

STUDENT NURSES HANDBOOK

2020-2021



TRIDENT TECHNICAL COLLEGE

The ADN and PN programs are accredited by:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

866-747-9965

Fax: 404-975-5020

Website: www.acenursing.org

The ADN and PN programs are approved by:

South Carolina Department of Labor, Licensing and Regulation Board of Nursing

Synergy Business Park, Kingstree Building

110 Centerview Drive, Suite 202

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Columbia, SC 29211-2367

Phone: 803.896.4300

Website: <https://llr.sc.gov/>

The Associate Degree and Practical Nursing programs at Trident Technical College at the Thornley campus are accredited by the Accreditation Commission for Education in Nursing (ACEN, 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree and Practical Nursing programs are continuing accreditation. The Associate Degree and Practical Nursing programs approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing (110 Centerview Dr., Columbia, SC 29210).

Dear Nursing Student,

The faculty and staff in the nursing division welcome you to the nursing program. We are pleased that you are pursuing your education with us and look forward to working with you to help you reach your career goals.

TTC and the nursing division are committed to promoting success for students. To this end we offer several resources that were created for the express purpose of promoting student success. These include the Learning Center, Counseling and Career Development Services and the Nursing and Science Resource Center. We hope that you will take advantage of these excellent resources.

- The Learning Center provides an open learning environment that offers assistance to students through tutoring, workshops, videos, computer workstations and many other resources. Special emphasis is placed on providing help in mathematics, science, English and reading. Help is available in other areas based upon student demand and tutor availability. Students may call 843-574-6409 to schedule an appointment for academic assistance.
- Counseling and Career Development Services are available to assist students to develop college survival skills in areas such as note taking, test taking, classroom “dos and do nots,” reading college texts and study scheduling and planning. Students may call 843-574-6131 to schedule an appointment for assistance with college survival skills.
- The Nursing and Science Resource Center (NSRC) is designed to enhance the total nursing student experience and promote positive academic outcomes. Activities include individual tutoring, group activities and workshops in addition to other computer, video and hard-copy resources. Students may go to the NSRC in Building 970 Room 220 to schedule an appointment.

To further potentiate your success in the nursing program we also recommend the following:

- Establish a personal relationship with the nursing faculty. Studies show that one of the most important factors in nursing student success is a positive relationship with the faculty. Please take the initiative to do this at the beginning of every course.
- Maintain a positive attitude. Surround yourself with positive people. Keep your sense of humor and laugh often. Look for the good in others.
- Manage your priorities wisely. Balance your life. Make sure every day that you 1) study enough to pass the tests, 2) take some time for yourself and 3) get some sleep! You have to be at your personal best to succeed in nursing.

Please note that the Student Nurses Handbook (SNH), available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx> is to be used in conjunction with the college Catalog and Student Handbook, available online at <http://www.tridenttech.edu/academics/catalogs.htm> and <https://www.tridenttech.edu/student/life/>. If there is a conflict between the college documents and the SNH, the SNH prevails. Policy changes that occur between publications of the SNH will be communicated to you via electronic mail.

Again, we are glad to have you in the nursing program. If we can assist you in any way, please let us know. Contact information for all faculty and staff can be accessed through the TTC webpage at <http://www.tridenttech.edu/index.htm>. Click on “Faculty Staff Resources” then click on “Faculty Directory.”

We wish you all the best,

The Nursing Faculty and Staff

The faculty at Trident Technical College Division of Nursing model a culture of compassion and develop support strategies that anchor student success.

In 2014, we adopted the PACES motto that describes our relationships with each other and our students:

P – Partner with one another to build relationships where growth occurs

A – Accept one another as unique and different, building on our strengths

C – Challenge one another to be our personal best in everything that we do

E – Empower one another towards being responsible, competent thinkers

S – Support through the process, being encouraging and approachable

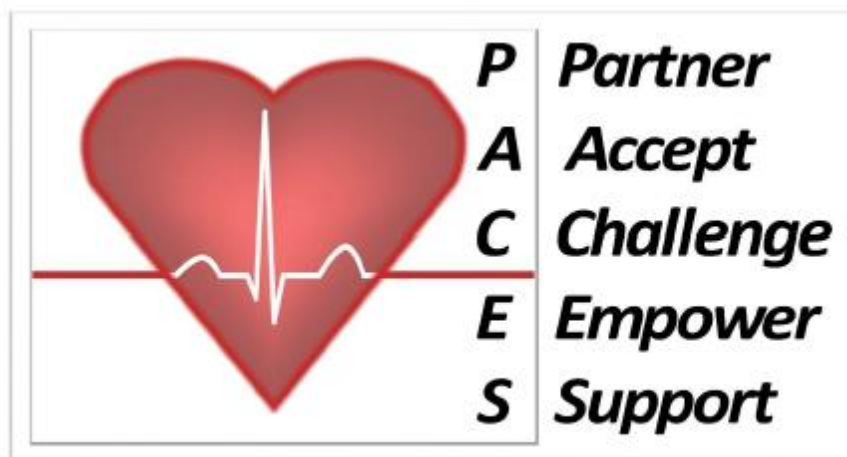


Table of Contents

Table of Contents	iv
<i>INTRODUCTION</i>	
Vision Statement of the Nursing Division	<u>1</u>
Philosophy	<u>2</u>
Organizing Framework	<u>3</u>
Definition of Concepts	<u>5</u>
Student Learning Outcomes	<u>6</u>
Student Responsibilities for Learning	<u>7</u>
Faculty Responsibilities for Student Learning	<u>8</u>
<i>GENERAL INFORMATION</i>	
Financial Aid Repayment for Dropping Fall 2 (F2), Spring 2 (S2), or Summer 2 (U2) Classes	<u>10</u>
Costs, Program	<u>10</u>
Graduate Information	<u>10</u>
Registration	<u>12</u>
Course Grades	<u>15</u>
Withdrawal and Drop/Add	<u>15</u>
Non-Clinical Nursing Courses	<u>16</u>
Requests from the Divisional Office	<u>16</u>
Requests for an Exception to a Policy Related to Extenuating Circumstances	<u>16</u>
Security Monitoring	<u>16</u>
Student Records, Retention of	<u>17</u>
Gifts to Faculty	<u>17</u>
TTC Nurse Educator of the Year Award	<u>17</u>
<i>ATTENDANCE</i>	
Attendance and Punctuality, Clinical	<u>19</u>
Absences, Clinical Related to Extenuating Circumstances	<u>20</u>
Absence Related to Jury Duty, Mandatory Court Appearance, Military Duty or Religious Holidays	<u>20</u>
Attendance, Student Organization Activities	<u>20</u>
NSNA, SC-SNA or Alpha Delta Nu Activities that Earn Clinical Passes	<u>21</u>
Rules for Earning and Using Clinical Passes	<u>22</u>
Process for Using Clinical Passes	<u>22</u>
Resolutions/Serving as a Delegate	<u>22</u>

PROFESSIONALISM

Professional Behavior 25

Falsification of Information 25

Disruptive Behaviors (also known as lateral violence, bullying, horizontal violence, verbal abuse) . 26

Student Organizations 29

Student Nurses Association (SNA) 29

Alpha Delta Nu (Beta Beta chapter) 29

COMMUNICATION

Name/Address/Phone Number, Change of 31

Line of Communication 31

Communication Methods 32

Student Advisory Board 33

Social Networking 34

Mobile Devices/Smart Phones 35

Nursing Division Facebook Page 35

PROGRESSION AND READMISSION

PN/ADN Progression 37

Assessment of Practical Nursing (PN) Level Competencies 38

Assessment of Associate Degree Nursing (ADN) Level Competencies 39

Readmission..... 40

CLASSROOM

Pets and Children 45

Hybrid Courses 45

On-Line and Hybrid Classes 46

Nursing Student Technology Requirements 47

Classroom Behavior 48

Theory Grade Requirements 48

Extra Credit Option 49

ExamSoft 49

Test Security 50

Testing Center Guidelines 52

Test Reviews 52

Test Make-Up 52

Final Exam Makeup 52

Test and Course Grades 53

Policy for Writing Assignments/Projects 53

CLINICAL

Clinical Prerequisites 56

Professional Presence 57

Breast Pumping Policy for Breastfeeding Mothers 61

Performance Evaluation, Clinical 61

Professional Incompetence 61

HIPAA and Confidentiality 62

Patient Abandonment 62

Alcohol and Other Drug Use 63

Invasive and Non-Invasive Procedures 63

Observational Experiences 64

Controlled Medications and Parenteral Administration of Medications/Fluids 64

Blood-Borne Pathogen Exposure 65

Students with HIV, Hepatitis B or C 66

Injury in the Clinical Setting 67

Change in Student Health Status 68

Dismissal as an Employee of a Clinical Facility or Health Care System 68

LPN License: Revocation and Suspension 69

Nursing Assistant Certification: Revocation and Suspension 69

LEARNING RESOURCES

Computer Lab Rules 71

Printing PowerPoint Slides 71

Nursing and Science Resource Center 72

Simulation Center 73

Laboratory Clean Up Procedure 73

APPENDIX 75

National Patient Safety Goals 75

Code of Ethics for Nurses with Interpretive Statements 75

Bill of Rights for Registered Nurses 75

Bill of Rights and Responsibilities for Students of Nursing 75

Code of Professional Conduct for Student Nurses 75

A Patient’s Bill of Rights 76

INDEX 77

IMPORTANT CONTACT INFORMATION 82

INTRODUCTION

Core Values of the Nursing Division

Caring

Continuous Improvement

Integrity

Professionalism

Vision Statement of the Nursing Division

The vision of the nursing division at
Trident Technical College is to provide excellent,
innovative, nursing programs that prepare
a diverse student population
for the evolving
health care system in an environment that fosters lifelong learning.

Philosophy

Nursing

The faculty believe that nursing is a caring discipline whose unique body of knowledge combines concepts from biological, behavioral and social sciences. The goal of nursing is to provide compassionate and coordinated care that is sensitive to the preferences, values and needs of patients and their families. The nurse uses safety, communication, evidence-based practice, professionalism, teamwork, and collaboration in the delivery of patient-centered care in settings throughout the community. Faculty values the unique and common contributions provided by each educational level within the nursing profession.

Nursing Education

The nursing program supports the mission, institutional values and goals of TTC. Faculty members believe that education is a partnership between faculty and students and a lifelong process of personal and professional development. The nursing program incorporates principles of adult education as students assume progressive responsibility for professionalism through independent learning, caring and motivation toward life-long learning to include academic progression to baccalaureate and graduate degrees. Through multiple entry and exit points, credit for prior learning and increasingly complex competencies consistent with each scope of practice, the program responds to the varied needs of learners. Learning is accomplished through multiple strategies and formats, including online instruction, and technology, to improve student-learning outcomes. The nursing program is responsive to the service setting and the needs of the community. Upon completion of each program, graduates may seek credentials to practice in roles that progress from practical to professional.

Organizing Framework

The Organizing Framework of the TTC nursing division is focused on six concepts integral to the practice of nursing:

- Safety
- Communication
- Evidence-Based Practice
- Patient-Centered Care
- Professionalism
- Teamwork and Collaboration

Quality improvement is viewed as an outcome of evidence-based practice and is included under this concept. Patient-centered care encompasses the concepts of caring, health promotion, nursing process and diversity. Delegation is considered as an essential sub-concept of teamwork and collaboration.

While faculty members consider all six of these concepts to be essential to the practice of nursing at all levels, safety is depicted as the core concept as it is the basis of all nursing care. Safety is impacted by the remainder of the concepts as noted by the dotted line surrounding this circle. The dashed lines between the remaining concepts indicate the interrelated nature of these as well. The curriculum model itself is multiple-entry, multiple-exit and focuses on the value added at the practical nursing and associate degree nursing dimensions of practice. The outermost circle represents the changing forces that influence and lead to the continuous improvement of the curriculum. These forces are:

- Students/Faculty
- Nursing Community
- Education Trends
- Health Care Trends

Organizing Framework



Definition of Concepts

Safety – The process of minimizing “risk of harm to patients and providers” through both individual performance and system effectiveness (Cronenwett et al., 2007, p. 128).

Communication – Verbal and nonverbal interactions between the nurse and the patient, the patient’s family and members of the health care team. Communication includes the documentation of events and activities associated with patient care that reflect both standards of practice and accountability (NCSBN, 2007).

- Informatics – The integration of “nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom in nursing practice” (Nursing Informatics: Scope and Standards of Practice, ANA 2008).

Evidence-based practice – Nursing practice based on the use of “current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care” (Cronenwett et al., 2007, p. 126). This includes the sub-concept of quality improvement.

- Quality improvement – The process of using data to “continuously improve the quality and safety of health care systems” (Cronenwett et al., 2007, p. 127).

Patient-centered care – Compassionate and coordinated care that is sensitive to the preferences, values and needs of patients and their families. This approach recognizes the patient or designee as a full partner and the source of control for decisions regarding care (Cronenwett et al., 2007). This concept includes the sub-concepts of caring, health promotion, nursing process and diversity.

- Caring – Nursing behaviors that are nurturing, protective, compassionate and person-centered, creating an environment of hope and trust. In a caring environment, choices related to cultural values, beliefs and lifestyle are respected (National League for Nursing, 2000).
- Health promotion – Patient-centered care directed toward the “prevention and/or early detection of health problems and strategies to achieve optimal health” (NCSBN, 2007, p. 6).
- Nursing process – A systematic problem-solving approach to patient care that includes the activities of data collection and reporting, implementation and assisting in evaluation at the Practical Nursing (PN) level and assessment, analysis, planning, implementation and evaluation at the Associate Degree Nursing (ADN) level (NCSBN, 2007; SCBON, 2005).
- Diversity – Differences and similarities among individuals, which the nurse incorporates when providing patient care. Diversity encompasses all of the differences and similarities of individuals including culture, ethnicity, socioeconomic level, political affiliation, religion, gender and educational attainment.

Professionalism – The behaviors and attitudes, including those related to legal standards and ethical frameworks, which demonstrate the integrity, accountability and competence expected from a member of the nursing profession.

Teamwork and collaboration – The ability to work within one’s scope of practice as a member of the nursing and interdisciplinary health care teams that includes “open communication, mutual respect and shared decision making to achieve quality patient care” (Cronenwett et al., 2007, p. 125). This includes the sub-concept of delegation.

- Delegation – The process of transferring responsibility for the performance of a task to a qualified, competent member of the nursing team while maintaining accountability for the outcome.

Practical Nursing Student Learning Outcomes
Upon completing the practical nursing program, the graduate will:
Safety: Provide and promote safe nursing care under appropriate supervision
Communication: Demonstrate effective verbal, non-verbal and written communication when reporting data and implementing directed teaching to patients, families and healthcare team members
Evidence-based Practice: Incorporate evidence-based practice while implementing interventions and assisting in the evaluation of patient responses that recognize patient and family values
Patient-centered Care: Deliver compassionate, patient-centered care for a diverse population when collecting data, assisting in evaluation of responses and health promotion activities
Professionalism: Demonstrate professional behaviors that support the nursing profession's legal and ethical standards when working with the healthcare team, patients and their families
Teamwork: Collaborate as a member of the healthcare team under appropriate supervision while delegating tasks to qualified others
Associate Degree Student Learning Outcomes
Upon completing the associate degree nursing program, the graduate will:
Safety: Deliver safe nursing care while promoting and teaching safety strategies to patients and families.
Communication: Demonstrate effective verbal, nonverbal and written communication among patients, families and the healthcare team while building consensus, resolving conflict and evaluating outcomes.
Evidence-based Practice: Demonstrate sound decision-making that incorporates patient values and evidence-based practice to achieve optimal patient and family outcomes.
Patient-centered Care: Provide patient-centered care to a diverse population evaluating health status, counseling and promoting maintenance of health
Professionalism: Competently demonstrate professional attitudes and behaviors, integrity and adhere to legal and ethical nursing standards
Teamwork: Demonstrate teamwork when delegating, communicating and collaborating with patients, families and members of the healthcare team

Student Responsibilities for Learning

Be Prepared for Class:

Students are responsible for reviewing objectives and completing assigned readings prior to class. Minimal preparation is three (3) hours for every one (1) hour of class. Students must purchase required materials.

