

Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	GSC NHNS Department of Nursing Student Handbook
Department	Nursing
Policy Editor	Samantha H. Bishop
Request Type	New ☐ Amended ☒ Removed ☐ Reviewed ☐

OBJECTIVE (Briefly state your purpose.)

Revisions to handbook made (highlighted in new handbook):

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Department of Nursing Faculty, specifically the Admissions committee, assisted with these revisions. Faculty Senate and Academic Policy Committee passed.

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

The revisions will be announced at a department meeting and emailed to all nursing faculty and staff. GSC nursing students will receive an electronic version of the revised handbook on Brightspace D2L within their assigned course and be required to sign an acknowledgment form that they received the handbook.

Authorizations

Dean or Supervisor Signature and Date: Samantha H. Bishop
 Digitally signed by Samantha H. Bishop
 Date: 2022.03.27 12:41:21 -04'00'

Cabinet Sponsor (VP) Signature and Date: C. Jeffery Knighton
 Digitally signed by C. Jeffery Knighton
 Date: 2022.05.23 15:45:03 -04'00'

President Signature and Date: 

***Policy Template must be submitted with this form.**

Policy Number: To Be Determined

Policy Title: _____

POLICY:

PROCEDURE:



**School of Nursing, Health and Natural
Sciences**

**Department of Nursing
Student Handbook**

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Welcome to the Gordon State College (GSC) Nursing Program,

The nursing faculty at GSC uphold nursing as an ethically responsible profession. Nursing students, when entering their educational program, should be committed to learning and accepting the ethical standards of conduct of the profession. During their educational program, nursing students strive to learn to promote, restore and support health; to prevent illness; and to relieve suffering. We maintain certain standards for the profession and set high expectations for all students who are accepted into the nursing program. Nursing requires both personal and professional accountability for behavior, decision making, and actions.

The Standards of Practice for Registered Professional Nurses are based on the premise that the registered nurse is responsible for and accountable to the client for the quality of nursing care rendered (Rules and Regulations State of Georgia, Chapter 410-10: Standards of Practice and Unprofessional Conduct). These standards along with competencies and initiatives from the National League of Nursing, the Institute of Medicine, and Quality and Safety Education for Nurses are interwoven into the curriculum of the nursing program. An understanding of the importance that these standards, competencies, and initiatives have to practice are essential to the practice of nursing in today's healthcare environment.

The process of becoming a professional begins upon entering a professional education program. Professional people take responsibility for their own learning and actions. They are amenable to constructive feedback and will use that information to improve their actions and behaviors so that they align more closely with those of their profession. Students are expected to maintain and abide by the policies, standards and expectations set forth in this program on their journey to becoming a professional.

The nursing faculty are dedicated to facilitating this learning through an environment that maximizes the student's own potential. Various learning activities within the program will allow students opportunities to gain, develop, and strengthen nursing skills so that students are able to assume leadership roles, act as change agents and make critical decisions based on sound reasoning and judgment in the healthcare setting. Students are expected to be accountable for their own learning and should attend classes and clinical experiences, exhibit courteous and respectful behavior, and be prepared and punctual for class/clinical.

Thank you for choosing Gordon State College. This is a challenging nursing program that will prepare you to become a highly qualified, skilled practitioner in a highly respected profession. We are pleased that you decided to attend the nursing program and will support your efforts in your continuing education.

Respectively,

Department of Nursing Faculty

PURPOSE OF NURSING STUDENT HANDBOOK

This handbook serves as a guide to provide specific information to the Gordon State College Nursing Student. All GSC students are subject to the rules, regulations, and policies of the College as set forth in the Gordon State College Academic Catalog and the Policies and Procedures of the Board of Regents of the University System of Georgia. In addition, nursing students are obligated to observe, follow, and satisfy the requirements for the nursing program as presented in the current Nursing Student Handbook. **The Handbook is reviewed once per year and revised as needed.** Students will be notified in writing about any policy changes in the Handbook. Students are subject to the changes made, no matter when they entered the nursing program. Students must meet the course requirements, as detailed in the Gordon State College Catalog and the course book or syllabus of the individual nursing courses.

GORDON STATE COLLEGE NURSING PROGRAM

Accreditation and Approval

Graduates of the Gordon State College nursing program earn an Associate of Science in Nursing (ASN) degree or a Bachelor of Science in Nursing (BSN) degree.

The Gordon State College ASN Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326; 404- 975-5000) and **is approved** by the Georgia Board of Nursing (237 Coliseum Drive, Macon, GA 31217; 478- 207-2440).

The Pre-Licensure BSN track in the School of Nursing, Health and Natural Sciences at Gordon State College is accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326; 404- 975-5000) **and is approved** by the Georgia Board of Nursing (237 Coliseum Drive, Macon, GA 31217; 478- 207-2440).

The Gordon State College BSN Completion (RN-BSN) Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326; 404- 975-5000) **and approved** by the Georgia Board of Nursing.

GORDON STATE COLLEGE

MISSION/VISION

VISION STATEMENT

Gordon State College will be a leader and primary educational partner in elevating our region's economic prosperity and educational attainment through collaboration, integrated educational experiences, and a vibrant campus culture.

MISSION STATEMENT

To be a catalyst for exceptional and accessible education through innovative teaching, engaged learning, and transformative experiences for the benefit of our students, the communities we serve, and the world we live in.

HIGHLANDER EDGE

The Highlander Edge is the advantage that GSC students will have for career success, enlightened living, and community leadership. Students with the **EDGE** are **E**ngaged innovators, **D**edicated scholars, **G**ifted communicators and **E**thical leaders. As engaged innovators, Highlanders have the ability to think critically and creatively, enabling them to tackle complex problems with confidence. As dedicated scholars, Highlanders have acquired not only the necessary knowledge and skills to be successful in their chosen careers, but also a commitment to life-long learning that transverses all aspects of their lives. As gifted communicators, Highlanders have a strong foundation in spoken and written communication as well as quantitative reasoning skills that enable them to share ideas with others effectively. And as ethical leaders, having gained a deep appreciation for local community service as well as global issues, Highlanders approach leadership with a respect for everyone involved in the process. The Highlander Edge is also the ethos that drives all initiatives at Gordon State College. This philosophy undergirds all individual faculty and staff actions, program implementation, and strategic initiatives, permeating the entire college community.

GORDON STATE COLLEGE DEPARTMENT OF NURSING

MISSION/ VISION/ PHILOSOPHY

Mission Statement

The mission of the Department of Nursing is to educate professional nurses who are able to provide competent, quality, and holistic care that meets individual, family, and community needs in a rapidly changing healthcare environment. Degree offerings at the Associate and Baccalaureate level (Pre-licensure BSN and RN-BSN completion) provide the opportunity to educate nurses who have the knowledge, skill, and aptitude to:

1. accept increased responsibility as providers, designers, managers, and coordinators of care.
2. make clinical decisions based on sound nursing judgment, critical thinking, and current research-based evidence.
3. scrutinize, appraise, interpret, and apply research-based evidence to clinical practice.
4. promote the health of the local, regional, and global community through collaboration and effective communication with interdisciplinary team members.
5. provide safe and quality nursing care for individuals, families, and communities.
6. flourish in the profession of nursing by becoming global thinkers who extend their knowledge through inquiry, discovery, and life-long learning.
7. accept the responsibility and accountability inherent with becoming a member of the nursing profession.

Vision Statement

The vision of the Department of Nursing is to become one of Georgia's regional leaders in the education of professional nurses.

Philosophy

Professional nursing practice requires substantial specialized knowledge from the fine arts, humanities, natural sciences, social sciences, and other disciplines. The intricacy of this specialized knowledge supports the faculty affirmation that nursing is both an art and a science. Essential to the art of nursing are caring and holism. Caring produces internal feelings of well-being, while holism reflects on the uniqueness of individuals, inseparable from, although in constant interaction with their environment. In order to convey caring and to recognize individuals holistically one must carefully consider the individual's mind, body, and spirit.

Critical thinking and the nursing process are vital components of the science of nursing. The provision of safe and competent nursing care is dependent upon the use of these two components for the clinical decision-making process. Evidence-based research is one mechanism by which the science of nursing informs practice. The translation of current evidence into practice promotes positive client outcomes and safe, quality care.

Professional leadership entails improving healthcare delivery and quality of care through the analysis of current practice trends, discovery of new knowledge, and offering new insights to facilitate change. Community and global involvement through political advocacy, leadership, innovation, and life-long learning are essential for developing professional identity.

The nursing faculty believes that our fundamental commitment is to nurture a learning community of excellence that instills and fosters interdisciplinary collaboration & communication, caring, civility, integrity, critical thinking/clinical reasoning, continuing competency, client safety & quality care, professionalism & responsible management of information/technology, and the use of evidence-based practice for both associate and baccalaureate graduates. In addition, graduates of the baccalaureate program will be able to integrate research, community/population health, leadership skills, and healthcare policy into nursing practice within a global community. To strengthen this commitment to excellence, the faculty has adopted and woven components of the following entities into the associate and baccalaureate curriculums.

- a. Accreditation Commission for Education in Nursing (ACEN): ACEN Standards
- b. American Association of Colleges of Nursing: The Essentials of Baccalaureate Education for Professional Nursing Practice
- c. Georgia Board of Nursing
- d. Institute of Medicine: Recommendations for Nursing Education
- e. National League for Nursing: Core Values
- f. National League for Nursing: Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing
- g. Quality and Safety Education for Nurses Institute (QSEN): Core QSEN Competencies
- h. Southern Association of Colleges and Schools

Individuals and Community

Individuals represent a diverse range of ages, cultures, socioeconomic, and ethnic characteristics that are reflective of the larger community. Individual diversity is recognized as a source of strength in progressing toward the fulfillment of human capacities and connection to the community.

