York Technical College
University of South Carolina Lancaster
Cooperative Associate Degree Nursing Program

Nursing Student Manual
Spring
2019

York Technical College
Practical Nursing Program

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York Technical College/University of South Carolina Lancaster Cooperative Associate Degree Program is approved by the South Carolina Board of Nursing and accredited by the ACEN (Accreditation Commission for Education in Nursing). Address: 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Telephone: (404) 975-5000, fax (404) 975-5020.

York Technical College's Practical Nursing Program is approved by the South Carolina Board of Nursing and accredited by the ACEN (Accreditation Commission for Education in Nursing). Address: 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Telephone: (404) 975-5000, fax (404) 975-5020.

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Section I:
NURSING PROGRAM PHILOSOPHY

PEOPLE

People are complex, unique, and bio-psycho-social beings who use functional health patterns to interact with the environment. They define their own systems of daily living reflecting values, cultures, motives, and lifestyles. The family, as the primary unit of society, functions as a socializing force and influences growth and development. Individual uniqueness is evidenced by the ability to reason and communicate. People have intrinsic worth and have the potential to adapt and learn throughout the lifespan. The functional health patterns include health perception and health management, cognition and perception, activity and exercise, nutrition and metabolism, elimination, sleep and rest, sexuality and reproduction, roles and relationships, self-perception and self-concept, coping and stress management, and values and beliefs. The functional health patterns are supported through evidence-based practice.

HEALTH

Health is viewed as a dynamic continuum that occurs throughout the lifespan. Each individual has the right to pursue an optimal state of health. With that right, individuals have the responsibility for participation in evidence-based health promotion practices.

NURSING/NURSING PRACTICE

Nursing is an art and a science that utilizes the nursing process to practice prevention of illness, promotion of health and restoration of function when assisting individuals to achieve their highest level of human function. Nursing practice incorporates the three interrelated roles of the graduate nurse: provider of care, manager of care, and member within the discipline of nursing. The qualities essential to nursing practice include a commitment to caring, cultural diversity, use of therapeutic communication, critical thinking, teaching and learning, clinical competence, safe practice, professional behaviors, and use of the nursing process within the legal and ethical boundaries of the profession in a variety of clinical and community settings. These are supported through evidence-based nursing practice. Nursing is not an isolated activity. It reaches beyond care to the individual client and extends into the multicultural community.

NURSING EDUCATION

Nursing education is based in an institution of higher learning and incorporates the principles of the biophysical and behavioral sciences, the social sciences, the humanities, and nursing. Nursing education is a systematic and orderly process whereby the student progresses from the simple to the complex in the development of critical thinking through the process of intellectual curiosity, clinical reasoning and judgment, and clinical competencies. Nursing education is influenced by current trends in health care, evidence-based practice, as well as changes in education, the profession of nursing, and society. Through excellence in teaching and learning, the faculty facilitates adult learners to achieve success by actively participating in their own learning. The adult learner is encouraged to be self-

directed, to be accountable and responsible, and to use life experiences in meeting their own educational goals. The Nursing Program seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State by maximizing student success to become a registered nurse.

Simulation Lab

Simulation is used to enhance, reinforce and apply nursing theory. The simulation lab provides a safe, supportive and positive environment where students use clinical decision making, think critically and meet learning outcomes. The benefits of simulation includes the following: enriches and enhances course content, creates a practice experience not readily available in the clinical setting, emphasizes patient safety, builds skills in effective communication with patient and family, builds self-confidence, reinforces application of theory into practice in an efficient and focused manner, encourages reflective thinking by students in the debriefing process, provides "realistic" role playing, enhances professional communication and health care team synergy and promotes learning through collaboration.

Approved by the Nursing Faculty 05/02
Revised 07/07
Revised 05/10
Revised 03/12
Revised 04/15
Reviewed 04/16
Reviewed 04/17
Reviewed 08/17
Reviewed 12/18

Mission Statement for ADN Program

The Associate Degree Nursing Program is a cooperative program between York Technical College and the University of South Carolina Lancaster. The Program is approved by the South Carolina Board of Nursing , Synergy Business Park; Kingstree Dr., Suite 202, Columbia, SC 29210, (803) 896-4550 or fax (803) 896-4525 and fully accredited by the ACEN - Accreditation Commission for Education in Nursing: 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. Contact information: 1-404-975-5000, Fax, 1-404-975-5020, or www.acenursing.org

The Associate Degree Nursing Program prepares men and women for the practice of registered nursing to provide direct client care across the life span. The practice of the associate degree nurse is primarily directed toward clients who have health needs and require assistance to maintain or restore their optimum state of health, or support to die with dignity. The associate degree nurse is prepared to address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and certain community health agencies.

The graduate of the Associate Degree Nursing Program functions in three basic roles within the healthcare delivery system, which is the framework for the nursing program: provider of care; manager of care; and member within the discipline. The graduate will also be able to demonstrate the learning outcomes essential to nursing practice within these roles which include **caring** for patients across the lifespan while integrating cultural diversity, use of therapeutic **communication**, **critical thinking**, **teaching and learning** principles, **professional behaviors**, and using the **nursing process** to manage patient care within the legal and ethical boundaries of the profession in a variety of clinical and community settings.

Graduates of the Associate Degree Program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Registered Nurses. Graduates who successfully pass the National Council Licensing Examination for Registered Nurses (NCLEX-RN) are eligible to apply for licensure to practice as a registered nurse in any of the 50 states or U.S. territories.

Mission Statement for PN Program

The Diploma in Applied Science major in the Practical Nursing Program is approved by the South Carolina Board of Nursing, Synergy Business Part; Kingstree Dr., Suite 202, Columbia, SC 29210, (803) 896-4550 or fax (803) 896-4525 and fully accredited by the ACEN – Accreditation Commission for Education in Nursing, 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. Contact information: 1-404-075-5020, or www.acenuring.org.

The graduate of the Practical Nursing Program functions in three basic roles within the healthcare delivery system, which is the framework for the nursing program: provider of care; manager of care; and member within the discipline. The graduate will also be able to demonstrate the learning outcomes essential to nursing practice within these roles which include **caring** for patients across the lifespan while integrating cultural diversity, use of therapeutic **communication**, **critical thinking**, **teaching and learning** principles, **professional behaviors**, using the **nursing process** to manage patient care within the legal and ethical boundaries of the profession in a variety of clinical and community settings.

The program is designed to prepared graduates for work as a practical nurse in hospitals, doctor's offices, and long-term care facilities. Graduates of the diploma program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Registered Nurses. Graduates who successfully pass the National Council Licensing Examination for Practical Nurses (NCLEX-PN) are licensed as an LPN.

Section II:
Conceptual Framework

The conceptual framework for the Nursing Program was developed by the nursing faculty. At the center are the three interrelated **Roles of the Graduate Nurse**: **Provider of Care, Manager of Care**, and **Member within the Discipline of Nursing.** The qualities essential to nursing practice within these roles include the following: **Caring** for patients across the lifespan while integrating cultural diversity, use of therapeutic **Communication**, **Critical Thinking**, **Teaching and Learning**, **Professional Behaviors**, and using the **Nursing Process** to manage patient care within the legal and ethical boundaries of the profession in a variety of clinical and community settings.

The essential components, combined with the three interrelated roles of the graduate nurse, form the framework for the curriculum. These essential components are divided into **two levels** according to the scope of practice for the practical nurse and associate degree nurse as defined by the South Carolina Board of Nursing. These essential components are: caring, communication, critical thinking, teaching and learning, professional behavior, and the nursing process.

- **Caring** interventions are those nursing behaviors and actions that assist the patient in meeting their needs. Caring is "being with" and "doing for" that assists patients across the lifespan to achieve the desired results. Caring creates an environment of hope and trust, where the patient's cultural values, beliefs and lifestyle are respected.
- **Communication** is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, and/or in writing or through information technology. Effective communication demonstrates caring, compassion and cultural awareness.
- **Critical thinking** is a decision making process that encompasses the performance of accurate assessments, the use of multiple methods to access information and the analysis and integration of knowledge and information to formulate clinical judgments. Effective clinical decision-making results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the patient toward positive outcomes.
- **Teaching and Learning** processes are used to promote and maintain health and reduce risks, and are implemented in collaboration with the patient, significant support person(s), and other members of the health care team. Teaching encompasses the provision of health education to promote and facilitate informed decision-making, achieve positive outcomes and support self-care activities. Learning involves the assimilation of information to expand knowledge and to change behavior.
- **Professional behavior** within nursing practice is characterized by a commitment to the profession of nursing. The nurse adheres to the standards of professional practice, is accountable for his/her own actions and behaviors, practices within legal, ethical and regulatory frameworks, and participates in ongoing professional development.
- The **Nursing Process** is the collection, analysis and synthesis of relevant data for the purpose of appraising the patient's health status across the lifespan. The nursing process involves the orderly collection of information from multiple sources to establish a foundation for provision of nursing care and to evaluate the patient's changing needs.

    Approved by faculty 05/12, Reviewed 05/13, 05/14, 05/15, 05/16, 05/17, 05/18

Section III:

Program Learning Outcomes: Function in Roles of Provider of Care, Manager of Care, and Member within the Discipline of Nursing by Utilizing the Following Qualities Essential to Nursing Practice:

<u>Caring:</u> Program Learning Outcomes for PN Program (Level I) and ADN Program (Level II)
Note: All Level I Program Learning Outcomes are appropriate for Level II Program Outcomes.

Caring: LEVEL I Outcomes	Caring: LEVEL II Outcomes
I. **Demonstrates concepts of caring and holism when providing nursing care by:** • Promoting a caring environment for culturally diverse patients. • Assessing the impact of cultural factors on the individual. • Demonstrating knowledge of holism in the assessment of patient needs. • Providing care based on the collection of holistic data. • Identifying patient's developmental level. • Interacting in a caring manner during interactions with others. • Interacting professionally with respectful deference to the needs, values, and preferences of the patient and family. • Demonstrating attentiveness to the patient's experience. • Establishing positive connectedness and presence. • Respecting the individual patient's dignity and autonomy.	I. **Support concepts of caring and holism when providing care to groups of patients across the lifespan by:** • Protecting and promoting the patient's dignity. • Identifying and honoring the emotional, cultural, religious, and spiritual rights of the patient. • Demonstrating caring behavior towards the patient, significant support person(s), peers, and other members of the healthcare team. • Providing a safe physical and psychosocial environment for the patient. • Assisting the patient and significant support person(s) to cope with and adapt to stressful events and changes in health status. • Assisting the patient to achieve optimum comfort and functioning. • Preparing the patient and significant support person(s) for interventions, treatment modalities, and self-care. • Supporting the patient and significant support person(s) when making healthcare and/or end-of-life decisions. • Interacting with patients in a non-judgmental manner.

Communication: Program Learning Outcomes for PN Program (Level I) and ADN Program (Level II) Note: All Level I Program Learning Outcomes are appropriate for Level II Program Outcomes.

Communication: LEVEL I Outcomes	Communication: LEVEL II Outcomes

II.   **Use effective professional verbal and written communication skills while interacting with patients, peers, faculty, and other healthcare professionals by:**
 	
 • Using appropriate verbal and nonverbal communication with strategies in all interactions.
 • Documenting accurately according to policy.
 • Communicating in a respectful manner.
 • Interacting with patients in a non-judgmental manner using age-appropriate verbal and nonverbal behavior.
 • Communicating information concerning care to the nurse in charge of the patient throughout the clinical day and through documentation and hand off report.
 • Keeping instructor and other healthcare team members informed of patient care issues.
 • Demonstrating progressive improvement in documentation of patient care by:
  o Using professional terminology in documentation.
  o Accurately describing the patient's clinical picture in documentation.
  o Completing documentation in a timely manner.
  o Using electronic media for documentation and communication of information as appropriate.
	II. **Discriminate between effective and ineffective professional verbal, non-verbal and written communication skills while interacting with patients, peers, faculty, and other healthcare professionals by:**
	
	 • Utilizing therapeutic verbal, non-verbal, and written communication skills when interacting with patients, significant support person(s), faculty, peers, and other members of the healthcare team.
	 • Communicating relevant, accurate, and complete information in a concise and clear manner.
	 • Reporting and documenting assessments, interventions, and progress toward patient outcomes.
	 • Utilizing information technology and satisfactory communication techniques to support and communicate the planning and provision of patient care throughout the lifespan.
	 • Professionally providing and accepting constructive feedback.

Critical Thinking: Program Learning Outcomes for PN Program (Level I) and ADN Program (Level II) Note: All Level I Program Learning Outcomes are appropriate for Level II Program Outcomes.

