Evidence in Practice

Revised November 16, 2016
EQUAL OPPORTUNITY STATEMENT

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation 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:

For information on Title IX, contact: Shannon Patterson, sbentley@augustatech.edu (706) 771-4013, Title IX Coordinator – Augusta Campus (Building 100). For information on ADA/504, contact the ADA/504 Coordinator, Karissa D. Wright, kdavis@augustatech.edu (706) 771-4067 or go to the Counseling Center in Building 1300.
Welcome to the Augusta Technical College Associate Degree Nursing (ADN) program!

We are excited and pleased that you have been chosen in our elite group of nursing students and are ready to continue your career in Augusta Technical College’s ADN program. The face of nursing is changing and providing quality health care is becoming more complex. We the faculty at Augusta Technical College are committed to keeping abreast of the new state of nursing and utilizing all the resources available to us to provide you the most high quality education possible.

As a nursing student, you have been accepted into a very competitive program and are expected to function in an increasingly professional manner and your education is designed specifically to integrate you into the role of the professional nurse. You are also expected to 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 so please sign the acknowledgement form in the back of the handbook. 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 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 technique’s 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.

Accreditation and Program Approval Information

The faculty of the Associate Degree Nursing program is currently pursuing accreditation status through the Accreditation Commission for Education in Nursing (ACEN). Their address and phone number is: Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000. The web site is www.acenursing.org. The Georgia Board of Nursing has granted full approval to the Associate Degree Nursing Program.
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Section I

Department of Nursing Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tr>
<td><strong>Department Chair</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terry H. Richardson, MSN, MBA, MHA, RN</td>
<td><a href="mailto:trichardson@augustatech.edu">trichardson@augustatech.edu</a></td>
<td>706-771-4184</td>
</tr>
<tr>
<td><strong>Nursing Faculty</strong></td>
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<td></td>
</tr>
<tr>
<td>Beatrice Olden, MSN, RN</td>
<td><a href="mailto:bolden@augustatech.edu">bolden@augustatech.edu</a></td>
<td>706-771-4846</td>
</tr>
<tr>
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<tr>
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<td><a href="mailto:sherry.williams@augustatech.edu">sherry.williams@augustatech.edu</a></td>
<td>706-771-4168</td>
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</table>

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**

A statement of philosophy in a practice discipline is a search for a general understanding of the core values, beliefs, and concepts of a discipline, thus providing the practitioners in a discipline with a guide for actions (Merriman-Webster's Collegiate Dictionary, 2016). 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* (2013). 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 health care discipline. While acknowledging 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.

**Philosophy of Nursing and Nursing Education**

The faculty of the Associate Degree Nursing Program of Augusta Technical College holds the following values, and beliefs about nursing, and nursing education.

**Metaparadigm**

The nursing metaparadigm (person, health, nursing, and environment) is the appropriate focus of professional nursing. The person is the collective recipient (individual, groups, families, communities, populations) of professional nursing's interest (ANA, 2003, 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, 2003, 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, 2003).

**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, 2003). 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, 2003).

**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, 1970), 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.

**Organizing Framework for Development of the Associate Degree in Nursing Curriculum**

“Organizing frameworks serve to guide curriculum development, and provide ways in which the faculty can continually evaluate the curriculum or its completeness, and quality…” (Keating, 2005, p. 176). The organizing framework for the associate degree curriculum at Augusta Technical College is derived from concepts in its mission statement, philosophy of nursing and nursing education, ANA foundational documents cited in the philosophy, the nursing metaparadigm (person, health, nursing, environment), the nursing process and critical thinking (Wilkinson, 2011), caring as nurturing, generative, and protective behaviors (ANA, 2003), nursing education at the associate degree level, learner characteristics and Marlow’s Hierarchy of Needs Theory (Maslow, 1970) as a framework for working with socioeconomically disadvantaged students. The horizontal and vertical curriculum threads illustrated in Figure One (p. 9) were derived from the philosophy and organizing framework, and reflect the critical concepts that will be addressed in the program. The curriculum threads are integrated into courses at each level of the program. Course competencies related to the threads were developed in sequential order or levels [by semester] to assist students in achieving the program outcomes.
Figure One – Curriculum Threads

Horizontal Threads: Client Needs

- Safe & Effective Care Environment
  - Management of Care

- Health Promotion & Maintenance

- Psychosocial Integrity

- Physiological Integrity

Vertical Threads: Competencies

- Nursing Metaparadigm (person, health, nursing, environment)
- Professional Behaviors
- Assessment
- Nursing Process
- Manager of Care/Provider of Care
- Critical Thinking/Clinical Decision Making
- Evidence-Based Practice
- Caring
- Therapeutic Interventions
- Non-pharmacological
- Communication
- Cultural Competence
- Family Systems/Varied Family Forms
- Collaboration
- Teaching/Learning
- Pharmacology
- Nutrition
Program Student Learning Outcomes

Graduates of the Augusta Technical College Associate Degree Program will:

1. Demonstrate an understanding of ethical/legal values and foundational concepts for nursing, grounded in the arts and sciences.

