

TIDEWATER COMMUNITY COLLEGE



**School of Health Professions
Practical Nursing Program**

**Nursing Student Handbook
Tidewater Community College
Virginia Beach, Virginia**

2023

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Welcome

Welcome to the School of Health Professions-Practical Nursing at Tidewater Community College (TCC). The Health Professions School of Practical Nursing is physically located in the Health Professions building on the Virginia Beach Campus in Virginia Beach.

This Practical Nursing Student Handbook provides important information to be used by students at all locations throughout the nursing program. This handbook provides policies, guidelines and procedures of the practical nursing program and will serve as to supplement the student policies, procedures, and regulations presented in TCC communications and publications as applicable. You are responsible for the information contained in this document, as well as other nursing documents and the College Catalog and Student Handbook.

The Health Professions Practical Nursing Program will adhere to Tidewater Community College policies and procedures. However, to support student success on the practical nurse licensure examination, and in clinical practice, the Practical Nursing Program has established procedures and expectations that may vary from those of non-nursing courses/programs at the College. Students are informed of these procedures and expectations via the Student Practical Nursing Handbook.

The faculty will review the Practical Nursing Student Handbook annually for accuracy. Changes in policies and procedures may occur during your time in the nursing program. Changes will be posted on the Practical Nursing Students learning management system (Canvas) site, distributed in class, or emailed. Significant changes in instructional policies or procedures that affect students may also be communicated to via addendums to the Practical Nursing Student Handbook.

Graduates of the TCC Health Professions School of Practical Nursing program are eligible to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon licensure, the graduate nurse can perform at the established competency level of a practical nurse, as established by Accreditation Commission for Education in Nursing (ACEN) and the Virginia Board of Nursing, after adequate orientation in healthcare facilities.

Tidewater Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, veteran status, gender, age, sexual orientation, or disability in its programs or activities.

The TCC Health Professions School of Practical Nursing Faculty and Program Head wish you much success as you pursue your nursing education and look forward to you joining the profession of nursing!

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I. Mission and Graduate Learning Outcomes

Tidewater Community College provides collegiate educational and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

Commitments that Inform the Mission

- Open access to high-quality, affordable education to prepare students for transfer to an associate degree program, as well as for entry or advancement in the workforce.
- Cultural diversity as a critically important strength for students to meet the changing needs of a pluralistic, democratic society.
- Lifelong learning to heighten the awareness of students to multiple paths for achievement while helping them pursue the choices most conducive to their individual needs.
- Partnerships and proactive responsiveness to develop cutting-edge programs that meet the changing needs of students and industry, while contributing to the economic, civic and cultural vitality of the regions, the Commonwealth, the nation, and the international community.
- A comprehensive range of programs and services recognized for excellence by leaders of business, industry, and government and by educators in K-12 education and four-year colleges and universities.

Tidewater Community College Practical Nursing Program adopts and ascribes to the VCCS Nursing Mission and Philosophy which aligns with the Tidewater Community College Vision and Mission.

TCC Vision and Mission	VCCS/ BSON Nursing Mission and Philosophy
<p>Vision: To be our community’s first choice for education, opportunity, partnership, and innovation. Mission: Tidewater Community College provides collegiate education and workforce training to individuals of all ages, helping them achieve their goals and contribute to the vitality of the regional and global community.</p>	<p>Mission: To provide affordable, community access to quality practical nursing education. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in 21st century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia. The Practical Nursing program expands this mission to prepare students to meet the needs of the regional and global community.</p>
<p>Core Values:</p>	<p>Philosophy:</p>
<p>Teaching & Learning Excellence: Provide students a path to academic achievement through active engagement, high academic expectations, and opportunities for exploration and curiosity.</p>	<p>Nursing faculty ascribe to the core competencies for nursing and nursing education.</p>

Diversity, Equity, & Inclusion: Create an environment in which policies, practices, and beliefs are grounded in the principle of fairness and that acknowledges structural racism, gender disparities, and systemic poverty while honoring the diversity of humanity.	Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient centered care.
Community: Actively engage our stakeholders to design and deliver programs and services to support our students and the region.	Nursing care is provided in collaboration with the patient, the family and members of the health care team.
Innovation: Imagine and proactively apply new methods and creative solutions.	The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Information management essential to nursing care is communicated via a variety of technological and human means.
Empathy: Engage in actions that promote personal well-being, social good, and trust by continually recognizing the interdependence of our students, employees, and community in a shared human experience.	While firmly based in science and the arts, the essence of nursing is caring, and compassionate patient centered care.
Integrity: Demonstrate truthfulness, transparency, and stewardship through responsible actions and decisions.	The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings.
Accountability: Hold ourselves and each other responsible for fulfilling our obligations.	Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care.

End of Program Student Learning Outcomes

The members of the nursing faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. Nursing program curricula must reflect current practical nursing practice and be based on current nursing and healthcare initiatives. A curriculum built in this manner provides an evidence-based curriculum to meet today's healthcare needs. Member of the nursing faculty from all of the Virginia Community College System nursing programs developed the graduate learning outcomes from a review of current literature on practical nursing practice and nursing education. The Commonwealth of Virginia Regulations Governing the Practice of Nursing, Virginia Board of Nursing, were considered in this review. The results of this literature search guided the development of the graduate learning outcomes. These graduate learning outcomes, along with their related competencies, represent the knowledge, skills, and attitudes expected of the graduates of the Tidewater Community College, Practical Nursing Program.

End of program student learning outcomes are statements of expectations written in measurable terms that express what a student will know, do, or think at the end of the practical nursing program, in other words, characteristics of the student at the completion of the program. Learning outcomes are measurable learner-oriented abilities that are consistent with standards of professional practice.

The End of Program Student Learning Outcomes are:

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

Program Outcomes

The Tidewater Community College Practical Nursing Program Outcomes are measurements of program quality and include NCLEX-LN first time pass rates, program completion rate and graduate satisfaction. These outcomes will be regularly evaluated and help to inform decision making within the practical nursing program. Information regarding achievement of program outcomes is shared with students via the Student Faculty Liaison Committee.

Graduates of the Practical Nursing program are eligible to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon licensure, the graduate nurse can perform at the established competency level of a practical nurse, as established by Accreditation Commission for Education in Nursing (ACEN) and the Virginia Board of Nursing, after adequate orientation in healthcare facilities.

II. Statutes, Regulations and Technical Standards for Nursing

Board of Nursing Statutes and Regulations

"Practical nurse, or "vocational nurse" means a person who is licensed or holds a multistate licensure privilege under the provisions of this chapter to practice practical nursing as defined in this section. The abbreviation "LPN." shall stand for such terms. For details on the following regulation and a comprehensive list of Laws Governing Nursing refer to the Virginia Board of Nursing's web site:

https://www.dhp.virginia.gov/media/dhpweb/docs/nursing/leg/Chapter_30_Nursing.pdf

- § 54.1-3007. Refusal, revocation or suspension, censure or probation.
- § 54.1-3008. Particular violations; prosecution.
- § 54.1-3011. Renewal of licenses; lapsed licenses; reinstatement; penalties.
- § 54.1-3019. Use of title "licensed practical nurse" or "L.P.N.".
- § 54.1-3020. Qualifications of applicant for practical nurse's license; examination; graduates of foreign nursing education programs.
 - Board of Nursing—Application for Licensure
 - Excerpt: Code of Virginia

Guidance Document : 90-59 Barrier Crimes Impact of Criminal Convictions on Registration of Medication Aides and Licensure of Massage Therapist in Virginia-full document posted on BSON Student Canvas for full access.

Health Professions Practical Nursing Program Technical Standards

Tidewater Community College is committed to admitting qualified students without regard to race, color, age, national or ethnic origin, disability, sex, marital status, sexual orientation or religion. In preparation for the practical nursing role, nursing faculty expect the student to show emotional stability and demonstrate the ability to meet the demands of a rigorous nursing program. Nursing program applicants and continuing students in the program must be able to meet the cognitive, affective and psychomotor requirements of the curriculum.

Specific essential abilities or technical standards have been identified by the Practical Nursing program in accordance with Section 504 of the Rehabilitation Act of 1973 and the 2009 Americans with Disabilities Act Amendment (ADAAA). These technical standards include all of the nonacademic abilities essential for the delivery of safe, effective nursing care, with or without reasonable accommodations.

Qualified applicants and students are expected to meet all admission criteria, as well as these technical standards with or without reasonable accommodations and to maintain related satisfactory demonstration of these standards for progression through the program. The technical standards that have been identified as necessary to meet nursing curriculum technical standards requirements include, but are not necessarily limited to the following:

Observation

The ability to make observations in connection with other identified practical nursing student competencies. The student must be able to observe the patient accurately, at a distance and close at hand, and observe non-verbal communications when performing nursing assessments, interventions, or administering medications. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information may be derived from visual inspection of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds, etc.)

Observation competencies include, without limitation, the ability to accurately:

- use and interpret information obtained from digital, analog, and waveform diagnostic tools (such as sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools that monitor or obtain physiological phenomena.
- observe a patient during the course of a comprehensive or focused physical assessment to determine signs and symptoms of disease, pain, and infection.
- observe and interpret normal findings and deviations from normal findings (such as a patient's heart and body sounds, body language, the color and odor of wounds, drainage, urine, feces, expectoration, and sensitivity to heat, cold, pain, and pressure.

