2022-2024

Associate Degree Nursing Handbook

Augusta TECHNICAL COLLEGE

Summerville Site
2258 Wrightsboro Rd
Augusta, Ga 30904
706-771-4000

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EQUAL OPPORTUNITY STATEMENT

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, a veteran of the Vietnam Era, spouse of a military member or citizenship status (except in the particular circumstances permitted or mandated by law). This nondiscrimination policy encompasses of all technical college-administered programs, programs financed by the federal government ,including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
The Title IX Educational Act of 1972 prohibits violence, harassment, and discrimination based on sex and gender. Under this law, instructors and other college staff are required to report knowledge of any student being harmed, harassed, or discriminated against. If a student is in immediate danger, call 911 or 9-911 from a campus phone for Police assistance or call 706-771-4021.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Shannon Patterson
Title IX Coordinator (Employees)
Augusta Campus - Human Resources Office
3200 Augusta Tech Drive
Augusta, GA 30906
sbentley@augustatech.edu | (706) 771-4013

Ms. Migdaliz Berrios
Title IX/Equity Coordinator (Students)
Augusta Campus - Student Records/Career Services Office
3200 Augusta Tech Drive
Augusta, GA 30906
midaliz.berrios@augustatech.edu | (706) 771-5730

Mrs. Karissa D. Wright
ADA/Section 504 Coordinator
Augusta Campus - Counseling Center
3200 Augusta Tech Drive
Augusta, GA 30906
kdavis@augustatech.edu | (706) 771-4067

In compliance with OFCCP regulations, the Technical College System of Georgia and its associated colleges endeavor to inform you of your equal employment opportunity protections. To view the "EEO is the Law" poster, please click this link EEO Is The Law.

If a student needs support and wishes to keep the information confidential, contact one of the following off-campus confidential support centers:

- Rape Crisis Sexual Assault Services 1-800-656-Hope (4673) or 706-725-5200 (24 Hour Crisis Line)
- Safe Homes 1-800-799-SAFE (7233) or 706-736-2499.

Academic Counseling Services

Counselors provide support for students who request assistance or who may be referred for assistance by an instructor through the Technical College System of Georgia Early Alert System (TEAMS). Issues addressed by the Academic Counselor through individual sessions and workshops include Study Skills, Test Taking, Time Management, Test Anxiety, Testing Skills, Critical Thinking, Stress Management and Learning Styles. Students occasionally need help that involves career exploration and program selection, program changes, wellness, and referrals to campus and community resources. Students who need academic or career counseling should contact:

- Academic Counselor
  Amy Laughter, Augusta Campus
  Building 1300, Room 240
  706-771-4068 | alaughter@augustatech.edu

Special Needs/Disability Services

Special assistance is provided for students with disabilities so that they have an equal opportunity to enroll and to participate in College programs and activities. Students with disabilities must self-identify each term and provide documentation of the disability to a counselor in the Counseling Center to receive assistance. Available services include accommodation during the admission process and modification in the instructional setting. Also, various community agencies may be contacted for additional support resources. Students with documented disabilities must register and request academic adjustments.

For information on ADA/504 contact:

- ADA/504 Coordinator
  Karissa D. Wright, Augusta Campus
  Building 1300, Room 241
  706-771-4067/4068/4070 | kdavis@augustatech.edu

Special Populations Services

The Special Populations Coordinator provides supportive assistance to: single parents, including single pregnant women; displaced homemakers who have experienced divorce, legal separation, disability, or death of a spouse; nontraditional program students (females in mostly-male programs such as

Engineering or Automotive Technology, or males in mostly-female programs such as Nursing or Early Childhood Care/Education); and students with Limited English Proficiency (LEP) due to having a language other than English as their first language. Information and advice regarding use of available school and community resources may help these students overcome barriers to the successful completion of their education and career goals. There is no charge for any of these services. Students who may benefit from this type of assistance can contact:

- Special Populations Coordinator
  Bonita Jenkins, Augusta Campus
  Building 1300, Room 244
  706-771-4031 | bjenkins@augusatech.edu

Georgia Campus Carry

For Campus Carry information, go to http://www.augustatech.edu/CampusCarry.html.

Program Welcome

Welcome to the Augusta Technical College Associate Degree Nursing (ADN) program!

We are excited and pleased that you have been selected to join our elite group of nursing students and are ready to continue your career in the ADN program at Augusta Technical College. The nursing profession continues to evolve and providing quality health care is becoming more complex. We, the faculty at Augusta Technical College, are committed to keeping up-to-date on the profession of nursing and utilizing all the resources available to provide you with a quality educational experience.

As a nursing student, you have been accepted into a very competitive program and are expected to function in an increasingly professional manner. Your education is designed specifically to integrate you into the professional nurse role. You will assume responsibility for your education as an independent learner and uphold the integrity of your school, your faculty, and your peers. The faculty in the Nursing Program will give you the support necessary for completing the program. Please read this handbook carefully and feel free to ask questions. It is the student's responsibility to be familiar with what is contained in this handbook. Please sign the acknowledgement form in Trajecsys reporting system before the last day of orientation. This handbook is to be utilized in coordination with the Augusta Technical College's catalog and Student Handbook and Wellness Guide.

Program Description

The Associate Degree Nursing program is designed to prepare students to practice as a professional registered nurse in a variety of settings. The program is designed as a four-semester program of academic progression culminating in the ability to sit for the NCLEX-RN exam as a new nurse. It is a competitive program that requires an entrance exam and a core curriculum designed to provide foundational knowledge prior to a progressive, student-centered nursing curriculum in a learner based environment. A variety of teaching techniques including simulation and web enhancements as well as multiple clinical sites are used to develop the nursing student's skill level in a rapidly changing health care environment.

Program Approval and Accreditation Status

The Accreditation Commission for Education in Nursing (ACEN) currently accredits the Associate Degree Nursing Program. This status is valid through spring 2024.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

The Georgia Board of Nursing (GBON), currently approves the Associate Degree Nursing Program.

Georgia Board of Nursing (GBON)

237 Coliseum Drive

Macon, Georgia 31217,

478-207-2440 or 844-753-7825

https://sos.ga.gov/PLB/acrobat/Forms/38%20Reference%20-%20LPN%20Approved%20Programs.pdf

Section I

Department of Nursing Faculty

Department Chair

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Nursing Faculty

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Ms. Janell McKethan	Janell.mckethan@augustatech.edu	706-771-4168
Mrs. Elisehia Nesbitt	Elisehia.nesbitt@augustatech.edu	706-771-4166
Ms. Morgan Tubman-Jackson	morgan.tubman-jackson@augustatech.edu	706-771- 4751
Mrs. Lacey Julian	Lacey.julian@augustatech.edu	706-771-4069

Program Purpose

The purpose of the Associate Degree Nursing Program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of nursing and assist in meeting the registered nursing health care needs of the community. The program provides educational opportunities regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, disabled veteran, veteran of Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law). The program is intended to prepare graduates who are theoretically, clinically, ethically, and legally safe entry-level practitioners of nursing. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Graduates are to be competent in the occupational areas of anatomy and physiology; drug calculations; administration of medications; nutrition and diet therapy; nursing ethics; client care; and wellness and prevention of illness. These individuals will be prepared to pass the licensure examination, NCLEX-RN.

Mission of the Associate Degree in Nursing Program

The primary mission of the Associate Degree Nursing Program of Augusta Technical College is to alleviate the shortage of registered nurses in our service area by preparing competent entry level graduates who can pass the NCLEX-RN examination, and practice professional nursing in a variety of health settings.

Subsidiary missions are to:

1. Provide a nursing program which is grounded in the arts and sciences, and exemplifies contemporary thinking about education in associate degree nursing programs.

2. Prepare nurses who understand the significance of advances in nursing and medical science, technology, and informatics in contemporary health care delivery, and express a commitment to lifelong learning, and further career development.

3. Educate students in the core nursing values of respect for the dignity and value of all persons, regardless of age, sexual orientation, ethnicity, culture, disabilities, and religious preference.

4. Formulate a curriculum enabling the students to develop the various role competencies expected of associate degree graduates, and develop entry level behaviors common in new graduates of a technical level nursing program.

5. Develop a caring and supportive academic environment for students so that they can access resources needed to successfully complete the nursing curriculum and pass the NCLEX-RN examination.