2. Apply critical thinking skills within the context of the nursing process to formulate and evaluate a plan of care leading to sound clinical decisions to meet the needs of the patient.

3. Provide caring and compassionate nursing care to the patient.

4. Demonstrate therapeutic communication techniques when interacting with the patient and family.

5. Provide culturally competent care to the patient.

6. Deliver therapeutic and safe competent care that is based on current evidence as the scientific rationale;

7. Collaborate with other members of the healthcare team in planning, providing, and evaluating care for the patient.

8. Demonstrate effective principles of teaching and learning when educating the patient and family.

9. Demonstrate a commitment to lifelong learning and career development.

10. Demonstrate behaviors consistent with professionalism.
Figure Two: Organization and Development of the Nursing Curriculum

- ADN Program Mission
- Philosophy and Organizing Framework
- Program Outcomes
- Core Competencies for Graduates of Associate Degree Programs (ACEN 2013)
- ANA Foundational Documents

**Curriculum Threads**
(Refer to Figure 1 for horizontal and vertical threads)

**Nursing Courses**

- Semester One
  - Level 1
  - Competencies/Student Learning Outcomes
- Semester Two
  - Level 2
  - Competencies/Student Learning Outcomes
- Semester Three
  - Level 3
  - Competencies/Student Learning Outcomes
- Semester Four
  - Level 4
  - Competencies/Student Learning Outcomes
Core Performance Standards

The Southern Council on Collegiate Education for Nursing (SCCEN) taskforce (2004) 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).

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

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<thead>
<tr>
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<td>2113</td>
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<td>PSYC</td>
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YEAR 2 SUMMER SEMESTER Students are evaluated and selected for progression to their RNSG prefix courses summer semester

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YEAR 2 SPRING SEMESTER

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YEAR 2 SUMMER SEMESTER

<table>
<thead>
<tr>
<th>SUBJECT</th>
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<th>COURSE TITLE</th>
<th>CREDITS</th>
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<td>RNSG</td>
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<td>Adult Nursing II</td>
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</tr>
<tr>
<td>RNSG</td>
<td>2270</td>
<td>Pediatric Nursing</td>
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Year 3 FALL SEMESTER

<table>
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</tr>
<tr>
<td>RNSG</td>
<td>2230</td>
<td>Maternal-Child Nursing</td>
<td>4</td>
</tr>
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</table>

TOTAL CREDITS 72

Note: Students must score at proficient level (cut score of 58.7) or higher on the TEAS Test for Associate Degree Nursing.
Section II

Academic, 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 take the ATI Comprehensive Achievement Exam. The maximum length of the completion of the nursing program shall not exceed 36 months from the initial start date of the student in the program.

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 – 70%

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>BIO 2113</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 2114</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIO 2117</td>
<td>Introduction to Microbiology</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
</tr>
<tr>
<td>HUMN 1101</td>
<td>Introduction to Humanities/Area IV Option</td>
</tr>
</tbody>
</table>

2. TEAS will represent 30% of the ranking.

The student will not be eligible for admission to the ADN program with a composite percentile score of less than 58.7%.

The ATI-TEAS examination includes four sections: Reading, Mathematics, Science, and English and Language Usage. Additional information about the examination can be obtained from the ATI website at: https://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx

The exam dates will be posted on the program webpage and will also be available in student services.
**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:* Students who obtain less than a “C” in a nursing course will be suspended from the program for one semester. ADN nursing courses are offered once a year. Therefore, if a student does not successfully complete a course he or she would have to wait a year before retaking the course.

*Program Expulsion:* If a student receives two failures in the nursing coursework of <70% or a WF, 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. They will not be eligible for remediation or readmission.

**Academic and Work Ethics Grades**

Students will be awarded academic and work ethics grades for each course. The College academic and work ethic grading scale will be used to award grades. Students can access final grades by logging into their Smart Web accounts.