Motor

The student should have sufficient motor functions such that they are able to safely execute movements required to provide general care and treatment to patients in all health care settings. Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. The student should be able to perform nursing skills requiring the use of gross and fine motor skills, equilibrium, and functional uses of the senses of touch, vision and hearing.

Motor skill competencies include the ability to perform the following:

- transfer and position patients.
- position and re-position self around patients.

- procedures involving fine motor skills such as IV insertion, venous blood draw, urinary catheter insertion, medication administration.
- basic life support (including CPR).
- move and operate equipment typically found in the health care environment (such as IV infusion pumps, syringes, cardiac monitor, electric and manual blood pressure equipment, safe patient handling equipment).

Cognitive

The student must be able to develop and refine problem-solving skills that are crucial to practice as a nurse. Problem-solving involves the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. Each student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, teachers, and the nursing and medical literature to formulate sound judgment in patient assessment, intervention, evaluation, teaching, and setting short- and long-term goals.

Cognitive skill competencies include the ability to:

- assimilate and apply knowledge acquired through lecture discussions and readings.
- maintain reality orientation.
- comprehend and apply basic mathematical skills related to nursing (factor labeling, use of conversion tables, calculation of drug dosages and solutions).
- comprehend and apply abstract concepts from biological, sociological, and psychological sciences.
- communicate and organize thoughts to prepare written documents that are correct in style, grammar, and mechanics.

Behavior and Social

The student is expected to demonstrate compassion, integrity, motivation, accountability, effective interpersonal skills, and concern for others.

Behavioral and Social competencies include the ability to:

- fully utilize intellectual abilities, exercise sound judgment to complete assessment and intervention activities, and develop sensitive interpersonal relationships with clients, families, and others responsible for health care.
- establish rapport and maintain sensitive and confidential interpersonal relationships with individuals, families, and groups from diverse social, emotional, cultural, and intellectual backgrounds.
- function effectively under stress, including emergency situations.
- adapt to changing environments, display flexibility, arrive on time and meet the demands for timely performance of duties.
- accept and integrate constructive criticism given in classroom and clinical setting.
- function effectively in the face of uncertainties inherent in the clinical problems of many clients.

Criminal History and Sex Offender Crimes Against Minor Background Checks

All nursing students are required to complete a Criminal History and Sex Offender Crimes Against Minors Background Check prior to beginning the nursing program. TCC Practical Nursing program will designate CastleBranch as the vendor for this criminal background screening. **Results from any other company will not be accepted.** The student is responsible for the cost of the criminal background

screen(s) at the time of the screening.

Results of the criminal history background checks will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new criminal background history check will be required before readmission. Students should be aware that the Virginia State Board of Nursing may deny, suspend or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Successful completion of the practical nursing program at Tidewater Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

III. Resources/Support Services

Personnel

Key Personnel include:

- Associate Dean
- Program Head
- Nursing Faculty
- Administrative Assistants

Listing and contact information can be found on the TCC practical nursing personnel listing (Attachment A) and the TCC website.

Communication

Students may contact nursing faculty **through their TCC office phone numbers or email.**

Student absences should be communicated directly with the nursing faculty. Faculty may communicate via the TCC/VCCS e-mail which is the official individual communication method.

Students are responsible for all information contained within the Canvas site. Students are expected to review Canvas “Announcements” and TCC/VCCS e-mail at least every other day to stay current with communications from the faculty.

Communications between and among students and faculty should always remain professional in nature. Unprofessional communication either in a face to face discussion or via TCC email is a violation of student conduct guidelines. Students who violate student conduct guidelines will be referred to the Office of Student Affairs for further disciplinary action.

Students may access final grades online in the Student Information System. Grades will not be issued by the practical nursing program head’s office. Electronic, telephone and student to faculty communication etiquette:

- Begin all communication with a salutation and end with your name and your course name/number.
- Faculty will respond within 48-72 hours, excluding weekends and holidays, to any message unless they have notified you in advance of a period when they are unavailable.

Student-Faculty Advising

Each student will be assigned to a nursing faculty advisor for academic assistance. Students are encouraged to meet with their assigned faculty advisor at least one time per semester or more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. The focus of the advising program is on enhancing student success, and review of curriculum progression (See Attachment B). The

advisor will have office hours posted for regular conferences. Students should email their advisor to set a time for an advising meeting.

Financial Aid Scholarships

Special scholarships are available for practical nursing students who qualify. Contact the Financial Aid Office for information and applications. Scholarship information can be located on the TCC financial aid website as well as the VA Department of Health(VDH) website.

Career-Transfer Resources

The practical nursing program supports TCC's mission related to lifelong learning to achieve career goals. Nurses are encouraged to pursue lifelong learning to meet the needs of diverse populations and to compete in a changing health care environment. TCC offers a LPN-RN transition program, with credit for the pre-admission semester and upon completion of NSG 115 and NSG 200, 150 hours of clinical, TCC provides credit for the first two semesters of the RN/Associate Degree Program. To learn more please visit TCC's website: <https://help.tcc.edu/s/article/Nursing-Program>

Student Development

Personal and career planning are available through the Counseling Office, Building A, Room 140. Any of the counselors are available to assist nursing students. The main number for counseling is (757) 822-2200. Other numbers for Student Development include (757) 822-2170; (757) 822-2172. More information is provided at <https://www.tcc.edu/service-support/advising/>

Library/Resource Center

The library is located on College Cres. on the TCC Va Beach campus. The Joint Use Library offers media, textbooks, periodicals and an open computer lab. Contact the library for hours of service (757) 822-7800.

Learning Assistance Center

Students may receive assistance with reading, writing and mathematics from the Learning Assistance Center located at the Lynn Haven building, Room E119 on the VAB campus. Virtual tutoring is available. For information, go to <https://www.tcc.edu/service-support/tutoring-services/learning-assistance/>

Technology for Remote Learning For online classes, a desktop or laptop computer with an up-to-date browser is required. More information on requirements and resources is located at <https://www.tcc.edu/about-tcc/safety-security/emergency-preparedness/covid-19-tccs-response-and-resources-for-faculty-staff-and-students/computers-connections/>

Veteran's Affairs

The College offers resources and support for Veterans. More information is available at: <https://www.tcc.edu/service-support/military/resources/>

IV. Student Rights, Responsibilities and Engagement in Governance

TCC Office of Educational Accessibility

A counselor is available on each campus to assist students with physical, sensory, and/or learning disabilities, or chronic health problems that require assistance, academic accommodations, or program modifications. Students seeking services should contact the Educational Accessibility counselor 45 days before classes begin. Contact information is found on the website: <https://www.tcc.edu/service-support/students-disabilities-accommodation/>

Academic Accommodations

Request for academic accommodations must go through the Office of Educational Accessibility <https://www.tcc.edu/service-support/students-disabilities-accommodation/>

Any student with academic accommodations must bring a copy of the original and any updated documented accommodation form to the faculty during the first day of class (or as soon as the document is obtained from the Educational Accessibility counselor if it is a new accommodation). Faculty will review the accommodation for relevance to the nursing curriculum and will discuss with the student. Students having special academic needs or problems should also initiate a conference with the assigned faculty advisor.

Student Protections

Inquiries related to the college's non-discrimination policies may be directed to the Director of Human Resources, P. O. Box 9000, Norfolk, VA 23509-9000, or call (757) 822-1708

Faculty and staff insure that all transactions with students are handled in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records.

Under this law, students have the following rights with regards to their educational records:

- The right to inspect and review their education records.
- The right to request an amendment to their education records when they believe the records read inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with FERPA.

Student Identification Cards

Student ID cards must be always displayed while on campus. ID cards are made in the student center on the Va Beach campus.

Student Activities & Leadership

The Student Activities Office is located in the Student Center on the Va Beach Campus. Students may contact the activities director at (757) 822-2258 for available hours of operation. Campus activities are planned through Student Activities Office to include sports activities, sororities, fraternities, spring and fall Festivals, International Day and many others. Students are encouraged to obtain college-wide calendars or view the video bulletin board located throughout campus for these events

TCC Student Government Association (SGA)

Students are encouraged to participate in governance through the Student Government Association (SGA). All students are automatically enrolled as a member of SGA when they enroll in the college. The SGA is located in the Student Center on the VAB Campus. Students are encouraged to participate in college governance.

Beazley School of Nursing Governance

Students are encouraged to participate in governance of the school through participation in school governance committees. Calls for student representatives will be placed on the Beazley School of Nursing Canvas site and announced in classes. Interested students may contact a committee chair/Dean of the School of Nursing to express their interest in serving, or they may be nomination by faculty or peers. The following is a list of student

Governance committees:

Class Representatives

Students may elect class representatives to represent them on the Student-Faculty Liaison Committee, plan the Nursing Pinning Ceremony and work with designated faculty sponsor and college activities coordinator. These members work closely with the nursing faculty.

Curriculum Committee

The curriculum committee chair invites a selected student representative to participate in this committee. The nursing faculty invites student comments and suggestions relevant to the nursing curriculum.

Leadership Council

The leadership council chair invites a selected student representative in reviewing the systematic plan for program evaluation by members of this committee.

V. Nursing Program Information

Instructional Material

Students are expected to purchase textbooks and other instructional material required for each nursing course in which they are enrolled. Students may be required to purchase supplemental instructional and/or exam material to support achievement of learning outcomes while in the program.