Be Prepared for Clinicals:

Students are responsible for being prepared for clinicals because their patients' lives depend on the decisions they make. This includes more than completing the Clinical Worksheet. Students should also anticipate questions the instructor may ask and complications patients may encounter. Students must be rested when they arrive in clinical. They must also look professional.

Attend Classes, Seminars, and Clinicals:

Students are responsible for attending classes, seminars, clinicals and/or logging onto websites. Studies show that there is a high correlation between class/web/clinical participation and succeeding in nursing courses.

Seek Assistance:

Students are responsible for asking faculty for help at the earliest sign of a problem. Students are also responsible for seeking clarification in a timely manner regarding course content, instructions, assignments, policies, etc.

Follow Directions:

Students are responsible for following directions as outlined in syllabi, the Student Nurses Handbook, facility policies, the TTC Catalog and Student Handbook. Students are also responsible for following the processes for registration and graduation.

Show Respect:

Students are responsible for respecting faculty and peers. This includes being prompt to class and clinical, demonstrating attentiveness, avoiding side-bar conversations, allowing others to express their opinions, treating others with kindness, etc.

Exhibit a Positive Attitude:

Students are responsible for maintaining positive attitudes. Students should associate with peers who make them laugh, who help them feel good about themselves, who lift their spirits and who inspire them to go beyond themselves.

Participate Actively in the Learning Process:

Students are responsible for being motivated to learn, seeking learning experiences, using available resources and accepting constructive feedback. Students should be open to learning and exploring new ideas and concepts.

Maintain Integrity:

Students are responsible for being honest at all times. They must demonstrate integrity in all interactions. They must not plagiarize. They must not falsify any information as falsification violates the Nurse Practice Act. Students must value professional integrity.

Faculty Responsibilities for Student Learning

Professional Competence:

Faculty are responsible for maintaining a current knowledge base and clinical expertise. This involves continuous reflection and self-improvement.

Respectful of Students:

Faculty are responsible for acknowledging the uniqueness and individuality of each student. This includes demonstrating academic fairness and honoring students' privacy.

Professional Confrontation:

Faculty are responsible for providing regular, timely and comprehensive feedback to students in classroom and clinical settings. Faculty strive to provide appropriate feedback, both positive and constructive, in such a way as to maintain student dignity and promote self-esteem.

Student Learning Facilitator:

Faculty are responsible for facilitating students' learning. Yeats said "education is not the filling of a bucket, but the lighting of the fire." Faculty endeavor to light the fire in a variety of ways. These include, but are not limited to: varying teaching strategies to reach a range of learning styles; establishing high expectations; sharing experiences that bring theory to life; and engaging students in active learning.

Passionate and Enthusiastic:

Faculty are responsible for demonstrating high regard for nurses and the nursing profession. Faculty strive to exhibit enthusiasm for the subject and share excitement with students about what they are learning and accomplishing.

Professional Communication:

Faculty are responsible for encouraging communication with students by being available and approachable. Faculty make every effort to listen attentively to students' questions, concerns and needs. Faculty use all available resources (e-mail, D2L, Portal) to communicate accurately and in a timely manner.

Professional Integrity:

Faculty are responsible for being honest and genuine. This includes being able to acknowledge mistakes and shortcomings.

Positive Personality:

Faculty are responsible for maintaining and role modeling positive attitudes. They maintain a sense of humor and the ability to laugh at themselves.

Professional Demeanor:

Faculty are responsible for presenting a professional appearance and demeanor. They are prompt, patient, adaptable, dependable, accountable, and maintain high standards for themselves and students. They manage stress effectively and maintain a calm presence.

Collaborator:

Faculty are responsible for collaborating with each other to ensure consistency within the nursing division. They also collaborate with colleagues in the health care environment to make certain that the curriculum is current and up to date and that students have optimal learning experiences in the clinical setting.

GENERAL INFORMATION

Financial Aid Repayment for Dropping Fall 2 (F2), Spring 2 (S2), or Summer 2 (U2) Classes

Students enrolling in sequential classes in Fall 1 (F1), Spring 1 (S1) or Summer 1 (U1) and Fall 2 (F2), Spring 2 (S2), or Summer 2 (U2) sessions are at risk of losing financial aid awards if they are unsuccessful in completing the F1, S1 or U1 prerequisite for the F2, S2 or U2 class. Students who are unsuccessful in a F1, S1 or U1 prerequisite class must drop during the F2, S2 or U2 drop/add period. If necessary for financial aid, students may add a F2, S2 or U2 class. Students unable to add another class are advised to contact Financial Aid before the F2, S2 or U2 session begins. The financial aid award may be reduced as a result of dropping a F2, S2 or U2 class without adding another course of equivalent credit hours.

Costs, Program

Students enrolled in any nursing program are able to review program costs, overall expenses and costs related to graduation and licensure as applicable. This information is available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx> under Pinning/Licensure and then ADN Graduate Checklist.

Graduate Information

Licensure

- Students who successfully complete the courses required for the Practical Nursing program are eligible to apply to take the NCLEX-PN. Students who successfully complete the courses required for the Associate Degree Nursing program are eligible to apply to take the NCLEX-RN.
- Detailed instructions for how to apply for RN and PN licensure and estimated costs are outlined on the ADN and LPN-ADN Programs Graduate Checklist, PN Program Graduate Checklist and ADN Program Students Applying for PN Endorsement Checklist available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.
- All students applying for PN licensure must apply for graduation from the PN program through the Registrar's Office. All students applying for RN licensure must apply for graduation from the ADN program through the Registrar's Office.
- All students applying for licensure must complete an Endorsement Form, also available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>. Follow the directions for completion and submission.
- RN Endorsements will be mailed to the Board of Nursing after the Registrar's Office officially confers the degree. This usually occurs within 4-5 weeks following the last day of the semester. Graduates will receive e-mail notification through my.tridenttech.edu when it has been mailed to the Board of Nursing.

Graduate Information (Cont)

Pinning Ceremony

- Students who successfully complete the courses required for the program they entered, either Practical Nursing or Associate Degree Nursing, are eligible to participate in the Pinning Ceremony.
- Students who anticipate completion of courses required for the Practical Nursing program or the Associate Degree Nursing program during Summer term are eligible to participate in the May Pinning Ceremony.
- Only students who submit the **Pinning Memo** provided on the first day of class for NUR 219 will be guaranteed name preference on the Pinning Program and free announcements/invitations.
- Only TTC nursing pins and nursing caps may be used for the Pinning Ceremony. Heirloom pins approved by the dean may also be used. Graduates may purchase TTC pins from the TTC Bookstore.
- In order to ensure seating for the closest family and friends of the graduates and stay within the Fire Code, graduates participating in the Ceremony will be allotted a certain number of invitations that will serve as tickets to the ceremony.
- Additional details about the Pinning Ceremony are on the **Graduate Checklist and Pinning Information** located at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.

TTC Graduation

- All students who successfully complete the courses required for the Practical Nursing program or the Associate Degree Nursing program must apply online for graduation on the Portal under MyEducation > MyInformation > Apply for Graduation so that conferral of your degree will be officially recorded on the transcript in a timely manner. The conferral of the degree must occur before the Endorsement is forwarded to the Board of Nursing.
- All students who successfully complete the courses required for the Practical Nursing program or the Associate Degree Nursing program are encouraged to walk in the TTC Graduation Ceremony in May so that they can be honored for their accomplishments. Graduates who plan to walk must complete the application to participate in graduation during February. Watch the TTC Portal for the deadline.

Questions?

Please see the information in the student portal regarding licensure and graduation (PN and ADN), Pinning, caps, nursing pins and pinning photographs to determine to whom questions should be addressed.

Reminders

- Refer often to the **Graduation Checklist**. This helps to plan the final semester.
- Complete the **Endorsement Form**. It is critical that students complete and submit as directed.
- Complete and submit the **Pinning Memo** as directed.
- Review the **Pinning Information** handout carefully. This helps to prepare for the Pinning Ceremony.

Registration

The purposes of the advisor-advisee program are to:

- Facilitate communication and build relationships between students and faculty.
- Provide the student with expert assistance for academic planning.
- Explore alternatives that may be necessary for the student to meet objectives of the program.

Students are assigned an advisor when they are accepted into the nursing program. This advisor's name is listed in TTC Express > My Profile.

Students are urged to communicate with advisors by using their TTC e-mail account. Many questions/problems can be answered/solved via e-mail. When this is not possible or the student prefers a face-to-face conference, students can e-mail their advisor to schedule an appointment.

When registering for the first semester of NUR courses, students are required to complete general in-services through CareLearning. These in-services are considered current for one (1) year and must be updated if they expire during the semester for which the student is registering. Detailed information can be found at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.

Rules for Registration: Progressing Students

- All clinical sites, clinical schedules and clinical instructors are considered preliminary and subject to change up until the drop period ends. No clinical site, clinical schedule or clinical instructor is considered final until the drop period ends. Preliminary clinical sites, schedules and instructors will be posted at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.
- Students must not register for clinical rotations at a clinical agency from which their employment has been terminated or they were asked to resign.
- Students with any adverse findings on their background checks must not register for a clinical rotation at East Cooper Regional Medical Center.
- Students must meet the pre and co-requisites for all courses as stated in the Course Descriptions in the back of the Catalog.
- Students must register for class, clinical, and seminar.
- Nursing advisors reserve the right to administratively withdraw a student or change a student's section for reasons such as, but not limited to, the student does not qualify for or meet the recommendations/requirements of the nursing division, college or clinical agency.

Rules for Registration: Readmitted Students

- Students being readmitted must contact Dr. Bradley in advance of registration for a clinical assignment.
- Submit Registration Checklist (available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>) and any updates to Dr. Bradley.
- Once clinical requirements have been updated as necessary, Dr. Bradley will register students as space becomes available. Students will not use the self-registration process until they are back in the normal sequence of courses.

Registration (Cont)

Advice for Registration

- Anatomy and Physiology II (BIO 211) must be taken with or prior to NUR 195.
- Microbiology (BIO 225) must be taken prior to NUR 210.
- Human Growth and Development (PSY 203) must be taken with or prior to NUR 158.
- Health Calculations II (AHS 129) must be taken prior to NUR 210.
- Select clinical rotations in a variety of hospitals. This gives students an idea about what for profit, not for profit, state supported and teaching hospitals have to offer. It will also give students the opportunity to network with numerous health care employees and hiring managers and help students decide where they would like to be employed.
- Pharmacology for Nurses (NUR 105) must be taken as a corequisite with Patient-Centered Nursing Care II (NUR 205). Basic Concepts of Pharmacology (NUR 161) must be taken as a corequisite with Patient-Centered Nursing Care I (NUR 195). Students who are unsuccessful in NUR 161 who are successful in NUR 195 must successfully complete NUR 161 before progressing to NUR 205. Students who are unsuccessful in NUR 105 who are successful in NUR 205 must successfully complete NUR 105 prior to Complex Health Problems (NUR 210). When students are unsuccessful in both the pharmacology course and the corequisite clinical nursing course, these courses must be repeated together. Students may have no more than two (2) unsuccessful attempts in NUR 161 and NUR 105. Students with three (3) unsuccessful attempts in either of these courses are not eligible for continuation in the nursing program.

If students experience technical difficulty with registration, contact 843.574.6999 or ttcexpress@tridenttech.edu.

Students who have questions about the courses for which they are registering, should contact the appropriate department head/lead instructor by e-mail using the my.tridenttech.edu account.

NUR 102, NUR 104	Ms. Gowdown	amy.gowdown@tridenttech.edu
NUR 158, NUR 208	Ms. Barton	jill.barton@tridenttech.edu
NUR 195, NUR 205	Ms. Mauch	kathryn.mauch@tridenttech.edu
NUR 210, NUR 216, NUR 219	Ms. Charles	mikki.charles@tridenttech.edu
NUR 206	Ms. Spilbor	kelly.spilbor@tridenttech.edu
NUR 105, NUR 161, AHS 126, AHS 129	Ms. Ford	jacqueline.ford@tridenttech.edu
NUR 201	Ms. Kovacs	colleen.kovacs@tridenttech.edu

Process for Registration

Step 1 – Check TTC Express > Academic Profile > Nursing Student Immunizations to determine which clinical requirements will expire prior to or during the semester/term for which the student is registering. Clinical requirements must not expire prior to the last day of clinical in the course for which the student is registering. The system will block registration if clinical requirements are not current. Clinical requirements issues must be resolved before the system will allow registration.

Process for Registration (Cont)

Step 2 – Check the portal for the date when students may begin submitting completed and signed Registration Checklists (available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>) to the mailboxes labeled “Nursing Registration” outside of Room 303 in the 970 Building or scan and email the registration paperwork in PDF format (making sure the pages are not upside-down) to nursingregistration@tridenttech.edu. Attach a copy (front and back) of the major medical insurance card and any updates of the clinical requirements, including proof of completion of all 20 CareLearning Modules. Please put name and student ID number on each update submitted. Updates must be submitted by the published deadline (see registration information at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>) in order to allow adequate time for processing these updates (see Step 4). Retain a copy of the updates and Registration Checklist in case questions arise. **NOTE:** Updates will not be accepted if they are not attached to a Registration Checklist.

Step 3 – Determine the course(s) to register for during the semester. Follow the Recommended Sequence of Courses located in the Portal for the program of enrollment. Review the course information for course specific and clinical information located on the Student Nurse Portal. This information is accessible on the TTC webpage at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.

Step 4 – Once the Registration Checklist is submitted students may register in five (5) full business days, as long as the submitted information is complete. A step-by-step PowerPoint presentation on how to self-register is available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>. For nursing courses, register first for the lecture section, then for a clinical/lab section. If there is a seminar, this may be added automatically. If not, register for this after registering for the lecture and clinical/lab.

Step 5 - Meet the published payment deadline. Students not meeting the published payment deadline will be purged. A clinical space is not guaranteed if you miss this deadline.

Step 6 - Meet the nursing division’s published deadline for registration. Students who have not registered by the deadline will be assigned a clinical section on a space available basis. Clinical spaces are not guaranteed for students who miss this deadline. If a student is going to be delayed in registering due to Financial Aid, the student must notify the progression coordinator, Dr. Bradley, at beverly.bradley@tridenttech.edu prior to the registration deadline.

NOTE: After the published deadline, students will no longer be able to make registration changes. Do not drop a course after the published deadline.

Students are advised to check the portal for changes in Registration and Payment Dates and for the most accurate information. In addition, students are advised to check <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx> for updates in registration information.

Withdrawal and Drop/Add

Students may withdraw with a “W” through the date designated by the college as the last day to withdraw with a grade of “W.” In order to receive a “W,” students must complete a Drop/Add and Course Withdrawal form, and submit it to the Registrar’s office, Building 410, Suite 110 or complete it online through TTC Express. Students withdrawing online will need to print a copy off of TTC Express to keep for their records. A grade of “W” will count as an unsuccessful attempt in any course. Students who stop attending class/clinical and do not complete a Drop/Add and Course Withdrawal form by the last day designated by the college, will be assigned a course grade of “F.”

Note: Course withdrawals must be done officially through the college. Nursing students who withdraw from courses and want to return to the nursing program must also follow the Readmission Policy outlined under the Readmission section.

Course Grades

Faculty members will not issue grades or progress reports to parents or anyone other than the student. Faculty members will not give grades over the phone to anyone. Final course grades will be posted in TTC Express when the course ends.

The following grading scale will be utilized in all courses.

91	-	100	=	A	SC	=	Satisfactory Complete
81	-	90	=	B	I	=	Incomplete*
71	-	80	=	C	U	=	Unsatisfactory
65	-	70	=	D	W	=	Withdrawal
Below	-	65	=	F			

No grade is awarded for a course dropped during the college’s “Drop/Add” period.

An “I” defaults to “F” (or “U” if applicable) automatically after midpoint of the next term (F1, F2, S1, S2, U1, U2), unless work is completed and the grade is assigned by the instructor.

The readmission policy requires that students take, at minimum, a seven (7) week interruption when an unsuccessful attempt occurs. Therefore, students will not be eligible to progress to the next nursing course prior to removing the grade of “I.”

Please note: Course grades for nursing courses (AHS, NUR) expire after two years. Course grades for lab science courses (BIO) expire after five years.

