professional or conducive to proper client care. Any student refused admission to any clinical affiliate will be dismissed from the Nursing program.

Clinical affiliate handbook and/or guidelines will be posted in the appropriate Moodle cohort course.

BACKGROUND CHECKS / DRUG SCREEN

Affiliated clinical sites for nursing will require a criminal background check and drug testing as part of the onboarding process. It is the student's responsibility to self-report changes to the criminal background that occur during the program. If any clinical affiliate refuses to allow a student to participate in clinical experiences, for any reason, the student will not be able to progress in the program. Applicants for initial licensure in NC must also have a criminal background check.

EMPLOYMENT IN THE CLINICAL AFFILIATES

A student will **not** be covered under the ABTCC liability insurance when working as an employee.

LOSS OF CLINICAL PLACEMENT WHILE IN THE NURSING PROGRAM

At any time after acceptance into the nursing program, if clinical privileges are revoked for any reason, the student must withdraw from the nursing program.

BLOOD BORNE PATHOGENS AND INFECTIOUS DISEASES

Students will participate in hands on clinical experiences in a variety of clinical affiliate locations (ex. Hospital, clinic, long term care, etc.). Being in a lab or clinical course places a student at risk for exposure to blood borne pathogens and infectious diseases (such as COVID-19), and these risks cannot be eliminated. Clinical affiliates create and communicate participation guidelines for nursing students. Guidelines set by the clinical affiliate related to blood borne pathogens and infectious diseases is a requirement for students to participate in clinical at that site. These guidelines include immunization requirements and may change rapidly.

Clinical Documents

- Students are expected to have a current account with CastleBranch and are expected to maintain accurate records. Clinical requirements should be updated *prior to* expiration.
- Students will be asked to present current clinical documents to clinical faculty. Inability to present current documentation or having expired requirements will result in the student not being allowed to attend clinical.

Records that **MUST** be updated while in the program:

Tuberculosis Testing

Documentation of absence of disease is required for the nursing program. This may be achieved with a negative skin test, negative blood test, or clear chest x-ray. A positive test will require further documentation. Acceptable methods for proving absence of disease are listed below.

- Skin testing: a Mantoux tuberculin skin test (TST) must be submitted within three months of entering the program.
- Blood testing: a negative T-spot TB test (T-spot) or QuantiFERON Gold Plus (QFT Plus) must be submitted within three months of entering the program.
- Persons with a history of a positive test will require documentation of a clear chest x-ray. Clear chest x-ray results must have been obtained within five years.
- Documentation must be uploaded to CastleBranch.
- Students will not be able to attend clinical without documentation of absence of disease.

- This will impede progression in the program.

CPR

Current Basic Life Support for Healthcare Providers (CPR) from the American Heart Association (AHA) or American Red Cross (ARC). Strictly online CPR courses are not accepted. Ensure that the course is an AHA or ARC sponsored program. The course should contain the components of a course designed for the healthcare provider. First aid courses are not acceptable.

- CPR course must contain adult, infant, and child CPR, AED, choking
- CPR courses must contain a face-to-face component.
- CPR must remain current while in the program.
- Updates must be uploaded to Castle Branch.
- Students may not attend clinical with expired CPR certification.

OSHA

- This annual requirement will be completed as described in a Moodle announcement.
- Student must produce a current OSHA certificate to assigned clinical faculty on the first clinical day of each semester.
- The certificate can be a paper copy or can be accessed electronically.
- If the certificate is not current (within one year), the student will be sent home and will accrue clinical absence.

EMTALA

- This requirement will be completed as described in a Moodle announcement.
- Student must produce current Moodle “quiz” completion to assigned clinical faculty on the first clinical day of each semester.
- The verification can be a paper copy or can be accessed electronically.
- If the certificate is not current (once per program admission), the student will be sent home and will accrue clinical absence.

Clinical Evaluation & Competence

The student must receive a satisfactory clinical performance evaluation for all clinical components of the course. Clinical will be graded as “Satisfactory” or “Unsatisfactory”. A clinical grade of “unsatisfactory” is equivalent to a grade of “F” for the course.