Bookstore

The College's main bookstore is located in the student center in Norfolk. A bookstore distribution center is located on the Virginia Beach Campus. The telephone number is (757) 822-7579, call for hours of operation. The bookstore website address is: <https://tcc.bncollege.com/>

Standardized Testing

The program will use standardized tests (ATI) to measure student achievement and program outcomes. All students are required to take a standardized test prior to admission, then, assigned content mastery assessments throughout the program. These are assigned each semester. In addition, prior to graduation, students are required to attend an NCLEX-PN live review course in conjunction with PNE 164.

Students are responsible for the purchase of the ATI standardized tests and the ATI live review. The estimated cost of standardized tests and the review course are subject to change and will be provided to the students at the beginning of each semester. Failure to provide proof of payment will result in the student not being admitted for the test or the live review. Each student must take all tests and attend the live review as required or an incomplete (I) grade will be assigned for the course. Students will not be permitted to graduate until the "I" has been removed.

Students will receive test results from nursing faculty and through their account website. Based on their performance on the standardized tests students will develop and complete a Remediation Plan for Success for each assessment.

Completion of the Remediation Plan for Success following the ATI comprehensive predictor exam is a

required assignment in PNE 164 Failure to complete the remediation plan of success by the end of PNE 154 will result in incomplete (“I”) grade in the course.

Attendance of the ATI 2 day live Review is required assignment for PNE 164. Failure to attend the full 3 day Live review will result in incomplete("I") grade in the PNE 164 course.

Nursing Skill Kits

Students will be required to purchase nursing skill kits prior to beginning the nursing program. The fees for the nursing skill kits are non-refundable and price is subject to change.

Nursing Uniforms

Uniforms are the required attire for all nursing laboratories, clinical, and simulations. Students will purchase uniforms from the Barnes & Noble bookstore or may order uniform directly from the manufacturer. The uniform must be the same style and manufactured by the company selected by the school <https://tcc.bncollege.com/>

Working Student

The working student must assume full responsibility for academic and clinical performance. The nursing program schedule, including course/lab schedules, assignments, exams, clinical rotations and other activities will not be changed or adapted to the schedules of working students.

Students are not permitted to work overnight then attend any clinical experiences, to include simulation and any on campus labs. This includes attending an overnight preceptorship in the final semester and then attending faculty supervised clinical for medical surgical and pediatric rotations. Students will be dismissed from the clinical experience for that day with opportunity for makeup of that missed time based on availability.

Student Liability Insurance

The student is legally and financially responsible if another person is injured or suffers a loss as a result of their negligence or error. The student is required to carry personal liability in addition to College coverage. The cooperating clinical agencies may require the practical nursing program to furnish proof that each nursing student is covered by nursing student liability insurance in the amount of \$1 - \$6 Million dollars. A student who has liability insurance coverage with an insurance company as another health care provider status is required to obtain additional insurance coverage as a student nurse. Students are responsible for uploading Certificate of Insurance coverage as a student nurse to their Castlebranch account. The Certificate of Insurance will be kept on their individual file of the Certified Background Check Manager. Students will not be allowed in the clinical agency unless verification of liability insurance coverage is provided. Purchase of liability insurance is the student’s responsibility.

Health Insurance/Injury

Health insurance coverage is recommended for the student in case of an emergency while in the classroom or clinical agency. A Critical Incident Report (Attachment C) will be completed by the clinical instructor and student if a student sustains an injury or illness during their rotation in a clinical agency. The student must seek medical assistance within two hours of the occurrence at their own expense. A copy of the incident report will be forwarded by the instructor to the LPN Program Head.

Mandatory Health and Regulatory Training Requirements

The following health and regulatory training information is required for all students who are admitted or enrolled in the LPN nursing program. Admission or continuation in the practical

nursing program is conditional until all health requirements are met. Health Requirement and Physical Exam Form and attached laboratory reports can be dated no earlier than six months prior to enrollment and must be up to date upon re-enrollment. Documentation of Immunizations prior to admission to the nursing program is required. All students admitted to the nursing program are required to upload all health information listed below into the CastleBranch Medical Document Manager system prior to the start of the program. It is the student's responsibility to monitor their compliance status regularly and to maintain these records current in the Medical Document Manager system.

- COVID-19. Evidence of two (2) Moderna or Pfizer vaccines appropriately spaced apart.
- MMR - Documented Immune (IGG) titers for Measles, Mumps, and Rubella. If the titers are non-immune, must show documentation of an MMR vaccine after the non-immune titer and one additional (this may come from a **childhood** immunization record or hospital immunization record).
- Tuberculosis – An initial Serum Quantiferon (IGRA). All students will require an annual negative Tuberculosis Screening Form signed by a physician/primary care provider.
- Varicella - Documented Immune (IGG) titers. If the titers are non-immune, then must show documentation of a Varicella vaccine after the titer and one additional (this may come from a childhood immunization record or hospital immunization record). If never received an initial vaccine, then must get a follow-up Varicella immunization at least four weeks from the initial one.
- Hepatitis B Immunization series (three vaccinations). If the vaccine series is in progress, must submit dates/progress in the series and continue the series as scheduled until complete. If a vaccination series has been completed, a positive antibody titer will be accepted (lab report required).
- Tdap - Tetanus, diphtheria and pertussis booster is required at least once every 10 years.
- Flu vaccine - A flu vaccine is required yearly during flu season at all clinical agencies. If a student chooses not to obtain the vaccine they must adhere to the clinical agency regulations. Some facilities will not allow non-vaccinated students to participate in clinical rotations at that facility. This may result in the student receiving an “I” Incomplete grade in the course if the clinical hours cannot be completed.”
- Additional screening or immunizations may be required based on college, program, or clinical agency mandates.
- Yearly OSHA/HIPAA training
- **Urine Drug Screening
- Basic Life Support (BLS) for the Healthcare Provider
- Student Liability Insurance

****Urine Drug Screening**

Procedures for the Urine Drug Screening are obtained at the time of registration with CastleBranch. LabCorp is the only agency authorized to conduct Urine Drug Screening for students. Results from any other agency **will not** be recognized. **A clear urine drug screen is required to begin the program.** Results of the urine drug screen will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new urine drug screen will be required before readmission into any classes.

Failure to undergo the drug test will result in dismissal from the program. The student is responsible for all costs associated with the drug screening. The student is aware that, when applying for the urine drug screen, he/she automatically releases the results to the School of Nursing and that the results will be

shared with the appropriate agencies that provide clinical experiences for the program. Should a clinical agency refuse to place a student based on the outcome of the drug screen, the student will be dismissed from the program. The school has no responsibility for arranging alternate clinical placements.

Students must complete all clinical health and yearly regulatory training requirements established by the clinical agency or the school in support of the clinical agency requirements, including yearly OSHA/HIPAA, prior to attending clinical. Additional health and yearly regulatory requirements may be added at any time. Failure to adhere to this policy will result in the student not being allowed to attend clinical.

Pregnancy - Any student who is/or becomes pregnant is responsible for the following as soon as the pregnancy is confirmed:

1. Notify the Program Head and clinical instructor in writing.
2. Obtain a clearance from her obstetrician/physician/maternity healthcare provider stating that she is physically able to safely complete all course and clinical requirements. This should include that she is able to perform the duties expected of a practical nursing student and meets the Technical Standards for Nursing listed in this handbook.
3. Notify the Program Head and clinical instructor in writing if there are any problems during the pregnancy.
4. If the student is unable to complete the semester because of the pregnancy, she must follow the withdrawal policy as stated in the Student Handbook.

Illness/Hospitalization - A student who is ill, hospitalized, or receiving outpatient treatment for a condition that may impact safety in class/clinical, must submit a Medical Release form provided by a health care provider that indicates the student is allowed to return to class and is able to participate in clinical without any medical restrictions. Students are not permitted to clinical with assistive devices, such as crutches, splints, casts, etc.

Name Change

Students who have their name changed due to any circumstance are advised to notify the nursing office, the Program Head and complete the required forms in Enrollment Services on the VAB campus.

VI. Instructional Policies and Procedures

Instructional policies and procedures include pertinent aspects of the practical nursing program regulations. Changes in policies and procedures are communicated to students via attachments to the Practical Nursing Student Handbook in the classroom.

Attendance

The Practical Nursing Program faculty believes that the habits and work pattern established as a student will be reflected in the work setting as the student transitions to the Practical Nurse role. Therefore, we have established specific expectations for attendance and promptness. Students who have instructional time (class/on-campus lab) absences of 10% or more in a course risk failing the course and may be administratively withdrawn.

1. Students are expected to be present and on time at all scheduled class/on- campus laboratory and clinical.
2. Students who arrive late to class may not be admitted.
3. Tardiness may be considered an absence if greater than 15 minutes or if it is a pattern of behavior (regardless of number of minutes late).
4. Students with unsatisfactory class or clinical attendance:

- will be placed on remediation and counseled
- may be administratively withdrawn
- risk failing the course

Classroom - Attendance records must be maintained by each instructor for all students. These records must be retained for a period of three years after completion of the semester. In order to grant financial aid to students, TCC must comply with federal regulations related to student attendance. The Program Head (or designee) will address attendance issues with the student in class and clinical.

Clinical – It is expected that students attend all scheduled clinical days including orientation to the clinical site. Any clinical absence must be reported to the Program Head and noted on the clinical evaluation tool. Students who miss clinical and/or do not meet all the designated clinical hours for the course may be placed on remediation and counseled, and may be administratively withdrawn, or risk failing the course.