Non-Clinical Nursing Courses

Students enrolled in Health Calculations I (AHS 126), Pharmacology for Nurses (NUR 105) and Basic Concepts of Pharmacology (NUR 161) may have no more than three (3) unsuccessful attempts in each course. Students with three (3) unsuccessful attempts in any of these courses are not eligible for continuation in the nursing program.

Students in Health Calculations II (AHS 129) may have no more than three (3) unsuccessful attempts in the course. Students with three (3) unsuccessful attempts must schedule an appointment with the lead instructor, Ms. Jacqueline Ford, to discuss options.

These courses (AHS 126, AHS 129, NUR 100, NUR 105, NUR 161, NUR 201, and NUR 216) are good for 2 years.

Requests from the Divisional Office

Students making requests to the nursing division office must allow at least one-week turnaround time. Students are to keep a copy of the document they have requested. This is the only copy that will be provided to them. This includes, but is not limited to, requests for copies of health forms, CPR cards, letters from the dean/associate dean, endorsements and student/graduate references.

Requests for an Exception to a Policy Related to Extenuating Circumstances

Students who have extenuating circumstances and wish to request an exception to a policy may do so by submitting the Request for Exception form (available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>) to the appropriate individual. In order to be considered, the extenuating circumstances must meet the following criteria: 1) occurred within the timeframe of enrollment; 2) were directly related to the current situation; 3) could not be anticipated; 4) were impossible to avoid.

The nursing division defines extenuating circumstances as an “uncontrollable event such as a serious health condition, illness or injury involving yourself or an immediate family member; a traumatic event such as a natural disaster; sexual assault; criminal assault; employment changes such as your own military duty; mandated work schedule changes or involuntary lay-off/unemployment. Not included in this definition are issues such as transportation, roommate problems, incompatibility with faculty, difficult course load, dislike of course, etc.”

Students should submit the completed form in person or via e-mail to the appropriate individual as outlined in the “Lines of Communication” with a copy to the next person in the line. Students will receive a written response within five (5) working days to their my.tridenttech.edu e-mail account.

Students wishing to appeal the initial decision must contact the next person in the line of communication within five (5) working days. Appeals received after five (5) working days will not be considered.

Security Monitoring

Students should be aware that activities in the 970 building are monitored and recorded.

Student Records, Retention of

The nursing division scans documents submitted by students and retains them while students are continuously enrolled in the nursing program. Documents submitted by students are returned to them after scanning.

Students are to keep personal copies of all documents submitted to the nursing division in case questions arise or documents are lost.

References, Student and Graduate

Faculty will provide references upon written request from students. Students are requested to provide the name and address of the person to whom they wish the reference to be sent. Faculty will not provide reference information on students by telephone. During enrollment in the nursing program, references will be provided on the *Student Reference form* (See <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>) and mailed to the individual or institution requesting the reference. A copy of the reference may be provided to students upon written request and will be marked “issued to student.”

Upon graduation from the nursing program, a reference will be completed upon request from graduates. This reference will be completed on the *Graduate Reference form* (See <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>). Graduates will be required to sign this reference form giving permission for this information to be released. The Graduate Reference will remain on file in the nursing division office in Building 970, Suite 105 should graduates need to make a written request for a reference. Neither student nor graduate references will be faxed.

Gifts to Faculty

To be in compliance with the *Ethics, Government Accountability and Campaign Reform Act of 1991*, faculty may not receive gifts. Please do not put a faculty member in the awkward position of having to return gifts.

TTC Nurse Educator of the Year Award

Each year students select a nursing faculty member to receive the TTC Nurse Educator of the Year Award. Students will be asked to submit nominations for a faculty member (not administrator) of the year. The nomination must be accompanied by a written recommendation outlining how the nominee meets the criteria listed below. Nominations without supporting data will not be considered. Students enrolled in NUR 219 Nursing Management and Leadership will then vote to select the recipient of the award from the nominations submitted.

Criteria for TTC Nurse Educator of the Year Award:

- Demonstrates exemplary professional behavior.
- Exhibits expertise in clinical nursing practice and serves as a role model.
- Inspires students to meet their highest level of potential.
- Uses creative teaching strategies that promote critical thinking in students

ATTENDANCE

Attendance and Punctuality, Clinical

The nursing faculty have the utmost value for clinical experiences as they offer opportunities for students to apply the theoretical knowledge that is unique to the practice of nursing. Clinical experiences also expose students to the realities of professional practice that cannot be conveyed in a textbook. It is in the clinical setting that students master critical thinking and problem solving, develop specialized psychomotor and technological skills and develop a professional value system that includes an exemplary work ethic. Therefore, a student is expected to attend all scheduled clinical days, skills labs and simulation labs.

Regular attendance and punctuality for clinical experiences are necessary to meet course objectives. Therefore, students must participate in the required number of days for each clinical course to be “satisfactory” in student participation in clinical activities. If a student receives an “unsatisfactory” in clinical participation, the grade for that course will be an “F” or “U.”

In the event that the student is too ill/fatigued/stressed/distressed to attend clinical and provide safe patient care, or is more than one (1) hour tardy or leaves more than one (1) hour early, a clinical absence will be recorded and the student will be counted absent. If clinical absences exceed one week of clinical time, students will receive an "F" for the course.

Faculty may dismiss students from clinical if they are ill or unprepared. If this occurs, an absence will be recorded. If clinical absences exceed one week of clinical time, students will receive an “F” for the course.

For NUR 102 Basic Nursing Care Skills and NUR 206 Clinical Skills Application, clinical and lab makeups are required and will be outlined in the course syllabus.

In addition, if students arrive late for a clinical experience, a tardy will be recorded. A tardy is considered to be anything after the exact time clinical begins. This will also be recorded if students leave early. The third time students are tardy and/or leave early, a clinical absence will be recorded, and if this absence results in students exceeding one (1) weeks’ worth of clinical time, students will receive an “F” for the course.

Students must notify the instructor of an absence prior to the scheduled clinical experience.

Note: See information about *Clinical Passes*.

Faculty Absence

In the event of a faculty clinical absence, the department head/lead instructor will make every effort to find coverage for the clinical day. However, clinical may be canceled if there are no options for coverage. If clinical is canceled, students will be required to attend an alternate clinical day. Students who have missed clinical time will be required to adhere to the alternate schedule.

Absences, Clinical Related to Extenuating Circumstances

Students who exceed clinical absences for the course may request an exception to the *Clinical Attendance and Punctuality* policy by completing the *Request for Exception* form and providing documentation to support **each** clinical absence. This documentation will be submitted to the department head/lead instructor. If the documentation demonstrates that each clinical absence was due to extenuating circumstances, the department head/lead instructor will consider the request for an exception.

See Requests for Exception to a Policy Related to Extenuating Circumstances

Absence Related to Jury Duty, Mandatory Court Appearance, Military Duty or Religious Holidays

Students who are required to attend jury duty, appear in court, or participate in military duty or religious holidays must notify the instructor in writing at least three (3) days prior to the event. An absence from class and/or clinical will not be recorded as long as the student submits verification of jury duty, court appearance military duty or religious affiliation. If the absence falls on the day of a test, students will have the option to take the test within one (1) week of returning to class or clinical, or may extract the grade of the missed test from the final exam. If students fail to submit the required verification, an absence will be recorded for the class and/or clinical in adherence with the *Attendance and Punctuality* policy in the *Student Nurses Handbook*.

Attendance, Student Organization Activities

Students may attend local, state or national Student Nurses Association (SNA) activities or other professional activities, including those related to the Beta Beta chapter of Alpha Delta Nu, approved by faculty in lieu of lecture and clinical in nursing classes. Students will be automatically excused from lecture. Students opting to attend a student organization or professional activity in lieu of clinical **must**:

- Meet the clinical attendance requirements for the course.
- Request approval of activity from department head/lead instructor at least five (5) business days prior to the activity.
- Notify department head/lead instructor and clinical instructors in writing (or by e-mail) at least three (3) business days prior to the activity of their intentions to attend the activity.
- Attend the **entire** activity in order to receive credit for attending clinical.

Verification of attendance of the **entire** activity will be required. The organization's advisor will provide an Attendance Verification form that **must** be completed in order for students to receive credit for clinical. Students who become sick or injured **must** notify the TTC faculty representative present at the activity. Students not attending activities to receive credit for clinical are not required to attend the entire activity or present verification of attendance.

For example, the SNA-SC convention, a very popular student activity, begins on Friday with the keynote address and ends Sunday afternoon. Students opting to receive clinical credit for attending the convention must be present from Friday morning through Sunday afternoon. The SNA advisor will provide students with an *Attendance Verification* form. Activities that require attendance include the opening ceremony and keynote address, breakout sessions, House of Delegates meetings, TTC's caucus, Jeopardy, the Spirit luncheon (Saturday) and Awards Luncheon (Sunday). The *Attendance Verification* form must be completed in order for students to receive clinical credit. Students not attending convention for clinical credit are encouraged to attend any portion of the convention. For example, exhibitors are generally available on Saturday. This is an excellent opportunity for students to explore career opportunities. Students may attend Saturday only to visit the exhibit hall and attend the breakout sessions.

Nursing faculty fully support student attendance of student organizations or professional activities and strongly encourage students to attend these worthwhile events. To emphasize this support, faculty have agreed to try not to schedule tests the day following state or national conventions. If the absence falls on the day of a test, or the test is scheduled for the Monday following convention, students will have the option to take the test within one (1) week of returning from convention, or may extract the grade for the missed test from the final examination.

Students will be responsible for making arrangements with another student to obtain any information that they missed while attending an SNA or Alpha Delta Nu event.

Students with questions about attending student organization or professional activities may contact the organizations' advisors or the dean.

NSNA, SC-SNA or Alpha Delta Nu Activities that Earn Clinical Passes

Students who meet the following eligibility requirements can earn clinical passes for attendance and participation in NSNA, SC-SNA or Alpha Delta Nu activities.

- Attendance must be verified in writing by the organization's advisor (or her designee), dean or convention official.
- Behavior, attitude, demeanor and dress must be professional at all times throughout the convention or other pre-professional activity.

Students attending all activities held Thursday through Saturday at NSNA will earn two (2) clinical passes. Students attending all activities held Friday through Saturday at SC-SNA Conventions who meet the eligibility requirements will earn one (1) clinical pass.

Rules for Earning and Using Clinical Passes

- Students can earn up to three (3) clinical passes per academic year (August – August) for attending NSNA, SC-SNA or Alpha Delta Nu activities.
- Students may use only one clinical pass per course to meet the attendance requirement for a clinical nursing course. Students repeating courses may use the pass only if a clinical pass was not used previously for the same course.
- Students may not use a clinical pass on the first clinical day of the course.
- Students cannot use a clinical pass for an absence that occurs as a result of unpreparedness.
- Students must meet the clinical attendance requirements for the course. This means that clinical absences taken for any reason are cumulative. The use of a pass does not substitute for clinical attendance. Students who use a clinical pass will not be recognized for perfect clinical attendance.
- Clinical Skills Application (NUR 206) is a clinical only course and completion of the 90 hour clinical requirement is necessary to receive a grade of SC for this course. Therefore, clinical passes may not be used in NUR 206.
- Clinical passes may only be used for clinical experiences that are nine (9) hours or less in length.
- Students must submit their original vouchers, which will be provided onsite at the pre-professional activity, in-person to the divisional office (Building 970, Suite 105) within three (3) business days before or after the absence.

Process for Using Clinical Passes

Students are to submit original vouchers to the dean's office in Building 970, Suite 105. Upon receipt of the voucher, the dean (or her designee) will send electronic notification to the department head or lead instructor of the course that the student is approved to use a clinical pass. She will copy the student on the notification. Students not receiving a copy of the electronic notification from the dean within five (5) business days of the request are to contact the dean directly.

Resolutions/Serving as a Delegate

Students attending all activities at NSNA or SC-SNA Conventions who also present a resolution or serve as a delegate may use one (1) of these activities to earn additional points on a paper/project assignment that is required during the program as described below. Based on the recommendation of the SNA advisor and approval of the dean, additional activities may be considered for points as described below.

Points will be awarded as follows as long as the student's theory average for the course is 71% and the activity is verified by the SNA advisor. Note: Only one (1) student can earn points for each resolution. In the case of multiple authors, this will be the student whose name is listed first on the resolution.

Presenting a Resolution

Points

Published in program, presented by the author in HOD and passed	5
Published in program, presented by the author in HOD and not passed	3

Resolutions/Serving as a Delegate (Cont)

Serving as a Delegate in House of Delegate (HOD) Meetings

Points

Pre-slated, attended all HOD Meetings, participated in most discussions at microphone, solicited input from TTC students, networked with delegates from other nursing programs and voted the will of TTC students.

10

PROFESSIONALISM

Professional Behavior

Students are expected to conduct themselves in a professional manner at all times and in all campus and clinical settings. Professional conduct includes, but is not limited to the following:

- Respecting the beliefs, values and customs of individuals.
- Safeguarding the confidential information acquired about a patient.
- Maintaining the highest standards of nursing care possible.
- Upholding the highest standards in personal appearance, language, dress and demeanor.
- Maintaining personal integrity at all times, in all situations and interactions.

In addition, students must abide by the policies and procedures outlined in the following documents:

- *Student Nurses Handbook*
- *TTC Student Handbook*
- *American Nurses Association Code of Ethics for Nurses*
- *Policies and Procedure Manuals in all Clinical Facilities*
- *Nurse Practice Act*
- *South Carolina Code of Regulations*
- *National Council of State Boards of Nursing: A Nurse's Guide to Professional Boundaries*

These documents define standards of professional conduct. Students not adhering to these standards of professional conduct or other behaviors as determined by the college will be disciplined up to and including being dismissed from the program. Further, any violation of the Nurse Practice Act or South Carolina Code of Regulations (e.g. breach of confidentiality, drug/alcohol use, incompetence, falsification of records, etc.) will be reported to the Board of Nursing.

Falsification of Information

The nursing division considers falsification, which includes misrepresentation and omission of information, a serious offense. Students who are suspected of any form of falsification will be investigated. If the college determines that students have falsified, misrepresented or omitted information, they will be disciplined up to and including being dismissed from the nursing program.

Falsifying or altering for the purpose of reflecting incorrect or incomplete information any organization's records, including student records or patient records, is a violation of the Nurse Practice Act. Students who are suspected of documenting incorrect or incomplete information on any organization's records will be investigated. If the college determines that students have documented incorrect or incomplete information on any organization's records, they will be dismissed from the nursing program.

Disruptive Behaviors (also known as lateral violence, bullying, horizontal violence, verbal abuse)

Problem

The profession of nursing as well as the health care industry in general must improve the response to these behaviors. These behaviors have the potential to foster medical errors, contribute to poor patient satisfaction and result in preventable adverse outcomes as well as contribute to significant nurse turnover. These behaviors exist under a number of different names: bullying, horizontal violence, lateral violence and verbal abuse. It often goes unreported and unaddressed for reasons such as fear of retaliation and the stigma associated with “blowing the whistle” as well as general reluctance to confront an intimidator. Consequently, the quality and safety of patient care may be jeopardized.

Purpose

Because disruptive behaviors could begin in nursing school, the purpose of this policy is to foster professional behaviors that impact the quality and safety of patient care in a positive manner. This policy is intended to call attention to the problem of disruptive behaviors, define them, guarantee that there will be no reprisal for reporting them and outline actions to be taken in the event that disruptive behaviors are either experienced or observed.

Definition

Disruptive behaviors are defined as any form of physical, verbal or emotional abuse. They include, but are not limited to, intimidating, malicious or insulting behaviors. They also include abuse of power by an individual that makes the recipient feel upset, threatened, humiliated or vulnerable. These behaviors may occur person to person or online.

Disruptive behaviors may occur between any two (2) individuals, regardless of relationship or position. These include any combination of student-faculty-healthcare team member relationships.

The ten (10) most frequent behaviors associated with disruptive behaviors are:

- Nonverbal innuendo (raising of eyebrows, making faces).
- Verbal affront (covert or overt snide remarks, lack of openness, abrupt responses).
- Undermining activities (turning away, not available).
- Withholding information (practice or patient).
- Sabotage (deliberately setting up a negative situation).
- Infighting (bickering with peers).
- Scapegoating (attributing all that goes wrong to one individual).
- Backbiting (complaining to others about an individual and not speaking directly to that individual).
- Failure to respect privacy.
- Broken confidences.