According to the [North Carolina Board of Nursing 21 NCAC 36.0321](#):

All clinical experiences must ensure that the student has developed the nursing knowledge, skills, and abilities for competent nursing practice. Students will have the opportunity to acquire and demonstrate clinical knowledge, skills, and abilities for competent nursing practice across the lifespan. Clinical experiences will be comprised of sufficient hours to accomplish each course and program outcome. The course outcomes will include clinical opportunities for a student to demonstrate knowledge, skills, and abilities that demonstrate the relationship

between classroom learning and the application of this learning in the clinical experience. These types of clinical experiences will be the basis for evaluating student performance.

Therefore, a student must attend a sufficient number of clinical hours in a setting that offers the opportunity to demonstrate the knowledge, skills, and abilities for that course within the nursing program. The clinical setting will offer each student the ability to be able to satisfactorily demonstrate clinical competence. The student must be in that setting for a sufficient amount of time for the nursing faculty member to evaluate clinical performance according to the course outcomes. If a student is not in the setting in a sufficient amount of time to be evaluated as clinically competent, the student will earn an “unsatisfactory” for clinical performance in that course. In some cases, the student may earn an “incomplete”.

Focused Client Care

The North Carolina Board of Nursing requires that students in their final semester of nursing school complete a Focused Client Care (FCC) practicum which is comprised of 90 clinical hours to prepare students for entry-level practice. The focused client care experience is faculty directed, meaning that the faculty of the nursing program determines how focused client care is implemented and assigned. FCC assignments are made based upon overall student performance throughout the program and clinical site availability. The student is typically paired with a preceptor in the assigned clinical site. During the three to four week FCC period, the student will work their preceptor’s schedule. This schedule may involve days, nights, weekends and or holidays. The assignment may also involve travel throughout the region. Students are encouraged to plan in advance to avoid personal conflicts during FCC. Out-of-state assignments are not possible.

Clinical Faculty Supervised Medication Administration & Skills

Medications must always be prepared and administered only under the direct supervision and presence of the A-B Tech nursing instructor in a faculty supervised clinical experience. Students are expected to follow each of the five rights of medication administration. Students evaluated as "unsafe" in medication preparation and administration by the A-B Tech nursing faculty will be removed from the clinical environment for the protection of the public. The student may continue to attend class and/ or labs. A final course grade of "F" is earned for the course.

Clinical skills must be under the direct supervision and presence of the A-B Tech nursing instructor in a faculty supervised clinical experience. Students are expected to follow clinical skill procedure guidelines in accordance with the clinical affiliate procedures. Students evaluated as "unsafe" in clinical skills by the A-B Tech nursing faculty may be removed from the clinical environment for the protection of the public. The student may continue to attend class and/or labs. A final course grade of "F" is earned for the course. According to the North Carolina Board of Nursing

A nursing student who is in a clinical area as part of an approved nursing education program is working as an “unlicensed provider”. The authority to practice or “student status” is granted in The Nursing Practice Act Article 90-171.43 (2) License required. **Note: A student is held to the same standard of care as any licensed nurse.** Only the person named on the nursing license has the authority to practice

nursing. The faculty member and/or preceptor is responsible for “appropriate supervision and delegation.” The law allows a licensed nurse to delegate certain nursing responsibilities to individuals who are competent to perform the assignment. Persons caring for the patient are responsible for knowing the boundaries of their role and for knowing if they have the knowledge/skills/abilities to provide for the client’s needs. It is up to each nurse to decide what activities can safely be assigned or delegated to another individual based upon the agency policies/procedures, the education/training of the individual, and the validated competency of the individual. When the nurse has delegated appropriately he/she is not accountable for the actions/errors of the individual assigned the task.

[\(North Carolina Board of Nursing\)](#)

Clinical Parking

Students are expected to park in the appropriate parking areas as determined by the clinical affiliate. Clinical site driving and parking directions are located on the Practical Nursing Moodle page.

Clinical Simulation (On-Campus clinical)

On-campus clinical will be part of each nursing course that includes a clinical component. Simulated clinical experiences align with the course outcomes and are designed to simulate nursing care across the lifespan. Simulated clients will have both acute and chronic conditions and the expected level of care will increase as you advance in the program. A simulated experience is equivalent to an off-campus clinical experience, including clinical attire. You are the “nurse” and should provide full care as directed by the course outcomes. It is important to be respectful and refer to the client by name and always demonstrate professional behavior. On-campus clinical debrief is the most critical part of the learning experience. The nursing faculty will facilitate the post simulation discussion. Clinical errors are okay during on-campus clinical and with faculty support the clinical experience will be a learning opportunity for all participants. What happens in simulation stays in simulation. During debrief be respectful of all learners and engage in professional communication that is non-judgmental.