Teaching & Learning

Nursing education is a dynamic, interactive process best accomplished in an environment that fosters growth by nurturing, engaging, and challenging both students and faculty. Fundamental to an effective learning process is the recognition that each individual approach learning with a unique background of formal and experiential knowledge. Active learning strategies facilitate the acquisition of knowledge, skills, and competencies to foster the development of a professional identity through critical thought, inquiry, self-awareness, communication, advocacy, and empowerment.

Nursing Practice & Quality Care

Nursing practice centers on the health care needs of individuals, families, and groups in many diverse settings. The nurse incorporates nursing judgment, ethics guidelines, inter-professional collaboration, and legal standards to ensure the provision of safe and quality care for clients across the lifespan. The professional nurse advocates for change in healthcare policy, delivery, and access to influence the nature and functioning of the healthcare system.

SECTION I

DEPARTMENT OF

NURSING

PROGRAMS

A. ASSOCIATE OF SCIENCE IN NURSING (ASN) PROGRAM

COURSE DESCRIPTION

The Associate of Science in Nursing Program at Gordon State College is designed to prepare students for a rewarding career as registered nurses. Upon successful completion of the program, the unlicensed graduate is eligible to apply for licensure as a registered professional nurse after successfully passing the national licensure exam (NCLEX-RN). The mission of the Gordon State College nursing program is to educate professional nurses who are able to provide competent, quality, and holistic care that meets individual, family and community needs in a rapidly changing healthcare environment. The nursing program prepares the student for the challenges of this evolving environment through classroom, clinical, and simulation experiences.

ASN END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the associate degree nursing program, the graduate will:

- A. 1. Integrate core knowledge to provide culturally competent nursing care across the lifespan.
- A. 2. Incorporate the learning needs of patients, families, and others into teaching and learning plans that improve patient outcomes.
- A. 3. Demonstrate holistic care of patients and families.
- B. 1. Utilize the nursing process and critical thinking to make clinical judgments that guide the provision of safe, quality patient-centered care.
- B. 2. Demonstrate the use of healthcare technology, informatics, and/or other forms of healthcare communication to provide safe, quality patient care.
- C. 1. Establish therapeutic professional relationships to achieve quality patient care outcomes.
- C. 2. Function as a member of the interdisciplinary healthcare team within established legal and ethical frameworks and defined roles.
- D. 1. Identify learning needs to improve personal/professional growth.
- D. 2. Identify evidence-based practice initiatives that impact the quality and safety of patient care.

ASN PROGRAM CLINICAL LEARNING OUTCOMES

Upon completion of clinical experiences the student must meet the following:

A. Human Flourishing

1. Advocate for health promotion and disease prevention considering individual strengths, needs, and available resources.
2. Determine and respect holistic influences on the patient's health while demonstrating caring behaviors in a safe and therapeutic healthcare environment.
3. Promote self-determination by assisting patients/families to make informed healthcare decisions through incorporation of the teaching and learning process.

B. Nursing Judgment

1. Utilize critical thinking, clinical judgment, and integration of evidence-based practice and the nursing process in making decisions in the provision of safe, holistic, and quality care for individuals and families.
2. Utilize information technology to accurately support, document, and communicate the provision of care and progression towards patient outcomes.
3. Collaborate with the interdisciplinary healthcare team to develop a plan of care that supports quality patient outcomes.

C. Professional Identity

1. Demonstrate responsible professional behavior in the clinical setting within the legal, ethical, and regulatory frameworks and standards of professional practice.
2. Demonstrate therapeutic communication when interacting with patients, families, and inter-professional team members.
3. Displays leadership qualities within the parameters of individual knowledge and experience when working with others in the provision of safe and effective patient care.

D. Spirit of Inquiry

1. Reflect on individual performance to facilitate continuous growth within the nursing profession.
- 2 Utilize evidence-based research, quality control, or improvement process findings to improve quality of care outcomes for patient, families, and communities.

B. BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM

COURSE DESCRIPTION

The Bachelor of Science in Nursing Pre-licensure Program at Gordon State College is designed to prepare students for a rewarding career as registered nurses. Upon successful completion of the program, the unlicensed graduate is eligible to apply for licensure as a registered professional nurse after successfully passing the national licensure exam (NCLEX-RN). The mission of the Gordon State College nursing program is to educate professional nurses who are able to provide competent, quality, and holistic care that meets individual, family and community needs in a rapidly changing healthcare environment. The nursing program prepares the student for the challenges of this evolving environment through classroom, clinical, and simulation experiences.

BSN END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the baccalaureate of science degree nursing program, the graduate will:

- A. Demonstrate safe, competent, and culturally congruent professional nursing practice by applying critical thinking, clinical reasoning, the nursing process, scientific knowledge, and therapeutic interventions to the care of clients throughout the lifespan in diverse community and healthcare settings.
- B. Critique current research to support evidence-based practices by using a spirit of inquiry to enhance professional nursing practice and influence the healthcare system by advocating for change in healthcare policy, delivery, and access.
- C. Utilize effective communication techniques and information technology when interacting with clients, families, peers, and interdisciplinary teams to support safe decision-making processes.
- D. Demonstrate leadership skills to design, coordinate, manage, delegate, and evaluate the delivery of nursing care in diverse healthcare settings.
- E. Integrate ethical, legal, moral, political, and professional accountability to practice within regulatory frameworks as an advocate to elevate the nursing profession.
- F. Incorporate caring actions and behaviors into holistic professional nursing practice for clients, families, peers, self, and members of the interdisciplinary team.
- G. Incorporate teaching and learning processes to enhance client care and to nurture professional development in achieving life-long learning, educational advancement, and continued professional competency.

BSN PROGRAM CLINICAL LEARNING OUTCOMES

Upon completion of the baccalaureate of science degree nursing program, the graduate will:

- 1. Provide safe, competent, and culturally congruent professional nursing care to clients throughout the lifespan in diverse community and healthcare settings.
- 2. Use evidence-based research as a guide in planning nursing care for clients throughout the lifespan in diverse community and healthcare settings.
- 3. Utilize evidence-based research findings in diverse settings to advocate for change in healthcare policy, delivery, and/or access.
- 4. Utilize effective communication techniques and information technology when interacting with clients, families, peers, and interdisciplinary team to support safe decision-making processes.
- 5. Demonstrate leadership skills to design, coordinate, manage, delegate, and evaluate the delivery of nursing care in diverse client care settings.
- 6.
 - a. Demonstrate ethical, legal, moral, and professional accountability when providing nursing care, when interacting with the interdisciplinary team and advocating for the nursing profession.
 - b. Understand the implications that economic, political, and global factors have on the provision of healthcare.
- 7. Exhibit caring actions/behaviors when providing holistic care for clients and interacting with peers and the interdisciplinary team.
- 8. Incorporate teaching and learning processes to enhance client care.

C. BACHELOR OF SCIENCE IN NURSING COMPLETION TRACK (RN-BSN) PROGRAM

PROGRAM DESCRIPTION

The BSN Completion (RN-BSN) track is an articulation program which offers registered nurses the opportunity to obtain a Bachelor of Science in Nursing degree. The program emphasizes professional development, research, health promotion, community health, and leadership.

Courses in the BSN Completion (RN-BSN) program are designed using a combination of online (synchronous/asynchronous) instruction and clinical experiences. Additionally, practicum experiences are required in two courses (Community Health Nursing and Nursing Leadership and Management). Full time students can complete the curriculum in three semesters which includes one summer semester.

Georgia RN-BSN Articulation Plan

Gordon State College supports the Georgia RN-BSN Articulation model for entry and progression through the program. After successful completion of 7 semester hours of the RN-BSN program, the registered nurse articulating to the baccalaureate level is eligible for 31 hours of semester credit for previous nursing courses through the Georgia RN-BSN Articulation Plan. Students earn the 60 semester hours of BSN Core Curriculum through transfer credit. The courses will be evaluated and must be comparable to the requirements set for students graduating from programs of nursing in the State of Georgia.

D. LPN BRIDGE PROGRAM

This is a program for LPN's who wish to further their education to become an RN. The classes will begin in the fall semester (August) each year and continue in spring and the following fall. No summer semester nursing courses for this program are provided. All students must meet admission criteria outlined in the academic catalog to be eligible for the program. Students will be required to take a validation exam and Skills Test. Once successful completion of the exam and Skills Test has occurred, this will validate Nursing 1910 and 1905 which will be held in escrow until Nursing 1906, 1911, and 1912 have been successfully completed. If the student withdraws passing from Nursing 1906, 1911, and/or 1912 and remains out for one year or more, the scores for the validation exam and Skills Test are no longer valid. No one is allowed to attempt the LPN Bridge Program validation testing more than two times. If the student withdraws from the program passing, that student may apply for re-entry one time. If a student has attempted the LPN Bridge Program admission testing twice and has not been successful, that student is not eligible to apply to the regular program or reapply to the LPN Bridge Program. Any LPN who enters the program through Nursing 1910 and 1905 and is not successful in any nursing class will not be eligible to enter the LPN Bridge Program. This program is designed to build on the body of knowledge that the Licensed Practical Nurse has already acquired. A student attending the LPN-RN Bridge Program as a first-time nursing student at Gordon State College who has circumstances causing withdrawal before midterm, is eligible to apply to return to the LPN-RN Bridge Program or the generic ASN Program once.