Critical Thinking: LEVEL I Outcomes	Critical Thinking: LEVEL II Outcomes
III. **Demonstrates critical thinking skills during the delivery of patient care by:** • Performing basic mathematical computations necessary to administer medications. • Maintaining safety while administering medications (Patient's rights). • Evaluating the effects of medications on his/her patients. • Maintaining a safe, effective care environment 100% of the time. • Maintaining HIPAA, all Standard Precautions and Infection Control principles. • Identifying risk factors related to safety. • Verbalizing understanding of principles and rationales for interventions prior to implementation. • Performing identified interventions correctly and accurately. • Promptly reporting pertinent information to instructor and primary nurse. • Incorporating prior learned knowledge into planning care. • Demonstrating rational thinking while implementing patient care.	III. **Implement accurate and appropriate clinical decisions while providing nursing care to groups of patients by:** • Prioritizing nursing care based on patient's assessed needs. • Monitoring the patient for positive outcomes and adverse effects of interventions and treatments. • Calculating dosages correctly and safely administers medications incorporating assessed patient parameters. • Correlating lab values with clinical signs and symptoms. • Implementing interventions identified in the plan of care including: counseling, milieu therapy, and promotion of self-care activities, psychobiological interventions, health teaching, case management, health promotion and health maintenance. • Incorporating prior learned knowledge into the planning, implementation, and evaluation of patient care.

Teaching and Learning: Program Learning Outcomes for PN Program (Level I) and ADN Program (Level II) Note: All Level I Program Learning Outcomes are appropriate for Level II Program Outcomes.

Teaching and Learning: LEVEL I Outcomes	Teaching and Learning: LEVEL II Outcomes
IV. **Uses principles of teaching/learning in order to promote, facilitate, maintain, and restore optimal health by:**	IV. **Select appropriate principles of teaching/learning in order to develop a teaching plan related to a patients or group of patients assessed needs that reduce risks and promotes, maintains, and facilitates optimal health by:**
- Assessing patient's learning style. - Identifying barriers to learning. - Assessing knowledge deficits related to patient's health. - Incorporating teaching interventions into the nursing care plan/care map. - Creating a teaching plan based on the patient's needs according to a physical assessment and current evidenced-based practice to promote optimal patient health. - Including patient and family in teaching plan. - Incorporating knowledge about the patient's beliefs, culture, and intellectual level into the implementation and evaluation of the teaching plan. - After evaluating the patient's response, identifies areas of needed revision to the teaching plan. - Identifying community resources available to promote, facilitate, maintain, and restore patient health.	- Developing an individualized teaching plan based on assessed needs of a patient. - Teaching the patient and significant support person(s) the information and skills needed to achieve desired learning outcomes. - Evaluating the progress of the patient and significant support person(s) toward achievement of identified learning outcomes. - Identifying the learning needs of the mental health patient. - Assisting the patient in the development of a crisis plan. - Assisting the patient to identify adaptive coping strategies. - Providing patient education regarding medications and compliance.

Professional Behaviors: Program Learning Outcomes for PN Program (Level I) and ADN Program (Level II) Note: All Level I Program Learning Outcomes are appropriate for Level II Program Outcomes.

Professional Behaviors : LEVEL I Outcomes	Professional Behaviors: LEVEL II Outcomes
V. Functions in the role of a professional nurse with patients across the lifespan using a holistic approach by:	**V. Evaluate the role of the professional nurse when providing holistic care to patients across the lifespan by:**

• Professionalism and accountability:
   • Assuming only those responsibilities within one's scope of practice.
   • Not assuming responsibilities for activities in which competency has not been mastered.
   • Evaluating the outcome of one's own actions.
   • Admitting mistakes without blaming others.
   • Abiding by the Student Conduct Policies.
   • Displaying competency in carrying out patient care skills.
   • Evaluating his/her own abilities, accomplishments, and areas for improvement on a weekly basis.
   • Following through with appropriate behaviors/policies when an error has been made.
   • Identifying the impact his/her actions have on the quality of care provided to his/her patients.
   • Taking responsibility for his/her own actions, without excuses.
   • Following written and verbal instructions in a timely manner.
   • Taking responsibility for all aspects of assignment/patient care.
   • Taking the initiative to act upon new physician orders in a timely manner.
	• Professionalism and accountability
	   • Serving as a positive role model within various healthcare settings.
	   • Advocating for patients' rights.
	   • Delineating and maintaining appropriate professional boundaries in the nurse-patient relationship.
	   • Demonstrating accountability for nursing care given by self and/or delegated to others.
	   • Completing satisfactory written assignments which are identified in the syllabus.
	   • Evaluating his/her own abilities, accomplishments, and areas for improvement on a weekly basis.
	   • Following through with appropriate behaviors/policies when an error has been made.
	   • Being responsible for his/her own actions, without excuses.
	   • Being able to identify the impact of his/her actions on the quality of care provided to his/her patients.
	   • Following written and verbal instructions in a timely manner.
	   • Taking responsibility for all aspects of assignment/patient care.

• Legal/ethical
   • Maintaining confidentiality of patient information.
   • Abiding by legal and ethical standards of the SC Nursing Practice Act.
   • Completing lab, clinical, and written assignments on time.
   • Following written and verbal instructions in a timely manner.
   • Respecting the dignity, worth, and confidentially of the patients and their families.
   • Adhering to the policies of the Nursing Program and the clinical facilities.
	• Legal/ethical
	   • Following written and verbal instructions in a timely manner.
	   • Respecting the dignity, worth, and confidentially of patients and their families, as well as maintaining organizational confidentiality.
	   • Practicing within the ethical, legal, and regulatory frameworks of nursing and standards of professional practice.

• Self-development and life-long learning
   • Identifying areas of needed self-growth.
   • Evaluating his/her ability to meet clinical objectives for each clinical experience.
   • Seeking new learning experiences in clinical setting.
   • Identifying available resources if necessary to improve clinical skills.
	• Self-development and life-long learning
	   • Evaluating abilities, accomplishments, and areas for improvement on a weekly basis.
	   • Utilizing available resources if necessary to improve clinical skills.

Nursing Process: Program Learning Outcomes for PN Program (Level I) and ADN Program (Level II)
Note: All Level I Program Learning Outcomes are appropriate for Level II Program Outcomes.

Nursing Process : LEVEL I Outcomes	Nursing Process: LEVEL II Outcomes
VI. **Demonstrates clinical decision making skills using the nursing process during the delivery of patient care by:**	VI. **Implement an accurate and comprehensive nursing care plan that involves advanced assessment utilizing functional health patterns, appropriate goals, appropriate interventions and evaluation of the plan of care for groups of patients by:**
• Researching patient data prior to clinical experience. • Using assessment data from patient, chart, literature, and other resources while planning care. • Implementing patient care related to assessed holistic needs, involving patients in the decision making, and management of care. • Correctly and safely administering medications to his/her patients. • Calculating dosages correctly, assessing patient parameters, and relating medication information concerning his/her patients. • Evaluating effects of medication and documenting accurately. • Evaluating patient care given to an established standard. • Relating pertinent information concerning medications to the primary nurse. • Consistently practices in a safe manner. • Developing a holistic plan of care that incorporates individual patient's cultural beliefs and prescribes evidence-based interventions to attain expected outcomes. • Developing clinical care maps/concept maps based on a holistic assessment. • Identifying patient goals based on assessment findings. • Correlating classroom theory to patient situations.	• Individualizing nursing care based on a holistic assessment, including cultural, religious and spiritual believes utilizing functional health patterns. • Establishing goals/outcomes related to health assessed needs of the patient. • Implementing patient care directed towards achievement of desired goals/outcomes. • Evaluating achievement of goals/outcomes through assessed responses of the patient. • Revising the care plan based upon the evaluation of the patient's response. • Practicing in a safe manner 100% of the time. • Correlating classroom theory to patient situations.

Section IV:
End of Program Outcomes

- Performance on Licensure exam: The program's most recent annual licensure examination pass rate will be at least 80% for all first time test-takers during the same 12-month period.

- Graduation rates for the AD Nursing Program will be 20% higher than the College's overall graduation rate. AD Nursing Program graduation rates will include students who complete within three years (150%).

- Graduation rates for the PN Program will be 20% higher than the College's overall graduation rate. PN Program graduation rates will include students who complete within two years (150%).

- Ninety percent (90%) of both ADN and PN graduates seeking employment are employed within one year of graduation.

Section V:
Technical Standards for the AD and PN Program

ESSENTIAL FUNCTIONS OF A STUDENT NURSE IN THE ASSOCIATE DEGREE NURSING PROGRAM

- Perform clinical assessments, analyze data and report deviations to the appropriate person.
- Develop clinical care plans which include written nursing diagnoses, interventions and goals.
- Perform clinical nursing procedures in a safe and efficient manner according to client care standards, agency policy, and attending physician's orders.
- Perform clinical evaluations of the effectiveness of nursing care given.
- Perform client and family education.
- Act as a client care team leader.
- Read, write, speak and comprehend English with sufficient skill to interact with others in verbal and written form.
- Implement emergency procedures and administer first aid, including CPR.

MINIMUM QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL FUNCTIONS OF A STUDENT NURSE IN THE AD and PN NURSING PROGRAM

PHYSICAL REQUIREMENTS: The position of student nurse has been given a strength rating of MEDIUM WORK by the US Dictionary of Occupational Titles (exerting up to 20-50 pounds of force occasionally, and/or 10-15 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.) Included in the essential functions of this position is the lifting, carrying, positioning and moving of clients both manually and by stretcher. When performing these functions with large clients, the strength necessary may exceed the DOT rating. The nursing student position also includes intermittent sitting, standing, walking, frequent bending, squatting, reaching, occasional kneeling, twisting, and exposure to changes in temperature/humidity and fumes. Both hands are used for power grip, speed and precision work. Use of both feet is required.

DATA CONCEPTION: Requires the ability to gather, collate or classify information about data, people or objects. Reporting and/or carrying out a prescribed action in relation to the information are frequently involved.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

MANUAL DEXTERITY/MOTOR COORDINATION: Requires the ability to use body members, tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest. Must have good eye/hand/foot coordination.

INTERPERSONAL COMMUNICATION: Requires talking with and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers or assistants.

PHYSICAL COMMUNICATION: Requires the ability to speak and hear (express self by spoken words and perceive sounds by ear.)

REASONING DEVELOPMENT: Requires ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

LANGUAGE DEVELOPMENT: Requires ability to read and understand complex information from scientific and/or technical journals, papers, etc. Requires the ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech.

NUMERICAL ABILITY: Requires the ability to determine time, weight and to perform practical applications of fractions, percentages, ratio and proportion as well as basic addition, subtraction, multiplication, and division operations.

FORM/SPATIAL ABILITY: Requires the ability to inspect dimensions of items and to visually read information and data.

PERSONAL TEMPERAMENT: Requires the ability to deal effectively with stress produced by work and guest interaction situations that may be of critical or emergency situation.

"Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007, located in the Student Services Building within the Counseling and Support Services Area. The SRO coordinates reasonable accommodations for students with documented disabilities." Information on Disability Services at YTC may be accessed at https://www.yorktech.edu/Special-Resources-Office.aspx*.*

University of South Carolina Lancaster: Students with disabilities needing academic accommodation should register with and provide documentation to the Office of Student Disability Services in Starr Hall Room 125E. Students should also discuss with each course instructor the type of accommodations needed. To access further information, register with the Office of Student Disability Services, or to submit documentation please visit our website at: https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/career_counseling_disability_services/disability_services/index.php*. You will also need to schedule an appointment with the Disability Services Coordinator to discuss your accommodations.*

Section VI: Nursing Curriculum

York Technical College/University of South Carolina Lancaster
Associate Degree Nursing Program
Curriculum Plan

First Year (Level I)

Fall		Class	Lab	Credit
BIO 210/BIOL 243, 243L	Anatomy & Physiology I	3	1	4
COL 101/LANU elective	College Orientation	1	0	1
ENG 101/ENGL 101	English Composition I	3	0	3
NUR 104/LANU 104	Nursing Care Management I	3	1	4
NUR 206/LANU 206	Clinical Skills Application	1	1	2
NUR 106/LANU 106	Pharmacologic Basics	2	0	2
				16

Spring		Class	Lab	Credit
BIO 211/BIOL 244, 244L	Anatomy & Physiology II	3	1	4
PSY 201/PSYC 101	General Psychology	3	0	3
NUR 159/LANU159	Nursing Care Management II	4.5	1.5	6
NUR 211/LANU 211	Care of the Childbearing Family	3	1	4
				17

Summer		Class	Lab	Credit
NUR 209/LANNU 209	Nursing Care Management III	3.5	1.5	5
ENG 102/ENGL 102	English Composition II	3	0	3
				8

		Total Credits		41

Second Year (Level II)

Fall		Class	Lab	Credit
NUR229/LANU 229	Nursing Care Management IV	4	2	6
BIO225 /BIOL250, 250L	Microbiology	3	1	4
MAT 110/MAT 111	College Algebra	3	0	3
				13

Spring		Class	Lab	Credit
NUR 214/LANU 214	Mental Health Nursing	2	2	4
NUR 219/LANU 219	Nursing Management & Leadership	1	3	4
Humanities/Fine Arts Elective		3	0	3
Elective		3	0	3
				14

Eligible to apply for NCLEX-RN   **Total Credits**   **68**

Eligible to apply for NCLEX-PN if not successful in NUR/LANU 229

York Technical College
Practical Nursing Program
Curriculum Plan

Fall		**Class**	**Lab**	**Credit**
BIO 210	Anatomy & Physiology I	3	1	4
COL 101	College Orientation	1	0	1
ENG 101	English Composition I	3	0	3
NUR 104	Nursing Care Management I	3	1	4
NUR 206	Clinical Skills Application	1	1	2
NUR 106	Pharmacologic Basics	2	0	2
				16

Spring		**Class**	**Lab**	**Credit**
BIO 211	Anatomy & Physiology II	3	1	4
PSY 201	General Psychology	3	0	3
NUR 159	Nursing Care Management II	4.5	1.5	6
NUR 211	Care of the Childbearing Family	3	1	4
				17

Summer		**Class**	**Lab**	**Credit**
NUR 209	Nursing Care Management III	3.5	1.5	5
ENG 102	English Composition II	3	0	3
				8

Eligible to apply for NCLEX-PN   **Total Credits**   **41**

PN Direct Articulation Into AD Program – based on space availability

Standardized Testing Throughout the Curriculum
Assessment Technologies Institute (ATI) and Elsevier Adaptive Quizzing (EAQ)

Course	PN Program Practice	ADN Program Practice	Required Standardized Test(s) *assigned percentage of final grade	Benchmarks
Level I				
Nursing Care Management I (Fundamentals) NUR/LANU 104	Learning Systems PN PN Fundamentals	Learning Systems RN RN Fundamentals	**Fundamentals ATI**	**Use Level 2 Proficiency for all Content Mastery**
Nursing Care Management II NUR/LANU 159	Nutrition Practice Test Assigned Module EAQ	Nutrition Practice Test Assigned Module EAQ	**Completion of ATI Nutrition Practice Test** **Completion of assigned Module EAQ**	**90% Practice Test Benchmark** **Assigned Mastery Level**
Care of the Childbearing Family NUR/LANU 211	Learning Systems PN Maternal Newborn Practice Test	Learning Systems RN Maternal Newborn Practice Test	**Maternal Newborn ATI**	**Use Level 2 Proficiency for all Content Mastery**
Nursing Care Management III NUR/LANU 209	PN Comprehensive Predictor PN Management Practice Test Pharmacology Practice Test Assigned Module EAQ	PN Comprehensive Predictor Pharmacology Practice Test Assigned Module EAQ	**PN Comprehensive Predictor ATI** **Completion of assigned Module EAQ**	**Use 74% and > Benchmark for all Comprehensive Predictors**
Level II				
Nursing Care Management IV NUR/LANU 229		Learning Systems RN ATI Content Review Tests ATI Medical Surgical Practice Tests	**Adult Medical Surgical ATI**	**Use Level 2 Proficiency for all Content Mastery**
Mental Health Nursing NUR/LANU 214		Learning Systems RN Mental Health Practice Tests	**Mental Health ATI**	**Use Level 2 Proficiency for all Content Mastery**
Nursing Leadership & Management NUR/LANU 219		Leadership & Management Practice Tests RN Comprehensive Predictor	**RN Comprehensive Predictor ATI**	**Use 74% and > Benchmark for all Comprehensive Predictors**

Program and Exam Grading Policies   (This policy applies to both the PN and AD Nursing Programs)

1. A student must maintain a theory grade of 80 in all nursing courses. See individual nursing course syllabus for specific course requirements. If the student's last date of attendance is after midterm, the student is withdrawn and a grade of "W", "F", or "WF" is assigned at the discretion of the instructor.
2. The following grading scale will be used in all nursing courses: **A = 90-100, B = 81-89, C = 80, D = 70-79, F = 69 & below**.
3. All exams will be timed according to the number of questions and types of questions.
   - Five minutes per question allowed for drug dose calculation problems
   - Three minutes per question allowed for drug dose multiple choice questions
   - Two minutes per question allowed for multiple, multiple questions
   - One minute per question allowed for multiple choice questions
4. The final grade for the course will be determined by rounding to the nearest whole number.

Exam Policy   (This policy applies to both the PN and AD Nursing Programs)

1. Calculators provided by the nursing program will be permitted to compute any mathematical problems on the exam. Students may not use his/her own personal calculator during any exam.
2. Module exams will be rounded to the nearest hundredth.
3. Electronic testing or paper/pencil testing may be used for exams. If paper/pencil tests are used, It is the student's responsibility to correctly mark the Scrantron answer sheet according to directions on the test booklet. Once the Scantron is submitted, it will be graded as is.
4. Exam grades will be determined by dividing the number of correct responses by the number of test items. Thus on an 80 item exam, a student who misses 10 items would receive a score of 70/80 or 87.5. If a test item is omitted by faculty decision, all students will receive credit for that item as if it were a correct response.
5. Exam grades will be posted on D2L within seven days after the exam is taken. Faculty and staff are not permitted to release test results or grades over the phone or via text messaging.
6. Students must be in their seats at the designated exam time. Students who are tardy for any exam will be required to take the exam on the make-up exam day.
7. Students are expected to leave all books, notes and personal belongings at the front of the room during each exam.
8. During the exam:
   - Start and End time for exam will be clearly written on the board in the classroom. Students are expected to monitor their time. Wearing a watch is recommended.
   - No verbal time warnings will be given during the exam.
   - Desk must be clear of all objects.
   - No highlighters are allowed.
   - No food or drinks are allowed.
   - No hats, coats, or personal items may be near the seated student.
   - No cell phones, smart watches, electronic devices are to be in student's possession during the exam.
   - Cell phones must be turned off and not in the possession of the student.
9. Instructors will circulate within the room while the exam is being taken.
10. Once the next exam is given, the student may no longer review previous exams.

Exam Makeup Policy   (This policy applies to both the PN and AD Nursing Programs)

1. The student is expected to notify faculty when missing a scheduled exam.
2. All missed exams must be made up according to the makeup date on the course calendar.
3. Students who are tardy for a scheduled exam will be required to make up the exam according to the makeup date on the course calendar.
4. Make up exams will be taken at the York Technical College Assessment Center for ADN students and the Chester Center for the PN students.
5. Make-up exams may be of an alternate format.
6. If the student does not take the makeup exam on the scheduled make up day and time, a grade of zero will be earned. Students who are late for the make-up exam will receive a zero.
7. Students are allowed only **ONE** make-up exam per nursing course. Students will receive a zero "0" on subsequent, missed scheduled exams.

Module Exam Review Policy   (This policy applies to both the PN and AD Nursing Programs)

1. An optional exam review will be held within a week of the exam as indicated on the course calendar.
2. There will be no scheduled reviews for a **FINAL EXAM**.
3. No exam will be reviewed or answers displayed until all students have taken the exam.
4. Once the next exam has been given, the student will not be allowed to review any previous exams or Scantrons *(if applicable).*
5. During the exam review:
   - No food or drinks are allowed.
   - No hats, coats, or personal items may be near the seated students.
   - No cell phones or electronic devices are allowed in the student's possession during the exam review.
   - Cells phones must be turned off.
   - No pencil, paper or any writing devices are allowed.
6. Students have the opportunity to challenge test questions for validity if they disagree during the test review.
   - Faculty provide evidence based rationales for the answers to each test question.
7. At the end of each course, when a **final grade is earned**, students can request that faculty manually average exam grades if they question the validity of their final grade.
   - Students can review their Scrantrons *(if applicable)* for accuracy.
   - If a student continues to disagree with the earned grade, faculty will refer them to the Department Chair for Nursing where the exam, Scrantrons *(if applicable),* and grades will be reviewed again.
   - If there is no objective evidence to support a change in the earned grade, the earned grade will be upheld.
8. The student can continue their complaint to the Associate Vice President for HHS and the Dean of Student Services for registered YTC students and the Dean of Academic Affairs for registered USCL students.
9. However, the student cannot grieve or appeal a grade or an assignment unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment (State Board for Technical and Comprehension Education – Procedure number 3-2-106.3 – Title: The Student Grievance for the South Carolina Technical College System – Policy reference number: 3-2-106).

Drug Dose Competency Policy

Criteria:
- Courses: NUR/LANU 159 and NUR/LANU 211: Three attempts to earn 90%.
- Courses: NUR/LANU 209, NUR/LANU 229 and NUR/LANU 214: Two attempts to earn 90%.
- Course: NUR/LANU 219: Two attempts to earn 100%.
- Students **must meet drug competency criteria to pass** the course. A grade of "F" will be earned if the student does not pass the drug dose competency as stated above.

Exam set up:
- Five minutes per question allowed
- Committee members to develop all exams for all courses
- Open book exam – students will be allowed to use their Dimensional Analysis Text Book during the Drug Dose Competency Exam

Directions: To receive credit for the calculation problem, you must label the answer correctly and enter it on the answer sheet provided. The grade will be calculated from the answers on the answer sheet. Round answers to the tenths where it is appropriate.

Grading:
- Use of military time and metric system
- Eliminate unnecessary zeroes
- Include zero before decimal
- Write out "units" in labeling
- Round to tenths unless otherwise specified
- Label all answers appropriately
- Place answers on the answer sheet provided

Guidelines:
- Course coordinators will refer students to the *Nursing Student Manual* regarding Drug Dose Competency Policy for each course
- Exam construction will be consistent between AD and PN programs
- Drug Dose Exams will be appropriate to course content and academic level

Outline of test construction for Drug Dose Competency Exams:

NUR/LANU 159 and NUR/LANU 211
- Identification of Drug Label information
- Conversions
- Tablet/Capsule Dosage Calculation
- Measurement of oral solutions
- I & O measurement
- Unit dose measurements: Heparin and Insulin (No IV)
- Pediatric Oral dosages
- Safe Dose Range (SDR)

NUR/LANU 209
- Choice from all of the above (NUR/LANU 159 and NUR/LANU 211)
- Reconstitution of medications
- Basic IV calculations: mL/hr, duration times
- Calculation of gtts/min

NUR/LANU 229
- Choice from all of the above (NUR/LANU 159, NUR/LANU 211 and/or NUR 209)
- IV Infusion:
- Hourly rate
    - Infusion completion time
    - mL/hr rate from dosage ordered
    - mL/hr rate from dosage per kg ordered
    - Titration calculations: mcg/kg/hr, mg/hr, units/hr
    - Heparin calculations: unit/hr, weight base

NUR/LANU 214 and NUR/LANU 219
- Choices from all of the above courses

Section VII: Estimated Program Expenses

York Technical College/USCL ADN Nursing Program Expenses

ITEMS	Expense	TOTAL
York Technical College		***Based on 68 credit hours**
Tuition: In-County Residents **(**York and Chester County residents, taking classes within their county of residence)	$177.00 per credit hour	$12,036.00
Tuition: Out of County Residents	$192.00 per credit hour	$13,056.00
Tuition: Out of State Residents	$392.00 per credit hour	$26,656.00
New Student Fee	$35.00 per semester (x5 semesters)	$175.00
Returning Student Fee	$30.00 per semester (x5 semesters)	$150.00
List Processing Fee	$50.00	$50.00
Deposit upon acceptance (applies toward tuition)	$100.00	$100.00
Nursing Course Fee	$65.00 per credit hour	$4,420.00
Technology Fee	$4.00 per credit hour	$272.00
TEAS Test	$104.00	$104.00
USC Lancaster		***Based on 68 credit hours**
Tuition: In-State Resident - $298.25 per credit hour		$20,281.00
Tuition: Out of State Resident - $743.25 per credit hour		$50,541.00
Tuition: Active Duty Military - $298.25 per credit hour		$20,281.00
Technology Fee	$17.00 per credit hour	$1,156.00
Matriculation Fee	$50.00	$50.00
Laboratory Sciences Course Fee (per course)	$40.00 (x3 Science Courses)	$120.00
TEAS Test	$104.00	$104.00
Parking and Security (Fall and Spring)	$65.00 (x2)	$130.00
Parking and Security (Summer)	$30.00 (x1)	$30.00
Program Expenses		
Nursing Textbooks and Quizzing Resources	~$900.00	~$900.00
Uniforms (includes shoes and lab coat)	~$200.00	~$200.00
Stethoscope & Equipment	~$100.00	~$100.00
Professional Liability Insurance	$15.00 per academic year	~$30.00
Health and Accident Insurance	Required for all students	www.healthcare.gov
Physical Exam and Immunizations (Titers, Tuberculin and Hepatitis)	~$250.00	~$250.00
Criminal Background Check & Drug Screen	~$60.00	~$60.00
CPR Certification and re-certification	~$50.00	~$50.00
ATI – Standardized Testing	$125.00 per semester (x 5 semesters)	$625.00
Graduation Fee/Cap & Gown	~$50.00	~$50.00
Post-Graduation Exam and Licensure Cost		
SC Licensure Fee – RN	$100.00	$100.00
Background & Fingerprints	$50.00	$50.00
NCLEX-RN Exam	$200.00	$200.00
*****ALL EXPENSES ARE APROXMATE AND SUBJECT TO CHANGE******		
Travel to different facilities is required for classroom and clinical experiences		