Degree Awarded & Licensure Eligibility

All program graduates are eligible for the Diploma in Nursing and upon meeting all other requirements, to sit for the NCLEX-PN. One who passes this national exam and meets all of the other requirements will become a Licensed Practical Nurse and can use the initials, L.P.N. after their name.

Documents and Forms

Nursing Programs documents and forms are accessible via the learning management system course or the ABTCC Nursing website.

Establishing and Changing Procedures

All student procedures of the Nursing Programs are developed and approved by the faculty. Approved procedures are contained in the Nursing Student Handbook, which is available to all students on the ABTCC learning management system and the ABTCC Nursing Program website. Input from students is considered. New procedures or those needing revision will be reviewed and approved, modified, or denied by a majority vote of all faculty. New and revised procedures will be incorporated into the Nursing Student Handbook, to be published at the beginning of each semester (fall, spring, summer).

Evaluation

QUIZ

- A “Quiz” is defined as a short evaluation tool completed independently by a student. A quiz is used as a tool to assess the student’s level of class preparation and/or exam readiness.
- Quizzes in varying formats may be administered in any class, lab or online.
- Online quizzes will not be accepted after the established due date/time resulting in a grade of “0”. Any student exceeding the allotted time for an online quiz will have points deducted as stated in the quiz instructions.
- If you are not present during an “in-class” quiz you will earn a grade of “0”.
- A missed quiz WILL NOT be made up
- Quizzes WILL NOT be administered prior to the scheduled date.
- Each course may drop the lowest quiz grade.

EXAM

- Faculty utilize the NCLEX test plan when creating exams.
- An Exam is a more comprehensive evaluation tool covering material introduced over several class/lab periods. An exam typically consists of 30-50 questions with final exams typically consisting of 50-100 questions. Exams may be administered in class, lab or online.
- Exams will be primarily multiple-choice questions but may contain alternate format items similar to those on the national licensure exam.
- Students will have 1 ½ minutes allotted per question for faculty developed course exams, except for medication calculation competency exam.
- 3 minutes per question for medication calculation competency exam.
- For any proctored ATI exam, students will have 1 minute per question.
- Students are encouraged to take all exams at the scheduled time. No exam may be taken before the scheduled date and/or time.
- Exam items replicate real clinical situations as often as possible. If the option is correct, the nurse has an order for the option. The stem does not have to state, “The nurse has an order”.
- Any graded evaluation will be rounded two decimal places (hundredth). Final course grades will NOT be rounded.

EXAM ADMINISTRATION

During an exam, students should:

- Exams will be administered electronically
- Place all belongings along classroom walls or in the back of the room during the exam. Belongings include but are not limited to bags, backpacks, books, food, drink, cell phones, and smart watches.
- Students may not access any course materials after entering the test setting, including online materials.
- Turn off all electronic devices.
- Exams will be proctored in person, unless specifically stated by the instructor.

- Students are not allowed to access exams from a remote site unless written permission is granted by the instructor. Accessing an exam remotely, without permission, will be considered academic dishonesty and a ZERO will be awarded as the exam grade.
- Do not talk during a computerized examination.
- You may ONLY view the site where the test is located (Moodle, etc.).
- Do not click into any window or additional website during the computerized examination or collaborative review.
- Students will need a writing utensil. Scratch paper will be provided by the instructor and must be turned in before exiting the room.
- Exams must be completed in the allotted time. Questions not answered will be counted as incorrect.
- Exams will start on time and will only be available for the allotted amount of time. Students arriving late to the exam will not be granted additional time.
- Breach of any of the above will count as academic dishonesty and result in a ZERO for the examination grade and possible further disciplinary action.

EXAM REMEDIATION

- If a student scores less than a 77, on any exam, it is recommended that the student attend the ASER lab.

Review will take place during the Academic Success Exam Remediation (ASER) lab. Students will have until administration of the next subsequent exam to review an exam, unless stated otherwise in the syllabus. Review will occur only during scheduled ASER lab times. Exams will not be available for review after the designated time.

- Final exams will NOT be available to review in ASER.
- Exams proctored remotely (ex. from home via external proctor) may not be available for review in ASER.