Philosophy of the Program

The philosophy of the associate degree nursing program is grounded in the core values of the nursing profession, and derived from the following foundational documents of the American Nurses Association: (a) *Nursing's Social Policy Statement* (2010); (b) *Guide to the Code of Ethics for Nurses* (2015), and (c) *Nursing Scope and Standards of Practice* (2015). While descriptions of role functions of the associate degree nurse commonly describe roles as a manager of care, a provider of care, and a member of the discipline, *NLN Competencies for Graduates of Nursing Programs* (2012), acknowledged the impact of societal changes, advances in technology, changes in health care delivery and the nature of the nursing profession as well. As a result, role competencies for the associate degree nurse were expanded to include the following: professional behaviors; communication, assessment; clinical decision making; caring interventions; teaching and learning; collaboration; and managing care. The faculty has also incorporated contemporary beliefs related to core competencies for associate degree nursing students.

Metaparadigm

The nursing program uses the metaparadigm (person, health, nursing, and environment) to organize and unify the curricula. The person is the collective recipient (individual, groups, families, communities, populations) of professional nursing's interest (ANA, 2010, p.22). Health is "An experience of a continuum of well-being ranging from optimal health to illness and may occur in the presence or absence of disease or injury" (ANA, 2010, p. 4). "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human responses, and advocacy in the care of individuals, families, communities, and populations" (ANA, 2010, p. 6). "The atmosphere, milieu, or conditions in which an individual lives, works or plays" (ANA, 2010, p. 7) is the environment. The faculty also supports the contemporary systems theory perspective of the environment as an open system with semipermeable boundaries enabling information, and energy to freely enter, and leave a given environment.

Nursing Process

The scientific method applied to nursing practice, encompasses the following steps: assessment; diagnosis; planning outcomes; implementation; and evaluation. Assessment is a systematic approach used in collecting and organizing data about the patient's current health status (Wilkinson, 2011). Diagnosis involves defining patient's current health status, and factors contributing to it. Planning outcomes encompasses working with the patient to choose desired outcomes, identifying appropriate interventions, and prioritizing how the desired outcomes can be achieved. Implementation is execution of planned interventions and includes doing, delegating, and documenting. The effectiveness of the chosen interventions is measured during the evaluation phase (Wilkinson, 2011).

The faculty believes that the family should be included in the nursing process as feasible, and our graduates will endeavor to provide family centered nursing care. Inclusion of the family in using the nursing process was recommended by the ANA Congress for Nursing Practice (1975) in *A Plan for Implementation of the Standards of Nursing Practice* (as cited in ANA, 2010).

Critical Thinking

Critical thinking skills are required to effectively use the nursing process. Critical thinking is both an attitude and a rational reasoning process involving several intellectual skills including conceptualization, reflection, cognitive (thinking) skills, and attitudes (feelings), creative thinking, and knowledge. Critical thinking is a self-directed, rational, disciplined process differentiating that which we know from that which we clearly do not know (Wilkinson, 2011).

Caring

One of the most distinguishing characteristics of nursing involves behaviors, which are nurturing, generative, and protective (ANA, 2015). Nurturing behaviors include comfort, and therapy in the presence of illness or disease and fostering personal development. Generative behaviors are oriented to the development of new behaviors, and modifications of environments or systems to promote health-conducive adaptive responses of the individuals to health care crises or problems. Protective behaviors include surveillance, assessment, and interventions in support of adaptive capabilities, and developmental functions of persons (ANA, 2015)

Nursing Education

Nursing education involves the logical organization and delivery of a series of courses and clinical experiences fostering the progressive development of theoretical knowledge, and clinical skills enabling students to achieve career goals by passing the NCLEX-RN examination. Associate degree nursing education prepares a professional nurse. This education primarily takes place in community colleges, technical colleges, or in two-year programs offered on campuses also awarding higher degrees. An associate degree in nursing program offers foundational academic courses in the arts and sciences, upon which the nursing curriculum builds. An associate degree in nursing provides the graduate with many opportunities for future education, and career development. For many families, the acquisition of an associate degree in nursing by a family member provides an economically stabilizing influence because of secure employment prospects, and improves the quality of life of the entire family. The associate degree nursing faculty believes that the curriculum which we have developed will provide the graduates with a strong foundation for future career development and education.

Characteristics of the Learner

The students who enroll in the associate degree nursing program at Augusta Technical College may come from socio-economically diverse, age diverse and culturally diverse backgrounds. The students have wanted to become registered nurses for years and may be first generation college graduates.

The faculty believes that the teaching and learning environment should be student centered, providing appropriate supportive services in a caring, sensitive, and encouraging educational setting. We support the value of using Maslow's Hierarchy of Needs theory as a frame of reference in working with these students. According to (Maslow, 1997), the needs which influence an individual's ability to self-actualize reflect the following hierarchy: (a) basic survival needs; (b) safety and security; (c) love and belonging; (d) esteem and self-esteem, and (e) self-actualization or the need to achieve one's maximum potential. The nursing faculty believe that we need to be responsive to the learning and personal needs of disadvantaged, socioeconomically diverse, and culturally and age diverse students if they are to maximize their educational potential.

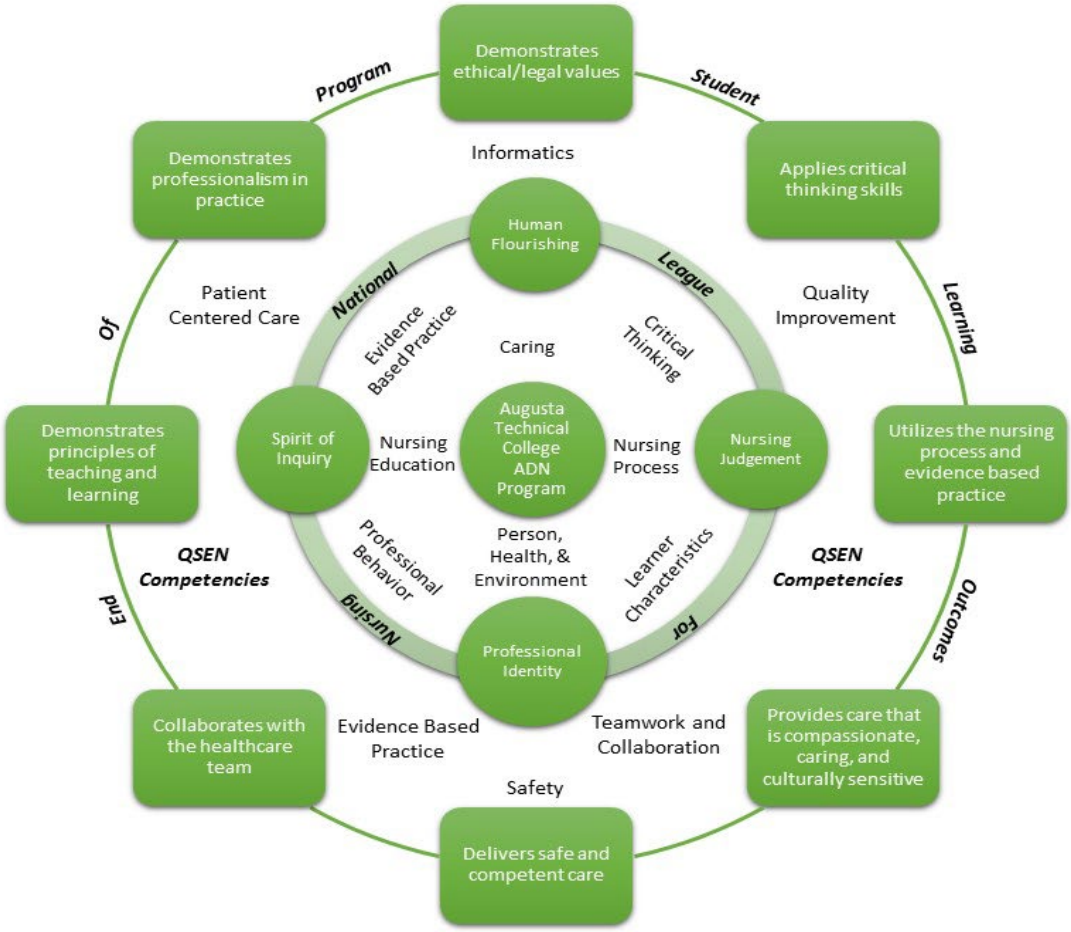
Professional Behaviors

The faculty believes that integrity, ethical values, and community involvement are behavioral characteristics of professional persons and responsible citizens. We believe that the nursing program will provide experiences enabling the students to understand these concepts, further develop in these areas, and reflect these values in their future professional and personal activities.

Evidence Based Practice

The faculty supports the trend of introducing the concept of evidence-based practice at the associate degree level. This would include using current evidence as the scientific rationale for making clinical decisions.