York Technical College PN Nursing Program Expenses

ITEMS	Expense	TOTAL
York Technical College		***Based on 41 credit hours**
Tuition: In-County Residents (York and Chester County residents, taking classes within their county of residence)	$177.00 per credit hour	$7,257.00
Tuition: Out of County Residents	$192.00 per credit hour	$7,872.00
Tuition: Out of State Residents	$392.00 per credit hour	$16,072.00
New Student Fee	$35.00 per semester (x3 semesters)	$105.00
Returning Student Fee	$30.00 per semester (x3 semesters)	$90.00
List Processing Fee	$50.00	$50.00
Deposit upon acceptance (applies toward tuition)	$100.00	$100.00
Nursing Course Fee	$65.00 per credit hour	$2,665.00
Technology Fee	$4.00 per credit hour	$164.00
TEAS Test	$104.00	$104.00
Nursing Textbooks and Quizzing Resources	~$900.00	~$900.00
Uniforms (includes shoes and lab coat)	~$200.00	~$200.00
Stethoscope & Equipment	~$100.00	~$100.00
Professional Liability Insurance	$15.00 per academic year	~$30.00
Health and Accident Insurance	Required for all students	www.healthcare.gov
Physical Exam and Immunizations (Titers, Tuberculin and Hepatitis)	~$250.00	~$250.00
Criminal Background Check & Drug Screen	~$60.00	~$60.00
CPR Certification and re-certification	~$50.00	~$50.00
ATI – Standardized Testing	$195.00 per semester (x 3 semesters)	$585.00
Graduation Fee/Cap & Gown	~$45.00	~$45.00
Post-Graduation Exam and Licensure Cost		
SC Licensure Fee – PN	$100.00	$100.00
Background & Fingerprints	$50.00	$50.00
NCLEX-PN Exam	$200.00	$200.00
*****ALL EXPENSES ARE APROXMATE AND SUBJECT TO CHANGE******		
Travel to different facilities is required for classroom and clinical experiences		

Section VIII:
Academic Policies

The following polices have been established regarding progression, readmission and termination in both the ADN and PN Programs.

Academic Progression of Students
The following criteria must be met in order for a student to progress in the ADN and PN Program:

1. Upon admission to the nursing program, students must complete courses in the sequences as outlined in the York Technical College Plan of Study and in the University Of South Carolina Lancaster Program Of Study.

    Students must achieve a cumulative 2.0 grade point ratio on all courses which count toward graduation in the **ADN and PN program**. **ADN Program:** Students must achieve a grade of "C" or better on the 1st or 2nd attempt of BIO 210/BIOL 243 & BIOL 243L, BIO 211/BIOL 244 and BIOL 244L, & BIO 225/BIOL 250 & BIOL 250L in the ADN Program. Grades of "W", "D", "F", and "WF" are considered unsuccessful attempts. **PN Program**: Students must achieve a grade of "C" or better on the 1st or 2nd attempt of BIO 210 and BIO 211. Grades of "W", "D", "F", and "WF" are considered unsuccessful attempts. Students are limited to a maximum of 2 attempts per class. If a student has attempted any one of these classes and required more than 2 attempts to earn a grade of "C" or better, they must wait 5 years from their **last attempt** to place their name on the ADN and/or PN waiting list. **Currently enrolled York Tech PN students** may transition into the ADN Program after successful completion of the PN Program, and if they have met all admission criteria for the ADN Program by May 15th before transitioning in the fall. Transition into the ADN Program is based on space availability in the ADN program.

2. **ADN Program:** Students must achieve a grade of "C" or higher in ENG 101/ENGL 101; ENG 102/ENGL 102; MAT 110/MATH 111, and all science courses. **PN Program**: Students must achieve a grade of "C" or higher in ENG 101, ENG 102, and all science courses for the PN Program.

3. Students must make a grade of "C" or better in theory in each nursing course attempted, and receive a clinical evaluation of "Satisfactory." This applies to both the ADN and PN Programs.

4. Students must achieve a grade of 90% or above on drug dosage calculation competency tests in NUR/LANU 159 and NUR/LANU 211. Students are given three (3) attempts to do so.

5. Students much achieve a grade of 90% or above on drug dosage calculation competency tests in NUR/LANU 209, NUR/LANU 229, and NUR/LANU 214. Students are given two (2) attempts to do so.

6. Students must achieve a grade of 100% on drug dosage calculation competency test in NUR/LANU 219. Students are given two (2) attempts to do so.

7. A student who receives a "W", "D", "F", or "WF" in any required nursing course may repeat that course **one time only**. A maximum of one nursing course may be repeated. In order to repeat a nursing course, the student must apply for readmission into the Nursing Program and meet the current admission requirements. Readmission will depend on space availability in the course to be repeated. This applies to both the ADN and PN programs.

8. A second nursing course failure over the total nursing curriculum will constitute dismissal from the nursing program. Students will be eligible for academic forgiveness 5 years after the last nursing course attempted and must apply for readmission to the **first** nursing course. This applies to both the ADN and PN programs.

9. Students must maintain a current CPR (American Heart Association Healthcare Provider AED which includes infant, child, adult CPR with mask and choking and Adult/Child AED) throughout the program. This applies to both the ADN and PN programs.

10. Students must have negative results on random drug test, or when done for cause. Students who test positive for prescription drugs (without a legal prescription) and/or illegal drugs will not be able to progress. This applies to both the ADN and PN programs.

11. There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. The policy regarding legal limitations for state licensure from the South Carolina Board of Nursing is available on www.llr.state.sc.us/pol/nursing .

12. Students must submit to a background check upon admission into the nursing program. Students must report to the Department Chair of Nursing any arrest and/or criminal charges or convictions filed after the completion of the admission criminal background investigation. Failure to do so will result in dismissal from the Nursing Program. The arrest and/or criminal charge will be reported to the clinical facility where the student is assigned, and a determination will be made by the facility as to whether or not the student can continue at the clinical site.

13. Students must maintain the ability to attend clinical at every health care agency. A student that is barred from any clinical facility will not be able to progress in the nursing program. This applies to both the ADN and PN programs.

14. If a student does not appear to be in good physical and/or mental health, as evidenced by his/her performance or behavior in the class, laboratory or clinical area, the faculty has the right to require a physical and/or psychological examination and a written report from a physician in order to remain in the nursing program. In addition, if a student has any physical or mental health changes since the initial nursing admission physical or at any time during the program, the student must receive clearance from their health care provider prior to being allowed in the clinical areas and progressing in the program. This applies to both the ADN and PN programs.

15. Students must present proof of malpractice insurance and health insurance while enrolled in the nursing program. This applies to both the ADN and PN programs.

16. Each entering student must submit a completed physical examination record, including a tuberculin test or chest x-ray if indicated, specified titers and an updated immunization record if requested. Second year students must submit evidence of a tuberculin test. These completed health records will be kept on file as long as the student is enrolled in the nursing program. The current physical examination record on file will expire after two years. Physical records/forms will be returned to students upon exit or completion the nursing program.

17. Any student who receives a "D", "F", "W", or "WF" in any nursing course is required to participate in an exit interview with nursing faculty. During this time, the student will be informed of their eligibility for readmission and the readmission process.

Readmission Requirements

1. Students who receive a grade of "W", "WF", "D", or "F" in a nursing course must seek readmission to the program in order to repeat the course. **Re-admission is not automatic.**

2. Student requesting readmission into the Nursing Program must meet all admission requirements for the academic year in which they request readmission. Required nursing courses more than three years old must be repeated. In addition, a score of PROFICIENT or better is required on the TEAS test (TEAS score cannot be more than three years old).

3. Complete and submit a Program Readmission Form to the Nursing Program Coordinator.

4. Each student readmitted must submit a completed physical examination record, including a tuberculin test or chest x-ray if indicated, and an updated immunization record. These completed health records will be kept on file as long as the student is enrolled in the nursing program. The current physical examination record on file will expire after two years. Physical records/forms will be returned to students upon exit or completion the nursing program.

5. Submit proof of malpractice and health insurance. This applies to both the ADN and PN programs.

6. Submit a current CPR (American Heart Association Healthcare Provider AED which includes infant, child, adult CPR with mask and choking and Adult/Child AED). This applies to both the ADN and PN programs.

7. Pay fees for a background check and drug screen.

8. All returning students will be required to obtain a copy of the current *Nursing Student Manual* and submit a signed copy of the Acknowledgement of Student Responsibilities form for their file.

Students who are unsuccessful in <u>NUR/LANU 106</u> or <u>NUR/LANU 206</u> must meet the following:

1. Completion and submission of Program Readmission Form to Program Coordinator by June 15th.
2. Repeat NUR/LANU 206 or NUR/LANU 106 and pass the course with a "C" or better to progress to NUR/LANU 104.

Students who apply for readmission for <u>NUR/LANU 104</u> must meet the following:

1. Completion and submission of Program Readmission Form to Program Coordinator by August 15.
2. Academic eligibility must be approved by counseling and support services by August 15.
3. Students must pass a Clinical Skills competency check off.
4. If successful, the students may register for NUR/LANU 104.
5. Registration is on a space available basis only.
6. If the number of qualifying students exceeds the number of spaces available in the course, a lottery will be used to fill the available spaces.

Students who apply for readmission for <u>NUR/ LANU 159</u> must meet the following:

1. Completion and submission of Program Readmission Form to Program Coordinator by October 15.
2. Academic eligibility must be approved by counseling and support services by October 15.
3. Prior to entering NUR/LANU 159, the students must take and pass the ATI Fundamentals computerized exam scoring a level 2 or higher.
4. Upon successful completion of Fundamentals ATI exam, the students must pass a Clinical Skills competency check off.
5. Registration is on a space available basis only.
6. If the number of qualifying students exceeds the number of spaces available in the course, a lottery will be used to fill the available spaces.

Students who apply for readmission for <u>NUR/ LANU 211</u> must meet the following:

1. Completion and submission of Program Readmission Form to Program Coordinator by January 15.
2. Academic eligibility must be approved by counseling and support services by January 15.
3. Prior to entering NUR/LANU 211, the students must take and pass the ATI Fundamentals computerized exam scoring a level 2 or higher.
4. Upon successful completion of the Fundamentals ATI exam, the students must pass a Clinical Skills competency check off.
5. Registration is on a space available basis only.
6. If the number of qualifying students exceeds the number of spaces available in the course, a lottery will be used to fill the available spaces.

Students who apply for readmission for <u>NUR/ LANU 209</u> must meet the following:

1. Completion and submission of Program Readmission Form by March 15.
2. Academic eligibility must be approved by counseling and support services by March 15.
3. Prior to entering NUR / LANU 209, the students must take and pass the ATI fundamentals computerized exam and the Maternal/Newborn computerized exam scoring a level 2 or higher.
4. Upon successful completion of the Fundamentals and Maternal/Newborn ATI exams, the students must pass a Clinical Skills skill check off.
5. Registration is on a space available basis only.
6. If the number of qualifying students exceeds the number of spaces available in the course, a lottery will be used to fill the available spaces.

Students who apply for readmission for <u>NUR/ LANU 214</u> must meet the following:

1. Completion and submission of Program Readmission Form by October 15.
2. Academic eligibility must be approved by counseling and support services by October 15.
3. Prior to entering NUR / LANU 214, the students must take and pass the ATI Adult Medical/Surgical exam scoring a level 2 or higher.
4. Upon successful completion of the ATI Adult I Medical/Surgical exam, the student must pass a skill check off.
5. Registration is on a space available basis only.
6. If the number of qualifying students exceeds the number of spaces available in the course, a lottery will be used to fill the available spaces.