Testing, Grading and Course Progression - The practical nursing program has established the following procedures for all courses:

Testing and Grading

1. A grade of “C” is considered passing for nursing courses. **Students must attain a minimum test average of 80% on all objective tests in order to earn a course grade of “C” in the course. Test averages will not be rounded up (for example: a 79.5 test average will not round up to an 80). In the event that a student’s test average is under 80%, the test average will serve as the grade for the course and the student will earn either a “D” or an “F” in the course (according to the Beazley School of Nursing grading scale).**
2. Grades for tests and assignments will not be rounded up. However, *there will be a round up of the final total percentage in the course*. The total percentage will be rounded up for the final course grade only when the tenths place decimal is 0.5 or greater. For example, if at the end of the course, a student’s final percentage in the course is 82.5, it will be rounded up to 83 for the course grade.
3. The practical nursing program NSG Grading Scale is: A 92-100, B 84-91, C 80-83, D (Failure) 70-79, F 0-69.99
4. Only test answers entered onto the paper or computer test will be accepted. Answers written on scratch paper will not be considered.
5. Repeat testing is not permitted except for the dosage calculation test which may be repeated as specified in the following Nursing Dosage Calculation Test section of this handbook and per the course syllabi. Permission for make-up of a missed test or other assignments will be granted only at the discretion of the instructor involved. The instructor reserves the **right to give the test in an alternate format (i.e. short essay, fill-in-blank, matching, etc.)**.
6. Cell phones, computers, electronic notebooks or other devices, drinks, books, book bags are not permitted in the classroom during testing.
7. During tests and examinations, students are only permitted to bring two #2 pencils and a basic calculator into the testing room.
8. Students may be asked to wear ear plugs to reduce distractions if a separate room is not available for testing.

Test Item Inquiry Process

1. The test item inquiry process is available if the student, after completion of test review with the instructor, wishes to submit additional justification for their response to a test question. The student should:
 - Complete the test item inquiry form (posted on NSG student Canvas or in course Canvas), and submit to course instructor no later than 48 hours after the test review. Whether a student attends an individual or group test review, the 48hour time frame to submit a test item inquiry begins after that review.
 - Include appropriate cited resources. Refer to form for description of acceptable resources.
2. The course instructor will review and utilize the information included in the submitted test item inquiry form to further evaluate the student's answer. The instructor may consider awarding credit for the response if the submitted test item inquiry provides appropriate documentation to support.
3. A student forfeits the opportunity to submit a test item inquiry for a test if he/she
 - does not request an initial test review within the specified time frame.
 - does not follow up on an offer of test review.
 - Misses a test review appointment for that test.

Course Progression Policies

The following policies apply to all VCCS nursing programs, including the Beazley School of Nursing:

1. All courses, general education and PNE courses, must be completed in sequence prior to moving on.
2. A failure of PNE course failure or withdrawal, will result in the student waiting an entire 12 months to re-enter the PN program.
3. The student may continue in PNE 174 regardless of dropping or failing PNE 162, however upon completion of PNE 174, student will have to wait an entire 12 months to re-take PNE 162.
4. To pass a course with a clinical component, the student must pass both the theory component and receive satisfactory/pass in clinical. Failure of either component of the course equals a course failure.
5. Students who have at any time failed two nursing courses, or had 1 failure and 1 withdrawal failure, will not be re-enrolled/readmitted.
6. **Withdrawal from a nursing course while failing (a test average less than 80% or an overall course grade less than 80%) constitutes a course failure within the practical nurse program.**

Nursing Dosage Calculation Tests

1. Students must pass a dosage calculation test at a minimum of 90%.
 - a. Students who are not successful on the first attempt in any first or second semester dosage calculation test may retest two times. The retests must be taken within **two to three weeks in the first semester and 10 – 14 days in the second semester**. Failure to obtain a 90 % on the **third** attempt will result in immediate course failure.
2. Students must meet with the Program Head to review their test prior to the second test attempt. At this meeting they will complete a **Dosage Calculation Failure Acknowledgement Form**. An individualized remediation plan may be assigned to students for completion prior to administration of the second or third attempt.

3. Students will not be permitted to administer medications until they have successfully completed the dosage calculation test. Failure to obtain a score of 90% on the last dosage calculation test attempt in a course will result in immediate course failure.
4. If a student withdraws from the course so as not to receive an “F” on their transcript they will still receive a failing grade in the course for the purpose of course progression in the nursing program.
5. Students are permitted to use only non-programmable calculators for dosage calculations tests.
6. Students who are not successful on their final drug dosage exam attempt in PNE 174 will receive a failing grade for PNE 174. Students who fail PNE 174 due to dosage calculation exam failure, may remain in PNE 162 and participate in clinical rotations which do not include medication administration.
7. Students who are not successful on their final drug dosage exam attempt in PNE 163 and PNE 164 will receive a failing grade for PNE 163 and PNE 164. Student may remain in the PNE 158 Mental health clinical rotation, as medication administration is not included. However, student will need to wait an entire 12 months before re-taking PNE 163, or PNE 164 or any other nursing course after a failure or withdrawal.

Academic Integrity and Academic Misconduct

Tidewater Community College recognizes academic integrity as a fundamental principle of collegiate life. The credibility of the college’s educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work, violate the rights of their fellow students and undermine the faculty members’ authority and ability to assess learning.

The following behaviors and actions undermine academic integrity and are forms of academic misconduct:

Cheating: Unauthorized use of notes or study aides, or acquiring information from another student’s papers, on an examination; obtaining a copy of an examination or questions from an exam prior to taking the exam; altering graded work with the intent to deceive, using another person’s work and then submitting as one’s own name; allowing another to take an examination in one’s name; submitting identical or similar papers for credit in more than one course without obtaining permission from the instructors of all the courses involved.

Aiding Cheating or Other Acts of Academic Dishonesty: Providing materials or information to another student with the knowledge that this material or information will be used to deceive faculty.

Plagiarism: Presenting within one’s own work the ideas, representations, or words of another person without customary and proper acknowledgement of that person’s authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors.

Data Misrepresentation: Fabricating data; deliberately presenting assignment data that were not gathered in accordance with assigned guidelines or are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered and generated.

Falsification of Academic Records or Documents: Falsification of academic records or documents includes, but is not limited to, altering any documents affecting academic records; forging signatures or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official college letter or communication.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Unauthorized access to computerized academic or administrative records or systems means

viewing or altering the college's computer records without authorization; copying or modifying the college's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying or altering of those institutions' computer records, systems, or programs would similarly constitute a violation of academic integrity.

Unprofessional or Inappropriate Behavior within a Clinical, Field, or Internship

Experience: Conduct that is considered to be lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards; or a violation of clinical or other affiliated site expectations or guidelines; or a violation of federal or state laws.

Faculty members who have reliable evidence of academic misconduct will (1) investigate the matter, and (2) review the facts of the matter and the proposed penalty with the appropriate academic dean. They may then take one or more of the following actions:

- Require the work be accomplished again.
- Give no credit for the test, paper or exercise.
- Assign a grade of W or F for the course.
- Refer the matter to the campus dean for student services or designee for possible disciplinary sanction through the college's disciplinary procedure.

If the faculty member chooses to refer the matter to the campus dean for student services or designee for disposition, the Plenary Disciplinary Procedures (Attachment E) shall be followed, and dismissal from the college is possible.

Students may appeal a faculty penalty through the Student Final Grade Appeal Procedure when a final course grade is involved, or through the Student Disciplinary Procedures for sanctions not involving final course grades.

Students are expected to conduct themselves in a manner that reflects the professional standard of the nursing profession and the TCC Student Handbook. Instructors should not jeopardize the progress of class by permitting the continued presence of any student whose behavior in any way adversely affects the class. The administration of classroom discipline rests with the instructor. Students may be subject to disciplinary action for:

1. Threat to Health or Safety - When your continued presence in the classroom is deemed to constitute a threat or intimidation to the health, safety or welfare of faculty, staff, or peers.
2. Obscenity, Profanity-When you utter obscene or profane words.
3. False Information-When you provide false information to or withhold vital truths from a representative of the Nursing Program.
4. Failure to Comply-When you fail to comply with a proper order/directive of a duly designated college official or with any college policy or procedure.
5. Disorderly Conduct- Disturbance of the public peace and decency

Social Media

The use of social media is prohibited during class and clinical. The student is prohibited from using any client or clinical agency data in any social media (including, but not limited to: Twitter, Facebook or YouTube). Students who use client or clinical agency information on social media may be

dismissed from the program and subject to legal liability. *No photos of any kind may be taken in the clinical settings.*

General Information

- Students may tape classroom lectures/discussions only with the consent of the faculty member involved. Students with academic accommodations will be permitted to tape lectures/discussions if this is included in their accommodation form.
- Cell phones cannot be used in the classroom.
- Regular street attire is appropriate for class (no provocative, damaged or soiled clothing).
- Uniforms are not required in the classroom unless otherwise indicated by the faculty.
- College Student ID cards should be always worn while on campus and in the clinical agency.