Organization of the Curriculum and Incorporation of Concepts/Constructs



The Augusta Technical College Associate Degree Nursing Program (inner circle) philosophy encompasses the values and beliefs of person, health, and environment, learner characteristics, professional behaviors, caring, utilization of evidence based practice and critical thinking in nursing education. Concepts from the National League for Nursing (NLN) and Quality and Safety Education for Nurses (QSEN) fan out to formulate the end of program outcomes students are expected to exhibit upon program graduation.

End-of-Program Student Learning Outcomes

Graduates of the Augusta Technical College Associate Degree Program will:

	Student Learning Outcomes (Program Level)
1	Incorporate an understanding of ethical and legal values in the delivery of nursing care
2	Apply critical thinking skills while using the nursing process to administer a plan of care that meets the needs of the patient.
3	Incorporate caring and compassionate nursing care to patients.
4	Demonstrate therapeutic communication techniques when interacting with the patient and family.
5	Provide culturally competent care.
6	Construct therapeutic and safe care that is based on current evidence-based practice.
7	Collaborate with other members of the interprofessional team to meet the needs of the patient and family/significant other.
8	Perform effective principles of teaching and learning when educating the patient and family/significant other.
9	Incorporate behaviors consistent with professionalism.
10	Utilize technology and information management as it relates to quality and safety during patient care.

Core Performance Standards

The Southern Council on Collegiate Education for Nursing (SCCEN) taskforce (2017) defined nursing as "a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements" (para 6). Core performance standards are essential in the delivery of safe patient care. In compliance with the American Disabilities Act, students currently enrolled in the ADN program must be able to with or without accommodations meet the core performance standards. Students who determine that they may have a cognitive, sensory, affective, or psychomotor limitation that would interfere with meeting the core performance standards should contact the Disabilities Services Coordinator (Karissa Wright), Building 1300, Room 241, Phone Number (706) 771-4067. The core performance standards listed in Table Six were Adapted from SCCEN (1993, reapproved 2004).

Performance Standard	Examples of Functional Abilities (The examples are an inclusive list)
	The student must be able to:
Gross Motor Skills	• Sit and maintain balance • Stand and maintain balance

Performance Standard	Examples of Functional Abilities (The examples are an inclusive list)
	• Reach above and below waist
Fine Motor Skills	• Grasp small objects with hands such as pencil, and IV tubing • Squeeze with fingers • Write using a pencil
Physical Endurance	• Work an 8 to 12 hours shift • Sustain repetitive movements (i.e. CPR) • Stand (i.e. during a procedure)
Physical Strength	• Push and pull 25 pounds • Lift 25 pounds • Use upper body strength • Transfer patients in and out of bed safely
Mobility	• Stoop, bend, or twist to respond quickly to an emergency • Maintain balance when sitting or standing • Climb • Walk
Hearing	• Hear normal speaking sounds • Hear faint body sounds (i.e. blood pressure, bowel sounds) • Hear auditory alarms (i.e. heart monitors, fire alarms, call bells)
Visual	• Visualize objects more than 20 feet away • Distinguish colors and color intensity
Tactile	• Feel sensations or vibrations (i.e. pulses)
Smell	• Detect various odors (i.e. foul-smelling drainage)
Reading	• Read, and comprehend documents (i.e. policies, textbooks)
Arithmetic Competence	• Tell time • Add, subtract, multiply, and divide numbers • Compute fractions • Write numbers • Read instrument marks
Emotional Stability	• Focus on tasks • Establish therapeutic relationships • Adapt to environmental stress
Analytical Thinking	• Prioritize tasks • Problem solves • Transfer knowledge from one situation to another
Critical Thinking	• Sequence information • Identify cause, and effect relationships
Interpersonal Skills	• Establish rapport with patients • Respect cultural diversity • Establish rapport with co-workers

Performance Standard	Examples of Functional Abilities (The examples are an inclusive list)
Communication Skills	• Conduct patient teaching • Give verbal report • Interact with other health care workers

Nursing Program Curriculum / Guided Pathway

Completion of the nursing courses listed below is required to complete Associate Degree Nursing Program. Courses must be completed with a grade of "C" or higher.

AWARD: Associate Degree Nursing
CAMPUS: Augusta

Day Program

YEAR 1 FALL SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
ENGL	1101	Composition and Rhetoric	3
MATH	1111	College Algebra	3
BIOL	2113	Human Anatomy and Physiology I	3
BIOL	2113L	Human Anatomy and Physiology I Lab	1
PSYC	1101	Introductory Psychology	3

YEAR 1 SPRING SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
BIOL	2114	Human Anatomy and Physiology II	3
BIOL	2114L	Human Anatomy and Physiology II Lab	1
BIOL	2117	Introductory Microbiology	3
BIOL	2117L	Introductory Microbiology Lab	1
HUMN ARTS ENGL MUSC THEA	1101 1101 2130 1101 1101	Introduction to Humanities *(OR)* Art Appreciation *(OR)* American Literature *(OR)* Music Appreciation *(OR)* Theatre Appreciation	3 3 3 3 3

SUMMER ADMISSION:
YEAR 1 Fall SEMESTER Students are evaluated and selected for advancement into their RNSG prefix courses.

YEAR 2 SUMMER SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
RNSG	1210	The Nursing Profession: Foundational Concepts	8
RNSG	1270	Mental Health Nursing	3
PSYC	2130	Human Growth and Development	3

YEAR 2 FALL SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
RNSG	1250	Adult Nursing I	6
RNSG	1230	Pharmacology and Dosage Calculation	3
SPCH	1101	Public Speaking	3

YEAR 2 SPRING SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
RNSG	2210	Adult Nursing II	6
RNSG	2270	Pediatric Nursing	4

YEAR 2 SUMMER SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
RNSG	2250	Adult Nursing III	8
RNSG	2230	Maternal-Child Nursing	4

FALL ADMISSION:

YEAR 2 SUMMER SEMESTER Students are evaluated and selected for advancement into their RNSG prefix courses.

YEAR 2 FALL SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
RNSG	1210	The Nursing Profession: Foundational Concepts	8
RNSG	1270	Mental Health Nursing	3
PSYC	2130	Human Growth and Development	3

YEAR 2 SPRING SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS

RNSG	1250	Adult Nursing I	6
RNSG	1230	Pharmacology and Dosage Calculation	3
SPCH	1101	Public Speaking	3

YEAR 2 SUMMER SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
RNSG	2210	Adult Nursing II	6
RNSG	2270	Pediatric Nursing	4

YEAR 2 FALL SEMESTER SUBJECT	COURSE #	COURSE TITLE	CREDITS
RNSG	2250	Adult Nursing III	8
RNSG	2230	Maternal-Child Nursing	4

TOTAL CREDITS 72

Section II

Admission, Progression, and Graduation Requirements

Admission, Progression, and Graduation requirements for the Associate Degree Nursing (ADN) student at Augusta Technical College are specified in the College catalog. A copy of the catalog may be viewed online at Augusta Technical College's website: www.augustatech.edu.

Students admitted to the ADN program will be expected to comply with the general policies and procedures for the College and specific policies as outlined in this handbook. It is the student's responsibility to be aware of and meet all the requirements for progression and graduation from the Associate Degree Nursing program at Augusta Technical College.

All students must complete an application for graduation by the designated deadline. Students must complete all courses in the nursing curriculum with a grade of a "C" or higher and have a minimum of a 2.0 cumulative grade point average on a 4.0 scale to be eligible to graduate from the associate degree in nursing program. In addition to the grade and cumulative GPA requirement, students must complete an exit portfolio, and pass the ATI Comprehensive Achievement Exam.

Program Selection Process

A ranking system is used to evaluate the students for progression. The ranking criteria for the program include:

1. GPA in the courses listed below – 100%

BIO	2113	Human Anatomy and Physiology I
BIO	2113L	Human Anatomy and Physiology I Lab
BIO	2114	Human Anatomy and Physiology II
BIO	2114L	Human Anatomy and Physiology II Lab
BIO	2117	Introduction to Microbiology
BIO	2117L	Introduction to Microbiology Lab
MAT	1111	College Algebra

Academic Standing, Grading, and Readmission Policies

The ADN program complies with policies and procedures established by the College for academic standing. The following policies and procedures have been developed specifically for the program.

Program Suspension: If a student does not complete a course (by either failure or withdrawal), he or she will have to wait for the term in which the course is offered.

If program suspension is the result of failure of a RNSG course, the suspension will last until the course before the unsuccessful course is offered. Students wishing to re-enter the course before the unsuccessful course should submit the re-entry form via Survey Monkey in Appendix C to the

Department Chair at least four weeks before the start of the semester. If the student withdraws before mid-term or fails RNSG1210 they must submit an application for ranking in the next cohort.

The student must reapply to the College if he or she has not been enrolled for two consecutive semesters. Readmission is based on space and resource availability.