**Standardized Testing**

All students in the ADN program are required to take 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.
Work Ethics Grades

A work ethics grade will be assigned in all courses. Therefore, students are encouraged to apply appropriate work ethics in class using the following determining factors: attendance, productivity, punctuality, teamwork, character traits, leadership, personal organizational skills, communication, respect, confidence, and appearance. 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. **Attendance**: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
2. **Productivity**: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.
3. **Teamwork**: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.
4. **Character**: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
5. **Leadership**: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.
6. **Organization**: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.
7. **Communication**: Displays appropriate nonverbal (eye contact, body language) or oral (listening, telephone etiquette, grammar) skills.
8. **Respect**: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.
9. **Self-Esteem**: Demonstrates a positive attitude; appears self-confidant; has realistic expectations of self.
10. **Appearance**: Displays appropriate dress, grooming, hygiene and etiquette.
At mid-term students will receive a rating that reflects these documented situations. If a student has been deficient in a certain area, the student will be given the opportunity to bring his or her performance up to industry standards before grades are issued at 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

Grade and Academic Appeals

A student may appeal a final grade or any other academic decision. 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. 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 three weeks 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 academic dean (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 or director, the student may appeal in writing to the Vice President for Academic Affairs. This appeal should occur within six weeks of the contested grade or decision. The decision of the Vice President for Academic Affairs concerning the approval of a grade change is final.

Readmission to the Program

You will be required to repeat the semester you completed prior to the semester you failed or withdrew from the program; this is inclusive of the nursing clinical rotation. Your readmission will be granted on the basis of space availability.

To be considered for readmission to the ADN Program a student must:

- Have at least an overall 2.0 grade point average (GPA) on a four point scale.
- Reapply to the College if he or she has not been enrolled for two consecutive semesters.
- The curriculum in effect at the time of re-entry must be completed by the student for graduation.
- A readmission plan will be put into place with the chair of department of nursing once failure has been determined.
- You will register and pay for the classes with the CRN# of the course(s) within continuing education system. You will attend class(s) based on the attendance policy specified in the student handbook and in your syllabi. You will receive a Pass or Fail grade in Banner.
• 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 2 semesters must reapply to the program. The student must contact the Admissions Department.

The College definition of a course audit is as follows: “AU” AUDIT–Indicates a student is registered to audit a course and attend classes without meeting all admission requirements for the course and without receiving credit. Students are not permitted to change from audit to credit after the drop/add period without meeting recommended admission requirements or from credit to audit after the drop/add period at the beginning of each term.

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 in order to be considered for admission/progression as a transfer student.

Student must complete the following actions for a transfer admission:

1. Submit an application 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;

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

It is essential that educational programs meet requirements and standards necessary for successful employment in businesses and industries. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes 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 in excess of 10 percent of the total contact hours in any course during a semester, the student is subject to being suspended from the course (s) involved. 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 equals 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.

A student who has been suspended for attendance reasons has the right to appeal in writing and will remain in school during the appeal process. When the appeal process is completed, the final decision is made retroactive to the date of the original notice of suspension. Suspension from a course may influence a student’s financial aid status. Notification of suspension is considered to be accomplished through issuing a written notice to the student.

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 conduct an investigation 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
3. Dean, Allied Health Sciences and Nursing (Dr. Gwendolyn Taylor)
4. Senior Vice President of Academic Affairs (Dr. Charles Hall)
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.

**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](http://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](http://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 (Fowler, 2008).
**Academic Honesty Policy**

The primary goal of education is to increase each student’s own knowledge. Healthcare is an area in which comprehensiveness and accurate knowledge is vital for appropriate performance. Academic dishonesty, therefore, will not be tolerated in the Associate Degree Nursing program at Augusta Technical College. Academic dishonesty includes:

1. Cheating on an examination.
2. Stealing course or examination materials before or after a scheduled test (i.e. writing down questions, taking photos of exam).
3. Plagiarizing or submission of another’s ideas or papers (whether purchased, borrowed or otherwise obtained) as the student’s own work.
4. Falsifying records.
5. Knowingly and intentionally assisting another student in commission of any of the above acts.
6. Purchasing and using online test banks.

**Procedure for Exam Reviews**

The procedure that will be followed post exam, exclusive of the course final will be as follows:

1. Exams will be reviewed; answers and rationales will be provided during exam reviews only, except the final.
2. Computerized exams will provide an automatic review immediately after the exam.
3. All exam questions or clarifications will be discussed during the Exam review time only.
4. Any student needing further clarification on an exam question must make an appointment with the Lead Instructor for that class.
5. Email communication to the instructor regarding Exam content is prohibited.