SECTION II

PROFESSIONAL STANDARDS

The American Nurses Association (ANA) Code of Ethics for Nursing

Professional nurses are expected to provide ethical care. Students accepted in the BSN program at GSC are expected to follow the ANA Code of Ethics for Nursing in their learning experiences and practice as a registered nurse (RN). Students are expected to review and follow the ANA Code of Ethics for Nursing within the *Code of Ethics for Nurses with Interpretive Statements* (see ANA website: <http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>)

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) and CONFIDENTIALITY INFORMATION

In 1996, Congress passed the Health Insurance Portability and Accountability Act (HIPAA). This law, which is under the control of the US Department of Health and Human Services, went into effect on April 14, 2003. HIPAA's primary objectives include: assuring health insurance portability; reducing healthcare fraud and abuse; enforcing standards for health information; and protecting security and privacy of health information.

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Maintaining clients' privacy and assuring confidentiality are essential components of trust in the nurse-client relationship. Inappropriate disclosure of a client's health status has the potential to be harmful since private health information may jeopardize the client's employment or healthcare coverage.

In particular, communicating with or about clients via technology such as social networking sites, email, voice mail/answering machines, computerized medical records, fax machines or inadvertent violations of client privacy are more likely than ever.

If a client reports a HIPAA violation, the provider may face a penalty of \$100-\$50,000 for each violation that led to disclosure of private health information. A fine of up to \$1.5 million and 10 years in prison can result for intentional disclosure of protected information for commercial advantage, personal gain, or malicious intent.

The following information in a client record can make the client's health information identifiable:

- medical record number
- name
- address
- telephone number
- email address
- social security number
- insurance number
- employer
- birth date
- photographs, radiologic test results, or other images
- billing account number

The following are examples of safeguards that nursing students should use when maintaining confidentiality of the client's healthcare information.

- Information about clients should never be shared with others unless they need to know and have agreed to maintain confidentiality,
- Email is not secure outside a particular agency.
- When using FAX machines, assure that the machine is in a secure location, that you have the correct FAX number, and always use a cover sheet. If the information being sent is particularly private, make sure the receiver is standing nearby to collect the incoming information. Promptly remove client information as received.
- Keep computer screens turned away from public view.
- Always log off when the task is complete.
- Do not share passwords with others.
- Do not leave personal information on a client's voice mail/answering machine – simply leave the message to return the call.
- Do not discuss clients with others. Pre and post conferences are protected and should be held outside the hearing of those who should not have access to information. Do not place identifiable health information on student logs, care plans, or notes. Do not leave care plans or logs in public view (break rooms, automobiles, library, etc.).
- Do not discuss, share, or make comments concerning a client on any Social Media program
- Use a shredder when disposing of client data.
- If you discover private health information that is not being safeguarded, notify the appropriate person (faculty, preceptor, nurse manager).
- Speak quietly when talking with clients about private health information or when discussing clients with other providers. Choose a private space whenever possible.

CORE PERFORMANCE STANDARDS

All potential and enrolled students in the Department of Nursing must meet the following *Technical and Nursing Performance Standards* that encompass intellectual, physical, and social competencies required to provide safe client care.

ISSUES	STANDARD	EXAMPLES OF ACTIVITIES
Critical Thinking Ability/Clinical Judgment	Critical thinking ability sufficient for clinical judgment and decision making	(1) Use short- and long-term memory (2) Transfer knowledge from one situation to another (3) Process information, evaluate outcomes, problem-solve and prioritize care (4) Identify cause-effect relationships in clinical situations (5) Exhibit competency in reading, understanding, and performing calculations for computing medication dosages (6) Develop nursing care plans, evaluate the plan of care and revise as appropriate
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds	(1) Negotiate successful conflict resolution (2) Respect cultural diversity and the rights of others (3) Establish rapport with clients and colleagues (4) Maintain therapeutic relationships with clients/colleagues (5) Work effectively in small groups (6) Demonstrate verbal and non-verbal therapeutic communication
Communication Ability	Communication abilities sufficient for interaction with others in verbal, written, and electronic form.	(1) Write and speak English effectively so as to be understood by the general public (2) Explain health conditions, diagnostic and treatment procedures and initiate health teaching based on assessed needs, available resources, age, lifestyle and cultural considerations (3) Interpret and document client responses to health status through verbal communication, along with nonverbal cues and behaviors (4) Document client information accurately, completely, and legibly through written, oral, and electronic reports (5) Understand and accurately use medical terminology
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces and maintain physical tolerance for	(1) Move within confined spaces (2) Sit or stand and maintain balance (3) Reach above shoulders and below waist (3) Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies

	repetitive movements and demands of the work shift.	(4) Push, pull, lift or support up to 50 pounds. Use upper body strength. (5) Administer rescue procedures, i.e. cardiopulmonary resuscitation
Motor Skills	Gross and fine motor skills sufficient to provide safe, effective nursing care.	(1) Grasp small objects with hands (2) Manipulate small objects with fingers (IV tubing, pencil/pen) - Pinch/pick (manipulate a syringe, eyedropper, etc.), twist (turn objects) (3) Perform physical activities necessary to do basic nursing skills such as putting on sterile gloves, donning mask and gown, operating a manual and/or electronic blood pressure cuff and other essential skills (4) Provide or assist client with activities of daily living (5) Manipulate instruments, supplies, and equipment with speed, dexterity, precision, and adequate eye-hand coordination (6) Perform electronic keyboarding/ documentation and/or extensive writing with a pen (7) Calibrate and use equipment (syringes, vials, ampoules, medication packages, manual blood pressure cuff, etc.) (8) Position clients correctly and efficiently
Hearing Ability	Auditory ability sufficient to monitor and assess health needs.	(1) Hear auditory alarms such as monitors, fire alarms, and call bells (2) Ability to discern auscultation sounds and cries for help (3) Ability to accurately take orders over the telephone
Visual Skills	Visual ability sufficient for observation and assessment necessary for safe client care.	(1) Perform basic nursing skills such as inserting an IV, counting respirations, preparing and administering medications (2) Observe client's condition and responses to treatment (3) Read small print, gauges, thermometers, measuring cups, syringes, and other equipment (4) Discriminate colors, changes in color, size, and continuity of body parts (skin color changes, color of drainage) (5) Identify, prepare, and administer medications accurately (6) Identify hazards in the environment (7) Visualize written words and information on paper and on a computer screen correctly
Tactile Ability	Tactile ability sufficient for physical assessment	(1) Feel vibrations to detect pulses, etc. (2) Detect temperature

		(3) Feel differences in sizes and shapes and detect surface characteristics
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	(1) Establish therapeutic interpersonal boundaries (2) Provide clients with emotional support (3) Adapt to changing environment and stress while maintaining professional conduct and standards (4) Focus attention on task (5) Perform multiple tasks concurrently (6) Handle strong emotions (7) Use appropriate coping strategies
Professional Behavior	Respect the nursing profession and behave in a respectful, ethical, and professional manner with others in the class, laboratory, or clinical area	(1) Interact respectfully and appropriately with peers, faculty/facility staff, and clients (2) Engage in self-evaluation of behaviors and practice performance (3) Collaborate effectively with clients/families, interdisciplinary teams (4) Integrate ethical behavior in nursing practice (5) Incorporate the standards of the profession into behaviors and actions (6) Respect and adhere to the policies and procedures of the Department of Nursing and clinical agencies

SECTION III

STUDENT SERVICES

STUDENT SERVICES

Student support services include academic assistance and advisement, financial aid, recreational facilities, public safety services and testing, counseling and accommodations in accordance with the Americans with Disability Act.

Student Health Services

- GSC Health Center Services is located on Spencer Street next to the Student Services building and maintains a physician referral list for students. Local physicians have an agreement with GSC to treat any student needing medical attention.

Accessibility Services

- Accessibility Services is located in the Counseling Center in the Student Center, second floor, room 212.
- Provides services such as help with time management strategies, study habits, test taking strategies, dealing with test anxiety, and anger and conflict management without charge. Counselors can be reached by calling 678-359-5585.
- ADA Services: Students with a documented disability may register their disability with the Accessibility Services Office and request accommodations that are specific to their disability. Disabilities may be permanent or temporary and are categorized into three areas, physical, psychological and learning disorders (this includes ADD/ADHD). Students must provide documentation that meets the requirements set forth by the Board of Regents of the University System of Georgia. Documentation submitted to Accessibility Services is maintained in a confidential file that is separate from other academic records at Gordon State College. Academic accommodations received for a disability are not noted on a student's transcript.
 - Pregnancy: Any student who is pregnant while enrolled in nursing classes must provide documentation that she is medically clear to attend and participate in clinical experiences during the pregnancy, for any complicated pregnancies, and for the post-partum period. Title IX changes for students who are pregnant are addressed in course syllabi.

Student Success Center

- The SSC supports students at any level and of any ability in course work and in the development of personal skills that will help achieve academic and life goals. They offer drop-in and online tutoring for writing, math, and science along with a series of academic success/personal skills workshops-all free of charge. SSC is located on the second floor of the Student Center Building, above the Gordon State College Bookstore.

HIGHTOWER COLLABORATIVE LEARNING CENTER & LIBRARY

The mission of the Dorothy W. Hightower Collaborative Learning Center & Library is to support the teaching, learning, and research needs of the college community by providing a knowledgeable staff, resources, tools, information, learning spaces, and instruction in evaluative and lifelong learning skills. For additional information and hours visit

<https://www.gordonstate.edu/departments/library/index.html>

Bookstore

- GSC products, school supplies, and textbooks are available from the Bookstore which is located on the lower level of the Student Center. For more information visit them online at <https://www.gordonstate.edu/student-life/campus-life/bookstore/index.html>

Dining

- Campus dining services has various venues across campus.
- Information regarding the cafeteria, weekly menus, and vending services is available online at <https://gordonstate.sodexomyway.com/>
- Vending machines are located conveniently throughout campus.