Program Expulsion: If a student receives two failures (<70%) in the nursing coursework (RNSG prefix) , then the student will be dismissed from the nursing program for academic reasons. The two failures in any combination will prevent the student from returning to Augusta Technical College's ADN Nursing Program for no less than five (5) years.

Course Grading

Students will be awarded academic grades for each course. The College academic grading scale below will be used to award grades. It is the policy of the Associate Degree Nursing program **not** to round grades. For example, if a student's final grade calculation is 69.1% to 69.9%, the grade **will not** be rounded to a 70. The student will receive a "D", thus failing the course. If a student receives two (2) failures (<70%) in any nursing course (RNSG prefix), then the student will be dismissed from the nursing program for academic reasons. The two failures in any combination will prevent the student from returning to Augusta Technical College ADN nursing program for no less than 5 years. The student is not eligible for remediation or readmission.

College Academic Grading Scale

Letter Grade	Numerical Grade Range	
A	90 -- 100	
B	80 -- 89	
C	70 – 79	Must maintain a 'C" or better to progress in the Nursing Program
D	60 -- 69	
F	59 -- Below	

Work Ethics Grades

A work ethics grade will be assigned in all courses.The instructor will monitor these skills, and will document those situations in which students exceed or fail to meet these factors.

Work Ethics Traits:

1. **APPEARANCE:** Displays appropriate dress, grooming, and hygiene.
2. **ATTENDANCE:** Attends class; arrives/leaves on time; notifies Instructor in advance of planned absences.
3. **ATTITUDE:** Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.

4. **CHARACTER:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
5. **COMMUNICATION:** Displays appropriate nonverbal, verbal, and written skills.
6. **COOPERATION:** Handles criticism, conflicts, and complaints appropriately; works well with others.
7. **ORGANIZATIONAL SKILLS:** Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
8. **PRODUCTIVITY:** Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
9. **RESPECT:** Tolerates other points of view; acknowledges and appreciates the rights of others, has regard for diversity.
10. **TEAMWORK:** Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

At mid-term, students will receive a rating that reflects these documented situations. A student deficient in any particular area will be allowed to bring their performance up to industry standards before the end of the semester. The work ethics grade will be placed on the student's permanent record. The work ethics grade does not affect the academic grade point average. The numerical scale for work ethics is as follows:

Exceeds Expectations – 3	Meet Expectations – 2
Needs Improvement – 1	Unacceptable – 0

Standardized Testing

All students in the ADN program are required to and complete nationally normed tests in each semester (ATI Achievement Exam). Percentage awarded for scores is identified in the syllabus for each course. The standardized testing system assists the nursing department in providing consistency in education of common concepts with national standards. The use of the ATI testing system assists the nursing department in making improvement and the development of academic achievements. Students are asked to purchase additional materials in support of their education and achieving their certification of ability to sit for the NCLEX. A board review course is stipulated at the end of the fourth semester and students cannot be awarded letters of certification to sit for the NCLEX without it. Special accommodations are available if needed by contacting our disability coordinator, Karissa Wright at 706-771-4067.

Course Competencies

Competencies for each course are designed to ensure that any student who satisfactorily completes the course has demonstrated their mastery of the material presented. If you are unable to complete the competencies for the courses in which you are enrolled, you will receive an "F" for the course grade.

Assignments

Class and clinical assignments must be handed in on time and be legible. In the event of absence on the date that an assignment is due, you will be expected to turn in the assignment as soon as you return and

grading will begin with a ten (10)-point deduction. You are responsible for all material presented in class, lab, or clinical during your absence. All exam will be on the syllabus and will cover textbook and laboratory assignments, class discussions, information sheets, and multimedia materials. If you miss an exam, there will be a makeup date posted on the syllabus at the end of the course. You must make up the exam or you will receive a zero. No exams will be given except on these makeup dates. The grading scale for all makeup tests will begin with a ten (10) point deduction. If you fail to make up any exam on the makeup date, you will receive a zero for the exam grade.

Drug Calculation and Administration

Students are expected to increase proficiency in medication and drug calculation problems as you progress in the program. In RNSG Pharmacology and Clinical Calculations, a minimum grade of 70% is required to complete this course successfully. In subsequent semesters, drug calculation and medication knowledge are a part of the clinical grade. The medication and drug calculation exams are a competency needed to pass medication in clinical. If the minimum grade is not obtained on the drug calculation and medication exam, one chance to retake, one exam to meet the minimum grade will be allowed. If minimum grade after the retake is not obtained, the student will receive an "F" for the clinical course, as the competency is not met to pass medication.

Expectations by Course

RNSG1270 Must obtain 70%

RNSG1250: Must obtain 70%

RNSG1230: Must obtain 70%

RNSG2210: Must obtain 70%

RNSG2270: Must obtain 75%

RNSG2250: Must obtain 75%

RNSG2230: Must obtain 75%

Students are expected to increase proficiency in drug calculation problems as you progress in the program. The medication and drug calculation exams are a competency needed to pass medication in clinical. If the minimum grade is not obtained on the ATI drug calculation exam, one chance to retake will be allowed. If minimum grade after the retake is not obtained, the student will receive an "F" for the course, as the competency is not met to pass medication.

Expectations by Course

Must obtain 90% each semester

Chain of Command

Students should notify the Instructor and proceeds as follows:

1. The current Instructor begins the chain of command.
2. Department Chair Nursing Programs *(Dr. Ebony Story)*
3. Dean, School of Health Sciences (*Dr. Kristie Searcy*)
4. Provost (*Dr. Melissa Frank-Alston*)

It is the right of a student to voice concerns and to follow the chain of command, as listed. Verbalizing concerns in the appropriate manner will in no way affect academic standing. Please refer to the online Student Handbook and Wellness Guide and the College Catalog for the procedure for filing a grievance or complaint.

Grade and Academic Appeals

A student may appeal a final grade. Grade appeals are not considered a grievance as outlined by the college catalog. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision. This appeal should take place within two weeks of the awarded grade. If the consultation with the instructor does not satisfy the student, he or she may appeal in writing to the Department Chair. This must occur within one week of meeting with the instructor of the contested grade or decision. If the student is not satisfied with the decision of the Department Chair, he or she may appeal to the Dean of the School of Health Sciences (form available in the Dean's office). A written submission of the form must be completed before an appointment will be established. This appeal should occur within four weeks of the contested grade or decision. If the student is not satisfied with the decision of the dean, the student may appeal in writing to the Provost. This appeal should occur within six weeks of the contested grade or decision. The decision of the Provost concerning the approval of a grade change is final.

Re-entry to the Program

A student who is unsuccessful in a nursing course must reenter the program within two semesters or they will be required to rerank for admittance into the first nursing courses through admissions.

A student wishing to reenter the program within two semesters must submit a reentry form four months prior to the expected start date (ex. Student fails in fall and wished to reenter in summer they must submit reentry application by January as the semester starts in May). If the student does not submit this application, they will not be granted readmission until the next entry.

Students will complete the following application for reentry into the nursing program. https://augustatech.surveymonkey.com/r/YFCNYTJ

Re-entry will be granted based on space availability. You must also complete all remediation assigned by the Instructor or Department Head. Students will only be able to reenter the program once.

To be considered for re-entry into the nursing program, a student must:

- Have at least an overall 2.75-grade point average (GPA) on a four-point scale in PN prerequisites.
- The student for graduation must complete the curriculum in effect at the time of re-entry.
- A re-entry plan will be put into place with the Department Chair of Nursing once a failure has been determined.
- You will register and pay for the classes with the assigned courses. You will attend class(s) based on the attendance policy specified in the student handbook and in your syllabi. You must pass the remediation course to progress forward in the program.
- Students will not automatically be considered for readmission into the program if they have been out of the program for more than two (2) semesters. Any student who is out more than two (2) semesters must reapply to the program. The student must contact the Admissions Department.
- A student who has withdrawn from a class or been withdrawn from a class may request reinstatement subject to the approval of and conditions set by the department head. To be reinstated, the student must provide the Department Head with evidence that the extenuating circumstances which necessitated the withdrawal will no longer be a problem. The reinstatement will be based on space availability.

Students granted re-entry will receive a readmission letter and personal remediation plan from the Department Chair no later than three weeks before the start of the course via their college email. New students will be given priority and returning students will be granted based on space availability.

- *If you are not readmitted, you must resubmit this form each semester you wish to be considered for readmission.*

- **Submit the Re-entry Form via email to the Department Head no later than 4 weeks before the start of the course.