Disruptive Behaviors (also known as lateral violence, bullying, horizontal violence, verbal abuse) (Cont)

Additional overt examples of disruptive behaviors include:

name calling	fault finding	backstabbing
criticism	intimidation	gossiping
shouting	using put-downs	discouragement

Additional covert examples of disruptive behaviors include:

unfair assignments	sarcasm	ignoring
refusing to help	sighing/whining	refusing to work with someone
isolation	exclusion	

Reporting

Everyone is responsible for promptly reporting incidents of suspected disruptive behaviors. Depending on the urgency/nature of the situation, the incident may be reported to the clinical instructor, lead instructor, department head, associate dean or dean. Every incident will be investigated by the appropriate person. There will be no retaliation or adverse action taken against the person reporting the incident of suspected disruptive behaviors.

If You are the Victim of Disruptive Behaviors

If you have reason to believe that you are the victim of disruptive behaviors you should:

- Gain control. Recognize that the aggressor is at fault - not you.
- Get help from the appropriate person in authority.
- Make an action plan.
- Confront the aggressor. Make it clear that the behavior is offensive and must stop. Use the word "I" and specifically describe the behavior and how it made you feel.
- Make a formal written complaint using the format below and submit it to the dean.

If You Observe Disruptive Behaviors

If you have reason to believe that you observed an incident of disruptive behaviors you should:

- Go stand by the victim.
- Offer to go with the victim to report it to the appropriate person in authority.
- Document your observations using the format below and submit it to the dean.

Disruptive Behaviors (also known as lateral violence, bullying, horizontal violence, verbal abuse) (Cont)

Documenting

Documentation of the incident of suspected disruptive behaviors is an important part of the process. It may not be one incident that justifies disciplinary action but rather a pattern of conduct. Documentation should include:

- Date and time of the incident.
- Names and titles of those involved.
- A description of the incident that is factual and objective and without analysis/opinion.
- Consequences of the behaviors observed.
- Actions taken (if any) and by whom.
- List of witnesses.
- Signature of the person filing the report.

Disciplinary Action

The nursing division is dedicated to eradicating disruptive behaviors in nursing and therefore has zero tolerance for them. To honor this commitment, every incident reported will be thoroughly investigated by the appropriate person. If the college determines that the incident involved disruptive behaviors, the person exhibiting the behaviors will be disciplined up to and including dismissal from the program.

If the disruptive behaviors occur in the clinical setting, appropriate action will be taken by the associate dean or dean.

Current References

American Nurses Association Position Statement on Incivility, Bullying, and Workplace Violence. (2015, July 22).

<https://www.nursingworld.org/practice-policy/nursing-excellence/official-positionstatements/id/incivility-bullying-and-workplace-violence/>

Center for American Nurses. (2008). Lateral violence and bullying in the workplace. Silver Spring, MD: Center for American Nurses.

Duclos-Miller, P. A. (2006). Stressed out. Marblehead, MA: HCPro, Inc.

Griffin M. (2004). Teaching cognitive rehearsal as a shield for lateral violence: An intervention for newly licensed nurses. *Journal of Continuing Education in Nursing*. 35(6), 257-263.

Student Organizations

Student Nurses Association (SNA)

The SNA, a pre-professional organization, is open to all nursing students. Members of SNA are eligible for various scholarships and leadership opportunities. Members of the National Student Nurses Association are eligible to purchase medical insurance at group rates. Nursing students are encouraged to join and become active participants at the local, state and national levels of this organization.

Alpha Delta Nu (Beta Beta chapter)

The nursing division is pleased to host the *Beta-Beta* chapter of Alpha Delta Nu (ADN), the Organization of Associate Degree Nurses (OADN) student nurses' honor society. Eligible students will be invited to provisional membership after at least one semester of nursing courses, provided they have maintained a "B" or better in their initial attempt of each nursing (NUR) course. Full membership will be granted if the student maintains a grade of "B" or higher in all nursing courses through the last semester of the nursing curriculum. Members' conduct on campus and in the clinical areas must reflect integrity and professionalism.

Nursing students seeking membership will find the online membership application in the student nurses portal. In addition to the listed eligibility requirements, students seeking membership in the ADN honor society will be required to submit a completed Student Reference form, signed by a nursing faculty and submitted electronically to one of the ADN co-advisors or to the 3rd floor mailbox marked "Alpha Delta Nu." New member applications must be submitted within the first two weeks of each fast forward semester. Any subsequent applications will be reviewed and will be pending approval for the next semester.

Members are required to participate in at least one community service project every 14 weeks, all mandatory meetings and the induction ceremony for outgoing members.

COMMUNICATION

College Closing Related to Inclement Weather

In the event of inclement weather, cancellation of classes will be announced by most local radio and television stations. In addition, students may call TTC's Emergency Closing Information line to hear recorded information regarding TTC closing and college alerts. To reach the Information line, dial 843-574-6262 then enter extension 9091. When the college closes for inclement weather, students should refer to the course shell in D2L for assignments and schedule changes.

Name/Address/Phone Number, Change of

If students change their name, address or telephone number while enrolled in the nursing program, they must refer to the TTC Student Handbook. Students must also notify the nursing division by e-mailing Tammie Lipsey at tamara.lipsey@tridenttech.edu.

Line of Communication

In the nursing division, students should utilize this line of communication when attempting to make complaints, solve problems, offer suggestions, get questions answered, etc. This line of communication begins with the student's clinical instructor or lead instructor/department head and proceeds as follows:

Clinical Issues (Clinical Performance, Clinical Evaluation Tool Rating, Questions)

Clinical Instructor
Lead Instructor
Department Head*
Dean
Assistant Vice President for Instruction
Vice President for Academic Affairs

**In most instances the lead instructor will also be the department head.*

Course Issues (Test Items, Course Grades, Assignments)

Lead Instructor
Department Head*
Dean
Assistant Vice President for Instruction
Vice President for Academic Affairs

**In most instances the lead instructor will also be the department head.*

Progression Issues (Readmission, Clinical Site Assignments, Course Sequence Changes)

Student Progression Coordinator
Associate Dean
Dean
Assistant Vice President for Instruction
Vice President for Academic Affairs

To promote effective communication, students attempting to make a complaint, solve a problem, offer suggestions, get a question answered, etc. are strongly encouraged to do so in writing via e-mail using the my.tridenttech.edu account. Students are to address the e-mail to the person involved and copy the next person in the line of communication. Faculty in the nursing division believe that it is important for students to have a voice and see this as a way to make certain that students are heard.

E-mail addresses for faculty are available on the TTC website (<https://www.tridenttech.edu/index.htm>).

Communication Methods

The nursing division makes every effort to communicate effectively and in a timely manner with students. The three primary sites where students can expect to find communication regarding the nursing program are D2L, the Student Portal and Facebook. Communication regarding students' current course will occur through D2L. If students need to communicate with course faculty regarding this course, they should do so through e-mail in D2L. Communication regarding division-wide activities will occur in the Student Portal. Students should check this site frequently for announcements and updates. This is also where students will find information about their next clinical nursing course. Facebook is used to communicate with anyone, internal or external, who has an interest in the nursing division.

To assist faculty with effective communication, students are asked to use e-mail as the primary communication method with faculty to request information, schedule appointments, ask questions, express concerns or clarify information. The advantage of e-mail is that students and faculty have written records of conversations/information provided in case questions arise in the future. Students are responsible for checking their e-mail accounts regularly. All non-course-related student communication from the nursing division will be done through the my.tridenttech.edu e-mail accounts. Students are reminded to routinely clean out e-mail mailboxes so that e-mail can be received.

Students who have concerns or questions have several different avenues to obtain information or assistance. The academic advisor can assist with course planning and decision making. The clinical instructor or the department head/lead instructor for the course in which students are currently enrolled may be consulted. Other questions or concerns may be directed to the dean by requesting an appointment or sending an e-mail. All faculty have scheduled office hours, voice mail and e-mail addresses to facilitate communication. Current faculty contacts are available on the TTC website (<https://www.tridenttech.edu/index.htm>).

Student Advisory Board

All students are encouraged to provide input through the Student Advisory Board members. The purpose of the Student Advisory Board is to provide a venue whereby students have the opportunity to work with the dean, associate dean and department heads to promote quality improvement in all aspects of the nursing division. At the end of Nursing Care Management I (NUR 104) class (Fall and Spring) the dean and associate dean will select two (2) students to serve on the Advisory Board. These students will meet with the dean, associate dean and department heads once per seven (7) week term. These meetings will be on Friday mornings from 10 a.m. to 11 a.m. Only students who can arrange their schedules to attend these meetings should put their names forward for selection. Students will also be invited to attend the Nursing Advisory Committee meeting during the Spring semester. Students who wish to apply to serve on the Advisory Board should submit a letter of interest to the dean along with a recommendation from a faculty member. The dean and associate dean will then review the letters and recommendations and select up to six (6) students for an interview. Two students will then be selected to serve on the Advisory Board and two (2) students will serve as alternates. Since students are representing a specific class, students who do not progress with their class will be replaced by an alternate. In the event that an alternate is not available, another call for applications will be issued.

When additional student input is needed, students will be asked to volunteer for ad hoc committees. Standing committees of the nursing division may also seek student volunteers.

Members of the Student Advisory Board will be recognized for their service during the Pinning ceremony. Members are expected to serve as role models for their peers in professionalism, attitude, problem-solving and support of TTC and the nursing division.

Social Networking

This policy refers to communication using social networking sites, social media outlets, platforms, applications, blogs, video sites, online chat rooms, and forums that students use to communicate both personally and professionally. Student communication that may come under scrutiny can occur either internal or external to TTC or its associated websites. The absence or lack of explicit reference to a specific situation does not limit the application of this policy. Where no guideline exists, students should use appropriate professional judgment and take the most prudent and professional action possible. Disregard for this policy may result in disciplinary action up to and including dismissal from the nursing program.

Please consult with faculty for clarification if you are uncertain.

- Internet posting or other forms of communication should not contain any confidential information. This includes, but is not limited to, any type of patient or staff information such as name, photograph, social security number, address, diagnosis, treatment, date of admission or any other information which might be protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Business related information and policy of any clinical education center should not be disclosed publicly through internet postings or other forms of communication.
- Internet posting or other forms of communication should not contain any confidential information related to students, faculty, clinical preceptors or other employees of the clinical facility.
- If on the communication forum, students acknowledge affiliation with a Trident Technical College program, then all communication on that network should reflect a professional persona as appropriate for a professional network. Students should also post in a prominent location the following: “The posts on this site, including but not limited to images, links and comments left by readers, are my own and do not necessarily represent Trident Technical College’s position, strategies, or opinions.
- Please be aware that it may be construed as inappropriate for students to seek networking friend relationships with faculty, preceptors or other employees of the clinical facility. If faculty and preceptors are going to network with students, the forum should allow all students access to join.
- No form of electronic digital photography, videotaping or recording (including PowerPoint presentations) of a faculty course lecture or lab activity is permitted to be posted on any social networking or electronic media sites without proper written authorization of the instructor. Posting materials created by someone else (such as PowerPoint) without permission is a violation of the copyright law.

In addition, the following items should not be posted on any public or private internet site (remember that private sites are never actually private!):

- identifiable patient information (includes room numbers)
- any description of clinical experiences (positive or negative)
- identification of your clinical assignment (do not name the hospital/unit/clinic, etc.)
- pictures at clinical site (includes selfies)
- videos at clinical site
- any reference to patients or family members
- any reference to any person who works at the hospital/facility

For further information, students are encouraged to review the Social Media Guidelines published by the National Council of State Boards of Nursing (NCSBN) available at <https://www.ncsbn.org/347.htm>.

Mobile Devices/Smart Phones

The use of a mobile device or smart phone is to be limited to information required for clinical and classroom research in the student nurse role. A smart phone may only be used as a mobile device in the classroom or clinical setting. No audio recording, videos/photos may be taken during lab, class, simulation lab, or clinical without the permission of the instructor. The phone and texting functions on a smart phone must be turned off according to the manufacturer's instructions. Personal use of the phone function in the clinical or classroom setting is prohibited. Students are responsible for obtaining the knowledge to correctly utilize their device in these settings. Disciplinary action will be taken for students failing to comply with this policy. Students will be dismissed from the classroom or clinical setting and not allowed to return until the appropriate disciplinary action is determined.

Nursing Division Facebook Page

Students are encouraged to "like" the nursing division Facebook page at <http://www.facebook.com/pages/Trident-Technical-College-Nursing/643935235664761>. The purposes of the Facebook page are to:

- Showcase outstanding accomplishments of students and faculty.
- Highlight student and faculty events.
- Provide students an additional option for communication with the nursing division.

PROGRESSION AND READMISSION

Progression

In order to progress in the program, students must achieve a minimum grade of “C” in all prerequisite and co-requisite courses listed in the Catalog. These courses must be successfully completed before or during the term in which they appear as a co-requisite. The student must also achieve a minimum grade of “C” in all nursing courses.

Please note: Nursing courses (NUR, AHS) expire after two (2) years. Lab science courses (BIO) expire after five (5) years.

PN/ADN Progression

Students who are admitted to the Practical Nursing (PN) program may apply to progress to the Associate Degree Nursing (ADN) program. Progression is based on space availability. When space is limited, students are permitted to progress on a first qualified basis. In order to apply for progression students must:

- Successfully complete the PN program.
- Provide proof of a current South Carolina LPN license.
- Meet one of the admission options for the ADN program.
- Successfully complete ADN Dosage Calculation Proficiency or Health Calculations II (AHS 129).
- Progress within two (2) years of completion of the PN program or complete the 960 hour work requirement and retake the PN Comprehensive Predictor. Students progressing after two (2) years will be required to take Transition Nursing (NUR 201).
- Submit a Nursing Application online.

Note: In addition to meeting the admission requirements, students must meet the prerequisites for Health Promotion for Families II (NUR 208).

Students progressing within two (2) years of exiting who have been out of the program more than six (6) months will be required to obtain a new background check and drug screen, update lab sciences that exceed the five (5) year age limit and meet all health requirements in effect at the time of re-entry.

Students who are admitted directly to the ADN Generic Option program will not be required to submit applications to progress to the ADN program. However, students admitted to the ADN Generic Option program will be required to meet the specific requirements for progression to PN and ADN nursing courses. Students admitted to the LPN-to-ADN Option program will be required to meet the requirements for progression to ADN nursing courses.

Assessment of Practical Nursing (PN) Level Competencies

Students in the Practical Nursing (PN) program are strongly encouraged to take the PN Comprehensive Predictor prior to completing the PN program and taking the NCLEX-PN. The PN Comprehensive Predictor is a computer-based, nationally standardized assessment test. Not only does this assessment test allow students to practice taking computerized tests in preparation for the NCLEX-PN, it also provides important information such as how students' performance compares to the national mean. Students can use this information to strengthen areas of deficiency and enhance their potential for success on the NCLEX-PN and/or to potentiate their success in the remaining courses of the nursing program.

Students are encouraged to prepare for the assessment test in advance. The best preparation includes reviewing class notes and texts and completing the ATI modules available in the Nursing Resource Center. NCLEX-PN preparation books may also be used to supplement preparation. Students are also encouraged to visit www.ATItesting.com for further information and resources.

Studies show that graduates taking the NCLEX-PN within three (3) months of graduation have significantly higher pass rates on the NCLEX.

Assessment of Associate Degree Nursing (ADN) Level Competencies

Assessment of ADN level competencies will occur prior to enrollment in Nursing Care Management and Leadership (NUR 219). All students will take a computer-based, nationally standardized assessment test. Not only does this assessment test allow students to practice taking computerized tests in preparation for the NCLEX-RN, it also provides important information such as how students' performance compares to a national mean and to a mean of students in ADN programs. Students can use this information to strengthen areas of deficiency and enhance their potential for success on the NCLEX-RN and/or to potentiate their success in the remaining courses of the nursing program.