At the faculty's discretion, a post exam collaboration may be offered. This does NOT apply to FINAL exams. The procedure for this review is as follows:

- Upon completion of the exam, all individual answer sheets will be collected by the instructor. Students will then be separated into small groups and each group given a clean answer sheet. Student participation in collaborative exam review is optional, but strongly encouraged. Students will then have 20 minutes to collaboratively retake the exam. Students may not interact with members of other groups or the instructor during this process. Students may not refer to textbooks or other reference material during the group review. Assigned groups should work together to come to a decision on each exam question.

Prior to the test, arrangements can be made, between the student and faculty, for collaborative exam review for students taking the exam in the Testing Center.

EXAM MAKE-UP

- Students are encouraged to take all exams at the scheduled time. No exam may be taken before the scheduled date. A missed exam will be made up according to the following guidelines:
- The student must contact the instructor administering the exam within 24 hours of return to school or clinical to arrange for make-up of a missed exam.
- If arrangements are not made within 24 hours, and the exam is not taken as scheduled, a "0" will be recorded.
- The makeup exam may vary in format from the original exam.
- Make up exam completion dates will be determined by the administering instructor and may vary case by case.
- Students will be referred to the testing center to complete the makeup exam.

ATI TESTING

Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX® success. The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content. ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating through these orientation materials.**

Modular Study: ATI provides Review Modules in eBook and paper format that include written and video materials in key content areas.

Tutorials: ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic.

Assessments & Exams: Standardized assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available for students as well as standardized proctored exams that may be scheduled during courses. The course syllabus will address how ATI exams will be scored and graded. Failure to take a graded ATI exam will result in a "0".

Active Learning/Remediation: Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual performance profile will contain a listing of the topics to review.

The student can remediate using the Focused Review, which contains links to ATI books, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

The leveling process for ATI assessments is complex, resulting in a range of scores for each level (known as cut-scores). The cut score is much lower than the program grading scale, therefore, each specialty assessment will be graded using a conversion table. Each course syllabus will include the conversion table for the proctored exam(s) given during the course. For the final semester ATI comprehensive predictor, the “probability of NCLEX passing” will be used as the exam grade. In some courses there may be a custom exam. These exams are not graded by a complex leveling system, therefore, on any custom exam the cut score will be the actual score.

Faculty and Staff

Address Nursing Programs faculty and staff by last name.

Students having problems with the course or material covered should contact the instructor during office hours or call and arrange an appointment.

Full-time faculty office hours are posted outside the “Nursing Office Suite-419” in the Allied Health Workforce Development building.

Clinical supervision will be provided by full-time as well as adjunct instructors. Should a student need to reach an adjunct clinical instructor, the best method is using the instructor’s A-B Tech email address.

For general assistance, please contact Kimberly Morehouse, Nursing Department Administrative Assistant, at the following:

- 828-398-7259
- Kimberlymorehouse@abtech.edu

Grading Scale

Letter Grade	Grade Range
A	91 – 100
B	83 – 90.99
C	77 – 82.99
D	70 – 76.99

Letter Grade	Grade Range
F	Below 69.99

*Final course grades will NOT be rounded.

Lab Guidelines and Etiquette

Use professional behavior during training in the lab. This includes, but may not be limited to the following:

- Demonstration of appropriate behavior during teachings and demonstrations. This includes not
- talking while instructors are giving instructions, engaging in simulated situations, and actively
- participating in the demonstrations.
- Bring all necessary supplies with you to the lab as instructed.
- Wash hands before beginning any lab activity.
- Operate or move mannequins only under direct supervision of the nursing faculty.
- Treat manikins and simulators with respect as if they were real patients. Handle them gently and with care.
- Never write or draw on the simulators because it will permanently remain on the manikin's skin.
- No eating, drinking, or chewing gum is allowed near the manikins at any time.
- Do not manipulate or remove any cords or connections from any of the equipment or the simulator manikins unless instructed to do so by the nursing faculty.
- When the lab is complete, dispose of all supplies as instructed, clean room, all beds should be flat and in the lowest position. All chairs and tables are returned to the original classroom set up. If directed, clean mannequins and models: remove dressings, IVs, and any invasive lines.