- Reentry form: https://augustatech.surveymonkey.com/r/YFCNYTJ

Readmission to the Program

Readmission is defined as a second admission into the nursing program through the admission process. A student who withdraws before midterm or is unsuccessful in the Fundamentals of Nursing course must seek readmission through the ranking process for new students. Students must complete the ranking application by the deadline set forth by the ranking committee. There is no guarantee the student will be selected during this ranking process.

Transfers and Articulation

The Augusta Technical College ADN program will only accept transfer students of other nursing core curriculum, from other institutions on a limited basis. The Associate Degree Nursing Program defines a transfer student as a student who has been enrolled in a nursing program at the ADN or BSN level for at least one semester or quarter at another college or university. Students must meet the admission criteria for Augusta Technical College and the ADN program to be considered for admission/progression as a transfer student.

Student must complete the following actions for a transfer admission:

1. Apply for admission to the College.
2. Submit official transcripts for all postsecondary institutions attended to the Registrar's office; to be reviewed by the Nursing Department Chair.
3. Submit an official transcript showing successful completion of high school or GED;
4. Students will not be considered for admission into the program if they have been out of a program for more than two (2) semesters. Any student out for more than 2 semesters must apply to the program through the admission process and be ranked with other qualified students. The student must contact the Admissions Department.
5. Submit Syllabi from all nursing courses taken.

Articulation

At this time, there are no formal articulation agreements between the ADN program, and BSN nursing programs at other institutions. Future plans are to establish a formal articulation agreement with BSN programs in the State of Georgia to ensure a seamless process for ADN graduates interested in pursuing a BSN.

Attendance

The ADN program must meet the requirements of the Georgia Board of Nursing minimum requirements for course hours. The program must also meet the requirements and standards necessary for successful employment in businesses and industries. Given the intensive nature of the Associate Degree Nursing program, students must be present and on time every day for all class and clinical, as is required in the "world of work." Therefore, there are no excused absences from any course(s). Attendance is counted from the first scheduled class meeting of each semester. If a student misses more than ten **(10) percent** of the total lecture hours in any course during a semester, the student will fail the course(s) involved. All clinical hours must be completed prior to progressing.

A student will receive a written warning after the first absence. All work missed due to tardiness or absences must be made up at the discretion of the instructor. Three (3) tardies equal one (1) absence for the course involved. Once a student is counted as present in class, the student is not allowed to leave the classroom

without informing the instructor ahead of time. All efforts should be made not to disrupt the class when departing. The time missed will be recorded in the instructor's grade book. Students who miss a scheduled clinical day will receive a zero for that day. If the hours cannot be made up in the current course, the student will receive an "I" and must complete the course with the next cohort.

Attendance Appeal Procedures

A student suspended for violation of attendance regulations may appeal first to the dean by filing a written notice within two (2) days after official notification of suspension. The dean may appoint a fact-finding committee to investigate and report facts, findings, and recommendations. Lastly, the student may appeal the decision of the dean or by filing a written notice within two (2) days after official notification to the Senior Vice President for Academic Affairs.

Attendance Appeal Contents

- copy of the suspension letter;
- written narrative stating the reason for each absence;
- supporting documentation that supports your reason(s) for being absent (i.e. doctor's excuse, hospital documentation);
- your grade average and a list of any tests or assignments you have not completed for each class you are suspended from, signed by the instructor (s) and
- your current schedule

Grievance Procedure

Students should notify instructor and proceeds as follows:

1. Current instructor begins the chain of command
   ↓
2. Department Chair of Associate Degree Nursing Program *(Dr. Ebony Story)*
   ↓
3. Dean, School of Health Sciences (*Dr. Kristie Searcy*)
   ↓
4. Provost (*Dr. Melissa Frank-Alston*)

It is your right as a student to voice your concerns and to follow the chain of command as it is listed. Verbalizing concerns in the appropriate manner will in no way affect your academic standing. Please refer to the college handbook for the policy on grievance.

Student Disciplinary Policy and Procedure

Augusta Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as well. In order to achieve these ends the college reserves the right to maintain a safe and orderly educational environment for its students and staff. Therefore, when in the judgment of college officials a student's conduct disrupts or

threatens to disrupt the college community, appropriate disciplinary actions will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct:
   Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.
2. Cheating:
   a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as recorders, notes, tests, calculators, computer programs, cell phones, and/or smart phones, smart watches, or other electronic devices.
   b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
   c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
   d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, utilizing unauthorized resources (i.e. e-test banks), or any other written or oral work submitted for evaluation and/or a grade.
   e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
   f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
   g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
   h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.
3. Fabrication:
   a. The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Plagiarism:
   a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
   b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
   c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Probation

The student can be placed on probation for disciplinary action prior to further action for poor academic performance, discipline problems in clinical or the classroom, attendance issues, or any other academic related issues as determined by the faculty of record. This is a written notification to the student of academic related issues that threaten performance.

Filing a Complaint

Please refer to the College student handbook for the procedure of filing a complaint against a student for violation of the Student Code of Conduct. The College student handbook may be accessed at www.augustatech.edu .

Student Appeals Process

Please refer to the College student handbook for the procedure of filing an appeal. The College student handbook may be accessed at www.augustatech.edu .

College Honor Code

"It is my honor to be an Augusta Technical College student. I pledge to do honor to myself, my classmates, and the College by doing my best and by following the College Honor Code. I will not dishonor myself or the College by lying, cheating, stealing, or doing harm to another person or property. I understand that following an honor code is a reflection of my work ethic which is important to my success on the job and in life."

Code of Ethics

The Code of Ethics of the Associate Degree Nursing program is derived from the American Nurses Association Guide to the Code of Ethics for Nurses: Interpretation and Application (ANA, 2015).

Academic Honesty Policy

The primary goal of education is to increase individual student knowledge. Healthcare is a profession in which comprehensive and accurate knowledge is vital for appropriate performance. Therefore, academic dishonesty will not be tolerated in the Associate Degree Nursing program at Augusta Technical College. The objective of corrective action is to address performance or behavior concerns and is not designed to be punitive in nature. Corrective action may include verbal and/or written warnings. A verbal warning is intended to help the student maintain academic success and to correct any inappropriate behavior. Violation of academic integrity (i.e. academic dishonesty) will warrant the appropriate faculty member issuing a written warning. The student will also receive a "zero" on the assignment or examination. In addition, the student will receive a "zero" on their ethics grade for the grading period. The faculty member will document that a written warning was given to the student. Documentation will include the date, issues discussed, recommendations made, and student's response. The student will sign the document to indicate understanding. Documentation will then be forwarded to the Department Chair for endorsement and retained in the student's file for one year. Documentation will not be placed in the student's college academic file under these circumstances.

If a written warning has been given to a student and the student did not correct their behavior or in cases where a faculty member believes that more significant corrective action is appropriate, then the student will be referred to the Disciplinary Officer for the College.

Procedure for Exam Reviews

The purpose of this policy is to allow students the opportunity to have faculty members review examination questions on unit exams. Items on the final examination or ATI are not subject to this policy. Examinations are administered electronically during a specified timeframe. After students complete the unit exam, faculty will submit a list of missed concepts to students. Students will have the opportunity to make an appointment and review their individual exams. During this session if a student disagrees with the exam item or options, they will be allowed to submit a request for individual item review. The following guidelines are to be utilized when submitting an Exam Question Review.

1. Item reviews are to be submitted no more than 24 hours after the scheduled examination. Discussion and review of items after 24 hours is not permitted.
2. Students will complete and submit the Exam Question Review form and include the requested information. (See Appendix E)
3. Upon receipt of the Exam Question Review faculty will have 48 hours to review the question and make any decisions related to the validity of the student concern. Faculty will provide a brief explanation regarding the concept in question and the outcome.
4. In order to maintain the integrity of the examination, students will not share Exam Question Review information with other students. Sharing of Exam Question Reviews or exam items is in violation of the Department of Nursing Education Academic Integrity Policy and subject to disciplinary action outlined in the policy.

Confidentiality

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non- adherence. Compliance and adherence by Augusta Technical College ADN students is mandatory. The following guidelines will be enforced:

1. Any and all personal client information will be on a "need to know" basis.
2. Any and all personal client information with which the student is entrusted with will be maintained in a confidential manner at all times.
3. Any student discussion regarding clients, including procedures, diagnosis, symptoms, etc., will be limited to the learning environment (clinical conference, lab, or classroom).
4. Client names must never be utilized in discussion or written assignments (initials only).
5. Taping of class activities is not allowed in any clinical facility.
6. ADN students will respect the rights of others at all times. This includes colleagues, other students, college faculty and staff, facility staff, etc. This includes but is not limited to, information, discussions, computer or paper data.
7. Photocopying client records is prohibited. All computer-generated records must be destroyed according to facility policy prior to the student leaving the clinical site.