The minimum score required is the score that represents a 97 percent chance of successfully completing the licensing exam, NCLEX-RN, on the first attempt. Students will take the assessment test during the term prior to entering NUR 219. This attempt is like a placement test. Students scoring the required minimum score place out of Nursing Seminar (NUR 216). Students who do not achieve the required minimum score place into and must enroll in NUR 216. This non-degree, one (1) credit course is designed to provide individualized NCLEX-RN preparation based on the results of the assessment test. There will also be classroom/online activities that will focus on NCLEX-RN test-taking strategies.

Students will have a maximum of two (2) additional attempts to achieve a higher score on the RN Comprehensive Predictor while enrolled in NUR 216. Students are strongly encouraged to complete their review plan prior to requesting a Test Pass. Students must pay the required fee in the Business Office and schedule an appointment to test in the Testing Center. All results must be submitted to the instructor.

Students choosing to take additional attempts must take all the attempts by the date published on the NUR 216 and NUR 219 course calendars in order to use these points toward the NUR 219 theory grade. Points based on the highest score attained will be added to the NUR 219 theory grade. The point distribution is posted on the NUR 216 and NUR 219 course syllabi.

Students are encouraged to prepare for the assessment test in advance. The best preparation includes reviewing class notes and texts and completing the ATI Review Modules available in the Nursing Resource Center. There are additional NCLEX-RN preparation books available that student may find helpful. Students are also encouraged to visit www.ATItesting.com for further information and resources.

Note: Studies show that graduates taking the NCLEX (PN and RN) within three (3) months of graduation have significantly higher pass rates on the NCLEX.

Readmission

This policy is designed to promote student success in the nursing program. Foundational to this policy are the faculty's beliefs that students need a strong knowledge base upon which they can build and that nursing education is a partnership between students and faculty.

Students enrolled in the nursing program who earn a W, D, F or U in a clinical nursing course, including Basic Nursing Care Skills (NUR 102), must meet eligibility requirements and follow the process below to seek readmission to the nursing program.

This policy has three (3) sections. They are as follows:

- **Section I: Eligibility for Readmission Policy** – This section cites the requirements that all students must meet to re-enter the nursing program.
- **Section II: How to Apply for Readmission** – This section is for students seeking readmission to a clinical course in the nursing program after earning a grade of W, D, F or U.
- **Section III: Alternative for Students Who Are Unable to Complete the Program within the Established Time Limits.** This section outlines an option for students seeking readmission who cannot meet the time limits in **Section I: Eligibility for Readmission Policy**.

All students seeking readmission must be in compliance with **Section I: Eligibility for Readmission Policy**. The remaining sections apply depending on individual student circumstances.

Need Assistance?

Students needing assistance with the readmission process for all courses should contact the Student Progression Coordinator, Dr. Bradley at beverly.bradley@tridenttech.edu.

Section I: Eligibility for Readmission Policy

Readmission is contingent upon students meeting eligibility requirements and space availability in individual courses.

Eligibility Requirements Policy

To be eligible for readmission, students must:

- Not exceed the number of **unsuccessful attempts** in nursing courses as identified below for specific programs:
 - LPN to ADN Option students must have no more than one (1) unsuccessful attempt in a clinical nursing course.
 - Practical and Associate Degree Nursing students, including Progressing PN to ADN students, must have no more than two (2) unsuccessful attempts in clinical nursing courses.
 - Have no more than three (3) unsuccessful attempts in the non-clinical nursing courses: Health Calculations (AHS 126), Health Calculations II (AHS 129), Pharmacology for Nurses (NUR 105) and Basic Concepts of Pharmacology (NUR 161).

Note: If a student has had an unsuccessful attempt in a clinical nursing course in another program, this attempt will be included in determining the total number of unsuccessful attempts the student has had in the nursing program at TTC.

Eligibility Requirements Policy (Cont)

- Take, at minimum, a **seven (7) week intermission** immediately following the unsuccessful attempt to 1) gain insight into factors contributing to poor academic performance, 2) access resources designed to promote academic success and 3) establish positive working relationships with TTC faculty and staff who can assist students to maximize their potential. To achieve these goals, students will be assigned a Student Success Advisor (SSA). The advisor's name will be in TTC Express within one (1) week of notification of acceptance for readmission. Students should contact the advisor as soon as they obtain this information, but no later than two (2) weeks after receiving the notification of readmission to initiate the Student Success Plan. (Note: Students who are unsuccessful in either Basic Nursing Care Skills (NUR 102) or Nursing Care Management (NUR 104) will be required to successfully complete Pre-Nursing (NUR 100) as part of the Student Success Plan.)
- Complete the components of the Initial Readmission Pledge.
- Meet the following **established time limits** for completion of all nursing programs (starting from initial date of entry to the first clinical nursing course of the program):
 - Practical Nursing Program: 18 months
 - Associate Degree Nursing Program: 36 months
 - LPN to ADN Option: 18 months
 - PN to ADN Progressing Option: 12 monthsStudents who cannot meet the established time limits have an alternative that is outlined in **Section III: Alternative for Students Who Cannot Meet the Established Time Limits.**
- Meet **admission requirements** published in the *Catalog* for the class being entered.

Space Availability

Readmission for students who meet the eligibility requirements for readmission in **Section I** is based on the next available space in the program for NUR 102 and NUR 104 and space availability in individual courses for all other courses. When the number of students eligible for readmission exceeds the number of spaces available in course(s), students will be admitted based on the date of the Readmission Application. Space availability in the next course offering is not guaranteed.

Additional Information

- Re-admission, regardless of the length of time out of the program, does not cancel out previous unsuccessful attempts at clinical nursing courses.
- All requirements for readmission must be completed and verified by the Student Success Advisor before students are allowed to register for and/or attend the next nursing course. Students must submit verification that all readmission requirements have been completed to the Student Progression Coordinator at least two weeks prior to the start date of the next course. Students unable to meet this requirement will be considered for readmission to the next available space in the course for which they are requesting readmission.

Upon Return to the Program

Schedule a face-to-face meeting with the seminar leader for the course the student enrolls in upon re-entry to discuss the Successful Re-entry Pledge. Schedule, at minimum, monthly face-to-face meetings with the seminar leader, beginning the month of re-entry to monitor progress until the seminar leader determines that passing grades are sustained.

Section II: How to Apply for Readmission

Students who have an unsuccessful attempt must meet the eligibility requirements stated in Section I: Eligibility for Readmission Policy.

Students who earn a grade of W, D, F or U in a clinical course in the nursing program must re-apply to the PN/ADN nursing program. Students interested in this option must meet the eligibility requirements stated in **Section I: Eligibility for Readmission Policy**.

Process

Students applying for readmission are to follow the process outlined below:

- Complete a *Readmission Application*. Once the unsuccessful grade (W, D, F or U) is recorded and shows in TTC Express, students wishing to apply for readmission should go to TTC Express/My Education/nursing applications and complete the on-line request for readmission.
- After receipt of the admission letter from the Nursing Admission Coordinator, use my.tridenttech.edu to contact the Student Progression Coordinator, Dr. Bradley, for further instructions about registration for nursing courses. Students will receive an e-mail from Dr. Bradley or her designee via my.tridenttech.edu within five (5) working days from receipt of the verification of acceptance for readmission.

Notification of Readmission Status

Students seeking readmission to all courses in the nursing program, will receive an e-mail regarding their readmission status from Dr. Bradley via my.tridenttech.edu within five (5) working days from receipt of the verification of completion of readmission requirements.

Section III: Alternative for Students Unable to Complete the Program within Established Time Limits

Students unable to complete the program within established time limits as stated in Section I: Eligibility for Readmission have an option to re-enter at the beginning of the program.

Students interested in this option must:

- Meet all other eligibility requirements stated in **Section I: Eligibility for Readmission Policy**.
- Follow the steps in **Section II: How to Apply for Readmission**

Conditions

Students unable to complete the program within the established time limits must meet the following conditions:

- Re-enter at the beginning of the program and successfully repeat or use the *Nursing Course Update Policy*, which is available from the Student Progression Coordinator, to update all clinical nursing courses previously completed successfully.
- Follow instructions given by the Student Progression Coordinator or her designee regarding registration for and attending the next nursing course. Instructions will include submission of the *Registration Checklist* available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>, with the required items listed on the form.

Additional Information

Re-entry at the beginning of a nursing program does not cancel out previous unsuccessful attempts at clinical nursing courses.

Students Taking an Interruption in Course Sequence

Students who successfully complete clinical nursing courses but wish to take an interruption before progressing to the next clinical nursing course in the course sequence should e-mail the Student Progression Coordinator at beverly.bradley@tridenttech.edu. Check my.tridenttech.edu within five (5) working days for notification that Dr. Bradley has received the e-mail. E-mail Dr. Bradley at beverly.bradley@tridenttech.edu if the notification does not arrive in five (5) five working days.

CLASSROOM

Pets and Children

Under no circumstances will children or pets be allowed in class. Animals, except for animals trained to assist the disabled and veterinary technology program animals, are not allowed on the premises or property of TTC.

Hybrid Courses

Nursing courses are delivered through a hybrid format. This means that each nursing course will have content available online in the Desire to Learn (D2L) platform. Depending on the course there will be a mixture of seminar and classroom time on campus.

Hybrid courses combine the best of in class and online instruction. They also offer students flexibility in receiving instruction as well as opportunity to spend less time on campus. They are especially beneficial for busy students.

Successful completion of a course in hybrid format calls for students to develop characteristics such as:

- Being highly motivated, independent and active learners.
- Having good organizational and time management skills.
- Demonstrating the discipline to study without external reminders.

Students are to follow the course calendar for meeting course requirements. There are reading assignments and activities to complete prior to class or seminar.

On-Line and Hybrid Classes

	Essential Function	Description
Cognitive	Convergent Thinking Ability	The ability to remain on task and focus on the completion of those tasks
	Time Management Skills	Skills necessary for the organization, the pacing and the completion of tasks that are time-sensitive
	Critical Thinking Ability	The ability to perceive a variety of views on a subject matter, to assess the veracity of those perspectives and to make a conclusion using linear reasoning
	Problem Solving Ability	The ability to conceptualize the permutations of a problem, to systemically eliminate all permutations that seem implausible or illogical and draw a conclusion
	Learning Transference	Ability to take learned knowledge and accurately apply it to a novel situation
	Computation Ability	Ability to understand the concept of numbers, to apply all mathematical functions and accurately conclude an answer.
Affective	Netiquette Knowledge	Knowledge of the rules of communication when communicating via electronic formats
	Social Interaction Ability	Ability to express one's self in a fashion that reflects a civil society
Physical/Motor	Visual Acuity	Normal visual ability
	Auditory Acuity	Normal hearing ability
	Basic Keyboard Skills	Ability to complete accurately keyboard functions
	Mouse Skills	Ability to use a mouse to point and click

On-Line and Hybrid Classes (Cont)

What are hardware and software requirements for an online class?

Students must have access to a computer with an Internet connection and a D2L compatible web browser (see the D2L System Check page at https://onlcourses.tridenttech.edu/d2l/systemCheck#_blank). Courses in the nursing division have additional technology requirements. Students should contact the instructor if they need further information about a particular course.

Students are automatically assigned an e-mail account in [my.tridenttech](https://my.tridenttech.edu) when they register for a class. Important messages from the college will be sent to students' my.tridenttech account. Check it often.

Students may look up their my.tridenttech e-mail address by visiting <https://www.tridenttech.edu/student/LoginHelp.htm>.

Nursing Student Technology Requirements

Technology plays a key role in healthcare and nurses are expected to be proficient in the use of computers. Nursing students will be required to use computers to complete assignments, download course materials, access textbooks, communicate with faculty, and take exams.

Technology Requirements

- 1) PDA or Smart Phone with internet access capability
- 2) Portable laptop computer
- 3) Webcam
- 4) Functioning microphone

For current technology requirements please see www.examssoft.com/tcnursing and http://downloads.lww.com/thePoint/help/thePoint_Sysreq_4.2.15.pdf.

Note: Desktops, iPad, Chromebooks, Android Tablets, Windows Tablets, Smart Phones, eReaders (Nook, Kindle) and other similar devices will not be suitable for student's primary computer.

Recommended Wi-Fi access for laptops: 802.11a or 802.11n

Classroom Behavior

All students are expected to demonstrate respect for faculty and peers while in the classroom. Behaviors that indicate respect include, but are not limited to:

- Being on time.
- Being prepared to take notes when the lecture begins.
- Requesting permission prior to recording a lecture or portion of the lecture.
- Demonstrating attentiveness to the speaker, faculty or peer(s).
- Avoiding side-bar conversations with peers during lecture or while someone is speaking.
- Asking relevant and appropriate questions.
- Maintaining a professional demeanor and tone of voice when disagreeing with faculty or peer(s).
- Following the college's policy regarding no eating in the classroom.
- Following the college's policy that drinks in the classroom must be in securely covered containers.
- Remaining seated until the break or end of class.
- Packing up, to include removal of any trash at your seat, after lecture is concluded and class has been dismissed.
- Keeping the hallways quiet when class is in progress.

As stated in the TTC Catalog, faculty are responsible for setting the standards of behavior acceptable in the classroom. The nursing faculty, with input from the student body, has established the expected classroom behaviors listed above. These expected behaviors are designed to promote a positive learning environment for all students. Breach of these behaviors constitutes disruption in the classroom and creates an environment that is not conducive to learning. If a faculty member determines that students persist in disruptive classroom behaviors, the faculty member will follow the college's policy and dismiss them for the remainder of the class period.

Students dismissed from class must meet with the faculty member prior to the next class period to resolve the issue. A further disruption will result in a second dismissal and referral in writing by the faculty member to the vice president for student services. If students persist in being tardy to class or returning from break, the instructor will instruct them not to enter once class has begun or is resumed.

Theory Grade Requirements

Some clinical courses require at least one (1) written assignment. In each course faculty will grade and return these assignments as indicated on the course calendar. The points obtained from these assignments will not be included in the course grade until after the calculation of the total points earned from the theory portion of the grade as defined in the course syllabus. Students must earn a minimum of 71 percent of these points in order for the points from the additional assignments to be added to the final point total for the course. If the student earns less than 71 percent of the total points available from the theory portion of the grade, the points from the written assignments will not be added to the total points for the course and the student will receive the grade of the theory average. Completion of the written assignment is not optional. Failure to complete the written assignments will result in a grade of "F" for the course.

Extra Credit Option

A maximum of one (1) point for extra credit may be added to the final theory grade of a clinical nursing course if the required minimum theory grade, as defined in the course syllabus, is achieved.

Students may earn up to one (1) full point of extra credit by participating in activities that promote lifelong learning. These activities include, but are not limited to:

- Attending state or national activities sponsored by SC-SNA, NSNA or OADN (0.25 points/hr.). Students attending full conventions will be given credit for class and clinical attendance as well as the full point of extra credit.
- Participating in TTC SNA or Alpha Delta Nu community service projects. (Must be a member of the organization to participate.) (0.25 points/hr.)
- Attending pre-professional (SNA) or professional nursing meetings (Trident Nurses Association, The Black Nurses Association) or any professional nursing organization of interest to the student. (0.25 points/hr.)
Note: Only SNA meetings that are educational meetings may count as extra credit. Other professional meetings may be used with prior approval of the department head.
- Viewing approved videos, reading approved journal articles, completing recommended online tutorials or doing case studies. (0.25 points each)

Students interested in having other professional development activities considered for extra credit may submit a written request for approval of the activity to the department head at least one (1) week prior to the activity.

Extra credit will be awarded at 0.25 points per hour of participation. All extra credit activities must be completed at least forty-eight (48) hours prior to the final exam.

Students are responsible for submitting the Extra Credit Evaluation form as official documentation of participation in the activity to the department head at least forty-eight (48) hours prior to the final exam. This does not include SNA or Alpha Delta Nu sponsored activities. Students will be responsible to sign-in and sign-out at all SNA or Alpha Delta Nu sponsored events with the faculty advisor (or her designee) to receive extra credit. The SNA or Alpha Delta Nu advisor will notify faculty in each course of the students who participated in the activity and the points awarded.

ExamSoft

The nursing division uses ExamSoft for testing. This software provides computerized testing and gives students feedback regarding individual performance. Students must purchase access codes and ID numbers through the TTC bookstore three times per year; once at the beginning of Fall semester, Spring semester and Summer semester if enrolled. Refer to course syllabi for requirements. In the event that a student does not purchase this, the student will not be eligible to test.