Lab Skill Competency Testing

- Lab competency testing will be graded as "Satisfactory" or "Unsatisfactory".
- Any student who receives an unsatisfactory lab grade will have a course grade of "D" and will not progress in the nursing program. If the student's final academic grade is 69 or below the student will earn a grade of "F", regardless of the lab performance.
- Competency testing may vary in length and time. Each student is expected to be able to demonstrate competency in all required skills, but actual testing may only include a portion of the required skills. Each student's competency testing may not be identical but will be equivalent in scope for all students in the course.
- Students will have a maximum of 2 chances to pass any skill competency.
- The second skills test will be evaluated by two or more instructors.

Off Campus Incident

In the event of a needle stick or other body fluid exposure incident at a clinical site, the student may be tested in an urgent care or emergency room. The instructor will assist the student with completion of required incident reports.

Printing

Each student at A-B Tech will be allowed to print 100 pages (\$8.00) per semester on a college designated printer. Students will use their student ID's to access printing. After the initial \$8 has been used, additional funds can be added to a student account. Students will be able to use debit/credit cards to add money to student print funds and track their own balances. The print cost will be \$.08 for black and white and \$.15 for color. Charges will apply to all pages in the document. Students should limit printing to essential printing related to assignments or class activity requirements. Students are **not required** to print PowerPoints or lecture information posted by classroom instructors.

Practical Nursing Program Academic or Clinical Failure, Withdrawal, OR program leave

If a student chooses to withdraw from a nursing course, they must [follow the college process](#) for this. A withdrawal from a NUR course counts as an unsuccessful attempt.

NUR 101, 102, 103: Readmission is NOT an option. The student must apply for the practical nursing program through the admission process. Admission to the Practical Nursing program is limited to two times unless granted an exception by the unanimous approvals of the Chair of Nursing, the Vice President of Instruction, and the Vice President of Student Services.

Safety

Safety is our highest priority. Classroom doors will be locked at the beginning and during class. The door will close ON THE HOUR, and roll will be called after the door is closed. Classrooms will not be opened until the break. Therefore, if a student is not in class on time, they will not be allowed into the classroom until the next break. The student will accrue the entire time spent outside the classroom as an absence. During any exam that exceeds 50 minutes, a student may be allowed a break. A student break will be one at a time.

Scholarship Information

AB Tech College Foundation Scholarship Application apply online: A-B Tech Scholarship Info or College Foundation of North Carolina: CFNC

Student Health Expectations

The required health forms must indicate that the applicant possesses the acceptable physical and mental health indicative of ability to provide safe nursing care to the public. These reports must include evidence that all required immunizations have been completed. The Hepatitis B vaccination series shall be started, or the declination form completed prior to student clinical assignment. Students are expected to meet all requirements as per clinical agency contract to remain in the nursing program.

Students with Disabilities

Within a reasonable amount of time, the student will bring a "purple sheet" to all course instructor(s) indicating the type of accommodations that are required to meet the needs of the student and remain in compliance with Disabilities Act.

If testing accommodations include extra time on exams, the nursing faculty will place the student's exam in the testing center before the exam. The student will be expected to start the exam early, if possible, and complete the exam at the same time as the other students in the class. For ATI exams, the student is responsible for communicating with the instructor their needs. For a separate setting, utilize the testing center, if possible. The course instructor will communicate the access code to the testing center.

- It is not an excused absence for the student to take the exam during the remainder of the class period if class is conducted after the exam.

Program created website, documents, etc. comply according to the A-B Tech ADA compliance/accessibility plan. However, externally created documents (ex. clinical affiliate information) may not meet the ADA standards. External electronic documents, in nursing Moodle courses, will be indicated with the word "EXTERNAL" at the beginning of the file. If a student has difficulty with any external document, please notify the nursing instructor and the materials will be offered in an alternate format.

Student Responsibilities for Safe Client Care

One of the most widely believed myths is that students "practice off their instructor's license." This is not true. Every student is legally responsible for his or her own actions while providing client care.

Please refer to the following [link](#) for more details: NC Board of Nursing Legal Responsibility of Nursing Student

Technical & Physical Standards for the Nursing Student

Students must demonstrate the ability to meet certain functional abilities at the time of acceptance into the nursing program and while enrolled in all nursing courses. A nursing student must demonstrate the physical and psychological ability to provide safe, competent client care. To understand the physical and psychological qualifications needed for success in the nursing program, the functional abilities have been listed below.