Students who apply for readmission for <u>NUR/ LANU 229</u> must meet the following:

1. Completion and submission of Program Readmission Form by May 15.
2. Academic eligibility must be approved by counseling and support services by May 15.
3. Prior to entering NUR / LANU 229, the students must take and pass the ATI PN Predictor Test with a minimum score of 70.
4. Upon successful completion of ATI PN Predictor, the students must pass a skills check off.
5. Registration is on a space available basis only.
6. Eligible students admitted into NUR / LANU 229 from each institution will be granted admission in the following order:

York Technical College:

- Students eligible to repeat NUR 229 after one attempt.
- Current PN students from the York Technical College PN program.
- LPN's seeking direct articulation who graduated from the York Technical College's PN program.
- LPN's seeking direct articulation.

USCL:

- Students eligible to repeat LANU 229 after one attempt.
- LPN's seeking direct articulation.

Students who apply for readmission for <u>NUR/ LANU 219</u> must meet the following:

1. Completion and submission of Program Readmission Form to Program Coordinator by January 15.
2. Academic eligibility must be approved by counseling and support services by January 15.
3. Prior to entering NUR / LANU 219, the students must take and pass the ATI Adult Medical/Surgical and the ATI Mental Health exam scoring a level 2 or higher.
4. Upon successful completion of the ATI Adult I Medical/Surgical and the ATI Mental Health exam, the students must pass a Clinical Skill check off.
5. Registration is on a space available basis only.
6. If the number of qualifying students exceeds the number of spaces available in the course, a lottery will be used to fill the available spaces.

<u>Termination from the Nursing Programs</u>

A student will be terminated from the nursing program for the following (this applies to both the ADN and PN programs):

1. A final grade of a "D", "W", or a "WF" in two separate nursing course attempts.
2. Demonstration of unsafe or otherwise unacceptable nursing practice that actually or potentially resulted in danger or injury to a patient.
3. Breach of patient confidentially regarding any agency, hospital, nursing home, etc.
4. Willfully violating established policies and regulations of York Technical College and University of South Carolina Lancaster, the affiliating hospitals, any other clinical agencies and the Nursing Department.

Section IX:
Class Room Policies

Student's attendance and participation in all class sessions play a vital role in successful completion of a course. The following apply to all nursing courses:

1. Tardiness causes a distraction and interferes with effective learning. Students are encouraged to avoid being tardy for class. If a student is tardy to class, he/she may enter at the first break.

2. ADN students are required to attend classes and/or labs on the York Tech and USCL campuses.

3. PN students are required to attend classes and/or labs at York Tech and Chester Center facilities.

4. Students who are absent more that 10 percent of the class hours will be considered for course withdrawal. An absence is defined as non-attendance. If a student exceeds the 10 percent limit, the instructor may apply one of the following:
   - If the student's last date of attendance is on or before midterm, the student is withdrawn and a grade of "W" is assigned.
   - If the student's last date of attendance is after midterm, the student is withdrawn and a grade of "W" or "WF" is assigned at the discretion of the instructor.
   - If the student has communicated regularly with the faculty member, exceptions to the withdrawal policy may be made at the discretion of the Department Chair.

5. The Nursing faculty recognizes the importance and value of providing a high-quality educational experience to student with disabilities. Faculty also understand the benefits of helping students learn and study in the way that is most effective for them. For both reasons, students in the Nursing program are allowed, in most situations, to use audio recording devices (including digital or tape recorders, audio recording apps on phones and tablets, and smart pen devices) to record classroom lectures for their own use as study aids. Please see the York Technical College Catalog and Handbook for more information on the use of these and other digital devices, restrictions on the use of recorded files, and requirements for students who wish to record lectures. Students are responsible for providing their recording devices and operating the device. Students are responsible for the quality of the recording. Faculty will not be responsible for stopping or starting any recording device.

6. The wearing of a "smart watch" will not be permitted in the clinical settings.

7. Children are not permitted in classroom, shops, labs, the library or the Assessment Center. Children should not be left unattended at any time on campus. Students are not allowed to take visitors to class or labs with them except by special administrative approval. All visitors must register at the reception area of the facility upon arrival.

Section X:
Clinical Policies

The following specific policies have been established by the Nursing Department to guide students regarding clinical, simulation lab or skills lab expectations.

Prior to entering the clinical area, a student must have a criminal background check. The Department Chair of Nursing will submit names to an outside background check agency on each nursing student. York Technical College and the University of South Carolina Lancaster only submit the permission form. The results are accessible only to the clinical facilities and the Department Chair of Nursing through a secured on-line site. All clinical facilities have the right to refuse admission of a student to their agency if the criminal background check reveals information that is not consistent with the policies of their institutions.

Clinical facilities may also require drug screens before or any time during a clinical rotation. In order to complete course objectives, students must be eligible to attend all clinical facilities used by the Nursing Program. **A change in hospital or clinical assignments will require a second background check.**

Students must attend orientation to assigned clinical agencies. Students are required to complete all HIPAA (Health Insurance Portability and Accountability Act), Blood Borne Pathogens and Bioterrorism training. When complete, the student must submit a signed acknowledgment forms for their files. The student nurse is subject to all policies in the clinical facility where they are assigned. **In addition, students must maintain personal health insurance coverage at all times for the duration of the nursing program. Students without health insurance will not be allowed in clinical and will be dismissed from the program.**

Clinical/Simulation Lab/Skills Lab Attendance

1. Attendance at clinical, simulation lab, and skills lab is necessary to meet course objectives. Students must attend 100% of clinical/lab experiences. One clinical make up day is scheduled on the course calendar for students who have to miss one clinical day during the semester. Students who miss one clinical/lab assignment will be required to make up the one absence on the scheduled make up day. If more than one clinical day is missed, the student will not be able to meet the 100% attendance policy for clinical and will be withdrawn from the course. Students must furnish their own transportation and attend the clinical area where they are assigned.

2. Punctuality in the clinical/simulation lab/skills lab area is essential. Times for clinical will vary from one facility and clinical course to another. It is the responsibility of the student to arrive on time. Clinical experiences may be scheduled mornings, afternoons, or evenings.

3. Students who are absent from their clinical assignment must contact the instructor and/or the assigned clinical unit prior to the designated hour of clinical/simulation lab/skills lab practice. Failure to contact the instructor or nursing unit prior to missing a clinical assignment will result in a clinical grade of unsatisfactory.   When calling a clinical agency, the student will give their name, telephone number and the reason for the absence/tardiness. The student should get the name of the staff person with whom the message was left. The clinical absence must be made up on the one scheduled make up day.

4. A student who is a "no call, no show" to clinical/lab will be counted absent, will have to make up the clinical time, and will receive an unsatisfactory for the clinical day. If a student has more than one "no call, no show" incident, they will be dismissed from the nursing program for unprofessional behavior.

5. Tardiness is defined as arriving at a clinical agency site after the assigned start time. A clinical "N" (needs improvement) will be given for the first clinical tardy. A second tardy and subsequent tardy will constitute a clinical "U" (unsatisfactory).

6. Permission will not be granted to leave the assigned clinical area or the facility early except in cases of emergency. Students are not to leave the assigned clinical area or the facility without permission from their instructor.

7. It is considered unsafe and unacceptable for the student to work the shift immediately prior to a scheduled clinical day. If this situation occurs, the student will not be allowed to remain in the clinical setting and will receive a clinical "U" or unsatisfactory for that clinical day. This will result in a clinical absence and the student will have to make up the absence on the scheduled make up day. In addition, students are given clinical schedules in advance. Employment or work related conflicts will not be approved to miss a clinical day. If a student misses their clinical day assignment, an unsatisfactory will be given.

8. Students are given their clinical schedules before the semester begins so to make arrangements to be in the clinical area on days assigned. Employment or work related conflicts will not be approved to miss a scheduled clinical day. This will result in a clinical absence as well as a clinical unsatisfactory. In addition, the student will have to make up the missed day on assigned clinical make-up day.

9. Students are not to be in the clinical area except during assigned clinical times, during data collection prior to scheduled clinical experience, or approved research activities.

10. The simulation lab is used to enhance, reinforce and apply nursing theory. Expectations for the simulation lab are the same as for clinical assignments. The following simulations will be required throughout the curriculum: **NUR 159,** GI Bleed, Pneumonia and DVT; **NUR 211,** Asthma, DKA and Pneumonia in the Pediatric Patient; **NUR 209,** Stroke, MI, and Shaken Baby Syndrome; **NUR 229,** Gun Shot Wound, ARDS, MVA with a Traumatic Brain Injury and Hypokalemia with PVC's; **NUR 219,** COPD Exacerbation, GI Bleed Secondary to Liver Failure, Pulmonary Embolism, Brain Attack, Heart Valve Replacement, Abdominal Injury with Intestinal Bleeding, Septic Shock and MODS, and Thermal Injury.

Clinical Expectations

1. Supervision in the clinical area is provided by the nursing faculty or appropriate agency personnel.

2. Students are not allowed in the clinical area with any signs of communicable illness.

3. Students will be prepared for their clinical assignment by reviewing the patient's electronic medical record to determine their responsibilities for patient care. The student should research the patient's history, medical diagnosis and surgical procedures (if surgery has been performed), physician's orders, current lab values, diagnostic procedures, prescribed medications and anticipated nursing care.

4. Students who are not prepared for their clinical assignment are subject to dismissal from the clinical site for the day and will receive a clinical unsatisfactory "U." Additional written work may be assigned at the discretion of the instructor. Research of clinical assignments is limited to the use of the resource material and is not to include patient contact.

5. If a student is injured in the clinical area, the student is to report immediately to the clinical instructor who will direct the student in receiving appropriate treatment and in completing the necessary hospital or agency incident report forms. A York Technical College Incident Report must be completed and returned to York Technical College Student Services if the student is enrolled at YTC. A University of South Carolina Incident Report must be completed and returned to USCL's Student Services if the student is enrolled at USCL.

Clinical Evaluations

1. Clinical evaluations are a vital part of student learning. The purpose of the weekly evaluation is to enable the student to perform a self-evaluation of his/her clinical performance. This includes discussing weaknesses as well as strengths. The clinical instructor will offer timely feedback to students regarding the weekly evaluation.

2. Clinical evaluation tools will be delivered electronically via the College's Learning Management System, Desire2Learn (D2L). All students, including all registered USCL and transfer students will be oriented to D2L by the course coordinators. The weekly evaluation is due as directed by the clinical instructor.

3. Grading Scale for Clinical Performance includes the following:

   - **S = Satisfactory:** Indicates safe clinical performance; consistently demonstrates identified behavior and/or skills and application of nursing principles at the expected course level.
   - **N = Needs Improvement:** Indicates that performance is substandard and needs improvement.
   - **U = Unsatisfactory:** Indicates unsafe clinical performance; demonstrates an identified behavior and/or skills application of nursing principles not at the expected course level.

4. Students are expected to perform at a satisfactory level each clinical day. Any nursing action, judgment or behavior that is seriously unethical or endangers a patient's safety is subject to immediate failure and dismissal from the course. Such incidents will be brought before the nursing faculty and department chair for the nursing program for review and action.

5. A final grade of satisfactory will be required for each learning objective defined in the final course evaluation tool in each nursing course by the end of the respective course.

6. The Nursing Faculty reserves the right to dismiss a student from the clinical area whose clinical performance, is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially affects the safety of the student, patient, patient's family, or health team members.

7. Examples of unsatisfactory clinical behavior include, but not limited to:

   a. Attending clinical experience under the influence of drug and /or alcohol.

b. Refusal to care for an assigned patient based on patient characteristics such as race, culture, religious beliefs, or diagnosis.
c. Acts of omission or commission in the care of patients, such as physical abuse; placing the patient in a hazardous position or circumstance; mental/emotional abuse; and medication errors.
d. Disruption of patient care or unit functioning related to poor interpersonal relationships with agency health team members, peers or faculty.
e. Any behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of patient, their families, health team members, peers or faculty.
f. Any behavior that violates professional qualities, such as violation of patient confidentiality or solicitation of patient services leading to personal gain.
g. Any late written assignment.
h. Asking another student to "pick up" your clinical assignment.

8. A clinical action plan will be initiated by the clinical instructor if the student receives a clinical unsatisfactory.

9. A student earning three (3) unsatisfactory ratings during a nursing course will not be allowed to return to the clinical area and will receive an "F", (failing grade) for the course.

Dress Code and Personal Appearance

While in uniform, the student is representing York Technical College/University of South Carolina Lancaster Associate Degree Nursing Program or the York Technical College's Practical Nursing Program. Therefore, an acceptable appearance as described below will be expected of all students. The student will be sent home if the instructor or clinical agency staff considers the student to be unprofessionally attired. The student will be counted absent, will have to make up clinical time and will receive a "U" (unsatisfactory) for the clinical day.