Social Media

Many students use various forms of social media, including but not limited to wikis, blogs, websites, and social networking sites. Facebook, Myspace, Instagram, Snapchat and Twitter are specific and frequently-used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies to the use of social media too.

HIPPAA is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Augusta Technical College ADN students is mandatory. Regardless of where or when students make use of these media, students are responsible for the content they post or promote. No student shall abuse or violate confidentiality of any member of the faculty, staff, student body, or off campus activity (clinical).

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. Using social media to discuss any information regarding patients will not be tolerated in the Associate Degree Nursing program at Augusta Technical College. Your program involves confidential information, do not disclose this information. Any student, acting individually or in concert with others, who violates any part of this policy shall be subject to disciplinary procedures including dismissal from a class session by the instructor and/or suspension or expulsion by the supervising dean, director, or duly authorized administrator. All personal client information with which the student is entrusted will be maintained in a confidential manner at all times.

To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the College. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
- If you post content concerning the College, make it clear that you do not represent the College and that the content you are posting does not represent the views of the College.
- Make sure the content you post is in harmony with the ethical or other codes of the ADN program.

Section III

Health Requirements

The Nursing department utilizes several companies to obtain and manage student's background checks, drug screens, and immunization records Students are required to sign an authorization to allow the Augusta Tech faculty members to release health information to clinical sites. Students are responsible for all costs related to the health requirements for clinical. The following health/other requirements must be met before beginning the nursing core:

Upon acceptance into the ADN program

1. ALL students are required to have a 2-step TB Skin test. A chest x-ray is needed if a TB Skin test or PPD results are positive. A 2-step TB Skin test is completed using the following guidelines:
    a) The initial TB skin test is administered and in 48-72 hours results are interpreted by the healthcare practitioner.
    b) The 2nd step is completed 14-21 days AFTER the initial test is completed and in 48-72 hours the results are interpreted by the healthcare practitioner.
2. Hepatitis B Vaccine series (3 doses), OR a titer reflecting an "immune status", OR declination form.
3. Diphtheria/Tetanus – within ten years. TDAP preferred.
4. Mumps, Measles, Rubella vaccine (2 doses) OR a titer reflecting an "immune status."
5. Varicella vaccine (2 doses), OR documented history of disease, OR a titer reflecting an "immune status."
6. Flu Vaccine to be completed during the first week of October.
7. COVID-19 Vaccination proof
8. Physical
9. Drug Screen and Background Check (Administered by PreCheck). Submit actual reports.
10. Obtain the American Heart Association Basic Life Support Certification or Recertification and maintain certification throughout the ADN program.
11. Copy of active Medical Insurance Card or letter from carrier reflecting coverage.

Annual requirements

1. A one-step Mantoux Tuberculin Skin Test or PPD is required annually. A chest x-ray is needed if TB Skin test or PPD results are positive.
2. Physical Exam
3. Drug Screen and Background Check (Administered by PreCheck). Submit actual reports in a sealed manila envelope.
4. Flu Vaccine to be completed during the first week of October.

Criminal Convictions

Conviction of a felony or gross misdemeanor may prohibit employment in the nursing field and may make a student ineligible to participate in clinical rotations and take the licensing exam. The Georgia Board of Nursing requires a "state and federal criminal history/background records check for all applicants by examination, endorsement and reinstatement" before issuing licenses. **Successful completion of the Associate Degree Nursing Program at Augusta Technical College does not guarantee licensure or employment.** Students should contact the Georgia Board of Nursing for further details related to personal background issues.

Background Checks and Drug Screens

A background check and/or drug screen is required by clinical agencies before a student attends a clinical practicum. Students must accept clinical sites as assigned by the College instructor. Students' failure to consent to background checks, drug screens, or release of personal information will result in failure of placement in a clinical facility, thereby causing the student to be unable to complete the program

The College uses several companies to secure criminal background checks and drug screens. Students are responsible for securing their own background checks (scheduling and cost). Students will receive an instruction sheet outlining the steps to obtain a background check and a drug screen. Each clinical site is responsible for reviewing student background checks and drug screens. Augusta Technical College does not assume any responsibility for evaluation of background checks and drug screens. The designated representative at the clinical site will make the final decision related to background checks and drug screens. Students who cannot attend clinical because of issues within their background check or drug screen will not be able to complete the program requirements. College faculty members do not handle, deliver, or review drug screen results. A background check will be completed if there is a break in enrollment.

Conduct Code

To provide a harmonious learning environment at Augusta Technical College, the following student conduct code has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures including dismissal from a class session by the instructor and/or suspension or expulsion by the supervising dean, director, or duly authorized administrator. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as a part of the official code at the time of inclusion.

A student is responsible for the observance of all Federal, State, and Local laws. The Institution, as a member of the community, is responsible for contributing to the enforcement of all laws. The College has a very deep concern for those students experiencing educational or personal difficulties and provides counseling or referral to appropriate agencies to aid those students. However, when a student's continued presence on campus may create a danger to the educational process of the College community, the College may find it necessary to take disciplinary action. The Institution considers that students are adults and expects students to obey the law and to take personal responsibility for their conduct.

Employment of Unlicensed Student

Practicing as a registered professional nurse without a license is prohibited and is in violation of the Georgia Registered Professional Nurse Practice Act: Article 1, Code Section 43-26-10. As a student nurse you cannot be employed as a professional registered nurse. You shall not use any words, abbreviations, figures, letters, title, sign, card, or device implying that you are a registered professional nurse. Doing so can result in expulsion from the program and or criminal charges as indicated in the Georgia Registered Professional Nurse Practice Act.

Section IV

CLINICAL PERFORMANCE

Clinical performance is graded as a part of your overall grade. Clinical failure is defined as the failure to achieve clinical requirements that demonstrate a level of competency in the clinical setting.

Unsafe Clinical Practice

Clinical performance is a competency and students must demonstrate their ability to perform task as well as clinical judgement. When a student is not meeting the basic level for the course, they are currently in they will be assigned remediation. The student and the clinical faculty will create a corrective action plan together that will enhance the students learning and increase their knowledge. This corrective action plan can include online simulation, additional lab or clinical hours. At the completion of the remediation students will be given the ability to demonstrate their further understanding by either a practicum or written paper. If a student is unable or unwilling to perform the remediation this may result in them failing the course.

Clinical Make-up Hours

All clinical hours that are missed must be made up. Guidelines for clinical make-up time are as follows:

1. All clinical hours must be made up in the semester in which they are missed.
2. Sites for clinical make-up hours will be left up to the discretion and approval of the instructor(s).
3. Clinical make-up experiences should be compatible with required clinical competencies.
4. Make-up hours must be completed in the area missed. Ex. - Medical-Surgical, Obstetrics, Pediatrics and Mental Health.
5. Missing an excess of 10 clinical hours in any course would make it difficult to complet the competencies for the course. A student who can complete the competencies would receive an “F” and have to return the next semester the course is offered on the campus, on a space available basis, to complete the course.
6. Makeup hours for Maternal Newborn, Pediactric Nursing and Critical care Nursing may not be available for makeup. In case of absence, the student would receive an "F" and return to complete the course on a space-available basis.
7. In cases of death in the immediate family or self-hospitalization, the case will be reviewed and handled on an individual basis.

Dress Attire

Students in the Associate Degree Nursing program are expected to be professional in appearance. To arrive at a consistent standard of appearance, the following guidelines have been developed. Students

who do not adhere to the standard of appearance will be excused from lab or clinical and a U (Unsatisfactory) grade will be given.

1. Uniforms must be of washable, permanent-press fabric, and always clean and in good repair.
2. They must be purchased through approved uniform Shop.
3. Bandage scissors, penlight, stethoscope and blood pressure cuff will be required prior to your first clinical rotation and may be purchased at the store of your choice.
4. Uniforms are to be worn in ALL lab, practicum, and simulated clinical environments.

Uniform

The student should arrive at the scheduled clinical facility in a clean, well pressed uniform.

1. The uniform must be purchased at the store indicated by the department.
2. The uniform should be well fitting with proper undergarments that do not draw attention through the pants.
3. White hosiery without designs should be worn with uniform dresses and white socks or knee-high hose with pants. Plain white socks must cover the ankle and with no visible skin when sitting or standing. Support hose are recommended.
4. Only white leather shoes that enclose the entire foot should be worn without colored designs. Shoes must be kept clean and polished. Shoestrings should be bleached or replaced as needed.
5. No smoking/use of e-cigarettes while in uniform [this includes travel to or from school/clinical assignments]. Many facilities will refuse to allow students in clinical areas that have smell of smoke on hair, breath or uniform.
6. No drinking of alcoholic beverages while in uniform.