Test Security

The purpose of this policy is to ensure that test items on nursing tests remain secure. Violation of this policy is academic misconduct and will result in disciplinary action, up to and including dismissal from the program.

Confidentiality

To ensure confidentiality:

- You may not disclose or discuss with anyone information about the items or answers seen in your examination (this includes posting or discussing questions on the internet and social media websites).
- You may not reconstruct exam items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your examinations.
- You may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.

Adopted from the NSBN NCLEX Rules, <https://www.ncsbn.org/1268.htm>

Testing Environment

Students must adhere to the following requirements when testing in the classroom setting:

- To be eligible to take the test, students must be in their seats with computer on by the published test start time. Any students who are unable to meet these requirements will need to follow the Test Extraction/Make-up policy.
- If a student's computer malfunctions, a loaner computer may be used one (1) time during the course. In order to be eligible to use a loaner computer, the student must bring the malfunctioning computer and power cord to the exam. After the one time use of a loaner computer, the student must find an alternative lap top to use for subsequent exams.
- Generally, students should sit every other seat. However, if there are space limitations due to the number of students testing, students should fill in the first few rows of the classroom (faculty discretion) and then sit every other seat in the remaining rows. Faculty will be walking throughout the test period.
- Follow the instructor's direction for starting the test.
- Keep your eyes on your own computer or look up toward the ceiling.
- Refrain from talking to peers; remain quiet throughout the examination period.
- Students who have a question, should raise their hand, be acknowledged by the instructor and the instructor will come to the student.
- After the completed test is uploaded, students are reminded to enable their anti-virus protection as this is disabled for testing.

Test Security (Cont)

Testing Environment (Cont)

- Students must complete and upload the Mandatory Secured Exemplify Practice Exam 1 week prior to each test and final exam to ensure computer is functioning properly. In the event that a student has technical difficulty during testing and it is determined that the student did not complete and upload the Mandatory Secured Exemplify Practice Exam, the student will take an extraction for the test (See Test Extraction/Makeup).
- Faculty are unable to hold on to any student property.
- Students may not leave personal belongings in the nursing lobby during testing.

Permitted in Testing Environment	NOT Permitted in Testing Environment
Pencil	Cell phone/Tablet
Spill-proof bottle (water only)	Bluetooth devices/headphones
Laptop with mouse/power cord (required)	Watches (any kind)
Foam earplugs	Food (including candy and chewing gum)
Nursing approved calculators if health calculations are on the exam	Back Packs/Book Bags/Computer Covers
Unwrapped mints/cough drops	Hats (baseball caps)
Keys	Sunglasses
	Pens

* In order to protect the integrity of test-taking situations, activated electronic devices are not permitted in classrooms. Students are responsible for securing these devices prior to entering the classroom. In the event that an electronic device is found during a test, whether it is active, inactive or deactivated the student's test will not be graded and the student's grade for the test will be extracted and calculated from the portion of questions on the final exam, which represents the material on the test. If an electronic device is found during the final exam, the student will receive a grade of "0" for the final.

Test Security (Cont.)

If an electronic device is found during a dosage calculation test, the student will forfeit the attempt.

Testing Center Guidelines

Dosage Proficiency Testing:

A two (2) minute grace period will be given beyond the designated testing to allow time for students to complete the requested information on the test booklet. If the two (2) minute grace period is exceeded, the test will be graded with a zero.

Test Reviews

The process of test review for each course is outlined in the course syllabus. Students unable to take the test as scheduled may participate in the test review. Consequences of disruptive behaviors during test review may include, but are not limited to, dismissal from the review.

NOTE: Students with additional questions or needing additional time for test review may schedule individual appointments with the instructor who wrote the test or the faculty member designated by the department head/lead instructor to review tests by the published deadline.

Test Extraction/Makeup

Students are strongly encouraged to take tests at the scheduled time. In the event that students cannot take a test at the scheduled time, they will have the portion of questions on the final exam which represents the material on the missed test extracted and calculated separately as the missed test.

Students arriving late to any test must not interrupt the test if it has already begun. Students will have the portion of questions on the final exam, which represents the material on the missed test extracted and calculated separately as the missed test.

Final Exam Makeup

In the event that students miss the final exam for a nursing course, they will receive a grade of “I” for the course. Students will have until the mid-point of the next 7-week term to complete the final. The faculty member for the course will notify students of this exact date. Students who do not take the final by this date will receive a “0” for the final. If the Faculty and student agree upon a final makeup date prior to the midpoint, students who do not adhere to this date will receive a “0” for the final.

Test and Course Grades

Following each test and exam, course faculty carefully review each item along with the statistics from the test item analysis. If additional answers, up to and including all answers, are accepted, students who missed the item will be awarded the points for the item. Students who had the item correct initially will not receive additional points for the item.

When all grades are available at the end of the course, course faculty review the performance of the class. At this time, an adjustment may be made. When this happens, each student in the class receives these points.

Policy for Writing Assignments/Projects

1. For each course, the following must be submitted with the writing assignment:
 - a. Grading rubric, if used, or scoring sheet
 - b. Full text articles (according to course assignment)
 - c. Originality report from Turnitin (if required)
 - d. Additional requirements per course writing assignments.
2. Five (5) points will be deducted from the writing assignment grade for each missing component listed above.
3. All writing assignments are submitted on the date and time specified in the syllabus. Five (5) points will be deducted for each day or portion of the day including weekends and holidays that the writing assignment is late. If the course requires the writing assignment to be submitted by a specific time, five (5) points will be deducted from the writing assignment grade submitted after the specified time on the due date.
4. A total of five (5) points will be deducted for grammatical errors. Deductions will be made at the rate of one (1) point per error up to the total of five (5) points. Repeated errors will only be deducted once.
5. APA format is required for all writing assignments and is worth five (5) points of the grade. Deductions in APA format will be made at the rate of one (1) point per error up to the total of five (5) points. Repeated errors will only be deducted once.
6. Students are to use only professional databases and references published within the timeframe outlined in the course's writing assignment unless prior approval is obtained from the lead instructor to use a classic reference. Five (5) points will be deducted from the final grade for references other than professional references or articles older than outlined in the course's writing assignment or articles that do not otherwise conform to the assignment instructions.
7. Plagiarism is a form of academic misconduct and falls under the Procedure for Disciplinary Action for Academic Misconduct as outlined in the Trident Technical College Student Handbook & Planner. Trident Technical College offers students the ability to check for acts of plagiarism in papers through a web-based program called Turnitin. Turnitin generates an originality report, which cites areas of plagiarism within the paper. Turnitin is accessed through the course's D2L Dropbox.

Policy for Writing Assignments/Projects (Cont)

8. The nursing division will impose a Level 2 penalty for the first plagiarism offense. This means that the student who plagiarizes will receive a grade of “0” for the writing assignment with no opportunity to resubmit the writing assignment for a grade. If the student has had any other instance of academic misconduct, a higher level penalty will be imposed.
9. A student with questions about a grade on a writing assignment should make an appointment with the instructor who graded the writing assignment and clarify questions about the grade. The student must follow the line of communication outlined in the Student Nurses Handbook if questions remain unanswered.
10. Re-admitted students must submit a new writing assignment on a different topic when the course is repeated a second or third time. Duplication of content from previous assignments is self-plagiarism. Students who copy sections of previously submitted assignments will receive a “0” for the assignment with no opportunity to resubmit the writing assignment for a grade.

CLINICAL

Clinical Prerequisites

In order for students to participate in clinical, the following clinical prerequisites must be current. *(Students entering the nursing program may have different deadlines and timeframes for completion of these requirements.)*

CPR Certification

CPR Certification must be current for the full semester. (American Heart Association-Basic Life Support for Health Care Providers)

The student must present a current CPR card from the American Heart Association (please see the list located on the nursing portal). Students are required to take Basic Life Support for Healthcare Providers. The course must include one man and two man adult, child, and infant CPR as well as training with choking victims and in the use of the Automated External Defibrillator (AED). Students are required by the AHA guidelines to have completed a class portion (either face to face OR online) AND an in person skills portion in order to be in compliance.

Students who use a site other than the ones recommended must ensure that the course meets the requirements listed above.

Intradermal TB Skin Test

The intradermal TB skin test must be current for the full semester.

Students having a positive TB test will be required to show proof of one negative chest x-ray, taken after conversion to a positive status, and complete a TB Screening form annually with the department head/lead instructor, while students remain asymptomatic. This form is available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>. If symptoms develop, a follow-up chest x-ray may be required. Students are responsible for informing the department head/lead instructor should they become symptomatic.

Flu Shots

All nursing students are now required to have a current flu shot before attending clinical. Students entering the nursing program during Fall semester may register for Fall courses prior to obtaining the flu shot for the upcoming flu season. All students are required to obtain a flu shot for the current season and provide the documentation to Ms. Hiatt in the nursing division office by the announced deadline. All returning students must have a current flu shot in order to register for clinical nursing courses. The Permission to Administer the Flu Vaccine Form is available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.

Students may request an exception to this requirement for documented health or religious reasons only (physician letter or statement from religious leader required). Students who are granted an exception must follow the flu immunization procedures of the assigned clinical facility. The *Declination Form* needed to request the exception is available at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.

Clinical Prerequisites (Cont)

Mandatory InServices

All students are required to complete the general mandatory in-services and all facility specific in-service modules prior to registering for their first clinical nursing courses and annually thereafter. Each time students register, documentation of these 20 in-services will be reviewed and must be considered current through the upcoming semester.

Information about subscribing to and accessing the mandatory in-services can be found at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>.

Major Medical Insurance

Students must carry proof of coverage in clinical. Failure to maintain major medical insurance while enrolled in the nursing program will result in immediate dismissal.

Professional Nursing Liability Insurance

Students must carry proof of coverage in clinical. Failure to maintain professional nursing liability insurance while enrolled in the nursing program will result in immediate dismissal.

Drug Screens

All students are subject to random drug screens at their own cost. Current costs of random drug screens can be found at <https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>. Students with positive, unsupported findings will be dismissed from the nursing program.

Criminal Background Checks

Initial criminal background checks are good as long as students are continuously enrolled in clinical nursing courses and do not incur an arrest or charge while enrolled or while waiting to enroll. In the event that students are arrested or charged while enrolled or waiting to enroll in the nursing program, they must inform the clinical coordinator in writing and make an appointment to discuss options immediately. Failure to notify the clinical coordinator immediately will result in disciplinary action up to and including dismissal from the program. Clinical agencies have the final say in whether or not students with adverse findings or pending dispositions are disqualified from clinical practice.

Professional Presence

Students in the clinical setting, which includes the Simulation Center, for any reason are representing the nursing division, TTC and the profession of nursing. Therefore, students must fulfill their professional responsibility to exhibit the highest standards in personal appearance, language, dress and demeanor at all times. This includes adhering to the policies of the nursing division as well as to the policies of individual clinical facilities.

Students not exhibiting the highest standards in personal appearance, language, dress and demeanor will be disciplined. Simple violations that can be corrected will be corrected immediately and students will be permitted to remain in clinical with a notation of the violation on the *Clinical Evaluation Tool*. Disciplinary actions for violations that cannot be corrected immediately include, but are not limited to, dismissal for the clinical day, permanent dismissal from a clinical facility and dismissal from the nursing program.

Professional Presence (Cont)

Smoking

The nursing division is committed to health promotion and disease prevention. Therefore, smoking, including electronic cigarettes, when in the clinical setting as a TTC nursing student for any reason is strictly prohibited. This includes no smoking in designated smoking areas and in route to the clinical setting and anytime the student is in uniform.

Personal Appearance

The nursing division values professional personal appearance and its role in disease prevention. Therefore, students in the clinical setting for any reason as a TTC nursing student must under no circumstances:

- Expose cleavage/ belly/buttocks/tattoos/piercings.
- Wear tight, dingy/dirty or ill-fitting clothing/uniforms/lab coat.
- Chew gum.

Identification

Students are to wear the official TTC student picture identification badges with the student nurse designation when in a clinical setting, which includes the Simulation Center, as a student nurse Badge holders must be professional in appearance and not represent a specific vendor or clinical facility. Badge holders with the TTC logo may be purchased from the bookstore. While in the clinical setting as a student nurse, students must not wear identification badges from their place of employment.

Language and Demeanor (Attitude)

The nursing division believes that a positive attitude is an essential component of professionalism. Therefore, students in the clinical setting for any reason as a TTC nursing student must under no circumstances:

- Talk negatively about the hospital/hospital personnel, nursing program/nursing program personnel or peers.
- Be arrogant/flippant/angry.
- Show a lack of compassion and/or respect.
- Fail to maintain integrity in all endeavors.
- Fail to fulfill the professional responsibility to report unprofessional behaviors observed to the appropriate person.

Dress for Clinical Assignments (Preplanning), Orientation, and Training Sessions

The nursing division believes that professional dress is an essential component of earning respect as a professional. Therefore, when in the clinical setting for any reason as a TTC student other than providing direct patient care students must wear clean, pressed three-quarter length (28-31 inches long) white lab coats and official TTC student picture identification badges with the student nurse designation.

Professional Presence (Cont)

Professional attire includes a pair of well-fitting slacks or skirt with a conservative top or a dress along with enclosed shoes and understated jewelry. Hair must be kempt and cosmetics must be fragrant-free. Anything that gives an unprofessional appearance, such as but not limited to jeans, tank tops, shorts or flip-flops, or wearing electronic headsets (such as ear buds, headphones, etc.) is prohibited.

Note: Dress for Palmetto Lowcountry Behavioral Health includes professional dress, but not lab coats. No stethoscope or scissors. TTC identification badge is required.

Dress for Clinical Experiences

The nursing division also believes that professional dress is an essential component in the preservation of the identity of the profession.

- Uniform

The appropriate uniform for clinical experiences is a professional white uniform. Male and female students will be required to wear a designated top with the college's official logo. A plain white non-textured shirt may be worn under the uniform top for added warmth. A white skirt or white slacks must be worn with the top. No scrubs, cargo pants or pants with elastic legs may be worn. Length of pants should be appropriate and not present a safety or infection control hazard such as touching the floor or allowing skin to be visible. Students' professional attire should be clean and without visible soiling.

Maternity tops with the official TTC logo are available from Low Country Uniform.

Note: Dress for clinical at Palmetto Lowcountry Behavioral Health includes professional dress, but not lab coats or uniform.

- Hose and Shoes

Female students should wear white non-textured hose and clean, white, leather professional nursing shoes. Female nursing students may wear unadorned white socks only when wearing pants. Male students should wear white socks and clean, white, leather professional nursing shoes. Shoes cannot be canvas or open toe shoes. Clogs may be worn in accordance with the clinical facility's policy. Athletic shoes are prohibited unless they are all white and all leather.

- Lab Coats

Only plain white lab coats that are three-quarter length or less (28-31 inches long) may be worn over the uniform. Lab coats are not permitted while providing direct patient care. Identification as a TTC student must always be visible and worn on the outside layer.

- Hair and Nails

Hair should be neat, clean, dry, and off the uniform collar or neckline in a controlled fashion. Unnatural hair colors such as, but not limited to green, blue, purple, some shades of red, yellow or orange are not permitted. Unusual hairstyles, such as, but not limited to dreadlocks or mohawks are prohibited. No ribbons, bows or decorative clasps may be worn. Neutral or white headbands/wraps only may be worn. Ponytails must be controlled and not drop forward when giving patient care. Nails should be neat and well-manicured. No nail polish or artificial nails are to be worn in the clinical setting.

Professional Presence (Cont)

Dress for Clinical Experiences (Cont)

- Beards

Neatly trimmed beards are acceptable except in instances where hospital policy prohibits. Beards should not be started during a semester unless a long period outside of the clinical setting is incorporated in the schedule.

- Cosmetics

Students are encouraged to wear make-up which is tasteful and in moderation. Since perfume and aftershave are often offensive or against hospital policy, students are not permitted to wear either of these to the clinical area

- Jewelry

Jewelry must be conservative in style and kept to a minimum to prevent loss or injury to self or patients. Only wedding rings and/or engagement rings may be worn in clinical. Students are not to wear necklaces, chains or bracelets in the clinical setting.