Uniform and Dress Code:

1. A specified uniform is to be worn only when functioning as a nursing student. The specified Landau uniform is a navy tunic top and white pants for the PN student and a royal blue tunic top with white pants for the ADN student. White pants must be hemmed (cannot touch floor), without elastic cuffs at the bottom of the pants leg. A clean, neatly ironed uniform, which fits properly and is in good repair, will be worn each day in the clinical and laboratory setting.

2. Required undergarments for female students include: bra, panties, slip under skirt, and undergarments must not be visible. For male students: plain boxers or briefs – must not be visible.

3. White shoes must be worn with the specified uniform. Shoes must be close-toe, close- heel, without insignia or color markings. No cloth or canvas shoes, sandals, clogs, thongs, or platform shoes may be worn. Shoes and white laces are to be clean each day they are worn to the clinical/lab settings. Shoes must be worn with either white stockings or white socks. No bare legs or feet.

4. While in the clinical setting researching patient assignments, a white lab coat with a visible agency name badge is to be worn over street clothes. No jeans, shorts, sweat suits, tee shirts, short skirts or any dress that shows cleavage is allowed. No open-toe, open-heel shoes are allowed in the clinical areas. Dress should be business casual.

5. A visible agency name badge, watch with a second hand, bandage scissors, black pen, stethoscope and a penlight are required components of the uniform while in the clinical setting and assigned to patient care.

Personal Grooming

1. Body cleanliness is mandatory with adequate bathing, use of deodorant, and oral hygiene. No body odor of any kind will be tolerated.

2. Hair must be clean, pulled back away from the face, off the shoulders, and appropriately secured with conservative, neutral clips. No bows, scarves, ribbons, or hair feathers. Headbands should be plain, thin (no more than ¼ inch wide), and blend with hair color. No unnatural hair color (blue, green, pink, purple, etc.) is allowed.

3. Mustache/beards should be conservatively styled and neatly trimmed. If no beard, face should be cleanly shaven (no stubble). Side burns should be no longer that the tip of the ear lobe.

4. Nails will be short, neat and clean. No nail polish is allowed. Artificial fingernails, including acrylic nails and extenders are not allowed in the clinical/lab setting. This also includes nail wraps, overlays, and nail jewelry.

5. Minimal use of cosmetics will be practiced. Artificial eyelashes are not permitted. Scented fragrances, perfumes, after shave lotions, scented shampoo and body lotions may not be worn in patient care areas. Smoking, chewing gum, eating food or drinking is not permitted in the clinical/lab setting. Students should not have the odor of smoke (i.e. cigarette, cigar, etc.) present on their person during clinical.

6. Jewelry – rings are limited to a simple band. One small set of button type earrings may be worn in the each ear lobe only. No other visible body piercing (including the tongue) is allowed. No other jewelry is allowed except medic alert tags.

7. Tattoos must be non-visible. Therefore, may need to be covered.

Cell Phone Use in the Clinical Setting

1. The use of a personal cell phone **is prohibited in the clinical setting**. This includes: pre-conference, post-conference and on the clinical unit.

2. Cell phones may be turned off and left in the students back pack or purse. Faculty recommend students leave their phone in their car.

3. Cell phones **are not permitted on the student's person** when obtaining clinical assignments the day before clinical.

4. The wearing of a "smart watch" will not be permitted in the clinical or classroom settings. Also, students are not allowed to wear a wrist version of the *Fit Bit* in the clinical area. This is a violation of the uniform policy.

Piedmont Medical Center Policies and Procedures A34

SUBJECT: Students

Original Date: 6/98 Revised: 2/04, 3/04, 2/08, 12/14, 3/15 Reviewed: 7/05, 7/06, 7/07, 3/09, 12/14, 3/15

Policy Statement(s): It is the policy of Piedmont Medical Center that Students will provide care under the direct supervision of a school affiliated clinical instructor, or designated Piedmont Medical Center approved clinical instructor. Care of the patient remains with the staff of Piedmont Medical Center, assigned to the patient. **Responsibility:** Nurse Manager, RN, Physician, Laboratory Technologist, Imaging Technologist, Phlebotomist, Respiratory Therapist, Medical Social Worker, Dietitian, Paramedic, Speech Therapist, Student, Clinical Instructor, Sterile Processing Technician.

Definition(s):
Student - An individual currently enrolled in a clinical course at an approved school that provides patient care under the supervision of a clinical instructor and/or approved licensed personnel.
Supervision – All students are under the direct supervision of a Clinical Instructor or approved Clinical Preceptor. Students do not function independent in any situation or clinical area.
Clinical Competency - The school will provide upon request competency assessment documenting student's ability to function in the clinical setting.
Equipment/Supplies: N/A
Procedure:
1. A request will be made by an Accredited School or a student for a clinical Rotation at Piedmont Medical Center. The person receiving the request shall refer all contacts to the Director, Department of Education.
2. The Director of Education will contact the Director of the Department concerning the request. If the Director of the Department approves a student rotation or internship, the Director of Education will contact the school regarding the request.
3. Discussion will occur as to the nature of the request and the guidelines for student rotations at Piedmont Medical Center.
4. The Director of Education will contact the PMC Contract Administrator to validate a current contractual agreement with the school, or the need to send contract information to designated individuals at the School.
5. The Contract Administrator will work with the School until a Contract is executed to allow the student rotation to occur at Piedmont Medical Center.
6. The Contract administrator will notify the Director of Education once the contract is valid and executed by both parties (Piedmont Medical Center and the School).
7. The Director of Education will contact the school to arrange for student to meet requirements to begin their Clinical rotation.
8. All students must meet Human Resources requirements.
9. Medical Students and other students under the oversight of the Medical Staff office must meet this department's requirements.
10. The student will participate in current Hospital competencies and fall/ Restraint Education by the Education Department.
11. All Students will be entered into Contract Management by the Education Department
12. Once a student completes all pre-requisite requirements, the student will be issues a name badge with a Student tag attached.
13. The receiving department will be notified of the readiness of the student.
14. Students will complete student orientation prior to the first clinical experience.

15. Students will wear appropriate Piedmont Medical Center identification and the uniform associated with their respective schools.
16. All skills and procedures will be performed in accordance with hospital policies and procedures.
17. Nursing student assignments will be posted in a conspicuous location on the nursing unit. Assignments will clearly delineate the responsibilities of the student. Assignments will be maintained in a notebook on the unit for the purpose of future reference/record keeping.
18. Posted assignments will maintain patient confidentiality and will not include any patient information, (i.e., name, patient initials, birthdates, medical record number or diagnosis). Room numbers are acceptable.
19. Students may perform skills as appropriate to their scope of practice and assist with physician initiated procedures under the direct observation and supervision of the clinical instructor and/or designated approved Preceptor
20. Nursing Students may observe, but **not** participate in the following procedures:
    (This list is not limited and may include other procedures that students may not be competent to perform)
    A. Blood sampling from venipunctures or central venous access devices/arterial catheters
    B. Witnessing consents
    C. Administration Blood or Blood Products
    D. IV Therapy on patients less than 16 years of age
    E. Obtaining written, verbal, or telephone orders.
    F. Calling a physician.
    G. IV medications that require cardiac and/or respiratory monitoring or any chemotherapy
    H. Agents and Total Parenteral Nutrition (TPN).
21. Nursing Students may administer medications under the supervision of the clinical instructor or designed approved preceptor
22. Medication Management:
    A. Students must have the patient's primary nurse or clinical instructor present while in the medication room.
    B. The clinical instructor reviews all medications with the student nurse and co-signs all medications in the eMAR.
    C. Student Nurses administering any initial dose of medication to a patient must be directly observed by the clinical instructor.
    D. High Alert Medications require 2 RN verification in addition to the student nurse.
23. Students may not participate in procedures involving Radiation unless they are supplied a radiation monitoring badge by their school, approved by the Director of Radiology.
24. Documentation:
    All documentation by students will be cosigned by the clinical instructor or designated approved Preceptor.

Cross Reference(s):
HIPAA
York Technical College / Piedmont Medical Center Contract
University of South Carolina / Piedmont Medical Center Contract
Virginia Commonwealth University, School of Osteopathic Medicine
Attachment(s): N/A
Reference(s): Joint Commission Hospital Accreditation Standards for Restraints, (2015), Comprehensive Accreditation Manual. Oakbrook Terrace, Illinois: Author.

Springs Memorial Hospital – Policy for Nursing Students: Reviewed: 2/03, 3/04, 11/05, 11/06, 11/07, 4/08, 4/09, 4/10. Revised: 3/02 3/13, 01/12.

PURPOSE: Provides basic nursing and personal care to assigned patients.

ESSENTIAL FUNCTIONS:

I.   The following procedures can only be performed under the direct observation of the clinical instructor, nurse preceptors, or charge nurse until the student has demonstrated safety and understanding during the performance of the procedure.
   a. Sterile and non-sterile dressing changes
   b. Maintain and monitor nasogastric suction and enteral feeding
   c. Routine ostomy care
   d. Perform tracheostomy care
   e. Foley catheter placement or insertion, irrigations, specimen collection, routine care and removal
   f. Perform nasotracheal suctioning
   g. Assist with physician initiated procedures to include but not limited to:
       •   Lumbar puncture
       •   Bone marrow biopsy
       •   Chest tube insertion
       •   Thoracentesis
       •   Paracentesis
       •   Liver biopsy
       •   Epidural catheter placement
       •   Central line placement
       •   Orthopedic procedures
   h. Maintain chest drainage
   i. Nasogastric and enteric tube placement

II.   Students may observe, but not participate in the following procedures:
   a. Cardioversion/Defibrillation
   b. Conscious sedation
   c. Surgical procedures
   d. Endoscopy procedures
   e. Hemodialysis
   f. Cardiac catheterization and interventions
   g. Chest tube removal
   h. Temporary pacing
   i. Childbirth delivery
   j. Abortion procedures
   k. Induction of labor
   l. Initiate blood and blood products
   m. Open chest resuscitation
   n. Circumcision
   o. Apply internal fetal monitoring electrodes
   p. Arterial punctures
   q. Blood sampling from central venous/arterial catheters
   r. Removal of central venous or arterial catheters

III.   Venipuncture and administration of IV push medications may be performed only while under the direct supervision of a clinical instructor or preceptor.

IV.   Medication administration: oral, rectal, vaginal, optic and topical medications may be given under the Supervision or direction of the clinical instructor or preceptor after safety and understanding of the five rights of administration.

V.   The following IV push medication may be administered by a student under the direct supervision of the clinical instructor or preceptor:
- Narcotic analgesics
- Diuretics
- H2 antagonists
- Antibiotics
- Antiemetic
- GI Stimulants
- Valium
- Steroids

VI.   Students **may not** administer the follow medications per IV route:
- Versed
- Dilantin
- Antiarrythmics
- Beta blockers
- Calcium channel blockers
- Investigational drugs
- Cytotoxic agents
- Thrombolytic agent
- Neuromuscular blockade agents
- Continuous IV sedation such as Diprivan of Fentanyl
- Inotropics (Digoxin)
- Anticoagulants

VII.   Student may not independently take verbal orders

VIII.   Students may not call physicians.

IX.   Nursing students may not administer IV therapy in the ER, ICU/CCU, Nursery, OR, or PACU.

UNDERGRADUATE:
1. Must know and follow policies and procedures of the Department of Nursing at the hospital.
2. May participate in direct care of patients under the supervision of the RN assigned to the patient and in conjunction with the clinical instructor.
3. May document on a patient's permanent record after collaboration with the clinical instructor. Such documentation must include the student's name, title and co-signature of the clinical instructor.
4. May administer medication following these guidelines:

a. IV medications given in accordance with hospital policy, and under the supervision of a clinical instructor or preceptor
b. Medications given by other routes (IM, SQ, PO, SL, rectally, topically) will be given under the supervision of the clinical instructor as needed.
5. Shall be prepared to complete patient care assignment and articulate basic, pertinent theoretical knowledge prior to participating in direct nursing care.
6. Must adhere to policies relative to:
c. Parking
d. Dress code
e. Documentation
7. May use library.
8. May use cafeteria facilities
9. Must notify the clinical instructor and unit personnel when unable to report for duty due to illness or other emergency.
10. Report to the clinical instructor if he/she becomes ill or is injured on the unit while on duty.
11. May assist in performing CPR is he/she has current BLS certification from AHA or Red Cross.
12. Will give report on patient(s) cared for at end of clinical rotation to the designated staff nurse.
13. Students should be identified with appropriate name tags and student uniforms or lab coats any time they are in the clinical area. If lab coats are worn, appropriate professional dress is required. No jean or shorts are permitted. Must follow student handbook dress code.
14. Student projects – Surveys and questionnaires for student projects need to be approved by the appropriate Clinical Director before distribution. Permission for interviews related to student projects must be obtained before the interview is conducted.