School Picture Identification

1. The Augusta Tech student name pin and/or picture ID will be visible at all times whether in class, lab, or clinical. Student identification should be transferred to the outside if wearing a lab coat or hospital scrubs.

Lab Coat

1. Lab coats and student uniform tops must have school patch on left upper sleeve.

Professional Attire

1. When visiting the clinical facilities for workshops or orientations, students should present themselves in professional dress-- no jeans, shorts, tee shirts, tennis shoes, or provocative outfits. Students may wear a **White Polo Shirt with the Augusta Tech logo and Black Pants/Slacks** as their business dress attire.

Jewelry/Adornments

1. Nursing students may only wear a watch with a second hand and wedding ring (when appropriate). **Jewelry and adornments for tongue and other visible body piercings are prohibited in the clinical area [including earrings].**

2. Tattoos must be covered and not visible through clothing.

Hair

1. Hair must be clean, neat, and styled to give a professional image. It **must be off the collar.** Minimal and hair color matching hair pins, barrettes, etc. should be used. No head bands are allowed. Buns, braids, and secured pony tails work best for long hair. Beard/mustache must be neatly groomed. Extreme hair color is **not allowed**, (i.e. orange, green, blue, etc.)

Cosmetics

1. Perfume, perfumed lotion or cologne **is not allowed**. Effective deodorants are mandatory to assure no body odors are present. The student must also practice excellent oral hygiene and exhibit a clean, healthy mouth with no hint of halitosis. Gum chewing is not permitted at any time during clinical rotations. Make up should not be excessive. Breath mints should be kept discreet.
2. Makeup should not be excessive, (No eyelash extensions, or bright colored eye makeup).

Nails

1. Fingernails should be clean and well-manicured. **They may not be longer than the fingertips.** Fingernail polish is **not allowed**. Artificial nails are **not allowed**, (i.e. gel nails, acrylic nails, etc.)

Electronic Devices

1. Electronic devices (i.e. MP3 players, beepers, iPods, iWatches, and cell phones) are not allowed in the clinical area. Use of electronic devices in clinical areas may be grounds for an "Unsatisfactory" for the day. Recording devices are not allowed in the classroom unless approved by the instructor.

Emergencies

1. Please advise your family members to call the division secretary at (706) 771-4175 for emergencies during clinical rotations. To save time in case of an emergency, please provide family members with a copy of your schedule and names of your clinical instructor (s). The secretary will make every attempt to contact you through your instructor.

Miscellaneous

1. Supplies and tools for clinical depend on your program. Please refer to course syllabi for clinical tools and supplies.
2. It is recommended to carry a small coin purse (instead of a book bag or purse) that would fit in your uniform pocket for incidentals. Clinical sites generally do not provide a safe place for storing personal items.

3. Anytime you are wearing your student uniform, all policies apply. You should not come to school or go out in public wearing your uniform with prohibited accessories.

Conduct while in clinical

1. Students will obey the rules and regulations of the clinical facility or office where they are assigned. A review of hospital or office policy will be provided during orientation or by the instructor. Familiarity with hospital safety and emergency codes and infection control practices will be followed by all students for each facility or office. Many facilities require testing prior to attending clinical. You should remember this information!
2. Students are not allowed in the clinical area unless assigned. Visiting of classmates should be limited to meeting for lunch or after clinical hours - not during the course of the day. Also, visitors picking you up from clinical should meet you in the lobby. If you are being picked up from an office, they should remain outside. They should not come into the clinical area.
3. If a student should experience an exposure to blood or airborne pathogens through a needle stick or some other patient care procedure, the student must notify the clinical facility and clinical instructor immediately. You will be instructed to go to **Urgent MD at 2011 Walton Way** if blood testing or other medical care is needed. This follows the Augusta Tech Exposure Control Plan protocol. The instructor will telephone the office at 706-798-1700 to let them know you are coming to receive services. Upon arriving, identify yourself as an Augusta Tech student. Fees for services provided there should be covered by the student accident insurance policy. If another facility is used, the student will bear the responsibility for filing their own insurance and assuming costs of any service not covered under student accident insurance policy. **Accident forms must be filled out and the Instructor will turn the form into the Business Office at Augusta Technical College the next business day.**
4. Obey all parking regulations for students at clinical facilities. Students will be held accountable for parking violations received for not following parking regulations at clinical facilities.
5. If disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area immediately, not to return. A meeting will be set up the next business day with the clinical instructor and Department Chair.
6. Students will not be allowed in clinical without required health forms being complete. Students under the care of a physician for a medical condition must provide written documentation of activity limitations**. If your activity limitations prevent you from meeting the clinical competencies, you will not be able to successfully complete your clinical course.** Please schedule an appointment with your instructor to discuss any activity limitations that may influence your ability to achieve the clinical competencies.
7. While at the hospital for rotation, it is **not recommended** that you leave clinical for lunch. Most areas do not allow enough time to leave and return to your area without being late. You may bring your lunch or eat in the hospital cafeteria.
8. Tobacco (including cigarettes, snuff, dip, or chew), Vapes, or *e*-cigarettes are not allowed in any clinical facility. Do not request a smoke break during the course of a clinical day. **SMOKING is not permitted in uniform. You may be sent home if your uniform or hair smells of smoke.**
9. No student shall abuse, threaten or intimidate any member of the faculty, staff, or student body or any off-campus official. There will be no tolerance for physical or verbal abuse, disorderly/disruptive behavior, and infliction of emotional distress, theft or destruction of personal property or sexual harassment. Taping of any individual without their permission is a violation of the college and TCSG policies and grounds for dismissal.
10. **Attendance Policy:** To complete this program successfully, students are required to participate in clinical, complete assignments in a timely manner, and attend all scheduled clinicals. Students are expected to arrive on time and remain in clinical for the entire session. Failure to follow the

attendance policy may result in suspension or withdrawal from class. Withdrawal or suspension from a class may affect a student's present and future academic and financial aid status as well as the class work-ethics grade. Students are allowed to miss 10 percent (1 class day) of their theory class. If a student misses a day of clinical, they must make it up as determined by the clinical instructor. If a absence occurs, it is the responsibility of the student to notify the lead instructor. Three tardies to class or, clinical will constitute one absence. Tardy is defined as one minute late or greater according to the classroom clock or the instructor's watch. Grading of Clinical will be weekly with a grade of an S/U noted. Grading will be returned the following week whenever possible. Please note that 2 U's in clinical constitute failure of the course.

11. The student may earn a possible 100 points. All Care Plans/Concept Maps and must be submitted on time and an overall average grade of 70% or better is required to pass clinical. Late assignments will not be accepted.
12. All clinical documentation must be received by the clinical instructor to pass clinical.
13. If a student has a documented Critical Incident he or she may receive an automatic unsatisfactory (U) for the day.

CRITICAL INCIDENT

A critical incident is defined as a potentially life-threatening event which compromises a patient's health or safety. A critical incident includes, but is not limited to:

- The performance of an illegal act
- Intentionally acting outside the scope of the student's practice
- Falsifying medical records
- Repeated occurrences of unsafe practice after correction
- Unprofessional behaviors (inappropriate dress; tardiness; inappropriate cell phone use or conduct deemed inappropriate by Instructor and/or others; posting unprofessional comments/pictures on e-mail or social media sites; violation of agency, and/or Augusta Technical College policy. This includes: health requirements, CPR Certification, Drug Screen and Background Check.
- Dependent nursing interventions, for example: failure to carry out physician orders safely and competently, failure to comply with instruction of agency staff or clinical instructor).
- Independent nursing interventions, for example: failure to perform patient care safely and completely, including administering medications safely with clinical instructor.

CRITICAL INCIDENT PROCEDURE

- The instructor completes the appropriate documentation and notify the clinical facility and Augusta Technical College.
- A follow-up meeting is scheduled with the student, the instructor and Department Chair within 48 hours.
- The instructor completes the Critical Incident Form (Appendix D) detailing the event. This form is signed by the instructor, the student, and the Department Chair.
- Final documentation is placed in the student's permanent file.

A student may appeal a final grade in accordance with Augusta Technical College's appeal process, which is in the college catalog. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision.

Section V

Health Insurance

All Nursing Students are required to provide their own Health Insurance, and submit a copy of their insurance card with their medical clearance packet.

Liability Insurance

All Early Childhood Care and Education, Cosmetology, and Allied Health students are required to obtain professional liability insurance for coverage in the internship and clinical education and training areas that are a required part of each of these programs.

Accident Insurance

All credit students are required to purchase accident insurance at the time of registration. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified below.