- Earrings

Earrings must be small and discreet. Only single studded earrings are permitted. Only two (2) stud earrings may be worn per earlobe.

- Gauges

Students with gauges in their earlobes must wear a flat flesh tone gauge if gauges are allowed by the clinical facility.

- Body Piercing and Tattoos

No visible jewelry may be worn in areas where body piercing has occurred, with the exception of earrings, as described above. Tattoos and body piercings must not be visible while in the clinical setting. If med sleeves are worn to cover tattoos on the arms, they must be worn on both arms and be white, full-length and without logos. Due to infection control issues, if the policy of the clinical facility permits visible tattoos, tattoos on the hands and fingers may remain uncovered.

If for religious, medical, or cultural reasons, there is a need to deviate from this policy, students must:

- Make a request in writing to their department head/lead instructor.
- Be willing to provide required documentation.
- Have written approval from their department head/lead instructor.

Required Equipment

Bandage scissors, a watch with a second hand, a stethoscope and a penlight are required.

Students may not wear any TTC student nurse identification except while they are in their role as the student nurse. Doing so will result in disciplinary action up to and including dismissal from the program.

Breast Pumping Policy for Breastfeeding Mothers

The goal of this policy is to provide a supportive environment to enable breast-feeding students to express their breast milk during the clinical day, without compromising learning or patient care.

Students who need to express their breast milk during the clinical day will follow their clinical agency's policy for employees who utilize a breast pump during working hours. The student needs to provide her own breast pump and supplies. The student will communicate her plan for breast pumping with the department head/lead instructor at least one week prior to the first clinical day via e-mail.

Time away from patient care needs to be taken into consideration. Students should utilize lunch time and breaks for pumping.

Performance Evaluation, Clinical

Clinical performance is graded as either "Satisfactory" or "Unsatisfactory." In order to successfully complete a clinical nursing course, students must receive a final "Satisfactory" or "Satisfactory with Conditions" clinical performance evaluation and successfully complete the theory or other course requirements. If students receive an "Unsatisfactory" final clinical evaluation, the course grade will be an "F" or "U," regardless of the theory grade. If students receive a rating of "Unmet" on any standard, they must achieve a "Met" in this standard in the next clinical nursing course. If this standard does not convert to a "Met" rating in the following clinical course, students will receive an "Unsatisfactory" as an overall clinical grade in that clinical course. Clinical evaluations are completed and submitted electronically. Specific instructions will be given in each clinical nursing course. Clinical evaluations must be signed before final grades can be submitted.

Professional Incompetence

The Nurse Practice Act, section 40-33-20 (32), defines incompetence as "The failure of a nurse to demonstrate and apply the knowledge, skill and care that is ordinarily possessed and exercised by other nurses of the same licensure status and required by the generally accepted standards of the profession. Charges of incompetence may be based upon a single act of incompetence or upon a course of conduct or series of acts or omissions which extend over a period of time and which, taken as a whole, demonstrate incompetence. It shall not be necessary to show that actual harm resulted from the act or omission or series of acts or omissions so long as the conduct is such that harm could have resulted to the patient or to the public from the act or omission or series of acts or omissions."

If the college determines that students have demonstrated a single action or a series of actions that fall under the definition of incompetence, they will be subject to disciplinary action up to and including clinical failure or dismissal from the program or college.

HIPAA and Confidentiality

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that protects an individual's health information. HIPAA establishes appropriate safeguards that health care providers must achieve to protect the privacy of health information. Therefore, faculty and students must keep strictly confidential and hold in trust all confidential information of Hospital and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of the Hospital. HIPAA holds violators accountable, with civil and criminal penalties that can be imposed if they violate patients' privacy rights.

According to the *Laws Governing Nursing in South Carolina* under Section 40-91-19, C 3(a), unprofessional conduct would include "disseminating patient's health or personal information acquired during the course of practice to individuals not entitled by law or hospital or facility policy to disclosure of such information."

Students must maintain confidentiality related to any patient care and/or assignments. Discussion of patients must be limited to clinical, pre- and post-conferences and nursing classes. At no time should patients be discussed on breaks, elevators or other settings aside from the above stated learning experiences.

Only patient initials may be used for written assignments. Students are only allowed to obtain information on those patients assigned to their care for the clinical day. At no time should students use their position in the nursing program to seek information about a patient other than the patient to whom they have been assigned. Copying, scanning and/or removing any portion of the medical record or printed patient information from the facility or institution are strictly prohibited.

Students not adhering to this policy will be subject to disciplinary action up to and including dismissal from the program.

Patient Abandonment

Patient abandonment is included as a specific ground for disciplinary action under *South Carolina Code of Regulation 91-19(c) (3) (p)*. Patient abandonment is defined as "leaving a patient requiring nursing care without properly notifying appropriate personnel." In order to assist licensees and employers, the Board provides the following examples of what constitutes "patient abandonment" versus "employment abandonment."

For patient abandonment to occur, the nurse/registrant must:

- have first ACCEPTED the patient assignment, thus establishing a nurse-patient relationship; AND then
- DISENGAGED the nurse-patient relationship without giving reasonable notice to the appropriate personnel (supervisor, director of nursing, etc.) so that others can make arrangements for continuation of nursing care."

Students who abandon patients will be disciplined up to and including dismissal from the program. Additionally, the Board of Nursing will be notified.

Alcohol and Other Drug Use

The nursing division adheres to the alcohol and other drug use policy as outlined in the *TTC Student Handbook*.

According to the *Nurse Practice Act under Section, 40-33-110 (14)* grounds for revocation, suspension or other discipline of licensees, any person practicing nursing "when judgment or physical ability is impaired by alcohol, drugs or controlled substances who has declined or been unsuccessful in accomplishing rehabilitation" is subject to disciplinary action.

Faculty who suspect a violation of this policy are required to take action. Students are deemed under the influence of drugs and/or alcohol when exhibiting any of the following behaviors such as, but not limited to:

- Observable lack of motor coordination without reasonable explanation. Such behavior must be described objectively by the person making such observations.
- Incoherent speech without reasonable explanation.
- Inappropriate decision making behavior without reasonable explanation. This behavior must be described objectively by persons making such observations and must clearly be inappropriate based upon reasonable expectations of students at the same academic level.
- Odor of alcohol detected from a minimum distance of two feet.

Students will be confronted by a college or clinical facility official if there is reasonable cause, such as, but not limited to, exhibiting behaviors that indicate they are under the influence of drugs and/or alcohol. The college or clinical facility official will take students to a private area for questioning about the use of drugs or alcohol and follow the policy of the college or clinical facility. The college and clinical facility retain the right to require drug/alcohol screening upon suspicion. Students will not be permitted to return to the classroom or clinical unit and will be assisted in making arrangements for transportation home. The college official will initiate appropriate disciplinary action according to the policy regarding professional behavior. The college official will place a written report of the incident in the student file and notify the dean of nursing about the incident. Students will be required to meet with the dean, who will make appropriate referrals, as necessary. The dean will notify other faculty members involved, who need to be informed of the incident.

Invasive and Non-Invasive Procedures

The purpose of this policy is to ensure patient safety and protect students, clinical instructors, clinical agencies and TTC from liability.

Before performing a procedure in clinical for the first time, students must notify the clinical instructor. Additionally, before performing a procedure for the first time in an assigned clinical agency (even if the student has performed the same procedure in other clinical agencies), students must also review the clinical agency's official policy and procedure to ensure compliance.

Students are responsible for knowing and following the clinical agency's policy regarding student performance of a procedure. Students must take personal responsibility to verify the clinical agency's policy with the clinical instructor prior to performing the procedure.

Invasive and Non-Invasive Procedures (Cont)

When performing invasive procedures, students must be under the direct supervision of the clinical instructor or a registered nurse (RN) as designated by policy of the clinical agency. Examples of invasive procedures include, but are not limited to inserting or removing a nasogastric tube, intravenous catheter or Foley catheter, irrigating a catheter of any type, suctioning a tracheostomy, administering intravenous (IV) medications with the exception of IV push medications, doing procedures that require sterile technique, etc. Students must take personal responsibility to ensure direct supervision of the clinical instructor or a registered nurse designated by the clinical agency. Direct supervision means that the RN must be present in the room with them and closely observing the student perform the entire procedure from preparation through finish.

Note: If agency policy permits, licensed practical nurses may provide direct supervision for procedures that are within their scope of practice. IV push medications may only be given under the direct supervision of the clinical instructor.

Observational Experiences

Students who are assigned observational experiences are not allowed to perform any skills other than obtaining vital signs and assisting with patient transfer. Under no circumstances are students allowed to give any medications during the observational experience.

Controlled Medications and Parenteral Administration of Medications/Fluids

According to the South Carolina Board of Pharmacy regulations, no student shall have direct access to controlled substances at any time. No student shall retrieve any controlled substance EXCEPT in the presence of a faculty member or a registered nurse. All record of controlled substance administration must be co-signed by a faculty member or a registered nurse. Students must insure that this is done. Failure to do so will result in disciplinary action up to and including clinical failure or dismissal from the program.

Preparation and administration of all parenteral medication and fluids (including flushing peripheral IV sites, hanging fluid bags, etc.) must be done under the direct supervision of either a faculty member or a registered nurse as designated by the clinical facility. The clinical facility's policy regarding student administration of medications must be followed. Students must take personal responsibility to verify hospital policy with the faculty member.

All students administering medications by IV push route must do so under the direct supervision of the clinical instructor.

Blood-Borne Pathogen Exposure

Students are responsible for all medical follow-up treatment (at the student's own expense if not covered by workers' compensation insurance) if they are exposed to a blood-borne pathogen. The college's workers' compensation insurance carrier will only consider coverage for a **bona fide** exposure which is defined as a needle stick or cut through the skin (percutaneous injury), contact of mucous membranes or contact of broken skin with blood, tissue, or body fluids identified as potentially infectious (e.g. semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, laboratory specimens that contain HIV, or other fluid contaminated with visible blood).

In the event of an exposure:

Report the incident immediately to the clinical instructor. The clinical instructor will notify the department head/lead instructor who will notify the dean.

Follow the protocol of the clinical facility. (Note: The protocol for MUSC is to go to student health services. If after hours the HSC is paged.)

If the exposure occurs during normal business hours (8:30 a.m. to 5:00 p.m., Monday through Friday) contact the Workers' Compensation Coordinator at (843) 574-6288 to report an exposure incident of blood to blood exposure. Outside of normal business hours, contact Public Safety, (843) 574-6052.

*Exposure Definitions:

Blood means human blood, human blood components, and products made from human blood.

Body substance means all human body fluids and tissue including urine, stool, sputum, saliva and all those listed under infectious materials.

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin or percutaneous contact with blood or other potentially infectious materials that results from the performance of the employee's duties.

Other potentially infectious materials means:

- the following human body fluids (which can transmit a blood-borne pathogen): semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- HIV-containing cell or tissue.

*Extracted from: Infection Control Manual. Roper Hospital.

Students with HIV, Hepatitis B or C

Although not required, students who are at increased risk of acquiring infection with the AIDS virus (homosexual and bisexual men, IV drug users, persons transfused with contaminated blood/blood products, heterosexual contacts of persons with AIDS or “high risk” behaviors, and children born to infected mothers) are encouraged to be tested for HIV.

Students with HBV, HCV or HIV seropositivity are urged to voluntarily inform the dean of nursing who will provide information and referral for counseling.

Students with HBV, HCV or HIV seropositivity are urged to:

- Adhere meticulously to standard precautions, including the appropriate use of hand washing, protective barriers and care in the use and disposal of needles and other sharp instruments.
- Seek medical care and counseling from a medical doctor who is an infection control specialist regarding risks for being a health care professional.
- Obtain a written statement from the medical doctor who is an infection control specialist indicating where students are in the infectious process and that they can provide direct patient care in the clinical setting. (A letter requesting this information can be sent from the dean of nursing’s office upon written request by the student.)
- Give written permission for disclosure of HIV, Hepatitis B or C status to the nursing faculty and to the clinical facilities on a need to know basis only. This will permit the instructor to make the necessary accommodations and avoid assigning patients to students who are known to have tuberculosis, some type
- Of live virus, shingles, etc. It will also permit infection control departments in the clinical facilities to assist with students’ safety as well as the safety of the patients to whom students are assigned.
- Notify the instructor immediately if an accident occurs that exposes themselves or a patient to a risk of transmission of a blood-borne pathogen.
- Notify the instructor if students have dermatitis or any broken areas on their skin. If students develop dermatitis, they would not be permitted to provide patient care until the dermatitis subsides.
- Notify the instructor if signs/symptoms of tuberculosis occur, i.e., cough, fever, fatigue.
- Seek medical care from a medical doctor who is an infection control specialist at any time the student’s health status changes.

Injury in the Clinical Setting

When students are injured in the clinical setting, while providing patient care as part of the learning experience, they will be eligible to submit a claim for Workers' Compensation. If an injury occurs, students must follow these guidelines for eligibility and medical coverage. Refer to **the Blood Borne Pathogen Exposures policy** for blood borne pathogen exposures in the clinical setting.

- Report the incident **immediately** to the clinical instructor.
- Follow the protocol of the clinical facility.
- If the injury occurs during normal business hours (8:30 a.m. to 5:00 p.m., Monday through Friday), the instructor will contact the Workers' Compensation Coordinator at (843) 574-6288. If medical treatment is required, the Workers' Compensation Coordinator will make arrangements with a physician, hospital or clinic approved by the college's workers' compensation insurance carrier.
- If the injury occurs after normal working hours, the instructor will contact Public Safety at 574-6052. At that time, students may seek medical attention at one of the following facilities approved by the college's workers' compensation insurance carrier:
 - Medical University of South Carolina Hospital
 - Bon Secours St. Francis Hospital
 - East Cooper Regional Medical Center
 - Roper Hospital (any location)
 - Trident Medical Center (any location)

Public Safety may authorize treatment after normal business hours. The instructor must notify the Workers' Compensation Coordinator on the next normal business day, so that the workers' compensation claim can be processed.

IF STUDENTS SEEK MEDICAL CARE WITHOUT AUTHORIZATION FROM THE WORKERS' COMPENSATION COORDINATOR, THEY WILL NOT RECEIVE COMPENSATION FROM WORKERS' COMPENSATION FOR THE COST OF THAT CARE.

The college's workers' compensation insurance carrier will make the decision as to whether or not the injury will be covered and will calculate the amount to be paid. The college's workers' compensation insurance carrier will not compensate students for pain, suffering, lost time, etc., and will not cover injuries sustained in the classroom setting. Injuries that are not reported within ninety (90) days of the occurrence will not be eligible for coverage.

Change in Student Health Status

Students who experience a change in health status while in a clinical nursing course must notify the department head/lead instructor of this change. Changes in health status include, but are not limited to surgery, injury, extended physical/mental illness, complicated pregnancy and delivery. The department head/lead instructor will provide students with a *Clinical Release* form specific to the health problem.

Students must be released by a board certified physician, physician's assistant or nurse practitioner. The provider treating students for the condition must sign this form. The form will indicate that students may return to clinical at full capacity with no limitations. The *Clinical Release* form must be submitted directly from the board certified physician to the **dean**. Forms submitted by students will not be accepted. The **dean** will notify the department head/ lead instructor that the release has been received. The department head/lead instructor will then notify the appropriate faculty member. Students may not return to clinical if they cannot perform at full capacity. Students who are released by the provider may also need clearance from the clinical setting. In these cases, the department head/lead instructor will work with the Clinical Coordinator to obtain this clearance. The clinical instructor will continue to assess the student's ability to provide direct patient care with no limitations. If the clinical instructor determines that the student is unable to do this, the clinical instructor will dismiss the student from clinical and record a clinical absence for the student.

Dismissal as an Employee of a Clinical Facility or Health Care System

Students who have been dismissed as an employee of a clinical facility or health care system are to notify the dean of nursing in writing as soon as the termination of employment occurs or is known to the student. If the termination occurred prior to entry into the program, students should notify the dean prior to registering for the first nursing course. The written notification should give the date of termination and explain the circumstances surrounding the termination.

The dean will contact the chief nursing officer at the clinical facility or health care system to confirm accuracy of the statement and determine whether or not students can be assigned to that clinical facility or health care system. The dean will then discuss options with them.