COVID-19 COURSE INSTRUCTION

- **Although all courses are currently being conducted with face-to-face instruction.** Due to COVID-19 pandemic precautions, there may be the need for the course content to be taught remotely. Computer and web camera access will be necessary. Refer to course notes in SIS and course syllabus for more information regarding class schedules and equipment.
- **COVID-19 Exposure**
- **Do not come to class sick or stay if you get sick, regardless of symptoms.** *Stay home.* Contact your instructor so that he/she is aware and can make instructional accommodations if necessary. Stay in touch regularly with your instructor until you return to any on-campus labs. He/she will provide contact information and if you are uncertain, ask them during lab.
- **Do not come to class if you have been exposed to someone with COVID 19 or traveled to an area with a high incidence COVID 19.** Stay home and quarantine per CDC guidelines. Do not come back to class until you have quarantined 14 days. Contact your instructor so that he/she is aware and can make instructional accommodations if necessary. Stay in touch with your instructor until you return to lab.
- **If after attending a class, you find out after you were exposed to someone with COVID 19, contact your instructor immediately** and quarantine per CDC guidelines. Do not come back to class until you have quarantined for at least 14 days. Your instructor may make instructional accommodations if possible. Stay in touch with your instructor until you return to lab.
- **If you are diagnosed with COVID 19 do not come to class. If you recently attended class, contact your instructor immediately. Quarantine at home** but advise your instructor immediately so he/she is aware of your diagnosis. Please stay in touch with your instructor as able. Do not return to lab until a doctor/health professional verifies you have fully recovered.

Follow TCC guidelines for reporting. Complete the following online form and notify your course instructor immediately.

<https://forms.tcc.edu/covid-19-disclosure-form/>

Children/Visitors in Classrooms and Labs

Children and adult visitors are not permitted in classrooms and skills labs during simulation and other learning experiences. Adult visitors are welcome to wait in the student center or campus library. Children may not be left in classrooms or skills labs during simulations or other learning experiences.

Disciplinary Action

A student may be placed on remediation or probation for failure to conduct him/herself in a professional manner in clinical settings, classrooms/hallways, administrative offices to include instructors office. The instructor will determine whether to initiate remediation or probation based on the nature and severity of the infraction. The faculty reserves the right to withdraw at any time from the nursing program a student who threatens the faculty, staff, or other students.

Argumentative or other disruptive classroom behavior will not be tolerated. Any student displaying this behavior will be removed from the current environment. A student may also be withdrawn from the practical nursing program for egregious behavior. No remediation process will be followed. The instructor will present the behavior to the Dean of Nursing and document the incident. The student will have an opportunity to respond verbally and in writing through the policies of the College related to grade appeal/complaint.

Campus Laboratory and Simulation Laboratory

The practical nursing program lab classroom is MW313. This classroom will also be used for simulation lab. Students practice basic nursing skills before caring for patients/clients in health agencies.

- Scheduled course laboratory experiences are mandatory.
- It is recommended that students practice laboratory skills on their own time. The laboratory times may be announced in course calendars, class announcement, and Canvas announcements. The student may request an appointment with appropriate faculty for additional laboratory instruction.
- Models and other occupational equipment are kept in secured areas.
- The students must wear uniforms for all lab and simulation experiences.

Students are not to eat/drink in these rooms and are not to be in the lab without the faculty member present. If a student desires to be in the lab, the laboratory personnel or faculty must be present to assist the student. Students must adhere to the clinical dress code and responsibility of the equipment. Filming/photographs may be taken by faculty during clinical simulation experiences for educational purposes.

Safety in Skills and Simulation Labs

The practical nursing program labs and simulation room present minimal risk of exposure to hazardous chemicals. There is the possibility for exposure to small amounts of cleaning materials on manikins and lab supplies, as well as simulated (artificial) body fluids. MSDS sheets for substances used in the labs will be kept on file in MW313 lab classroom. In addition, some supplies and manikins used in simulation and skills lab may contain latex. Please use precautions as necessary.

Open Lab/Skills Reinforcement sessions prior to simulation or course practicum

Students seeking skills remediation or reinforcement through the skills lab coordinator prior to a simulation or practicum are reminded that specific questions related to the nature of the simulation or practicum will not be answered (i.e., prioritization, decision making, expected plan of care, expected actions, etc.).

Nursing Practicum

- Students are required to pass nursing skills testing in selected nursing courses.
- Students must demonstrate proficiency with skills performance to pass a course.
- Students may be required to demonstrate skills proficiency prior to attending clinical in selected

courses.

- Failure to pass a nursing skills practicum will result in course failure.

Clinical Policies & Procedures

Dress Code/Demeanor

- **Uniform.** Students are required to purchase appropriate uniforms to be worn in clinical agencies (hospitals, home care, public schools, some community agencies etc.). The uniform for students consists of a white scrub top that is embroidered with the TCC logo, which is worn with green pants and an optional white lab jacket. The uniform must be the same style and manufactured by the company selected by the school and available from the Barnes & Noble Bookstore. Uniform pants MUST be same color and style. No Cuffed pants or jogger styles are allowed. Shoes must be white hospital/clinical grade solid surface made of non-absorbent and non-perforated material (i.e., no holes: no nylon or canvas) with a closed back. Socks must be white and 2 inches above the ankle.
- **ID Cards.** Students must obtain college ID badges and the badge must be always worn. Students will be charged a fee for replacement of identification badges. If a temporary badge is issued by the clinical agency it is to be returned at the conclusion of each clinical experience. Badge holders must be with neutral/no design.
- **Cosmetics.** Eye shadow, mascara, etc., if worn should be applied lightly. Perfumes/fragrances may not be worn. Eye lashes should be natural in length and not thickly applied.
- **Nails.** Acrylic, gel, dipped, or other artificial nails of any type are not permitted. Nails should be short without colored polish.
- **Jewelry & Tattoos.** Only one pair of small, simply designed, non-dangling post earrings is permitted. Wedding bands without stones are acceptable in most settings, but no other rings should be worn because of the danger of infection and injury to patient or self. Fraternity/support/personalized pins or similar items are not to be worn on the uniform. A watch that indicates seconds is required. Nose rings, chin rings, tongue rings or other visible body piercings are not permitted. All earrings above the ear lobe should be removed. Ear gauges should be fully closed in colors of white, black, or flesh tones. Tattoos must be covered and not be visible. Students may use a tattoo sleeve that is clean and in good condition in white, black, or flesh tone colors.
- **Hair.** Hair styles must be off the collar while the student is in uniform. Hair colors must be of natural tones. Non-natural colors such as pink, blue, neon red, etc. are not acceptable. Extreme hair styles such as mohawks and long loosely hanging/unsecured, unkempt or unpinned hair are not acceptable. Hair ribbons caps/surgical caps (unless required during educational experience within required areas of the hospital setting), and fancy embellishments (such as emblems, gems/beads) are not acceptable. Students may wear headbands 2 inches in width in the colors of white or black. The only exception for any head coverings will be for cultural and religious beliefs. When this is the case, The student must notify the instructors for course at start of the semester.
- **Hygiene.** Students must be neat, clean, well-groomed and free of odor that may be found offensive to others or cause reactions (i.e. perfume, strong body/hair odor cigarette smoke, etc.). Students exhibiting poor personal hygiene may not be permitted to clinical. Men should be clean shaven with beards and/or mustaches closely trimmed.

Hospital Parking

Students should park in areas designated by the individual hospital. Parking permits must be obtained in some parking areas. Please check with your instructor. Students may have to pay for parking at some agencies.

Clinical - General Information

Students must complete all clinical requirements established by a clinical agency, or by the program in support of the clinical agency, prior to attending clinical. Failure to do so will result in the student not being allowed to attend clinical. All clinical assignments must be completed by the due dates established by the faculty. Students may receive an “I” for the course if requirements are not completed by the end of the clinical rotation. In each course the faculty member will go over all assignments required and due dates.

1. Students must exhibit satisfactory physical, mental and emotional demeanor sufficient to safely care for patients and to be permitted to clinical experience.
2. Criminal history background checks are required before clinical experience. Some institutions may require fingerprinting and random drug testing of students.
3. Students must have completed all **Mandatory Health and Regulatory Training Requirements** (i.e., CastleBranch, clinical facility requirements, etc.) as previously stated in this Handbook. Students who are not compliant with these by the specified due dates will be placed on remediation. Upon admission to the program, Students not compliant will not be permitted to begin the program due to provisional acceptance into practical nursing program.
4. The instructors select experiences and make assignments for the students before the experience.
5. An assignment sheet and clinical objectives are posted at the cooperating agency for the nursing service staff.
6. Students must have their Skills Booklet signed by the instructor during each rotation.
7. Students, who have been out of class for illness, particularly if hospitalized or pregnant, must present a medical clearance to be permitted in clinical.
8. Students are not permitted to clinical with assistive devices, such as crutches, splints, casts, etc.
9. Students may not participate in clinical experiences if impaired by alcohol, drugs, or physical condition. Students may be subject to random drug screening at clinical agencies.
10. No smoking/vaping is allowed in the buildings/on the campus of any clinical agency.
11. Equipment needed in clinical unit includes stethoscope, scissors, watch, penlight and black ball point pen. Additional supplies or equipment may be mandated by the clinical facility (such as masks, eye shields, gloves, and other personal protective equipment – PPE)
12. Non-Programmable calculators may be used at clinical and can be used for dosage calculations.
13. Some clinical agencies require fingerprinting and may conduct their own background check.
14. Use of cellphone or other electronic devices are prohibited in clinical, unless authorized and overseen by the instructor for clinical use. **Photos of any kind may not be taken in the clinical setting.**

Clinical Schedule and Location

- Students will be assigned day or evening clinical hours each semester. Work schedules, transportation and family responsibilities must be arranged by the student to accommodate the clinical assignment.
- Students may be required to travel outside their community to participate in clinical experiences. Clinical experiences may take place any day of the week including

weekends.