Public Safety

- GSC is committed to the safety and welfare of all persons on campus. The public safety office is located in Gordon Hall. Officers are available 24 hours a day, 365 days a year. For additional information, visit <https://www.gordonstate.edu/departments/publicsafety/index.html>
- The Gordon State College Emergency Notification System (GCENS) has been instituted to inform students, faculty, and staff of emergency situations.
- Emergency call boxes are located in each building and throughout the campus, between buildings and in parking areas. These phones are marked by a blue pole with the word “Emergency” printed on them in white lettering. Students can call 5101 for non-emergencies and 5111 for emergencies from campus phones or 678-359-5111 from non-campus phones.

Financial Aid

- For detailed information, please call 678-359-5990 or visit them online at <https://www.gordonstate.edu/admissions/financial-aid/index.html>

STUDENT ENGAGEMENT OPPORTUNITIES

Gordon State College Association of Nursing Students (GCANS)

Students are encouraged to participate in the Gordon State College Association of Nursing Students (GCANS). Membership provides opportunities for interaction with peers, participation in community service activities, and transition to professional nursing practice. The cost of two-year membership is included in fees upon entering the nursing program. To decline membership and waive the fee, please see the GCANS faculty advisor.

Class Representatives

Each nursing cohort is represented by student class representatives every semester. All students are eligible to be a class representative and it is on a voluntary basis. There can be more than one class representative. The students that volunteer to be representatives are encouraged to attend Student Focus Committee meetings to present the general concerns of their classmates and to participate in the discussion of non-confidential topics. Student representatives are not eligible to vote.

GSC Honors Program

The Honors Program of Gordon State College is designed to provide opportunities for academically talented and intellectually curious students to obtain an enhanced collegiate educational experience. Students in the Honors Program take alternate versions of regular classes that not only fulfill core curriculum requirements, but also focus on critical thinking skills, discussion, and individual research. Outside of the classroom, the Honors Program also provides a broad array of cultural experiences, specialized academic advising and mentoring, and additional opportunities for service learning and self-discovery. Nursing students can take part in the Honors Program.

SECTION IV

PROGRAM POLICIES

PROGRAM POLICIES

Dismissal Policy

The nursing student is responsible for fulfilling academic and clinical responsibilities in an honest and respectful manner. The Gordon State College Handbook contains a full description of these rights and responsibilities along with the disciplinary procedures that guide the actions of faculty and administration should a nursing student fail to abide by college and department policies. Students are required to read the Student Code of Conduct in the Gordon State College Academic Catalog <https://www.gordonstate.edu/academics/student-resources/academic-catalog/index.html>

Students are expected to establish positive patterns of professional behavior, which includes arriving on time for each class and clinical assignment, notifying the instructor if tardiness or absence is expected, and contacting the clinical instructor and/or course coordinator concerning make-up work for that absence. Students are expected to report any academic dishonesty.

When a student is reported with violation of conduct regulations, the disposition of the student's case shall be conducted according to the College's due process requirements, in keeping with the procedures outlined in the Gordon State College Academic Catalog found at <https://www.gordonstate.edu/academics/student-resources/academic-catalog/index.html>.

Criteria for immediate dismissal of any nursing student from the Gordon State College Nursing Program include, but are not limited to:

1. failure to meet progression requirements,
2. unsafe nursing practice(s) or unethical professional practice,
3. unprofessional conduct which includes but is not limited to:
 - a. performing acts beyond the limits of practice,
 - b. assuming duties and responsibilities without adequate preparation or when competency has not been achieved,
 - c. diverting supplies, equipment, or drugs for personal or other unauthorized use,
 - d. falsifying or otherwise altering client or agency records,
 - e. abusing, neglecting, or abandoning clients,
 - f. conduct detrimental or dangerous to the health and welfare of clients and/or the public,
 - g. demonstrating an inability to progress and/or master the clinical skills and competencies as evaluated by the clinical instructor/preceptor,
4. willful commission of any act which is a felony under the laws of the state or of the United States or any act which is a misdemeanor under such laws and involves moral turpitude,
5. excessive absences, unexcused absences, or failure to abide by the Gordon State College SON policies,
6. inability to provide safe and skillful nursing care for clients due to illness and/or impairment caused by alcohol, drugs/narcotics, medications (prescribed or not prescribed), chemicals or other materials, or as a result of any mental or physical condition,
7. preparing or giving any medication without supervision during clinical experiences,
8. not reporting critical lab values or changes in client assessment to the clinical faculty member and/or the nurse assigned to the client,

9. performing invasive procedures without supervision, and
10. violations of the Gordon State College academic dishonesty policy (see the GSC Catalog).
 - a. Any appearance of Academic Dishonesty (cheating) will be looked at as a serious offense. Examples of Academic Dishonesty include, but are not limited to, the following:
 1. presenting someone else's work as his/her own,
 2. any type of communication to or with another student during the exam,
 3. using unauthorized notes during an exam,
 4. programming information into a calculator or other electronic device for an exam,
 5. removing all or part of an exam from the testing area,
 6. sharing or posting exam questions or information on any type of social media,
 7. collecting and/or transmitting exam information without faculty consent via phone, cameras, or other electronic devices,
 8. recording (written or auditory) any exam review sessions, and
 9. obtaining prior knowledge of exam questions.

Academic Progression Policy

To progress in the nursing program and graduate with a nursing degree, the student must satisfy the degree requirements stated in the Gordon State College Academic Catalog for the specific nursing program, enrolled (ASN, BSN, or RN-BSN). Each nursing course [designated by the letters NURS] builds on previous courses; therefore, one must be completed before the student advances to the next. The student must complete all courses satisfactorily each semester to progress to the next semester.

All of the nursing courses have co-requisite courses which must be completed with a "C" or better to be eligible to progress in the nursing program.

Students must complete all nursing courses required for a nursing degree with a grade of "C" or higher. Students must maintain a Gordon State College 2.0 grade point average (GPA) and nursing grade point average of 2.0 or higher to remain in the program.

If a nursing student is dismissed from the program due to unsatisfactory clinical performance, then the student cannot complete the requirements of the course and therefore cannot progress in the nursing program. The student will receive a grade of F for the course.

Appeal Process Policy

A student may appeal dismissal from the Gordon State College nursing program. All appeals must be initiated by midterm of the semester following the class/classes from which they were dismissed. Failure of the student to adhere to the time deadline described above will result in forfeiture of all rights to the appeal. In order to file an appeal, the student must first complete an Academic Request Form which can be found on the Registrar's website under forms. This form should be submitted to the nursing department's administrative assistant along with appropriate supporting documentation. An electronic version of this form will then be circulated to the appropriate faculty member and the department head, where appropriate, for recommendations. The dean of the school will issue the decision on the appeal.

Civility Policy

Gordon State College's nursing faculty believe in and support a learning environment that is grounded in mutual respect for all individuals. This is in congruence with creating an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect (ANA, 2015a). Civility is a set of professional manners, grounded in effective communication and collaboration skills and behaviors that results in thoughtful and respectful self-expression and interactions with others. It is demonstrated by: (a) showing courtesy, politeness, mutual respect, and fairness, (b) valuing others and their differences, (c) communicating and collaborating effectively with others, and (d) demonstrating fairness.

Students are expected to consistently exhibit and maintain civil behavior when interacting with peers, faculty/staff, clients and their family members, and other individuals within and outside of the GSC community. This expectation also extends to the classroom, laboratory, online communications, and clinical learning environments.

Incivility is one or more rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them (American Nurse Association [ANA], n.d.). This type of behavior will not be tolerated. Examples of incivility include, but are not limited to:

1. gossiping about students and/or faculty,
2. continually interrupting as others speak,
3. being inattentive,
4. not responding to email, voice mails, or letters,
5. raising your tone of voice at others,
6. sending inflammatory emails, texts, or social media posts,
7. being late or leaving class early on a regular basis,
8. any type of threat to others,
9. rude behaviors,
10. not participating in group projects,
11. taking credit for work that others assisted with or completed,
12. speaking in a condescending manner,
13. withholding information that should be shared,
14. displaying anger inappropriately,
15. inappropriate communication or contact with faculty/clinical instructor/preceptor on any form of social media or electronic device.

Students who violate this policy are subject to disciplinary action and/or immediate dismissal from the nursing program based on the violation that occurred.

American Nurses Association. (2015). *Incivility, Bullying, and Workplace Violence*.

Classroom Attendance

Students are expected to be prepared for each class. Absences from class is highly discouraged. The student must notify the faculty contact or nursing office BEFORE an absence occurs. The nursing office number is 678-359-5197 or the course coordinator should be e-mailed prior to class. Repeated absences will warrant a meeting with the Director of Nursing to discuss the reason for the absences and how the student plans to make up for lost time/information. Students are responsible for getting information missed when absent.

Classroom Behaviors

- Tardiness is unacceptable. For late students to come into class, the student must demonstrate respect for peers and enter quietly. Stay in a chair on the end of a row of seats until a break is given.
- Be prepared for class.
- Do not talk to fellow students during lecture unless working on group work.
- If you have a question, raise your hand and wait to be recognized.
- Follow course requirements for the use of electronic devices.
- Do not leave the classroom during lecture unless it is an emergency. Take care of personal needs prior to class. If you must leave the class, demonstrate respect to your peers and do it quietly and with as little disruption as possible.
- Children may not accompany students to class, lab or clinical. This is a college wide policy.