In the case of a qualified individual with a documented disability or a change in health status, appropriate and reasonable accommodations will be made. Unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the client or student.

Technical Standard	Definition of Standards	Examples
Critical Thinking/Problem Solving Skills	Ability sufficient for clinical judgment	<ul style="list-style-type: none"> • Evaluate client or instrument responses, synthesize data, and draw sound conclusions. • Collect data, prioritize needs, and anticipate reactions. • Identify cause-effect relationships in clinical situations. • Develop and implement a nursing care plan.

Technical Standard	Definition of Standards	Examples
Interpersonal Skills	Abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport with clients, instructors, staff, and colleagues. • Respect and care for clients whose appearance, condition, beliefs, and values may conflict with your own. • Deliver nursing care regardless of client's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis. • Establish and maintain therapeutic boundaries. • Exhibit ethical behavior and exercise good judgement.
Communication Skills	Abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"> • Document and interpret actions and client responses in a clear, professional, and timely manner. • Gives verbal directions or follows verbal directions from other members of the healthcare team. • Convey information to clients and others as necessary to teach and direct in an accurate, effective and timely manner. • Recognize and report critical client information to other caregivers.
Coping Skills	Possess coping skills sufficient to maintain composure in stressful situations.	<ul style="list-style-type: none"> • Adapt rapidly to changing environment and/or stress.
Mobility/Motor Skills	<p>Physical abilities sufficient to move in one's environment with ease and without restriction.</p> <p>Gross and fine motor abilities sufficient to provide safe and effective nursing skills</p>	<ul style="list-style-type: none"> • Move around in work and treatment areas. • Administer cardiopulmonary resuscitation. • Manually resuscitate clients in emergency situations. • Stand and/or walk up to 12 hours per day with or without breaks. • Calibrate and use equipment. • Reposition immobile clients. • Push/pull 100 pounds or greater. • Lift/move heavy objects up to 50 pounds.
Auditory Skills	Auditory abilities sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> • Hear internal body sounds with the use of a stethoscope. • Hear auditory alarms (monitors, fire alarms, call bells) • Hear cries for help.

Technical Standard	Definition of Standards	Examples
Visual Skills	Visual ability sufficient for observation and assessment necessary in nursing	<ul style="list-style-type: none"> Observe client responses, see a change in skin color, and read calibrations on a syringe. See objects up to 20 feet away. Read electronic medical record and/or associated paper medical records
Tactile Skills	Tactile ability sufficient for physical assessment.	<ul style="list-style-type: none"> Perform functions of the physical assessment and/or those related to therapeutic intervention (e.g. Insertion of catheter, palpation of pulse, detect temperature changes.
Environmental	Possess the ability to tolerate environmental stressors.	<ul style="list-style-type: none"> Safely work with potentially harmful chemicals used in health care settings. Practice Standard Precautions in the clinical setting. Work in areas that are close, crowded, and/or noisy. Anticipate exposure to communicable diseases, body fluids, and toxic substances.
Emotional/Behavioral	Possess emotional stability sufficient to assume responsibility / accountability for actions.	<ul style="list-style-type: none"> Calmly receive feedback. Demonstrate honesty and integrity beyond reproach.

Asheville-Buncombe Technical Community College is invested in full ADA compliance. The Disability Services Office is part of the K Ray Bailey Student Services Center. For detailed information contact the Disability Support Services Office at supportservices@abtech.edu or (828) 398-7581. An appointment with the Disability Services Coordinator is recommended in order to discuss any special concerns.

Technology Requirements

A-B Tech utilizes a variety of technology throughout the nursing program. Beginning with the fall 2019 incoming cohort, a laptop computer with a current operating system is required. Chromebooks are NOT recommended. Additional specific technical requirements are as follows:

- A webcam if the computer does not have this built in. The webcam (internal or external) should have at least a 320x241 VGA resolution.
- A basic microphone if the computer does not have one built in.
- A minimum of 4 GB of RAM.
- A minimum resolution of 1024x600.
- A 12inch screen or larger.
- JavaScript and cookies must be enabled.
- Google Chrome is the required browser and Mozilla Firefox is recommended.
- Access to reliable internet that has a minimum download speed of 3 megabits per second is required and satellite connections are NOT recommended.