1. College — Time Coverage protects students while engaged in college activities during the quarter.
2. Traveling — To or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator) traveling in a college-furnished vehicle or chartered transportation going to or from a college-sponsored activity.
3. On the College Premises — During the hours on the days when the College is in session or any other time while the student is required to participate in a college-sponsored activity (not as a spectator).
4. Away from the College Premises — As a member of a supervised group participating in a college-sponsored activity requiring the attendance of the student (not as a spectator).

Students are responsible for reporting claims to the Vice President for Administrative Services.

Class and Laboratory Safety

Classroom and laboratory organization and operation will reflect as closely as possible standards in the health facilities. Neatness and orderliness will be expected in these areas. Everyone will be expected to obtain their supplies and clean work areas. It is important for you to use good safety practices at all times. Safety and operational instructions will be discussed with you prior to your performance of any procedure or skill. Any malfunction or loss of equipment should be reported immediately to your instructor who will then notify the Department Chair. Equipment and supplies should be used in the same manner as you would use them in the clinical areas. No student should be in the lab area without an instructor present.

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APPENDIX A

Definitions

Admission	The first acceptance into a nursing program.
Clinical Day	One shift in which a student is assigned the care of at least one patient, observation experience, or lab activities.
Corrective Action Plan	Written communication between student and instructor regarding violations that put student at risk for failure of the course.
Critical Incident	A critical incident is defined as a potentially life-threatening event which compromises a patient' health or safety. This includes performance of an illegal act, intentionally acting outside the scope of the student's practice, falsifying medical records, and/or repeated occurrences of unsafe practice after written correction. Any student who fails a nursing course due to a critical incident will be terminated from the program without the option of returning. Termination from the nursing program due to a critical incident shall be by majority vote of the nursing faculty.
Readmission	Second admission through the general application pool to the first semester nursing courses.
Re-entry	Returning to the nursing program at the first nursing course or higher.
Tardy	Tardy is defined as one minute late or greater according to the instructor's watch. Leaving class early or returning to class late after a break is counted as tardy. Three tardies to class, clinical, or skills lab constitute one absence. If an absence occurs, or a student will be tardy for any reason it is the responsibility of the student to notify the instructor prior to the time for the session to start.
Termination	Termination is defined as a removal from the nursing program. A student that is terminated will receive a failing grade of "F" in all currently enrolled courses. A student cannot return to Augusta Technical College Nursing program for at least 5 years. Termination may be extended due to circumstances

APPENDIX B
Academic Appeal Form

Augusta Technical College
Allied Health Sciences and Nursing Division
Academic Appeal Petition Form

This form is available from the Dean's Administrative Assistant in Building 900. Submission of the form must be submitted before an appointment with the Dean will be established.

APPENDIX C
Reentry Plan

Augusta Technical College
Associate Degree Nursing Program
Reentry Plan

This form is to be used only after a student has been enrolled in a Fundamentals course and completed at least through midterm.

You will be required to repeat the semester you completed **prior** to the semester you failed or withdrew. This is inclusive of the nursing clinical rotation. Your remediation will be granted based on space availability.

You will also be required to complete all remediation assignments required by the program. Your readmission will be granted based on space availability.

You will register and pay for the classes. You will attend class(s) based on the attendance policy specified in the PN Student handbook and in your syllabi.

You must make a seventy percent (70%) or above in the course(s) enrolled. In order to attend clinical, you must have a current CPR Basic Life Support (BLS) training issued by the American Heart Association. You must have current clinical clearance through PreCheck. Clinical clearance includes completion of a criminal background check, urine drug screen, and current immunizations. You are required to show proof of current health insurance by the submission of a health insurance card.

Students granted re-entry will receive a readmission letter and personal remediation plan from the Department Chair no later than three weeks before the start of the course via their College email.

Your readmission will be based on space availability and GPA on courses required by the PN Program (Courses with PNSG prefix) and secondly by the date the Readmission Request Procedure Form was submitted.

If you are not readmitted, you must resubmit this form each semester you wish to be considered for readmission.

**Submit the Re-entry Form via email to the Department Chair no later than 4 weeks before the start of the course.

Reentry form:
https://augustatech.surveymonkey.com/r/YFCNYTJ

Augusta Technical College
Practical Nursing Department
Re-Entry Form

Date:_____ Student ID#_____

Print Name:_____ Phone #_____

Address: _____

Current GPA:_____ Last Course and Year Attending_____

1. Reason for leaving Nursing program: _____
   _____
   _____
   _____
2. When was your first day (month and year) of admission into the PN Program? _____
3. Is this your first attempt for re-entry? (If no, indicate the previous semester that was attempted.)

   Yes_____ No_____
4. Which course are you requesting re-entry into the PN program? _____
5. Have you received a "D", "F", "I" or "W" in any nursing course? Yes_____ No_____
6. I understand that re-entry into the nursing program is based on space availability. _____
   Initials
7. I have attached my degree works print out to this form? Yes_____ No_____
8. I understand that all re-entry students will attend the Augusta Campus for the duration of the Program. _____
   Initials
9. I understand that if allowed to reenter the program I will be subject to the PN Student handbook for the year in which I re-enter. _____
   Initials
10. I understand that all remediation work must be turned in one week prior to the first day of class. _____
    Initials

_____ _____
Student's Signature Date

_____ _____
Instructor Signature Date

_____ _____
Department Head Signature Date

APPENDIX D
CRITICAL INCIDENT FORM

Student: _____ Date completed:_____

Clinical Site: _____ Educator: _____

Date/Time of Incident:_

Incident Description:

Detailed description of incident.

Handbook violation reference:

What are the actual/potential consequences of this incident?

Was the physician contacted? _ Yes ___ No Explain:

E. If the incident involved a medication:
1. Name, dose, time of medication ordered:

2. Error committed:

Instructor's comments: (use back of sheet if necessary)_____
_____
_____
_____

Faculty Signature:_____ Date: __

Student Signature:____ Date:__

Department Chair Signature: __ Date: __

Original: Student File CC: Chair Nursing Department

APPENDIX E
Exam Question Review

Student Name:_____ 900_____
Date:_____Course:_____ Semester:_____ Exam: _____
Date of Exam:_____

Challenge must be submitted within 24 hours of exam review

Exam item number or description:_____
_____
_____
_____
_____

Suggested Response:_____
_____
_____
_____

Rationale with sources cited:_____
_____
_____
_____

Student Signature:_____

Date received:_____ Time:_____ By:_____

Resolution (include rationale for any changes made and alternate answer choices if given:
_____
_____
_____
_____
_____
_____

_____ _____
Faculty Signature Date

Appendix F
Corrective Action Plan

Date:_____

Student Name:_____ Student ID#_____

Beginning date of Corrective Action Plan_____

Description of Problem:_____

_____

_____

Nature of the Problem	Supportive Evidence	Remediation/ Obligation
Absenteeism Tardiness		
Exam Failure		
Unprepared for Clinical/ Class		
Unsatisfactory Client Care		
Unsafe Clinical Practice: 1. Did not demonstrate appropriate skills level. 2. Unable to calculate medication dosages or rates. 3. Unable to communicate clearly or comprehend the English language. 4. Other:		
Noncompliance with dress code/		
Lacking professional demeanor 1. Unable to effectively communicate with faculty, staff, peers or clients. 2. Violated client confidentiality. 3. Irresponsible behaviors demonstrated. 4. Does not follow faculty/ staff directions or instructions. 5. Using electronic devices in clinical/lab setting 6. Other		
Written Work deficit		
Possible Consequences		

Follow-up Comments	
After the development of the corrective action plan, the instructor(s) and student will sign below. This plan remains in effect until the student completes the PN Program.	
Student Signature:	**Date:**
	Follow-up date:
	Follow-up date:
Instructor Signature:	**Date:**
	Follow-up date:
	Follow-up date:
Department Head Signature:	**Date:**

Appendix G

ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Augusta Technical College, Practical Nursing Program Student handbook. I recognize I am responsible for abiding by standards within the most current student handbook. My signature indicates that I have read, understand, and agree to comply with the Augusta Technical College Practical Nursing Student Handbook Policies throughout the entire nursing program. I have been given the chance to ask questions and clarify any concerns about the content of the Student Handbook to include:

- The Program's Mission
- Professional Standards and Dress
- Attendance
- Health Requirements
- Re-admission
- Re-entry
- Critical Incident
- Progression

I understand and accept the above standards and agree to comply with the Augusta Technical College Practical Nursing Student Handbook during my entire enrollment in the PN program.

Any questions may be directed to the Department Head or to any member of the nursing faculty.

Print Name:_____

Signature: _____

Student ID# _____Date: _____