Classroom Dress Code

Student appearance in the classroom areas is a reflection on the quality of the nursing program. Students are expected to present themselves in a professional manner. Thus, the following clothing items are deemed not appropriate for the classroom setting:

- tight fitting clothes
- low cut blouses
- halter tops
- skirts or shorts above mid-thigh
- see-through clothing
- clothes with crude lettering or messages

Electronic Devices

A person's right to use electronic equipment and cell phones ends when they interfere with someone else's right to concentrate without interruption.

- No electronic devices are to be used during class, lab, or clinical experiences unless by expressed approval by the faculty. This includes text messaging, iPads, smart phones, and wearable computers (for example, the Apple Watch) unless specified in a particular course syllabus or designated as an accommodation associated with the Americans with Disabilities Act.

- Electronic devices should be turned off or placed on vibrate if they are brought to class. If a phone or other device rings during class, the student will be asked to turn it off. If it happens twice, the student will be asked to leave the class and will be counted absent for the day.
- Electronic devices need to be turned off during exams. If a phone or other device rings during an exam, the student will be asked to turn it off. If it happens twice, the student can be asked to leave the class and will not be allowed additional time to finish the exam.

Recording Class Sessions Policy

The ability to record lectures/class discussions is based on the course, as outlined in the course syllabi. Permission for recording must be given by the faculty of the course. Students who require accommodations must submit required documentation to course coordinator.

Written Assignments Policy

The Gordon State College nursing program requires that all written assignments conform to the style outlined in the sixth edition of the Publication Manual of the American Psychological Association (APA). Guidelines for written assignments and presentations are outlined in each nursing course syllabus.

Any act of plagiarism will result in a failing grade for the assignment. Plagiarizing means “to steal and pass off (the ideas or words of another) as one's own” or “use (another's production) without crediting the source” (“Plagiarize,” n.d.). Examples include but are not limited to:

- submitting work for credit which was not written by the student
- paraphrasing or summarizing ideas without citing the source
- word for word quoting without using quotation marks, citation, or footnotes

Plagiarize. (n.d.). Retrieved from <https://www.merriamwebster.com/dictionary/plagiarize>

The faculty view plagiarism as a serious violation of commonly accepted standards of honesty. When source materials are used in the writing of papers, the student must document such use of sources both by clearly indicating material used as quotation and by giving proper recognition when ideas or information have been paraphrased or summarized. Copies of the APA Manual are available in the GSC bookstore and library. See academic catalog for information pertaining to the Academic Dishonesty Policy (<https://www.gordonstate.edu/academics/student-resources/academic-catalog/index.html>).

Re-evaluation of Paper Grade

Students who earn less than 75% on a major paper may request a second grading. A faculty member will be appointed by the Course Coordinator, Director of Nursing, or Dean of the SONHNS, and will have no prior knowledge of the original grade. The final grade for the paper will be comprised of the average of the first and second evaluations; hence, the grade has the potential to either increase or decrease. Students must submit their request in writing to the course coordinator, giving reason for the request.

Turnitin.com

All required papers may be subject to submission of textual similarity review to Turnitin.com. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in other papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Examinations

Course professors will determine and notify students through the course book or syllabus of the grading rubric and number of exams for their classes. The content in each nursing course builds upon previous course information; therefore, faculty may test students on previously learned material. All exams in the nursing program are created and reviewed based on departmental guidelines. Exams are written to provide an assessment of the student's ability to apply and analyze their knowledge when answering NCLEX style questions.

- Proctored examinations will have the following policy:
 - Students will be randomly assigned seating by faculty for each exam throughout the entire nursing program.
 - Students will not be allowed to have personal items with them during any exam. Course faculty will identify location for personal items to be placed during the exam.
 - Students will be given a simple calculator and scratch paper for each exam. Students are allowed to use a simple pen/pencil.
 - Students must remove all watches, wrist bands, hats, scarfs, jewelry (other than wedding rings), cell phones, and electronic devices.
 - All electronic devices must be turned off prior to the start of the exam.
- If a student is absent for an exam the student:
 - must notify the course coordinator or nursing office prior to class time.
 - will be allowed to test if there is a legitimate reason for missing the exam.
 - must arrange with the course coordinator a time to take the missed exam.
 - will receive a grade of 0 (zero) for that exam if the missed exam is not taken as prescribed.
 - must arrange with the course coordinator to take the final exam if missed for a legitimate reason.
 - will receive a grade of Incomplete until the final exam is completed and a grade is assigned.
 - will not be given grades over the phone or via email.
- If a student is tardy for an exam:
 - The student will be allowed to take the exam within the remaining timeframe allotted for the exam as outlined in the specific course syllabi. The student will not be allowed to receive additional time to complete the exam.

******Final summative grades in all nursing courses will not be rounded. For example, if a student completes the course with a grade of 74.99, the actual grade assigned will be a 74. There are no exceptions to this rounding rule.**

Exam Review Policy

Exam review opportunities should be given to students who make ≤ 75 on an exam. For tracking of the review, students/faculty must complete a **Test Item analysis Worksheet**. These forms will be kept in the student's file. If the student does not make an effort to review the exam, a note should be made and placed in their file with efforts that have been made to help the student.

Exam Review Guidelines:

- Exam review scheduling will be at the discretion of the course coordinator and course faculty.
- If exam reviews occur in large groups, more than one instructor will be available to monitor during the review.
- Students will be required to place ALL personal items including their phones next to the wall away from them. Nothing will be allowed with the student during the review.
- Reviews will take place on a scheduled date and time and in a reserved classroom space.
- The faculty member reviewing the exam has the right to decide the format for the review and which questions warrant reviewing. Questions that less than 50% of the students scored correctly will be considered for review.
- At NO time will a student be allowed to argue with a faculty member regarding a question. If a student proceeds to do so, they will be requested to discuss their concern after the review and in consultation with the Director of Nursing.
- The final exam in each course will NOT be reviewed.

Evaluation

All students will be given multiple opportunities to evaluate faculty, courses, clinical experiences, and simulation. Evaluations are anonymous and feedback is encouraged. Faculty that teach less than 20% of a course will not be formally evaluated. However, evaluation may occur in the form of student outcomes evaluation.

Readmission Policy

A Student may apply for readmission to the Gordon State College Nursing Program one time only under the following conditions:

1. The student has not previously failed another nursing course, semester, or program.
2. The student failed the required course(s) for one semester of the nursing program with a grade of "D" 68 - 74.99, OR the student withdrew from the semester with a grade of W. (Students that fail any nursing course(s) with an "F" 67.99 or less, are not eligible to return to the nursing program.)
3. The student has no written disciplinary actions on file that may establish a pattern of unprofessional behavior.

If the student meets the above criteria, the student may appeal to return to the semester they failed no later than midterm of the following semester. The student must return to the semester within one calendar year of the failed attempt. Readmission will be dependent on the outcome of the appeal and seat availability/clinical capacity. This policy is in effect no matter where in the program the student is unsuccessful, and for all Gordon State College nursing programs. The student may be required to sign a contract outlining requirements to be readmitted into the nursing program.

CLINICAL POLICIES

Clinical is a privilege, not a right. The student must meet the standards of the clinical facilities and be courteous to everyone encountered in the facility. Students must adhere to clinical facility requirements in order to participate in clinical experiences. Clinical placement is based on clinical facility availability. The student clinical schedule cannot be changed after clinical assignments have been finalized.

Required Paperwork

Most clinical facilities require online orientations and several forms to be filled out and signed by the student before the student may attend clinical rotations. The specific instructions and forms are given to the students by the Clinical Coordinator. It is extremely important that all forms be filled out completely and returned to the Clinical Coordinator by the requested deadline. Students who fail to submit the required forms by the deadline will not be able to attend clinical; therefore, will not be able to complete the requirements for the nursing course.

Attendance

Attendance in clinical experiences is mandatory. Skills and clinical simulations are considered clinical experiences. A total of two (2) absences in clinical, skills lab, and/or clinical simulation in one semester will require the student to petition the Department Head to remain in the program. Any clinical experience (facility, community, lab, and/or simulation) must be made up. It is the responsibility of the student to contact the course coordinator to make these arrangements.

Appropriate documentation is required to be considered for an excused absence. Any student who comes to clinical unprepared must have clinical preparation complete within 15 minutes from the time the clinical day is scheduled to begin. If the student can complete the requirements within the allotted 15 minutes, the student can remain for the clinical experience. If the student cannot successfully complete the preparation within the allotted 15 minutes, the student will be sent home from clinical and will receive one clinical unsatisfactory. Make-up clinical requirements will be determined by the clinical instructor and/or the course coordinator. If the student arrives at clinical unprepared for any subsequent clinical days, a clinical unsatisfactory will be given and a pattern of behavior established that can lead to dismissal from the program.

Students are expected to arrive to clinical experiences on time. Appropriate documentation is required to be considered for an excused tardy. If a student is tardy less than 15 minutes after the start of the clinical experience, a counseling note will be written noting that behavior. If a student is tardy greater than 15 minutes for a clinical experience, the student will be sent home from clinical and will receive a clinical unsatisfactory. Repeated tardiness no matter the timeframe will result in a clinical unsatisfactory establishing a pattern of behavior that is grounds for dismissal from the program.

General Appearance

Students are expected to adhere to professional attire as outlined below. Students will be sent home for failure to arrive to clinical appropriately. The student will receive a counseling note and a clinical absence for the clinical day.