- Sufficient battery that will stay charged for at least 3 hours, and a charging cord should be brought to class. Charging outlets are limited in the Allied Health classrooms.

Virtual Learning Expectations

A-B Tech nursing courses may be blended or hybrid. Which means that a portion of the content will be delivered online by virtual technology. Virtual learning expectations are the same as face to face. The following are additional virtual learning expectations:

- Dedicate the same amount of time to virtual learning. Unless otherwise indicated, the course will meet at the same identified start and end times.
- Manage your time and avoid distractions.
- Create a learning environment that supports active learning and effective studying.
- Attend virtual lectures, online discussions, and virtual office hours.
- Communication is crucial to online success. It is important to maintain clear and frequent communication with your course instructor(s).
 - If an issue arises during an assessment (ex. An exam) notify the instructor immediately via email or as stated in the course syllabus.
- Exams and other proctored assessments will begin at the time indicated in the syllabus.
- If the assessment requires additional software, plan to install this before the actual assessment.
- If a practice or dry run is offered, take advantage of this opportunity.
- If a proctored assessment is not started on time, the student is considered “late” and must immediately communicate with the instructor a reason.
- Timeliness and completing assignments/assessments is important. In some circumstance, there may an option for makeup.
 - Refer to the course syllabus for additional details regarding late and makeup options.
- Virtual learning will require adequate internet capability and a current computer. If you are concerned about either, make plans to utilize college computer labs.

A-B Tech offers additional resources on the [website](#).

AGREEMENT

After reading the handbook, sign by clicking on the “I agree” radio button in the handbook choice activity. A signature indicates agreement to the following:

I have received a copy of the PRACTICAL NURSING STUDENT HANDBOOK including the rules and regulations for the Nursing Programs of Asheville-Buncombe Technical Community College (ABTCC). These were explained to me by my instructor. I have read the information in its entirety and understand the content. I understand and agree that, as a student in the Practical Nursing Program of ABTCC, I am bound and responsible to comply with all the stated rules and regulations. I also understand and agree that I am subject to all the requirements, provisions, and procedures contained. I understand that I will sign this handbook agreement in my first NUR course. I understand that handbook updates will occur throughout the program and that I will be held accountable to the most recent handbook as posted in the college learning management system.

I am aware that all simulation scenarios, practice sessions, and/or recordings are considered confidential. Discussion of scenarios or information is considered a violation of the A-B Tech privacy policy. I will not discuss lab experiences or scenarios outside of the appropriate classroom context. I will uphold all requirements of the Health Insurance Portability and Accountability Act (HIPPA).

To enhance the learning experience for all student participants the faculty may use live streaming and video recording technology. I authorize the A-B Tech Nursing Program faculty to live-stream/video record.

I authorize the A-B Tech faculty to use the live-streaming/ video recording(s) for purposes including but not limited to debriefing, faculty review, and educational purposes.

I have read and understand A-B Tech Practical Nursing Program ATI assessment policy. I understand that it is my responsibility to utilize all the e-books, tutorials, and online resources available from ATI, as designated by the A-B Tech Practical Nursing Program.

I am aware that to ensure the safety of patients and staff, many healthcare facilities are now mandating that employees, school faculty, and students who are entering their institutions document proof of vaccination for COVID. While A-B Tech Community College does not require COVID vaccination, nursing students may be required by the clinical sites to produce documentation of vaccination against COVID 19. I am aware that failure to do so may result in being declined a clinical spot by the clinical agency resulting in the inability to complete the course and/or program.

I am aware that I must comply with clinical affiliate guidelines to be admitted and progress in the nursing program. I am aware that if I am unable to meet the clinical affiliate requirements, I will not be eligible to complete the clinical component of a nursing course. All components of a course (such as class, lab, & clinical), must be completed successfully to earn a satisfactory course grade.

I am aware that the goal of the Practical Nursing Program at Asheville-Buncombe Technical Community College is to provide the education needed to become licensed as a Licensed Practical Nurse. I understand that my application for licensure may be denied or restricted by the North Carolina Board of Nursing if it is found that I practiced fraud or deceit in attempting to procure a license to practice nursing; have been convicted of a misdemeanor/felony (excluding minor traffic violation); am addicted to alcoholic or other drug habits to such a degree as to render me unfit or unworthy to practice nursing; or am mentally or physically incompetent to practice nursing.