- Clinical hours and requirements for clinical experiences will depend on the assigned agency policy. Some clinical experience hours may be for up to 13 hours a day.
- Community experiences will be scheduled at varying times.
- In PNE 164, a planned Preceptorship experience is required. The student will follow the schedule of the preceptor for this experience.

Clinical Preparation

Students are to be prepared for each clinical assignment. Students who are not prepared for clinical will be dismissed from clinical by the faculty. This includes all pre-clinical assignments/forms to be completed and being prepared for medication administration. Students are responsible for obtaining the assignment from the instructor and planning care for the patient prior to the experience.

Clinical Conferences

- Pre-conferences are conducted at the clinical instructor's discretion each day prior to clinical experience. Clinical objectives and patient assignments which have been distributed previously are discussed and clarified. Clinical written work may be reviewed.
- Clinical conferences will be held at the direction of the instructor during or at the end of each clinical experience.
- Students will abide by the clinical agency regulations regarding eating or drinking on the clinical unit.

Clinical Attendance

As stated previously in this practical nursing student handbook, students are expected to attend all clinical experiences. Students are required to complete the designated clinical hours as indicated in each course syllabus by the end of the course. Missing clinical hours may result in an Incomplete ("I") grade in the course. The possibility of making up missed clinical hours is unlikely due to our affiliate facility requirements and practical nursing program factors (i.e. clinical orientation, availability of clinical space/faculty, etc.).

Students who are to be late or absent must contact the clinical instructor prior to the clinical experience. Students who come to clinical unprepared may be sent home. Students who are late for clinical or who display inappropriate behavior may be sent off duty at the discretion of the clinical instructor and this would be considered a clinical absence.

A student who arrives 15 minutes after the instructor's stated clinical start time may be sent home; this will be counted as a clinical absence. A student who arrives after the stated clinical start time on more than one occasion may be subject to remediation, probation, or course failure.

Clinical Evaluation

Clinical experience is a required component of nursing courses. The experience is provided so that students can apply knowledge and practice skills learned in the college setting to prepare them for the role of the practical nurse. Some clinical evaluation tool consists of sections that delineate expected and critical clinical behaviors.

Clinical Evaluation goals are to:

- Determine whether the student has sufficient knowledge for the established level of practice.
- Determine whether the student is performing treatments and procedures effectively and

safely.

- Provide feedback to encourage behavior associated with professional nursing practice.

The nursing faculty has identified performance indicators students must accomplish during clinical experiences to demonstrate mastery of the outcomes. **Students must earn a satisfactory “S” evaluation of at least 80% of the competencies to be successful in the clinical portion of a course. Additionally, essential competencies (bolded and marked with **) must be successfully met.**

Essential competencies are those aspects of nursing care that are crucial to the client’s physical and emotional well-being. In the event the student has met 80% of competencies, but failed to meet any of the essential competencies, the student will earn an unsatisfactory in the clinical portion of the course. To progress in the program, the student is required to achieve all objectives for previous courses as well as the new objectives for the current course. The student is held responsible for all previously met objectives and skills.

Evaluation of Outcomes - Clinical performance evaluation is an integral component of the educational process designed to assist students in meeting the role of the nurse. Satisfactory clinical performance is an overriding concern in nursing practice. The clinical objectives and the student behaviors for evaluating these objectives are defined for each nursing course. Students who are having difficulty achieving satisfactory clinical behaviors may receive clinical remediation. The purpose of remediation is to provide the student with concentrated instruction and practice time in order to improve clinical behavior to a satisfactory level. Remediation documentation will be maintained in the student's school folder.

Clinical Remediation and Probation

The purpose of clinical remediation and probation is to officially inform the student of unsatisfactory clinical performance that places him/her in danger of failing clinically and to present guidelines for a plan for student success. The clinical remediation/probation form will be completed identifying the clinical objectives not met, a plan for student success, and a completion date. The student and faculty will sign the clinical probation plan. A copy of the plan will be placed in the student's personal folder. During the remediation/probation period, the student and clinical instructor will meet weekly for evaluation, advisement and discussion of progress. Documentation of performance will be made by the clinical instructor.

Remediation When a student receives an evaluation of needs improvement (“NI”) in evaluation of a clinical competency/behavior, the clinical instructor may institute a remediation plan. When a student receives an unsatisfactory (“U”) in the evaluation of clinical competency/behavior the clinical instructor will institute a remediation plan. The remediation plan will be initiated within one week after the incident. It will identify the competency/behavior, describe a plan for improvement and a completion date. The remediation plan will be signed by the student and faculty. It is the student's responsibility to work collaboratively with the instructor concerning each part of the remediation plan. The student plan for success must be written and agreed upon within one week of notification of the need for remediation.

A remediation plan for success should be completed within 2-4 (clinical) weeks or by the end of the clinical rotation for the course. In cases of limited time remaining in the course in order to demonstrate the expected behaviors, the Associate Dean may approve a student’s remediation plan to extend into the next course. If the student is unsuccessful in meeting the remediation plan within the described time frame, the student will be placed on probation.

Probation If the student demonstrates further unsatisfactory performance of expected

clinical competency/behavior or a breach in the TCC standards for student conduct, the student will be placed on clinical probation.

A student may be placed directly on clinical probation for:

- Any incident which threatens a client's physical or emotional well-being (regardless of whether the behavior is designated as a critical behavior on the evaluation tool)
- Unsuccessful completion of a remediation plan.

Probation will be in effect until the competency/behavior is achieved satisfactorily within the probationary period. The probation plan for success must be completed by the end of the clinical rotation for the course. If the conditions of probation are not met, the student will fail the course. The Program Head will collaborate with the clinical faculty in determining the student's status related to achievement of the probation plan for success. The student must demonstrate satisfactory clinical performance prior to entry into the capstone course.

Student Behavior Which Threatens Patient Safety

The faculty reserves the right to withdraw any student from the course (resulting in a course failure) who threatens the physiological and/or psychological safety of a patient, or other egregious behavior. A student may also be withdrawn from the nursing program for behavior that threatens the physiological and/or psychological safety of a patient, or other egregious behavior. No remediation process will be followed. The student will follow the College procedure for grade appeal, which can be found in the TCC Student handbook.

Rapport in the Clinical Area

Ethical standards of conduct must be observed in the clinical agency. At no time should students be impolite in expressing feelings or opinions in the clinical agencies. It is emphasized that critical thinking and self-direction are necessary and desired of all students. The cooperating health agencies contribute in large measure to the educational process, since the most important resource for practice is the patient. Students, as well as instructors, are emissaries responsible for public relations between the Tidewater Community College practical nurse program and the agency, and the program and the community. Each student is responsible to the assigned clinical instructor and should confer with the instructor before consulting agency employees at any time.

- Students may not go to the clinical agency at unassigned times or remain on the clinical unit without his/ her instructor's presence.
- Students who display inappropriate conduct or who are asked not to be on a clinical unit may deprive themselves of completing the program.
- Students are not permitted to contact patients outside of the scheduled clinical experience nor have patients contact them.

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patients and facility information obtained as a participant in these activities and will not disclose any personal or medical related information or any confidential information to third parties, family members or other students and teachers.

- Students should not remove confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle. This includes, but is limited to prescription paper or pads, SBAR sheets, and hand-off reports.

- Students who breach client confidentiality may be dismissed from the program and subject to legal liability.

HIPAA - The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information. Penalties: Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to \$250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance. This is discussed at the following website: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

Standard Precautions

Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility.

All body fluids shall be considered potentially infectious materials.

1. It is required that personal protective equipment (PPE) be worn if there is a potential for exposure to blood and or body fluids. A body fluid includes the following: Blood; Emesis; Vaginal Secretions; Sputum; Semen; Urine; Feces; Saliva and Mucous.
2. Wash hands before and after all procedures and patient contact
3. NEVER, recap, bend, or break needles.
4. Body wastes should be discarded directly in the toilet or biohazard disposal system (Refer to facility specific guidelines).
5. Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.

Exposure/Injury Protocol

Any student who experiences a significant exposure to blood borne pathogens or injury in the clinical area or classroom setting will complete a Critical Incident Report (available from any nursing instructor or the nursing office). The incident will immediately communicate the exposure or injury to the clinical instructor who will follow the process outlined on the Critical Incident and/or Exposure Report Guide (Addendum C)

Significant Exposures:

1. Contaminated needle sticks.
2. Puncture wound from a contaminated, sharp instrument.
3. Contamination of any obviously open wound, non-intact skin or the mucous membranes by saliva, blood, or a mixture of both saliva and blood. (Exposure to the patient's body fluids on **unbroken skin** is not considered a significant exposure).

The administrative/reporting process will include:

1. The incident will be communicated to the Program Head and the Associate Dean immediately after completing necessary emergency medical care.
2. Exposed students will be advised to obtain medical evaluation and follow-up from their choice of healthcare provider. Treatment is recommended to be within two (2) hours of exposure.

3. Medical testing may be required after any accidental exposure incident. Follow specific facility policies and healthcare provider recommendations following exposure.

Contractual Clinical Agencies:

Students may be assigned to any of the following cooperative health agencies for clinical experiences on any day of the week and on day or evening shift. **The following are some of the clinical sites that TCC nursing programs have contracts with**, but there may be other sites not listed below that will be utilized for clinical sites as well. Transportation to and from health agencies is the financial responsibility of the student.