- A. Makeup may be used in moderation.
- B. Hair is to be clean, neat, and above the neckline and free of any unnatural color (i.e. neon colors). Students cannot wear ornate bows, scarves, or barrettes.
- C. Men are expected to be clean-shaven. Any sideburns, beards, or mustaches must be short and neatly trimmed.
- D. Fingernails should be clean, smooth, and short. No polish or artificial (acrylic) nails are permitted.
- E. Wedding bands and one set of posts or small stud earrings, according to agency policy, are the only jewelry permitted.
- F. Chewing gum and tobacco are prohibited in the clinical facility.
- G. Avoid breath and body odors (tobacco, perfume) that may be offensive to co-workers and clients.
- H. No tattoos are to be visible.
- I. Body piercing may not be worn in any visibly pierced body part except the ears (this includes but is not limited to tongue piercing).

Clinical Attire

For clinical experiences, students will wear the required uniform unless otherwise instructed.

- Uniforms are to be clean, neat, and well-fitting.
- Uniform top and scrub jacket must have the required GSC insignia applied.
- A plain white shirt or long sleeve shirt may be worn underneath uniform top.
- Dresses/skirts must be hemmed at or below the knee.
- In the clinical facility, students may only wear a scrub jacket with the required GSC insignia over their uniform.
- White or black leather shoes (no backless shoes) are to be worn with uniforms. Shoes and laces are to be kept clean.
- Appropriate under garments are expected.
- The GSC name tag and any required identification from clinical facility must be worn in the clinical areas at all times.
- All students will be required to wear solid colored scrubs and closed-toed shoes (no backless shoes) when participating in skills lab, skill check-offs, and simulations.
- Students will be allowed to wear a Gordon state T-shirt with solid colored scrub pants when participating in skills lab, skill check-offs, and simulations.
- **Students are required to adhere to any additional requirements pertaining to clinical attire as outlined in each course syllabi.**

Access to Clinical Records

Students are prohibited from photocopying, scanning, printing, photographing, or copying in any manner a client's healthcare record or other facility documents pertinent to the client. Students are not allowed access to client information after the client has been discharged from a clinical facility. Any student violating this policy will be dismissed from the nursing program for violation of the HIPAA law.

Substance Use

Any student using illicit drugs or alcohol is subject to immediate dismissal from the Gordon State College nursing program. If the student is under the influence of drugs or alcohol at a clinical facility, the student will be subject to any rules and regulations of the clinical host agency. Gordon State College and/or clinical facility can require a drug screen if drug use is suspected.

Sleep Deprivation

Any student who is unable to perform safely in the clinical setting due to sleep deprivation will be given a clinical unsatisfactory for that clinical day and sent home. A second occurrence of this nature will constitute a pattern of behavior and be grounds for immediate dismissal from the program.

Clinical Experience

Gordon State College has clinical affiliations with numerous health related facilities from Atlanta to Macon and surrounding areas. Every attempt is made to place students close to their home address. However, due to the number of students, spaces available, and other factors, there is no guarantee that students will be placed in the facilities nearest them. Students should be prepared to make personal arrangements accordingly. In addition, due to the preparation required to place students in the various clinical sites, last minute changes, just to accommodate personal preference, are not an option.

Clinical Performance Evaluation

Students and faculty will exchange information on a weekly and as-needed basis concerning the student's performance in the clinical area. Evaluation and discussion are ongoing and continue throughout the student's progression in the nursing program. Faculty are dedicated to working with students to enhance their acquisition of nursing knowledge and skills. Students are expected to build on previously learned skills and information and to carry those competencies into succeeding clinical experiences.

Students will be counseled and advised of unacceptable behavior. Evidence of the clinical performance conference will be documented and signed by the clinical instructor, the student, and a faculty or staff witness.

If the student demonstrates a pattern of unacceptable or inadequate behaviors, or commits a severe infraction, as evidenced by clinical instructor documentation, the student will receive a clinical failure for the pattern and/or for the severe infraction. According to the Gordon State College Nursing Program policies, that student will be dismissed from the nursing program with a failing grade and is ineligible to return.

Compliance with Policies of the Clinical Facility

Gordon State College is privileged to maintain memoranda of understanding (MOU) with clinical facilities across Georgia. The students and faculty are guests in these facilities and must abide by their rules and regulations. Failure to comply with any of these rules and regulations may lead to dismissal from the nursing program. When present in a clinical facility, the student is expected to:

1. follow the administrative policies, standards, and practices of that facility,
2. provide the necessary and appropriate uniforms and supplies where not provided by the facility,
3. report to the facility on time,
4. conform to the standards and practices established by Gordon State College Department of Nursing,
5. keep in confidence all medical and health information pertaining to clients,
6. not publish any material that identifies clients, facilities, or institutions without specific permission from the appropriate parties,
7. not discuss clients, families, facilities or any other confidential information on any social network, and
8. maintain professional conduct at all times.

Criminal Background Check

Clinical agencies require criminal background checks and drug screens. Students are given information on the company used for the background check and drug screen in the information provided after admission to the program. The student will be responsible for the expense of the background check. Prior to beginning clinical experiences, the GSC Department of Nursing and agencies may also conduct random drug screens at their discretion.

If a student voluntarily withdraws from the nursing program and later returns, the criminal background checks and drug screen must be repeated.

If a student is denied clinical placement at the clinical agency(ies) for the course clinical experiences based on findings in the student's criminal background check or drug screen, the student will not be able to complete the clinical requirements for that course. The student would then not be able to successfully complete the course; therefore, withdrawal from the program would be required.

Grades in Clinical

Successful performance in both the theory portion and the clinical component of the courses are necessary to satisfactorily complete and pass nursing courses.

- If a student's performance in clinical experiences is evaluated to be unsatisfactory, the student must withdraw from the nursing program. The student will earn a grade of "F" or "WF," depending on the date of withdrawal, regardless of theory grade and is ineligible to return to any Gordon State College nursing program.
- If the student's clinical performance is satisfactory, the student's grade for the course will be the grade earned in the theory component, i.e., if the student has a 73 average theory grade at the end of the semester and a satisfactory clinical performance, the student's grade for the course will be a "D".

Initial Credentialing and Annual Updates

Initially, students must submit evidence of a physical examination conducted by a physician, nurse practitioner or physician's assistant, immunization status, and proficiency in cardiopulmonary resuscitation (CPR). Only American Heart Association BLS CPR is accepted. An annual update of the

physical examination, Tuberculosis (TB) test, and the flu vaccine is required. CPR is to remain current throughout the nursing program. Students who do not turn in the physical examination requirements paperwork on time, as requested by the clinical coordinator, will lose their clinical placement and, therefore, will be required to withdraw from the nursing program.

1. HEALTH INSURANCE

The clinical agencies require that each student carry health insurance. At the beginning of each academic year, students must provide proof of insurance. Students must purchase a health insurance policy from the Board of Regents (BOR) approved agency through the Gordon State College Business Office. If a student has health insurance through a group policy, Medicare, or Medicaid, a waiver may be obtained from the approved insurance agency. For further information visit <https://www.gordonstate.edu/departments/bursars-office/student-health-insurance/index.html>

2. MALPRACTICE

The required malpractice insurance must be purchased through Gordon State College. Payment is included in student fees each semester.

Licensure Requirement

A student licensed in a health field must submit a copy of the license to the nursing program administrative assistant prior to starting the program, after any renewal, and after any change in status. A copy is kept in the student's file.

Student Employment

The Georgia Board of Nursing regulates nursing student employment. According to section 410-3.07(4): "Unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting which is integral to the curriculum."

SERVICE LEARNING GUIDELINES

Students will participate in service learning opportunities throughout the nursing program. "Service learning combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility" (American Association of Community Colleges, 2017). Specific service learning guidelines and expectations are outlined in the individual course syllabi. Students are expected to abide by all clinical policies and policies of the service learning experience.

STUDENT CONDUCT IN ALL LAB SETTINGS

1. Students must sign in and out of the practice lab.
2. Students are not allowed to eat, drink, or chew gum in the labs. Food and drinks must be kept in book bags.
3. Students are not allowed to talk or text on their cell phones while in the labs.
4. Cell phones must be turned on silent mode while in labs and must be kept in book bags.
5. Students are responsible for straightening the beds and their work area after each practice session.
6. Students will place supplies on the cart when finished practicing.
7. Only Gordon State College nursing students are permitted in the nursing labs.
8. Children are not allowed in the lab setting.
9. Students are expected to be prepared for skills by completing clinical skill modules prior to practicing.
10. No ink pens or printed materials are allowed around manikins. The ink will permanently stain the manikins' skin.
11. Simulator laptops, tablets, and SimPads are to be used only by Faculty.
12. Students will respect and care for the equipment and supplies.
13. Students should be courteous and civil. There is a 1-hour max practice time if other students are waiting to practice.
14. Students will adhere to the policies and procedures of the Nursing Lab at all times.
15. Students who do not follow these rules will be given a counseling note and asked to leave the lab. Repeated offenses will result in disciplinary action or dismissal from the nursing program.

Incidence/Accident Reporting

In the case of a student injury during a clinical experience, the safety and well-being of the student is priority. The student must **IMMEDIATELY** notify the faculty member or clinical preceptor responsible for the clinical learning experience. If the student is injured or experiences a high-risk exposure while under the supervision of a clinical preceptor, the course faculty member should be notified as soon as safely possible.

The policies of the facility will be followed. If the student chooses not to follow recommended guidelines, Gordon State College assumes no responsibility for the risks of exposure.

Definition of Preceptorship

Preceptorship occurs when an experienced nurse and a nursing student work together for a specified period of time. The preceptor is selected according to criteria developed by the Department of Nursing at Gordon State College. The preceptor acts as a role model and an advisor who guides and mentors the student. The student works toward the attainment of course and clinical goals which have been developed by the Department of Nursing and preceptor. The student will develop personal goals as well.

Preceptorship Guidelines

The Student

During the clinical component of the nursing program, the student is expected to synthesize previous learning into a student-selected experience with emphasis on health needs related to population-focused health.