**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, 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.

HIPPA 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. Any and 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

Students are required to sign an authorization to allow the Augusta Tech faculty member 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:

1. 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. Hepatitis B Vaccine series, and titer, or declination form if applicable.
3. Diphtheria/Tetanus – within ten years.
4. Mumps, Varicella, Measles, Rubella vaccine or titer.
5. Flu Vaccine to be completed during first week of fall semester.
6. Physical – within one year.
7. Drug Screen/Background Check. (Administered by PreCheck)
8. Take the Basic Life Support Certification or Recertification and maintain certification throughout ADN program.

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 PreCheck to secure criminal background checks and drug screens. Students are responsible for securing their own background checks (scheduling and cost). Students will receive the PreCheck 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**

In order 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 Satisfactory or Unsatisfactory. Unsatisfactory (U) clinical performance will result in failure of the course, regardless of the theory grade. Clinical failure is defined as failure to achieve clinical requirements that demonstrate a level of competency in the clinical setting. Unsatisfactory evaluations for any two clinical days will result in failure of 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.

Dress Attire

Students in the associate degree nursing program are expected to be professional in appearance. In order 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 clinical and a U (Unsatisfactory) grade will be given.

Uniforms must be of washable, permanent-press fabric, and always clean and in good repair. They must be purchased through International Uniform Inc. 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.

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.

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.
3. 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.

4. 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.

5. 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. 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.
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, and cell phones) are not allowed in the clinical area. Use of electronic devices in clinical areas may be grounds to be sent home.

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 conditions 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. Smoking is 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. Some facilities will send you 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 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 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 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 E) 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 or any other academic decision in accordance with Augusta
Technical College’s appeal process, which is located 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

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.

Health Insurance

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


American Nurses Association (2010). *Nursing’s social policy statement* (2nd ed.). Silver Springs, MD.


APPENDICES AND FORMS
APPENDIX A

Definitions

Advanced Placement
Returning to the nursing program at a level higher than a first semester nursing course.

Clinical Day
One shift in which a student is assigned the care of at least one patient, observation experience, or lab activities.

Critical Incident
A critical incident is defined as a potentially life-threatening event which compromises a patient’s 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.

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.
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

Augusta Technical College
Associate Degree Nursing Program
Readmission Plan

Student _____________________________  ID Number ___________________

Academic Appeal for Readmission

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 on the basis of space availability.

You will register and pay for the classes with the CRN# of the course(s) through continuing education. You will attend class(s) based on the attendance policy specified in the student handbook and in your syllabi. You will receive a Pass or Fail in Banner.

You must make a seventy (70) or above in the course(s) enrolled in. In order to attend clinical you must have a current CPR card, and First Aid Card. CPR and First Aid cards must be current and representative of Basic Life Support (BLS) training and First Aid issued by American Heart Association. You must submit a current clinical clearance form, and completed health-packet. Contents should include the completion of a criminal background check, urine and drug screen completed through Pre-Check. You are required to show proof of current health insurance by the submission of a health insurance card.

My signature acknowledges the following:

1. I have read the conditions of my remediation plan;
2. I understand the terms of the remediation plan; and
3. I accept the remediation plan as outlined.

_________________________________________  ___________________________
   Student’s Signature                      Date

_________________________________________  ___________________________
   Instructor or Department Chair Signature  Date

Department of Nursing  Augusta Technical College  November 2016
APPENDIX D

CRITICAL INCIDENT FORM

Student: ________________________________ Today’s Date: ________________

Clinical Site: ___________________________ Educator: _____________________

Incident and Date/time of Incident: _______________________________________

A. Detailed description of incident.

B. Handbook violation reference:

C. What are the actual/potential consequences of this incident?

D. 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

Department of Nursing  Augusta Technical College  November 2016
ACKNOWLEDGE FORM

Signing this sheet indicates that you have read, understand, and agree to comply with the Augusta Technical College Associate Degree Nursing Student Handbook Policies throughout the entire nursing program.

I have read, understand, and agree to comply with the Augusta Technical College Associate Degree Nursing Student Handbook Policies to include Criminal Background Checks and Core Performance Standards during my entire enrollment in the ADN program.

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

Name (Print): ____________________________________________________________

Signature: ______________________________________________________________

Date: ______________________________