1. **Bon Secours Hampton Roads Health System** (<http://bshr.com/>)
 - a. Mary Immaculate Hospital, 2 Bernardine Drive Newport News, VA 23602 (757-886-6000) <http://bshr.com/find-a-facility-bon-secours-mary-immaculate-hospital.html>
 - b. Maryview Medical Center, 3636 High Street, Portsmouth, VA 23707 (757-398-2200)
 - c. Maryview Psychiatric Hospital & Community Mental Health Center, 3636 High Street, Portsmouth, VA 23707 (757-398-2367)
2. **Chesapeake Regional Medical Center**, 136 Battlefield Blvd., Chesapeake, VA 23320 (757-312-8121), <http://www.chesapeakeregional.com/>
3. **Children's Hospital of the King's Daughters**, 800 W. Onley Rd., Norfolk, VA 23507 (757-668-3000) <http://www.chkd.org/>
4. **Hampton VA Medical Center**, 100 Emancipation Dr., Hampton, VA 23667 (757-722-9961) <http://www.hampton.va.gov/contact/>
5. **Our Lady of Perpetual Help**, 4560 Princess Anne Road, Virginia Beach, VA 23462 (757-495-4211) <http://www.ourladyperpetualhelp.com/>
6. **Riverside Regional Medical Center** 500 J Clyde Moris Blvd. Newport News Va 23601 <https://www.riversideonline.com/locations/hospitals/riverside-regional-medical-center>
7. **Sentara Healthcare System:** <http://www.sentara.com/Pages/default.aspx>
 - a. **Sentara Leigh Memorial**, 830 Kempsville Road, Norfolk, VA 23502 (757-446-6000)
 - b. **Sentara Norfolk General**, 600 Gresham Drive, Norfolk, VA 23507 (757-668-3000)
 - c. **Sentara Obici Memorial**, 2800 Godwin Boulevard, Suffolk, VA 23434 (757 934- 4000)
 - d. **Sentara Princess Anne**, 2025 Glenn Mitchell Drive, Virginia Beach, VA 23456, (757-507-0000)
 - e. **Sentara Virginia Beach General**, 1060 First Colonial Road, Virginia Beach, VA 23454 (757-395-8000)
8. **Suffolk Public Schools Medical Department**, 100 North Main Street Suffolk, VA 23434 Phone: (757) 925-6750
9. Community Agencies used for PNE 158

VII. Administrative Policies and Procedures

Withdrawal and Readmission

Withdrawal from a nursing course while failing (a test average less than 80% or an overall course grade less than 80% or failing clinical) constitutes a course failure within the TCC practical nursing program. Students who fail two nursing courses are not eligible for readmission and will be dismissed from the program.

Readmission

1. In order to be eligible for readmission a student who fails a course or withdraws from a course for any reason (personal, academic, leave) must complete a Withdrawal/ Failure form with the Program Head or designee. A copy of the form is in the TCC practical nursing program student Canvas site under the Readmissions tab.
2. A student may be readmitted on a space-available basis and if the student has completed any recommendations given them at the time of withdrawal or failure from a course.
3. The student may not be readmitted if the student is on academic warning or if the curricular grade point average is less than 2.0.
4. Factors such as ranking points at admission, results of standardized testing or GPA may impact the order in which students are readmitted.
5. If the student is eligible for readmission, **and if space is available**, the student may re-enter the program **only upon approval of the Admissions Committee**.
6. The student must have updated health requirements, liability insurance and CPR or may need to complete a repeat physical examination if out of the program more than one year. The Criminal background check may need to be repeated if away from the program for one or more courses. The student will need to attend an orientation and be up to date on OSHA/HIPAA training.
7. Students who have been out of the program one semester, but not more than 1 year, will need to demonstrate previous course competencies by demonstrating didactic and skills knowledge before being readmitted. The competency assessment may include, but is not limited to, nursing skill performance (such as foley catheter insertion), medication administration, correct demonstration of a physical assessment of a patient, and dosage calculations. Students who have been out of the program one year or more **MUST HAVE A REPEAT PHYSICAL AND CRIMINAL BACKGROUND CHECK**. Students must return within one year of withdrawal.
8. **Any student who has been out of the program one or more years will need to reapply to begin the entire program over, provided they have not had two nursing failures.**
9. **All students who take leave from program, fail a course or courses must complete the withdrawal failure form and the exit interview protocol.**

Program Location and Schedule

TCC practical nursing curricular courses are offered in one location (at the TCC Virginia Beach campus). However, at times, students may be required to attend classes on the TCC Portsmouth campus for lab and/or simulation lab.

Upon admission students are selected for a seat in the Virginia Beach cohort location and schedule. Students may not enroll in a different location or schedule without the expressed approval of the practical nursing program. Students who enroll in a course for a location or schedule for which they have not been approved may be administratively withdrawn from the course.

Course Substitutions

- Students should see their nursing program advisor for course substitution.
- A waiver form should be completed and sent to the Dean for approval.
- Waiver forms can be obtained from Enrollment Services. Further information is available at their website.

Grade Appeal

The purpose of the student grade appeal procedure is to provide equitable and orderly processes to solve any contested grade assigned to a student at Tidewater Community College. Students must follow the procedure as outlined in the TCC Student Handbook <https://www.tcc.edu/service-support/student-handbook/>.

Student Complaint

The TCC Student Complaint Policy (previously called grievance policy) provides equitable and orderly processes to resolve complaints other than grade appeals by students.

Student Complaint Process: TCC shall provide a reasonable, prompt, orderly, and administered resolution of complaints by an active student, credit or non-credit, for alleged improper, unfair, arbitrary, or discriminatory treatment by TCC employees, or employees under contract to TCC. For detailed information, please refer to [Student Handbook | Tidewater Community College \(tcc.edu\)](#)

Emergency Management Plan

In the event of a bomb threat, tornado, or fire, students and staff may be asked to evacuate the building or move to a secure location within the building. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the Room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If you have a disability that may require assistance during an evacuation, please let your faculty know at the end of the first class. If you are told to “stand fast,” you should remain in the classroom until the faculty member is notified by the appropriate campus person to leave the classroom.

Inclement Weather Conditions

When weather conditions make it necessary to delay opening, cancel classes, or close the college, one of the following notices will be provided via the TCC website homepage, TCC alerts (which students are encouraged to subscribe to), TCC Information Center and local radio and television stations. Please do not call any other telephone numbers. You can also determine the college's status by calling 822-1122, checking one of the radio or television stations listed or the College's website. Program Heads will announce the plan for clinical and class schedules.

Graduation and Pinning

Pinning Ceremony Dress Code: All students will follow the Dress Code for Pinning Ceremony established by the School of Nursing (Attachment D).

Nursing Graduation Process— Students must apply for graduation electronically through the College’s website. Students must apply for graduation by the TCC deadlines (Information to be decided regarding the practical nursing degree). To be **awarded an Practical Nursing Education certificate** from the College, the following conditions must be met:

1. Fulfill all the course and credit hour requirements of the practical nursing curriculum.
2. Earn a grade point average of at least 2.0 in all studies completed which are applicable toward graduation in the curriculum.
3. The PN program awards a practical nursing certificate.
4. Submit an Application for Graduation online at www.tcc.edu, search keyword: “graduation” by the College’s published deadline. Deadlines are published in the TCC Schedule of Classes. Other information can be found in the: [Student Handbook | Tidewater Community College \(tcc.edu\)](#)
5. Satisfy computer competency requirements. For correct information on how to satisfy this requirement, see www.tcc.edu, search keywords: “computer competencies.”
6. Resolve all financial obligations to the College and return all learning resources and other college materials.
7. Be certified by appropriate college officials for graduation. This information is discussed further on the website.

**Attachment A
Practical Nursing Program Personnel**

FACULTY	OFFICE	TELEPHONE
Dr. Deborah Hartman, EdD, MSN, RN DISCIPLINE DEAN of Nursing	B101C	757 822- 2308
Lisa PRATHER-BETANCOURT, BSN, RN PROGRAM HEAD	MW317	757 822-7053
Ms. Carissa Pickens ADMINISTRATIVE ASSISTANT	B101	757-822-2303
CLINICAL COORDINATOR	TBA	
SKILLS LAB COORDINATOR	TBA	
FULL-TIME FACULTY	TBA	
ADJUNCT FACULTY	TBA	

Attachment B Curriculum Progression – Certification

PREREQUISITE SEMESTER

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BIO 145	Basic Human Anatomy and Physiology	4	Qualifying Placement Test	None
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None
PSY 230	Developmental Psychology	3	None	None
SDV 101	Orientation to Health Care	1	None	None
PHI 220	Ethics	3	None	None
Semester Total		14		

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
PNE 162	Nursing in Health Changes II	10	Admission into the program: BIO 145, ENG 111 PSY 230, SDV 101, PHI 220	PNE 174
PNE 174	Introduction to Nursing Concepts	1	Admission into the program: BIO 145, ENG 111 PSY 230, SDV 101, PHI 220	PNE 162
Semester Total		11		

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
PNE 163	Nursing in Health Changes III	8	PNE 162 PNE 174	PNE 158
PNE 158	Mental Health Psychiatric Nursing	1	PNE 162 PNE 174	PNE 163
Semester Total		<hr/>		
		9		

SEMESTER 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
PNE 164	Nursing in Health Changes IV	10	PNE 163 PNE 158	PNE 145
PNE 145	Trends in Practical Nursing	1	PNE 163 PNE 158	PNE 164
Semester Total		<hr/>		
		11		
Total Program Credits		45		

Attachment C
Critical Incident and/or Exposure Report Guide
For Students and Faculty

1. Document critical incidents/near-misses* and exposures that may impact instructor/student/patient safety in clinical.
2. Ensure appropriate follow up when instructor/student/patient safety in clinical has been compromised.
3. Identify opportunities to instructor/student/patient safety in clinical. Procedure for Students:
 1. The student will provide a verbal report of the incident or exposure directly to the:
 - a. Instructor
 - b. Primary Nurse/Charge Nurse/Manager/ Other as directed by the instructor.
 - c. Occupational Health for student exposure/injury per facility policy.
 - a. Patient if indicated by facility policy.
 2. Documentation/report of the event will be completed by the student and clinical instructor as specified by the facility.
 3. The students will have completed a TCC Practical Nursing Incident and/or Exposure Report and submit it to the instructor for signature and follow-up.
 4. The form will be distributed to the appropriate individuals by the clinical instructor. A copy will be kept in the students file until the student graduates.