Transmitted Diseases Policy

Allied Health and Nursing students and faculty should be particularly aware of potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure. Since we cannot reliably identify all patients with a transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all patients at all times as if they were a potential source of infection. This approach includes precautions for contact with a patient's blood and body fluids. This is referred to by CDC (Center for Disease Control) as "standard precautions". Practice of these precautions will help ensure protection against HIV (Human Immunodeficiency Virus), the cause of AIDS, HBV (Hepatitis B Virus), the primary cause of viral hepatitis, and all other blood borne infectious agents. Rigorous adherence to these guidelines will be required of all students and faculty.

PRECAUTIONS FOR THE TRANSMISSION OF HIV AND OTHER BLOOD BORNE AGENTS TO HEALTH CARE STUDENTS AND FACULTY: Basic Aseptic Technique practiced by health care students/faculty in conjunction with the following blood and body fluid precautions can help prevent the transmission of HIV, HBV and other blood borne agents.

All patients, their blood and other body fluids, will be considered to be infectious at all times.

Whether or not the patient is known to be infected with HIV or HBV, the student and faculty will:
1. Wash hands thoroughly with soap and water before and immediately after contact with patients, their blood, urine, or other body fluids.
2. Consider sharp items (needles, scalpel blades, other sharp instruments) as being potentially contaminated and handle with extreme care to prevent accidental injury.
3. Dispose of sharp items in puncture-resistant containers immediately after use.
4. Do not recap, purposefully bend, or otherwise manipulate by hand, needles that are to be disposed.
5. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag valve masks, or other ventilation devices.
6. Wear gloves when handling a patient's blood, body fluids, and/or items soiled with blood or other body fluids.
7. Use gloves when performing injections, venipunctures, arterial punctures and capillary sticks.
8. Wear gown, mask and eye covering when performing procedures where aerosolization or splattering is likely to occur (e.g., dental and surgical procedures, wound irrigation, bronchoscopy, endoscopy, high speed centrifugation, etc.).
9. Clean up spills of blood or body fluids immediately with a disinfectant such as a 1:10 dilution of chlorine bleach.

The student nurse may not refuse to provide care to any client. However, the student nurse may reserve the right to refuse to participate in an abortion.

Students may not refuse to care for a person who is HIV positive unless the patient would be placed in jeopardy because of an illness or condition of the student.

If students who are HIV positive would be placed at risk for infection due to their compromised immune status, attendance in the clinical setting would be problematic. Students who fall into this category are responsible for notifying faculty.

Illness/Pregnancy Policy

In order to ascertain that the student is not placing her/himself or their patient in physical jeopardy, the student who returns to the clinical area following:

1. Illness requiring treatment by a health care provider
2. Illness requiring hospitalization
3. Delivery of a baby

Student must bring a statement from his/her health care provider, which indicates that the student may return to participation without restrictions in all assigned patient care activities and responsibilities. The statement will be presented to the instructor prior to the student's return to the clinical area.

A student who is pregnant upon enrolling in a nursing course, or who becomes pregnant during a course, will bring a statement from her health care provider indicating that she may participate without restrictions in all assigned patient care activities.

Section XI:
Nursing Lab Guidelines

Only currently enrolled nursing students may use the nursing lab outside of the scheduled campus lab time. In order to facilitate the use of this room, students are encouraged to plan ahead for study/practice time. It is possible that the nursing lab may be reserved by college personnel or other nursing student groups. The lab is locked for security purposes. To reserve the nursing lab please contact a nursing instructor for further instructions.

- To reserve equipment for use during lab practice time, please notify the Course Coordinator before the requested time.

- Students are required to sign in during open practice lab time.

- Before leaving the nursing lab, equipment must be returned to the designated area; the lab should be left in better condition than found; the lights turned off and the doors locked. Please notify the instructor if you discover damaged or nonfunctioning equipment or supplies.

- Selected equipment may be signed out for one week for practice off campus with permission of nursing faculty. You must have a faculty signature for both sign out and return of equipment. Failure to return borrowed equipment will result in a grade of incomplete (I).

- Other study rooms are available on the YTC campus and the USCL campus by reservation, including County rooms in the Ann Springs Close Library.

- Children are not permitted in classroom, shops, labs, the library or the Assessment Center. Children should not be left unattended at any time on campus. Students are not allowed to take visitors to class or labs with them except by special administrative approval. All visitors must register at the reception area of the facility upon arrival.

Section XII:
Student Conduct Policies

Nursing students are to conduct themselves in an ethical and professional manner when representing the Associate Degree Nursing Program and the Practical Nursing Program. The items below are significant behavioral and academic expectations in the Student Conduct Policy and include the associated disciplinary action if those expectations are violated.

- **Respectful and Considerate Behavior** – Students are expected to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students who engage in such acts as stealing, profane language, immoral conduct, any type of aggressive behavior, or any act that endangers the health or property of others are subject to disciplinary action. The College reserves the right to decline admission, suspend, or require the withdrawal of anyone whose conduct is disruptive to the educational process or infringes on the rights of others.

- **Drug and Alcohol Free** – Students are expected to report to class and student activities in appropriate mental and physical condition to meet the requirements and expectations of their roles. The possession or consumption of alcoholic beverages or other drugs by a student while on college property is prohibited and is grounds for dismissal. York Technical College does not sanction the use of alcoholic beverages at any event involving students of the College. Any nursing student abusing drugs or alcohol will not be allowed in class, clinical, or the nursing lab and will be subject to suspension and/or expulsion.

  The facilities, grounds, and parking lots at USC Lancaster are patrolled as public areas where open containers, sale, consumption, or underage possession of alcohol is illegal unless otherwise designated by permit. Persons not in compliance with the law are subject to arrest, prosecution, and loss of use of University facilities. Students are also subject to University sanctions for non-compliance. In order to comply with South Carolina alcohol legislation, the USC Lancaster Student Government Association will not sell or otherwise provide alcohol at student activities

  Use, possession, sale or purchase of drugs on or adjacent to University property may result in criminal prosecution and University sanctions including but limited to permanent expulsion from the University. University and community services to assist individuals with alcohol and drug dependency problems are available: USCL Counseling Center, 127 Starr Hall, (803) 289-7112 or Counseling Services of Lancaster, 114 Main Street, (803) 285-6911.

Tobacco Policy – York Technical College and Chester Center

- York Technical College has a responsibility to provide a safe and healthful environment. In response to feedback from students, faculty, and staff, the College implemented tobacco-use guidelines effective September 1, 2010. Revised: June 2014
- **Tobacco-Use Guideline:** The use of tobacco products is permitted only within the passenger compartment of personal vehicles. York Technical College prohibits the use of all tobacco products, in any form, elsewhere on campus and in college vehicles.
- **Clarification of Prohibited Areas**: Tobacco use is prohibited in all campus buildings, including shops and restrooms; at all off-campus centers; at off-campus college-sponsored activities; and in all York Technical College vehicles. Additionally, tobacco-use is prohibited on campus grounds (except in the passenger compartment of personal vehicles), in all

partially enclosed areas such as covered walkways, and on curbs and public road right-of-ways.

- **Definition of Tobacco Products:** Tobacco products include, but are not limited to, cigarettes, cigars, pipes, and smokeless tobacco.
- **College Position on E-Cigarettes (Vaping):** E-cigarettes are distracting to the educational process, and therefore, are not allowed in any campus buildings. The use of e-cigarettes at outdoor locations on campus triggers constant approaches from Public Safety Officers, faculty, staff, and students in an effort to inform students of the tobacco-free guidelines. Since it is not evident, from a distance, if the cigarette is tobacco-free or not, you are encouraged to be in the passenger compartment of your personal vehicle to be in compliance with the spirit of the policy. E-cigarettes are not currently considered a violation of the tobacco-free guidelines; however, if use of e-cigarettes becomes a disruption on the campus, the disruption will be addressed and the guidelines may be modified to address this situation further.
- **Disposal:** Ashtrays and smoking shelters will not be provided on campus grounds. Prospects, students, and employees are expected to dispose of the residue from their tobacco products safely and appropriately in their vehicles.
- **Monitoring:** Public Safety will advise individuals who are not in compliance with the College's tobacco-use guidelines to dispose of their tobacco products appropriately. Any observed student violations of the tobacco-use guidelines should be reported immediately to the Public Safety Office (803) 327-8013. Any observed employee violations should be reported to the employee's direct supervisor.
- **Warnings:** Visitors on campus will be issued warning citations if they violate the tobacco-use guidelines. Students and employees will not receive warnings. They will be issued citations for offenses as they are expected to know and comply with the tobacco-use guidelines.
- **Violations:** South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor which, upon conviction, results in a fine. Tobacco use in prohibited areas is also punishable by fines and/or disciplinary action.
- **Fines:** The issuance of a fine is at the discretion of the Public Safety Office. Students and employees who violate the tobacco-use guidelines will be fined $25 for each offense.
- **Appeals:** Students who think that they have been issued a citation which is not in accordance with the tobacco-use guidelines may appeal to the Dean for Students Office.
- **Disciplinary Action:** Students who habitually violate the tobacco-use guidelines will be referred to the Dean for Students Office for possible disciplinary action. Employees who habitually violate the tobacco-use guidelines will be referred to their supervisors for progressive disciplinary action.
- **Cooperation:** Effective implementation of these guidelines depends upon the courtesy, respect, and cooperation of all members of the York Technical College community.
- **Educational Programs:** York Technical College will provide programs to help students and employees stop using tobacco products. These tobacco treatment programs will be publicized on the College's website and in student and employee communications.
- **Comments:** If you have questions, comments, or concerns regarding this information, please contact the Dean for Students at 803-327-8047.

Tobacco Policy – University of South Carolina Lancaster

- **Smoking and use of all tobacco products is prohibited** in all USC-owned or -leased buildings, buildings on university-owned land, all university vehicles and in designated outdoor areas including: **Entrances, balconies, decks, patios and outside stairways** to buildings and outdoor passageways to entrances, decks, patios and stairways, **Within twenty-five (25) feet of a building** or an air intake unit/opening, and **Courtyards** or other areas where air circulation may be impeded by architectural, landscaping or other barriers.
- Enforcement for the policy is the responsibility of each member of the Carolina community. Faculty, staff, and/or students are expected to enforce the policy for their facilities and/or sponsored activities.
- Violations of this policy are covered by existing faculty and staff employment policies and student conduct regulations and as such will be responded to within the realm, responses, and consequences allowed by those policies or regulations.

- **Academic Honesty**- Students are expected to meet high standards of academic honesty and integrity. Academic misconduct includes, but is not limited to, cheating, copying another student's work, using unauthorized equipment or materials during a test, obtaining, using, buying or selling the contents of a test, falsifying or inventing information such as reports or laboratory results, plagiarism, and collusion. Students who are found guilty of academic dishonesty may be assigned a lower grade for the assignment including a grade of zero, may be required to repeat or resubmit the assignment, may be assigned a failing grade for the course, or be required to withdraw from the course. Students may also be subject to further disciplinary action.

- **Cell Phone/Pager Policy -** No audible portable phones or pagers will be allowed in the classroom during examination periods. If you need to be contacted while in the classroom, please leave the number of the campus where you will be having class so you can be reached in a timely manner. Let your party know the room number of the class you are attending.
York Technical College (803) 327-8023 (Health and Human Services Dept.); USCL (803) 313-7000. Please refer to agency policy related to the use of cell phones or pagers while in the clinical setting.

Section XIII:
Inclement Weather Policy

Nursing classes and/or clinical rotations will be canceled if one or both campuses (YTC or USCL) are closed due to inclement weather.

If classes are cancelled prior to 7:00 am, all clinical and/or labs will be cancelled.

If either school (YTC or USCL) is on a delayed opening on a clinical day, the scheduled clinical day will be cancelled.

Make up for missed theory classes or clinical rotations will be adjusted as the situation dictates. Please contact your clinical instructor if you are unclear about your class or clinical situation.

Section XIV:
Disability Services

The Special Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities including but not limited to physical, learning, and psychological disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives. Students seeking services must register through the SRO, provide appropriate documentation of their disability, and specify accommodation needs and requests. Reasonable academic accommodations are determined based on a review of the documentation and an interview with the student.

The Nursing Department will make reasonable accommodations for persons with documented disabilities. Students should notify Student Support Services and their instructors of any special needs. Instructors should be notified on the first day of classes.