Student Responsibilities

1. Identify in writing, specific clinical learning outcomes to meet specific learning needs. These clinical learning outcomes are to be agreed upon by the preceptor, student, and faculty member.
2. Review individual and overall clinical learning outcomes to determine progress and additional learning needs.
3. Meet with preceptor to discuss student objectives.
4. Advise preceptor of previous clinical experience.
5. Adhere to all policies and procedures of the clinical setting.
6. Practice under the supervision of the nurse preceptor to meet clinical learning outcomes.
7. Participate in teaching/learning activities in the practice setting under the guidance of a preceptor.
8. Collaborate appropriately with other health care professionals while in the practice setting.
9. Provide quality nursing care to a selected group of clients.
10. Complete a written self-evaluation at the end of the clinical experience. The self-evaluation should reflect clinical learning outcomes and personal objectives and should be shared with the preceptor and faculty member for feedback.
11. Keep a weekly journal to document clinical activities and personal growth.
12. Seek ongoing evaluation from preceptor related to clinical performance.
13. Contact faculty liaison for questions arising during course of preceptorship.
14. Report all absences to preceptor and to faculty liaison at the time they occur.
15. When applicable, complete a clinical project in collaboration with input from preceptor and faculty.

The Preceptor

The preceptor acts as a role model, supervisor, guide, and teacher. The preceptor assumes responsibility for student teaching while retaining responsibility for client care. The preceptor assists the student in developing a plan that meets clinical learning outcomes, guides, supervises the student in the clinical setting, and evaluates the student's performance. ***In order for a nursing student to precept in specialty areas such as the Intensive care Unit and Emergency Center, the student must have a Nursing GPA equal to or greater than a 3.0.***

Preceptor Responsibilities

1. Review the student's objectives and guide his/her learning through selections of new and complex assignments in order to meet clinical learning outcomes.
2. Supervise and teach the student in the clinical area giving frequent feedback.
3. Orient student to organizational policies and procedures specific to the setting.
4. Evaluate the student's learning based on the agreed upon clinical learning outcomes.
5. Give feedback to the faculty concerning the student's performance.
6. Report any student absences to the faculty member/liaison.
7. Evaluate the clinical practicum experience using forms provided.
8. Consult with designated faculty as needed. Confer with faculty member and student to assure that learning experience is progressing to the satisfaction of the student, preceptor, and faculty.
9. Must be physically present with the student in the clinical area at all times. Provide a substitute preceptor in the event of an absence.
10. Provide "Faculty Qualification Data" as required by the Georgia Board of Nursing, using the form provided.
11. Display clinical competence and acceptable technique when teaching skills.
12. Allow student to independently apply knowledge and skill.
13. Provide the student opportunities to assume leadership roles.
14. **Directly supervise students in preparing and administering all medications or performing any invasive skills.** Cosign MAR and narcotic book (**Per Facility Guidelines for RN-BSN students*).
15. Administering IV push medications, except for flushing INT catheters and heparin locks, is at the discretion of the preceptor and the agency policy. No IV push medication can be given without the direct supervision of the preceptor in monitoring the student during preparation of the medication to the injection of the medication. **No IV push cardiac medications will be given by the student (*Per Facility Guidelines for RN-BSN students).**

The Faculty Member

The faculty member gives guidance and support to the preceptor. The faculty participate in the recruitment of preceptors, provides support during the clinical experience, and collaborates with the facility in determining placement. A faculty member will meet with the preceptor regularly to discuss student learning needs and clinical performance.

Faculty Responsibilities

1. Assist the preceptor by:
 - a. being a resource and support person.
 - b. informing the preceptor and staff about the goals of the clinical experience and roles of students.
 - c. meeting with the preceptor and student during the semester to discuss student progress.
 - d. being available by phone or having a designated faculty member available.
 - e. assisting with the student evaluation process.
 - f. guiding the preceptor in his/her role.
2. Request return of completed Preceptor Qualification Record.
3. Communicate with preceptor regarding preceptor requirements/responsibilities and course

outcomes.

4. Assist the preceptor in decision making regarding planning, implementing, and evaluating the students' learning experiences.
5. Provide selected teaching strategies to preceptor as needed.
6. Schedule conferences for students to discuss progress towards meeting clinical learning outcomes. Visit student in practice setting as needed throughout the precepted experience.
7. Evaluate the clinical experience (facility, preceptor, student).
8. Assist preceptor with evaluation process as needed.
9. Maintain ultimate responsibility for decision concerning student evaluation.
10. Assist student with problem solving in the practice setting as needed.
11. Be available via telephone/email for any problems occurring during precepted experience.
12. Complete faculty portion of final evaluation form, collect clinical evaluation and preceptor student evaluation forms.

SECTION V

RN-BSN

COMPLETION

PROGRAM

ARTICULATION

CREDIT POLICY

BSN COMPLETION (RN-BSN) PROGRAM POLICIES/GUIDELINES

RN-BSN Completion Program: Articulation Credit Policy

The student who successfully completes the first semester of the RN-BSN program will be awarded 31 hours of credit for the Associate Degree or Diploma Nursing program as set forth in the Georgia RN-BSN Articulation Model.

During the admission process, any RN student who has not graduated from a nursing program in the State of Georgia will have their transcripts reviewed. Nursing courses will be evaluated and must be comparable to the requirements set for students graduating from programs of nursing in the State of Georgia. Gordon State College reserves the right to ask an applicant from an out of state nursing program to satisfy any curricular deficiency prior to acceptance into the RN BSN program.

Policy for RN student who graduated more than 4 years ago and has not practiced as a Registered Nurse for at least 1000 hours (approximately 6 months) during the past three years.

1. Student must meet with the BSN Department Head prior to the first semester and first day of class for the RN-BSN program.
2. Student must pass an exam with medical-surgical and pediatric content with 75% or higher.
3. Student must pass a skills check-off of common nursing skills.
4. Student must pass NURS 3092 with 75% or higher in the first semester of BSN Completion (RN-BSN) program.

Once student has successfully completed the above requirements, they will be eligible for transfer of nursing credit through the GA RN-BSN Articulation Agreement.

Nursing License & NCLEX Policy

Prior to starting any clinical nursing courses, the student must have a current, unrestricted Georgia Board of Nursing registered nurse license.

NCLEX Policy for Progression

If a student has not passed the NCLEX exam and received a Georgia Board of Nursing license by the start of second semester, the student will not be allowed to progress in the BSN Completion (RN-BSN) program under any circumstances. If the student does not present a valid license, he/she must withdraw from the program and will be considered for readmission when the nursing license has been obtained. Credit will be given if the student successfully completed the first semester. Once the student passes the NCLEX, they may reapply to enter the program. Prior to acceptance into any clinical courses, the RN student must perform a detailed health assessment equal to that which they learned in the Health Assessment and Promotion (NURS 3092) course. Following the successful completion of the health assessment, the student will be allowed to register for the second semester courses.

Professional Liability Insurance

Professional liability insurance is required. The Business Office at Gordon State College will include a fee for liability insurance in total fees. Proof is required unless waiver is signed. RN's may also have personal professional liability insurance.

Signature for Charting

When charting during clinical experiences, students should sign their first and last name with each entry. In addition, students are to identify themselves using the following letters to signify their affiliation with Gordon State College: NAME – RN, GSC BSN(s)

Retention and Return Policy

A RN-BSN nursing student who voluntarily withdraws from the BSN Completion (RN-BSN) Program must submit a request in writing for readmission to the nursing program along with a completed nursing application form by the application deadline for the semester the nursing student wishes to attend. The candidate must meet all of the admission/acceptance requirements, including an overall GPA of 2.5 or higher in nursing courses that have been completed in the BSN Completion (RN-BSN) Program to be considered. Re-entry occurs on a space available basis.

Students who successfully complete their first semester courses and decide to withdraw from their cohort and not continue into second semester, must reapply for consideration into future second semester courses according to the application deadlines as posted on the Gordon State College website. The application to continue into second semester RN-BSN courses must be submitted prior to two years from the last date of attendance at Gordon State College.

Upon acceptance of the application and request to continue into second semester courses, the RN student must perform a detailed health assessment equal to that which was learned previously in NURS 3092 (Health Assessment and Health Promotion). Following the successful completion of the health assessment, the student will be allowed to register for the second semester courses including ones with a clinical component.

Students who successfully complete the first and second semester RN-BSN courses and decide to withdraw from their cohort and not continue into third semester, must reapply for consideration into future third semester courses. The application to continue into third semester RN-BSN courses must be submitted prior to two years from the last date of attendance at Gordon State College.

Upon acceptance of the application according to the deadlines as posted on the Gordon State College website, the student will be allowed to register for the third semester courses on a space available basis.

Each student's continued enrollment in the BSN Completion (RN-BSN) program is based on physical as well as emotional health. Students may be referred to appropriate resources if they develop evidence of physical or emotional illness. If the student's illness impairs his/her ability to implement nursing responsibilities safely, the student may be asked to withdraw from the program until the student can resolve the situation. Reinstatement will be considered on an individual basis by the nursing faculty and will require a request in writing. The student must meet all of the admission/ acceptance requirements and re-entry will occur on a space available basis.

SECTION VI

Department of Nursing Forms

THE FOLLOWING PAGES CONTAIN POLICIES THAT MUST BE PRINTED, SIGNED AND RETURNED TO THE NURSING DEPARTMENT AS OUTLINED IN ORIENTATION. SIGNED FORMS MAY BE SUBMITTED ELECTRONICALLY.