Failure to disclose this information to the dean of nursing in a timely manner is considered falsification of information. If the college determines that students have failed to disclose or falsified this information, students will be dismissed from the nursing program.

LPN License: Revocation and Suspension

Students holding an LPN license who have ever had their license suspended, revoked or have any disciplinary action pending on their license must inform the dean of nursing in writing, providing documentation as to the circumstances surrounding the action, and make an appointment to discuss options. This must be done by the end of the first seven (7) weeks students are enrolled in NUR 201 or by the end of the semester in which the revocation, suspension, or pending disciplinary action occurs.

Nursing Assistant Certification: Revocation and Suspension

Students holding certification as a nursing assistant who have ever had a substantiated finding on file with the SC Nurse Aide Registry or have had their certification suspended, revoked or have any disciplinary action pending from the SC Nurse Aide Registry must inform the dean of nursing in writing, providing documentation as to the circumstances surrounding the action and make an appointment to discuss options. This must be done immediately upon enrolling in the nursing program or immediately upon the occurrence of the substantiated finding, suspension, revocation or pending disciplinary action occurs.

LEARNING RESOURCES

Computer Lab Rules

Failure to comply with these guidelines may result in the loss of computer lab privileges.

The computer labs are available on a first-come, first-serve basis to currently enrolled TTC students. A valid ID is required to use the labs.

Students must have a print card to print from the library computers and from the computer labs on campus. Printing is \$.10 a page. Students can purchase a print card for \$5.00 (50 copies per card) at the circulation desk inside the library or from the bookstore. The library accepts cash and checks for the print cards. Detailed instructions on how to use the print card are available in the library and printed on the back of the card. Students should be prepared to use their TTC Express username and password to log in to the printing system known as Print Limit Pro.

- No food or drinks.
- No children.
- No cell phones.
- No loud noise or disruptive behavior.
- No smoking in any building on campus.
- Lab assistants are on duty to monitor the facilities, perform basic system checks and to record any hardware or software problems.
- No removal of equipment (hardware, software, or documentation) from the computer labs except copies of software as authorized by the faculty.
- No copying of software protected by copyright. Please check with lab assistant before copying any software.
- No altering of equipment (hardware or software) except as instructed in course assignments. This includes changing cables, switches/options, modifying operating system or application software.
- All hardware and software problems should be reported to the lab assistant on duty.
- The phone in the software booth is for faculty and staff use only.
- No games or entertainment software allowed in lab area. No exceptions.

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Printing PowerPoint Slides

- On the file menu, click “Print”
- Then select the “Pure black and white” check box and select “frame slides” check box
- On the file menu, click “Print”
- In the “Print what” box, click HANDOUTS
- After you select HANDOUTS, enter 6 in the “slides per page box”

Nursing and Science Resource Center

The Nursing and Science Resource Center (NSRC), located in Building 970 Room 220, is an open-door facility providing academic tutoring and support for nursing and science students. Services provided by the NSRC enhance the total student experience, promote positive academic outcomes and cultivate professional growth and development. Services include a variety of workshops offered by the Director, tutoring sessions by student coaches and software programs that promote student success. There are also opportunities to meet students in all levels of the program and to relax.

In order to maintain a positive environment in the NSRC for everyone, students are asked to:

- Sign in and out on the log sheet using the seven (7)-digit student ID number.
- Return all resources to the front desk before leaving the NSRC.
- Use library voices at all times.
- Return tables and chairs to original places.
- Refrain from eating.
- Refrain from drinking at the computers.
- Make room for others to sit.
- Turn cell phones to vibrate or do not disturb/privacy mode. Step outside of the NSRC to use cell phones.
- Use ear buds if listening to music.
- Arrive on time for appointments or faculty sessions.

During Fall and Spring semesters, the NSRC is typically open from 8:30-5:00 pm Monday-Fridays, except on holidays. Maymester and Summer Term hours will differ. Weekend and evening hours are not available. Study rooms are available in Building 970. The building will be open for study room access until 9 p.m. Monday-Thursday. The building closes at 6 p.m. on Fridays and on non-class days. When the building is locked, Public Safety will not open the building for unsupervised individual or group study sessions.

Simulation Center

The Simulation Center consists of the Skills Lab (Rooms 235, 241, 243, and 247), the Co-Operative Lab (Room 228), Simulation Lab 216, and Simulation Lab 218. It houses high-fidelity human patient simulators and is available to students only during scheduled times with a faculty member present. To maintain the integrity of the simulation environment, students are to exhibit the highest standards in personal appearance, language, dress and demeanor in the simulation center. This includes being in full uniform and in compliance with the dress code outlined in the Student Nurses Handbook, when simulation is a clinical component.

Students are responsible for handling the simulators with dignity and respect, similar to the way they treat patients in the hospital. Damage to a simulator may become the financial responsibility of the student(s) if negligence or carelessness is determined to be a factor. Ink pens permanently mark the simulators and students may be held responsible for any marking caused by pens around the mannequins.

Students who are participating in simulation scenarios may be digitally recorded. This is an essential component of the activity. Debriefing clinical simulation experiences with the digital recording is a critical step that increases the transfer of many skills into the clinical setting through reflection and discussion. If students have concerns regarding being recorded they have the responsibility to inform the clinical instructor prior to the scheduled simulation activity. Recordings of simulation activities are used only for evaluative/learning purposes.

Students sign a Confidentiality Agreement form upon entry to the nursing program. This form states that students will not discuss simulation sessions with anyone who has not yet participated in the sessions. This is in order to uphold the effectiveness of simulation sessions. The form states that any breach of the contract will be reported to the Dean of Nursing or other appropriate authority and could result in disciplinary action up to and including expulsion from TTC as well as other appropriate legal action.

Food and gum are not allowed in the Simulation Center and drinks must be kept in cubbies. Students are not permitted to sit or place their feet on any work surfaces in any of the nursing laboratories. Work surfaces include: bedside tables, over bed tables, countertops or podiums. Student are to assist with restoring the simulation center to its original order once the simulation experience is completed.

Latex and latex-containing products are present in the skin of some simulators and task trainers in the simulation center.. Latex-free gloves are available. Students are responsible for ensuring that they select the correct type of gloves while in the laboratories. Students with latex allergies are responsible for ensuring that they wear gloves prior to touching simulators and task trainers as well as to check any gloves in sterile kits to ensure they are latex-free prior to application.

For students' protection, all needles used in the simulation center must be disposed of in marked sharps containers.

Laboratory Clean Up Procedure

Students are responsible for ensuring that the Simulation Center laboratories are cleaned and restored to previous order prior to leaving for the day. Responsibilities include:

- Leave beds locked and in the lowest position.
- Turn off equipment to include oxygen that remains at bedside (i.e., suction) and put in its place.
- Return equipment and supplies to the position in which they were in at the start of the session.

- Ensure all work surfaces are clean.
- Place trash in the waste containers throughout the laboratory.
- Return tables and chairs back to their original location.
- Open all privacy curtains.

APPENDIX

National Patient Safety Goals

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

Hospital

See https://www.jointcommission.org/standards_information/npsgs.aspx

Long Term Care

See https://www.jointcommission.org/standards_information/npsgs.aspx

Code of Ethics for Nurses with Interpretive Statements

See <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>

Bill of Rights for Registered Nurses

See <https://www.nursingworld.org/practice-policy/work-environment/>

Bill of Rights and Responsibilities for Students of Nursing

See <https://www.nsna.org/nsna-code-of-ethics.html>

Code of Professional Conduct for Student Nurses

See <https://www.nsna.org/nsna-code-of-ethics.html>

A Patient's Bill of Rights

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current and understandable information concerning diagnosis, treatment, and prognosis.
3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
4. The patient has the right to have an advance directive (such as living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
5. The patient has the right to every consideration of privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases, which as suspected abuse and public health hazards when reporting is permitted or required by law.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services.
9. The patient has the right to ask and be informed to the existence of business relationships among the hospital, educational institutions, other health care providers or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities.

American Hospital Association. (1992). *A Patient's Bill of Rights*. American Hospital Association: Author

INDEX

-A-

Absence Related to Jury Duty, Mandatory Court Appearance, Military Duty or Religious Holidays	<u>20</u>
Absences, Clinical Related to Extenuating Circumstances.....	<u>20</u>
Accreditation Commission for Education in Nursing (ACEN)	
Address.....	<u>i</u>
Phone Number.....	<u>i</u>
Additional Points on Papers/Projects	<u>22</u>
Alcohol and Other Drug Use	<u>63</u>
Alpha Delta Nu (Beta Beta Chapter)	<u>29</u>
Assessment of Associate Degree Nursing (ADN) Level Competencies.....	<u>39</u>
Assessment of Practical Nursing (PN) Level Competencies	<u>38</u>
Attendance and Punctuality, Clinical.....	<u>19</u>
Attendance, Student Organization Activities.....	<u>20</u>

-B-

Blood-Borne Pathogen Exposure.....	<u>65</u>
Board of Nursing	
Address.....	<u>i</u>
Phone Number.....	<u>i</u>
Breast Pumping Policy.....	<u>61</u>

-C-

Classroom Behavior.....	<u>48</u>
Clinical Attendance.....	<u>19</u>
Clinical Passes	
Activities that Earn	<u>21</u>
Rules for Earning and Using	<u>22</u>
Process for Using.....	<u>22</u>
Clinical Performance and Evaluation	<u>61</u>
Clinical Prerequisites	<u>56</u>
Code for Nurses	
ANA Code of Ethics for Nurses.....	<u>75</u>
Bill of Rights for Registered Nurses	<u>75</u>
Code of professional Conduct for Student Nurses	<u>75</u>
Patient's Bill of Rights.....	<u>75</u>
Student Bill of Rights and Responsibilities.....	<u>75</u>
College Closing.....	<u>31</u>
Communication Methods.....	<u>32</u>
Communication, Line of	<u>31</u>
Computer Lab Rules	<u>71</u>

Concepts, Definition of.....	<u>5</u>
Controlled Medications.....	<u>64</u>
Costs, Program.....	<u>10</u>
Counseling Center: Phone Number.....	<u>82</u>
Course Grades.....	<u>15</u>
CPR Certification.....	<u>56</u>
Criminal Background Check.....	<u>57</u>
-D-	
Definition of Concepts.....	<u>5</u>
Dismissal as an Employee of a Clinical Facility or Health Care System.....	<u>68</u>
Disruptive Behavior.....	<u>26</u>
Drug Screens.....	<u>57</u>
-E-	
Emergency Contact.....	<u>31</u>
ExamSoft.....	<u>49</u>
Exceptions, Request for Related to Extenuating Circumstances.....	<u>16</u>
Extra Credit Option.....	<u>49</u>
-F-	
Facebook, Nursing Division.....	<u>35</u>
Faculty Award.....	<u>17</u>
Falsification of Information.....	<u>25</u>
Final Exam Makeup.....	<u>52</u>
Financial Aid Repayment.....	<u>10</u>
Flu Shots.....	<u>56</u>
Framework, Organizing.....	<u>3</u>
-G-	
Gifts to Faculty.....	<u>17</u>
Grades, Test and Course.....	<u>15</u>
Graduate Information.....	<u>10</u>
-H-	
Health Status Changes.....	<u>68</u>
Hepatitis B or C, Policy for Students with.....	<u>66</u>
HIPAA and Confidentiality.....	<u>62</u>
HIV, Policy for Students with.....	<u>66</u>
How to Print Slides.....	<u>71</u>
Hybrid Classes.....	<u>46</u>
-I-	
Important Contact Information.....	<u>82</u>
Incompetence.....	<u>61</u>
Injury in the Clinical Setting.....	<u>67</u>
Insurance; Major Medical.....	<u>57</u>
Intradermal TB Skin Test.....	<u>56</u>

-L-

Laboratory Clean Up Procedures	<u>73</u>
Licensure, Pinning, Graduation	<u>10</u>
Line of Communication	<u>31</u>
LPN License Revocation and Suspension	<u>69</u>

-M-

Make-up of Final Exams.....	<u>52</u>
Mandatory InServices	<u>57</u>
Misconduct	
HIPAA and Confidentiality	<u>62</u>
Patient Abandonment	<u>62</u>
Professional Behavior.....	<u>25</u>
Professional Incompetence.....	<u>61</u>
Missed Test	<u>52</u>
Mobile Devices/Smart Phone	<u>35</u>

-N-

Name/Address/Phone Number, Change of	<u>31</u>
Narcotic Administration by Student	<u>64</u>
National Patient Safety Goals	<u>75</u>
Non-Clinical Nursing Courses	<u>16</u>
Nursing Assistant Certification: Revocation and Suspension.....	<u>69</u>
Nursing Division Facebook	<u>35</u>
Nursing Division Office	
Fax Number	<u>82</u>
Location.....	<u>82</u>
Phone Number.....	<u>82</u>
Nursing Program	
Definition of Concepts	<u>5</u>
Organizing Framework.....	<u>3</u>
Philosophy	<u>2</u>
Student Learning Outcomes	<u>6</u>
Vision Statement	<u>1</u>
Nursing Science Resource Center.....	<u>72</u>

-O-

Observational Experiences.....	<u>64</u>
On-Line and Hybrid Classes	<u>46</u>

-P-

Paper Submission.....	<u>53</u>
Parenteral Administration of Medications/Fluids by Student.....	<u>64</u>
Patient Abandonment.....	<u>62</u>
Performance Evaluation, Clinical	<u>61</u>
Pets and Children	<u>45</u>

Printing PowerPoint Slides	71
Professional Behavior	25
Professional Presence.....	57
Beards.....	60
Body Piercing.....	60
Chewing Gum.....	58
Cosmetics	60
Dress for Preplanning, Orientation, Training Sessions	58
Dress for Clinical Experiences	59
Earrings	60
Equipment Required.....	60
Gauges.....	60
Hair.....	59
Hose.....	59
Identification	58
Jewelry.....	60
Lab Coats.....	59
Language and Demeanor.....	58
Nails	59
Personal Appearance	58
School Cap	11
Shoes	59
Smoking.....	58
Tattoos.....	60
Uniform	59
Program Costs.....	10
Progression in Curriculum	
PN-ADN Progression	37
Public Safety: Emergency	82
-R-	
Readmission.....	40
References, Student and Graduate	17
Registration.....	12
Requirements, Technology	47
Requests for an Exception to Policy	16
Requests from the Divisional Office.....	16
Responsibilities for Learning	
Faculty Responsibilities for Student Learning	8
Student Responsibilities for Learning	7
-S-	
Security Monitoring.....	16
Simulation Center	73

Social Networking	<u>34</u>
Student Learning Outcomes.....	<u>6</u>
Student Organizations.....	<u>29</u>
Student Records, Retention of	<u>17</u>
Submission of Papers.....	<u>53</u>
-T-	
Table of Contents.....	<u>iv</u>
TB Skin Test.....	<u>56</u>
Technology, Nursing Student Requirements	<u>47</u>
Test and Course Grades	<u>53</u>
Test Make-Up	<u>52</u>
Test Reviews.....	<u>52</u>
Test Security	<u>50</u>
Testing Center Guidelines.....	<u>52</u>
Testing Center Phone Number.....	<u>82</u>
Theory Grade Requirements	<u>48</u>
Time Frame for Student Requests.....	<u>16</u>
-V-	
Vision Statement.....	<u>1</u>
-W-	
Welcome	<u>ii</u>
Withdrawal and Drop/Add.....	<u>15</u>

IMPORTANT CONTACT INFORMATION

Nursing Division Office
Location: Bldg. 970/Suite 105
Phone #: 843-574-6138
FAX #: 843-574-6585

Nursing Division Faculty Offices
Location:
Bldg. 970/Suite 226
Bldg. 970/Suite 234
Bldg. 970/Suite 302
FAX #: 843-574-6545

Bookstore 843-574-6122

Counseling 843-574-6131

Learning Resources Center 843-574-6095

Public Safety 843-574-6052

Testing Center 843-574-6410

TTC Emergency Closing Information 843-574-6262, ext. 9091

Nursing Science Resource Center 843-574-6668

Nursing Portal:
<https://my.tridenttech.edu/academics/nursing/Pages/default.aspx>

Nursing Faculty Directory:
<https://www.tridenttech.edu/academics/divisions/fsdirectory.htm>