- York Technical College: Any student who feels she/he may need an accommodation on the impact of a disability should contact the Special Resources Officers (SRO) of Student Services at 803-327-8007. The SRO coordinates reasonable accommodations for students with documented disabilities.

- University of South Carolina Lancaster: Students with disabilities needing academic accommodation should register with and provide documentation to the Office of Student Disability Services in Starr Hall Room 125D. Students should also discuss with each course instructor the type of accommodations needed. To access further information, register with the Office of Student Disability Services, or to submit documentation please visit our website at:
  https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/career_counseling_disability_services/disability_services/index.php. You will also need to schedule an appointment with the Disability Services Coordinator to discuss your accommodations.

Section XV:
Hepatitis B Virus Vaccine Information

Advantage:
Hepatitis B is a serious disease. Although most people who acquire the disease recover completely, 5-10% becomes chronic carriers, 1-3% develops chronic active hepatitis and cirrhosis, 1-2% die, and some may develop liver cancer. This vaccine induces immunity against the Hepatitis B virus in 90-95%of those who take the vaccine.

Possible Side Effects:
The incidence of side effects is very low and consists mainly of tenderness at the site of injection. Other less common local reactions include erythema, swelling, warmth, induration, and low grade fever which usually subsides within 2 days of vaccination. Systemic complaints including malaise, fatigue, headache, nausea, vomiting, dizziness, myalgia, and arthralgia have been infrequently reported. Neurological disorders have been rarely reported in temporal association

with the administration of the vaccine although no cause and effect relationship has been established.

Contraindications and Warnings:
Hypersensitivity to yeast and/or mold. Persons with immunodeficiency or those receiving immunosuppressive therapy require larger vaccine doses and respond less well to the vaccine (Consult your physician). Because of the long incubation period of Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and the vaccine may not prevent the disease in these persons.

Precautions:
Any serious active infection is reason for delaying use of the vaccine except when, in the opinion of the physician, withholding the vaccine entails a greater risk. Caution should be exercised in administering the vaccine to persons with severely compromised cardiopulmonary status or to others in whom a febrile or systemic reaction could pose a significant risk. Since there are no well-controlled studies in pregnant women, the vaccine should be given to pregnant women only if clearly needed (Consult your physician). If you have any medical problems you are unsure of, consult your physician before taking the vaccine.

YORK TECHNICAL COLLEGE
UNIVERSITY OF SOUTH CAROLINA LANCASTER
ASSOCIATE DEGREE NURSING PROGRAM
AND
YORK TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM

STUDENT INFORMED HEPATITIS B VACCINATION DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk for acquiring Hepatitis B virus (HBV) infection. I have received training about this hazard, and I have been given the opportunity to be vaccinated with Hepatitis B vaccine. However, I decline the Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

All students who decline the Hepatitis B vaccination and who are to be involved with any high-risk area will be screened for Hepatitis B. Evidence of *negative results from either the surface antigen* or *panel screening must be presented to and approved by the Infection Control and Employee Health Nurse prior to the student's admittance to the high risk area. The high risk area that has been defined by the Infection Control Committee* as *being the Operating Room.*

Copy(s) of this form may be provided to the clinical site(s).

Student Signature _____   Date _____

Address _____

City/State/Zipcode_____

Witness _____   Date_____

Section XVI:
Graduation Requirements

The following criteria must be met in order for a student to graduate from the Nursing Programs.

1. Cumulative GPA of 2.0 or better must be maintained, with a final grade of "C" or above in each required curriculum course.

2. Clinical evaluations must show safe, acceptable and satisfactory practice.

3. All nursing students must apply for graduation, have transcripts evaluated and a degree and/or diploma confirmed before endorsement forms can be sent to the South Carolina State Board of Nursing.

4. All financial obligations to both York Technical College and the University of South Carolina Lancaster must be satisfied.

5. Any borrowed equipment, books, materials, etc. must be returned to the Nursing Department.

6. For enrolled York Technical College Students: A minimum of 25% of the program course work must have been earned at York Technical College.

7. For enrolled University of South Carolina Lancaster Students: The last fifteen (15) semester hours must have been earned at University of South Carolina Lancaster.

Section XVII:
Celebration Awards

Academic Achievement
York Technical College and the University of South Carolina Lancaster recognize a senior AD nursing student with the highest cumulative grade point average. The Nursing Department of York Technical College presents an award to the York Technical College PN student with the highest cumulative grade point average.

Francine Manion Award
The Francine Manion Award is presented to an AD nursing student whom fellow classmates consider to be successful in the classroom, the clinical area and most important, in their relationships with other nursing students. The student should possess a caring attitude toward clients, staff and their peers. During times when the stress of school seems overwhelming, this student lends a listening ear and serves as a morale booster. This award is presented to a student from each campus.

Nursing Excellence Award
Each year the nursing faculty presents the Nursing Excellence Award to a York technical College and a USC Lancaster senior AD nursing student who, in the opinion of the nursing faculty, best demonstrates the attributes of the ideal nursing student. The recipient excels in the clinical area and in relationships with others.

Section XVIII:
Eligibility for Taking the NCLEX Exam

It is the SC Board of Nursing that determines eligibility for taking the NCLEX exam. During the last semester of the Nursing Program, the student must submit an application to the SC Board of Nursing and register with the National Council Licensure Examination at Pearson Vue. Instructions and requirements can be found at the South Carolina Board of Nursing website
(www.llr.state.sc.us/POL/Nursing).

As found on the SC Board of Nursing website:

> "Effective March 2, 2009, an applicant for a license to practice nursing in South Carolina shall be subject to a criminal background check as defined in 40-33-25 of the Nurse Practice Act.
>
> In addition to all other requirements and for the purpose of determining an applicant's eligibility for an authorization to practice, each applicant will be required to furnish a full set of fingerprints and additional information required to enable a criminal history background check to be conducted by the State Law Enforcement Division (SLED) and the Federal Bureau of Investigation (FBI).
>
> The cost of conducting the criminal history background check will be borne by the applicant and the department shall keep information received pursuant to this section confidential, except that information relied upon in denying an authorization to practice may be disclosed as may be necessary to support the administrative action. The cost for conducting a criminal history background may vary depending on the company you use.

Student Representative for Faculty/Curriculum Committee

The PN and AD Nursing Programs will have a Student Representative for Faculty/Curriculum Committee Meetings. Student Representatives will be selected from each program and each level and attend at least one faculty/curriculum meeting per semester. If selected students are unable to attend, they can send a replacement from their class. Student participation in faculty/curriculum meetings is highly encouraged.

York Technical College
One College. Many Opportunities.

UNIVERSITY OF SOUTH CAROLINA LANCASTER

PROGRAM READMISSION FORM

DATE_____

NAME_____   STUDENT ID#_____

ADN_____   PN_____

Please fill in the year, semester and course # requested for readmission:

Example: **Fall   2011   NUR 104**   _____   _____   _____
                    Sem   Year   Course   Sem   Year   Course

List 3 barriers that contributed to your previous unsuccessful attempt in a Nursing course.
_____
_____
_____

List 3 goals that will help you overcome these barriers if you are given the opportunity for readmission.
_____
_____
_____

IMPORTANT! Consult the Program Coordinator for other documents or criteria you will need to meet for readmission eligibility.

Final decisions regarding readmission into the nursing program is affected by factors such as limited space available, a minimum GPR and completion of remaining criteria for readmission. Students will be notified of the status of their request by the Nursing Program Coordinator.

In the event the number of qualified applicants exceeds the number of spaces available for that term, a lottery system will be utilized to fill the available seats.

Upon completion, return this form to the Admissions Office and submit a copy to the Program Coordinator.

Student Clinical Action Plan

Faculty to complete and provide form to student.

Student Name:

Course: **Faculty:**

Incident Date: **Clinical Performance**

Clinical Agency: ☐ **Unsatisfactory**

---

1. What type of problem occurred?

MEDICATION INCIDENT		NON-MEDICATION INCIDENT
☐ Incorrect drug	☐ Outdated order	☐ Failure to follow Universal / Standard Precautions
☐ Incorrect dose	☐ Omitted drug	☐ Procedural error
☐ Incorrect time	☐ Calculation error	☐ Problems with organization and timelines
☐ Incorrect patient	☐ Documentation error	☐ Documentation error
☐ Incorrect route	☐ Infusion rate and error	☐ Inappropriate communication
☐ Incorrect technique	☐ Incorrect site	☐ Failure to follow plan of care
☐ Mixing error	☐ Recapped needle	☐ Incorrect use of equipment
☐ Did not check patient ID	☐ No gloves	☐ Breach of confidentiality (HIPAA)
☐ Failed to check allergies	☐ Infusion compatibility error	☐ Failure to report pertinent data
☐ Failed to assess mandatory parameters (i.e. vitals, labs)		☐ Unprofessional conduct (details)
☐ Insufficient drug knowledge		☐ Left unit before assignment completed or without reporting off
☐ Other:		☐ Safety issues i.e. side rails left down, bed left in high position, patient sustained injury/fall, left patient unattended (patient a safety risk)
		☐ Late submission of paperwork
		☐ Other (see clinical evaluation cover sheet)

2. Faculty description of event (include corrective action taken):

3. Faculty Recommendations:

☐ Review relevant content/procedures independently

☐ Student Advisement re: Clinical performance

☐ Other:

Faculty Signature _____ Date_____
Completion of this form signifies electronic signature.

4. Student description of event:

☐ As Above   or   ☐ Write other comments:

5. Is there anything faculty can do differently to assist in your efforts towards success?
(Use back of form if needed)

6. Describe actions to prevent reoccurrence of problem:

Student Signature _____ Date_____

Student Academic Action Plan

Name_____   Date_____

Course _____ Test # _____

Please check all that apply:

Preparation

_____Studied lecture notes

_____Read **very little** or none of the assigned readings

_____Read **some** of assigned readings

_____Read **all** of assigned readings

_____Completed study questions or case studies

_____Studied with a group

_____Studied > 5 hours   _____Studied 5-10 hours   _____Studied 10-20 hours   _____Studies >20 hours

_____Used computer aided instruction modules from textbook

_____Utilized NCLEX review book or ATI

Attendance

_____Attended all lectures related to the exam

_____Tardy/missed one lecture related to the exam

_____Tardy/missed more than one lecture related to exam

Distractions

_____Worked none of the three days prior to the exam

_____Worked one of the three days prior to the exam

_____Worked two of the three days prior to the exam

_____Worked all of the three days prior to the exam

_____I was sick, child was sick, family member sick

_____I was out of town for 1 or more days in the 2 weeks prior to the exam

_____I had some major life change / personal emergency in the 2 weeks prior to the exam

Academic History

Nursing course grades: _____ A's _____ B's _____ C's

Science course grades: _____ A's _____ B's _____ C's

_____Failed more than one exam in previous nursing courses

_____Repeated a nursing course

_____Repeated other college courses

_____Withdrew from courses due to failing grades

Student comments:_____

_____

_____

Is there anything faculty can do differently to assist in your efforts towards success? _____

_____

_____

(Use back of form for comments)

Faculty comments:_____

_____

_____

Student Signature:_____   Date:_____

Faculty:_____   Date:_____

York Technical College/USCL
Cooperative Associate Degree Nursing Program

York Technical College Practical Nursing Program

<u>ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITY</u>

I have carefully read the ***Nursing Student Manual***, and I understand and agree to abide by its policies and procedures. I have sought clarification from faculty for any uncertainties regarding this information.

I give my permission to York Technical College / University of South Carolina Lancaster Cooperative Associate Degree Nursing Program or York Technical College Practical Nursing Program, all contracted clinical facilities to receive and exchange the Criminal Background Check, Drug Screening Results, and Student Health Form documents if shared for the limited purpose of determining my suitability to participate in the clinical program. All Criminal Background Check(s) and any positive Drug Screening(s) results are to be provided directly to the Department Chair of Nursing. Results may not be shared with any other entity without my express written permission. Such permission shall expire one year after completing program.

Signed: _____

Date: _____

York Technical College/USCL
Cooperative Associate Degree Nursing Program

York Technical College Practical Nursing Program

<u>ACKNOWLEDGMENT OF HEALTH INSURANCE</u>

I attest that I have health insurance coverage. If for any reason during the semester, my health insurance is not in effect, I understand that I must notify the Department Chair for Nursing. In addition, I understand that if any time during the nursing program, I allow my health insurance to lapse and I do not have health insurance coverage, I will not be allowed in the clinical facilities. I understand that if I am not able to complete the clinical objectives, I will be dismissed from the program.

I have provided a copy of my current health insurance card. (See attached)

_____
Student Name

_____
Date