Procedure for Clinical Instructor:

1. The clinical instructor will provide a verbal report of the incident or exposure directly to clinical agency parties as follows:
 - a. Primary Nurse/Charge Nurse/Manager/Other as directed by facility policy.
 - b. Occupational Health for instructor exposure/injury per facility policy
 - c. Patient if indicated by facility policy.
2. Documentation/report of the event will be completed by the clinical instructor as specified by the facility.
3. The clinical instructor will complete a TCC Practical Nursing Incident and/or Exposure Report and submit it to the Program Head and Head of PN program for signature and follow-up. The form will be sent to the appropriate individuals by the clinical instructor.

*A near-miss (close call or good catch) is an event that has the potential to cause injury but is averted due to timely intervention on the part of faculty or staff.

Attachment D
Dress Code for Pinning Ceremony

Clothing for women

White scrubs, top and bottom.

If wearing a dress, must be white nursing uniform, the length of this item should be no more than 2 inches above the knee, also must be worn with white stockings only.

Cleavage is not to be shown.

White nursing shoes.

Clothing for men

White scrubs, top and bottom.

White nursing shoes.

****2-hour window of opportunity to change clothing if it does not meet requirements****

Attachment E
Plenary Disciplinary Procedure

1. Preparation, Filing of Written Complaint

Disciplinary action may be initiated by a complaint in writing filed by any member of the college community, including members of the faculty and student body.

2. Administrator Receiving Complaint

The complaint shall be filed with the campus dean or designee.

3. Investigation

The campus dean or designee shall initiate an immediate investigation, gathering signed statements and interviewing appropriate persons.

4. Authority to Require Students to Appear

The campus dean or designee may require any student to appear for an interview, or to give a written statement. Failure to assist the dean in this manner may subject the student to disciplinary action for obstruction of justice (failure to comply with the official and proper order of a duly designated college authority or agency). Further, a disciplinary hold may be placed on the class attendance, re-enrollment, or record of any student failing to comply with the campus dean's request for an interview or request for a written statement.

5. Action upon Completion of Investigation; Written Charges

After completing the investigation the campus dean or designee may:

- Dismiss the complaint, or
- Determine that the complaint is supported by reliable evidence.

If the campus dean or designee determines that the complaint is supported by reliable evidence, the campus dean or designee may — in the dean's sole discretion —

- Hear the matter.
- Refer the matter to a disciplinary committee.

6. Charges: Elements of Due Process

The campus dean or designee shall provide a letter to the student, advising the student of the nature of the charges. To ensure that a student's rights to due process are preserved, the following essential legal elements will be made available to the student:

- Published rules, regulations, and procedures in evidence.
- Due written notice of the charge(s) of violating such rules and regulations.
- A hearing or oral proceeding before an administrative representative or adjudicating body.
- Information regarding witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses in his/her own behalf.
- Right to counsel of his/her own choosing.
- Public hearing (but if disrupted, the hearing can be closed);
- A written record of the hearing.
- A prompt written decision.
- Information regarding the available appeal procedures.

7. **Dean's Adjudication: Sanctions**

If the campus dean or designee hears the matter, he or she may immediately adjudicate the matter based on witness statements, witness appearances, and the statements and appearances of the charging party and the student charged. Based on the evidence, the dean may dismiss the charges, or may, based on reliable evidence, invoke the following penalties:

- Dismissal from the college.
- Disciplinary suspension for a specified period.
- Disciplinary probation which may or may not be recorded on the student's personal record.
- Administrative reprimand or admonition.
- Restitution for damages.
- Withhold the transcript or certificate.
- Bar against readmission.
- Suspension of eligibility for college activities.
- Suspension from a specific class or campus activity, or the use of specific offices or services.
- Such other penalty or penalties as may be mutually determined.

8. **Appeals Procedure (Dean's Adjudication)**

A decision of the campus dean or designee may be appealed to the vice president of academic affairs. The appeal must be in writing and must be received by the vice president's office within five days after the decision of the campus dean or designee. The vice president will review the written record and reach a determination. The decision of the vice president is final.

9. **Disciplinary Committee**

If the department head refers adjudication of the matter to a disciplinary committee, the department head will advise the campus dean in writing. The campus dean will, within three days of receipt of the department head's notice, appoint a disciplinary committee. The committee shall consist of one faculty member, one administrator, and one student. The dean shall serve as an ex-officio member of the committee and shall serve as the hearing examiner.

The disciplinary committee will conduct a careful and thorough review of all the facts concerning the alleged offense. Based on the review, the student may be absolved of the charge or found to have violated a specific college rule or regulation. Recommended disciplinary action, decided by a two-thirds vote of the committee membership, may involve all or any combination of the penalties set forth above.

The committee shall complete its work within five working days of appointment. Within two working days of completion of the hearing, the committee shall provide a summary of witness statements, the facts, and the proposed penalty, if any, to the campus provost.

Upon receipt of the witness statements, fact summary, and proposed penalty (if any), the campus provost shall review such, and reach a determination. Final disciplinary action will be established by the discipline dean, who shall promptly communicate this information to both the student and the campus dean or designee.

10. Appeals Procedure (Disciplinary Committee)

A decision of the provost pursuant to Disciplinary Committee adjudication may be appealed to the college Vice President for Student Affairs (or Vice President for Student Learning and Chief Academic Officer for academic-related matters). The appeal must be in writing and must be received by the college Vice President's office within five days after the provost's decision. The college Vice President will review the written record and reach a determination. The decision of the Vice President is final.

Attachment F
Clinical Assumption of Risk Form COVID-19
ACKNOWLEDGEMENT OF THE RISK FORM

I agree that as a participant in the _____ at _____ associated with Tidewater Community College (the “College”) scheduled for _____ to _____, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to slips and falls, needle pricks, and contracting diseases such as COVID-19, also known as the coronavirus disease.

COVID-19 is a pandemic of respiratory disease that spreads from person-to-person. COVID-19 can cause mild to severe illness; most severe illness occurs in older adults. Nevertheless, people of all ages with severe chronic medical conditions including, but not limited to, heart disease, lung disease, and diabetes are also at a higher risk of developing serious COVID-19 illness. Healthcare workers caring for patients with COVID-19 have a higher risk of exposure and I understand that the clinical facility may have patients recovering from COVID-19.

Symptoms of COVID-19 include fever, cough, and shortness of breath. Reported illnesses range from very mild (including some with no reported symptoms) to severe, including death. If I feel sick, I agree not to go to the clinical facility and that I will stay home, except to receive medical attention if necessary. I also agree to take all necessary precautions recommended by the Centers for Disease Control and Prevention, including but not limited to washing my hands thoroughly and often, avoiding gatherings of ten or more people, covering my mouth and nose if I cough or sneeze, and avoiding public transportation, ridesharing, or taxis to the greatest extent possible.

I agree to abide by any and all specific requests by the College and the clinical facility for my safety or the safety of others, as well as any and all of the College’s and the clinical facility’s rules and policies applicable to all activities related to this program. I understand that the College and the clinical facility reserve the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury or illness which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury or illness is directly due to the negligence of the College and/or the clinical facility. I understand that this Acknowledgement of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with Tidewater Community College, at which time my visits to or participation in the program will cease.

I have read and understand the risks involved in participating in a clinical education program at a clinical facility during this pandemic. I understand that I have the option to postpone any clinical placement without academic penalty. I also understand that I must complete the requisite number of clinical hours to complete the health professional academic program in which I am enrolled. If I choose to postpone any clinical placement, I understand that my progression within the health professional academic program will be delayed.

In case an emergency arises, please contact _____ (name) at _____
(phone number).

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.

_____ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

Participant's signature

Date

Address

Attachment G
Handbook Acknowledgement

This Practical Nursing Student Handbook is provided to you as a general guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the practical nursing program. The college does not guarantee that the information contained within it, including, but not limited to, the contents of any webpage that resides under the registrations of tcc.edu is up-to-date, complete and accurate. Individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Your signature on this page is your acknowledgement that you have received and read this nursing student handbook.

Printed Name _____ Signature _____

Date _____

Instructions:

Print and sign this form, then email a scanned document or a legible screenshot to your course instructor by the submission deadline announced by your course instructor.



If you don't have the ability to print, sign and scan/fax this form, type your name and date in the form and your initials this box to indicate that you have read and understand the contents of the Practical Nursing Student Handbook.