GORDON STATE COLLEGE
SCHOOL OF NURSING, HEALTH AND NATURAL SCIENCES
DEPARTMENT OF NURSING
CORE PERFORMANCE STANDARDS FOR COMPLETION OF THE NURSING
PROGRAM VERIFICATION FORM

As an applicant to the Gordon State College Nursing Program, you have been provided access to the Department of Nursing Student Handbook which outlines the ***CORE Performance Standards for Completion of the Nursing Program***. The physical and communication skills of the profession and, similarly, the program have been identified in this document. At Gordon State College, your personal health background and/or disabilities, if any, are not known to the program faculty unless outwardly evident through personal contact or an Advocacy Letter from the Director of Counseling & Accessibility Services. Your preparedness for the behavioral tasks of nursing is determined by your acknowledgment to us that you do not knowingly possess any limitations that could prohibit your ability to meet the requirements and perform the functions described in the “Technical Standards” document.

You are asked to confirm that you have reviewed the ***CORE Performance Standards for Completion of the Nursing Program*** and to indicate your ability to comply with the outlined requirements, through your signature below. If you have knowledge or concerns about an inability to meet all standards, do not sign below, but rather explain on an attached sheet any disability(ies), citing the standard(s) that you feel you cannot meet. The Department of Nursing will then communicate with you to address problem area(s) in consultation with the Director of Counseling & Accessibility Services.

I have read the ***CORE Performance Standards for Completion of the Nursing Program*** and attest that I am not aware of any condition and/or disability that would interfere with my ability to comply with each and every requirement outlined in the document. If any such condition should occur during my program enrollment, I agree to immediately bring my problem to the attention of the Director of Nursing.

Print Name: _____

Gordon State College ID: 929-_____

Signature: _____ Date: _____

Witness: _____ Date: _____

NURSING POLICIES: INFECTIOUS DISEASES

It is the policy of this school to provide academic programs, support services, and social and recreational activities to all qualified individuals. In the event that a student is diagnosed with, or shows signs of, an infectious disease or condition, the student may be excluded from enrollment or restricted from classroom or clinical activities IF medically based judgments in each individual's case establish that exclusion or restriction is necessary to the welfare of the individual, other members of the College community, or clients under the student's care.

Gordon State College (GSC) has the responsibility to balance the rights of the ill individual to receive an education against the rights of others to function in a protected environment. GSC nursing students will be participating in face-to-face class and patient care activities that may expose them to infectious diseases while completing course and clinical requirements. GSC nursing students are obligated to follow the policies and procedures of each host facility regarding infectious diseases.

Infection Control

GSC nursing students are required to review resources such as handouts and videos to aid them in the demonstration and practice of the selection, the donning, and the doffing of Personal Protective Equipment. GSC nursing students must practice standard precautions at all times and in all clinical settings. If a student is exposed to an actual or potential infectious agent, the student must follow the guidelines of the host facility for reporting the incident and for laboratory testing. Students understand and agree that all cost related to testing, treatment(s), medication(s), and follow-up are at the expense of the student.

Liability

The student understands that the clinical aspects of the nursing program may represent medical risks even when correct procedures are followed. Students understand that they are entering the clinical aspect of this program at their own risk and will not hold Gordon State College or the clinical facility liable for any illnesses or injuries resulting from these clinical experiences.

In addition, GSC is not liable for any potential exposure to or acquisition of infectious diseases that may result from my contact with others on campus and/or in the clinical environment. GSC is not liable for medical expenses related to testing or treatment of infectious disease.

****** If a GSC nursing student does not sign this waiver, they will not be allowed to go into clinical settings and thereby will be unable to meet the clinical requirements of a course. A student that does not complete the required number of clinical hours cannot progress into the next semester of the nursing program.*

Print Name: _____ GSC ID: 929-_____

Signature: _____ Date: _____

Witness: _____ Date: _____

NURSING POLICIES: VACCINE POLICY-HEPATITIS B

The Department of Nursing requires a physical examination of all students prior to entering the first nursing course. Immunization against hepatitis B is required. An antibody titer for Hepatitis B may be required by the clinical facility prior to clinical rotations.

Hepatitis B: Hepatitis B is a viral infection caused by the hepatitis B virus (HBV). It infects an estimated 43,000 people each year. Most recover, but approximately five percent of the adults with a Hepatitis B infection become chronic carriers of the virus. Some may develop chronic active hepatitis and cirrhosis. HBV appears to be a causative factor in the development of liver cancer. Approximately 15-25% of people with chronic infection will die prematurely as a result of the infection. Recent studies indicate that immunization against hepatitis B prevents acute hepatitis and also reduces illness and death from chronic active hepatitis, cirrhosis, and liver cancer.

The virus is found in the blood and body fluids of carriers and of those with acute disease. Transmission is by contact with these fluids, through contaminated needles and syringes, and in utero from mother to infant. It affects all ages, but mostly young adults. The incubation period is up to six months.

The Vaccine: Hepatitis B vaccines are made synthetically. They do not contain blood products. You cannot get hepatitis B or other blood borne disease from the vaccine.

Hepatitis B: Student Statement of Understanding:

I have read the information about hepatitis B and the hepatitis B vaccine. I understand that this information is not exhaustive and that I should discuss the issue with a health care practitioner for further information. I have had the opportunity to ask questions. I understand that the vaccine is required and that a titer may be requested from some of the health care agencies. I understand that the vaccination is at my own expense. I understand that some clinical facilities require that students have this immunization; therefore, my student clinical experiences may be limited because of refusal to have the Hepatitis B immunization.

Print Name: _____

Gordon State College ID: 929-_____

Signature: _____ Date: _____

I have had the vaccine: YES NO

I am in the process of completing the series: YES NO

STUDENT REFERENCE REQUEST AND FERPA RELEASE

I request a member of the Nursing faculty to serve as a reference for me. The purpose(s) of the reference is(are):

- Application for employment YES NO
- All forms of scholarship or honorary award YES NO
- All prospective employers YES NO
- Specific employers YES NO

Names of Employers: _____

- Admission to another educational institution YES NO

The reference may be given orally and/or in writing. I authorize a nursing faculty member to release information and provide an evaluation about any and all information from my education records at Gordon State College, including information pertaining to my education at other institutions I have previously attended that is a part of my education record at Gordon State College, deemed necessary by the faculty member to provide the above reference.

References are requested for:

- All educational institutions to which I seek admission: YES NO
- Specific educational institutions listed below to which I seek admission: YES NO
- All organizations considering me for an award or scholarship: YES NO
- Specific organizations listed below considering me for an award or scholarship: YES NO

I understand further that:

1. I have the right not to consent to the release of my education records;
2. I have the right to receive a copy of any written reference upon request;
3. That this consent shall remain in effect until revoked by me, in writing, and delivered to the nursing office prior to the receipt of any such written revocation which will be date stamped in the nursing office.

Print Name: _____

Gordon State College ID: 929-_____

Signature: _____ Date: _____

Witness: _____ Date: _____

Memorandum of Agreement with Clinical Facilities

The following documents are student-related excerpts from the Memorandum of Agreement that Gordon State College maintains with each clinical facility to which we take students for learning experiences. This agreement is to be signed as a junior and updated annually. Please read and sign one copy, and return to the course coordinator.

AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the "Facility")

RE: _____
(Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the

basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

Print Name: _____

Gordon State College ID: 929-_____

Signature: _____ Date: _____

Witness: _____ Date: _____

STUDENT APPLIED LEARNING EXPERIENCE AGREEMENT

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Georgia Hospital Association member Facility or any other Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or clients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Georgia Hospital Association, the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture, or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Blood borne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student.

Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available

to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's clients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

Print Name: _____

Gordon State College ID: 929-_____

Signature: _____ Date: _____

Witness: _____ Date: _____

I hereby acknowledge access to an electronic copy of the Nursing Student Handbook for the Gordon State College Nursing Program. I have read the handbook in its entirety and I understand the content. I agree to abide by and to comply with the terms, conditions, regulations, responsibilities, duties, and policies set forth in this Handbook.

The information in this Handbook supersedes all previously published information about the nursing program. I understand that any changes in the Handbook will be provided to me in writing and that changes are binding. I will be held to the standards and policies of the most current Handbook, no matter when I was admitted.

During orientation to class in my respective semester, specific attention was given to the following policies by the course coordinator and/or designee. I understand that I am responsible for reviewing all other policies and contents of the Handbook. (*Initial and sign below.*)

_____ Dismissal Policy
 _____ Academic Progression Policy
 _____ Civility Policy
 _____ Classroom Behaviors
 _____ Electronic Devices
 _____ Recording Class Sessions
 _____ Exams
 _____ Readmission Policy
 _____ Student Conduct in Lab Settings
 _____ Evaluation

Print Name: _____

Gordon State College ID: 929-_____

Signature: _____ Date: _____

Witness: _____ Date: _____

DOCUMENTATION OF GA RN-BSN ARTICULATION PLAN***BSN COMPLETION (RN-BSN) STUDENTS ONLY***

Each student in the BSN Completion (RN-BSN) program must complete either part A or part B of this form in order to be eligible for transfer of credit through the Georgia RN-BSN Articulation Agreement.

Part A – To be completed by RN students who have graduated within 4 years

Student Name _____
(Please Print)

I graduated from _____ (name of school) on _____ (date)
and

received the following degree or diploma _____

A copy of the transcript indicating this degree is on file in the Department of Nursing.

Signature _____ Date _____

Part B – To be completed by RN student who graduated more than 4 years ago.

Student Name _____
(Please Print)

I have practiced as a registered nurse for at least 1000 hours (approximately 6 months) during the
past three years at _____ (Name of Institution)

This information can be verified by:

Name and title _____

Phone Number _____

Signature _____ Date _____